

REXTON ELEMENTARY SCHOOL

19 School Street, Rexton, NB, E4W 2E4

Phone: 523-7152

Fax: 523-7464



Rexton Elementary School's 2013-2014 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: _____

Parent's Email Address: _____

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

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

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

Administrators' Message

Welcome/Bienvenue/Eptjilaasi to the 2013-2014 school year at Rexton Elementary School! 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 2013-2014 school year that 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
8:20	Good Morning Bell
8:30	Announcements & O Canada
8:35	1 st Period
9:10	2 nd Period
9:45	3 rd Period
	K-2 Literacy Block
10:20-10:35	K-5 MORNING RECESS
10:40	4 th Period
11:15	5 th Period
12:00	6 th Period
12:00-12:30	Lunch for K-2 students / Outdoor recess for Grades 3-5 students
12:30-12:55	Lunch for students in Grades 3-5 / Outdoor recess for K-2 students
1:00	7 th Period
1:30	8 th Period
1:50	Dismissal for K-2 students
2:00	9 th Period
2:30	10 th Period
3:00	Grades 3-5 students prepare for dismissal
3:05	Dismissal of Students

RES' 2013-2014 Staff

Grade/Role		Teacher	Role	Support Staff
Kindergarten		Cynthia Wood	Admin. Assistant	Connie Agnew
Kindergarten		Danelle Rioux	Librarian	Janice LeBlanc
Grade 1		Susan Campbell	Educational Assistants	Nora Fillier
Grade 1		TBA		Rose-Jean Cormier
Grade 2		Stephanie Flanagan		Toby Campbell
Grade 2		Haley Murphy		Penny Robichaud
Grade 3 French Immersion		Julia Mazerolle	Interventionist	Diane Guimond
Grade 4-3 Pre-Intensive French		Lisa Collins		Lorraine Whalen
Grade 4 French Immersion		TBA		Yvonne Fagan
Grade 4 French Immersion		TBA	First Nations Liaison	Donna Hebert
Grade 5 Intensive French		Devon Stoddart	Custodians	Mona Francis
Grade 5 English Language Arts Program		Sonya Tower		Shona Sark
Grade 5 French Immersion		Kevin Rioux	Literacy Leads	Gerald Richard
Guidance		Angela Savory		Donny Hudson
Resource Teacher		Marie Walsh		Fern Mazerolle
Physical Education		Kim Bowes	K-5 Numeracy Lead	Nancy Scully Karen Thibeault
Music/Physical Education		Janice Hall-Short		
Vice Principal & Resource		Virginia Richard	Computer Technician	Troy MacKenzie
Principal		Diane Wilson		

Student Attendance

- Morning supervision begins promptly at 8:00 a.m.** every school morning.
- Students arriving **after 8:35 a.m.** will be recorded as being late.
- 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 is closely monitored and regulated to ensure all students are 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 (missing the bus, oversleeping, etc. are not acceptable excuses) 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.**
 - ☆ **Five (5) absences** will result in a **letter or telephone call** to the home.
 - ☆ **Twelve (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 have as few early dismissals as possible because each early dismissal or late arrival interrupts the learning/teaching of all.
- The dismissal time for K-2 students is @ 1:50 p.m. and Grades 3-5 students are dismissed at 3:05 p.m.**

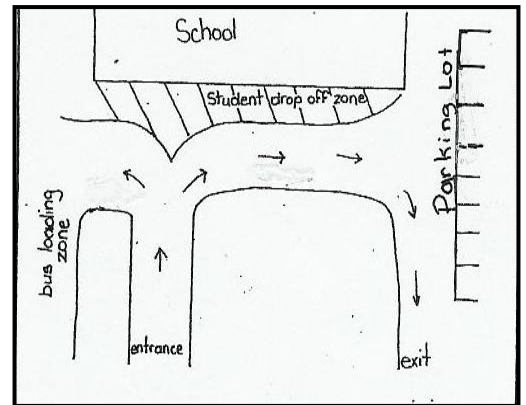
School Phone

Students are only permitted to use the school phone when it is an emergency.

Our Administrative Assistant takes her lunch break from 11:30-12:30 daily (a bit earlier or later depending on the circumstances). If you call during our very busy day and find that no one is answering the phone, we apologize. We recommend that you call our school prior to 11:30 a.m. or after 12:30 p.m.

Safety Procedures at RES

1. Anglophone North School District **does not** permit BUS TRANSFERS and they are **ONLY** granted in an emergency. When a "manageable" emergency arises whilst a child is at school, parents are asked to make arrangements with relatives, friends, or a trusted neighbor to meet the child at his/her regular bus stop.
2. Parents are discouraged from picking up their child before the end of the day because of the disruption it causes to our educational programs.
3. If a parent/guardian needs to pick their child up early (dental/doctor appointments, etc.) they need to inform their child's teacher in advance (write a note to the child's teacher) and come to the office to sign-out their child. Please **do not** make requests to have your child come to the office before you arrive.
4. Students who do not walk to school are assigned to a particular school bus. If a parent requires a different after-school transportation plan than the one provided by the District, the parent will need to speak with the Principal to devise an alternate transportation plan; parents/guardians are asked to please avoid making frequent or daily phone calls to the school regarding their child's transportation needs because these calls are extremely disruptive to our learning environment.
5. In the event of an emergency, we ask that parents provide the school with their most up-to-date phone numbers.
6. RES' School Connects message system will call your home number(s) with messages about attendance, events happening at our school, and weather related emergencies; whereas these messages are often delivered during after school hours, parents are advised that they should listen to the entire automated message instead of calling the school.
7. All parents, visitors, and staff are expected to use the designated parking area for their vehicles. In order to ensure the safety of our young children, parking in the school Drop-off, Handicap, or Drive-Through zones (directly in front of the school) is strictly prohibited.
8. Motorists are reminded that you are required by law to refrain from passing a school bus when its lights are flashing. This law is certainly in effect in RES' parking area.
9. **All visitors must:**
 - Stop and check-in at the office & sign the Visitor's Log when they are entering RES;
 - Obtain a visitor's pass from an Administrator or teaching staff member;
 - Before leaving our school, sign-out of our building and return their visitor's pass.



All employees and volunteers working with students in our province 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 to the Principal before working/volunteering in schools.

Persons working in public schools in our province are also required to undergo an RCMP Criminal Record Check. For more information, please contact the RES school secretary at 523-7152.

Bus Procedures

1. 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 the possible loss of transportation privileges.**
2. District policy requires its bus drivers to see the child's parent/guardian before they leave the child at his/her regular bus stop (*otherwise, the driver will bring the child back to school and the parent/guardian will need to come to the school and pick the child up*).

RES' Playground

Students playing on Rexton Elementary's playground are expected to:

- * Play at their designated playground area at morning and noon recesses.
- * Play respectfully and follow the rules
- * Go outdoors for recesses unless they have a note from the doctor
- * 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. If the temperature drops below -14 degrees Celsius, our students have an indoor recess.

RES Students Have Homework!

1. Students in grades K-5 could have nightly homework assignments (please attend RES' Open House on Thursday, September 19th or contact your child's teacher for further information); homework assignments are provided so that our students will be able to practice the skills that they have been taught in class.
2. During assessment periods (late May and early June) children may be required to do additional homework.
3. Students involved with Reading Recovery™ or Literacy/Numeracy Interventions will have additional nightly homework.

RES' Services/Programs

SPEECH PATHOLOGIST - The services of a speech/language pathologist, **Bob Rubel**, is available 2-3 days every week. If a child is referred for speech/language, the child's 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 - RES' Guidance Counselor, **Mrs. Angela Savory**, 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 Counselor please phone 523-7152.

BREAKFAST PROGRAM- This program is for those students who were not provided with a breakfast at home before coming to school. A nutritious breakfast is available at Rexton Elementary School **if** we have enough volunteers. Please contact the school at 523-7152 if you are able to help with our Breakfast Program. RES' Breakfast coordinator is **Leigh Ann Egan-Mitton**.

PLEASE NOTE: RES DOES NOT OFFER A FREE-LUNCH PROGRAM.

HOME 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.

RES' 2013-2014 Home & School Executive: **President:** Natasha Simon
Secretary: Veronica Cail

Vice-President: Aline Khoury
Treasurer: Rose Morris

PARENT SCHOOL SUPPORT COMMITTEE (PSSC)

All parents who have a child attending this school are eligible and encouraged to serve on RES' PSSC. The tentative date for our 2013-2014 PSSC election is **Thursday, September 19th** (during our OPEN HOUSE).

The primary role of the PSSC is to advise the principal regarding the School Improvement Plan, and promote family and community involvement.

School Communications

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

- ☆ **OPEN HOUSE** (September 19th)
- ☆ **School Connects** (phone messages as needed)
- ☆ **Student Interim Reports** (mid/end of term)
- ☆ **District Office** (1-800-661-6667)
- **Snow-Line for School Closures** (523-0900)
- **Web Page** (<http://rextonelementary.nbed.nb.ca>)
- **Parent/Teacher Interviews** (fall & winter)
- **Newsletters & Notices** (as needed)

RES' Code of Conduct



Rexton Elementary School's learning community members believe that each of us choose our actions and behaviors. We expect Rexton Elementary students to consistently display the following *REX-E STARFISH* character traits:

- ☆ **Trustworthiness:** being honest and doing 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) ▪ Student could be sent to Detention Room ▪ Parents could be 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 might need to meet if the inappropriate behaviors persist.

The *Detention 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 Detention 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"> ☆ Provincial Behavior Tracking Form sent home and a copy will be placed in the Student's Record Folder. ☆ In-school Detention or Suspension ☆ Out-of-School Suspension ☆ Parents/Guardians would need to meet with teacher and/or Administrator before the child 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 not allowed at Rexton Elementary School**. Any technological device that a student brings to school that does not enhance our learning environment will be taken from the student and 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.

Dear Parents/Guardians: Please read this Handbook with/to your child, sign the ballot below, and return it to your child's teacher by September 10th,



I, _____, have read and discussed RES' *Student Behavior Expectations and Consequences*,
 (Parent's Signature)
 Bus Transfer/Attendance Policies as outlined in the RES' 2013-2014 Student Handbook with my child, _____.
 (Student's Name)

ANGLOPHONE NORTH

SCHOOL CALENDAR

2013 – 2014

AUGUST

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SEPTEMBER

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OCTOBER

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NOVEMBER

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DECEMBER

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JANUARY

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APRIL

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MAY

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JUNE

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29	30					

MONTH	DATES	EVENTS
September	2	Labor Day
	3	First Day for Students
October	10	Professional Learning Day (All Schools Closed)
	11	Professional Learning Day (All Schools Closed)
	14	Thanksgiving Day
November	11	Remembrance Day
	22	Parent-Teacher/Professional Learning Day (All Schools Closed)
December	20	Last Day of First Term (Christmas Break)
January	6	Professional Learning Day (All Schools Closed)
	7	First Day for Students
February	17	Professional Learning Day (All Schools Closed)
March	3-7	March Break
	21	Parent-Teacher/Professional Learning Day (Elementary & Middle Schools Closed)
April	4	Parent-Teacher/Professional Learning Day (High Schools Closed)
	17	Professional Learning Day (All Schools Closed)
	18	Good Friday
	21	Easter Monday
May	1	NBTA Branch Meetings (All Schools Closed)
	2	NBTA Council Day (All Schools Closed)
	19	Victoria Day
June	20	Last Day for Students
	24	Last Day for Teachers

