

BRUCE MIDDLE SCHOOL
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STUDENT / FAMILY HANDBOOK 2025-2026

Our mission is to provide a positive and safe learning environment, which encourages continuous growth.



“Every child who leaves our classrooms should know they have something of value to offer the world, they are unique and amazing, they matter, and they live in a diverse world with incredible beauty and majesty.”

J.Katz
Ensouling Our Schools, 2017

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MISSION

Our mission is to provide a positive and safe learning environment, which encourages continuous growth.

SCHOOL SCHEDULE

Daily Schedule (Regular)	
8:20	Soft Entry
8:40	Entrance
8:40-8:55	Attendance, Announcements, Treaty Acknowledgement, Oh Canada
8:55-9:33	Period 1
9:33-10:11	Period 2
10:11-10:49	Period 3
10:49-10:54	Nutrition Break
10:54-11:32	Period 4
11:32-12:10	Period 5
12:10 – 1:10	Lunch (eat 12:10-12:30, Recess 12:30 to 1:10)
1:10- 1:15	Afternoon Attendance
1:15 - 1:30	Literacy
1:30 - 2:08	Period 6
2:08 - 2:46	Period 7
2:46 - 3:25	Period 8
3:25	Dismissal

Early Entry: Students may choose to join Breakfast Club or stay in the library, or front foyer.

Expectations for Early Entry are the same as our Lunchroom Expectations. As per the new Provincial Policy, phones can only be used outside the school before entry.

STAFF MEETINGS

Staff meetings are held on the first and third Tuesday of every month and students are dismissed at 3:00 p.m. (30 minutes early). Please ensure that arrangements have been made for your child so that

the building may be cleared quickly.

EARLY DISMISSAL

Afternoon Schedule (Early Dismissal)	
12:10 – 1:10	Lunch (eat 12:10-12:30, Recess 12:30 to 1:10)
1:10- 1:15	Afternoon Attendance
1:15-1:48	Period 6
1:48-2:21	Period 7
2:21-2:55	Period 8
2:55	Dismissal

PICK-UP & DROP-OFF ZONES

Please note that the sidewalk in front of the school on Booth Drive is a no stopping zone. Please do not stop in this area to drop off /pick up students as it presents a safety hazard to both pedestrian and vehicle traffic. Students can be dropped off in the bus loop on the east side of the school, or on Meadowlark Place, on the west side of the school.

INSERVICE DAYS

Manitoba Education and the St. James-Assiniboia School Division allow ten days each year for program planning, professional development, and parent/teacher conferences. Students do not attend classes on these days and therefore it is a good time to plan for medical, dental, and other appointments. Please see the school calendar for the dates designated as administration and in-service days this year.

SCHOOL PROGRAMS

Required Courses:

- Language Arts
- Physical Education
- Mathematics
- Practical Arts
- Science
- Social Studies
- French

Optional Courses:

Grade 6, 7 & 8 students may select either Band or Art.

Students will also be enrolled into Practical Arts, which is made up of three separate course – Woods, Home Economics and Computer Technology.

REPORT CARDS

Term 1: November 26, 2025
 Term 2: April 8, 2026
 Term 3: June 29, 2026

COMMUNICATION

To ensure effective communication, please be sure to check your email regularly as well as the school website daily for announcements, school activities, and our calendar of events.

School website: <https://www.sjasd.ca/school/bruce>

Instagram: @brucemiddleschool

X: @bruce_middle

GOOD HYGENE

In person, in class, everyday fundamentals:

- Stay home when sick
- Frequent hand washing or sanitizing
- Cover coughing and sneezing (into elbows)
- Routine cleaning of high-touch surfaces
- Stay up to date with vaccinations
- Respect every individual's choice regarding mask use

LUNCH

All students who attend Bruce Middle School are permitted to stay for lunch. Students who intend to stay at lunch must fill out a lunch application form and follow lunchroom expectations.

LUNCHROOM EXPECTATIONS

- When the weather is nice outside, students will eat outside.
- When the weather is not pleasant, students will eat in their assigned classrooms.
- Students are to clean up after themselves prior to dismissal.
- Students are to remain seated in their rooms, use reasonable table manners and speak only at conversational levels.

- During inclement weather, students will be kept indoors, in their classrooms. Special programming for the lunch hour will take effect. Wandering the halls will not be permitted.
- Students are to be respectful to all classmates, staff, and lunch supervisors.

The opportunity to stay at the school during lunch is a privilege. Students who are not respectful of the rules and expectations during the lunch hour will not be permitted to stay at the school in this program.

PHONE CALLS

If a student needs to contact a parent, the student may use the office phone. If a parent/guardian needs to contact or leave a message for their child, please call the school's office @ 204-888-1990.

CELL PHONES AND PERSONAL ELECTRONIC DEVICES

Cell phones have become a part of our society and students are no exception. However, as aligned with the new Provincial policy, Kindergarten to Grade 8 students are banned from using cell phones during school hours, inclusive of breaks and lunch. Cell phones are to be kept in student lockers during the school day. The use of cellphone cameras at school is NOT permitted.

Other personal electronic devices such as Nintendo Switch, iPods/MP3's, etc. must be kept in the locker during the instructional day. Students using these items during the day without permission will have them confiscated until the end of the day.

Parents/Guardians are to call the school office if you need to talk to your child. Please refrain from contacting your child's mobile device with text/calls during the school day. All emergencies are to be routed through the school office. We are happy to help you contact your child!

PARENT COUNCIL

The Parent Council plays a very important role in our school. If you would like to be involved, please call the school at 204-888-1990 or check our website to find out when the next meeting will be held.

Please come out and support your school's Parent

Council. Parent council news will be posted on the PAC section of our website.

STUDENT ATTENDANCE & LATES

Safe Arrival is an absence management system that improves student safety and makes it easy for you to let the school know about your child's absence. Please be sure to use the system for all absences, lates, and early departures. This absence management system is part of the School Messenger Program.

You are asked to report your child's absence in advance whenever possible using one of these convenient methods: SchoolMessenger app (free)

Provide your email address to the school.

Go to the website.

Click Sign Up to create your account.

Select Attendance from the menu, then select Report an Absence

Interactive Toll-free Phone: 1-844-434-8116

Call the toll-free, interactive telephone system.
1-844-434-8116

Follow the instructions to report an absence.

Absences can be reported in advance:

24 hours/day

7 days a week

For any school day in the school term

Up to the cut-off time on the day of the absence

BRUCE MIDDLE SCHOOL STUDENTS, STAFF & PARENTS RESPONSIBILITIES

We work together for student success!

All students and staff at Bruce Middle School has the right to a safe and caring school environment that fosters and maintains respectful and responsible behaviour. All students and staff are expected to exhibit self-discipline and to be responsible for their own behaviour. It is expected that everyone involved in the school community will abide by the St. James-Assiniboia School Division and Bruce Middle School Code of Conduct. (See Divisional Policies at <https://www.sjasd.ca>).

STAFF RESPONSIBILITES

Each staff member is responsible for professional behaviour as per the school division policies and tenets of the code of professional practice. Staff are focused on promoting a positive school culture at Bruce Middle School. They strive to involve all parents/guardians in the student's school experiences. Staff are committed to maintaining on-going and meaningful communication with administration, students and parents/guardians regarding student progress, attendance and behaviour. Staff are responsible for establishing and maintaining a safe and caring learning environment conducive to student progress. They will communicate with dignity and respect to all students, staff, and parents/guardians at all times.

We will support students to:

- Cooperate and actively participate in a classroom environment that is conducive to learning
- Be productive and achieve personal academic and social success
- Respect one another to maintain a safe and positive school climate

STUDENT RESPONSIBILITES

- Do everything to support the safety of others and the teaching and learning in the classroom.
- Students will be responsible for:
- Attending school regularly and arriving on time
- Being prepared for classes by bringing required materials and completing any homework assignments
- Completing missed work
- Demonstrating academic integrity (i.e. not plagiarizing)
- Engaging in educational opportunities through active classroom participation
- Being a good citizen
- Expressing themselves using socially acceptable language and behaviour for the school setting
- Respecting the diversity of all people in the school community
- Demonstrating self-discipline, and showing courtesy for all people in the school community

- Showing respect for property, rights and safety of themselves and others
- Resolving conflicts and difficulties through consultation and problem solving
- Complying with the code of conduct of the St. James-Assiniboia School Division

PARENT/GUARDIAN RESPONSIBILITIES

Parent/Guardian will be responsible for:

- Honouring their obligations as outlined in the Public Schools Act, the Child and Family Services Act
- Communicating regularly with the school personnel regarding the education of their child
- Following appropriate protocol for expressing concerns, involving teacher and/or administrations appropriate
- Treating staff and students with dignity and respect at all times
- Ensuring regular and punctual attendance of their child
- Encouraging and supporting completion of all school assignments

BRUCE MIDDLE SCHOOL CODE OF CONDUCT

In alignment with the Manitoba Education Provincial Code of Conduct and the St. James-Assiniboia School Division's Student Conduct policy (JK), Bruce Middle School's goal is to provide a safe, secure and caring learning environment, which fosters students' personal growth, self-respect, and a sense of belonging which encourages them to be responsible citizens in the present and in the future.

Bruce Middle School recognizes that disciplinary measures may be necessary when other approaches to challenging behaviour have not been successful. In these situations, interventions and disciplinary consequences may have to be implemented. Interventions and consequences are consistent with the Provincial Code of Conduct and take into consideration the frequency, severity of unacceptable behaviour and the student's age and stage of development. Reasonable accommodation for

students who have exceptional learning needs are considered. These accommodations take into account the students' ability to comply and the amount of support required.

Provincial Regulation: Appropriate Disciplinary Consequences in Schools states that the principal has disciplinary authority

over the conduct of students while they are at school over students in terms of their conduct towards one another on their way to and from school, and while being transported via school bus to ensure appropriate use of social media and to address unacceptable student conduct including bullying, cyber bullying and abuse of a student by another to determine which consequence is appropriate in each situation.

Principals will administer such discipline as might be exercised by a kind, firm and judicious parent. Discipline is administered with dignity and professional judgment in order to promote and maintain student self-respect, self-discipline and hold students accountable for unacceptable behaviour. Working to develop a safe and positive school climate is a shared responsibility that involves cooperation between the school and parents.

Bruce Middle School will notify parents/guardians of situations involving their child in disciplinary situations. Parents are encouraged to contact the school any time they have a concern regarding a disciplinary matter.

Students/parents/guardians may choose to follow the appeal process. This involves an appeal to the staff member who made the disciplinary decision, then to the school principal if not resolved, then to the superintendent of schools if not resolved, and finally to the Board of Trustees. In cases of suspensions more than five days and expulsions, the appeal goes directly to the Board of Trustees.

All people on school property and/or engaged in school business must behave in a respectful manner and comply with the code of conduct.

Unacceptable behaviours include, but are not limited to the following:

- Bullying/cyber-bullying
- Social, physical, sexual, psychological, verbal or written abuse or aggression
- Harassment/discrimination

- Under the influence or in the possession of tobacco, drugs or alcohol
- Threats to self and others
- Gang involvement
- Possession of a weapon
- Possession or being under the influence of an illicit drug
- Inappropriate use of the internet and electronic devices/communication
- Clothing and accessories deemed inappropriate for school.
- Inappropriate use of skateboards and scooters *

*(Under revised Section 2.12 of the Streets By law, #1481-77, students are allowed to ride their skateboard or scooter on the sidewalk.

Therefore, students will be allowed to ride their skateboard or scooter to school. Upon arrival at school, students are not allowed to use either on the front school property. Skateboards/scooters must be kept in a locker while at school.)

At Bruce Middle School, we believe that mistakes are opportunities to learn, and our goal is to assist children to become the people they want to be. Learning is a growth process for everyone involved, adults as well as children. We create conditions for children to lift themselves out of failure and to leave behind blame and denial. A successful outcome allows a child to return to the group feeling strengthened.

Interventions and consequences may be applied appropriately to the context, but they need not be applied in the order they appear in this document:

- Informal Discussion
- Parental Involvement
- School Counsellor/Resource Teacher
- Formal Interview
- Withdrawal from Classroom Setting
- Removal of Privileges
- Detention
- Compensation for Damages
- Behavioural/Performance Contract
- Student Services Involvement
- Outside Agency/Community Involvement
- Risk Assessment Intervention

- Police Notification
- Student Suspension
- Student Expulsion

The content of this Code of Conduct is reflective of the following sources:

St. James-Assiniboia School Division Policy JK
Manitoba Education: Safe and Caring Schools
Provincial Code of Conduct – Appropriate Interventions and Disciplinary Consequences

As stated within the Provincial Code of Conduct, our code of conduct will be reviewed by October 31st annually with our parent community to ensure our actions are consistent with the needs of our community.

Expanded topics related to student's behavior can be found in the policy manual of the St. James-Assiniboia School Division website. See Divisional Policies at <https://www.sjasd.ca>

Please see Student Threat Assessment Fair Notice Brochure for parents/ guardians: [JICM-E-1](#)

DRESS CODE

The St. James-Assiniboia School Division has a strong commitment to the learning process. There is a need to have a dress code at school to support the health and safety of all students and ensure they are appropriately dressed for the learning environment. Students will be encouraged to dress and groom themselves in a manner appropriate to the learning environment and weather. Clothing needs to be suitable for the needs of specific programs, such as phys. ed. and practical arts classes. We support an individual's freedom to express themselves, if it does not interfere with the safety or overall well-being of others in the school community.

Inappropriate clothing during instructional hours, including any other school-sponsored activity, includes:

- outdoor jackets & clothing (must be kept in lockers)
- wearing hoodies with the hood up
- no head covering of any kind (except for religious coverings) during O'Canada or in the classroom when specifically requested by school staff

- any clothing that is too revealing in nature or shows undergarments
- shirts with offensive or suggestive words, pictures, or commentary, such as racism, homophobia, drug and alcohol references, gang affiliations, nudity, or sexually inappropriate content

Students who are in violation of this dress code will be asked to change into something more suitable. These rules may be reviewed and adjusted by staff for special events such as spirit week, and for safety reasons.

SNOWBALLS

Throwing snowballs is not permitted on the school grounds or to and from school. Many serious accidents can be avoided by refraining from this practice. Students will be warned, and consequences could lead to a suspension.

BICYCLES

Bicycles may be parked in the bike cage located on the north side of the building at the back of the school. Please use a secure locking system. The school is not responsible for any damage or theft, and bicycles are left in the racks at your own risk.

SCHOOL PROPERTY

Students will be financially responsible for lost or damaged school property. This includes library books, textbooks, school uniforms, locks, etc. Please make every effort to take good care of your books and other school materials.

STUDENT FEES

Student fees can be paid online

<https://www.sjasd.ca/school/bruce>, or by cash or cheque written to "Bruce Middle School". The fee is \$40.00 for the first child and \$25.00 for each additional child.

The package includes

\$10.00 student fee

\$15.00 yearbook

\$15.00 per family in lieu of fund raising

Additional supplies are required for each grade level. Please see the school webpage for updated supply request lists.

HOME ECONOMICS, BAND AND ART SUPPLIES

Students will be advised by their Home Economics and Band Teacher of project supplies which they will need.

PHYSICAL EDUCATION SUPPLIES

Proper physical education attire must be worn in class. Proper athletic footwear is required (no crocs, sandals or skateboarding shoes). Physical Education clothing should be identified with the student's name and room number. Students are expected to change into this clothing for each gym class. Physical Education clothing should be laundered regularly.

STUDENT SERVICES

Resource:

Ms. Michelle Moskal is our Resource teacher. The role of a resource teacher is diverse and encompasses supporting students in the classroom along with the classroom teacher to ensure that all students are learning at their personalized levels.

Guidance/Counselling:

Ms. Heidi Dirks provides guidance and counseling services at Bruce. She will meet with each class throughout the school year to discuss a variety of topics, such as wellness, healthy relationships with self and others, and the Family Life Program. Ms. Dirks is available to meet with students and/or parents should they have any concerns. Students can ask to see her at any time and parents can contact Ms. Dirks at 204-888-1990.

Educational Support Services:

Support clinicians are available to our school and participate in team meetings for students who are open to these services. The services of a school social worker, psychologist, speech and language pathologist, and physiotherapist are available to our students upon referral through the school Administration and Student Services team.

ADMINISTRATION

Principal: Mrs. S. Kent

Vice-Principal: Mr. N. Gould

Our administrative team works hard to be well connected with the students and staff of Bruce. We are active in classrooms each day, monitoring learning for all students. We believe our involvement as educational leaders has a positive impact on student learning. We have a vision of leading and creating a safe and engaging learning environment at BMS; in collaboration with Teachers, Educational Assistants, Parents/Guardians, and ESS Clinicians, we believe that all of our students can achieve and/or exceed their personal goals. We value your partnership, and we would appreciate any feedback and information that will support students and our community in reaching our goals.

For more information on programming in the Middle Years visit

<https://www.edu.gov.mb.ca/k12/midyears/>

