

Meduxnekeag Consolidated School  
**Parent/Student Handbook**

**2021-2022**



**Home of the Lightning**

200 School Street

Woodstock, N.B E7M 0G7

(506) 325 - 4434

<http://web1.nbed.nb.ca/sites/ASD-W/mcs/Pages/default.aspx>

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***Note: The Meduxnekeag Consolidated COVID Operational Plan supersedes any procedure or expectation laid out in this handbook.***

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# Meduxnekeag Consolidated School

200 School Street, Woodstock, N.B. E7M 0G7

Principal: Mrs. Crista Sprague

Vice Principal: Mrs. Terri Mahoney-Walker

Vice Principal: Ms. Angela Stephenson



## A Message To Our Parents

Dear Parents/Guardians,

Welcome to a new school year at Meduxnekeag Consolidated School. Again, this year MCS staff will be working hard to ensure the health and safety of your children. We are committed to making sure that your children feel safe, welcomed, and nurtured as we all learn together.

The Parent/Student Handbook will provide some important information regarding some of the policies and procedures established for the safety of students and the smooth operation of the school. **However, the Meduxnekeag Consolidated Green Phase Operational Plan takes priority over the handbook policies if there is a conflict in the messaging.** Please read through both documents carefully and connect with us if you have questions.

The Parent/Student Handbook as well as the Green Phase Operational Plan will be available electronically on our website and with hard copies available, on request, at the office. We consider both documents to be “living documents” so you can expect new and updated information from year to year and possibly from week to week. Check our website often to stay abreast of updates.

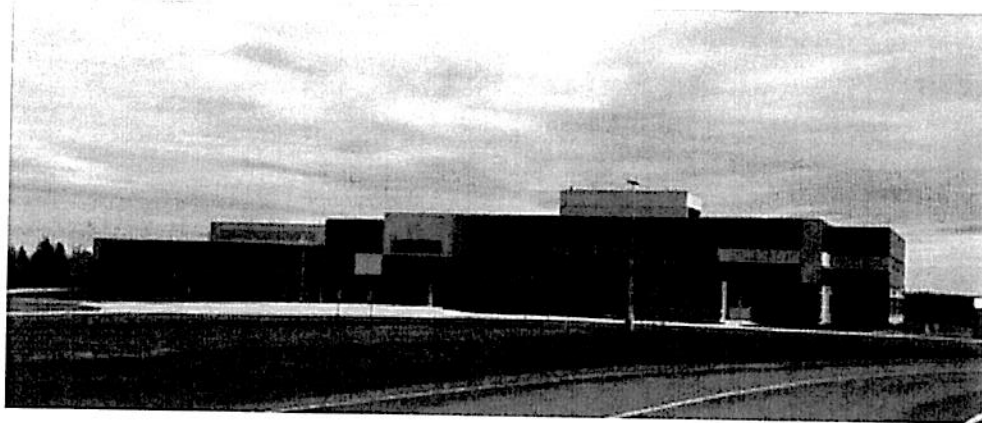
We look forward to working with you this school year. We urge you to develop a positive partnership with your child’s teacher, to help your child value the school experience and, together, we will make 2021-2022 a wonderful year for everyone.

Sincerely,

The MCS Administrative Team,

Crista Sprague, Principal

Terri Mahoney-Walker and Angela Stephenson, Vice-Principals



### **Mission**

*Motivating, Compassionate, Successful*

### **Vision**

*Making a difference, Committed to Learning, Supporting one Another*

## **Meduxnekeag Consolidated School History**

Meduxnekeag Consolidated School (MCS) was built in 2015 to replace 3 existing schools; Southern Carleton Elementary School, Debec Elementary School and Woodstock Middle School. Elementary students began attending Meduxnekeag Consolidated School in March 2015 and middle school students started attending in September 2015.

MCS can accommodate approximately 650 students from kindergarten to grade 8. MCS has 33 classrooms; rooms for music, art, science, and technology; project-work areas; multi-purpose rooms; a cafetorium; a library; two gymnasiums; and an early-childhood learning space that houses Curious Kids.

Meduxnekeag prides itself on being a welcoming and inclusive place for all students and adults to learn and grow. We are proud of our community partnerships and are pleased to have JoAnn Boone as our Community School Coordinator.

MCS has been under the leadership of three principals over the years; Mrs. Tammy Dunbar, then followed by Mrs. Terri Mahoney-Walker as an acting principal. Mrs. Crista Sprague is the current principal working together with Ms. Angela Stephenson and Mrs. Terri Mahoney-Walker to form the Meduxnekeag Consolidated Leadership Team.

# Quick Facts



**School Colours: Red and Gray**

**School Symbol: Lightning Bolt**

**School Cheer:**

**We are the Lightning, the mighty, mighty Lightning  
We are the Lightning, the mighty, mighty Lightning  
We are the Lightning, the mighty, mighty Lightning  
Go Lightning!**



# Communication

## WEBSITE

Meduxnekeag Consolidated maintains a website with important information for families.

<http://web1.nbed.nb.ca/sites/ASD-W/mcs/Pages/default.aspx>

Anglophone School District – West also maintains a website with valuable information and contacts

<http://web1.nbed.nb.ca/sites/asd-w/Pages/default.aspx>

## SOCIAL MEDIA

The MCS Home and School maintains and monitors a Facebook page. This page will have important notices for families.

Meduxnekeag Consolidated has a YouTube channel with information relevant to school expectations. Please subscribe to get notifications of new content.

## NEWSLETTERS

Meduxnekeag Consolidated sends a monthly newsletter home to families.

The MCS Guidance Team also posts a monthly communication to the school website.

## VOICE MAIL

Phone and email messages are frequently sent out to families. We encourage parents to listen to the full messages to get up-to-date information about school activities. It is important that up-to-date contact information (phone number and email) are on file.

## COMMUNICATION BOOKS

Some teachers regularly use a school/home communication notebook. It is important that parents check the notebook each night for important information.

## MEETINGS

Parents are welcome to make appointments to see school staff. Please call the school office (325 4434) to arrange a mutually convenient time.

# Attendance Procedures

## ABSENTEESISM POLICY

The Education Act refers to regular school attendance as both the duty of the pupil and an expectation on the part of the parents to cause attendance to take place. The Act recognizes that regular attendance supports the learning success of the student and contributes to the learning environment of the school. (Article 13-1)

All student absences from school for any reason are to be supported by a written note from the parent or health care provider. Parents can also report an absence by using the **SafeArrival** system.

With **SafeArrival**, 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.com>). The first time you use the app, select Sign Up to create your account. Select Attendance then Report an Absence.
2. Using the **SafeArrival** website, <https://go.schoolmessenger.com>. The first time you use the website, select Sign Up to create your account. Select Attendance then Report an Absence.
3. Calling the toll-free number 1-833-294-4838 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 SchoolMessenger Communicate automated notification system to contact parents whose child is absent when the absence was not reported in advance. The automated notification system will attempt to contact parents several times until a reason is submitted for the absence. If our system is unable to reach the designated contacts, office staff will follow up by calling all the numbers provided for the student until we know the student is safe.

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

**Students not reporting to school for classes will not be permitted to join after school events and activities on that day.**

### **ABSENTEEISM PROCEDURES**

- Teachers record daily attendance with support from the office.
- After 5 absences, the teacher will contact the parent.
- After 10 absences, the Principal will notify the parent and the Director of Schools and refer the student to the Educational Support Services Team for intervention and supports.

Types of Possible Interventions:

- Meetings with parents and student
- Referral to Social Development
- Referral to Child and Youth Team
- Referral to appropriate health care professionals

### **LATE ARRIVALS/TARDINESS**

Students are considered late if not signed into class at 8:30 a.m., after O Canada has played.

Students arriving after 8:40 a.m. are required to stop at the office and sign in.

Tardiness is recorded and monitored by Teachers, Administration, and the Educational Support Services Team.

Parents of students who have excessive tardy behaviour will be required to meet with the Principal to develop a plan for improvement.

# Behaviour Expectations

## STUDENT CONDUCT

At Meduxnekeag Consolidated School we act in compliance with the Department of Education and Early Childhood Development Policy 703.

This policy states that staff and students deserve to work and learn in a safe, orderly and harassment-free environment. The goal of the policy is to ensure that good citizenship and civility are modeled and that every person is valued and treated with respect. Inclusive practices are expected to be employed. Students displaying inappropriate behavior require interventions that are age and ability appropriate. Parents and staff understand that social skills, self-discipline, empathy, compassion and ethics need to be taught and modeled throughout life.

Policy 703 outlines behaviours considered to be of serious nature such as intimidation (including on-line bullying, pornography, sharing of hate material), violence (sexual and physical), possession of illegal substances or objects that are intended to be used to inflict harm, threats, vandalism, theft, and behaviours that disrupt the operations of the school and school personnel. All of these behaviours are significant and can result in exclusion from school and the involvement of law enforcement and social development.

Policy 703 also outlines behaviours that will not be tolerated such as lying, cheating, inappropriate language, repeated disruption of class, failure to follow rules, disrespect, minor physical altercations such as pushing and shoving, discrimination, property damage and all behaviours that would disrupt the normal and expected class and school-wide operation. These behaviours may also involve suspension from school but typically would result in interventions by the teachers, administration and educational support services team.

Meduxnekeag Consolidated is working to be a Positive Behaviour Intervention Support school. This means that our focus is to purposefully and repeatedly teach positive and expected behaviours, to celebrate positive behaviors and when necessary work to identify lagging skills that would prevent a student from behaving in expected ways and then put supports in place to help the student reach the expected behavior targets.

To do this work, the staff systematically collects data on all student behavior and on the types of supports and interventions that occur with students. It is expected that parents are kept informed of our work. This may be by phone or note (including email).

School “rules” are kept to a minimum and can be revised every year, in collaboration with students, to be age appropriate and relevant to specific areas of the building.

The MCS Code of Conduct is below. It is aligned to our school vision.

	Classroom	Cafeteria	Playground
<b>Motivating</b>  I am motivated to be my best self.	I can enter/exit peacefully I can be prepared for class I can follow directions I can be a good listener I can raise my hands/take turns I can try my best I can keep areas clean/orderly	I can enter/exit peacefully I can line up peacefully I can raise my hand if I need something	I can play safely and peacefully I can listen to directions the first time I can be kind to the environment
<b>Compassionate</b>  I am compassionate to myself and others	I can use manners I can wait my turn I can encourage others I can include others I can share materials I can use kind words I can use kind body language I can praise others I can offer to help others I can learn from my mistakes	I can speak quietly to tablemates I can speak kindly I can say please and thank you I can listen to the speaker I can offer to help others	I can keep my hands to myself I can share I can include others I can use kind words I can take turns I can offer to help others I can encourage others
<b>Successful</b>  I try my best to be successful	I can walk peacefully I can use time wisely I can learn my targets I can ask questions I can stay on task	I can eat my lunch peacefully and quickly I can clean up after myself I can follow directions	I can use the equipment appropriately I can line up when the bell rings I can clean up toys/equipment

## **SOCIAL EMOTIONAL LEARNING**

The staff at MCS is committed to embedding social-emotional learning strategies as part of their everyday work with students. This means that we see students as individuals with specific strengths and needs and that, collectively, we strive to increase student competencies in self and social awareness, self-management, responsible decision-making, and relationship skills.

## **DRESS CODE**

- Students are expected to have a mask.
- Students are expected to have indoor and outdoor footwear.
- Students in Grades 6-8 are expected to have appropriate clothes for physical education classes.
- Students are expected to wear clothing that covers their bathing suit parts.
- Students are expected to wear clothing free from inappropriate slogans and pictures.
- Students are expected to have winter clothing suitable for playing in the snow.
- Students are expected to have clothing suitable for rainy weather.
- Students are permitted to wear indoor hats on designated days.

## **ELECTRONIC DEVICES/CELLPHONES**

All electronic devices are brought to school at the student's own risk.

Devices are expected to be put away during class time and only used during the noon hour.

At no time are students welcome to take pictures and/or videos of themselves or other students during the school day at MCS.

Devices that are being misused (according to the above expectations) will be taken and held at the office. Parents can pick up the device from the Principal.

Meduxnekeag Consolidated reserves the right to ban individual students from bringing an electronic device to school as circumstances dictate.

# General Information

## STUDENT FEES AND SCHOOL SUPPLIES

Students at Meduxnekeag Consolidated pay a \$45 student fee. The student fee covers all school supplies needed for the entire school year (except for backpacks, lunchboxes and indoor sneakers/phys.ed clothing). The monies will also be used throughout the school year to supplement costs for student activities, special events, guest speakers and performers as well as playground and school enhancements.

Students arriving in January are required to pay \$20 for a student fee, instead of the regular \$45.

Fees can be paid online through our website but can also be paid on site at the office with cash or cheque made out to Meduxnekeag Consolidated School.

Please call us at 325-4434 if you need to make payment arrangements.

## SCHOOL CASH ON-LINE

**School Cash Online** provides you with the convenience of paying online for school items such as swimming lessons, field trips, student/club fees, sports fees and school clothing. Once you have registered your child, you will be able to see when they have a new item posted online for purchase.

### To Register Online:

Step 1: Please click on this link: <https://anglophonewest.schoolcashonline.com/>

Step 2: Register by selecting the “**Get Started Now**” and following the steps.

Step 3: After you receive the confirmation e-mail, please select the “**click here**” option, log in and add each of your children to your account. To do this, you need your student’s legal first and last name and date of birth. (*Note: You do NOT need their student number*)

✓ Convenient    ✓ Safe    ✓ Secure

**PLEASE NOTE:** If you have any questions during the registration process or while shopping online, please select the **SUPPORT** option in the top right hand area of the screen.

## **BUS PROCEDURES**

Information regarding bus routes and eligibility for bussing can be found on line at <http://web1.nbed.nb.ca/SITES/ASD-W/transportation/Pages/default.aspx>

Students can only have one possible drop off location. **Parents need to contact the school office (325 – 4434) to ensure that transportation addresses are updated and correct.**

Students will not be permitted to travel on busses that are not indicated on their records at the office.

Parents wishing to change bus arrangements must do so by calling the school office (325–4434), **5 days** prior to the change going into effect.

Students travelling on a bus must:

- Obey the Driver
- Respect Others
- Remain Seated
- Keep Aisle Clear
- Talk Quietly
- Middle school students are required to wear a mask.

Bus drivers are expected to report inappropriate behaviours to the parents and if the behavior persists it is referred to the Principal and Anglophone School District- West for resolution.

Students may be refused transport on the bus due to serious or on-going inappropriate behaviours.

## **CHANGE OF ADDRESS/PHONE NUMBER/EMAIL**

It is vital that the school be able to contact parents/guardians regarding student emergencies, behavior, academic progress, and other issues. If your information changes during the school year, please notify the school office (325 4434) so this information can be updated immediately.

## **DOCUMENT REQUESTS**

Requests by parents/guardians for information regarding their children's educational records need to be made to the school office. A Request for Information form will need to be completed for the office to start the request.

Be mindful that request for documents may not be fulfilled immediately so please give the office ample time.



## **FIELD TRIPS**

School sponsored field trips that compliment and extend the curriculum are encouraged at MCS.

A field trip permission form for local trips, in and around the Woodstock area, will be sent home during the first week of school. This permission form allows teachers to plan and incorporate exciting learning opportunities for students. Please ensure that this form gets signed and returned to the school.

Field trips for outside the Woodstock area will require an additional permission slip due at the time of the trip.

Please note:

- Parents/guardians will be informed of each field trip
- Some field trips may require a small fee/cost for student participation
- In some cases, a student may not be able to participate in a field trip due to behavior concerns. In this case, the parents will be informed and when appropriate, part of that decision-making.

## **LIBRARY SERVICES**

Students can sign out books and once returned, can sign out another.

Parents will be notified if books are damaged or not returned and be required to pay the replacement costs.

## **LOST AND FOUND**

Items found in and around the building are kept in the lobby area for a month before being removed to storage.

Several times per year, all Lost and Found items are displayed for parents and students to reclaim. At the end of the year, the items are donated.

Please help with our Lost and Found by having your child's name written on their belongings.

## **RELEASING OF STUDENTS**

Students will only be released to the parents/guardians listed on the school data form. (This form is sent home the first week of school)

Any other adult requesting to pick up a student must be an approved person listed on the data form and must also have written permission from the parent on the day of pick up.

Please note that the school follows all custody and court orders regarding placement of students. Any special requests to deny access to a parent/guardian must be accompanied by a court order.

Parents/guardians must be visible to the administrative assistants to sign out a student. Identification may be requested.

## **SCHOOL HOURS**

**School hours are from 8:30 a.m. to 2:50 p.m.**

**Arrival: 7:45 a.m. – 8:30 a.m.**

**Students cannot arrive before 7:45 a.m.**

Busses begin to disembark students at 8:00 a.m.

Breakfast is available every day in our cafeteria starting on September 13, 2021.

Parents are asked to drop students off in the parking lot area and students will be helped to find their designated entrance.

**DISMISSAL: Begins at 2:50 p.m.**

Students remain in class with their teacher until 2:50 p.m.

Staff take students to the busses beginning at 2:50 p.m.

Parents need to wait outside the building for their children. We ask that parents wear masks and maintain social distance from each other, students, and staff.

Please note:

- Except for emergency situations, parents should not come to the office to pick up students after to 2:30 p.m.

- When a student is left waiting at school after dismissal for more than 10 minutes for a pickup, the school will make attempts to reach parents/guardians as well as emergency contacts to expedite pick up. Students are not supervised after 3:10 p.m.

**Student Walkers/Bikers:** All walkers/bikers are asked to wait under the awning until busses are dismissed.

## **SCHOOL OFFICE HOURS**

The school office is open Monday- Friday from 7:45 p.m. – 3:30 p.m.

If you need to contact the school outside of these hours, please call 325 4434 and leave a message. Someone will return your call during regular office hours.

## **AFTER SCHOOL ACTIVITIES**

After school activities will start again this year. Our coaches and club leaders will follow direction from government regarding Covid restrictions. Audiences to games and other events are currently prohibited. Students will be signed into each activity and those records kept for contact tracing purposes.

Parents need to ensure prompt pick up after the activity. Once the activity is finished, students are required to leave the school as there is no additional student supervision. If prompt pick up becomes an ongoing issue, students will be asked to withdraw from the after-school activity.

## **AFTER HOURS ENTRANCE**

The entrance at the north side of the school is used for after school events and activities. Please do not use the main entrance unless it is specifically designated as the entrance for the activity.

## **TELEPHONE USE**

The office telephone is for business calls. **Students are not able to use the office phone.**

## **VALUABLES**

Please do not allow your child to bring large amounts of money and/or valuable items to school. Meduxnekeag Consolidated School is not responsible for lost or stolen items.

## **VISITORS**

All visitors must wear a mask.

All visitors are asked to enter and exit at the main entrance at the front of the building.

All visitors must report to the office window for assistance.

All visitors are asked to stay off the school fields and playground areas during the school day.

## **PARKING**

Parking is limited. Parents are asked to park in designated parking spots and leave the roadway open for traffic to move freely. Please avoid parking or driving on the grass.

# **Health**

**Meduxnekeag Consolidated School is SCENT FREE and PEANUT FREE.**

Being **SCENT FREE** and **PEANUT FREE** means that we make every effort to ensure that all people using the facility are informed and aware that they are required to refrain from using scents and having food items that contain peanuts.

If you and your child have scent sensitivities and/or peanut allergies, it is important to know that even with all our efforts, that you still need to be alert at all times and inform the office if you have concerns.

## **COVID-19**

Students showing symptoms of illness are asked to stay home from school until they are well. Parents can notify the school of the absence.

Students falling ill during the school day will be isolated from their class and need to be picked up by parents **IMMEDIATELY**.

All families will need a pickup plan for illness.

All families are asked to follow the guidelines of Public Health to report a concern of COVID-19.

## **IMMUNIZATIONS**

All students in the public-school system must have:

- up to date immunizations as required by Public Health OR
- an immunization exemption form signed by the parent/guardian

The school regularly monitors immunization records and will make every attempt to work with parents/guardians to fulfill the criteria for admission to school.

After these attempts fail, students will be required to remain at home until conditions are met as per the Department of Education and Early Childhood Development Policy 306.

## **MEDICAL CONDITIONS AND MEDICATION**

Parents/guardians of students with documented medical fragilities and concerns as well as students who require medication during school hours are required to complete a Policy 704 form.

If the school is aware of the issue, the forms will automatically be sent home. These must be completed and returned quickly.

Please call the school office 325 4434, to report the need for a Policy 704 form.

Medications approved to be given at school under Policy 704, must come to school in the original container with the dosage indicated on the side of the container.

### **Tylenol and Advil**

The school keeps this medication on site, but the office is required to call parents/guardians for permission to permit the student to use this medication.

## **LIMITED PHYSICAL ABILITIES**

If a health condition prevents a student from participating in physical activities over an extended period of time, a note from the doctor indicating the limitation is required.

If a student needs to be excused from a physical activity for a short period of time (up to three days) a written note from the parent is required.

## **SCHOOL LUNCHESES**

Our cafeteria is run by Chartwells. Cafeteria service begins September 13, 2021. The link to their menu and on-line ordering can be found on our website.

All students are required to pre-order their lunches (Grades 3-8 can also pre-order morning snacks). Pre-ordering can be done on-line through Chartwell's or through the homeroom teacher.

Our students have 25 minutes to enjoy their lunch in the cafeteria.

Students, Grades 4-8, are permitted to use the microwaves.

We encourage students to bring healthy lunch items and to limit the packaging on their food choices to help reduce waste.

## **NUTRITION POLICY**

Policy 711, Healthier School Food Environment Policy, is in revision.

Regarding all school food, provided in the classroom, cafeteria and extra-curricular activities, we make decisions with the following top of mind:

- chocolate milk is permitted
- 100% juice items are permitted
- occasional celebrations involving food of lower nutritional value are permitted
- it is important to make reasonable effort to limit foods of lower nutritional value
- it is important to promote foods of higher nutritional value

We ask that parents/guardians providing lunches or other food items move forward with the above in mind as well.

## **WATER BOTTLES**

Water bottles are a must at MCS. We have water fountains able to fill water bottles.

## **LICE AND INFECTIOUS DISEASES**

Meduxnekeag Consolidated School follows all guidelines and policies provided by Public Health with regard to infectious diseases. Should a student need to be excluded from school, the office will contact the parent. (An example of this would be pink eye.)

School staff are not able to check for lice. If staff have reason to believe that a student has lice, the parents are notified, and after treatment, the student is able to return to school.

All parents of the class will be notified via letter from the school office in order for families to take preventative measures

## **Parent and Community Involvement**

### **PARENT SCHOOL SUPPORT COMMITTEE**

Every school is required to have a group of elected parent representatives who meet regularly to advise the Principal on, and be kept abreast of, school improvement initiatives.

Meduxnekeag Consolidated can have 13 representatives, including a middle school student representative and a teacher representative. Representatives typically commit to a position for three-year terms.

Nominations and elections for available positions occur in September. A nomination form is included at the end of this handbook. All nominations for positions need to be into the school office by 3 p.m. on September 24<sup>th</sup>, 2021. Should an election become necessary, a virtual parent meeting will be held on September 28<sup>th</sup>, 2021.

### **FUNDRAISING**

Meduxnekeag Consolidated and our various teams and clubs raise money throughout the year with various special days, food sales and popcorn sales. We are mindful of family pocketbooks and try to spread these fundraising activities over the year.

MCS has a big, whole-school fundraising campaign in the fall of the year. We ask that students do not go door to door for sales without parent/guardian supervision.

Note: These purchases will be done through School Cash Online.

### **MCS HOME AND SCHOOL**

The MCS Home and School is an active group who meet roughly every six weeks. Their mandate is to help make MCS a better place. They support our students in a variety of ways and fundraise throughout the year with special events like Family Bingo Night and Touch A Truck.

The MCS Home and School are always looking for more members and would love to have you join and/or participate in their events!

## **MCS PLAYGROUND COMMITTEE**

This is a young committee looking for members. We need to look at our available outdoor space and map out how we can improve the play experience for all students over the next several years. Please look for details on upcoming meetings in our newsletters.

## **COMMUNITY SCHOOL COORDINATOR**

MCS is very lucky to have a Community School Coordinator on site. Mrs. JoAnn Boone works to support Meduxnekeag Consolidated School and Townsview School as we form partnerships with community stakeholders to support students.

## **VOLUNTEERING**

MCS is always searching for volunteers as we have a very busy and active school and many hands make light work.

You can volunteer on a regular, weekly basis by helping with our fluoride treatment program, breakfast, popcorn sales, etc. Or you can volunteer occasionally, for our book fairs, Christmas Dinner, class field trips or special events.

JoAnn Boone runs the volunteer orientation and can help you find the work that best fits your availability and interest. As a volunteer you will be required to do Policy 701 training and get a criminal record check prior to being eligible to be a volunteer.

This sounds more daunting than it is, so we encourage you to connect with JoAnn and come work with us at MCS!

## **CURIOUS KIDS DAYCARE**

Meduxnekeag Consolidated is happy to have a daycare on site. Please connect with Morgan MacDonald at [mmacdonald.curiouskids@gmail.com](mailto:mmacdonald.curiouskids@gmail.com) to inquire about available daycare and after school care programming.

## **ENVIRONMENTAL RESPONSIBILITY**

Meduxnekeag Consolidated School has a L.E.E.D. designation. This means that our school was built using strategies aimed at achieving high performance in key areas of human and environmental health: location and transportation, sustainable site development, water savings, energy efficiency, materials selection and indoor environmental quality.



Specifics on how we qualify as a L.E.E.D school can be found posted at the After-School Entrance, just inside the building.

MCS also maintains a regular recycling program that promotes student involvement and responsibility as well as engages community partners.

## **Safety**

### **EMERGENCY DRILLS**

Several times during the year, students will practice fire, clear the halls, evacuation, and lock-down procedures. These drills prepare students in the event of an emergency.

In the event of a true emergency, the Meduxnekeag Consolidated School Safety Team will implement the Emergency Plan according to Anglophone School District-West's policy.

### **SCHOOL CLOSURES**

The Superintendent is authorized to close schools immediately in the event of inclement weather or any other emergencies that may be hazardous to the health and safety of students.

**Meduxnekeag Consolidated School is located in ZONE 3.**

Please refer to the ASD-W site for the up-to-date school closure policy and cancellations.

<http://web1.nbed.nb.ca/sites/ASD-W/transportation/Pages/Closures.aspx>

### **Early Closures**

It may be necessary to send students home early or half-way through a school day.

Please be advised in this situation, students will be dismissed and sent to the location WHERE THEY NORMALLY WOULD GO AT THE END OF THE DAY.

The school will make every effort to notify parents of an early closure via radio, social media (The MCS Home and School FaceBook page), phone calls and voice talk mails. Please do not get distressed if you receive multiple calls as we take student safety very seriously and are only seeking to ensure student safety.

## **RADON**

The Department of Transportation and Infrastructure manages the operational systems in all government facilities and routinely tests for radon. It was found in the last round of testing that all areas of MCS are operating within the recommended limits.

# **Instructional Information**

## **CURRICULUM**

Meduxnekeag Consolidated School offers Prime and French Immersion programming with Early French Immersion starting in Grade 1.

All students K-8 are taught language arts, mathematics, science, social studies, art, music, physical education, technology, and French. The number of minutes of instruction for each of these subjects varies from grade to grade and may also differ from Prime to French Immersion programs. Your child's teacher will be able to clarify the specific requirements of your child's grade level curricula. Please connect with your child's teacher with questions you may have.

Students in Grades K-2 are involved in the K-2 Extended Day Research Project with the Department of Education and Early Childhood Development. This means that K-2 students remain in classes until 2:45 p.m. each day and that they have the advantage of extra minutes of music, art, technology, and physical education instruction. The teachers of K-2 are also supported in implementing the pedagogy of purposeful play to deliver language arts, mathematics and science and social studies (You and Your World).

## **SWIMMING LESSONS**

We can offer swimming lessons as part of our physical education curriculum to Grades 2-5 each year. Students pay a fee of \$60 and receive ten lessons. Swimming fees can be paid online or at the school office. Payment plans can be arranged to suit any budget. Please call the school office (325 4434) to make these arrangements.

## **SCHOOL IMPROVEMENT FOCUS**

All teacher professional learning and growth is focused on improving instruction. Through Grades K-8, MCS Teachers are ensuring that students can speak to their daily learning targets and that data on student learning is collected and actioned to improve individual student achievement.

## **REPORTING TO PARENTS**

There are three report cards per year: December, March and June. Each reporting period stands alone; there is no “averaging” for a final yearly mark.

Parent/Teacher interviews are scheduled for December and April. Teachers will reach out to parents to help organize interview times. Parents are asked to arrive at their scheduled interviews on time as most interviews are only 15 minutes in duration.

Teachers will reach out to parents to inform them of any academic concerns no later than October for first report, January for second report and May for the final report. As necessary, there may be more frequent communication with home regarding academic concerns.

## **GRADING**

Teachers will gather evidence of student learning during each reporting period. Some of the evidence will consist of student generated products such as assignments, tests, projects, and other collected evidence will come from teacher observations of and conversations with your child. Using the gathered evidence, teachers will grade on a 4-point scale.

The 4 levels are:

- 4 Excelling (4+ means exceeding grade level expectations)
- 3 Meeting (3+ means showing consistent proficient achievement)
- 2 Approaching
- 1 Working Below

Along with indicating a level of achievement, teachers will also provide comments that speak to student strengths, needs and next steps for that subject.

Teachers will also provide a grade and comments regarding your child’s learning habits.

The learning habits are:

- Independence
- Initiative
- Interactions
- Organization
- Responsibility

Student success with each of these habits will be indicated by:

- C – consistently
- U- usually

- S – sometimes
- R- rarely

Report cards will be sent home in a special envelope that parents are expected to sign and return. Parents will also have opportunity to respond to the report card in a designated reflection section. We encourage parents to talk with their child about their academic progress and get their thoughts on how they feel their learning is progressing and help them set goals for future achievement.

## **HOMEWORK**

Homework is assigned at the discretion of the teacher. As per district policy, assigned homework is expected to be purposeful and used to reinforce learning or check for understanding. All assigned homework is expected to be relevant to student learning and increase student ownership of their own learning.

K-2 students can expect homework in language arts and mathematics. The intent is to promote positive learning habits and to involve parents in the learning happening at school.

Grades 3-5 students can expect approximately 30 minutes of homework per evening.

Grades 6-8 students can expect 30 minutes to an hour of homework per evening.

Homework not completed will need to be completed at school during the student's free time.

## **PROTECTION OF INSTRUCTIONAL TIME**

Between the hours of 8:30 a.m. and 2:50 p.m. we ask that classes not be interrupted. Uninterrupted instructional time is critical to student academic success. Students coming to school late or leaving early miss valuable instructional time and disrupt learning for other students within their classes. This loss of time greatly impacts student achievement. It is an expectation that the school protect instructional time from unnecessary interruptions and other distractions.





## ANGLOPHONE WEST SCHOOL DISTRICT

OFFICE OF THE SUPERINTENDENT

1135 Prospect Street • Fredericton, New Brunswick E3B 3B9 • [www.asd-w.nbed.nb.ca](http://www.asd-w.nbed.nb.ca)

September 2021

Dear Parents/Guardians:

Anglophone West School District is committed to creating and maintaining an environment in schools where students, staff, and visitors feel safe. To enhance safety and security, district protocol requires intensive threat assessment training of School Administrators, Education Support Services, Teachers and District Staff. Further to this, partners from policing, Social Development and Mental Health are also trained in this multi-disciplinary approach.

The protocol requires trained school staff, as a team, to complete a Violence Threat Risk Assessment (VTRA) in all cases where students make significant threats to harm themselves or others. The purpose of the VTRA process is to use the best knowledge, skill, and experience available to assess level of concern so that appropriate interventions can be identified to protect individuals from harm and to ensure a climate of safety in schools and the community. As noted above, a multi-disciplinary approach is used. Please be assured that the school team will be taking measures to deal with all known threats/high-risk behaviours in a positive and proactive manner. If the school team invites you to a meeting to discuss safety concerns about your own child, please be assured that our protocol is being followed and that the goal is safety.

Anglophone West School District will respond to all serious threats. If there is a need, a school may initiate a state of "lock down" or "hold and secure" within the facility. A principal has the authority to declare either condition and will often do so through collaboration with district office officials and/or emergency responders. Please note...a **"hold and secure"** allows those who are in the building to continue with their normal routines but calls for increased monitoring of entrances and for no one to enter or leave the building. A **"lock down"** requires all who are within the building to immediately stop what they are doing and assume a quiet, hiding position within their current space. Staff and students practice this as a drill each year. In either case, it is important for parents/guardians to know that they will not be able to retrieve their child(ren) until the "all clear" is given. The school and district will do their best to provide communication throughout the situation, although the priority will always be to ensure the safety of individuals first.

To help keep our school communities safe, there is an expectation that parents, students, and community members who have knowledge of a threat or high-risk behaviour will report this information to the principal. It would be helpful if you would discuss this protocol with your child(ren). Our goal is to respond to all threats in a professional manner that provides for a safe, healthy and caring learning environment.

We appreciate your support in helping ensure our schools are safe environments for all children and staff.

Sincerely,

David McTimoney  
Superintendent

**ASD-W SCHOOL CALENDAR – PUBLIC  
2021-2022**

<u>MONTH</u>	<u>DATES</u>	<u>EVENTS</u>	<u>NUMBER OF DAYS FOR STUDENTS</u>	<u>NUMBER OF DAYS FOR TEACHERS</u>
<b>August</b>	30	Full Administration Day – School Based	0	2
	31	NBTA Council Day – School Based		
<b>September</b>	1	NBTA Council Day – School Based	18	21
	2	Professional Learning Day K-12 (full day)		
	3	Full Administration Day – School Based		
	6	Labour Day		
	7	First Day of Classes		
<b>October</b>	11	Thanksgiving Day	20	20
	12-15	Registration for Students Entering Kindergarten in 2022-2023		
<b>November</b>	11	Remembrance Day	20	21
	12	Report Cards Issued 9-12		
	19	K-8 Full Day – Professional Learning (Report Cards ½ day; School Based PL ½ day)		
	19	9-12 Full Day – Parent/Teacher Interviews (½ day); School Based PL (½ day)		
	29	Report Cards Issued K-8		
<b>December</b>	3	K-8 Full Day – Parent/Teacher Interviews (½ day); School Based PL ½	16	17
		Professional Learning Day 9-12 (Full Day) School Based		
	23	Last Day of Classes (Full Day)		
	27-31	Holidays		
<b>January</b>	3-6	Holidays	16 (K-8) 15 (9-12)	17
	7	K-12 Full Day School Improvement Planning		
	10	First Day for Students		
	24-28	Assessment/Demonstration of Learning Week - High School Only		
	31	Turnaround Day – High School Only		
<b>February</b>	1	Turnaround Day – High School Only (No School for High School Students)	19 (K-8) 18 (9-12)	19
	2	Semester 2 Begins - High School Only		
	21	Family Day		
<b>March</b>	7-11	March Break	17 (K-8) 18 (9-12)	18
	25	K-8 Full Day – Professional Learning (Report Cards ½ day; School Based ½ day)		
<b>April</b>	11	Report Cards Issued K-12	18	19
	14	K-12 Full Day – Parent/Teacher Interviews ( ½ day), (PL ½ day)		
	15	Good Friday		
	18	Easter Monday		
<b>May</b>	6	NBTA Council Day – Provincial	19	21
	16	NBTA Branch Meeting Day ( <i>ALL ASD-W schools</i> )		
	23	Victoria Day		
<b>June</b>	13-17	Assessment/Demonstration of Learning Week - High School Only	18	20
	13-24	Learning Outcomes Course Recovery Week - High School Only		
	24	Last Day for Students – Final Report Card Day (K-12)		
	27	Full Administration Day – School Based		
	28	Full Administration Day – School Based / Last Day for Teachers		
<b>Total Number of Days for Students</b>			<b>181 (K-8)</b>	
<b>Total Number of Days for Teachers</b>			<b>180 (9-12)</b>	<b>195</b>

*Blue – Teacher Work Day, No Classes for Students*

*Orange – Turnaround Days, No Classes for Students in Grades 9-12 Only*

*Green - Holidays for Teachers and Students*

*Pink – Opening Administrators’ Meetings (Note: Additional Administrator Meeting dates will be forthcoming)*

*Updated May 5, 2021*



ANGLOPHONE WEST SCHOOL DISTRICT

**PSSC NOMINATION FORM**

**(Please complete and return to the School Principal)**

**PARENT SCHOOL SUPPORT COMMITTEE  
\_\_\_\_\_ SCHOOL**

As a parent or guardian of a child in this school or as a parent representative, I wish to become a candidate for election to the ***PARENT SCHOOL SUPPORT COMMITTEE.***

\_\_\_\_\_  
**Candidate's Name**  
*(Print)*

\_\_\_\_\_  
**Candidate's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Telephone Number of Candidate**

**I have been seconded by a parent or guardian of a child in this school.**

\_\_\_\_\_  
**Seconder's Name**

\_\_\_\_\_  
**Seconder's Signature**

**Note:** Candidates may be asked to make a short statement (1-2 minutes) on election night. Candidates are also encouraged to provide information about themselves, and why they are running for election. You can include this information below, or send a separate document, for posting at our school.

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