

# GILBERT INSTITUTE



## STUDENT HANDBOOK

**2019 – 2020**

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**ACTING PRINCIPAL**

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**THIS HANDBOOK BELONGS TO:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Parish: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Student # \_\_\_\_\_ Class: \_\_\_\_\_

# A Short History of the School

In 1930, or thereabouts, a Mrs. Marion Porter-Smith set up a school for the education of Portuguese children, at Dudley Hill in Paget. As this was in a house, it was most inadequate. However, it was not until 1932 that pressure from Mr. Gilbert (then Director of Education) caused the planning of a “school” to be started. Mr. Will Onions, a well-known Bermuda architect of the time, was chosen to design the building – this was completed in 1933 and the school was opened on May 26<sup>th</sup>, 1933. The Governor, Lieutenant General Sir Ashley Cubitt, named it after the Director of Education, Mr. C.G.G. Gilbert.

For many years it catered to mainly Portuguese children under the very capable hands of Mrs. Porter-Smith.

In 1953, after twenty years of service, Mrs. Porter-Smith returned to Canada and Mr. Albert Young took over. From then the school increased in enrollment especially with American Base children. By 1960, when Mr. Gervase Marson took over, there were many American children, and with a leaving age of 15, the school was more like a junior high school.

Mr. Marson decided to take a leave of absence in 1970 to further his studies at the University of Victoria in Canada. Whilst he was away, the school was administered by acting head, Mr. Timothy Skinner, from 1970 to 1972.

In 1972, a new head, Mrs. Veronica Todd, was installed and remained with the school until January of 1985, leaving to take over the post of Education Officer at the Department of Education.

Mr. Alwyn McKittrick was principal from 1985 until December 1990. He left the school to take up the position of Director of the National Trust.

Mrs. Carole Figueiredo became the principal in January 1992. She served for eight years and was transferred by the Ministry and took over another principalship in September, 1999.

Mrs. Eunice Jones served as principal from September 1999 until her retirement in June 2010.

Mrs. Coraleta Dill took over the principalship in September 2010.

The school has two houses: blue and red. Mr. Edward Elmhirst designed the school coat of arms and the motto,



“PERSEVERANTIA VINCIT”, (Perseverance Conquers All) was chosen by Mrs. Porter-Smith.

The school song was written by Mrs. Shirley Bacon and arranged by Mrs. Pamela Dunn.

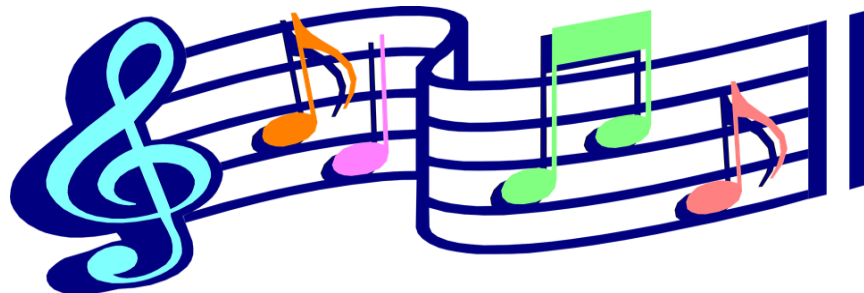
# *The School Song*

Lord bless us in our school today  
And help us in our work and play  
To do our best, and ever try  
To hold our honour high

O may we always play the game  
And tell the truth, and take the blame  
For all our wrongs, that we may be  
A credit to our school.  
As one united family  
Our motto always let it be  
'Perseverantia Vincit'  
'O Gilbert Institute'

Written by Shirley Bacon 1966

Arranged by Pamela Dunn 1991





# What is the Philosophy of the School?

We believe: All children can learn

- The school climate should be non-threatening and supportive.
- Students should be encouraged to ask questions.
- Students master skills best through active, interesting, and exciting learning experiences.
- Instruction must take into consideration individual abilities of students and their learning styles.
- Confidence and a sense of self worth must be encouraged at all times.
- Students and staff should be encouraged to develop their talents to the fullest.
- Education should be developmentally appropriate.
- School should be a haven of peace in a world of conflict.
- School must nurture relationships.
- Barriers to full empowerment of people must be removed.
- Constructive discipline is a vital component of school. A strong emphasis should be placed on teaching “self discipline”.
- Staff must work constantly at improving the delivery of instruction.
- Academic achievement must be emphasized.
- Children should leave school with positive memories.
- Teachers have the responsibility to show children how to be independent learners,
- The school must respond to the needs and interests of the community.
- Teachers must provide instruction, and students must master certain basic skills,
- Parents are their child’s first teachers and play a vital role in ensuring student success at school.

# Mission Statement

*“Gilbert Institute will provide a caring, supportive environment for students, parents, guardians and school staff so that each person associated with the school can experience maximum intellectual, social, physical and emotional development. The fundamental goal of the school is to produce healthy, happy and contributing members of society.”*



The school aims to provide each child with a wide range of academic, social, emotional, and recreational experiences, so that he or she will leave school with a strong sense of self discipline, a firm academic basis for future education and positive self esteem.

The philosophy of the school can be carried out if there is strong parental support, participation and cooperation. The children need ongoing support for their academic, social and sporting endeavors. Parents are strongly encouraged to support the work of the Parent Teacher Association (PTA). Support for the teachers is essential.



The teachers at Gilbert Institute are dedicated to meeting the needs of our students and work many, many extra hours. We believe that students achieve their best when the school and home, work together sharing common goals. We are committed to a process of ongoing communication with parents and guardians.

The school is determined to ensure that all children are treated fairly in a setting that provides guidance, discipline, and clearly defined rules. If these guidelines are in place, then students will learn good work habits and self-discipline, thus ensuring maximum learning and achievement.

To attain maximum learning and achievement students should:

- Be punctual and attend school regularly.
- Arrive in class with the proper materials and equipment.
- Be ready to work to their ability.
- Ensure that homework is done neatly, accurately and given in a timely manner.
- Know and obey school rules and regulations.

## After School Programme



There are two After School Programmes open to all students who attend our school. 'Engaging Kids Positively' operates from 3:30 to 5:45 Monday through Friday, during regular school days. The cost is \$30 per child per week. A non-refundable registration fee of \$10 per family per school year will be required at registration.

'The Adventurers After School Programme' also operates from 3:30 to 5:45 Monday through Friday during regular school days. The cost is \$30 per child per week. No registration fee is required.

## Arrival/Dismissal



Students are to be dropped off and picked up at the first round-a-bout. Please proceed around as quickly as possible so as not to tie up the traffic. *Vehicles should not come any further onto the school grounds (past the gate area) as this presents a safety hazard to our students.* Students should follow the established procedures for the dropping off of their bags and proceed to their designated area.

Please drive with extreme caution on the road leading to the school. (Refer to Traffic Guideline handout)



## Assemblies

These are held every Monday at 8:45 a.m. Parents may attend at any time.

## Brown Bag Lunches

On at least one occasion per term, parents are invited to bring their lunch to school and have a picnic with their children on our lovely grounds.

## Class Parents

At the “Back to School” night in September, two parents from each class will be encouraged to be the class parents. These parents will be responsible for communicating with other parents as it relates to class activities and school functions.

## Conduct

All students are expected to follow all rules and expectations of the school. These are presented on the following pages. Please discuss these with your child as they are in place to provide a safe, productive environment.

## Dental/Doctor Appointments

Please notify the office and teacher of any appointments. A “SCHOOL PASS” will be issued by the office when you arrive to pick up your child. The pass should be returned to the office when your child returns to school.



## Expectations and Rules

<b><u>EXPECTATION/RULE</u></b>	<b><u>CONSEQUENCE FOR BREAKING THE RULE</u></b>
Students are not allowed to play with balls or other sports' equipment on the tarmac.	The item will be confiscated.
Students, unless given instructions otherwise, should not be in the building without adult supervision.	Sent to the office and loss of playtime.
Students are expected to be silent in the hallways.	Warning – repeat offenders will miss recess play.
Students are expected to be kind to teach other and not tease.	Loss of recess or lunch. In severe cases the student may be placed in detention or removed for a period of time from the other students.
Students are expected to show respect to all adults. Students are expected to follow all instructions given by school personel and parent volunteers.	At the least, detention. Other consequences may also be given.
Children are expected to wal, not run, from one part of the school to another.	Sutdents will be given a warning. Persistence will result in loss of recess play.
Children are expected to wear a helmet when riding a bicycle to school. Once on the school grounds, students are expected to walk their bikes, immediately, to the designated parking area.	First infractions – a warning. Second infraction – removal of the privilege for a week.
Students are expected to be in the designated assembly/play areas during the appropriate times: Before school – designated area by the assembly hall Recess – small field Lunch time – large field (P4 – P6) Small field (P1 – P3) Children ust stay in sight of the adult on duty and not wander far into the bushes or off the school grounds.	Verbal warning. Recess or lunch detention.



## Expectations and Rules cont'd

Children are expected to be in full school uniform; neat and tidy. Prober uniform for P.E. classes is required.	Parent notification. Three infractions will result in a lunch time detention. Infractions will be recorded by the classroom teacher and P.E. teacher.
Students are to be in school by 8:40 a.m.	Tardiness recorded. Five will equal one day's absence.
Students are not allowed to visit local stores on their way to or from school.	Verbal warning. Repeat offence, parents will be contacted.
Failure to complete or return homework.	Recess or lunch detention.
Fighting of any sort is not acceptable. Throwing sticks, stones, etc is not acceptable.	After school detention.



## Food Policy

We encourage HEALTHY eating. Junk food- soda, candy, chips or french fries, etc is not permitted. Eating is confined to recess time and the lunch hour. The use of glass is not permitted. All children should have a piece of fresh fruit to eat during recess. Children are strongly encouraged to have a “trash free” lunch. Lunch/fruit should be sent in an appropriate lunch bag/container. **Children should bring a water bottle to school daily.**

## Hair Policy

Hair should be clean and neatly groomed. Long hair/braids should be tied back for health & safety reasons. Lines and other designs are not permitted for male and female students.

## Homework Policy

Homework forms an integral part of a child’s education at Gilbert. It is set daily in all classes. Homework is not usually set during the holidays. Parents are expected to sign the student’s homework book daily.



## Homework Schedule Per Night:

P1 – 15 minutes

P2 – 15 minutes

P3 – 30 minutes

P4 – 40 minutes

P5 – 50 minutes

P6 – 30 – 60 minutes

When a child has not completed the homework in the allocated time and the parent is satisfied that the child has tried his/her best, the parent may write a short note to the effect. In this case the child will not be penalized.

## Hot Lunch

Hot lunch is provided once per week for those students who wish to have it, by Fusions Grill Catering Services.

## Illness

If your child is to be absent from school due to illness, please inform the office prior to 9 a.m. via email or voicemail message.

## Jewelry

No jewelry may be worn, other than watches and small round ball stud type gold or silver earrings: only one in each ear for girls; only one in one ear for boys.



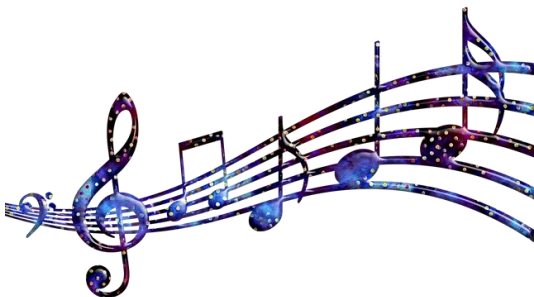
## Major Events of the Year

Multicultural Dinner (every 2 years)  
Christmas Plays and Performances  
Sports Day  
Prize Giving  
School Leaving Ceremony

## Music

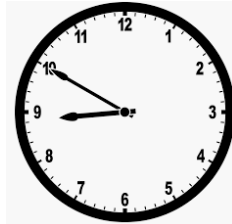
**Choir** – students from primaries 4 through 6 may join the choir.

**Instrumental Music** – The Menuhin teachers provide free instrumental lessons for certain students in Primary 4 on Tuesdays. Students must be willing to practice at home regularly. There is a rental fee of \$30 per term.



## Tardiness

Students must check in at the office before going to class if they arrive to school from 8:50 a.m. onward. They are expected to arrive to school between 8:30 a.m. and 8:40 a.m. If students are going to be late due to an appointment, the office must be notified via email or phone message prior to the appointment



## Visitors

Visitors, including parents, are not permitted to visit classes during lesson times without first getting permission from the principal, deputy principal or administrative assistant.

**ALL VISITORS MUST SIGN IN AT THE OFFICE**



## Volunteers

Parent (any adult) volunteers are warmly welcomed at Gilbert. You may wish to volunteer your time for playground supervision (morning, recess, lunch hour), listening to student reading, driving on class trips, library duty, photocopying, cooking, special projects, sharing your talents, coaching, etc. Coaching involves liaising with the P.E. teacher, providing after-school training sessions and officiating inter-school events.

Playground supervision involves walking around the big field (morning/recess) and/or the school premises (lunch time). You may be asked to see to first aid needs, help settle disputes, monitor play, etc. It is important to check with the teacher on duty when you arrive.

Library duty involves being present in the library during the lunch hour, maintaining "quiet" for those students who wish to read, checking out books, shelving books, typing out library cards, etc. **Your time and active participation help to make Gilbert Institute a successful school.**



## P.T.A.

The Gilbert P.T.A. is very active. The P.T.A. raises a significant amount of money for school projects. There are a variety of social events during the year and several general meetings. Parents are strongly encouraged to become actively involved with the work of the P.T.A.

## Reports

Reports are sent home two times per year (February and June). Each parent will also be offered a conference time during the month of November. Parents may request a conference with the class teacher, the counselor or the principal at any time.

## PowerSchool

Parents are encouraged to sign into Power School to keep abreast of grades, attendance and assignments.

## School Day

8:40a.m.: Bell rings (Student arrival before 8:15a.m. is discouraged)  
10:45a.m. – 10:55a.m.: Recess  
12:15 p.m. – 1:15p.m.: Lunch  
End of day for P1 – P2: 3:00p.m.  
End of day for P3 – P6: 3:30p.m.

***Teacher supervision begins at 8:30a.m.***

After school pick-up: Please ensure prompt pick-up of your child/children at 3:00p.m. or 3:30p.m.. A teacher is on duty until 3:45p.m. Students will not be supervised after this time. A paid after school care service is provided from 3:30p.m.

## Uniform

It is important that the correct school uniform is worn at all times.

Girls: Summer – white/red Gilbert school polo shirt, grey skort, skirt or glymp, white or grey

socks, black shoes (heel size – no more than an inch; plain buckle or lace up; no patent leather).

HAIR ACCESSORIES, SUCH AS CLIPS, BUBBLES, RIBBONS, ETC., SHOULD BE IN THE SCHOOL COLOURS ONLY – RED, WHITE, GREY, CLEAR AND/OR BLACK.

Boys: Summer – white/red Gilbert school polo shirt, grey shorts, grey socks, black shoes (heel size – no more than an inch; plain buckle or lace up; no suede or patent leather).

**ALL STUDENTS** (*except P1s*: they will remain in their polo shirts during winter)

Winter: white school shirts, school tie, school sweater, red school jacket and grey socks. The girls may wear white or grey tights on cold days.

## Uniform Orders

Gilbert school polo shirts are available for purchase from the school office.

P.E. uniform and tracksuits must be purchased at Sidekicks in the Washington Mall.

School jackets must be purchased at Atlantic Stitches on Ord Road (entrance across from Ord Road Laundromat): 293-6627.

## Uniforms – P.E.

The boys and girls wear a school P.E. uniform with white socks and white or black sneakers. This is usually ordered at the end of the school year for pick up in September. All P.E. kits must be clearly marked with the student's name. Each class has 2 lessons of P.E. per week. Primary One to Primary Six students will wear their P.E. clothes to school on the days they have P.E. classes.

**ALL ITEMS OF CLOTHING MUST BE CLEARLY LABELLED**

**Summer**



**Winter**



**P.E.**



# SUGGESTED LIST OF SCHOOL SUPPLIES

## **Primary 1**

1 container – baby wipes  
2 rolls – paper towel  
Dry erase markers  
1 box of tissues  
1 paint shirt, or art apron  
1 box (gallon size) baggies (ziploc)  
1 box (quart size) baggies (ziploc)  
Pencils  
24 pack crayons  
1 pack 3 x 5 index cards

## **Primary 2**

1 small school supply box  
1 box (24) regular size crayons  
2 large flexible erasers  
1 large box of tissues  
2 large glue sticks  
1 zipper pencil pouch  
1 pair of round tipped 4: scissors  
1 pack 3 x 5 index cards  
1 pack of wipes

## **Primary 3**

1 package of pencils  
1 composition book  
1 pack of wet wipes  
1 large box of tissues  
1 roll of select-a-size hand towel  
1 apron/t-shirt for art  
1 pack 3 x 5 index cards with lines (100)  
2 glue sticks  
1 box ziploc gallon bags  
1 box ziploc quart bags  
1 highlighter

## **Primary 4**

1 pencil case  
1 box of #2 pencils  
1 pair safety tip scissors  
1 large box of tissues  
1 roll of paper towel  
3 folders with pockets

## **(P4 continued)**

2 glue sticks  
1 pack of dry erase markers  
2 hard cover composition books (no spiral)  
1 flash drive (1G)  
1 pack 3 x 5 index cards  
1 box ziploc gallon bags  
1 box wipes  
1 plastic homework bag  
1 container of hand sanitizer  
1 highlighter

## **Primary 5**

1 pair of scissors  
2 hard cover somposition books (no spiral)  
3 folders with pockets  
1, 12" ruler  
2 glue sticks  
1 flash drive (1G)  
1 large bos of tissues  
1 box of #2 pencils  
1 box fine point markers  
1 box ziploc baggies  
1 pack 3 x 5 index cards  
1 highlighter

## **Primary 6**

Headphones  
Art smock or larg t-shirt  
1 large box of tissues  
1 box of #2 pencils (NO mechanical pencils)  
1 box of blue or black pens  
1, 500 count pack of notebook paper  
1 flash drive (1G)  
2 glue sticks  
1 box of thin line markers  
1 pair of safety tip scissors  
2 hard cover somposition notebooks (no spiral)  
6 pocket folders  
1, 12" ruler with centimeters  
1 pack 3 x 5 index cards  
Coloured pencils  
1 highlighter

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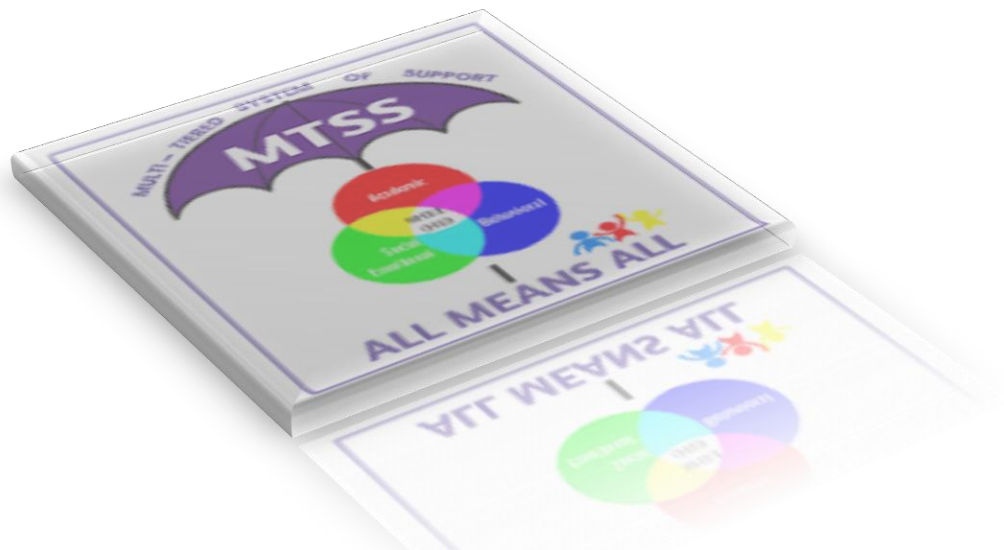
# MTSS School Expectations

**BE READY TO LEARN**

**BE RESPECTFUL**

**BE RESPONSIBLE**

**BE SAFE**



**MTSS: Multi-tiered Support System**