**Montgomery Street School**

**692 Montgomery Street**

**Fredericton, N. B. E3B 2X8**

**Phone: 506-453-5433**

**Fax: 506-457-7344**

**Principal: Mr. Kurt Stiles**

**Vice-Principal: Mrs. Jennifer O’Rourke – Miller**

**Montgomery Street School**

We are a K-5 elementary school which houses approximately 200 students. We offer English and French immersion classes. Located close to the beautiful University of New Brunswick and St. Thomas University campuses, we are fortunate to work with children from all over the world, as well as our immediate neighborhood and the Lincoln community. We have a hard working and dedicated Home and School Association as well as a productive Parent School Support Committee. Parents and staff work together to create the best learning environment that is possible. Our common goal is to provide the best curriculum possible but also to educate the whole child.

**School Hours**

7:50 Drop off

8:10 First Bell. Students Enter Building

8:20 Classes Begin

10:20 Recess

12:10 Students Eat Lunch

12:25 Noon Hour Begins

12:55 Noon Hour ends

2:00 Primary Dismissal (K-2)

2:50 Intermediate Dismissal (3-5)

\*Classes end at noon on Wednesdays for all students.

**MSS Code of Conduct**

We Will: Take Care of Ourselves

Take Care of Each Other

Take Care of our School

**Mission Statement**

**M**aximize all children’s potential, academically, physically and socially while

**S**triving to guide and enrich students to help them reach and

**S**ustain a positive self-image, within a safe, secure environment

**Student’s Role**

Strive for excellence

Use manners consistently (please, thank you, excuse me, hello/good morning)

Do neat and orderly work

Read every night

Complete homework on time

Bring all required materials to and from school

Completing and learning missed work while absent

Follow all school, classroom and bus rules

**Traffic Flow**

Do not drop off students at the front door between 7:50 – 8:10. Please use the designated drop off spot according to the map below. Please note, should you be dropping off your child, you are responsible for the crossing of the driveway. Teachers are on duty to supervise buses.

Car

Drop Off Car

Bus

Drop Off Bus

Portable

School

**Pick Up**

Park and pick up at 2:00 and 2:50. It is customary that parents wait in the lobby for dismissal.

**Student Records**

Maintaining accurate up-to-date records is important to the well-being of your child. Please always be sure that your child’s teacher has your accurate name, address, phone numbers and emergency information including an alternate number in the event of an urgent matter. It is also important that the school be informed of any medical needs or allergies, or special legal (custodial) matters affecting the student.

**Closure of Schools and Bus Cancellations Policy**

The District is committed to a safe and efficient transportation of students and recognizes that it may be necessary to cancel bus run(s) and close school(s) to ensure that students are not endangered by hazards brought on by poor weather or road conditions. The final responsibility for determining whether or not students attend classes on days when hazardous weather conditions exist and school remains open, rests with the parents. Please call 506-453-5454 or 1-888-388-4455 for pre-recorded messages, listen to the local radio for details on school closure or check the website <http://web1.nbed.nb.ca/sites/ASD-W/transportation/Pages/Closures.aspx>

**Please note, Montgomery Street School is located in zone 6**

**Medication**

Students requiring the administration of medication, either by staff or on their own, must fill out paperwork. Please inform the administration of such a need whether it is a short term or long term need.

**Student Fees**

Student fees are payable each September. These fees cover the cost of all school supplies needed for the students throughout the year. All supplies purchased are consumable by the student such as paper, pencils, crayons etc.

**Milk Program**

Milk is available for purchase. We serve both white and chocolate. Orders are collected 4 times a year. We do have an option to pay for the entire year at once. Milk is delivered to students daily by our grade five students.

**Cashless School**

We have a cashless system where on-line payments can be made for various school fees. Please contact the office should you wish to complete a transaction via online.

**Visitors**

Parents are always welcome to visit the school. However, we require that all visitors stop at the office and sign in so that we know who is in the building at all times. Teachers should not be interrupted during the teaching-learning environment unless an emergency occurs or a previously arranged appointment has been made. This is part of our Safe Schools Policy.

**School Bus Rules/Transportation**

* Be on time and never stand on the road while waiting for the school bus.
* Be absolutely quiet while the bus is approaching and crossing a railway.
* Pupils shall be picked up only at bus stops approved by the school district.
* Obey the driver promptly and avoid any unnecessary conversation with him/her while the bus is in motion.
* Do not cross the road behind the bus. Crossings are to be made in front of the bus, not nearer than 10 feet and only looking in both directions.
* Occupy seats assigned by the driver or other school official.
* Obtain approval of the driver to open the emergency door or bus window. Do not throw anything out of the windows or extend hands, arms or legs through the opening.
* Do no throw garbage on the floor of the bus and help the driver keep the bus clean.
* Eating or drinking is not permitted on a school bus.
* Be courteous to the driver and fellow passengers. Rough or boisterous conduct will not be permitted on the bus.
* In case of any road emergency; remain seated in the bus until ordered to vacate.
* Willful damage to the bus must be paid for by the offender. Any infringement of the above rules may result in disciplinary action by the school officials and possible loss of transportation privileges.
* \*\* Students are not allowed to use the bus for “playdates”.
* \*\* Any change in bussing must have permission from the Principal, with 24 hour notice and a written note.

**Volunteers**

Volunteers are an important and integral part of Montgomery Street School. Areas in need of volunteers are the hot lunch program, field trips, Home and School, Parent School Support Committee etc. If you would like to volunteer, please contact the school at 453-5433. All volunteers who work with students must have a Criminal Record Check and review the N.B. Child Protection Policy 701. Should you wish to volunteer, please contact your homeroom teacher. From time to time we are in need of volunteers for special events and a message is sent home asking for volunteers at this time.

**Homework**

Nightly reading is expected. Any additional homework is at the discretion of the teacher. The usual guideline is 10 minutes/grade level.

**Parent-School Communication**

* We believe in active communication with a strong parent/school partnership. Working together will support students academically, socially and emotionally.
* Parents/Guardians first contact their child’s teacher should they have concerns.
* Teachers will not email any information of a personal nature regarding your child. Calling and speaking on the phone or setting up an appointment is encouraged as the proper way to communicate with your child’s teacher.
* We expect professionalism when communicating with your school/teachers, and in turn, it is expected that your school will communicate in a professional manner.
* We use an email system to communicate and in the event of an emergency, an automated phone call will be sent out. It is important that the phone number we have is updated and one in which you would have access to during your day.

**Academic Programs**

* Kindergarten entry
* Grade 1 early French immersion program.
* Grade 1 Core English program
* Grade 5 intensive French where 70% of the day is French instruction (math is in English), for five months of the year. The English curriculum is compacted into five months. All grade 5 students in the English stream participate in this program. Any students that are part of a 4/5 combined class will participate in two years of intensive French (part one in grade 4 and part two in grade four).

**Changes to After School Routines**

A written note must accompany a student when changes occur to their usual after school routine (getting picked up when they usually take the bus). We understand emergencies arise and a phone call is needed at the last minute. Please attempt to speak to someone in person versus leaving a message on the answering machine. Please note, buses cannot be used for travel to friends’ homes to play after school.

**School Policies**

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| Policy: Food Born Allergies |
| Definition: This policy refers to the use of food born allergies in classrooms. |
| 1. Parents of students with severe food allergies are to notify the school.  2. A policy 704 (severe allergy) plan is created in collaboration with the school administration and parents. This plan determines the extent of the allergy and what precautions need to be taken.  4. In collaboration with the parents, it is determined if nut products can or cannot be brought into the classroom.  5. A letter is sent home the first week of school (to the affected class) outlining the allergy and the precautions that need to take place in the classroom.  6. All students who ate a known allergen in the school are encouraged to wash their hands after eating.  7. Students are not to share food.  8. Food sent in for special events should include an ingredient list. |

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| Policy: Paying of Monies |
| Definition: This policy refers to paying for school fees, trips, hot lunch etc. |
| 1. Please send in the correct change (teachers cannot make change).  2. Please be aware of whom to make a cheque out to prior to sending it in.  3. All forms sent home have this information on them.  4. Cashless schools is available for you to pay online.  5. Please send your student’s money in a marked envelope or baggie with their name and teacher’s name clearly marked on it. Families with siblings are asked to send in separate payments to each homeroom teacher. |

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| Policy: Outdoor Recess |
| Definition: This policy refers to indoor versus outdoor recess |
| 1. Students will be outside for recess at -20 or warmer, including wind-chill  2. The temperature is checked online prior to recess.  3. On occasion the wind-chill may indicate below -20 degrees Celsius, however our lower playground is sheltered from the wind and the students may still go outside for a whole or partial recess break.  4. At any time a duty teacher may make the decision to send the children inside if the weather takes a turn for the worse while they are outside.  5. Students should be dressed appropriately for the weather from sun to light rain/mist to -20 degrees Celsius. |

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| Policy: Lice Policy |
| Definition: This policy refers to cases of head lice in the school. We attempt to minimize the spread of lice in the school. |
| 1. Please inform the school if you detect head lice.  2. The school will in turn inform the parents that head lice is present in the school and ask that all parents check their children for head lice.  3. Upon notice that a student has head lice, we inform the parents, ask them to treat accordingly and to comb out all nits prior to returning to school.  4. We will check the student to ensure he/she is nit free.  5. If nits are found, we will call parents and ask that the student be picked up and treated accordingly.  6. In the event live lice are found, parents are called immediately to treat their child. |

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| Policy: Discipline |
| Definition: This policy refers to expectations and steps taken to maintain a positive learning environment. The safety of our students is a priority.  Policies Referenced: EECD and AWSD Policies 703 (Positive Learning and Working Environment), Education Act 14.1-E (The duties of a student). |
| 1. Our school team (administration, guidance, resource and ISD resource) meets weekly and works closely with teachers, parents, ASDW staff and students to develop plans to support all students that may be experiencing difficulty. We work hard to develop plans that support students’ individual needs and use positive discipline on a regular basis with all students.  2. It is expected that students make their best effort during the school day.  3. They do not interfere with others’ learning and follow all classroom and school rules and complete all school work to the best of their ability.  4. Students are expected to raise their hands, use indoor voices, and keep their hands and feet to themselves and use good manners. Students who have difficulty following school and classroom rules may experience consequences that include but not limited to; a time out, recess detention, call or note home, alternate placement within the school or a loss of privileges.  5. Serious misbehavior or consistent interrupting of our learning environment may result in an in-school or out-of-school suspension. Each case is evaluated by the administration in consultation with staff members. |

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| Policy: Toys and Electronic Devices |
| Definition: This policy refers to the use of toys and electronic devices during the school day. Toys would include stuffed animals, marbles etc. and electronic devices would include cell phones, game pads etc. |
| 1. Students may bring such items to school for use during the non-instructional day (recess, lunch, bus).  2. All toys and electronic devices are to be kept inside students’ book bags during the instruction day (all other times aside from recess, lunch and bus).  No phone calls are to be made with cell phones (calls can be made at the office if the need arises).  3. Students may not use electronic devices to take pictures or videos.  4. The school is not responsible for lost, damaged or stolen items.  5. Should the bringing of such items to school cause disruptions, it is at the teachers’ discretion to limit or ask an item to be kept at home. |

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| Policy: Safe Arrival/Student Attendance/Tardiness |
| Definition: This policy refers to the expectations centered on student attendance at school.  Policies Referenced: Education Act, section 14D, EECD 319 and ASDW 319-6. |
| 1. Please call the school in the morning if your child will be absent (453-5433). If Parents have not called the school to notify us of an absence, the school will call home or work to determine if your child is home safe. When reporting an absence, should the absence be a result of a communicable or infectious disease, it would be helpful to report the nature of the absence.  2. Students arriving past 8:20 are considered tardy and must report to the office upon arrival. We realize, there may be the occasional day students are late. We do expect students to arrive on time for school on a regular basis. Arriving past 8:20 impacts students learning and the learning of others and should not occur on a regular basis.  3. Regular attendance at school is expected and mandatory.  4. Students exhibiting poor attendance will receive communication from their home room teacher to discuss how they can support regular attendance.  5. Should poor attendance continue, the administration will communicate with the family and attendance concerns will be brought to the attention of ASDW staff. |