



**MACDONALD CONSOLIDATED SCHOOL**  
3950 Route 845, Kingston, N. B. E5N 1E9  
Telephone: (506) 763-3070 Fax: (506) 763-3077  
*More than one hundred years of education*



C. Osborne-Whalen B.Ed., M.Ed.  
Principal

E. Whittaker-Brown B.Ed., M.Ed.  
Vice-Principal



**2013 - 2014**

**Student Handbook**

# MCS School Mission

*To promote intellectual, social, emotional and physical growth within our school while nurturing meaningful partnerships within our community.*

## **MCS - Education which is Meaningful, Caring and Supportive**

The school mission is based on the following key beliefs:

- *We believe* all people have the right to be treated with respect.
- *We believe* school should be a welcoming, caring and safe environment for all.
- *We believe* high expectations and clear standards are essential ingredients to achieve true success.
- *We believe* all people are individually responsible for their own actions.
- *We believe* all people have the potential to succeed.
- *We believe* meaningful communication is paramount to an effective school system.
- *We believe* in the uniqueness of the individual, the value of differences and the power of understanding.
- *We believe* that initiative and creativity promote the love of learning.
- *We believe* that quality education includes liberal arts and physical education.
- *We believe* that our school building should also serve as a social, recreational and cultural centre for the community it serves.
- *We believe* the community has an important role to play in education and the family is the single most powerful influence on an individual.



## **MCS School Code of Conduct**

In our continued effort to have the students of MCS behave in manners that are supportive to our Positive Learning Environment, the staff has re-worked the Macdonald Consolidated School code of conduct. We trust you will support the school staff in reinforcing these expectations. For the benefit of all, we have shortened the code of conduct from previous years to an easily remembered slogan – “MAC D”

- M** Move quietly in the school.
- A** Accept and respect one another and their property.
- C** Class work and homework needs my best attention.
- D** Dress appropriately.



Anglophone South School District (ASD-S) has implemented a code of conduct which you may access on the ASD-S website at [www.asd-s.nbed.nb.ca](http://www.asd-s.nbed.nb.ca). This *MCS Code of Conduct* is also posted on the door to the school office area for your consultation.

## **Parent Expectations**

***We appreciate your support in the on-going educational opportunities of your child(ren).***

The following assist the school staff in meeting the needs of the students in the best possible manners:

- Show an active interest in your child’s progress.
- Communicate on a regular basis with your child’s teacher(s).
- Help your child be dressed appropriately and be ready for school upon arrival.
- Become familiar with the ASD-S code of conduct as well as the MCS code of conduct.
- Assist and support the school in dealing with disciplinary issues related to your child(ren).
- Help your child with homework and sign his or her agenda.
- Include healthy food choices and snacks in your child’s lunch each day.

## **Telephone/After School Plans**



School telephones are for school office business only. Use of the office phone should be with the permission from school personnel who will ask the purpose the phone is needed. If students are planning to change after school plans, a written note must be received by the homeroom teacher. All bus drivers require a signed, “Alternate Bus Stop Location” form from the office to alter plans on behalf of the student.

## **Volunteers**

All school volunteers must complete a volunteer registration form as well as the Policy 701 (Policy for the Protection of Pupils) questionnaire. We have hard copies of the Policy 701 in the school office or it may be completed online at: <http://701.nbed.nb.ca/> Parent volunteers should be under direct supervision whenever assisting in the classroom. If parents take children out of the classroom to read with them or to provide academic support, a criminal record check must be done. ASD-S will cover the cost of such checks. Criminal record checks are completed at the RCMP Detachment in Hampton.

### School Supplies/Fees

School supplies required for the 2013-2014 school year will be purchased by your homeroom teacher; therefore, please send \$25.00 in September to cover the cost of these supplies. (Please make cheques payable to MCS.)

Things to send from home:

- Indoor shoes (non-marking sole) for Phys Ed class and to be worn indoors.
- 2 Boxes of Kleenex
- Lunch Box and Back Pack

### School Photographs



The school is fortunate to have Harvey Studios organizing the school photographs in September. A memo will be sent home with every child in each class. If there are any questions about the school photographs, parents can refer to the offices of Harvey Studios via their toll free number which will be indicated on the form that comes home.

### Dress code

We encourage a respectful environment at all times, and therefore trust children will wear appropriate clothing to school. We ask no clothing bearing inappropriate logos, sayings, or pictures be worn to school. In addition, we ask that children not wear clothing showing bare midriffs, tank tops, or halter tops. No undergarments should be visible by any student in the school.

Students are expected to remove their hats and outside footwear when they enter the school. All students are required to wear sneakers (with non-marking soles) while in the gym. Without appropriate footwear your child may not be able to participate in physical education class.

We believe that children benefit from daily exercise outdoors. Hence, whenever possible, children will go outside at recess and noon. If weather conditions prevent students from going outside, they will be supervised indoors. Parents are urged to see that their child is dressed appropriately to go outside at recess and noon.



### Technology

- The use of internet and technology should be consistent with school expectations.
- Promptly report any inappropriate email or internet data.
- Respect the privacy of others.
- Refrain from engaging in any form of harassment, use of chat lines or external email.
- Note that the use of personal laptops from outside of the building is not permitted in the school.
- Personal cell phones should not be on a student's person for safety reasons. Also, as many cell phones now have the ability to be used as a camera, this would also violate, in some cases, media release requests.

### School Closure – Inclement Weather

**Snow Line: 1-855-535-7669**



Anglophone South School District is committed to the safe and efficient transportation of students and recognizes that it may be necessary to cancel a bus run(s), close school(s), or delay school opening to ensure students are not endangered by hazards brought on by poor weather or road conditions. Our decisions must be made prior to 6:30 am and they are based on the forecasts we have, and information we are able to collect on road conditions.

The following options are considered when deciding what to do during inclement weather situations:

1. Schools are open as usual in which case no announcement will be made.
2. All schools are closed for the day with an appropriate announcement being relayed to:
  - the local radio stations prior to 6:30 a.m.,
  - the District website: [www.asd-s.nbed.nb.ca](http://www.asd-s.nbed.nb.ca)
  - follow us on twitter [http://twitter.com/ASD\\_South](http://twitter.com/ASD_South)
  - the District Information Phone line ( toll free: **1-855-535-7669 [SNOW]** ).

Parents are encouraged to access the above noted methods early in the morning, particularly on days when the weather is inclement.

3. Schools are closed by Education Centre:
  - Hampton Education Centre (formerly District 6)
  - Saint John Education Centre (formerly District 8)
  - St Stephen Education Centre (formerly district 10)

Schools within an Education Centre may be closed depending on conditions.

4. School bus routes are delayed one hour. **On these occasions, all schools will open at their regular time to receive students. Students arriving late will not be penalized.**
5. Schools may be closed early on days when the weather conditions are anticipated to deteriorate significantly during the day. Every effort will be made to notify parents via the radio or by telephone for students in Kindergarten to Grade 5. We use media, voice mail and email. Parents are reminded of the importance of ensuring alternate arrangements are in place for their child(ren) in cases when they or another adult will not be available to be home.

During the winter months, there may be occasions when the condition of a particular road along a bus driver's route is hazardous. Individual school bus drivers have a responsibility to recommend to their supervisor either the cancellation or delay of their individual bus runs should they have a safety concern. Whenever possible, notice of a late bus or a cancelled bus run will be announced on the radio and posted on the Website.

While the loss of valuable instruction time is always a concern, the safety of students is paramount. The decision to close schools is always made with this in mind. **If schools remain open, and as a parent/guardian you feel that conditions in your area are not conducive to your child going to school, then ultimately, you have the final decision whether or not to send your child to school.** Absences on these days will not be a factor in a student's attendance record.

District Information Phone Line: 1-855-535-7669 [SNOW]

Follow us on twitter [http://twitter.com/ASD\\_South](http://twitter.com/ASD_South)

District Website: [www.asd-s.nbed.nb.ca](http://www.asd-s.nbed.nb.ca)



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

The school might be closed for other reasons beside inclement weather. There may be 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 the radio stations. If the problem occurs through the school day, the school may be closed early, and students sent home early.

If closing early, it is essential that we have emergency closure information so that we may know where to reach you or the person named on the information sheet in the office as the "emergency contact".

### **Allergies and medical concerns**



MCS is a scent free school, as are all the schools in ASD-S. This is for the protection of those who suffer allergic reactions to scents of various types. Please be respectful of this request as asthmatic conditions in some personnel are made more severe due to scents of various types.

In addition to concerns regarding scent in the building, we also have students who are highly sensitive to peanut and peanut containing products. Additionally, we have allergic conditions to nuts of any type. Anaphylactic shock can result if these students are compromised with these products.



Therefore, we ask you respect these potentially life-saving requests and encourage you to check the school district policy, or call the office at MCS if you have any questions or concerns.

### **Emergency Practices**

#### ***SHELTER IN PLACE***

This is a command that will be given by school officials or the police which will indicate to all occupants of the school that they are to remain inside the building. This command would normally be given in the event of an environmental threat such as a gas spill or a dangerous animal in the area of the school.

#### ***HOLD & SECURE***

This command will be given by school officials or police, if a crime happens in the area of the school. This is similar to the SHELTER IN PLACE except the doors to the school will be locked and guarded by *school officials* and no unauthorized people will be allowed to enter. This procedure will remain in place until the police advise otherwise.

#### ***FULL INTERNAL LOCK DOWN***

This is the *active shooter in the school* scenario with which we are all familiar. All interior doors will be locked and windows will be covered. Students and teachers will remain out of sight in the building unless a clear means of escape is obvious. Block windows with a piece of paper, if needed.



**Believe It! See It! Celebrate It!**