

REXTON ELEMENTARY SCHOOL

19 School Street, Rexton, NB, E4W 2E4

Phone: 523-7152

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Diane Wilson
Principal

Virginia Richard
Vice-Principal

Rexton Elementary School's 2011-2012 Handbook

School Mission: *To encourage the development of each student's full potential by nurturing a love of learning and fostering respect for the uniqueness of each individual through a safe and friendly community.*

This RES HANDBOOK belongs to:

Student's Name: _____

Address: _____

Telephone: _____ ***Bus: a.m.*** _____

Cell Phone: _____ ***p.m.*** _____

Grade: _____ ***Homeroom Teacher:*** _____



Principal's Message

Welcome/Bienvenue/Eptjilaasi to the 2011-2012 school year at Rexton Elementary. The RES teaching team is prepared & committed to providing each and every one of our young *starfish* students with the very best learning opportunities and challenges possible, all within our safe and positive learning environment.

Our teaching staff earnestly believe that our students' parents play a vital role in their child's educational development - partnering with your child's teacher will ensure that your child continues to make progress in his/her academic, social/emotional, and physical development. We hope that during the 2011-2012 school year, all RES parents will strive to stay closely involved in their child's learning experiences and activities at Rexton Elementary School.

The information in Rexton Elementary's Handbook is intended to help students and parents become familiar with Rexton Elementary School's schedule, procedures, and Student Code of Conduct. We encourage you to refer to this Student Handbook whenever you are in doubt about our school regulations and procedures.

Diane Wilson
Principal

Virginia Richard
Vice Principal



RES School Day

TIME	ACTIVITY	
8:00	Supervision of students begins & buses arrive at RES	
8:20	Good Morning Bell	
8:30	Announcements & O Canada	
8:35	1 st Period	K-3 Literacy Block
9:10	2 nd Period	
9:45	3 rd Period	
10:00-10:15	RECESS for Grades 3, 4, and 5 Students	
10:20	RECESS for K-2 Students	
10:40	4 th Period	
11:15	5 th Period	
11:50-12:15	Lunch for K-2 students / Outdoor recess for Grades 3-5 students	
12:15-12:35	Lunch for students in Grades 3-5 / Outdoor recess for K-2 students	
12:40	6 th Period	
1:15	7 th Period	
1:50	8 th Period / Dismissal for K-2 students	
2:25	9 th Period	
2:55	Grades 3-5 students prepare for dismissal	
3:00	Dismissal of Students	



Grade/Role		Teacher	Role	Support Staff
Kindergarten		Lisa Collins	Administrative Assistant	Connie Agnew
Kindergarten		Maggie Murphy	Librarian	Janice LeBlanc
Grade 1- Kindergarten		Cynthia Wood	Educational Assistants	Margaret Martin Jan Mingrone Nora Fillier Rose-Jean Cormier Dianne Warren
Grade 1		Susan Campbell		
Grade 2		Stephanie Flanagan		
Grade 2		Angela Savory		
Grade 3 French Immersion		Julia Mazerolle		
Grade 3		Danelle Rioux		
Grade 4-3 Pre-Intensive French		Wendy McLaughlin		
Grade 4 French Immersion		Not Determined as of June 29 th	Intervention Workers	Keitha Gallant Donna Hebert
Grade 4 Pre-Intensive French		Not Determined as of June 29 th	First Nations Liaison	Shana Stark
Grade 5 Intensive French		Melanie Cox	Custodians	Gerald Richard Donny Hebert Fernand Mazerolle
Grade 5 Intensive French		Kevin Rioux		
Guidance		Not Determined as of June 29 th		
Resource Teacher		Marie Walsh	Literacy Clinicians	Lucie Brown Nancy Scully
Physical Education		Kim Bowes		
Music/Physical Education		Janice Hall-Short		
Reading Recovery & Vice Principal		Virginia Richard		
Principal		Diane Wilson	K-5 Numeracy Lead	Toby Daigle
			Computer Technician	Troy MacKenzie

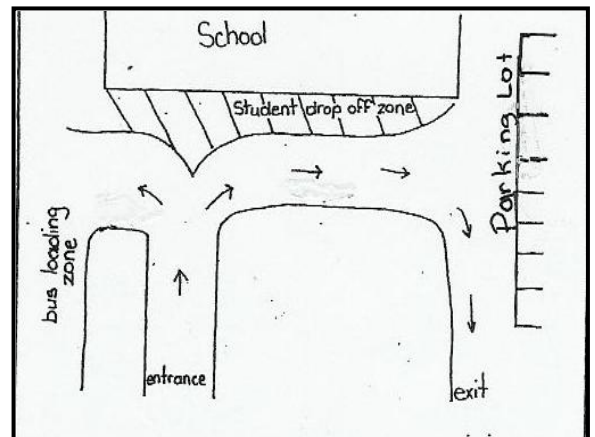
1. **Supervision of RES students begins promptly at 8:00 a.m.** every school morning.
2. All students are expected to be in their homeroom classes and ready for learning when the bell rings at 8:30 a.m. Students arriving after 8:30 a.m. will need to be reported at the office as being late.
3. Regular attendance is mandatory for all RES students and it is the responsibility of all parents to ensure the good attendance of their child at school. Attendance and absenteeism will be very closely monitored and regulated to ensure everyone is guaranteed the same opportunities for a basic education and a productive future.
 - ☆ Each absence requires a **signed, dated excuse** from the parent stating the acceptable reason for the child's absence. This excuse is expected the day the child returns to school, even if the parents called the school to explain the absence. It is expected that when a child is absent, the parents will contact the school to make arrangements to obtain the child's missing assignments.
 - ☆ **5 absences** (or an accumulation of 5 days) will result in a **letter or telephone call to the home.**
 - ☆ **12 or more absences** will require the parent to attend a **case conference** at the school where a School Attendance Improvement Plan will be developed to reduce absenteeism.
 - ☆ RES students need to **remain at school for the entire day** and to have as few early dismissals as possible because each early dismissal or late arrival will be recorded on the child's school attendance record.
4. **The dismissal time for K-2 students is @ 1:50 p.m. and Grades 3-5 students are dismissed at 3:00 p.m.**



To avoid disruption to classroom instruction and/or to our very busy office, **students will only be permitted to use the school phone for emergency situations only.** Parents are requested to convey personal messages to their child prior to the child leaving for school in the morning. Our **secretary takes her lunch break** from 12:00-1:00 daily (a bit earlier or later depending on the circumstances). If you call during these times and find that no one is answering the phone, we apologize. We recommend that you call our school prior to 12 noon or after 1:15



1. Buses begin arriving at Rexton Elementary **AFTER 8:00 a.m.**
2. **Please note that according to District Policy on bus use, only children assigned to a bus should be traveling on it. Therefore, bus transfers ARE NOT permitted at Rexton Elementary and are ONLY granted in **EMERGENCIES** (not for birthday parties, sleepovers, etc). This policy was set up to avoid overcrowding on buses and for the safety of all students who regularly travel on buses. When a **"manageable"** emergency arises whilst your child is at school, we ask that parents make arrangements with relatives, friends, or a trusted neighbor to meet their child at his/her regular bus stop.**
3. All students are expected to follow the rules and procedures of their bus drivers at all times. **Disobeying bus rules will result in disciplinary action and possible loss of transportation privileges.**
4. Parents, visitors, and staff are to use the designated parking area for their vehicles.
5. In order to ensure the safety of our young children, **PARKING in the school Drop-off, Handicap, and Drive Through zones (directly in front of the school) is strictly prohibited.**
6. Motorists are reminded that it is required by law to **refrain from passing a school bus when its lights are flashing.** This law is certainly in effect in RES' school parking area.



Safety First at Rexton Elementary:

Upon arriving at our fine, fine school, **all visitors must check-in at the office** with the secretary. Parents are reminded that **we will not be interrupting instruction** so that parents can "meet" with the teacher; if you would like to **meet with your child's teacher**, you are asked to **please schedule an appointment** with our secretary. **All visitors to our school must sign the Visitor's Log** at the office when they are **entering and exiting Rexton Elementary School**. Policy 701 "Pupil Protection Policy" has been put in place to protect all children in the public education system in New Brunswick. **All employees and volunteers working with students are required to have Policy 701 Training.** This training is available online at www.cnbb.nb.ca/701. **A copy of the final test must be provided before working/volunteering in schools.** Once again this year, **persons working in public schools in our province are required to undergo an RCMP Criminal Record Check.** For more information, please contact the RES school secretary at 523-7152.



1. Students are expected to go to their **designated playground area** at morning and noon recesses.
2. Students are expected to **play respectfully and follow the rules & procedures** of all teaching staff whilst on the school premises, **including the playground area and on fieldtrips.**
3. Students who are **unable to go outdoors for recesses due to medical reasons must have a written note from their parent/physician.** Please do not write notes for your child to stay indoors unless it is absolutely necessary. Your cooperation in this matter is greatly appreciated.
4. Students are required to **dress appropriately for the weather.** When the weather is unfavorable during outdoor recess times, our students will remain indoors and will be supervised in their homerooms or the gym.



1. **Students in grades K-2 may receive homework that will require nightly practice.** For example, a letter/sight word list OR math flashcards may come home after school that the parent/guardian will be expected to practice with their child. All K-5 students are expected to borrow a book from his/her classroom/library and read nightly.
2. Students in **grades 3-5 may expect to be assigned homework twice a week** and these homework nights will be decided by his/her homeroom teacher. Please note that during assessment periods, children may be required to do **nightly** homework.
3. Students involved with **Reading Recovery™ or Literacy/Numeracy Interventions will have nightly homework.**



SPEECH PATHOLOGIST - The services of a speech/language pathologist is available 2-3 days every week. If a child is referred, parents will be contacted. Students who work with our speech pathologist may be required to do nightly homework practice with their parent's support.

GUIDANCE - The guidance counselor works with individual or small groups of children, giving them specific support AND strategies in areas that may be directly or indirectly affecting their schooling. To contact our Guidance Councilor please phone 523-7152.

BREAKFAST PROGRAM- A nutritional breakfast program will be available at the Rexton Elementary School if we have enough volunteers. The program is for those students who were not provided with a breakfast at home before coming to school. RES is always looking for volunteers from the community to prepare/serve our students breakfast every morning. Please contact the school at 523-7152 if you are willing/able to help with our Breakfast Program.

Rexton Elementary DOES NOT OFFER A FREE LUNCH PROGRAM.

HOPE AND SCHOOL ASSOCIATION

The Rexton Elementary Home and School Association is very active in supporting the many endeavors at our school. The major fundraiser for the Home and School is the annual Christmas Tea and Craft Sale held each November. At RES' regular Home and School meetings, educational presentations are made about relevant and important topics.

PARENT SCHOOL SUPPORT COMMITTEE (PSSC)

All parents who have a child attending this school are eligible and encouraged to serve on RES' PSSC and the tentative date for our 2011-2012 PSSC election is during our OPEN HOUSE on Thursday, September 15th.

The primary role of the PSSC is to:

- ☆ advise the principal regarding the School Improvement Plan, and
- ☆ promote family and community involvement



Rexton Elementary School makes every effort to keep parents informed. The following means are used to accomplish this:

- ☆ **OPEN HOUSE** (September)
- ☆ **Talk-Mail** (as needed)
- ☆ **Student Interim Reports** (mid/end of term)
- ☆ **District Office** (1-800-661-6667)
- **Snow-Line for School Closures** (523-0900)
- **Web Page** (rextonelementary.nbed.nb.ca)
- **Parent/Teacher Interviews** (fall & winter)
- **Newsletters & Notices** (as needed)



Rexton Elementary School's teaching staff believe that students choose their actions and behaviors. We expect Rexton Elementary students to consistently display the following REX-E STARFISH character traits:

- ☆ **Trustworthiness:** being honest and do the right thing
- ☆ **Respectfulness:** treating others the way they want to be treated
- ☆ **Responsibility:** attending school each day on-time and prepared; accepting the consequences of their choices
- ☆ **Fairness:** taking turns and sharing
- ☆ **Caring:** being kind, gentle and helpful to others
- ☆ **Citizenship:** following class/school procedures; helping to make our school/community a better place to be!

To help motivate our young learners all Rexton Elementary, students begin each school year as REX-E STARFISH. Students who are "caught" exhibiting exemplary STARFISH behaviors could potentially advance to RES' SPARKLING STARFISH level and be formally recognized at a school-wide Assembly.

Parents have a key role in helping students make good behavior choices at school. Parents are asked to:

- ☆ Reinforce positive attitudes towards education and their teachers.
- ☆ Review with their children what is expected of them and what the consequences will be.
- ☆ Keep the lines of communication between home & school open. If a child is encountering difficulty in making good choices, the parents will be asked to meet with the teachers to establish a plan to support the child's efforts to improve.

If RES students choose to behave in an inappropriate manner one or more of the following consequences may result:

EXAMPLES OF INAPPROPRIATE BEHAVIORS	POSSIBLE CONSEQUENCES
<ul style="list-style-type: none"> ▪ Attendance violations: including chronic tardiness ▪ Argumentative behavior or defiance ▪ Discrimination, disorderly conduct, disrespect ▪ Ignoring classroom/school rules ▪ Refusing to participate in class/school activities ▪ Not completing classroom or homework assignments ▪ Fighting or playing rough ▪ Inappropriate language: swearing, gossiping ▪ Inappropriate messages, name calling, false accusations, lying ▪ Intentional property damage 	<ul style="list-style-type: none"> ▪ Student will be informed of inappropriate behavior ▪ Student's recess privileges could be suspended ▪ Time-out from area (playground, cafeteria, classroom, etc) ▪ Student could be sent to Detention Room (R & R) ▪ Parents contacted by phone and/or letter ▪ Student might work, with teacher's assistance, to "make it better" for the person who was harmed. ▪ Student could be referred to our Guidance Councilor ▪ Parents and teachers would need to meet if inappropriate behaviors persist.

The *Respect and Responsibility Room* is an alternate classroom within our school where a student who has chosen to behave inappropriately reports to discuss her/his behaviors and establish a plan to make more suitable choices. Students reporting to our R & R Room may be asked to compose a report of the incident, from his/her perspective, and develop a better plan of action. The student's report which would then be sent home to be signed by the parent and is to be returned to her/his homeroom teacher on the next school day.

There are serious behaviors (outlined in the NB's Department of Education Policy 703) that jeopardizes the safety of the students and interfere with the learning of others. Students who participate in these unacceptable behaviors should expect consequences such as those listed in the right-hand column of the following table:

SERIOUS MISCONDUCT	POSSIBLE CONSEQUENCES
<p>1. Bullying: Emotional: saying/writing unfriendly things (rumors/teasing) excluding others, tormenting, blackmailing, reorganizing friendship groups, ruling games, and intimidation Physical: pushing, kicking, hitting, punching, or using violence Racist: racist taunts, graffiti, gestures Sexual: unwanted physical contact or sexually abusive comments Cyber: misuse of technology to bully/threaten/intimidate others</p> <p>2. Serious:</p> <ul style="list-style-type: none"> ☆ Having materials that can cause a fire or tampering with our fire alarms, ☆ Threatening a person, using sexual or racist slurs, creating or giving others materials that promote hatred, ☆ Stealing, vandalism, physical violence ☆ Weapons: any object used, designed to be used or intended to be used to cause injury or to threaten/intimidate. 	<ul style="list-style-type: none"> ☆ Behavior Tracking Form sent home and a copy placed in the Student's Record Folder. ☆ In-school Detention or Suspension ☆ Out-of-School Suspension ☆ Meeting with teachers and RES Administrator before the student returns to school to establish a Behavioral Learning Plan or Contract.

To ensure that all Rexton Elementary students and staff are able to work & learn in a safe and positive environment, all non-essential technological devices (for example, Heelies, cell phones, I-Pods, lasers, hand-held gaming devices, etc.) are prohibited at Rexton Elementary School. Any technological device that does not enhance our learning environment will be taken from the student and will be stored at the office until the end of the school day. The child's parents will then be contacted & asked to come and retrieve their child's technological device at their earliest convenience.



September

- September 5th - Labor Day
- September 6th - First Day of School
- September 15th - RES' Open House Event & PSSC Election
- September 19th - Minister's Exemption Day (no school for students)

October

- October 10th - Thanksgiving Day (no school)
- October 21st - Curriculum Implementation Days (no school for students)
- October 31st - RES' Halloween Costume Party (in afternoon only)

November

- November 4th - Minister's Exemption Day (no school for students)
- November 11th - Remembrance Day (no school)
- November 19th - RES' Annual Tea & Craft Sale

December

- December 2nd - RES' Parent/Teacher Meetings (no school for students)
- December 19th - RES' Breakfast with Santa (tentative date ... depends on Santa's schedule)
- December 23rd - Last School Day of First Term (this is scheduled to be a half-day of school)

January

- January 9th - First School Day of Second Term

February

- February 14 - Valentine's Day (party in the afternoon only ... healthy snacks only, please!)
- February 24th - Minister's Exemption Day (no school for students)

March

- March 5 - 9th - March Break (no school)
- March 23rd - Parent/Teacher Meetings in a.m. and Professional Development in p.m. (no school for students)

April

- April 6th - Good Friday (no school)
- April 9th - Easter Monday (no school)
- April 20th - Curriculum Implementation Day (no school for students)

May

- May 3th & 4th - NBTA Meetings & Subject Council Days (no school for students)
- May 21st - Victoria Day (no school)

June

- June 22nd - Last Day of School for students

Parents/Guardians: Please review the contents of RES' 2011-2012 Student Handbook (including RES' Code of Conduct) with your child. We ask that you sign & return the following notice to your child's teacher as soon as possible 😊

✂-----

I, _____, have read and discussed RES' *Student Behavior Expectations and Consequences, Bus Transfer/Attendance Policies* as outlined in the Rexton Elementary's

2011-2012 Student Handbook with my child, _____.

(Parent's Signature)

(Student's Name)

