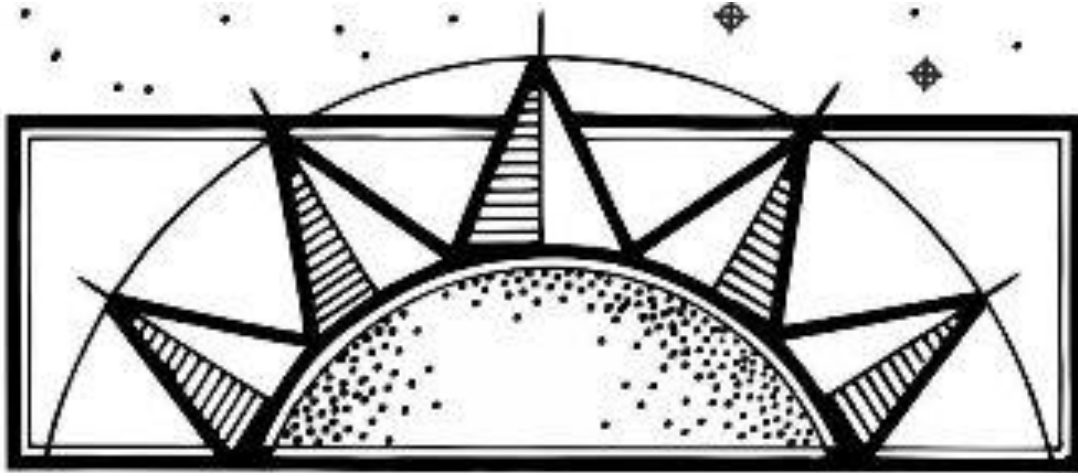


# 2020-2021 Student-Parent Handbook



**miracle beach**



**elementary**





## School Philosophy

Our goal as the staff at Miracle Beach Elementary School is to build a foundation for the future success of each and every child. At Miracle Beach we give our students two things. One is roots and the other is wings. By providing a safe and caring learning environment, we can help all students to develop a lifelong love of learning. We aim to provide a climate where each child has the opportunity to achieve to the best of his/her potential. This will happen by creating an environment that provides meaningful learning activities, presented in a variety of ways by caring, supportive, and dedicated school personnel.

## Principal's Message

On behalf of the entire staff, welcome to Miracle Beach Elementary School. Miracle Beach Elementary has a strong tradition and reputation in our community of being much more than a school. It is a community where families, students and staff work and learn together as a team supporting each other, encouraging the best in each other, and celebrating the accomplishments of all.

Each School year is filled with many opportunities for us to learn and grow together. We want to ensure that these experiences are the best possible for you and your child. One of our goals at Miracle Beach Elementary is to make the experience of education a meaningful, challenging and rewarding one for all members of our community. By building on children's strength in a caring and dynamic learning environment, we can make your child's experience at school a positive and rewarding one. Education is truly a partnership, we value and rely on your involvement in your child's educational program.

Mr. Jason Cobey  
Principal

## School Schedule

### Monday to Thursday

8:10 am	Student Supervision Starts
8:00 am	School Office Opens
8:35 am	Warning Bell
8:40 am	Classes Begin
10:15- 10:45 am	Recess
11:45 – 12:30 pm	Lunch
2:30 pm	Dismissal



## Student Tardiness

When students arrive at school on time, they experience more success. Please help your children start their day well by having them arrive at school prior to the beginning of instruction at 8:40 am. We recommend that students arrive between 8:25 and 8:35 am.

## Reporting Absences

Each morning, we verify all unaccounted absences through our Whereabouts Program. Your cooperation in reporting all absences (via telephone, email, or a message sent with a sibling) is appreciated. If no word is received by 9:00 am, a phone call home will be made to check the whereabouts of your child.

**TO REPORT AN ABSENCE: (250) 337-5114 or  
miraclebeach@sd71.bc.ca**





## ***School District Calendar***

A copy is on the School District Website at <https://www.comoxvalleyschools.ca/>

## ***Student Services***

### **Learning Centre**

We co-ordinate school-based resources, School District resources and community resources to provide appropriate educational opportunities for all students. We recognize that students have 'special needs' of many kinds and strive to cater to students requiring extra service. In order to support these children, Miracle Beach Elementary is able to provide the following services: Learning Support Teachers, Counsellor, Speech and Language Pathologist, Indigenous Support Worker, High & Low Incidence Educational Assistants and Behavioural Resource Assistants.

### **Counselling**

Our school counsellor, works with students, staff and parents in addressing preventative, developmental and crisis issues. She works with students as individuals, in small groups and in whole classes and is available to parents and staff members for in-service. School Counsellor will be on site Tuesday and Thursdays through out the school year

## ***Student Safety***

### **School Visits**

For the 2020-21 school year we are limiting adults in the building. If you need to come into the building we are asking that you phone ahead and member of the staff will meet you at the front door.

### **Picking Up Students**

Please inform the office if you are sending someone other than your regular contacts to pick up your children.

### **When Children Are Ill**

In fairness to all, please do not send your child to school if there are definite signs of ill health in the morning. We have neither the facilities nor the

personnel to care for sick children. Good health is necessary for effective learning. Students who are ill should receive proper medical attention and should not attend school until their health is reasonable.

Students who become ill during the day are to go directly to their teacher. Our policy is to send students who are ill home as soon as possible. Our practice will be to call parents and ask that the students be picked up. For this reason, it is important that parents keep work and emergency phone numbers current.

### **Medication for Students**

On occasion we have been asked by a parent to ensure their child receives prescribed medication. Please be aware that to do so, we require the completion of the *Request for Administration of Medication at School Form*.

### **Emergency Response & Fire Drills**

Regular fire drills and emergency response drills will be held throughout the year to practise student safety procedures.

### **School Closure**

In the event of power failures, please listen to our local radio stations, 98.9 Jet FM or 97.3 FM The Eagle, for information. The principal will also send out emails and post on the PAC Facebook Page.

### **Snow Conditions**

In case of overnight heavy snowfall, the School Board advises parents: to listen to Jet FM (98.9 FM Courtenay), The Eagle (97.3 FM Courtenay), CHQB (Powell River), CFWB (Campbell River), or CKLG (Vancouver) on school days during or after heavy snowfalls.

Please have arrangements made for the care of children who cannot attend school because of closures or because the children have been sent home early. Parents who are unable to make alternative arrangements must advise the school that their children are to be kept in school until regular dismissal time.



## **Bicycle Safety**

Parents are asked to review bicycle safety with their children. Cyclists must always ride single file with the traffic on the right-hand side of the road and they must know and follow the rules of the road. All students must wear bicycle helmets as this is the law in British Columbia.

## **School Entry**

The first bus arrives at 8:10 am. The expectation is for students to drop off their belongings at their designated door and go outside where supervision is. No student will be allowed to stay in a classroom unless supervised by a teacher or staff member.

## **School Leaving**

Students may not leave the school premises during school hours without written permission. Students are expected to go directly home after dismissal.

## **Student Drop Off/Pick Up**

Our school has limited parking and drop off/pick up options. Parents should arrive early to avoid having to park way down the road, or arrive late once the congestion is cleared. When the buses are in, there is no student drop off or pick up. The busses have priority and must be able to pull into the bus loading areas and pull out easily from our parking lot. The cones have been placed to keep the bike rack area clear as well as give the ability to turn the corner- please do not park in the coned areas or on other undesignated parking areas. When there are not buses, parents can use the drop off lanes. Please pull way forward so other can pull in behind you. Vehicles should not be left in the drop off lanes- Just Stop, Drop and Go!!!

## **Reporting to Parents**

As involved partners with their child's education, parents naturally desire and need to know how their child is doing in school. Parents and teachers may contact one another to discuss an individual student's progress at any time and teachers will send home, either electronically or paper-based, communications of student learning throughout the year.

Parent/Teacher/Student conferences traditionally occur in November. We encourage parents to contact individual teachers to discuss their child's progress at any time.

## **Library**

It is very important that our students learn how to access and use resources and manage information. Our library is open for classes during the school day and for general student use at other times. We have an extensive magazine collection as well as paperbacks and all the reference materials you might expect from a modern library. We are integrating educational technology into our libraries with the use of on-line book searches as well as electronic encyclopaedias.

## **School Supplies**

For the 2020-2021 we will be providing basic school supplies to students in Kindergarten to Grade 7. Instead of parents purchasing individual sets of supplies, we ask parents to provide money to the school in September and we will purchase supplies for each student. The goal is to better provide exactly what each child will need in their class next school year. This process will save parents time and money as we will be able to purchase supplies in bulk.

- Kindergarten to Grade 7 the fee will be \$40
- Fee's will be due September 25th (we will accept money in June as well)
- At this time can only accept cash and or cheque

## **Lost and Found**

Frequently, items such as gym strip or binders are mislaid. If the items are labelled with names, it greatly assists in their speedy return. A lost and found box is kept in the hall for mislaid items and we encourage students and parents to check this box if something has been misplaced. Smaller items, such as keys, are normally kept in the office. Bicycles brought to school should always be left locked in the racks.

## **Use of the Office Telephone**

The school telephones are used for business and are in constant demand. Students may use the telephone with their teachers' permission and with a telephone



pass. It is our expectation that staff will verify that the student need of the telephone is valid. We do not allow students to use the phone for social reason such as making arrangements to go to a friend's house.

**Dress Code**

Students and staff are expected to dress in a manner that is appropriate for the school environment. The standards for our school's dress reflect "common sense", comfort, safety, and a clear sense of appropriateness.

***Student Rights and Responsibilities***

I [student] have a right to:

- a) Learn and grow
- b) Be respected as an individual
- c) Be safe
- d) Privacy and to my own personal space
- e) Enjoy school
- f) Be included in all activities regardless of financial reason

It is my responsibility to:

- a) Listen to instructions, work quietly, complete my assignments and ask if I have questions or concerns.
- b) To cooperate and participate in all school activities and do the best I can
- c) Show respect and considerations for all students and their ideas
- d) Be respectful to all adults and to follow the directions of school personnel
- e) Behave in a way that does not put myself or others in danger
- f) Respect the personal property of others and to respect their right to privacy
- g) Have a good attitude and to participate in a way that helps make our school a place where everyone can enjoy and be successful

***Code of Conduct***

At Miracle Beach Elementary School we pride ourselves in providing our community of learners with a positive, encouraging and safe environment. We value good manners, respect and honesty and strive to instill a cooperative spirit in all that we do.

Our Code of Conduct outlines the rights and responsibilities of students and will be reviewed every two years. It is intended to provide an emotionally, socially, physically and intellectually healthy environment which will promote student achievement in all areas.

The staff at Miracle Beach Elementary School will proactively promote positive student behaviour through day to day interactions and/or instruction. In the event that a student chooses to infringe upon the teaching learning process or the rights of others, the staff will contact parents to assist the student in understanding and employing more appropriate behaviours.

Should a student commit a serious breach of the Code of Conduct or develop a chronic pattern of non-compliance, the school administration will contact the home and offer support and/or consequences as deemed necessary. These may include; referral to school counsellor and/or outside agencies, school-based team, School District Psychological Services or Behavioural Resource Program, in-school suspension, out-of-school suspension, removal of privileges, etc. The school administration may exercise discretion in the application of this policy when and where necessary.

Please review the Miracle Beach Code of Conduct located in each classroom and on the school website.

During the 2020-2021 school year students and staff will be reviewing the Code of Conduct and it will be updated prior to the end of the school year.



## ***Parent Opportunities***

### **Parent Advisory Council**

**Purpose:** The purpose of the P.A.C. is to promote and support education and to contribute to a sense of school community at Miracle Beach Elementary School.

### **Objectives:**

- To enhance communication between:
  - a) Parents
  - b) The Board
  - c) Community
  - d) School
  - e) Students
  - f) Administration
  - g) Staff
- To provide a formal means of consultation on matters of general interest which affect the education or safety of our pupils.
- To promote co-operation between home and school.
- To promote involvement of parents and other community members.
- To organize and provide additional resources to the school through volunteer activities.

**Members:** All parents and guardians of students registered at Miracle Beach Elementary School are voting members. PAC meetings will be held the second Tuesday of each month (subject to change) at 6:30 pm in the library. Child minding for young children is usually available. Please come out and join us.

### **Parent Volunteers:**

We welcome the assistance of parents in all of our school endeavours; for our classroom programs, as field trip supervisors, as hot lunch helpers, to help at sports days, to help with special events, etc. Some of our activities would not be able to happen without the help of parent volunteers. Thank you for your support!

2020-21 school year we will be restricting parent volunteers in the building for safety reasons. As the

year progresses this may change and if it does it will be conveyed to the parents.

### **Personal Digital Devices**

Some teachers allow students to use personal digital devices for learning, with parent permission and under teacher supervision. In such cases, Responsible Use Agreement Contracts must be signed by students and parents. **Except where permission has been given, students are not permitted to use digital devices in the halls of the school, at recess or lunch, or inside or outside the school during school hours.**

## ***School District 71 Protocols***

### **Consent for the Collection, Use and Sharing of Personal Information**

Schools and Districts collect, use, and share student personal information that is directly related to and necessary for their educational functions. For other school or education-related purposes, parental or student consent is required.

The Board of Education of School District No. 71 (Comox Valley) is seeking your consent to collect, keep, use and share photographs, videos, images, and/or names of students in a variety of publications and on the school or District's website(s) for education related purposes, such as recognizing and encouraging student achievement, building the school community, celebrating your child's accomplishments, and informing others about school and District programs and activities.

For example, student names, and/or images may be used or shared in

- school and District communications, such as newsletters, brochures, reports in limited or public circulation;
- school and District websites;
- online communities created by teachers and administrators to share ideas, content and messages;
- the school yearbook and or year end slide show;



- press releases to local media and this includes photos of graduates that are posted annually

If you do not want this type of information published, complete the appropriate section of the [Protocol and Consent Form](#) that was sent home.

### **Consent for Outside Media in Schools**

Media (including radio, television, newspapers, and other print and online media) are sometimes permitted or invited to come to the school or to school activities and allowed to take photos or video or conduct interviews with students, for the purposes of promoting public understanding of school programs, building public support for public education, encouraging student achievement, and celebrating your child's accomplishments.

**If you do not want your child to be involved in such activities**, you need to:

- Tell your child to avoid these situations,
- Tell your child's teacher of your wishes,
- Complete the [Protocol and Consent Form](#) that was sent home and ask the school and school district to take reasonable steps to avoid this type of publication of your child's name, image, or personal information by outside media.

Note that school and district staff cannot control news media access, photos/videos taken by the media or others in public locations (such as field trips or off school grounds) or school events open to the public, such as sports events, student performances, school board meetings, etc.

### **Technology Rights and Responsibilities Framework**

The Technology Rights and Responsibilities framework is intended as a guide to support essential conversations about digital use, and help develop socially responsible skills, habits and attitudes in all members of our learning community. The intent of looking at both rights and responsibilities is to assist us in creating an inclusive and respectful culture which promotes participation and active citizenship in each unique learning community. Prior to the start-up of

any computer work station, a pop up message will appear requiring users to agree to follow the framework before logging in will be allowed. Click [here](#) to view the document.

### **School Emergency Program**

School District 71 has an Emergency Response Plan to ensure the safety of our students and staff in the event of an emergency. Please read through the [School Emergency Program Guide](#) which outlines the key elements of our plan and answers frequently asked questions about emergency preparedness.

### **Wild Animals**

Miracle Beach is in a beautiful rural area of the Comox Valley. As a result, we have the occasional visitor from nature. All classes will review best practice for bear and cougar safety. We encourage students to not take food outside during recess and lunch. By not allowing garbage to be on the playground and field it help reduce visits bears and cougars.

### **Bus**

At Miracle Beach Elementary School about 70% of our students are bussed to and from school. Each student who is eligible will receive a bus pass issued from the school board.

All bus routes for Miracle Beach Elementary are listed on the School District and Miracle Beach Elementary School Websites.

### **Rules for Riding the Bus**

#### **Loading**

- a) Be at the bus stop 5 minutes ahead of the posted schedule. The bus will not wait for those who are late
- b) Stay on the shoulder or sidewalk, well away from the pavement, while waiting for the bus
- c) Do not run beside the bus while it is moving
- d) Boarding the bus will be in single file
- e) No saving spots in line or seats on the bus
- f) Take your seat right away

#### **On the Bus**

- a) Bus driver is always in charge



- b) You may be assigned a seat if you do not follow the rules
- c) Remain seated while the bus is in motion
- d) No Smoking, Eating, Chewing Gum or drinking on the school bus
- e) No fighting, bullying or horse play on the bus
- f) Do not throw litter out the window of the bus
- g) Always keep head and arms in the bus
- h) Report any and all damage to the bus to the driver. Students are caught damaging the bus parents are responsible financially for any damage done to the bus