

# BRUCE MIDDLE SCHOOL

333 Booth Drive Winnipeg, Manitoba R3J 3M8

Ph. 204-888-1990

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## STUDENT HANDBOOK 2019-20

**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, 2018*

## MISSION

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

## COMMUNICATION

In order to ensure effective communication, please be sure to check the school website daily for announcements, school activities and our calendar of events:

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

Also, connect with us on:

**Instagram** @brucemiddleschool

**Twitter** @bruce\_middle

## SCHOOL GOALS

**Learning Behaviours and Engagement:** Students will improve their skills to take responsibility for learning, remain organized and engaged, and develop a strong sense of their own personal strengths and talents for life-long learning success.

**Literacy Learning:** Students will improve their ability to understand key ideas & messages and interpret & make connections to a variety of texts; they will learn to write well organized texts with expression, and clarity based on a central theme.

**Problem Solving:** Students will improve their willingness to engage and ability to persevere solving authentic math problems. They will develop their ability to effectively communicate their numeracy understanding/thinking/reasoning.

## SCHOOL SCHEDULE

8:35 .....	Student Entry
8:35 .....	Classrooms Open
8:43 .....	Warning Bell
8:45 .....	BLAST GROUP
8:45 .....	Opening Exercises
	(Attendance taken at 8:45)
8:55 - 9:36 .....	<b>Period 1</b>
9:36 - 10:17 .....	<b>Period 2</b>
10:17 - 10:58 .....	<b>Period 3</b>
10:58 - 11:03 .....	BREAK
11:03 - 11:44 .....	<b>Period 4</b>
11:44 - 12:25 .....	<b>Period 5</b>
12:25 - 1:20 .....	LUNCH
1:20 .....	Student Entry
1:23 .....	Warning Bell
1:25 - 1:40 .....	BLAST GROUP Reading time
	(Attendance taken at 1:25)
1:40 - 2:17 .....	<b>Period 6</b>

2:17 - 2:54 .....	<b>Period 7</b>
2:54 - 3:30 .....	<b>Period 8</b>
3:30 .....	Home Time!



## 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. Long line-ups at the phone delay the start of the meetings.

## PICK-UP & DROP-OFF ZONES

Please note that the sidewalk in front of the school is not a driveway and *vehicle traffic should refrain from using the area for stopping* except under exceptional circumstances. The area on Booth in front of the school is a no stopping zone. Please do not stop in this area for long periods of time as it presents a safety hazard to both pedestrian and vehicle traffic.

## ADMINISTRATION / INSERVICE DAYS

Education Manitoba 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 Band or Art.

### Enrichment Courses:

Additional courses offered outside normal school hours may include Jazz Band (Gr. 7 & 8), Concert Choir, Vocal Jazz, Bearcat Boys and Drama.

### Term Reports

Term 1	November 29, 2019
Term 2	March 27, 2020
Term 3	June 30, 2020



**Student Led Conferences** are scheduled for November and March, but additional conferences may be scheduled as required.

## 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 the lunchroom expectations.



## LUNCHROOM EXPECTATIONS

1. Students will eat in their assigned classroom.
2. Students are to clean up after themselves prior to dismissal.
3. Students are to remain seated in their rooms from 12:25-12:50, use reasonable table manners and speak only at conversational levels.
4. During inclement weather, students will be provided with a choice of various activities. Wandering the halls after they have made a choice will not be permitted.
5. 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

A telephone is provided for student use before and after school and during the lunch hour. Students will not be permitted to use the student phone during class time without permission. In the event that a student needs to contact a parent, the student may use the office phone when class is in session.

## CELL PHONES AND PERSONAL ELECTRONIC DEVICES

Cell phones have become a part of our society and students may have them in their possession while at school. **However, students may not use cellular telephones in classrooms, assemblies, or in any location which may interfere with learning.** Cell phones which are being used inappropriately may be temporarily confiscated by a staff member. Phones are not to be used as gaming devices at school.

Personal electronic devices, such as Nintendo DS, 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 for a period of time.

**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! 204-888-1990

## 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 888-1990 or check our website to find out when the next meeting will be held.

An election is held at the first Annual General Meeting on September 17<sup>th</sup> at 6:00 p.m. 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:

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.

**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)

1. Provide your email address to the school.

2. Get the app from the Apple App Store or the Google Play Store (or from the links at <https://go.schoolmessenger.ca>).
3. Tap **Sign Up** to create your account.
4. Select **Attendance** from the menu, and then select **Report an Absence**.

#### Web and Mobile Web: [go.schoolmessenger.ca](https://go.schoolmessenger.ca)

1. Provide your email address to the school.
2. Go to the website.
3. Click **Sign Up** to create your account.
4. Select **Attendance** from the menu, then select **Report an Absence**

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

1. Call the toll-free, interactive telephone system.

*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*

**A supplementary information hand-out will be provided for all families at Opening Day conferences.** You may also visit the Bruce Middle School website for more information.



## Bruce Middle School

*Students-Parents/Guardians-Staff: We work together for student success!*

All students and staff at Bruce Middle School have the right to a safe and caring school environment that fosters and maintains respectful and responsible behaviour. Students 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 RESPONSIBILITIES

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 is committed to

maintaining on-going and meaningful communication with administration, students and parent/guardians regarding student progress, attendance and behaviour. Staff is 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 parent/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 RESPONSIBILITIES

*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 School Division

### PARENT/GUARDIAN RESPONSIBILITIES

Parent/Guardian will be responsible for:

- Honoring 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 administration as appropriate
- Treating staff and students with dignity and respect at all times
- Ensuring regular and punctual attendance of their child
- Encouraging and support completion of all school assignment



## 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 the unacceptable behaviour and the student's age and stage of development. Reasonable accommodations for students who have exceptional learning needs are considered. These accommodations take into account the student's 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 a given 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 holds 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 in excess of 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 the 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 as appropriate 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
- Violence/Risk/Threat Assessment
- 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 31<sup>st</sup> 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. Therefore, the Division has a legitimate interest in regulating student attire and appearance during the school day in an effort to avoid disruption, to promote self-discipline, to promote student health and safety, and to maintain an atmosphere conducive to learning.

Students shall be encouraged to dress and groom themselves in a manner appropriate to the educational environment. Discretion and common-sense call for an avoidance of any extreme which would interfere with the normal educational process.

Dress must be appropriate to the needs of the programs and safe practice. (e.g. gymnasium, shop, etc.)

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

- Outdoor jackets/clothing in the classroom
- Sunglasses on one's head
- Caps, hats, hoods
- Torn clothing or ripped jeans that are revealing in nature
- Pants/ jeans that are not worn at the waist level, revealing undergarments
- Outfits that are revealing or distracting in nature:

- T-Shirts with offensive or suggestive words or pictures relating to alcohol and any offensive language or commentary or anything else deemed inappropriate by the staff.



**Students who are in violation of this dress code will be required to change into something more suitable immediately, or they will be required to go home to change.**

## SCENT FREE BUILDING

Please note that we are a scent free building. Please refrain from using perfumes or colognes or any form of aerosol product (deodorant/body spray) while in the school.

## 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 building. 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 LOCKERS:

Hall lockers and locks are provided for students. **The lockers and locks are the property of the school.** The student must use the lock provided by the school. **Students must not share their locker combination number with any other student.** Lockers are provided to students on a rental basis and must be kept free of graffiti or any damage. Students are also reminded that school officials can, when necessary, open and check lockers especially for security and health reasons. **Students will be financially responsible for lost locks.**

## STUDENT FEES:

Student fees can be paid online <https://www.sjasd.ca/school/bruce> , or by cash or cheque written to "**Bruce Middle School**" during Triad Conferences on September 4<sup>th</sup> and 5<sup>th</sup>. 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 P.E. attire must be worn in class.** Proper athletic footwear is required (no 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. All clothing is to be brought home on Friday's for laundry.

## STUDENT SERVICES

### Resource:

Mrs. D. Carey is the Resource teacher this year. 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/Counseling:

Mrs. S. Yard 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. Mrs. Yard 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 Mrs. Yard 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 Guidance & Resource team.

## ADMINISTRATION

**Principal: Mrs. J. Moffatt**

**Vice- Principal: Ms. J. O'Brien**

Our Administrative team works hard to be well connected with the students and staff. We are active in classrooms each day monitoring learning for all students. We believe our involvement as Educational Leaders has a positive impact on 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 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.

Enjoy a wonderful Middle Years experience with your child. For more information on programming in the Middle Years in Manitoba, <https://www.edu.gov.mb.ca/k12/midyears/>

Kindest regards,

J.Moffatt & J. O'Brien