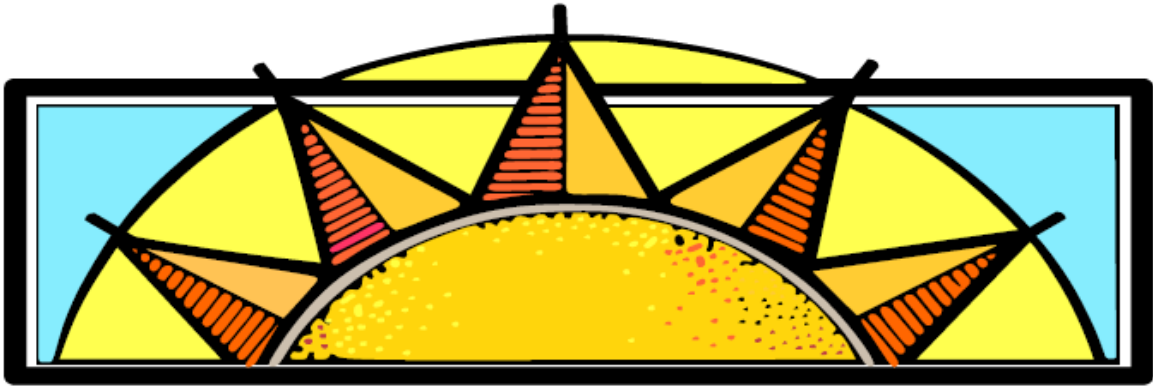


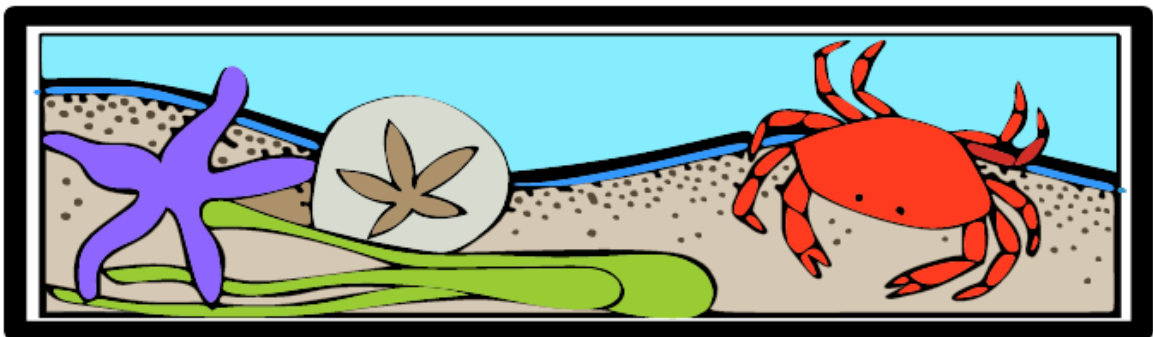
Student-Parent Handbook



Miracle Beach



Elementary





School Philosophy

Miracle Beach Elementary is a diverse K-7 rural community school with 250+ students. We are a part of the [Comox Valley School District](#) nestled in the forested community of Black Creek.

Staff, students, and parents have worked hard to ensure Miracle Beach Elementary is a place of learning. Our purpose is to equip students with knowledge, skills and opportunities that will help them become lifelong learners capable of maintaining healthy lifestyles and positive relationships.

School Goals

Educational Excellence

- Provide targeted supports to improve literacy and numeracy results for all students.

Community Engagement

- Incorporate the First Peoples Principles of Learning into all aspects of teaching and learning. With a focus on: “Learning is holistic, reflexive, reflective, experiential, and relational (focused on connectedness, on reciprocal relationships, and a sense of place)”.

Environmental Stewardship

- Provide opportunities for students to connect with the local environment (With a focus on local indigenous knowledge).
- To identify ways that our school can be more environmentally responsible in protecting our natural environment.

Mental Well-Being

- Improve student mental health with a specific focus on:
 - Self-Regulation
 - Positive Relationships
 - Resilience

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.

Please do not hesitate to reach out to the school if you have question, comments, or concerns.

We look forward to working with you,

Zale Darnel
Principal



<u>SCHOOL HOURS</u>	
8:00	Office Opens
8:05	Student Supervision Starts
8:35	Warning Bell
8:40	Start of Day
10:20-10:35	Recess
11:45-12:00	Eat Lunch
12:00-12:25	Lunch Recess
2:30	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 School Messenger, 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.

School Messenger

School Messenger is a communication suite used by Miracle Beach Elementary for attendance reporting and to notify parents of unexcused absences.

Emergency notifications (e.g., snow closure) are also broadcast to parents/guardians using School

Messenger. Instructions for opting-in to receive SMS text messages from SD71 can be found below.

An app is also available to parents/guardians that can be voluntarily installed to mobile devices allowing messages to be received on a mobile device. Instructions for how to sign-up, download and configure the app on your mobile device, as well as accessing the platform on the web, can be found below:

- [SchoolMessenger Parent App Mobile Device \(PDF\)](#)
- [SchoolMessenger Parent App Website \(PDF\)](#)
- [SMS Text Messaging Opt-In Instructions \(PDF\)](#)

<p>You can also report an absence by: calling (250 337-5114) emailing (miraclebeach@sd71.bc.ca)</p>
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School District Calendar

School District information such as the calendar and other useful information can be found on the district Website at <https://www.comoxvalleyschools.ca/>.

For a direct link to the calendar click visit https://www.comoxvalleyschools.ca/wp-content/uploads/2021/08/SD71_Combined_Calendars.pdf



School Based Team (SBT)

Inclusive Education

Miracle Beach Elementary School is able to provide the following support services: Learning Support Teacher, Counsellor, Speech and Language Pathologist, Indigenous Support Worker and Educational Assistants. In addition, gifted children have the opportunity to participate in the District Challenge program, following a referral and assessment.

Learning Support Centre

Students have a variety of strengths and stretches, and the Learning Support Teacher (LST) plays a role in providing supports to those who require it. Assistance is typically provided to those with learning difficulties in the areas of Literacy and Numeracy.

The Learning Support Teacher (LST) provides direct instruction and resources to help students both in the Learning Centre and in the classroom. The LST teacher can provide assessment of students and is available for consultation with teachers on an ongoing basis. The LST teacher collaborates with the classroom teacher to adapt the program to suit individual needs and may provide additional resource materials for teacher use.

The LST also works with members of the District Support Team to support transitions to Kindergarten and transitions to high school. The LST, in consultation with School Based Team and parents, might also make referrals for District services: Occupational Therapy, Physical Therapy, Assistive Technology, etc.

The School-Based Team (SBT) is a collaborative problem-solving team that works with classroom teachers to develop educational programs for students who may or may not have special education designations. The SBT includes: the Learning Support Teacher, the Principal, the Counsellor, the Speech and Language Pathologist and the classroom teacher. Other guests may include the School Psychologist, district specialists and parents. The SBT works together to make decisions regarding case managers, referrals (e.g., Speech-Language Pathologists, School Psychologists), resource allocation etc. The SBT meets on Thursday mornings.

Library Learning Commons

Our Library, or more recently known as our Library Learning Commons (LLC) uses a whole school approach to building a participatory learning community. The library learning commons is the physical and virtual collaborative learning hub of the school.

In our Library Learning Commons, we work together to foster a love for literacy and encourage collaborative problem solving using an inquiry lens. Literacy initiatives include, weekly book exchanges, book displays, book talks, reading clubs, reading and writing challenges, writer's workshop, author visits, book fairs and more.

We incorporate inquiry through the use of technology, computational thinking and problem solving. Some technologies that we use in our LLC include robots (Ozobots, Dash and Dot, Sphero Bolt, Sphero Indi, Cubelets, Makey Makey, etc.), Coding (Scratch and code.org) makerspace with loose parts, digital breakout games,



greenscreen, and iMovie as well as others. Our aim is to provide an array of strategies to incorporate inquiry-based student learning and inspire student literacy all while focusing on safe digital practices and digital citizenship.

Counselling

At Miracle Beach Elementary, school counselling services are available to assist students with personal, social and emotional development. This includes individual, group, and class work to provide both an intervention and prevention service to students and families. It is not a disciplinary or long-term therapeutic service. The focus is on assistance with immediate issues, crisis intervention, short-term problem solving and skill building. This year, our school counsellor is on-site on Wednesdays, Thursdays, and alternating Fridays.

Indigenous Education

The Miracle Beach Indigenous Support Worker (ISW) provides direct support to all self-identified Indigenous Students K-12. Their main role is to make connections with students and to provide the following:

- To increase every Indigenous student's sense of belonging, cultural identity and self-esteem.
- To increase the academic success of all Indigenous students through personalized learning.
- To increase the awareness and understanding of First Nations, Metis, and Inuit history, traditions and culture for all students.
- To increase Indigenous students' skills, qualities and confidence in leadership.

Student Safety

School Visitors

Please be sure to check in at the office when visiting the school. Visitors will be asked to sign in and may be given a visitors' badge.

Stay Home When Sick

Anyone entering that school including staff, parents, caregivers, and students should not come to school if they are sick and unable to participate fully in routine activities.

If a staff member, student, or other person develops symptoms of illness at school and is unable to participate in regular activities, they will be supported to go home until their symptoms have improved. Appropriate infection control precautions will be taken while the person is preparing to leave the school premises, including use of appropriate hand hygiene and cleaning/disinfection of surfaces soiled with bodily fluids. They may use a mask if they are experiencing respiratory symptoms.

Medication for Students

On occasion, we are asked by a parent/guardian to ensure that a child receives prescribed medication. Administrative Procedure 316 [Management of Health Conditions and Medical Emergencies](#), Section 3 details the required procedure.

No medication shall be given to any student without written direction from the doctor or parent/guardian. It is the responsibility of a student's parent/guardian to complete and return to the school a [Medical Alert and Prescribed Medication Record](#) for their child and



to ensure that appropriate medication is provided to the school and replenished as needed. If prescription medications are listed on the Medical Alert and Prescribed Medication Record, the form must be signed by a physician.

Emergency Response Drills

Regular drills such as Fire, Earthquake, Hold and Secure and Lockdown emergency response drills will be held throughout the year to practice student safety procedures.

District emergency preparedness information can be found on the district website at <https://www.comoxvalleyschools.ca/wp-content/uploads/2021/12/Comox-Valley-Parent-Emergency-Letter-2022.pdf>

School Closure

There will be occasions when schools must temporarily close due to inclement weather, power outages or for emergency reasons. The superintendent may make the decision to temporarily close *any or all* district schools when the safety of students and staff may be compromised.

Parents, students and school district staff will be informed through the school alerting system, email, [Facebook](#), [Twitter](#) & [Instagram](#), and by notifying local media by **6:30 a.m. – at the latest**. Every attempt will be made to post announcements about closures on the school district website, however, power outages may interfere.

If there is no announcement on the school website /social media, please be sure to listen to one of the local radio stations:

- **97.3 FM** – The Eagle
- **98.9 FM** – The Jet
- **100.7 FM** -The Raven

No announcements by 6:30 am indicates schools are open and operating at usual.

[School Closures and Bus Schedules during Inclement Weather / Power Outage \(PDF\)](#)

Bicycle Safety/ Scooter 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.

Bikes and scooters must be stored in the designated bike rack lock up area during the school day.

Mental Health and Wellness

Comox Valley Schools is committed to the well-being of all students and staff. It is recognized in our Strategic Priority Plan as a top priority, and we continue to invest funding and resources to ensure we maintain and enhance a robust program that addresses all topics related to mental health.

More information on mental Health Programs can be District website at <https://www.comoxvalleyschools.ca/mental-health/>

Drop Off and Pick Up

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.

Picking Up Students During the Day

When picking up a student outside of the regular dismissal times please check in with the office either in person or by phone on arrival.

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

Leaving During the Day Unattended

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 down the road.

Please observe parking lot signage. Drop off and pick up (No Parking) can occur using the designated drop off/ pick up lane. Please pull way forward so others can pull in behind you. Vehicles should not be left in the drop off lanes. Just Stop, Drop and Go!!!

The busses have priority and must be able to pull into the bus loading areas and pull out easily from our parking lot. Areas of the parking lot have been painted to indicate zone where vehicles should not stop. Please observe these areas.

Communicating Student Learning

Reporting

Our school uses three different methods for reporting: Paper Portfolios, Digital Portfolios and

Report Cards using MyEd. If you are unsure of the reporting method that your student’s class is using, please connect with your teacher.

Paper Portfolios - Classes using paper portfolios will send home a Summary of Learning at two points during the school year. As well, Portfolio “Open Houses” will happen during March and June.

Digital Portfolios – Classes using Digital Portfolios can access them from home at any time. If your student’s teacher is using Digital Portfolios for reporting, you will have been sent an email with access information. Summaries of Learning will be posted to the Digital Portfolios at two points during the school year.

Report Cards Using MyEd – Classes using MyEd will be sending home formal report cards three times a year.

If you have any questions about reporting, or about the progress of your student please contact your student’s teacher.

Parent/Teacher/Student Conferences

Conferences traditionally occur in November. However, we encourage parents to contact individual teachers to discuss their child’s progress at any time.

School Supplies

Miracle Beach Elementary will be providing basic school supplies to students in Kindergarten to grade 7. Instead of parents purchasing individual sets of supplies, families provide money to the school and the school will purchase supplies for each student. This approach will ensure equity and equality among all students and will save parents time (no shopping!) and money (ordering



in bulk, our discount on school supplies is significant). The only items parents will have to provide are a backpack, a lunch bag, and appropriate shoes for gym.

- Kindergarten to grade 7 the fee will be \$40
- The office will accept cash, cheque, or e-transfer
- Fees are due no later than September 30 each year

Payments can be made at the school office or electronically by using e-transfer.

If paying by e-transfer, you can send the transfer to miraclebeach@sd71.bc.ca. When using this option in the comments section please make sure you use the following message:

School Supplies-Student(s) Name

Dress Code

Miracle Beach Elementary School is committed to providing students with learning environments that are safe and inclusive. We ask that students and staff wear clothing that allows them to participate in the intended activities. We also expect our staff and students to refrain from wearing clothing that promotes drugs or alcohol, displays offensive language or images, or encourages discrimination.

Lost and Found

Any items such as clothing left behind by students will be kept on the lost and found rack by the main entrance outside the office. Articles that remain unclaimed, are donated to charity three times during the year (Winter Break, Spring Break, and end of year). All items are displayed prior to being donated. Please encourage your students to check for lost items regularly.

School Community Rights and Responsibilities

We have the right to:

- a) Learn and grow. We have the responsibility to work at learning.
- b) Be respected as an individual. We have the responsibility to treat others fairly.
- c) Be safe. We have the responsibility to treat others with care.
- d) Enjoy school. We have the responsibility to respectfully socialize at the right time.
- e) Be included in all activities regardless of financial reason. We have the responsibility to take care of the school, its materials and equipment.

We have the responsibility to:

- a) Listen to instructions, work quietly, complete assignments and ask questions.
- b) To cooperate and participate in all school activities and do our best
- 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) Respect the personal property of others and to respect their right to privacy
- f) 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 respect and honesty and



strive to instil 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 both community and 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 or 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.

Parent Opportunities

Parent Advisory Council (PAC)

The purpose of the PAC is to encourage parent involvement in the school, and to support programs and education that enhance our students' learning environment and experience. To communicate with parents and

build on the school community at Miracle Beach Elementary School.

Objectives:

- a) To promote the education and welfare of students in the school.
- b) To encourage parent involvement in the school, and to support programs that promote parent involvement.
- c) To advise the school board, principal, and staff on any matter relating to the school, other than matters assigned to the school planning council.
- d) To participate in the work of the school planning council through the Council's elected representatives.
- e) To promote the interests of public education and, in particular, the interests of Miracle Beach Elementary.
- f) To provide leadership in the school community.
- g) To contribute to a sense of community within the school and between the school, home, and neighbourhood.
- h) To provide parent education and professional development, and a forum for discussion of educational issues.
- i) To assist parents in obtaining information and communicating with the principal and staff about their child's progress or other concerns.
- j) To assist the principal and staff in ensuring the highest safety standards are maintained in the school and neighbourhood.
- k) To organize and support activities for students and parents.
- l) To provide financial support for the goals of the Council, as determined by the membership.

Members:



All parents and guardians of students registered at Miracle Beach Elementary School are voting members. PAC meetings will be held once a month at 6:30 pm in the library (dates are posted on the school Calendar). Child minding for young children is usually available and provided by older students. We encourage you to come out and join.

Parent Volunteers

We welcome the assistance of parents in all our school endeavours; for our classroom programs, as field trip supervisors or drivers, 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!

Criminal Record Check

As per School District Policy 6031MR2 all volunteers will be asked to complete a Criminal Record Check before they are able to drive, volunteer in the classroom or participate in field trips. If you are thinking about volunteering at the school, please take the time to complete the Criminal Record Check process early in the school year. Criminal Record Checks are valid for 3 years once complete and will remain on file at the school.

Miracle Beach Elementary School uses the Criminal Records Review Program (CRRP) online service:

Online Link:

<https://justice.gov.bc.ca/criminalrecordcheck>

Access Code: XGAX6D8B53

Once in the system you will be asked to download the BC Service Card App to your phone. When you have the App and it is activated (activation

can take a few days) you can proceed in completing the online Criminal Records Check. Once a completed form has been submitted it usually takes 2-3 weeks turn around time for verification.

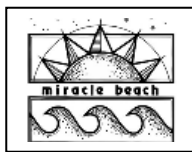
Driving for School

We rely on parent/caregiver volunteers to drive on many of our school field trips to keep our costs to a minimum. Each year volunteer drivers need to submit volunteer driver forms to the office. These forms include a driver's abstract, proof of valid insurance with a minimum \$1,000,000 liability, and a valid driver's license.

Booster seats are required for students who are under 9 years of age and over 40 pounds in weight and should be used until the child reaches 9 years of age or a height of 4'9".

Personal Digital Devices

At Miracle Beach Elementary, students are permitted to use personal digital devices for learning under the direction and supervision of a teacher and with parent permission. 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. When a student is found in breach of this policy, teachers or supervisors may temporarily confiscate the device, and parents will be contacted.



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 school 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. Forms will be

sent home in the first week of school and are linked below.

- [Protocol and Consent Form](#)
- [Personal Information Consent](#)

Outside Media Consent

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 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.

[Outside Media Consent Information](#)

Note that school and district staff cannot control news media access in public locations (such as field trips or off school grounds).

Technology Rights and Responsibilities

The Technology Rights and Responsibilities Agreement 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 or district device, a pop-up message will appear requiring users to agree to follow the "Agreement" before logging in will be allowed. A full copy of the Technology Rights and Responsibilities Agreement can be found using the link below.

[Technology Rights and Responsibilities Agreement](#)

Walking Field Trip Information

At various times throughout the school year classes may leave the school grounds to explore the local area as part of their educational experience. These excursions are considered Walking Field Trips and have the following guidelines:

- Starting and finishing at the school
- Generally staying within 1.5 km of the school
- Group walking as a single unit

The annual Walking Field Trip form can be completed at the start of each school year and is valid for the year.

Prior to a class leaving the school on a walking trip parents/ guardians will be notified by email. The email will outline where the class is going and the connection to learning.

[Walking Field Trip Form](#)

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 do not permit students to not take food outside during recess and lunch. By not allowing garbage to be on the playground and field, it helps reduce visits from bears and cougars.

School Bus

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

Information on bus eligibility, registering and routes can be found on the district website at <https://www.comoxvalleyschools.ca/student-transportation/>

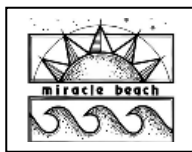
Rules for Riding the Bus

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) Remain in your seat at all times
 - i) Report any and all damage to the bus to the driver. Parents are responsible financially for any damage done to the bus by their child.
 - d. Smoking/ Vaping
 - e. Vandalism or damage to the bus
 - f. Obscene language

Offences on the Bus

- a) On the instance of a minor offence the principal will follow this up with the student and will contact the parent to ensure that the parent is aware of the incident.
- b) In the case of a second minor offence the principal will confirm the circumstances with the bus contractor and the student and will be issued a suspension from the bus. The principal will contact the parent to advise of the suspension and the reasons for it.
- c) In the case of a third minor offence or a major offence, the bus company will issue an incident record to the principal, which indicates to the parent that the student will not be permitted to ride the bus until a meeting of all concerned: student, parent, contractor, driver, and principal, is held to resolve the situation. Major offences include the following:
 - a. Throwing objects at driver
 - b. Direct disobedience
 - c. Fighting