

MITCHELL

M i d d l e S c h o o l

2016/2017 STUDENT HANDBOOK

WELCOME TO MITCHELL MIDDLE SCHOOL

We are happy to have you here at Mitchell Middle School and will do our best to provide you with a sound education. Our dedicated and experienced staff works hard at ensuring an environment that is conducive to learning and to the development of your creative, emotional, physical, social, and intellectual nature.

OUR MISSION

To provide a safe, caring, and stimulating environment in which to learn and grow.

OUR VISION

We value our academic, social and physical environment...

Mitchell Middle School attempts to provide an **academic** environment where...

- all members become a community of learners.
- learning is recognized as a lifelong process.
- students, teachers, and parents are team members in the learning process.
- students take ownership of their learning and feel free to take risks.
- different learning styles and abilities are acknowledged and appreciated.
- learning is relevant and meaningful.

Mitchell Middle School fosters a **social** environment where...

- everyone feels safe, valued, and respected.
- there is freedom from emotional and verbal abuse.
- appropriate behaviour is modeled, explained, and enforced.
- there is respect for authority.
- there is a spirit of cooperation, integrity, and community.
- everyone has something to contribute.
- the values of the community are supported and reflected.
- students learn to become good citizens.

Mitchell Middle School hopes to provide a **physical** environment...

- which is safe, clean, and attractive.
- where everyone takes pride in and ownership of the facilities.
- where nature is respected and cared for.

TABLE OF CONTENTS

Welcome, Mission, and Vision	Page 1
School Personnel	Page 2
School Calendar	Page 3
Academic Evaluation and Promotion	Page 4
Instructional Programing	Page 4
Instructional Program Support	Page 5
Resource Procedure	Page 5
Library Policy	Page 5
Computer/Internet Policy	Page 6
School Fees/General Information	Page 7
Student Arrival and Dismissal	Page 8
Recesses & Lunch	Page 9
Emergency Procedures	Page 10
Student Behaviour	Page 10
Home and School	Page 13

SCHOOL PERSONNEL

Principal

Mr. Andrew Mead

Grade 5

Mr. Dave Johnson

Mrs. Jerrah-Lee Broesky

Mrs. Denise Wojcikowski

Grade 6

Ms. Kylie Burton

Ms. Andrea Cuccaro

Mrs. Shannon Sawatzky

Mrs. Tara Turenne

Grade 7

Ms. Janelle Malech

Mrs. Francine Roy

Mr. Deryk Tufford

Grade 8

Mrs. Venessa Hildebrand

Mr. Darren Martens

Mr. Carlton Reimer

Physical Education

Mr. Bud Penner

Mr. Deryk Tufford

Music/Band

Mrs. Shannon Sawatzky

Resource

Mrs. Jolene Kehler

Guidance

Ms. Ronalee Goertz

Mr. Darren Martens

Home Ec/Tech Ed

Mrs. Lana Hagberg

Mr. Matt Molinski

French

Mrs. Jerrah-Lee Broesky

Mrs. Tara Turenne

Ms. Andrea Cuccaro

Mrs. Francine Roy

Support Staff

Mrs. Judith Schellenberg

Mrs. Wanda Enns

Educational Assistants

Mrs. Ann Doerksen

Ms. Tina Flores

Mrs. Janice Neufeld

Mrs. Rachel Penner

Mrs. Kara Plett

Ms. Rachel Plett

Custodians

Mr. Paul Neufeld

Mr. Doug Chornopyski

Mrs. Valentina Kuhn

Mrs. Maria Boldt

2016/2017 SCHOOL CALENDAR

September

- 6 HSD PD/Admin Day – no classes
Meet the Teacher (4:30-6:00)
- 7 First day of school
- 16/19 Strong Connections
- 20 Parent/Child Program begins
Course Change deadline
- 23 HSD X-Country Run #1
- 28 HSD Terry Fox Run
- 30 HSD X-Country Run #2

October

- 4 HSD Volleyball Season begins
- 5 Provincial X-Country 'Milk Run'
- 5-17 QSP Magazine fundraiser
- 10 Thanksgiving Day – no school
- 14 EMCA Choral Workshop
- 17-21 HSD School Bus Safety Week
- 19 Lifetouch Picture Day
- 21 MTS PD Day – no classes
- 26-28 Warriors' Week
- 31 HSD PD/Admin Day – no classes

November – Numeracy Month

- 10 Remembrance Day Assembly
- 11 Remembrance Day – no school
- 14 HSD PD/Admin Day – no classes
- 17 Lifetouch Picture Retake Day
- 18 WE Day Winnipeg
- 22 HSD Volleyball Championships
- 25 Term I Report Cards issued

December

- 1 Parent/Teacher Conferences
- 8-16 Community Christmas Project
- 14 Christmas Concert
- 22 Last day of school – Christmas

January

- 9 First day of school
- 24 HSD Basketball Season begins

February – I Love to Read Month

- 2 Last day of 1st semester (7/8)
- 3 HSD PD/Admin Day – no classes
- 7-9 MMS Scholastic Book Fair
- 8-10 Grade 8 Cedarwood Retreat
- 16 Parent/Teacher Conferences
- 20 Louis Riel Day – no school
- 21-23 Grade 8 Optimist Band Festival
- 24 HSD PD Day – no classes

March – Nutrition Month

- 2 MMS Science Fair
- 10 HSD PD/Admin Day – no classes
- 14 HSD Basketball Championships
- 17 Term II Report Cards issued
- 24 Nutrition Month Breakfast
MMS Staff/Students BB Game
Last day of school – Spring Break

April

- 3 First day of school
- 7 HSD PD/Admin Day – no classes
- 14 Good Friday
- 25-28 Grade 7 Beginner Band Festival

May

- 2 HSD 7/8 Badminton Tournament
- 4 HSD Badminton Championships
- 17 Grade 5/6 Spring Concert
- 22 Victoria Day – no school
- 26 Relay for Life

June

- 1 7/8 Band/Choir Final Concert
- 2 MMS Track & Field Meet
- 7 HSD 5/6 Track & Field Meet
- 8 Parent/Child Program ends
- 9 HSD 7/8 Track & Field Meet
- 19 HSD Gr. 8 Soccer Tournament
- 23 MES Activity Day (PM-Grade 7s)
- 27 Awards Assembly (AM)
Grade 8 Farewell (PM)
- 28 Activity Day
- 29/30 Admin Days – no classes

ACADEMIC PROGRESS/EVALUATION/PROMOTION

Assessment Information/Schedule

Aptitude tests and curricular assessments will be done at various times of the year, as indicated below. Grade 7/8 students will have year-end assessments in May/June, placing emphasis on process and not as extensive emphasis on content as in the past.

Grade 6 Reading/Comprehension assessment

Grade 7 Provincial Math Assessment (classroom-based) - January

Provincial Student Engagement Assessment (classroom-based) - January

Grade 8 Provincial Expository Writing Assessment (classroom-based) - January

Provincial Reading Comprehension Assessment (classroom-based) January

Grade 7/8 Year-end Assessments – May/June

Progress Reports

Grades 5-8 November, March, June

Honor Roll

This special achievement is recognized at each of the three reporting periods for Grades 7/8. Students who have achieved and maintained a minimum mark of 75% in all subjects with an average of 80% or higher overall, have their names included on the roll.

Promotion

We make every attempt to have students reach the curriculum standards for their level. If this is not possible we will attempt to adapt our instruction to help students be as successful as is reasonable to expect.

It may be necessary in some cases to require students to repeat a program of studies. Promotion and placement is at the principal's discretion, in consultation with teachers and parents.

INSTRUCTIONAL PROGRAMING

Mitchell Middle School offers Manitoba approved courses from Grade 5 to 8. We follow the Manitoba Education curriculum. At the Grade 5/6 level, and sometimes beyond, we may integrate a variety of subjects to address the educational needs of our students more appropriately.

Differentiated instruction is used at all grade levels in order to accommodate the wide variety of learning styles and abilities demonstrated by our students. Teachers may also adapt work or the learning environment for students experiencing specific challenges.

A second language course (French) is compulsory from Grade 5 to Grade 8. Students in Grades 7 and 8 are also required to take a course each year in Technology Education and Home Economics.

Course Options

At the Grade 7/8 level, students may choose to participate in our Band program which offers them exciting musical training and a chance to perform at a variety of concerts throughout the year. Students who choose to take Art/Drama instead of Band will be placed in Art for one semester and Drama for the other.

All Grade 7 and 8 students take Home Ec and Tech Ed, each for half the year.

INSTRUCTIONAL PROGRAM SUPPORT

AIEPs (Adapted Individual Education Plans)

These plans are designed by the classroom teacher in collaboration with the resource teacher. AIEPs are written for students who are performing two grade levels or more below their given grade. When a student has an AIEP parents will see the 'IEP' box checked off on their child's report card and an additional page included outlining the plan.

EAL (English as an Additional Language)

Students whose first language is not English may be assigned an 'EAL' designation on their report card. If this is the case, the student's primary goal in that course is English language development and not mastering course outcomes.

IEPs (Individual Education Plans)

IEPs are designed for students who are working on goals outside the regular Manitoba curriculum. The plans are created through our Resource department and HSD Student Support Services, in collaboration with parents. IEPs are reviewed with parents at least two times per year (October and May).

RESOURCE PROCEDURES

In a situation where a student is experiencing difficulty in school, the teacher will contact and consult with the parents. If additional help is required, the resource teacher/department will be asked to become involved.

The resource teacher will assess the academic skills of the student (reading, comprehension, math, etc.) and provide remediation suggestions to the teacher and the parents.

After discussion, and with the consent of the parents, the following options may also be explored through Hanover Student Support Services.

- | | |
|------------------------------|---------------------|
| 1) Language assessment | 2) Auditory check |
| 3) Psychological assessments | 4) Counseling |
| 5) Occupational therapy | 6) Behavior therapy |

Once the assessments have been done, individualized programs may be established and some adaptations to the student's curriculum may be made. These programs are offered either in the classroom or in a pullout program with an educational assistant.

LIBRARY USE AND POLICY

Students are encouraged to use the library for research and pleasure reading. All learning resource material is cross-referenced and accessed through our computer search terminals. Please note that the range of material in our library goes from elementary to high school. Students have access to the whole library and should practice discretion in their selection of material. Students should also be aware that food and drinks are not allowed in the library.

General Guidelines

Any book(s) taken out of the library must be signed out. Students are responsible for all material signed out in their name. We expect users to handle all resource material carefully and return all material in good condition and by the due date. Extensions must be arranged with the librarian **before they are overdue**. Students may not sign out material if books are overdue or fines unpaid.

Overdue/Missing Books

After two days overdue notices are given to homeroom teachers. After one week parents may be informed of the missing book and the fine to be assessed if the book is not returned. After the third week the book is considered lost and parents will be informed by mail or email of the fine to be paid. The fine is equal to the value of the book.

Damaged Books

If books are returned in damaged condition, whether willful or due to carelessness, the librarian will assess a damage fine. The amount of the fine will depend on a variety of factors such as the value of the book, the extent of damage, the cause of damage, and so on. If the book is beyond repair, it will be discarded and replacement costs requested. Parents will be notified by mail or email of all fines assessed due to books damaged or lost.

COMPUTER/INTERNET POLICY

Our school offers two well-equipped computer labs to assist students in their learning. Word processing, technology instruction, the Internet, and library search capability are all available to students through computers in the classroom, library, or labs.

Students are expected to follow the Computer/Internet Policy closely and develop the self-discipline needed to use technology responsibly, and for school-approved activities only. Students who misuse their privileges will be suspended from technology use.

Computer Lab Rules

- No food or drinks
- No games
- No outside software
- No tampering or experimenting with network software or hardware. Use only programs allowed by instructors.
- Use only your own login name and do not let others use it. Do not let other students know your password.
- When working on a computer after school or during noon hours, students must have permission from their subject teacher, and must be under a teacher's supervision.
- Students must receive consent from the supervising teacher before a print job may be completed.
- REMEMBER, computer use is a privilege which may be removed for not following these rules.

Internet Access Policy and Procedures

- Each student using the Internet, and a parent or guardian, must sign Hanover School Division's new "Responsible Use of Technology Agreement" indicating that they have read and understood the listed rules and procedures, and that they are responsible for the consequences of misuse.
- Students may access Internet information only under a teacher's supervision.
- Students are allowed to log onto the Internet through our own network using only their own given login name and password.
- Even though a program to block some unsuitable sites is installed, students are expected to search only for appropriate information. A log is kept of all login names, access times, and sites visited.
- Students must logout when access is complete.
- Students found defeating or bypassing the above procedures will be barred from using school computers for a specified period of time. Repeated computer/Internet misdemeanors may result in indefinite suspension of such privileges.
- The new Hanover School Division *Responsible Use of Technology Agreement* is posted on our school website (<http://mms.hsd.ca/>)... under 'Parents/Permission Forms.

SCHOOL FEES AND GENERAL INFORMATION

School Fees

- a. The school charges a General Student Fee each year to help offset some of the additional cost of extracurricular activities such as class/field trips, skating, curling, bowling, class outings, special assemblies/presentations, and so on, for which we do not receive funding. While the General Student Fee does not cover the full cost of these items and activities, it does ensure greater convenience as it allows us to request money from parents less frequently throughout the year.
- b. Each Grade 7 student is charged a Caution Fee. This money is kept 'in trust' in the event that a student loses or damages school texts, materials, or equipment. If a student's Caution Fee account is depleted, it will have to be topped up either immediately, or if the charges are small, at the start of the next year. Any unused portion of the Caution Fee is refunded to the student at the end of Grade 8.
- c. Each Grade 7 and 8 student is charged a Home Ec/Tech Ed Fee to help offset the costs of materials required for these courses. Depending on the projects assigned and on the choices made by individual students, additional costs may be incurred, and will then have to be covered by the students during the year.
- d. A Band/Art Fee is charged to students in these programs, to help cover the unique costs of workbooks or materials required.
- e. Students in various other courses may be asked to bring additional money during the course of the year to help pay for materials required for special projects related to these programs (e.g. Science).

Accident Insurance

All Hanover School Division students are automatically covered with accident insurance while they are in school or at an official school function, at no direct cost to parents. Ambulance costs, eyeglass damage, and dentistry are included.

Parents may insure students beyond that by applying for one of the options made available through insurance forms, which are sent home with each student in September. We strongly recommend signing up for additional accident insurance offered by MAST via our school division. Extra insurance is particularly important for students involved in athletics, ski trips, out-of-province trips, and so on.

Visitors to the School

In the interest of our students' safety, and to prevent distraction from learning, we ask that parents and other visitors report to the office when dropping in at the school.

Administration of Medication to Students

Mitchell Middle School recognizes that certain students may require prescribed medication during the school day in order to function as near to their potential as possible. The School will administer prescribed medications, provided that the parents complete (or arrange for completion of) the form *Administration of Prescribed Medication*. Parents shall complete a new form each school year and whenever the physician changes the prescription.

Lost & Found

Found items are placed in our Lost and Found box. The box is emptied several times a year and the contents sent to the MCC Thrift Store. Students should check promptly for any articles they have lost recently.

Phone calls/messages

There is a phone in the front hall outside the office for student use. Students must obtain permission to use the phone, and must limit calls to one minute.

Telephone messages for students will be held in the office and delivered at class breaks. Students will not be called out of class except in an emergency.

Fundraisers

The school conducts a few fundraisers each year in order to purchase special equipment for the playground, band, music, sports programs, technology department, and so on. We appreciate any help parents and other community members can give us in creating and maintaining a well-equipped school.

STUDENT ARRIVAL AND DISMISSAL

Students who are bussed to school should take every precaution to make their bus trip as safe and pleasant for everyone as possible. We expect students to follow the rules of the bus and to cooperate with the driver. Students who ignore or break these rules will be suspended from bus travel in accordance with HSD policy, and parents will be notified.

Students who are not bussed to school should also take special care to make their walk or ride to school as safe as possible. They should time their departure from home so that they arrive just before the 8:50 AM buzzer. We expect students to be neither late nor too early.

At the 8:50 buzzer students come inside and report to their grade level collection area. Religious opening exercises are conducted in a separate meeting area at 9:00 for those whose parents have requested that they participate. At the 9:05 buzzer, all students report to homerooms. The school day starts at 9:08, with all students in homerooms for 'O Canada' and announcements.

Regular school attendance is essential for students to perform to their academic potential, and therefore we urge parents to pull students out of school as rarely as possible. Parents who need their child(ren) to leave school before regular dismissal time are asked to send a note ahead of time. Also, should a child's destination need to be changed so that he/she will need to use a different bus stop (but on their usual bus route), **please contact the principal** (in the morning, if at all possible) indicating the requested destination. **Such requests will, however, only be granted in the event of an emergency.** Please consult the HSD Transportation Policy in the divisional calendar for further bus use protocol.

While we try to follow the phone instructions we receive, we cannot guarantee that messages can be relayed on time. Please make sure all telephone messages for students are received by the school no later than 3:00. Students are informed of morning messages by 11:55 and afternoon messages by 3:40.

Should a student need to be absent due to illness, parents should call the school to inform us. Students absent without appropriate notification will be charged with an unexcused absence. Excessive unexcused absences are reported to Hanover School Division.

We strongly urge you not to remove students from the classroom during the last few minutes of the day unless the teacher has been notified earlier. Dismissal time is usually very busy with cleanup activities, lesson review, homework checks, and so on, and unscheduled removal of students can be disruptive to the whole class.

Drop-off Zone

The driveway in front of the school is a one-way, north to south bus loop. No car traffic is allowed through from 8:30 to 9:00 AM and 3:30 to 4:00 PM. Please drop students off on Third Street, at the south end of the sidewalk. Also, because traffic tends to get heavy on school days, please make it a regular practice to pass the school in a north to south direction, so as to make our arrival-departure area as safe and efficient as possible.

Bicycles

Students arriving by bike should park them in the stands provided. The bike stand area is off limits to non-cyclists, and to all students during school time. All cyclists are expected to follow the safety rules of street traffic. Helmet use is now required by law, and students are not allowed to bring bikes to school in winter. Students from homes south of PTH #52 should not walk to school or come on bicycles. The heavy and fast-moving traffic makes crossing the highway too dangerous.

RECESSES & LUNCH

Recess

Grades 5 and 6 students are given two 15-minute recesses each day. We also have a 30-minute noon recess for those students who stay for lunch.

At Mitchell Middle School we believe that fresh air and exercise help students to learn better as well as provide them an opportunity to develop physically and socially. Therefore, students are expected to go outside and play at recess time where they are well supervised. While classroom teachers and other staff will help organize play and settle problems, we encourage students to be creative and organize their own play as much as possible.

We find that if students are well enough to come to school, they are almost always well enough to play outside at recess. Students who are not to go outside are required to bring a note from parents, requesting permission to stay inside at recess.

On rainy or very cold days we may allow students to remain in their classrooms at recess. However, students should always be dressed in such a manner that they will be able to enjoy the outdoors for at least 30 minutes.

Lunch

Wherever possible, we request that students go home for lunch. Town students are expected to go home for lunch, and may stay home during the noon recess. On days when this is not possible, parents should send a note in the morning requesting permission for their child(ren) to stay at school. Children of working parents may bring a note at the beginning of the school year, which will be valid for the year. Should a student's noon behaviour become problematic, parents will be contacted so that they can make other arrangements for lunch for a period of time. Students going home for lunch should return by the 12:45 PM buzzer.

Students who bring lunch to school generally eat at their own desks. Supervisors are assigned and are always close at hand, although not always right in the classroom. We expect students to talk quietly and demonstrate good manners during lunchtime. Students must stay in their classroom until dismissed.

Allergy Alert!

Occasionally we have students who have serious food allergies. In such cases we may ask all staff and students, or those in classes most directly affected, to refrain from bringing certain foods to school. Your support in helping make the school safe for all is greatly appreciated.

Our canteen sells lunch food such as pizza pops and burritos. Some snack foods such as chips are also usually available. We try to de-emphasize the selling of junk food although some candy may be available from time to time. Various types of drinks and juices are available from vending machines. On Fridays students can order pizza. Watch the monthly *MMS Spotlight* for further announcements regarding our canteen.

EMERGENCY PROCEDURES

Student safety is of utmost concern to all school personnel. For that reason we have developed emergency procedures that will help us react to situations as quickly and safely as possible. We will conduct fire drills several times a year to prepare us should a quick evacuation of the building become necessary.

In severe winter weather conditions, the school division closes the school and stops the buses. In such cases, an announcement is made on radio stations CHSM (AM 1250), CFAM (AM 950), CJOB (AM 680), and 96.7 FM between 6:00 and 8:00 AM, as well as on the Hanover School Division website. All students' homes also receive an automated telephone message informing them of the school closure.

In the event of an accident at school, we will provide first aid for the student. In an emergency, an ambulance will be called in and parents contacted. Depending on the severity of the situation, parents may be contacted to provide transportation if an ambulance is not warranted. If parents or emergency contacts are not available, school personnel will make appropriate procedural decisions on parents' behalf.

If the school grounds need to be evacuated, our plan calls for shelter areas/command posts to be set up at the Mitchell Elementary School, Mitchell Arena, Mitchell C.M. Church, or at such other location as directed by the Emergency Measures Organization. We will attempt to keep you updated on local radio stations.

It is very important that parents have on file in our office current emergency numbers where they can be contacted. We ask that these numbers be updated immediately if there are any changes. An alternate emergency contact is also required.

STUDENT BEHAVIOUR

The staff at MMS has recognized that essentially all appropriate student behavior at school can be summarized under the '3R' heading '**Respect! Respect! Respect!**' – i.e. respect yourself, respect others, and respect property! To understand in greater detail what is meant by this 'mantra', please study the chart following...

MMS Behavior Expectations – Respect! Respect! Respect!

School Expectations	Respect Ourselves	Respect Others	Respect Property
All Settings	<ul style="list-style-type: none"> • Show behavior that displays the expectations of MMS (RRR). 	<ul style="list-style-type: none"> • Respect authority and follow directions of <u>all</u> adults. • Use appropriate language at all times. • Help others. • Be polite. 	<ul style="list-style-type: none"> • Treat things with care and in the manner that they are meant to be used. • Use facilities and equipment with care. • Clean up (even if it's not yours).
Classrooms & Work Areas	<ul style="list-style-type: none"> • Hand in assignments and homework on time. • Take pride in your work and put forth your best effort. • Be on task and focused. 	<ul style="list-style-type: none"> • Be on time. • Bring all necessary supplies. • Speak politely. 	<ul style="list-style-type: none"> • Help keep the classroom tidy. • Use equipment responsibly. • No writing on desks. • Take care of your belongings.
Hallways	<ul style="list-style-type: none"> • Walk. • Use a quiet inside voice. • Be mindful of classes in session. 	<ul style="list-style-type: none"> • Walk - orderly movement in hallways. • Keep hands and feet to yourself. • Use a quiet inside voice. • Use appropriate language. • Be polite. 	<ul style="list-style-type: none"> • Enjoy hallway displays with your eyes only. • Observe indoor shoe rules.
Playground	<ul style="list-style-type: none"> • Be a good sport. • Demonstrate personal safety. 	<ul style="list-style-type: none"> • Play safe and include others. • Share equipment and take turns. • Use appropriate language. • No put-downs. • Exit and enter school in an orderly fashion. • Cooperate with supervisors. 	<ul style="list-style-type: none"> • Stay within playground boundaries. • Use the garbage cans for litter. • Take responsibility for classroom equipment.
Bathrooms	<ul style="list-style-type: none"> • Wash your hands. 	<ul style="list-style-type: none"> • Respect privacy. • Use a quiet voice. • Flush. 	<ul style="list-style-type: none"> • Keep the bathroom clean. • No graffiti.
Library & Computer Lab	<ul style="list-style-type: none"> • Use only divisional appropriate software and websites. 	<ul style="list-style-type: none"> • Use whisper voices. • Use only your own login name. 	<ul style="list-style-type: none"> • Take care of books, magazines and computers. • Return books on time. • Use chairs appropriately.
Lunch-time	<ul style="list-style-type: none"> • Eat a healthy, well-balanced lunch. • Display proper eating manners. 	<ul style="list-style-type: none"> • Follow directions of <u>all</u> adults. • Display proper eating manners. • Keep to your own eating space. 	<ul style="list-style-type: none"> • Clean up after eating. • Use the garbage cans for garbage.
Lockers	<ul style="list-style-type: none"> • Keep your combination to yourself. • Keep locker neat. 	<ul style="list-style-type: none"> • Respect personal and private space of others. 	<ul style="list-style-type: none"> • Keep lockers clean and in proper working order.

When a student fails to meet these behavioral expectations, we believe that there should be consequences that are as logical or as suitable to the misdemeanor as possible. We recognize also that there needs to be some flexibility so that issues can be dealt with appropriately. Please see the chart below for a range of consequences for typical examples of misbehavior...

CONSEQUENCES FOR MISBEHAVIOUR

LEVEL I	
Minor rule violations that will result in an immediate verbal correction with a consequence.	
BEHAVIOURS	POTENTIAL CONSEQUENCES
<ul style="list-style-type: none"> • Running in the building • Late for class • Unprepared for class • Classroom disruption • Littering • Put-downs 	<ul style="list-style-type: none"> • Verbal correction/"Redo" • Loss of privileges • Apology • Detention • Clean-up duty
LEVEL II	
Behaviours that are more serious in nature, and that will result in An immediate verbal correction, a logical consequence, and documentation.	
BEHAVIOURS	POTENTIAL CONSEQUENCES
<ul style="list-style-type: none"> • Chronic Level I behaviour • Unsafe/rough play • Non-directed profanity • Inappropriate displays of affection • Disrespect to adults 	<ul style="list-style-type: none"> • Verbal correction • Loss of privileges • Apology • Detention • Behaviour contract • Contact with parents • In-School suspension/Class suspension
LEVEL III	
Behaviours that are not tolerated and that will require documentation, parental contact, and more serious consequences.	
BEHAVIOURS	POTENTIAL CONSEQUENCES
<ul style="list-style-type: none"> • Chronic Level II behavior • Bullying • Stealing • Physical Aggression – punching • Vandalism • Intimidation/Verbal threats • Directed profanity • Possession of weapon on school grounds • Possession/under influence of illegal substance 	<ul style="list-style-type: none"> • Detention • Suspension • Restitution • Individual Behaviour Plan • In-School suspension/Class suspension • Report to police

Dress Code

At MMS, our standard of dress and expectations regarding appropriate attire are based on respect for self and of others.

The guidelines listed are representative, but not exhaustive. They help to protect the safety, self-confidence, self-respect, and self-esteem of students.

- Clothing and accessories that promote alcohol, drugs, sex, violence, profanity, gangs, prejudice, sexism, or racism are not acceptable.

- Revealing clothing like low-cut tops, clothing exposing bare midriffs, spandex shorts, halter-tops, spaghetti straps, or muscle shirts are not acceptable.
- Exposed undergarments are not acceptable.
- Shirts or tops must cover any straps and should be fitted under the arm.
- Shorts and skirts must reach mid-thigh.
- For health and safety reasons, footwear must be worn in school at all times.
- Headgear must be removed when in school.
- Clothing must be clean.
- **Phys Ed:** clean gym shoes required; *all jewelry must be removed.*

In cases where further clarification is needed, MMS staff will determine what constitutes appropriate attire. Students who come to school dressed inappropriately will be asked to remedy the situation as soon as possible. If the problem persists, parents will be contacted.

Representatives of the Parent Council and MMS will review the dress code on a periodic basis.

**The dress code is in effect during school hours, on the bus,
and at all school sponsored events.**

HOME AND SCHOOL

Communication

The school publishes the *MMS Spotlight* monthly, which keeps you up to date on coming events, and reports on some of the more significant recent events at the school. In addition, newsletters or bulletins are sent home as needed to keep people informed between monthly publications. The school website (<http://mms.hsd.ca>) is used to pass on much helpful information as well.

Any personal communication required regarding an individual student is done by phone, email, or mail as the need arises. Parents should always feel free to call the office to arrange for a meeting with a teacher or the principal.

Concerns

Should you have a concern regarding the school, the quickest and most effective way of resolving the problem is to talk to the person most directly connected to the issue. Depending on the nature of the problem, the usual lines of communication are teacher-principal-superintendent-school board.

Our teachers are professionals with a deep concern for their students. They appreciate hearing from you if you have a concern so that troubling matters can be cleared up.

PTA/PAC

The Parent Advisory Council (PAC) lends support and guidance to the school and is a good vehicle for bringing the general concerns of the community to the attention of the school, and vice versa. The PAC meets regularly. Check the monthly *MMS Spotlight* for the names and contact information of current members. If you would like to consider serving on the Council, contact any PAC member.

Volunteers

We enjoy and appreciate volunteer help in our school, whether that is in the classroom, at special events, or with extra-curricular programs. With so many different things going on we know we can find the right job for you. At various times we put out information about volunteers that are needed. We really appreciate people coming forward at times like that. However, you need not wait for us to call you. If you have an interest in coaching or some other volunteer position, please contact your child's teacher, the sports convenors, any other appropriate teacher, or the office. We will gladly direct you to the most appropriate person to put you to work!

For all our volunteers, confidentiality is of utmost importance, and all volunteers are required to sign the Divisional Pledge of Confidentiality. With student safety being at the top of our list of concerns, volunteers must agree to a Child Abuse Registry Check, and possibly a Criminal Record Check. If volunteer driving is involved, a Volunteer Driving Permission Form will need to be completed. These forms will be available from the teacher you are working with, or from the office.