



Student/Parent Information 2013 -2014

Riverview Middle School
45 Devere Road
Riverview, NB, E1B 2M4
(506) 856-3449

www.rms.nbed.nb.ca
www.asd-e.nbed.nb.ca

RMS SCHEDULE
8:10-8:25 (Homeroom, Anthem, Announcements)
8:25-9:12 (Period 1)
9:12-9:59 (Period 2)
9:59-10:09 (Break)
10:09-10:56 (Period 3)
10:56-11:26 (LTT) Learning Together Time
11:26-12:13 Period 4: Classes – Gr. 8 Lunch -Gr. 6 & 7
12:13-1:00 Period 5: Classes – Gr. 6 & 7 Lunch – Gr. 8
1:00-1:47 (Period 6)
1:47-2:34 (Period 7)
2:34-2:40 (Homeroom)
2:40 (Dismissal)

AGENDA/ORGANIZER

All students are required to have an organizer.
An agenda may be purchased at school at a cost of \$5.00.

ALLERGIES

Some staff and students have severe allergies.

Students must not wear or bring scented products and students must not bring any products containing nuts.

ATTENDANCE –POLICY 351

The purpose of the student attendance policy is to promote regular attendance in order to develop positive lifelong learning patterns. An attendance policy is a tool to keep students in school rather than exclude them from the educational process. To that end, emphasis must continue to be placed on the development of a positive learning environment and regular communication with students and parents in promoting student attendance.

351.1 Principals shall implement Policy as a means of monitoring student attendance.

351.2 Teachers shall monitor daily attendance in accordance with this policy.

351.3 As required by the Education Act, all parents shall “cause his or her child to attend school as required...” 13.1 (C)

351.4 All student absences from school for any reason are to be supported by a written excuse from a parent or guardian.

351.5 As required by the Education Act, it is the duty of students to, “attend school regularly and punctually”.

14.1 (A)

351.6 The following steps represent the minimum expectations for monitoring attendance at Middle level:

351.8 Middle School (For the application of this policy, the school year is divided into two halves; September to January and February to June)

i) Homeroom teacher shall monitor daily attendance and tardiness.

ii) Homeroom teacher shall call home after a child has missed 3 days of school. Teacher will also talk to the student to find out the reason(s) for the absenteeism.

iii) Homeroom teacher shall send a letter home to parent(s)/guardian(s) after a child has missed 5 days of school.

iv) Homeroom teacher/Team shall meet with parent(s)/guardian(s) and the student once a child has missed 7 school days. A letter following the meeting will be sent home outlining the plan of action that will take place to improve attendance.

v) Principal sends a letter home indicating that the child has now missed 10 days of school and a meeting will be held with the administration.

vi) Principal shall meet with parent(s)/guardian(s) to review the original plan of action for the student. Amendments will be made to the plan.

vii) Principal will contact Social Development (SD) once a child has missed 15 days. A copy of the referral sent to SD will be included in the letter to the parent/guardian. A copy will also be sent to the Director of Education who upon receipt of the letter will convene a meeting with the Principal to discuss the case.

viii) Parents will be required to meet with the Director of Education and the School Principal at District Office.

ix) Principal and teacher will continue to monitor attendance of the child for the remainder of the year. Follow up meetings will be held with the parent(s)/guardian(s) as needed.

x) Teacher shall follow a similar process when tardiness becomes an issue such that student learning is impacted.

BUSES

Students are expected to maintain the same standard of behavior on the bus as is required at school. Students may only be transported on the bus to which they are assigned by the District Transportation Office. Students who leave the school property are not eligible for their bus on that day. Transportation information may be obtained on the district website

www.district2.nbed.nb.ca

SCHOOL BUS (*BASIC RULES*)

- Obey the driver
- Respect others
- Remain seated
- Keep aisle clear
- Talk quietly

BULLYING - "IF IT HURTS, IT'S WRONG"

BEING REVAMPED

Staff at Riverview Middle School will do the following things to prevent hurtful behaviours and to help students feel safe at our school:

- We will establish an anonymous reporting mechanism.
- We will ensure anonymity.
- We will closely supervise students in all areas of the school campus. "Hotspots" will be monitored and tracked throughout the school year.
- We will track and monitor hurtful behaviours using **Tracking Form and/or Online Tracking**. The student who chose the inappropriate behaviour and the victim will be tracked.
- We will respond quickly and sensitively to reports of hurtful behaviours.
- We will teach all students about hurtful behaviours and the effects and consequences of these.
- We will take parents' concerns about hurtful behaviours seriously.
- We will encourage and train the bystanders to support the victim.
- We will provide immediate consequences for retaliation against students who report hurtful behaviours.
- We will assign consequences for hurtful behaviours accordingly.

Consequences for Serious Offenses or More Chronic Cases may include:

1. Consultation with the adult committee
2. Student will participate in classes only
3. Individual counseling
4. Individual Behaviour Plan
5. Suspension

CAFETERIA RULES

Students must:

1. Sit facing the tables
2. Cooperate with and follow request of Cafeteria supervisors
3. Ensure that at the Five Minute Warning Bell:
 - a) Clean top of table and underneath
 - b) Wait to be dismissed
4. Ensure that when leaving:
 - a) Place garbage in appropriate cans
 - b) Return trays

CELEBRATIONS

We will be celebrating our vision of Respect, Pride, Success school wide in all grade levels at the following times:

1. The afternoon before Christmas break
2. The afternoon before March Break
3. The afternoon before Victoria Day
4. The last week before year end

DRESS CODE

Students are required to dress in an appropriate manner for school. The dress code policy at Riverview Middle School is as follows:

- No hats, or hoods worn in school (**permitted until students get to their locker when coming in and when leaving from their locker to go outside**)
- No gang paraphernalia
- No studded bracelets or chains
- No hard toed/steel toed boots
- No clothing with offensive, vulgar, sexual, racist language or drug images/symbols

- No spandex worn alone
- No pajama bottoms
- No tube tops, tube skirts
- No short shorts or skirts
- No see-through garments
- 3B's: No clothing that expose the breasts, bum, or belly

Our dress code policy applies to all school/extra curricular activities and dances.

The professional staff has the authority to establish what is appropriate for a positive learning environment.

Consequences for dress code violation: Students will wear a t-shirt to cover up or they will phone home to acquire appropriate school attire.

DRUGS AND ALCOHOL

Any student possessing or using drugs or alcohol at school or at school sponsored functions will be dealt with according to District policy. This will involve notification of the parents, police, and possible suspension.

ENTERING/EXITING:

Gr. 6 - Pirates- 3rd Bus Door (S Door)
 Gr. 6 - Blue Bulldogs- 2nd Bus Door (M Door)
 Gr. 7 - Pink Panthers- 1st Bus Door (R Door-by cafeteria)
 Gr. 7 - Soaring Eagles- 2nd Bus Door (M Door)
 Gr. 8 - Tigers- Across catwalk and 1st Bus Door (R Door-by cafeteria)
 Gr. 8 - Pythons- 3rd Bus Door (S Door)

FOOD/DRINK ITEMS NOT ALLOWED:

- Any food containing nuts
- Energy Drinks

FUNDRAISING/STUDENT FEE

The magazine campaign is the only fundraiser done to raise money for all student activities. Students/Parents may opt to participate in the campaign or pay a student fee of \$30.00. The student fee helps with all areas involving all

things for students. It has included in the past such things as:

- Covering items that would fall under a Music/Art/Tech student fee (Ex. Items that are not reusable that student can take home at the end – we would like to stay away from having a Music/Art/Tech fee)
- Funding items needed for all clubs available to all students (Ex. art, band, bridge, choir, drama, Leadership, Social Squad, etc.)
- Funding sports teams offered to students (Ex. Cross-country, soccer, gymnastics, volleyball, basketball, wrestling, badminton, track & field)
- Subsidizing field trips, speakers, year end activities, etc. planned for students
- Funding the upkeep of our RMS school bus used for students (Ex. Maintenance, fuel, etc.)
- Funding outside activity items for students to use at lunch activity time (Ex. balls, frisbees, bags to hold the items, etc.)
- It helped with purchasing a school mini bus used for school events/activities that students participate in.
- It helped with improving the outside areas of the school making it more appealing to all students (Ex. resting pods, cement picnic tables, tetherball poles, basketball poles/nets, back gazebo, front entrance benches, front entrance lights, etc.)

ITEMS NOT PERMITTED TO BE USED ON SCHOOL GROUNDS:

- skateboards
- scooters
- laser pointers

ITEMS ALLOWED AT SPECIFIC TIMES ONLY:

Electronic Devices such as: Cell Phones, IPODS, MP3's and hand held games:

- Permitted during non-instructional time and at the discretion of the teacher at any other time.
- They are the responsibility of the student.

Picture/Video Taking:

- Allowed at school special occasions only (year end activities, field trips)
- Parents/Guardians will be advised in a trip permission form

**Lost items are not replaced by the school.
They are the responsibility of the student.**

LEARNING TOGETHER TIME (LTT)

30 minutes per day will be used for selected literacy and numeracy interventions or reading/responding. Wednesdays are open days for project work, homework, teacher support or enrichment.

LIBRARY

Open everyday from 8:40 to 3:15 except on Friday. The library is available to students with a **library pass** during LTT on Wednesdays and after school until 3:15 – everyday except Friday.

LUNCH/ACTIVITY TIME

By grade level, students eat in the cafeteria, and have activity time outside in the bussing area, or during inclement weather in the theater. Students are permitted to go to a teacher's room with a teacher pass. **RMS is a closed campus so students are not permitted to leave at lunch time unless they are signed out in the office and picked up by their parent/guardian.**

Student must have a **student pass** to go anywhere in the school during lunch/activity time.

Grade 6: 11:26-11:50 am - Activity time then to lockers

11:50-12:13 pm - Lunch in cafeteria
Blue Bulldog entrance - 3rd Door (S)
Pirate entrance - Middle Door (M)

Grade 7: 11:26-11:50 am - Lunch in cafeteria
(outdoor wear must be taken to cafeteria)
11:50-12:13 pm - Activity time
Pink Panther entrance - Middle Door (M)
Soaring Eagle entrance - 3rd Door (S)

Grade 8: 12:13-12:36 pm - Lunch in cafeteria

Tigers - Over catwalk

Pythons - Back hallway, down stairs and up office hallway

12:36 - 1:00 pm - Activity time

Tiger entrance - 1st Door (R-cafeteria door)

Python entrance - 3rd Door (S)

PARENT COMMUNICATIONS

Communication to parents may be done in many forms:

1. Monthly Newsletter
2. School Website: <http://rms.nbed.nb.ca>
3. Email
4. Talk mail
5. Teacher Pages on web site
6. Direct Teacher contact

Wednesday is the day used for anything to be sent home with students, with some exceptions.

PARENT TEACHER CONFERENCES

A notice will be sent home notifying parents of parent-teacher interviews in the fall and spring. Grade 6 & Specialty teachers (Art, Music, Tech and Phys Ed.) will be located in the cafeteria; Grade 7 & 8 teachers will be in the gym. Due to wanting to accommodate everyone, interviews are limited to 10 minutes. Also, parents may meet with teachers any time of the year by calling and making an appointment.

PHYSICAL EDUCATION

Physical Education is a required subject for everyone at RMS. All students are required to be: on time, changed into proper gym attire, and take part in every class.

In the case of a valid medical reason a student cannot take part in Physical Education, a dated excuse will be accepted from the student only at the beginning of that class. A prolonged problem will require a doctor's medical excuse. If a student does not have gym clothes or a written excuse, he/she will lose class marks and have to make up the time.

The majority of the P.E. mark will be based on the student's participation and effort in each class.

RECESS EXPECTATIONS

All students may:

- Get a snack from their locker
- Go to the washroom or water fountain if necessary
- All students must eat their snack and socialize in their homeroom only

All students must not:

- loiter in the washroom or in the hallways during recess

REPORT CARDS/PROGRESS REPORTS

There will be 2 report cards issued (January and June). There will be 2 progress reports issued prior to Parent Teacher interviews (Oct. & March depending on interview dates).

Report cards are not given out early but may be mailed with a stamped envelope provided by the parent/guardian.

STUDENT DROP OFF

This was created in order to have a safe area for parents to drop off their child at school, allowing students to get out on the same side as the school, not having to cross the road, or walk in between vehicles. Also, it alleviates having to stop in the middle of traffic, which is not only unsafe, but illegal.

The drop off is long to accommodate a lot of vehicles at one time. To ensure safety for all, parents are asked to adhere the following procedures:

1. Enter off Cleveland Ave.
2. Drive to the very end of the drop off area
3. Do not pass vehicles inside the drop off
4. Do not stay parked in the drop off
5. Only drop students off inside the drop off area

STUDENT COSTS

All students are required to have an organizer. Student agendas are available at a cost of \$5.00.

All students are required to use a school lock. A lock must be purchased in grade 6 at a cost of \$10.00 and is used for the three years at RMS. Replacement cost for a lost lock is \$5.00

Hardship is always taken into account and a payment plan can be arranged if desired.

STUDENT ACTIVITIES

There are a variety of clubs, activities and team sports offered for our students.

Club/Activities may include:

Art	Drama
Band	Grow By Living Well
Bridge	Homework Club
Chess	Leadership (Mahatma)
Choir	Social Squad
Circle of Friends	Talent Show

RMS Teams may include:

Sept.-Oct.	Cross-Country; Soccer
Oct.-Dec.	Gymnastics; Volleyball
Dec.-Feb.	Basketball; Wrestling; Curling
Feb.-Apr.	Badminton
Apr.-June	Track & Field; Softball

We encourage all students to get involved.

TELEPHONE

There is a payphone available to students if necessary, 25¢ is required. The office phone is available for emergencies.

VISITORS/VOLUNTEERS

All visitors and volunteers are welcome! To ensure safety for all students, there is a district policy which requires visitors to report to the

office to sign-in and receive a visitor badge.
Please park in designated areas, and refrain from blocking the bus loading zone or the student drop off area.

*Disability parking is available at the right side of the main entrance of the school, closest to the bus entrance door and one available in the theatre parking area closest to the door.

**New Brunswick has a powerful research database called EBSCO and can be accessed through the following link:
<http://search.ebscohost.com/>

District Website:
<http://www.asd-e.nbed.nb.ca>

Riverview Middle School Website:
<http://rms.nbed.nb.ca>

Riverview Middle School Interventions for Behaviour Plan	
Riverview Middle School’s Intervention Plan involves a three way process between the School , the Home and the Students . The purpose of this plan is to produce school-wide consistency towards our Vision of Respect, Pride, Success .	
Tier 1 (85%-90%): Classroom/Supervising Teacher – Immediate Interventions	
<ul style="list-style-type: none">• Late for class - Make up time• In class, talking; not staying in seat; not listening; not doing work – Re-direct; private discussion; assigned seating; brief out of class time out; make up time; contact to home• Cafeteria, arguing – Discussion; assign to separate tables• Outside, minor rough housing; minor kicking or throwing snow – Walk with duty teachers• Transition Time Interventions – all teachers to assigned areas	
Tier 2 (10%-15%)	
Phase 1	Intervention
Classroom Interventions – Home Contact	<ul style="list-style-type: none">• Discuss problem 1:1 with student• Classroom modification (partners/seating)• Time-Out• Teacher or team supervised detentions• Grade level reflection• Teacher-Student Success Plan• Home contact (child calls home or teacher)• Logged on Intervention Log
Phase 2	Intervention
Team Interventions – Home contact	<ul style="list-style-type: none">• Discussion at grade level team (may include specialty teachers, guidance and/or resource)• Class-to-class tracking of behaviour• Home Contact (description of behaviour; asking for help and suggestions)• Logged on Intervention Log
Phase 3	Intervention
Conference/Relocation – Home contact	<ul style="list-style-type: none">• Teacher(s) (Team) to invite parent/guardian in to discuss observed behaviour(s) and make a plan to correct the behaviour. (may include specialty teachers, guidance and/or resource, and student)• Teacher/Team assign student to a colleague’s classroom• Grade level TSPC• Teaching team placing student on monitor sheets for 5 days
Phase 4	Intervention
Referral to School Team (including Admin)	<ul style="list-style-type: none">• Could include request for testing; problem solving; linking with support services; placing student on positive behaviour support plan (SEP-B)
Tier 3 (1%-5%)	
Referral to Administration	<ul style="list-style-type: none">• Review of Intervention Log. Administration discussion with student and home contact.• Suspension• School TSPC• After return from suspension administration to arrange a re-entrance meeting• Referral to external location for a short time (YMCA)• Referral to Alternative Education Centre
<ul style="list-style-type: none">• This plan applies specifically to chronically disruptive regular education students (including: talking out of turn, bothering others, constantly off-task, excessive talking, etc.) Students with special Education Plans would be given extra consideration.	
<ul style="list-style-type: none">• This plan is not intended for more serious violations of the Student Code of conduct including – fighting, gross disrespect, profanity, assault, etc. These types of violations are automatic administrative referrals.	
<ul style="list-style-type: none">• The purpose of this plan is intended to produce school-wide consistency in handling discipline matters, to assist students in changing behaviour, and to assist teachers in working with parents and students in a proactive and positive manner.	

Riverview Middle School Code of Conduct

<p style="text-align: center;">Respect Consideration or Thoughtfulness toward EVERYONE <i>"IF IT HURTS IT'S WRONG"</i></p>	<p style="text-align: center;">Pride Satisfaction in Achievements, Possessions, and Associations</p>	<p style="text-align: center;">Success A Sense of Accomplishment</p>
<p>Self-respect: belief in own worth and dignity</p> <ul style="list-style-type: none"> ▪ grooming and dress ▪ attitude/anger management <p>Respect for Others: treating others the way you would like to be treated</p> <ul style="list-style-type: none"> ▪ be courteous, display good manners ▪ show tolerance and empathy for others ▪ good sportsmanship <p>Respect for Property</p> <ul style="list-style-type: none"> ▪ personal property ▪ property of others ▪ school property 	<p>Pride in self</p> <ul style="list-style-type: none"> ▪ do your personal best - be punctual, prepared, complete assignments to the best of your ability <p>Pride in being a RMS student</p> <ul style="list-style-type: none"> ▪ support and encourage participation in school activities ▪ keep common areas clean 	<p>Successful people</p> <ul style="list-style-type: none"> ▪ set goals ▪ value positive achievements ▪ take ownership ▪ ask for help when needed ▪ accept help when offered

MY TEACHERS

SUBJECT	TEACHER
English Language Arts	
French Immersion Language Arts	
Post Intensive French	
Mathematics	
Social Studies	
Science	
Health	
Physical Education	
Art	
Music	
Technology	

Media Coverage – Parent Permission

Anglophone East School District

2012-2013 School Year

Often during the school year, we are contacted by media to publicize school events such as science fairs or drama productions. This may involve photographs, videotaping or interviews with your child. The school administration and/or district staff first approves any media coverage that occurs. Student interviews will only occur in the presence of a staff member and you may request to be present for the interview. In addition students' names are periodically included in documents related to school events such as theatrical or musical production programs, newsletters, graduation programs, awards lists, etc. These materials may occasionally be accessed and published by the media.

Before any media coverage, it is important for us to know if we have your permission for your child to be photographed or interviewed. This letter will be kept on file at the school for this school year.

You will note that a section for the Anglophone East School District web page has been included. From time to time, AESD may use student photographs on the web page when school activities are celebrated and featured. Please be assured that your child's picture will not appear without parental permission and names of children will not accompany pictures at anytime on the Anglophone East School District web page. For further information about the web page, please contact Carole Murphy, 869-6004.

After discussing this with your child, please return to their homeroom teacher by September 16, 2012.

- | |
|--|
| <input type="checkbox"/> I give permission for my child to be photographed, videotaped or interviewed by the media in school-sponsored activities for this school year. I understand these pictures/tapes may also be posted on the media website. |
| <input type="checkbox"/> I do not give permission for my child to be photographed, videotaped or interviewed by media. |

- | |
|---|
| <input type="checkbox"/> I give permission for my child's picture to appear on the Anglophone East School District web page. I understand that I will be notified if this is to take place during this school year. |
| <input type="checkbox"/> I do not give permission for my child's picture to appear on the Anglophone East School District web page. |

- | |
|--|
| <input type="checkbox"/> I give permission for my child's name to be included in school-event related documents (e.g. theatrical production programs, newsletters, graduation programs). These items may be accessed by the media for publication. |
| <input type="checkbox"/> I do not give permission for my child's name to be included in school-event related documents (e.g. theatrical production programs, newsletters, graduation programs). |

Student's Name: _____

Homeroom Teacher: _____

Parent/Guardian's Name: _____

Date: _____

ACCEPTABLE COMPUTER USE AGREEMENT

I understand that use of the school's computer equipment, network, e-mail and World Wide Web services is a privilege, not a right. I agree to respect the following:

- a) I will comply with the Department of Education's Policy 311 – Information and Communication Technologies Use of ICT (<http://www.gnb.ca/0000/pol/e/311A.pdf>) systems or files that are not mine (i.e. hacking). This is illegal.
- b) I will not create, access, store, print or send threatening or obscene messages of any other material that is likely to humiliate or offend.
- c) I will not use free/anonymous e-mail accounts (such as Hotmail) using the school's network or equipment.
- d) I will not download games, large files or pictures or use chat rooms without permission.
- e) I will not send unsolicited bulk information (SPAM).
- f) I will not give out information about myself or other people, such as password, name, address, telephone number, age, sex or photo.
- g) I understand that if I do not respect these rules, I may lose my computer privileges and/or face other disciplinary actions.

Student's Name (print): _____

Student's Signature: _____ Date: _____

I have read and understand the above Computer Use Agreement.

I accept responsibility for the actions of my child while he/she uses the school's computer network and equipment. I understand that my child's access to the school's computer network and equipment may be denied/revoked if he/she fails to comply with this agreement.

I will not hold the School District or Province of New Brunswick responsible for my child's access of materials acquired through the school's network/internet connection or other use of ICT, given reasonable precautions by school personnel to supervise student ICT use.

Parent/Guardian's Signature: _____

Date: _____

This verifies that I have read and discussed the school information with my child and have completed and signed the Media Parental Consent Permission form, the Acceptable Computer Use Agreement form and the Riverview Middle School permission form.

Parent/Guardian Signature:

Off-Site Permission Form

Occasionally, we take students off site for a short activity i.e. Patricia Park, neighborhood clean-up, walk for charity, etc.

I agree that my child can go off school property for a short field trip near the school (walking distance)

Yes _____ Student Name _____
No _____ Parent/Guardian's Signature _____

Date: _____

Medicare # _____ Emergency phone # _____

Hard Copies

Information is sent home during the school year in various forms. If you wish to receive electronic copies only please fill in the form below and return to the school.

☐ I wish to receive a hardcopy of the general school information:
Student Name: _____

☐ I wish to receive all further correspondences from school in
hardcopy:
Students Name: _____

Transporting Pupils Off-Site for Extracurricular Activities

Anglophone East School District

2012-13 School Year

Anglophone East School District and all of its schools make student safety the highest priority. Second to safety, we value the formal learning that takes place in our schools.

In our pursuit of developing the whole child, we also strive to provide many valuable learning opportunities in extracurricular settings outside of the classroom. Often times these activities take place off-site and require transportation.

The New Brunswick Department of Education and Early Childhood Development has two policies that relate to the transportation of students to off-site extracurricular activities:

- Policy 512 - Extra-Curricular Activity Vehicles
- Policy 513 - Transportation to and from Off-Site School-Related Extra-Curricular Activities

You can find both of these policies and appendices on the web site of the NB Department of Education and Early Childhood Development. <http://www.gnb.ca/0000/policies.asp>

In support of your son's or daughter's participation in school related activities the school will periodically organize transportation. This could be for games, performances, rehearsals, practices, etc. In doing so, the school will comply with all parts of policies 512 and 513. This would include situations in which the school organizes transportation using:

- A District school bus;
- A District-approved 3rd party coach bus;
- A multi-purpose activity vehicle that complies with policy 512; or
- Volunteers, such as staff, parents, or coaches.

A tentative list of all activities in which the school plans to organize transportation related to the above named activity will be provided by the event organizer.

There will also be instances in which the school does not organize transportation for participants. This could be for games, performances, rehearsals, practices, etc. The activity organizer will indicate the place and time in which participants must arrive. In these instances, as the parent / guardian, you will drive your son or daughter to the activity and release Anglophone East School District and the school from all liabilities associated with this travel.

In signing below, you are indicating your understanding and agreement with all parts of this letter.

Child's Name

Date

Parent's / Guardian's Name

Parent's / Guardian's Signature