



# STUDENT AGENDA HANDBOOK 2023-2024



## Minto Elementary & Middle School

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

TELEPHONE: 327-7016

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### 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.*

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## I CAN'T HIDE THAT TIGER CUB PRIDE!

(our new Positive Behaviour Intervention Support (PBIS) initiative)

**P**ositive ~I use positive language with myself and others  
~I demonstrate a positive attitude

**R**esponsible ~I am accountable for my actions  
~I think before I act  
~I keep myself and others safe

**I**nvolved~ I am part of the community  
~I participate

**D**o your best~ I reach for my goals  
~I don't give up

**E**arn and give respect~ I am accepting of myself and others



## MINTO ELEMENTARY & MIDDLE SCHOOL STUDENT SCHEDULES 2022~2023

	PRIMARY K – 2	ELEMENTARY 3 – 5	MIDDLE LEVEL 6 – 8
Arrival of Students	8–8:35am There is no supervision of students prior to 8 am. Thank you for not dropping off students before 8 am.		
Arrival of Buses	8–8:25am ASD-W Buses arrive at MEMS between 8 am & 8:25 am.		
Breakfast Program	Breakfast Program is free for all students from 8:15am to 8:30am.		
Homeroom Instruction	8:35am O Canada and Announcements MEMS Instructional Time begins at 8:35 am. Students are considered “tardy for school” after this time.		
Instruction	8:35 – 10:20	8:35 – 10am	8:35 – 10:20
Recess	10:20 – 10:35	10-10:15am	10:20 – 10:35
Instruction	10:35 – 12:05pm	10:20 – 12:05pm	10:35 – 12:05pm
Lunch	12:05-12:30pm lunch in classroom	12:05 – 12:25pm recess outside	12:05-12:20pm lunch in cafeteria
Lunch/Recess/Break	12:30-12:50pm recess outside	12:25 – 12:50 lunch in classroom	12:20-12:40pm recess outside
Instruction	12:50-1:55pm	12:50 – 3pm	12:40– 3pm
Dismissal	1:55pm	3pm	3pm
Board Buses	2pm	3:02pm	3:02pm

**\*On the fourth Friday of every month, students are dismissed at 11:15am as Teachers are involved in Professional Learning activities. ALL students usually dismiss at 11:15am. Buses begin to board as soon as possible after dismissal.**



# 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 and a conversation takes place between the student and Administration. 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 suspension, out-of-school suspension or another significant consequence.

**Stage 4** – A Problem Solving Meeting with Teachers, Guidance, and Administration (ESS Team) may 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 Short-term Intervention Plan)
- 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.

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# MINTO ELEMENTARY & MIDDLE SCHOOL

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## MEMS SCHOOL POLICIES \*PLEASE REVIEW OUR OPERATIONAL PLAN

**MEMS Bathroom Policy**~ one student is permitted in the bathroom at a time; MS students must use bathroom pass

### ***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 grades 3-8 students at 2 pm and on every fourth Friday, dismissal takes place at 11:15 am for all students. **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**. Sign ins and sign outs will be recorded by our Admin Assistant into PowerSchool. 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***

**There are no visitors past the main entrance at MEMS.**

**Parents who are dropping off children** are asked to do so **outside the school**. This is 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 parking lot**. **No visitors should be in the building**. Authorized visitors must wear an identification badge while in the building. Respect for these policies is greatly appreciated as it protects your children's safety.

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

People wishing to volunteer at school 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. Phones are to remain in lockers from 8:35am until dismissal time at 3pm. **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, come to the office with a phone pass to use their cell phone or the Admin Assistant will call for them.) Please note, a student who uses such electronic devices at school without permission 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 **NOT** permitted. If they need to call home, our Admin Assistant can do this for them.

### ***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***

When extracurricular events start again, **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. There are no bus transfers permitted this year.**

### ***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 and are encouraged to follow these guidelines:

- tops should 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 encouraged
- shorts and/or skirts should 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 hoodies are to be removed when entering the school; ball caps are now permitted for Middle School students
- 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.