



Miramichi Rural School

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Where we learn, lead and inspire!

**Miramichi Rural School
Handbook
2016–2017**

Mission Statement

At Miramichi Rural School, we set out to create a community of learners, while developing the potential of each child's unique qualities.

Welcome to a New School Year

Welcome to the beginning of the 2016-2017 school year. The start of each school year brings much enthusiasm and anticipation to both students and staff, of a year of excitement and growth.

Please take the time to review this handbook for important information and policies pertaining to our school. I hope you will find it useful. Please keep it for further reference throughout the school year.

Teaching/Non-Teaching Staff 2016-2017

Principal: Miss Zoella Vienneau

Teachers: Ms. Brenda MacDonald

Mrs. Shawna Goguen

Mrs. Sylvie Guimond

Miss Christine MacKenzie

Miss Lindsay Reid

Miss Rebecca Hitchman

Guidance: Mr. Andy Stewart

Support Staff: Mrs. Carolyn Harper

Mr. Todd MacDonald

Administrative Assistant: Mrs. Karen Holmes

Custodian: Mrs. Kathleen Williston

Bus Drivers: Mrs. Diane Godfrey

Mr. Randy MacDonald

Mr. Robert Nash

Mr. Blair Williston



Student Drop-off

Please keep in mind that students **should not** be dropped off at school prior to **7:30am** as there will be no supervision until this time.

We also ask that you do not park around the circle in the bus loading zone as it makes it difficult for the buses to get around.

To keep all students and staff safe, please refrain from pulling out ahead of the buses, **especially if the red lights are flashing.**

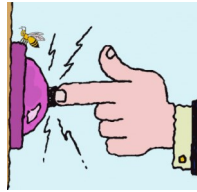


Discipline

Each school is responsible for maintaining a positive learning environment in accordance with policy 703. Discipline of any kind will be handled in a timely and appropriate manner. **Bullying of any type will not be tolerated.** At Miramichi Rural we encourage respect and responsibility for everyone.

Security

To ensure the safety and security of all staff and students the main doors of the building will remain locked after 8:10am. Please ring the doorbell to the left of these doors for service.



Safe Arrival- the district has initiated a safe arrival protocol to ensure the safety of your child/children. Teachers will now be completing attendance first thing in the morning. Any student that is marked absent will activate a voicemail message to inform you of this absence. Teachers will still require an excuse for the absence upon the students' return to school.



Bussing

Students are expected to have one main pick-up and drop-off point to and from school. Students may have **one alternate stop**, such as a child care service, and of course, in an emergency. This will be the only exception. **Arrangements for birthday party's, sleepovers, etc. will not be considered an alternate stop.**

Important Dates

** All parents are welcome to join us in celebrating events.

- Sept. 14– School Photo's
- Sept.15– Meet the Teacher Night (6pm)
- Oct.06– Professional Learning Day (No School)
- Oct. 07– Professional Learning Day (No School)
- Oct. 10– Thanksgiving (No School)
- Oct. 20– Interim Report Cards go out
- Oct. 27– Halloween Dance (Gr.5-8)
- Nov.10– Remembrance Day Ceremony
- Nov. 11– Remembrance Day (No School)
- Nov. 16– Report Cards go out (K-8)
- Nov 17– Parent Teacher (3:30pm-6pm)
- Nov. 18– Parent Teacher (AM)/PD (PM) (No School)
- Dec.21– Christmas Concert
- Dec. 23– Last day of class before Christmas break
- Jan. 10– First day back for students
- Feb.24- Professional Learning Day (No School)
- Mar. 6-10– March Break
- Mar.29- Report Cards go out (K-8) Term 2
- Mar. 30- Parent Teacher (3:30pm-6pm)
- Mar. 31- Parent Teacher (AM)/PD (PM) (No School)
- Apr. 14– Good Friday (No School)
- Apr. 17– Easter Monday (No School)
- Apr. 28- Professional Learning Day (No School)
- May 4- NBTA AGM (No School)
- May 5– NBTA Council Day (No School)
- May 22– Victoria Day (No School)
- June 21– Awards Ceremony (12:10pm-1:30pm)
- June 23– Last Day for Students



Bell Schedule

- 7:55 First Bell
- 8:00 Homeroom Bell
- 8:10 Beginning of Classes
- 10:10 Recess
- 10:25 Recess Ends
- 11:30 Lunch
- 11:55 Lunch Recess Begins
- 12:20 Lunch Ends
- 12:25 Beginning of Classes
- 1:40 K-2 Dismissal
- 2:30 3-8 Dismissal



Student Code of Conduct

1. Avoid inappropriate dress: clothing with inappropriate logos, (swearing, alcohol logos, etc) bare shoulders (spaghetti straps), midriff, short skirts, dresses/shorts, etc.
2. Be prepared for all classes and have homework completed.
3. Always inform your teacher or principal if you are leaving the school for any reason during the day.
4. Walk in a quiet and orderly fashion at all times.
5. Hats are not to be worn during classes.
6. Cell phones and iPods are not to be used at school.
7. Be polite and courteous with everyone at all times.
8. Always seek permission to use the phone. Emergency use only!
9. A written excuse must be provided to you homeroom teacher for each date that you are absent from school.
10. Gum is not allowed while in school.
11. Knock and wait for permission to enter the staffroom, main office, or any class room.
12. Treat what belongs to you, others and the school in a manner which demonstrates pride in you, your school and your community.
13. Always seek permission to borrow an item belonging to another student or your teacher.



Extra-Curricular Activities



All students are encouraged to participate in after school activities. We would like to remind you that such activities are a privilege. If your child chooses to participate, the regular school rules apply. We would ask parents accompanying their child to these events to enforce the rules.

Please note that all extra-curricular activities are dependent on student numbers and volunteers to coach. Also, the school is not responsible for transportation to and from games. We encourage parents to pre-arrange transportation and to car pool when possible.

Fall

- ◆ Track and Field
- ◆ Elementary Soccer
- ◆ Middle School Soccer

Winter

- ◆ Middle School Basketball
- ◆ Middle School Volleyball
- ◆ Drama

Spring

- ◆ Cross Country





School Bus Rules

1. Obey the driver promptly.
2. Avoid any unnecessary conversation with the driver while the bus is in motion.
3. Respect the driver and fellow passengers.
4. Arrive on time and stand away from the roadway while waiting for the school bus.
5. Wait until the bus comes to a complete stop before moving to get on.
6. When crossing the road, wait for the driver's signal and always cross at least 3 meters in front of the bus. **NEVER CROSS BEHIND THE BUS.**
7. Always keep a safe distance around the school bus.
8. Go directly to your seat; allow others to sit with you. Remain seated at all times.
9. Sit facing forward, with your belongings on your lap or under the seat. **KEEP THE AISLE CLEAR.**
10. Obtain approval of the driver to open windows or emergency door. Nothing must hang out or be thrown out of the windows.
11. Talk quietly. Silence is required when approaching a railway crossings.
12. Eating and drinking are not allowed on the bus. Use of tobacco is forbidden.
13. Neither pets nor large objects are allowed on the bus.
14. Anyone who intentionally damages the bus will be held responsible.
15. Dress according to weather conditions. For safety reasons, avoid drawstrings or loose objects on clothing and backpacks.

Pupil Transportation is a privilege— follow the rules. Violation may result in disciplinary action and possible loss of transportation.

Canteen Prices

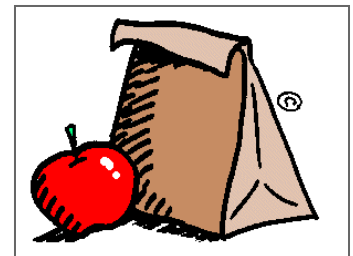
Milk 1%(Chocolate or white)	0.50
Juice (Apple or Orange)	0.50
Water	1.00
Yogurt Tubes	1.00
Cheese & Crackers	0.75
Rice Krispies Squares	0.50
Crispy Mini's	1.00
Cheese	1.00
Popcorn	1.00



Lunchtime Hints

To ensure that all students have the opportunity to enjoy a healthy and nutritious lunch, we ask that you consider the following, so that students eat in a timely manner:

- ◆ Refrain from sending items that require a can opener
- ◆ Please send utensils and condiments, if needed, as it will not be available.
- ◆ Thermoses are a quick-and-convenient item which allows children to readily access a delicious hot or chilled lunch.
- ◆ Microwaves are available, however we ask that you send items that take no longer than **2 minutes** in fairness to all students. Please note that popcorn will be popped after regular food is heated up.
- ◆ Please check your child's drink container for leaks.



Hot Lunch

On Friday's, Pizza from Pizza Delight will be ordered and sold for \$2.00 a slice. The only toppings will be ham and cheese.

Policies

Volunteering– If parents agree to volunteer, District 16 and the Province of New Brunswick has mandated that all parent volunteers and anyone else who works, coaches or comes into contact with students is to renew their certification of Policy 701. This may be done online at <http://701.nbed.nb.ca> . Completed 701 tests must be turned into Miss Zoella Vienneau for required signature. ***At this time, volunteers will be given an information package that includes a criminal background check application, which must be completed.*** It is asked that this task be completed prior to the first week of October.

Student Information- Parents are asked to complete and return all student information sheets. When completing student information forms for your child/children, please ensure that all sections of the provided forms have been completed. It is especially important to note whether or not your child has specific life-threatening allergies to specific foods or other health issues. If at any time throughout the school year your contact information changes, please notify the school immediately.



Food Allergies (Peanut Safe School)- Several of our students have a life-threatening allergy to nuts, in particular, peanuts/tree nuts. The only way to ensure a safe environment for these children is to make our school Allergy Safe. To do this we need everyone's co-operation.

In the classroom setting, cross-contamination is the greatest risk to students with food allergies. Cross-contamination is when a few crumbs from one child's snack are dropped and then picked up by an allergic child. **A small amount can kill.** Therefore, we would ask that your child's lunch not include peanut butter, products made with peanut oil or nuts of any type. Please check the labels of food products that you send with your child to determine they are peanut safe.

It is difficult at best of time to get children to eat healthy snacks; however, I hope you will appreciate the seriousness of this condition and that you will assist us at the school in our efforts to create as safe an environment as possible. With your co-operation, we can minimize the risk of an allergic reaction, and significantly reduce the chance of a life threatening experience. Should you have any questions or concerns regarding this matter please contact Miss Vienneau at 228-2030 or the secretary at 228-2000.

Visitors– All visitors to the school are reminded to sign-in and pick up a visitors tag when entering the building and report to the main office. **We ask that you please refrain from going to your child's classroom if at all possible, in order to minimize disruption during instructional hours.** If you are picking your child up, we would appreciate it if you could wait in the lobby area.

Pedunculosis- September is often a time when outbreaks of pedunculosis (head lice) become a prevalent nuisance within schools and communities, due to the travel incurred during the summer months. Parents are requested to be vigilant from the outset of the school year and to check their children occasionally as a proactive measure. Anyone requiring further information may contact public health at 778-6102.

Scent Free School- Due to the fact that a number of students and staff members experience either allergic or asthmatic reactions when exposed to scented products such as colognes, perfumes, etc. and because of a heightened knowledge about the health effects on such sensitivities, Miramichi Rural School has implemented a scent-free policy.

Therefore, all staff, students and visitors to Miramichi Rural School are requested to refrain from wearing perfumed or scented products. Collectively, such an effort by everyone will ensure that neither staff nor students will experience unnecessary health symptoms which are otherwise avoidable. Thank you for your cooperation regarding this important matter.

Attendance- Parents are reminded that when a child is absent from school, they must provide their homeroom teacher with a valid written excuse explaining their absence from school. Students are NOT to miss any more than 5 days of instruction. The following policy is in place.

5 days – Homeroom teacher calls home

8 days – Meeting with parent, teacher, and principal regarding attendance

12 days – Student is placed on Attendance Contract. Meeting held with District Office Personnel.



Telephone Calls– There are some days when there is no secretary at the school.

Please leave a message and someone will get back to you as soon as possible (keep in mind that this may be at the end of the day). **The phone is not for student use, except in an emergency situation.** If your child will not be following their regular routine, we ask that you provide a written note to the homeroom teacher.

We cannot allow last minute arrangements to be made as it interferes with bus departures.