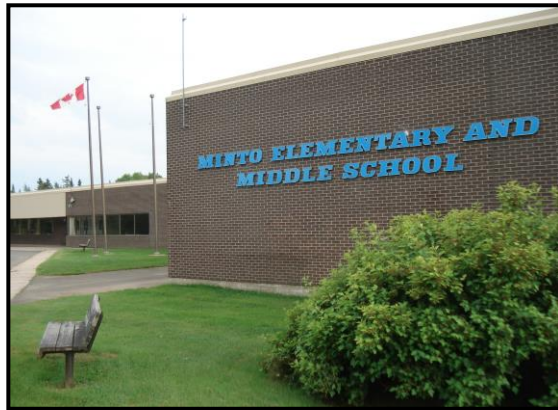




# Student Agenda Handbook 2016~2017



**42 CEDAR STREET – PO BOX 1005  
MINTO, NEW BRUNSWICK  
E4B 3Y7**

**TELEPHONE: 327-7016**

**FAX: 327-7068**

**NAME:** \_\_\_\_\_

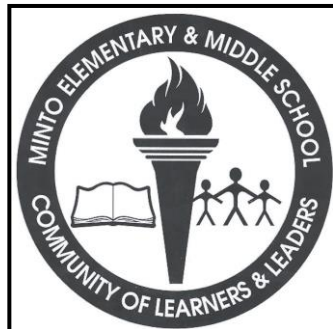
**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **POSTAL CODE:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **GRADE:** \_\_\_\_\_

# MINTO ELEMENTARY & MIDDLE SCHOOL

## A COMMUNITY OF LEARNERS & LEADERS



### SCHOOL MISSION STATEMENT

*Promote a spirit of excellence... be caring, get involved, reach for success!*

### SCHOOL VISION STATEMENT

*Fostering strong academics in a positive and safe learning environment while supporting individual needs and abilities.*



### SCHOOL ADMINISTRATORS' MESSAGE:

Minto Elementary & Middle School is a Kindergarten to Grade 8 school in NB Anglophone West School District (ASD-W), associated with the Oromocto Education Centre (OEC). The school opened in 1983 with the amalgamation of four Minto schools: Robert Fanjoy School, Holy Rosary School, Willard Parker Memorial School and North Minto Junior High School. Presently, the school houses approximately 343 students, 24 teachers, as well as several support personnel.

As a school, one of our main objectives is to teach our children to be diligent, collaborative, cooperative, courteous and respectful members of our school community. We believe every child is important and, through various services, we strive to meet the educational and social needs of each one of them. We also believe, in order to achieve these ends, we must work closely with the home; we encourage parents/guardians to communicate openly with the school.

One of the goals of MEMS is to offer our students a balanced curriculum which enables them to use their talents. Our school is very proudly active in Drama, Destination Conservation, intramural and interscholastic sports, activity clubs and other interest groups. Every student is encouraged to pursue interests so his or her time at school is meaningful, enjoyable, and memorable. As well, we focus on the importance of being "MEMS SMART Kids" as part of our Positive Behaviour Intervention Support (PBIS) strategies.

We wish all students and staff at Minto Elementary & Middle School a happy and successful 2016~2017 academic year.

Ms. Kynda Bryant  
Principal

Mr. Craig Richards  
Vice Principal

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### MEMS SMART Kids

#### A Positive Behaviour Intervention Support (PBIS) Initiative

**Safety** is important to the health and wellbeing of each student. Positive behaviour on the bus, on the playground, in the hallways, in the cafeteria, in the classroom, and throughout the school contributes to making everyone feel safe.

**Model Students** demonstrate leadership, a willingness to help, politeness to all, organization with their work habits, and a desire to always do their best. A model student makes a commitment and follows it through.

**Achievement** involves following directions, paying attention, completing assignments, staying on task, working independently and cooperatively, being organized and prepared, taking pride in one's work, and doing their best. A student who works hard in all these ways will achieve success.

**Respectful** students are caring, kind, polite, considerate, cooperative, honest, trustworthy and fair. Showing respect towards others will earn respect in return.

**Thoughtful** students share, include everyone, help others without being asked, show compassion, think of others and accept differences. Thoughtful students treat others as they wish to be treated.

**SMART kids are successful!** They have friends, are leaders, do well in school, are well-liked, are appreciated for their efforts and are involved. Students at MEMS are taught and encouraged to be **SMART** kids.

# MEMS STUDENT SCHEDULES

## 2016~2017

	<b>PRIMARY K – 2</b>	<b>ELEMENTARY 3 – 5</b>	<b>MIDDLE LEVEL 6 – 8</b>
<b>Arrival of Students</b>	<b>8:00 – 8:35</b> There is no supervision of students prior to 8:00 am. Students should not be dropped off before 8:00 am.		
<b>Arrival of Buses</b>	<b>8:15 – 8:25</b> ASD-W Buses will arrive at MEMS between 8:15 am & 8:25 am		
<b>Homeroom Instruction</b>	<b>8:35 – 8:50</b> Literacy, Numeracy and/or Science Activities Developmental Assets & MEMS SMART Kids MEMS Instructional Time begins at 8:35 am		
<b>Instruction</b>	<b>8:50 – 10:20</b>	<b>8:50 – 10:20</b>	<b>8:50 – 10:20</b>
<b>Recess/Break</b>	<b>10:20 – 10:35</b>	<b>10:20 – 10:35</b>	<b>10:20 – 10:35</b>
<b>Instruction</b>	<b>10:35 – 11:20</b>	<b>10:35 – 11:50</b>	<b>10:35 – 12:05</b>
<b>Lunch/Cafeteria</b>	<b>11:20 – 11:50</b>	<b>11:50 – 12:10</b>	<b>12:05 – 12:25</b>
<b>Lunch/Recess/Break</b>	<b>11:50 – 12:05</b>	<b>12:10 – 12:30</b>	<b>12:25 – 12:45</b>
<b>Instruction</b>	<b>12:05 – 2:00</b>	<b>12:30 – 3:00</b>	<b>12:45 – 3:00</b>
<b>Dismissal</b>	<b>2:00</b>	<b>3:00</b> Fridays at 2:00	<b>3:00</b> Fridays at 2:00
<b>Board Buses</b>	<b>2:05</b>	<b>3:10</b> Fridays at 2:05	<b>3:10</b> Fridays at 2:05
<b>Fourth Friday of Each Month (With the Exception of December &amp; June)</b> <b>Students Dismiss at Noon as Teachers Are Involved in Professional Learning</b> <b>Activities</b> <b>Primary &amp; Elementary Dismisses at 11:20 am &amp; Middle Level Dismisses at 12:05</b> <b>pm</b> <b>Buses Begin to Board As Soon As Possible After Dismissal</b>			



# MINTO ELEMENTARY & MIDDLE SCHOOL

## A COMMUNITY OF LEARNERS & LEADERS



*Fostering strong academics in a positive and safe learning environment while supporting individual needs and abilities.*

## POSITIVE LEARNING ENVIRONMENT PLAN

### *Rationale Statement*

The purpose of the MEMS Positive Learning Environment Plan is to ensure all students have the right to work and learn in a safe, orderly, productive, respectful and harassment-free environment.

### *The Roles of Parents/Guardians*

In accordance with **Section 13 of the N.B. Education Act** (December 29, 1997), **the roles of parents** are defined as follows:

1. In support of the learning success of his or her child and the learning environment at the school, **a parent is expected to:**
  - (a) encourage his or her child to attend to assigned homework
  - (b) communicate reasonably with school personnel employed at the school his or her child attends as required in the best interests of the child
  - (c) cause his or her child to attend school as required by this Act
  - (d) ensure the basic needs of his or her child are met, and
  - (e) have due care for the conduct of his or her child at school and while on the way to and from school
2. The **parent of a pupil has a right** to a reasonable consultation with the pupil's teacher or the principal of the school the pupil attends with respect to the education of the pupil.
3. It is **the responsibility of a parent of a pupil and of school personnel** to conduct themselves in a respectful manner and to follow established procedures when involved in communications concerning the pupil.

### *The Duties of Pupils*

In accordance with **Section 14 of the N.B. Education Act** (December 29, 1997), **the duties of pupils** are defined as follows:

1. It is the **duty of a pupil** to:
  - (a) participate in learning opportunities to his or her potential
  - (b) accept the increasing responsibility for his/her learning as he/she progresses through his/her schooling
  - (c) attend to assigned homework
  - (d) attend school regularly and punctually
  - (e) contribute to a safe and positive learning environment
  - (f) be responsible for his or her conduct at school and while on the way to and from school
  - (g) respect the rights of others, and
  - (h) comply with all school policies
2. It is the **right of a pupil** to be informed of his or her educational progress on a regular basis.

### *Expectations – Safety, Achievement, Interactions & Surroundings*

**Safety** – Students are expected to behave in a safe manner.

**Achievement** – Students are expected to work to the best of their abilities in order to achieve the required general curriculum outcomes.

**Interactions** – Students are expected to interact in a respectful and positive manner toward others.

**Surroundings** – Students are expected to respect their surroundings which include personal and school property.

## ***Stages of Interventions***

**Stage 1** – The Teacher(s) will speak to the student concerning his/her behaviour.

**Stage 2** – The Teacher will contact the parent/guardian if the inappropriate behaviour(s) continues.

**Stage 3** – An Anglophone School District-West (ASD-W) behaviour form will be completed by the Teacher and submitted to Administration to inform them of the serious or chronic behavior. The first behavior form is kept on file in the office. If/When a second behavior form is received, Administration will meet with the student and contact home. The third behavior form may result in an in-school or in another significant consequence.

**Stage 4** – A Problem Solving Meeting with Teachers, Guidance, and Administration (ESS Team) will be scheduled for any student who consistently displays serious inappropriate behaviour(s). Parents/Guardians and student will be notified of strategies to correct inappropriate behavior.

**Stage 6** – Depending on the seriousness and frequency of the offence(s), the student may receive one of the following consequences:

- in-school suspension
- out-of-school suspension
- long-term suspension
- individual behavior support plan (IBSP or BSAP)
- alternative placement/site

## ***Automatic Suspension***

Serious misconducts by students which pose immediate threats to the safety of others may result in **automatic suspension**. The following are considered to be serious misconducts:

- physical violence
- criminal harassment
- uttering threats
- theft or intentional property damage
- offensive and disrespectful language or behaviour directed toward staff
- possession/use/selling weapons
- possession/use/selling of illegal or dangerous substances or objects
- any other behaviour which contravenes the criminal code of Canada

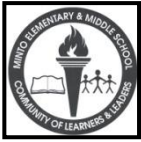
## ***Conclusion***

The above document is based on the New Brunswick Education Act and the Department of Education Policy 703–Positive Learning and Working Environment Policy (revised December 2009).

## ***Parent's/Guardian's Signature***

Please sign in the space provided to indicate that you have read the MEMS Positive Learning Environment Plan.

\_\_\_\_\_



# MINTO ELEMENTARY & MIDDLE SCHOOL

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*Fostering strong academics in a positive and safe learning environment while supporting individual needs and abilities.*

## MEMS SCHOOL POLICIES

### ***Celebrations of Student Successes & Students in Good Standing***

All students in good standing are invited to **celebrate school success**. **Students may not be permitted to attend celebrations if:**

- attendance is poor and/or truancy is persistent
- schoolwork is incomplete (homework and assignments)
- ASD-W behavior forms have been submitted to Administration
- discipline results in suspension from classes
- student has received a bus suspension

### ***School Attendance***

Under the **NB Education Act** (February 28, 1997), it is the **duty of pupils** (Article 14 (1) (d) to **attend school regularly and punctually** and the **role of the parent(s)** (Article 13 (1) (c) to **ensure his/her child attends school as required by the Act**. It is imperative students attend classes so they will have every opportunity to prevent gaps in learning and receive the benefits of a complete education, as their future achievements and successes will depend on it. **Attendance is a must not an option!** Parents have a great responsibility to provide their child(ren) with the realization that an education is an important part of their present and future. **Extensive tardiness and truancy may be referred to agencies outside the school.**

**When your child is absent from school** due to illness, appointments and/or other reason(s), please ensure **the school is informed of the absence as soon as possible** by telephoning 327-7016, e-mailing or writing a note to the homeroom teacher. **Provisions should also be made to pick up any schoolwork that was missed that could be completed at home.**

If a student is **absent from school due to illness**, they **should not be attending afterschool activities and events**. **We will assume, if they are not well enough to attend school, they are not well enough to attend school functions for the remainder of that day.** However, if a student has a medical appointment during the day, a note from the medical professional should be requested and presented at school.

### ***Hours of Instruction***

The **"Hours of Instruction"** at MEMS **officially begin at 8:35 am** each day and **end at 2 pm for Primary (Grades K-2) and 3 pm for Elementary (Grades 3-5) & Middle Level (Grades 6-8)**. Each Friday, dismissal takes place for all students at 2 pm and on every fourth Friday, dismissal takes place at 11:20 am for Primary (K-2) & Elementary (3-5) and 12:05 pm for Middle Level (6-8). **Students should arrive at school at least ten minutes before classes begin (8:25 am)** so they are prepared for **homeroom instructional activities to begin at 8:35 am**. If students arrive after 8:35 am, they are considered **"tardy/late for instruction"**.

**Hours of instruction** are based on **NB Department of Education and Early Childhood Development** expectations of maximum instructional time of 1350 minutes/week for Kindergarten to Grade 2, and 1650 minutes/week for Grades 3-8 students. If students miss school for no apparent reason for extended periods of time, serious gaps will inevitably occur in their learning. Therefore, regular attendance at school is crucial for student achievement and success. However, it is understood, absences from school cannot be helped, on occasion.

### ***Student Sign In/Out***

All students are required to **sign in at the office** if they arrive after the start of classes (8:35 am). Students leaving during the day are also required to **sign out at the office**. It is important that the school have this information daily. School policy states that students leaving the school grounds during the school day must be picked up by parents/guardians.

### ***Visitors/Volunteers***

**All visitors** (this includes parents/guardians) to the school are required to **please sign in and out** at the office **upon arrival/departure to and from school as a safety precaution during the school day**.

**Parents who are dropping off children** are asked to do so **in the lobby** so the children can develop a sense of independence as they get themselves ready for morning classes. **Parents picking up children** are asked to **please wait in the cafeteria**. **No visitors should be wandering throughout the building without authorization**. Authorized visitors must also **wear an identification badge** while in the building. Respect for this policy is greatly appreciated as it protects your children's safety and confidentiality.

### ***Parents/Guardians/Other Volunteers***

People wishing to volunteer at school or attend fieldtrips are required to have a **Criminal Record Check** and sign off on **Policy 701 – Pupil Protection Policy**. Criminal record checks are carried out by the RCMP at the Minto Detachment on Monday, Tuesday, Wednesday and Friday between 8:30 am-12 pm and 1 pm-4:30 pm. Two pieces of identification are required, one of which must be a government issued photo ID. Copies of Policy 701 are available at school. Any adult who has unsupervised access to students is required to have a Criminal Record Check and to sign off on Policy 701.

### ***Student Cell Phones & Digital Cameras***

**Unauthorized use of cell phones and digital cameras** is not permitted at MEMS (instructional time as well as recess/free time) so students really **have no need for them at school**. As a result, **texting while at school is also prohibited**. This infraction of school policy is often a **serious issue** at school and students have been given ample warnings. Therefore, **offences may result in disciplinary action**. Parents can support their children and the school by encouraging their children to **keep cell phones at home**. If students bring phones to school, they **MUST** leave them safely in their lockers all day. **Please discourage your children from contacting you by cell phone (whether by calling or texting) during the school day**. (In the case of an emergency or important message, students may, with permission, use the office telephone.) Please note, a student who uses such electronic devices at school will be **asked to surrender it to the teacher** and the device will be kept in the office for the remainder of the day. **The second time it is confiscated, the parent/guardian will be asked to pick it up at their earliest convenience**.

**Also, students must refrain from taking pictures of classmates and other members of the school community at school or on the bus and then posting these pictures on FaceBook or other social media**. This infringes on other people's rights and privacy. Exceptions to this might be at school dances where people may be aware that cameras are present and pictures are taken with everyone's knowledge. It is not appropriate for students to post pictures of others without their knowledge and permission!

### ***Administration Office/School Telephones***

Student use of administration **office/school telephones** is **permitted for important telephone calls** to inform parents of emergencies, illnesses, changes in planned school activities and/or after school detentions. **They are not intended for students to use them to make arrangements to go visit a friend or if they want to walk home at the spur of the moment, etc.**

### ***Expensive Toys & Electronic Games***

**Expensive toys and electronic games** should remain at home. The school is **not held responsible for loss or damages** to such equipment. Quite often, students do not understand the monetary value of such toys and games.

### ***Spectators at Athletic/Sports Events & Other Extracurricular Activities***

Students may **NOT** remain after school to watch school sports games, however, they may return at game time with an adult to supervise them. Parents, please keep in mind that general supervision is not the responsibility of teachers and coaches at this time of day. Teachers who may be around have teams or other responsibilities to look after. Students attending as spectators **must remain in the designated area**, not hanging out outside the building or wandering throughout the school. If problems/inappropriate behaviours occur, students may lose the privilege of attending afterschool events. Also, remember you, as parents, are always welcome to attend and support school activities in which your children are involved.

### ***Afterschool Transportation Services***

Anglophone West School District is committed to providing **safe and reliable transportation services** to and from school for all eligible students. The **ASD-W Afternoon School Bus Stops Policy** (effective September 2013) only allows for two options during afternoon drop-offs. Students may have one primary and one alternate location. **These two options are to be used consistently each week.** However, if an **emergency situation** arises, **please feel free to call us** and arrangements will be made. **According to District policy, bus passes can only be made available for the two drop-off locations listed on your child's information sheet.**

### ***Dress Expectations***

As the school is the **workplace for students and staff**, it is important to **promote a positive image** and to **cultivate an environment of mutual respect**. All members of the school community are to dress appropriately when in school or at any school sponsored event by following these guidelines:

- tops must cover the waist, meet the bottoms and be high enough to cover the chest
- underwear should not be visible
- spaghetti straps on tops, or cutaway armholes, are not permitted
- shorts and/or skirts must be no shorter than the fingertips of the extended arm and hand
- pajamas and sleepwear are not considered acceptable clothing for the school environment
- all hats and headgear are to be removed when entering the school
- writing on clothing must be respectful

### ***School Closures During the School Day***

In the event of school closures due to stormy weather, bad road conditions, power outages and/or emergency situations, **every effort will be made to contact parents/guardians prior to dismissing students.** Home will be contacted for all Kindergarten to Grade 5 students. Students in Middle Level usually know alternate plans when such events occur. **Please make sure MEMS is always advised when you have a change in telephone number(s) and/or address** so you can be contacted quickly. **Call the office with updated contact information at 327-7016.**

### ***Allergy Alert – Peanut-Free Environment***

Again this year, some children at MEMS have **severe, life-threatening allergies** to peanuts and peanut butter. We ask for your cooperation in the following ways:

- please be sure your child's hands are washed free of any traces of peanuts before coming to school
- please instruct your child of the danger peanuts present to some students
- please avoid sending any peanuts or products containing peanuts to school

### ***Allergy Alert – Scent-Free Environment***

**Minto Elementary and Middle School is designated as a scent-free zone/environment.** Scented products such as perfume, cologne, hairspray, or laundry detergent contain chemicals which cause problems for many people, especially those with asthma, allergies and environmental illnesses. Please be sensitive to others' health problems and make every effort to use scent-free products. Anyone who purposefully disregards this policy may be endangering the health/lives of others. Thank you for your assistance in creating a safe environment for the students attending Minto Elementary & Middle School.