



Devon Middle School

Student Handbook

Devon Middle School

681 Dobie Street

Fredericton, NB

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A Special Message for PARENTS/GUARDIANS

The contents of the **Devon Middle School Student Handbook** will be presented to each student by his or her homeroom teacher. It provides students an opportunity to acquire information concerning the school and how it operates.

To arrange to talk or meet with the school staff, please contact the school at **453-5405** and your requests will be forwarded to the appropriate staff members.

If you are picking up your child or dropping them off during the day, please come to the main office to record the information on our sign-in/sign-out sheet.

We appreciate your cooperation in encouraging your children to make the most out of their school experience. We like to think that we are working together to help your children gain the skills necessary to be life-long learners and productive members of the community. Let's keep the communication lines open.



DEVON PLEDGE

I am a proud student.

I believe in a safe school.

I respect myself, others and my surroundings.

I am responsible for my actions.

I do my best and encourage others to do their best.

I start each day with a new beginning.

This is my pledge for success at Devon Middle School

DEVON ALL STARS

Students are recognized on a monthly basis for:

- Respect towards staff and students
- Being prepared for class regularly
- No incomplete assignments
- Work ethic and positive attitude
- No office referrals/suspensions...



Students' names are rolled out on a day-to-day basis on a television screen in the front hall. As well, a letter of congratulations is sent home to the parents.



DRESS CODE

When at school, you are expected to dress in a manner that is:

Clean Modest Appropriate.

DANCE EXPECTATIONS

Dances will usually be scheduled on **Thursday evenings from 6:30 pm – 8:30 pm**. There will be no dance sign-ins. The doors close one-half hour after the start of the dance. Students are expected to behave in an appropriate manner at all school functions; dances are no exception. Future privileges could be denied if behaviour is unacceptable. Students must be in good standing two weeks prior to the school dance with no office referrals for disrespect towards staff, peer mistreatment, suspensions and students must attend school the day of the dance. Teachers can also make recommendations to administration if there are students who should not attend.

*Devon Middle School's **dress code is in effect** for each dance throughout the year with the exception that students may wear their hats.

*Parents are asked to **pick up** students near the end of the dance **at a pre-arranged location**.

* **No Electronic devices** are permitted at dances (cell phones, iPods, cameras etc.).

ATTENDANCE

Students are expected to attend school on a regular basis. Parents can expect daily calls for unexcused absences. The school will accept sickness, religious observances and emergencies for legitimate reasons for absence.



ARRIVING LATE/LEAVING EARLY

Students who arrive late must report to the office to sign in and have their attendance changed. Any student needing to leave school during the day must first report to the office and can only be signed out by a designated parent/guardian. **Again, please note that students will not be called to the office for dismissal unless a parent/guardian is present to sign them out.**

CLOSED CAMPUS POLICY

Devon Middle School Students are expected to remain on the school property for the entire school day. Students who are walking students may go home for lunch. Otherwise, a student can only be signed out by their parent/guardian.

STUDENT FEES

All students at Devon Middle School are required to pay a student fee of \$30.00 per student or \$40.00 per family. This fee will help cover various student/school expenses such as (but not exclusive to): student padlocks, communication portfolios report covers, subsidizing special events, Breakfast Program expenses, All Star rewards, maintaining school equipment, art supplies etc. All monies are spent with the purpose of benefitting all students in the school.

LOCKERS

Every student will be issued a locker and a school combination padlock. Students are advised to keep their combination private to ensure the security of their textbooks, notebooks and valuables. Please be advised that the school has the right to search lockers at any time. Personal locks are not allowed to be used in the school.



NO SMOKING POLICY

Smoking is not permitted on school property.

NO SCENT POLICY

(FOR STUDENTS, STAFF & VISITORS)

Perfumes, perfumed hairsprays or shampoos, scented after-shave or colognes are not permitted.

SCHOOL BUS RULES

- Respect and obey the bus driver
- Respect other students on the bus
- Remain seated
- Keep aisle clear
- Talk quietly



N.B. Please note that students who walk to school are not permitted to travel on a school bus and/or bus students are not permitted to change buses to go to a friend's house. Normally, a change in the student's after school destination would require the parent/guardian to provide transportation. Exceptions may be made in the case of an emergency and the parent is in contact with the administration. Any infringement of the above rules may result in disciplinary action by school officials and possible loss of transportation privileges.



COMPUTERS: **ACCEPTABLE USE POLICY** **DEVON MIDDLE SCHOOL**



The computers in classrooms (including iPads), computer lab or any other location within the school are provided to enhance the learning and educational opportunities of students and staff. Students are reminded that computer use is a privilege that comes with responsibility. Any misuse of such equipment could have serious consequences.

LIBRARY RULES

The library offers fiction, non-fiction and magazines. All items are signed out for a one week period. Students are encouraged to use the library for quiet reading, research and homework. All are welcome. Fines will be in place for overdue materials from the library. Students lose their borrowing privilege if they owe fines. Food and drink are not permitted in the library.



STUDENT EXPECTATIONS

Balcony (7:55 – 8:15)

- Orderly conduct, hands off/ feet off.
- Play games by agreed upon rules.
- Remain seated in bleachers.
- Stay away from the rails.
- Line up for milk.
- Ask permission from a duty teacher to leave the balcony.
- Leave in an orderly fashion.



Gym (7:55 – 8:15)

- Orderly conduct. No running.
- Wear socks.
- No food or drink in gym.
- Knock-out starts at 8:00.
- Follow directions from teacher on duty.
- Keep hallways clear.
- Ask permission to leave gym.

Nutrition Break

- Go directly to locker and get snacks and supplies for the next period.
- Be on time for beginning of classes.
- Finish your snack on time.
- If you miss nutrition break because of a meeting, you must get permission in order to get a snack.

Between Classes

- Go to next class directly.
- No stopping at lockers.
- Quiet and orderly conduct outside classroom door while waiting.
- Hands off/feet off at all times.

Lunch (12:05-12:20)

- Stay in homeroom or in an appropriate line or location. Free time in the halls is not permitted.
- Clean up before being dismissed.
- Show your money before going to cafeteria or vending machines.
- Go to cafeteria/vending machines at beginning of noon hour and return promptly.
- Always ask permission to leave classroom to use washroom/get a drink and be sure to sign out.



Cafeteria Rules

- Two lines: one for pizza/milk and one for hot lunch.
- Wait for supervisor to direct you to your lines.
- Hands off/feet off.
- Use quiet voices.
- Have your money ready before arriving at the cash.
- Only students purchasing lunch are permitted to go to the cafeteria.

Lunch (12:20-1:00)

- Decide quickly where you are going and stay there until 1:00.
- Follow rules in each location.
- No electronics.
- Hands off/feet off.

Outdoor Lunch

- Dress appropriately for the weather.
- Stay within boundaries.
- Treat everyone with respect.
- Hands off/feet off.
- No organized games other than basketball (knockout) on court.
- Ask permission to leave fields. Use front door to enter building and use grade 6 wing bathrooms.
- When the bell rings, enter school from the back of building at your designated wing door and front field enters at main doors.

Balcony (12:20 – 1:00)

- Games – rules posted:
 - One game per person and then go to the end of the line.
 - Those students waiting to play are not to interfere with game being played.



- Follow the rules of the game.
- **Conduct on balcony:**
 - Always sit in bleachers.
 - No sitting on game tables.
 - Place garbage in garbage cans.
 - Hands off/feet off.
 - Stay away from the rail.
 - Must have permission to leave balcony.
 - Exit Balcony with door closest to your wing.
 - Exit Balcony with door closest to your wing.

Dismissal

- All students will go to homerooms for dismissal at 2:50.
- Go to lockers and prepare for dismissal at 2:50.
- Need permission from homeroom teacher in order to leave your wing.

After School

Bus Loading

- Walkers are to leave promptly.
- No electronics.
- Stand or line up behind sidewalk at your designated area.
- Keep stairs and doorways clear.
- You need permission to re-enter the school. Use front door.
- Stay within boundaries.
- Indoor dismissal students are to stay in their own class.
- Stand away from cars.
- Students load bus when directed by teacher.

Practices/Activities After School

- Students need to go home if they have a practice or game later in the afternoon/evening.
- Students are to stay with their supervisor.



No loitering on side of building steps.

A SUCCESSFUL STUDENT IS AN INVOLVED STUDENT:

Students will have an opportunity to join various activities such as:

- DHL (Devon Hockey League Intramural Program)
- BTH (Beyond the Hurt – Anti-Bullying Program)
- Art Club
- Band
- Choir
- Recycling
- Gardening Club
- Sports Teams (i.e. Soccer, Cross-Country, Basketball, Volleyball, Badminton, Softball, Rugby, Track and Field)

PEER MISTREATMENT POLICY

Devon Middle School aims to provide a safe, happy environment for all so that learning can take place. Peer mistreatment occurs in various forms such as physical mistreatment (pushing, hitting, taking personal belongings), verbal mistreatment (naming calling or threatening) and indirect mistreatment (spreading rumors or excluding). Peer mistreatment often occurs because students have not learned the appropriate relational skills to work out peer conflicts.

Devon Middle School values working through these conflicts in a safe, respectful and appropriate manner. As a result, staff will assist with the conflict resolution process when necessary to enhance the social skills of our students.

Students are encouraged to fill out peer mistreatment forms when mistreatment takes place. The forms are located in all classrooms and can be done independently or with the assistance of a peer or teacher. We also encourage parents to communicate with the school to discuss any worries they may have about their children.

