

## PRINCIPAL'S MESSAGE

Welcome to Rothesay Park School!

The faculty and staff of Rothesay Park School hope that you find your experience at Middle School to be challenging and rewarding. We trust that you will take advantage of the many opportunities to become involved in student life at our school. Whether your interests lie in academics, arts or athletics, it is our hope that you will take full advantage of your middle school years to accept new challenges, make new friends and create good memories.

This agenda has been produced for you and your parents so that all those involved with your education will be better informed regarding the policies and procedures of Rothesay Park School. As well, the agenda is provided to assist you in setting goals for your achievement, time management, and establishing effective study habits through good planning and organization.

As we work through this academic year and face new challenges remember to show respect to yourself and others, be co-operative and always *Stand Tall, Fly High*.

## ACADEMIC AWARDS

The Primary focus of each student should be to do well academically. To recognize student achievement, Honours certificates will be awarded to students who have a final standing of 83.5% - 94.4% at the end of the academic year.

In addition to this, the Home & School Association has created an award called the "Principal's List" modelled after the University's "Dean's List" which recognizes outstanding academic achievement. Students placed on "the list" must have a standing of 94.5% - 100% at the end of the academic year and will receive a specially designed lapel pin and a certificate.

## THE ORDER OF THE MAPLE LEAF

We believe that every student in the school can be an outstanding student. Our definition of an outstanding student is one who works diligently in class, one who does homework as assigned, one who works cooperatively and gets along with classmates, one who is courteous and respectful to other individuals, one who adheres to school rules, and one who is generally considered to be a "good citizen" and contributes to the community at large. To recognize these students we've established the "Order of the Maple Leaf", loosely based on the Order of Canada, and we have the support of the Governor General of Canada who has issued a letter to go to each student who becomes a member of the order. We believe this award is the only one of its kind in Canada. In addition to being a good citizen, each student is required to complete community service. The specific requirements are as follows: Grade 6 students- 1 hour of community service each OML term (twice annually), Grade 7 students- 1.5 hours of community service each OML term and Grade 8 students- 2 hours of community service each OML term. The community service documents must be submitted, to the student's homeroom teacher, bearing the signature of the supervisor of the volunteer time. This should not be a family member.

Community Service is defined as any voluntary act or service for the benefit of another individual, group, or organization performed without remuneration. During their time at RPS, students are encouraged to volunteer their services outside of the regular school day and setting.

### OML Reflection:

- Am I doing my best in school?... In all of my activities?
- Have I been respectful and thoughtful in my dealings with others?
- Is there someone who could use my help?
- How can I put my skills and abilities to work for the good of my community or school?

## ACTIVITY PERIOD

An extra-curricular activity period is offered each day following the instructional periods. Although participation is voluntary, all students are encouraged to attend. A wide variety of academic, athletic, enriching, cultural, and entertainment type activities are offered by teachers, parents, and outside volunteers. Some activities such as the Homework Club, Library Study Hall, and Gym are offered on a daily basis while other activities such as Babysitting Course, Chess, Drama Club, Student Council, various sports and Computer Club are offered on a weekly basis. Some activities are seasonal as the activities are scheduled in two month blocks.

## KATE ROBARTS OUTSTANDING STUDENT AWARD

Kate Robarts, a former RPS student of high academic standing, gave unconditionally of herself for the benefit of others even while fighting leukemia. Unfortunately, Kate succumbed to the disease. We honour her memory and what she represented by awarding a grade 8 student with a \$500 Bursary which can be invested and applied to post secondary education expenses. The bursary is based upon community service, academic achievement, student involvement and leadership in school activities.

## SPORTS PROGRAM

Sporting and physical fitness activities take place throughout the school year in the mandatory physical education program and in the voluntary activity period. In addition to this, there are school teams that compete against other middle schools in the district in the following sports: cross country running, soccer, volleyball, basketball, badminton, ski racing and track & field. We attempt to involve as many students as possible on the teams. We promote playing for fun and showing good sportsmanship. RPS has an Athletics Policy in place that governs school teams.

## POSITIVE LEARNING ENVIRONMENT

Schools are to be orderly places of learning where all students should feel welcome and safe. Like all aspects of society, there are rules and practices which must be followed if we are to live and work

together in peace and harmony. The overwhelming majority of students are well-behaved individuals who, although they might have minor transgressions, follow the rules and act in a responsible manner.

For students who choose to break the rules and act in an unsafe, irresponsible or inappropriate manner, there must be consequences.

## MINOR INCIDENTS

As a result of classroom management during instructional times and supervision of students both indoor and outdoor, teachers are regularly called upon to deal with student conflicts and behaviors. Teachers using their common sense, their parenting skills, and their professional training deal with minor problems in a manner they feel to be appropriate to the problem. This may take the form of a verbal reprimand, a time out type of punishment, or an appropriate consequence befitting the student's action. Parents are not normally informed nor would the school administrators be brought into it.

## STEP PROGRAM

To deal with behaviors which go beyond the "minor incidents" category and become on-going problems or actions and behaviors more widespread and/or serious in nature, the school in cooperation with the PSSC (Parent School Support Committee) has developed the STEP program. All parents and students will be made aware of the structure and operation of the STEP program at the beginning of the school year.

## POLICE INVOLVEMENT

The Rothesay Regional Police are very supportive of the school and its disciplinary efforts. The police are most cooperative and helpful when asked for advice or counselling by the school's administration. The police are also part of the pro-active approach to discipline through school visitations. The principal or her representative is obligated to report to the police any actions or activity which may be in violation of the criminal code.

## CONCLUSION

While most students will never be a subject of serious disciplinary measure, it is necessary to establish consequences for those students who do not try to keep themselves or other students safe. Most of the students at Rothesay Park School are well-behaved adolescents.

It is our hope that through role modeling, a proactive approach to discipline, and our judicious application of the discipline policy that inappropriate and unacceptable behavior will be kept to a minimum.

## SCHOOL INFORMATION

Attendance - Students at R.P.S. are expected to attend school every day as regular attendance has a positive effect on achievement. When you must be absent for any reason, please bring a written excuse from your parents or guardian upon your return. The N.B. Education Act requires parents to provide a **WRITTEN EXCUSE** anytime a child is absent from school during a regular school day. Even if the teacher is informed verbally, a written excuse must also be provided according to the law. Attendance is taken each day on the eclass system. Students who are leaving school before the end of the day must “sign out” in the office. Students who are arriving at school late must “sign in” in the office.

Bicycles and Skateboards – Please park bicycles in the front of the school, using the bicycle racks provided. For safety reasons, they are not to be driven on the school grounds. Bicycles should also have locks to prevent theft or damage. Students leave their bicycles on school property at their *own risk*. RPS assumes no responsibility for student bicycles. Skateboards must remain in lockers from the time a student arrives until they leave for home.

Buses – Students have been assigned specific buses for transportation to and from school. Students are required to travel on their assigned bus as the location of their home address as well as the number of students travelling on the busses are the major considerations in making bus assignments. Students are to travel on the school bus as assigned and are not to be disembarking at locations other than RPS and walking or taking other buses. If a student wishes to visit friends or relatives

requiring a change in the usual transportation procedure, parents are responsible for making arrangements prior to their child attending school on that day. If parents need to make long-term changes to transportation, there is a form that may be obtained at the school office to be completed and sent to District Office for approval.

Parents do not have the right or authority to write notes to give permission for their child to take a bus on any given day.

Clothing and Footwear – It is essential that students wear clothing which provides adequate protection from the weather by keeping them warm and dry during the periods of time they will be required to be outdoors. Similarly, students should have clothing suitable for wearing indoors so they may feel comfortable while doing their schoolwork. We also ask each student to have footwear which can be worn in school only, especially during use of the gym. Students should not wear articles of clothing which have graphics or expressions on them which are not in keeping with a business environment. **Nor are students permitted to wear clothing which does not properly cover undergarments or expose body parts** inappropriately for a public school setting. Hats are not permitted to be worn by students in the school. We expect that adult visitors to the school will also observe this rule.

Closed Campus – Students who do not normally go home for lunch may not leave the school property and supervised schoolyard at the morning break, lunch period or during Activity Period.

Cafeteria – Students may purchase the “whole meal deal” or “a la carte” items at reasonable prices. The meal menu changes daily and is advertised each day for students to know in advance what will be served. Other items such as, milk, fruit, muffins etc. are available daily. All students are expected to eat their lunches in the cafeteria regardless of whether they are purchased or brought from home. The schedule of meals and price list is available on our website.

Electronics Policy – Personal electronic devices (cell phones, digital cameras, MP3 players, ipods, games) are not necessary at school. Students who choose to

take these items to school are responsible for their safekeeping. **All electronic cell phones are to be stored in student lockers during class time.** Specific electronic items may be used with a teacher's permission for school purposes. We welcome parents to leave a message with the administrative assistant should you need to contact your child. Students may use phone in the office should they need to contact their parents.

Emergency Contacts – (In case of an emergency, every effort will be made to contact a parent first.) The purpose for having an alternate contact is that, in case of illness or emergency if we are unable to contact either parent, someone else can care for your child. It must be someone capable and willing to transport the child to their home, your home, or a health care facility.

It is important to inform the school when any phone numbers change or the alternate contact person changes.

Homework - There are several reasons why homework is given in the middle school. Homework is assigned as a means of developing and improving particular skills, to provide necessary practice with concepts taught, to help develop and reinforce research skills, and to provide an opportunity to complete work for which there was not sufficient time during the school day. Another important function of homework is that it helps to develop, in a student, a sense of responsibility and independent work habits.

It is the responsibility of the parent to see that homework is done as assigned. Teachers will inform parents about their expectations and time frame for daily homework as well as special projects or activities. If you find your child to be taking an unusually long period of time to complete homework, please contact the teacher as soon as possible. Misinformation and miscommunication are usually the greatest causes of “homework stress” for parents. **Teachers post homework assignments on our school web page. Parents and students are encouraged to refer to our web page for announcements and homework assignments.**

Illness – We would very much appreciate a telephone call to inform us when your son/daughter is home due to illness. The best time to call would be between 8:00

and 8:20 a.m. and the Administrative Assistant can inform the homeroom teacher before attendance is taken.

Although none of us like to see students miss time from school, especially an extended period of time, it is of no benefit to the student or his/her classmates to be sent to school while ill.

It's natural for parents to be concerned about their children missing work due to absences. Parents are encouraged to contact their child's teachers to arrange for work to be sent home. Given sufficient time to prepare, teachers would be most willing to provide their students with work to do at home in order to be caught up.

Instructional Day – The instructional day begins at 8:25 A.M. and ends at 2:20 P.M. There is a 15 minute break in mid-morning from 10:35-10:50 A.M. and a 30 minute lunch break which each grade level team takes separately. Bus transportation is available at the end of the instructional day and also after the Activity Period at 3:00 P.M.

Lockers – Lockers are provided for students' coats, hats, and footwear. Only locks provided by the school may be used. School staff will have access to and may inspect lockers. Failure to keep a locker reasonably clean and sanitary could result in loss of its use.

Medical Information – The school should be informed about any medical condition or caution which could have a serious impact on their child's health and well being. The school must be informed about any health risk and appropriate actions to take.

Medication – Department of Education policy prohibits teachers from administering prescribed medication without written consent from the parent and specific written instructions from the student's doctor. Appropriate forms for this are available through the teacher or at the school office. Students may administer medication themselves such as using a “puffer” for respiratory problems or a pill such as Tylenol which a parent sends with a student responsible enough to take the medication as needed. The school staff may administer “over the counter” medication such as Tylenol with parental consent.

Parents may also come to the school to administer medication to their child as necessary.

Open Door Policy – As our educational partners, parents are always welcome at this school. The teaching staff and administration are available and willing to address any problems, questions, or concerns you have about school operation. – Parents are also welcome to work as volunteers or to join us for assemblies or other special events. We do require, however, parents who are visiting the school during the instructional day to "sign in" at the office.

Nut Free Environment- We have students with severe allergies to nuts. We request that parents and students show concern for their peers and be diligent about checking food items for any nut products. We would like RPS to be a safe environment for everyone.

Socials – School socials are organized by the student council and are held 4 – 5 times per year. Socials, which are chaperoned by teachers, are held from 6:30-8:30 PM. Students may choose to dance to a D.J. in the gym, play games in the cafeteria, or watch a movie in the music room. Students are free to move from one activity to another during the social. Socials are for the benefit of our students only and we do not allow students from other schools to attend.

Student Fees – All students are required to pay a student fee of \$30.00 which covers the cost of consumable PRA items, lock rental, bussing for activities, guest performers and athletic equipment . An additional \$15.00 fee is required by grade 6 students to purchase their school Phys. Ed clothing. All other students may wear the clothing they bought in grade 6 or they may see the Phys. Ed. Director to order replacement clothing.

Scent Free Schools- We value the health of our students and staff and we are committed to providing a scent free learning and working environment. We ask that all people entering RPS wear unscented personal care products.

Synervoice – The school will provide this service to all homes capable of receiving email messages. This is our main communication tool and it is used to send

messages by both teachers and our administration. There is no charge to parents to receive email messages. We also post information on our web page and encourage parents to refer to this site on a frequent basis. <http://rothesaypark.nbed.nb.ca>

Telephones – School telephones are not to be used by students unless authorized by their homeroom teacher or, under unusual circumstances, any staff member. Phones should be used only in cases of real importance or urgency. Cell phones are to remain off during class time and are to be stored in lockers.

Telephone Messages – The Administrative Assistant, Mrs. Dickson, is available from 8:00 AM to 3:00 PM to take calls and do clerical tasks. If she is unavailable to answer the phone, messages may be left on the answering machine. Phone messages on the machine will be retrieved by the Administrative Assistant or another staff member at the first available opportunity. In the case of a real emergency, we cannot guarantee that the message will be retrieved in time to pass on to the student or staff member. Please make, or have someone else make follow up calls to the school.

Theft – The school cannot guarantee the security of personal items. Money, jewelry, electronics and other personal items of a monetary and/or sentimental value should not be left unattended anywhere in the school.

### ***Rothesay Park School Rights and Responsibilities***

I have the right to feel safe and a responsibility to be kind to others.

I have the right to learn and a responsibility to do my best.

I have the right to be respected and a responsibility to be respectful.

I have the right to participate and the responsibility to contribute positively to our community.

***The function of education is to teach one to think intensively and to think critically. Intelligence plus character- that is the goal of true education.***

***Martin Luther King Jr.***