

Max Aitken Academy

Student/Parent Handbook

2024 - 2025



Max Aitken Academy Mission Statement

To provide each child with a superior education, quality instruction, and challenging learning experiences while fostering lifelong learning and responsible citizenship.

Dear MAA Families:

Max Aitken and its staff are excited to begin a new academic year! A sense of community will be the cornerstone of MAA's success as we grow to become a strong and inclusive learning environment.

This information booklet will help to inform you of school policies, routines, expectations, and procedures. Please take the time to read the information enclosed and share with your child.

The staff of MAA look forward to helping your children work towards their full potential while maintaining a high level of learning. Max Aitken Academy will truly be a place where students live by the motto "*Dreaming, Believing, Doing!*"

Sincerely,

Mr. Jamie Henderson	Principal
Mrs. Christy Jamieson	Vice Principal
Ms. Jayme Campbell	Vice Principal

MAA Bell Schedule

7:50	School doors open
8:10	Homeroom Routines Begin
8:30	Homeroom Bell (All Staff/Students in Homeroom) Announcements/O Canada
10:00 – 10:15	Recess 6/7
10:15 – 10:30	Recess K-5
10:30 – 10:45	Recess 7/8
11:30	K-2 Eat Lunch / 3-5 Playground Time
12:00	3-5 Eat Lunch / K-2 Playground Time
11:45-12:15	6/7 Lunch
12:15-12:45	7/8 Lunch
2:15	(6-8 Dismissal & Activity Period)
3:00	(K-5 & MS Activity Dismissal) Teachers walk students to buses

Attendance Policy (UPDATED)

Regular attendance is mandatory for all students and is a priority for ASD-N. If your child is out of school, it is necessary to send a **dated excuse** to his/her homeroom teacher and/or use the “Safe Arrival” online platform (preferred).

5+ Days Missed

- Teacher contacts parent/guardian,
- Teacher informs school administration of contact.

10+ Days Missed

- School administrator contacts parent/guardian,
- Parent/guardian invited to meeting,
- Administration, with the support of EST-Guidance, EST-R and/or other relevant staff, in addition to the student and parent/guardian, will develop a student attendance intervention plan.
- An academic support plan (arranged through EST-Resource) may be required to assist the child.

15+ Days Missed

- Formal case conference will be held with parent/guardian, student, district personnel and school administration
- School may request student to remain at home until conference is held
- Interventions may include alternate education scheduling and/or programming options for the student,
- Ongoing absenteeism may result in grade retention

NOTE: In the case of illness, *students are not permitted to attend extracurricular activities on the day of their absenteeism.*

School Hours

***Grade K-8 students should not be dropped off at school before 7:50 a.m. There is no teacher on duty and school doors remain locked until 7:50 am.**

Accessing Max Aitken Academy

Access to the school is limited to the **main entrance doors** of our office area. All doors are locked throughout the instructional day. **Visitors/Parents must first make an appointment.** Anyone entering the building must **sign in** at the main office. Visitors, Students, and Parents will be asked to **sign out** at the main office upon leaving the school as well. This daily routine for all is intended to increase the overall safety of our students and staff.

Closed Campus

Students are not permitted to leave the school property after arriving at school unless they are signed out by a Parent / Guardian, or arrangements have been made between the home and school.

Nut/Shellfish/Scent Safe School

We have several students with nut, shellfish, and scent allergies. Our school has been declared a **nut/shellfish/scent safe school.**

Homework Expectations

The purpose of homework is to develop good work habits and reinforce skills covered in class. Our school policy is that children should have approximately 10 minutes of homework a night for each year they have been in school (example: Grade 3 – 30 minutes). This may vary from time to time depending on the students and the teacher. Research is conclusive that students who have a set time and place established tend to be much more successful completing homework assignments. Remember *“You are your children’s first and most important teacher.”*

Communication

We welcome open communication between home and school. We would ask that if you have a concern, you contact your child’s teacher first by calling the main office line and making a request, or by emailing your child’s teacher. If you need to reach your child during the school day, the school asks that you call the main office line at **506-627-4086**. The Administrative Assistant may be away from her desk at times but will check the voice mail regularly throughout the day. We will do our very best to get back to you quickly.

The best time to contact your child’s teacher is between 3:15 and 3:30 p.m.

Bus Drop Off / Safety

Parents, please note that bus drivers will only drop off your child (K-2) if a Parent/Guardian is visible from the bus. Our School Code of Conduct applies to the buses as well as the school. Children are expected to always remain seated on the bus and follow the driver's rules and procedures. Teachers will review the bus rules with students during the first week of school.

PARENTS AND STUDENTS ARE REMINDED THAT WHILE BUSES ARE MOVING ANY INCIDENT THAT DISTRACTS THE DRIVER WILL BE CONSIDERED A MAJOR INFRACTION

Morning Announcements

Each morning the announcements will be made over the PA system by an Administrator. Morning announcements are intended to keep everyone informed about what is happening in the school. We will announce children's birthdays each day. We would also like to announce accomplishments and wish luck to our students for things that may be happening outside of the school. Please call the school and leave a message or send in a note with your child if they have an achievement to share. We look forward to sharing good news with all the children daily.

Cafeteria Service

We have a wonderful cafeteria that is run by Chartwells Services. A cafeteria menu will be sent home in early September.

After School Routine

Any time that your child's after school routine must be changed, we would ask you to send a note in the morning with your child. To protect the safety of all children, we will not make changes to after school routines without the **dated written consent** of the parent or guardian.

We would ask that you only call the school in case of an absolute emergency to change your child's routine. It is not acceptable to call the school at 2:55 pm (K-5 / 6-8) to make a change as we are preparing to load the buses and may not receive your phone call.

Gym

We are asking that children have appropriate footwear to wear in the gym and it is the expectation at grades 3-8 that students have a complete change of clothes for hygiene reasons. All students will have approximately 150 minutes of phys. ed. a week. If your child doesn't have appropriate footwear, we will contact you to ensure that they remain physically active.

Indoor Shoes

We are asking that all children (K-8) have a pair of shoes that are intended for indoor use only. It is a good idea to provide a pair of sneakers so that your child can wear them as indoor shoes and in the gym.

Grade 6-8 Dances

Max Aitken Academy will be providing school sponsored dances for students in grades 6-8 throughout the year to help support student-based activities. There will be an entrance fee of **\$5.00**. All students attending are reminded of the following:

- ❖ *All students must follow school dress code.*
- ❖ *If a student is absent from school on the day of the dance, they will not be permitted to attend the dance unless otherwise granted by school administration.*
- ❖ *Parents must adhere closely to drop off time and pick up times of all dances.*
- ❖ *A canteen will be available.*
- ❖ *Students will be restricted to the cafeteria area of the school only.*
- ❖ *MAA students will be permitted to sign in one student per dance throughout the year in accordance with the "**School Dance Sign in Contract**" subject to approval of homeroom teacher.*
- ❖ *School administration may revoke the privilege of any student to attend a school dance because of inappropriate behavior.*

Students are not permitted to leave the dance early unless they are picked up by a parent or guardian, who must notify the supervising teacher that the student is leaving the dance early.

Breakfast Program

We offer a breakfast program each morning before school begins. All children are welcome and encouraged to have breakfast.

Lockers (Grades 6-8)

Middle level students will be assigned a locker. Their teachers will review with them the guidelines for proper use. Students are expected to maintain these lockers. This privilege may be revoked if they are damaged or misused. Lockers can be searched at any time if the school deems they are being used for inappropriate reasons. Student backpack/bookbag & cell phone are to remain in the locker during the school instructional day.

NOTE: Only locks issued by the school shall be used.

Updated Parent/Guardian Contact Information

It is very important that we have current home address, email address, home telephone, and phone numbers at all times as well as emergency numbers. This information is required in case of an accident, sickness or early school closure.

Shared Custody

If parents are divorced or separated, it is important to let the school know which parent has primary custody of the child and the pertinent information outlined in the custody agreement (whether the other parent has any rights where the child is concerned). School administration requires a copy of the section of divorce decree concerning custody and parental rights. Without this we cannot guarantee that a parent will be able to see or pick up their child.

Head Lice Policy

Head Lice tends to be one of the more contentious issues in many schools. Our staff and Parent School Support Committee have discussed this issue at length. As a result, the following guidelines will apply:

1. *When a case of head lice is detected, the parent will be notified, and the child sent home.*
2. *All children in the classroom will then have their hair checked by staff.*
3. *A note will be sent home to the parents informing them that a case of head lice has been found.*
4. *Infected children remain home until the hair is treated adequately and **all eggs** have been removed.*
5. *Upon coming back to school children will have their hair checked by the office before returning to class.*
6. *Children still infested with eggs (nits) will not be allowed to return to school.*

Athletic Fee / Sport Teams (Grades 6-8)

There will be an athletic fee for any student wishing to participate in Middle School sports. This fee will help offset the cost of lost, stolen, or damaged uniforms, to replenish sports equipment, and cover official's fees for the various sports offered at Max Aitken throughout the school year.

Fee Structure: **\$70.00** (Soccer, Volleyball, Basketball covers the cost of the NBIAA Insurance policy.)

NOTE:

- *The Athletic fee must be paid prior to participation.*
- *There will be a uniform deposit of **\$50.00 cheque** only to be returned when uniform is returned.*
- *Cheques are made out to Max Aitken Academy.*

Technology/Cell Phone Policy

- A Personal Electronic Device (Cell Phone) is a portable electronic device that can access the Internet and is **not** property of the district.
- **K-5 students are NOT permitted to bring a personal electronic device to the school.**
- **Grades 6-8** students are allowed to possess a cell phone on campus. The phone must be placed in the students' locker prior to the **8:30 am** bell. Students are permitted to check their phone prior to the **8:30 am** bell with permission from the homeroom teacher and before they go to the cafeteria to eat lunch.
- **Cell phones will not be allowed in the cafeteria during Middle School lunch break.**
- The student phone will remain in the locker throughout the instructional day (8:30 am – 2:15 pm) which includes lunch/cafeteria area. Under **NO** circumstances will students use their cell phone in the building for personal use during instruction/class time. Cell phones are also not permitted during activity periods.
- If a cell phone is used inappropriately during school hours, it may be confiscated, taken to an administrator's office and kept there.
- If a student has their cell phone confiscated, parents will be contacted by school personnel.

NOTE: *A suspension of 3-5 days may be given for misuse of their cell phone. Examples of such an offence include but are not limited to: using the phone for bullying, intimidation purposes, refusing to turn over the device (non-compliant) to Staff/Administration, taking inappropriate images/photos, or any other offense deemed serious by Administration.*

Multiple violations of this policy will be addressed by losing the privilege to possess a cell phone on school property and the consequences outlined under the specific rule violated in the "MAA Positive Learning and Working Environment Policy / Student Code of Conduct Handbook".

NOTE: The school is **NOT** responsible for theft, loss, or damage to any personal electronic device/cell phone brought onto school property.

Administration will not be responsible for conducting a search for lost or stolen Personal Technology Devices.

MAA Dress Code Policy

To promote a positive learning environment for all students and staff, our school staff will be encouraging all students to dress appropriately. Our ultimate goal is to assure all students dress in a manner that promotes self-dignity and is not offensive to others. If a violation of this policy does occur, parents will be contacted. Important essentials of this policy include but are not limited to the following:

- ❖ All students are asked to dress for the weather, especially during winter months.
- ❖ Clothing that represents or advertises alcohol, drugs, or sexual behavior will not be permitted.
- ❖ Clothing with offensive language/profanity will not be tolerated.
- ❖ No hoods, ball caps, toques to be worn in class (exceptions for religious/cultural headwear or special hat days).
- ❖ Please be reminded that this dress policy applies to all school sponsored events as well.

NOTE:

The rules of this policy may be waived by the school administration for school approved activities. Any items not addressed by the policy are left to the discretion of the school administration.

School Expectations & Student Code of Conduct

MAA's motto is "**Dreaming, Believing, Doing**" where students have the right to learn and the teachers to teach in a safe, caring, and respectful environment. Each child therefore has a responsibility to ensure that his or her actions and behavior contribute to a productive and non-disruptive atmosphere.

The staff of Max Aitken Academy has developed the "MAA Essentials" for EVERYONE:

- 1. Show Respect for Self and Others**
- 2. Come to class prepared to work with homework completed**
- 3. Safety first, then fun in the classroom and on the playground**
- 4. Maintain a sense of pride and take care of the school and school grounds**
- 5. Always demonstrate SAFETY, RESPECT, and RESPONSIBILITY!**

PLEASE NOTE THAT THE ADMINISTRATION MAY INVOKE A SUSPENSION OR DISCIPLINARY ACTION UPON A FIRST INFRACTION, IF HE/SHE DEEMS NECESSARY.

Examples such as those outlined in Policy 702/703, and District Regulation 304 may include *use or possession of alcohol or illegal drugs, violence, aggression, vandalism, excessive verbal attacks, etc.* will **NOT** be tolerated.

Important NOTE:

A student found in possession of tobacco, or an e-cigarette device will be suspended for three (3) days. A student found using tobacco or e-cigarette devices will be suspended for five (5) days. A student found in possession of, under the influence of, or using alcoholic beverages or illegal drugs at school, or at a school sponsored event, will be suspended for five (5) days. A student in possession of illegal drug paraphernalia will be subject to the same consequences.

*Each student and each situation are different. **STAFF** will attempt to handle all situations in an equitable, sensitive, and professional manner.