

Hedges Middle School

369 Fairlane Ave. Wpg, MB R2Y 0B6

204-837-5843

Hedges Mission Statement

Hedges School is committed to providing students with opportunities to develop personally, socially, and academically in a safe environment and to become lifelong learners.



HAWKS
HEDGES MIDDLE SCHOOL

HEDGES MIDDLE SCHOOL STAFF LIST 2023-2024

TEACHING STAFF	SUPPORT STAFF
Baydock, Tammy	Williamson, Shauna
Gagné, Jackie	Dobson, Marlee
Adair, Amy	Ottenbreit, Hilary
Bakker, Kristina	
Betz, Grant	Krohn, Leonard
Browne, Gwen	DeLos Santos, Hector
Bults, John	Almonina, Rhoderick
Corley, Brynn	Allan, Ashley
Edinger, Shawn	Birston, Rene
Fletcher, Shelly	Campanella, Maria
Ford, Kristin	Douglas, Alaina
Graham, Caitlin	Estella, Mark
Hebert, Kristy	Kaler, Kamaldeep
Irvine, Chad	Kennedy, Sheralynn
Kauppila, Andrea	Kozak, Shanda
Kelsey, Carly	Kuzyk, Michael
Kostenchuk, Derek	Mitchler, Kimberley
Lobo, Michelle	Sparrow, Michelle
Masic, Edina	Spencer, Darlene
McCallum, Darcy	Whalen, Cheryl
Neudorf, Jacquie	Zapotochny, Kim
Oliver, Peter	
Poiron, Danessa	
Riddell, Mike	
Sheldon, Megan	
Sobkowicz, Jordan	
Stuart, Leanne	
Swain, Tabitha	
Zant, Chris	

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
8:45-9:25						
9:25-10:05						
10:05-10:10	LOCKER STOP					
10:10-10:50						
10:50-11:30						
11:30-12:25	LUNCH BREAK					
12:30-12:45	HOMEROOM TIME					
12:45-1:25						
1:25-2:05						
2:05-2:10	LOCKER STOP					
2:10-2:50						
2:50-3:30						

Bell Times

Regular School Day		PD Tuesday	
8:30	Student Entry	8:30	Student Entry
8:35	Warning Bell	8:35	Warning Bell
8:40 – 8:45	Opening Exercises AM	8:40 – 8:45	Opening Exercises AM
8:45-9:25	Period 1	8:45-9:25	Period 1
9:25-10:05	Period 2	9:25-10:05	Period 2
10:05 –10:10	LOCKER STOP	10:05 –10:10	LOCKER STOP
10:10-10:50	Period 3	10:10-10:50	Period 3
10:50-11:30	Period 4	10:50-11:30	Period 4
11:30-12:25	LUNCH	11:30-12:25	LUNCH
12:25	Student Entry	12:25	Student Entry
12:28	Warning Bell	12:28	Warning Bell
12:30-12:45	Opening Exercises PM Homeroom time	12:30-12:45	Opening Exercises PM Homeroom time
12:45-1:25	Period 5	12:45-1:18	Period 5
1:25-2:05	Period 6	1:18-1:50	Period 6
2:05-2:10	LOCKER STOP	1:50-1:55	LOCKER STOP
2:10-2:50	Period 7	1:55-2:27	Period 7
2:50-3:30	Period 8	2:27-3:00	Period 8
3:30	Dismissal	3:00	Dismissal

COVID PROTOCOLS 2023-2024

Current information about COVID-19 isolation is available at **Health Links – Info Santé** (204-788-8200 or toll-free at 1-888-315-9257). Public health updates can be found at COVID-19 Information for Manitobans.

VISITORS TO THE OFFICE

All visitors are asked to sign in at the office upon arrival. If we need to connect in person, please make an appointment prior to visiting us.

PICK UP AND DROP OFF LOCATIONS

Caregivers waiting for their children are required to wait outside at a pre-arranged pick-up spot

- North side of Fairlane in front of the school (quick drop)
Note: Do not stop on the Walmart side of Fairlane to drop off
- Knox St crosswalk
- Corbett Drive catwalk
- Assiniboia West Community Club field

To ensure student safety, the school bus loop and parking lot are not to be used as pick-up and drop-off points.

ATTENDANCE

The St. James-Assiniboia School Division uses an app called **Safe Arrival** to provide our caregivers with a quick and efficient means of communicating student absences. All absences must be accounted for by an adult responsible for the student. Attendance is checked in the morning, afternoon and during each class.

Caregivers of absent students are contacted by the Safe Arrival system (an automated system) via telephone if a notification has not been received to explain a student's absence. Please contact our school if you require assistance with using the application.

School attendance is required of school-aged children. Attendance means being present and being on time.

Attendance

of students is the responsibility of the child and the caregivers. The school will communicate with caregivers concerning non-attendance or late students.

Students are encouraged to arrive no more than five minutes prior to entry (8:30 AM). They will be escorted into the building with their respective homeroom teachers. Students arriving late to school will gain access through the main entry and will be signed in by a member of our office team.

Permission for early dismissal must be obtained from the office. A parent or guardian must send a note or phone the school. A member of our office team will sign students out prior to leaving the building.

STUDENT FEES: \$40.00/student (Additional Family Members \$30.00 each)

Student Fee.....	\$10.00
Band/Art supplies.....	\$15.00
Fundraising Fee.....	\$15.00
Yearbook (optional, must be paid by January 26, 2024)	\$17.00

At Hedges Middle School we believe in

Respect and RESPONSIBILITY.

RESPECT

Looks and sounds like:

- Listening
- Raising hand to speak
- Sharing
- Eye contact
- Participating
- Nodding
- Please & Thank you
- Working together
- Cooperating

Does not look and sound like:

- Talking out of turn
- Interrupting
- Sarcasm
- Eye rolling
- Silent treatment
- Excluding others
- Yelling
- Name calling, teasing
- Hitting, kicking
- Intimidation

RESPONSIBILITY

Looks and sounds like:

- Being prepared
- Being prompt
- Homework complete
- Being in class
- Caught up on missing work
- Getting enough sleep
- Eating breakfast, lunch
- Taking time for your needs

Does not look and sound like:

- Forgetting supplies
- Being late
- Incomplete homework
- Blaming others
- Making excuses, whining
- Arguing

RESTITUTION

www.realrestitution.com

Restitution is based on the principle that all behaviour is purposeful. This means that every behaviour meets a basic need.

The five basic needs are...

Survival:

I survive when I have enough to eat, I get a good sleep and I have clothes to wear. I feel safe when I believe that there are adults that take care of me. I feel safe when no one hurts me.



Fun:

I need to have fun. I feel like I am having fun when I am doing something that I like to do. I can have fun when I play, when I learn and when I do my work.

Achievement:

I need to achieve. I feel proud when I feel important and when I am good at something.

Freedom:

I need to have freedom. I feel like I have freedom when I have choices. I feel free when I can choose what I want to do, how I want to do it and when I want to do it.

Belonging:

I need to belong. I feel like I belong when I am a part of a group and I have Friends.

It is my RESPONSIBILITY to respond to my needs in a SAFE and RESPECTFUL manner.

My behaviour is expected to be ABOVE THE LINE.

If it falls below the line, I am RESPONSIBLE to create and follow through on a FIX IT PLAN.

ABOVE THE LINE BEHAVIOURS



- Being Respectful
- Being Responsible
- Being Honest
- Being Helpful
- Being Hardworking
- Being Safe
- Being Encouraging
- Being Dressed Appropriately
- Being Co-operative
- Being Prepared

CONSEQUENCES

- Positive School Culture
- Better Learning Environment
- Safer School
- Better School Community

BELOW THE LINE BEHAVIOURS



Being disrespectful (*putdowns, shouting, arguing, name calling, bad language*)

- Dishonesty
- Being Impolite
- Being Rude (*blurting out, ignoring adults, interrupting, teasing, cutting in line*)
- Being Selfish
- Being Irresponsible (*ignoring the rules, not doing your best*)
- Being Uncooperative
- Being Negative
- Being Unsafe (*pushing, shoving, tripping, roughhousing*)
- Plagiarism

Consequences
Fix it Plan
Teacher Intervention

BOTTOM LINE BEHAVIOURS



- Disrespecting Self, Others, Property
- Direct defiance/Swearing
- Bullying/Harassment
- Violence/Threats (physical and verbal)
- Drugs/Alcohol

ADMINISTRATIVE CONSEQUENCES

- Phone call home
- Community Service
- Detention
- Suspension

Based on the principles of restitution (www.realrestitution.com)

Students and staff at Hedges Middle School have the following
RIGHTS and RESPONSIBILITIES.

I have a right to be respected

and a responsibility to treat others with respect.

I have a right to be myself

and a responsibility to accept others' differences.

I have a right to learn

and a responsibility to come to class prepared.

I have a right to be heard

and a responsibility to listen to others.

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), Hedges 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.

Hedges 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 accommodation for students who have exceptional learning needs is considered including 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, cyberbullying, 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 caregiver. Discipline is administered with dignity and professional judgment 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 families. Hedges Middle School will notify parents/guardians of situations involving their child in disciplinary situations. Caregivers are encouraged to contact the school any time they have a concern.

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 of 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.

At Hedges 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

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 behaviour and conduct can be found in the Policy Manual of the SJAS website: www.sjasd.ca.**

TECHNOLOGY EXPECTATIONS

At Hedges Middle School we have very clear expectations for how students will use school computers, personal devices and photography equipment.

- 1) We expect that students will follow the Division's guidelines for the responsible use of electronic devices.
- 2) We expect that students will be on task and follow classroom rules when using the iPads, computers, or photography equipment. The use of devices for social communication purposes should not happen during the instructional day. This includes but is not limited to, Snapchat, Tik Tok, Instagram, messaging.
Games are not permitted at any point during the school day. There will be no "free time" provided in class by teachers for device or cell phone use. If students find themselves with time left after a classroom activity there are many skill-related activities to engage in.
- 3) We expect that students will respect the privacy of others and maintain respect for others in our digital world.
 - Students must obtain consent before they take photos or videos of others. Once permission has been granted to take a photo, students must also gain consent prior to posting that item online. If something that is posted draws negative attention for someone else, regardless of whether permission was granted, the photo/video must be removed immediately.
 - All pictures/music/videos that exist on a school device must be school appropriate or we will require it be removed.
 - Students should not engage in any interactions online that demonstrate disrespect or negativity towards anyone. This includes being careful about what is posted online about oneself.

GUIDANCE & RESOURCE

Guidance

Students may require information or assistance on various matters or concerns. If they do, then the school counselor may be of assistance. The Guidance Counselor has three functions in the school:

1. **Classroom Instruction:** Students will receive information that will assist them with their development to adulthood.
2. **Individual Counseling:** Students can make an appointment to see the counselor.
3. **Group Counseling:** Throughout the year, small groups of students will meet with the counselor to discuss important issues. Examples of this might be peer relationships, anger management or career/high school planning.

Resource

The resource program aims at facilitating and supporting programming for students with exceptional needs within the mainstream of education. Students and/or their caregivers are invited to seek assistance from the resource staff as the need arises.

LUNCH TIME

Students who can walk home for lunch are encouraged to leave school grounds at 11:30 and return at 12:25, not before. Students who need to remain at school for lunch will eat in their homerooms. If a student is consistently late returning from lunch, the student's caregivers will be contacted for support. Where students are habitually late for school, consequences may be implemented from the office, including the need to makeup for the loss of learning time.

Eating lunch at school is a privilege, **not a right**, and the privilege may be lost if students choosing to eat at school do not treat themselves and others respectfully and responsibly. Students are expected to:

1. Eat and then remain outside in their designated area.
2. **No microwaves will be available.**
3. Students are expected to clean up any debris left after eating their lunches and to wipe down their spaces.
4. Garbage must be placed in the waste disposal before going outside.
5. Lunch privileges will be suspended or cancelled if behaviour is inappropriate. If this occurs, students must make alternate arrangements off school property for the entire lunch hour.
6. Lunch period is from 11:30 a.m.—12:25 p.m. No student will be permitted to leave the lunchroom area without the permission of the supervisor.

Grade 6's MUST remain on school grounds unless permission is given by a caregiver via email to the homeroom teacher or a note in the student agenda.

** We are a “nut aware” school – a school which is trying to be peanut free. Please refrain from sending any food containing nuts for the safety of all our students.

Students are not permitted to play, hang out or loiter at Walmart and surrounding properties. If students choose to dine in a restaurant across the street, they must be respectful and return to school for entry at 12:25 PM.

ATTIRE

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 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 the 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. (i.e. gymnasium, shop, etc.).

During instructional hours, which includes any school-sponsored activity, students are not to wear outdoor jackets or clothing and caps, hats, bandanas, or other head coverings. For safety reasons, staff must be able to clearly see the faces of all members of our school community. Students who are wearing these items will be required to change into something suitable immediately, or they will be required to go home to change.

It is recommended that for safety purposes, students are expected to remove jewelry during PE/HE classes and for all Hawks Athletics programs, including intramurals. Practical Arts programs of Industrial Arts and Home Economics also require students to follow specific safety protocols when learning within those labs.

PERFUMES & COLOGNES

Please be respectful of students and staff in the building who have allergies by not wearing or bringing scents to school. Unscented deodorant should be a part of all students’ backpacks and unscented hand sanitizer is requested.

LOCKS AND LOCKERS

Lockers will be available for student use and remain the property of the school. As we strive to build a respectful and responsible learning community, lock use will be optional for each student. Students will be able to access their lockers at staggered intervals during entry/exit and at locker stop (once permitted). This is a time to pick-up and drop-off items not needed for the next two classes. The school is not responsible for lost or stolen items.

FIRE DRILLS/TORNADO DRILLS/LOCKDOWNS

Students are required to practice fire drills, tornado drills and lockdowns during the school year. These will be called at certain times by the administration. They may be called with or without warning. Hedges evacuation site is Buchanan School or John Taylor Collegiate.

CELL PHONE USE AND PERSONAL ELECTRONIC DEVICES

Students are expected to keep their cell phones in their lockers during the school day. Personal electronic devices and cell phones are not for use in classrooms. All expectations of respectful and responsible behavior always apply to device and cell phone use. If a student uses a personal device, including cameras in the school, staff may confiscate the device.

Exception: During the lunch hour, from 11:55 a.m. to 12:25 p.m., students may take their cell phones OUTSIDE of the school and use appropriately.

The school will not be responsible for loss or damage of any personal devices or cell phones. Classrooms will not be locked during the school day due to shared use. It is strongly suggested that valuable items be stored securely at home.

SNOWBALLS

Snowball throwing is considered dangerous and is not permitted on school grounds. This will result in disciplinary action.

BICYCLES

Bicycles use is encouraged! The corral is open for entry times and exit times, leaving unlocked bikes unsecured. Students should still use a lock for added security when they use the bike cage.

The school is not responsible for any damage or theft of bicycles and/or locks.

SKATEBOARDS/SCOOTERS/ROLLERBLADES/HEELIES

Revised Section 2.12 of the Streets By-Law, # 1481-77, students are allowed to ride their skateboard or scooter on the sidewalk. Students are encouraged to ride their skateboard or scooter to school. When arriving at school, students are **NOT** allowed to use these items on school property. **The school accepts NO responsibility for lost or stolen items.**

STUDENT-LED CONFERENCES

Conferences will be held twice during the school year. This is an opportunity for students to demonstrate and celebrate their learning with their parent(s)/guardian(s). We will continue to follow Manitoba Health recommendations when planning our Fall 2023 conferences and will communicate with our community as information becomes available.

CONTACT INFORMATION CHANGES

Please continue to update changes to your phone and email contact information, as we rely on email to communicate important information. Please contact your homeroom teacher or the main office to verify and update your information.

TELEPHONE

We ask our families to contact the office if a message needs to be communicated to your child during the school day. Staff will ensure the message is conveyed to your child. A telephone is provided for student use before and after school and during lunch hour to communicate important information to parents/guardians. Students will not be permitted to use the phone during class time. Please do not call the secretaries to get messages to your child unless it is an urgent matter. Your cooperation is appreciated.

STUDENT EVALUATION

Students will be evaluated on their day-to-day work in a process of continuous assessment and evaluation including products, conversations and observations. Formal student report cards will be issued three times during the school year in November, April, and June. Families are encouraged to monitor the progress of their child(ren) and to contact teachers at any time with thoughts, questions, or concerns. All teachers are accessible by email which can be found on our school's website: <https://shorturl.at/knwDI>

MARKS ARE CUMULATIVE

All marks will be calculated cumulatively which means that a running total of all marks will be kept throughout the year. Practical Arts is only the exception as a different grade is assigned each term to highlight learning in Home Ec., Technology and Industrial Arts.

FIELD TRIPS

Throughout the school year, field trips will be planned for students. Permission slips are required from parents/guardians for students to take part in these field trips. Telephone permission for field trips can not be accepted. Informed Consent and Permission Forms for Education Trips must be completed and signed by the parent/guardian prior to the date of the trip. Please adhere to our deadlines.

INTRA-SCHOOL ACTIVITIES

When special activities are offered during regularly scheduled class time, students are expected to remain at school. Alternate experiences will be provided for students choosing not to participate in these activities. **Students will not be excused from school attendance during these activities unless written permission is provided prior to the activity.**

PHYSICAL EDUCATION & HEALTH EDUCATION

Physical Education/Health Education is mandatory for all students. Students must attend each class prepared to be actively engaged and demonstrate their learning. Proper attire is required for safety and movement reasons: crew-neck shirt, running shoes/cross-trainers (no black soles), and shorts/sweats. We strongly recommend that clothing, shoes, and deodorant (roll-on or stick, unscented), is **well labeled** and carried in gym bags.

Some soft-soled shoes are not acceptable in the gym because they do not provide enough support such as skate shoes, and casual sneakers. Gym shoes that mark the floor and skateboard style shoes will not be permitted. Students who are unable to take part in PE/HE for medical reasons must have a parent note or medical certificate from a physician stating the reason. The teacher will provide alternate learning opportunities for medically excused or injured students.

CONNECT WITH US!

We have various opportunities for you to stay up to date with what is happening at our school and within our division:

School Website: <https://shorturl.at/knwDI>

Instagram: Hedges Middle School @hedgeshawks
St. James-Assiniboia School Division @SJASD
SJASD Transportation Department (Bussed Students) busing@sjasd.transportation

LIBRARY

Ms. Ottenbreit looks forward to sharing her joy of literature with you and will be connecting with classrooms to ensure students are able to access reading materials. Students may also visit the library on the following days during their lunch hour. Reminder, this is a quiet option for students and no devices are permitted in the library.

	12:00-12:25
Day 1	Grade 6
Day 2	Grade 7
Day 3	Grade 8
Day 4	Grade 6
Day 5	Grade 7
Day 6	Grade 8

SUBSTANCE USE & ABUSE

The division recognizes that drug and alcohol use interfere with student learning. If students are believed to be under the influence, caught using, or in possession of any illegal substance, paraphernalia, or misuse of any legal substance (i.e. prescription drugs), they can be suspended. Prevention, intervention, and disciplinary action will be followed in accordance with [Policy JICH](#). The school will assist the parent(s), students, or legal guardian(s) to arrange for both school-based or community-based assessment and counselling services.

TEXTBOOKS & SCHOOL UNIFORMS

Textbooks and school uniforms are loaned to students to use for the school year. Students are responsible for the care and return of these items and will be charged a fine if these are damaged or lost. All fees need to be cleared up before report cards are issued.

AGENDA BOOK

The student agenda book is an organization tool for students and a communication tool between school and home.

Students:

- Carry the agenda to school and to every class, every day.
- Write their homework, assignments, projects, tests etc. in the agenda book.
- Take agenda book home and show it to their caregivers every night.

Caregivers:

- Check the agenda book daily and encourage your child to be accountable for their schoolwork.
- Contact your child's subject teachers when needed.
- Communicate to your child's teacher through the agenda.

If your child loses their agenda, they can purchase one in the office for \$5.00 while supplies last.

