

# Nashwaaksis Middle School

**Student Handbook  
2018 - 2019**

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## **HELLO DRAGONS!**

This handbook will provide practical information and will guide our day to day practices. While we are guided by many policies, practices and curriculum, we are also influenced daily by a set of core values where we understand the importance of teaching the whole child. At NMS we work hard at shaping our students to become contributors to a larger community in the hopes that those communities are made up of individuals who are always in pursuit of excellence and who are kind, empathetic, and compassionate above all.

## **CODE OF CONDUCT**

*Good Hands, Good Feet, Good Manners*

## **THEORIES OF LEARNING AND LEARNING STYLES INVENTORY**

Nashwaaksis Middle School focuses on meeting the needs of every child. As part of this practice, students and teachers complete multiple activities and identify student learning styles, interests, multiple intelligences, etc. Activities that students complete are differentiated to accommodate the learning styles of all students.

## **DUTIES OF STUDENTS, PARENTS AND TEACHERS**

All members of the school community have the right to learn and work in a safe, orderly, productive, respectful and harassment-free environment. All members of the school community are responsible for supporting and modeling the standards established in this Code.

### **AS A STUDENT:**

- I will follow my school's Student Code of Conduct.
- I will encourage my friends to respect my school's Student Code of Conduct.
- I will behave in an acceptable manner when I am a guest or a visitor at other schools.

#### **AS A PARENT/GUARDIAN:**

- I will teach my children how to behave respectfully.
- I will ensure that my children come to school ready to learn.
- I will learn the school rules, including the Student Code of Conduct, and reinforce these rules with my children.
- I will collaborate with the school by supporting the standards of this code and the measures taken by the school to reinforce positive behaviour.
- I will communicate reasonably with school personnel.
- I will encourage and demonstrate appropriate behaviours within the school community.

#### **AS A TEACHER:**

- I will teach the Student Code of Conduct.
- I will encourage responsible behaviour.
- I will model appropriate behaviour within the school community.
- I will maintain order and discipline within my classroom and encourage a positive learning and working environment.
- I will have clear and appropriate expectations, based on the *Education Act* and relevant policies, with regard to student behaviour.
- I will communicate these expectations to students, parents and the school community.

### **PROVINCIAL STUDENT CODE OF CONDUCT**

As a student, I am responsible for my own behaviour to the best of my abilities.

- I will be responsible for my own personal choices.
- I will respect others' differences, ideas and opinions and treat everyone fairly.
- I will not tolerate bullying of any kind and I will report bullying when I have knowledge of it.
- I will do whatever I can to help those around me who may be struggling.
- I will respect the school's rules.
- I will attend my classes, do my homework, and be prepared and on time.
- I will behave in a way that is empathetic, responsible and civil to those around me.
- I will resolve my conflicts in a constructive manner.
- I will treat school property and the property of others with respect.

### **ACADEMICS**

**Homework Policy** - The amount of homework will vary from teacher to teacher. Homework will be assigned when students are unable to complete

assigned work during class time and to reinforce the day's lesson when needed.

**Homework may be available on our Nashwaaksis Middle School website:** <https://nasismiddle.nbed.nb.ca>

Failure to complete homework or assignments may result in a lunch hour/after school make-up session. Major assignments will be dealt with on an individual basis by teachers. Homework and all assignments are to be completed, late or otherwise. Entry to the class may be denied until all homework is complete, and students may be required to remain in the Work Completion room until these assignments are handed in for evaluation.

Homework for any student absent from school for an extended period of time (i.e.: 3 days or more), will be made available by arrangement between parent and teachers.

**Reporting Procedures** – Achievement Reports are issued three times during the school year. Twice during the school year we will hold parent-teacher conferences. Parents who wish to meet teachers, other than at the designated times, are encouraged to do so by contacting the teacher.

**Extra-help** - Extra help from teachers is available whenever necessary. Students are asked to make individual arrangements with the teacher concerned. This additional help can often make the difference between success and failure. Students requiring assistance beyond that which is provided for in class are strongly encouraged to take advantage of this opportunity for extra help at noon hour or after school.

**Guidance Services** - The guidance room is open during the regular school day. When the counselor is not available, students may request a meeting through their teacher, parent or a referral form located throughout the school and the counselor will arrange a meeting time.

**Physical Education** - Proper P.E clothing is required for all students. Students need to have a complete change of clothing for all Physical Education classes, noontime intramural sessions and after school extra-curricular activities. Proper Physical Education attire consists of: (1) indoor sneakers; (2) gym shorts and/or track pants; (3) T-shirt and/or sweatshirt. All students are required to take physical education. Students are evaluated according to provincial curriculum guidelines. **If a student is unable to participate in physical education class for an extended period of time, a medical certificate from the doctor is required. This note is to be given to the Physical Education specialist.**

**Practical And Related Arts (PRA)** – PRA consists of four subject areas: technology, art, music, and woodworking. Students participate in each of these subjects for a selected period of the school year, rotating through all subject areas during the school year.

**Extra-Curricular Activities** – At NMS it is expected that all of our students take advantage of the wide variety of activities that are offered. We believe that through involvement in these activities, the school experience and opportunities for success are enhanced. However, it is important for students

to realize that involvement in these activities is a **privilege earned** and not a right. Participation in any activity is conditional on the fulfillment of all academic requirements and behavioral expectations. Students need to pay attention to announcements each day for information regarding scheduled activities. Students may remain at the school to wait for their practice or game provided it is within thirty minutes of dismissal. If it is a later practice, students must go home and return at the set time. Please see our website <https://nasismiddle.nbed.nb.ca> for more information on intramurals, sports, music, and other extra-curricular activities.

**Field Trips** – NMS students take part in many field trips throughout the course of the school year. Buses and field trips are considered an extension of the classroom and our code of conduct still applies off campus.

## NMS EXPECTATIONS

In our school:

- ✓ Everyone is allowed to feel they can work and learn in a safe and caring environment;
- ✓ Everyone learns about, understands, appreciates, and respects varied races, classes, genders, physical and mental abilities, and sexualities;
- ✓ Everyone matters;
- ✓ All individuals are to be respected and treated with dignity and civility;
- ✓ Everyone shares the responsibility for making our school a positive and better place to live, work, and learn.

WHEN EXPECTATIONS ARE NOT MET, PLEASE SEE THE MODEL WE WILL FOLLOW:

- Student and teacher meet to discuss reminders of strategies and how to be proactive.
- Student and teacher meet during lunch options to re-teach and discuss our code of conduct.
- Call home to parents.
- Team meeting to discuss student behavior.
- Parent-teacher meeting
- School-based Education Support Services Team becomes involved and, together with parents, work towards finding effective strategies.
- Alternate program as per the Student Services Team.
- When safety becomes an issue an out of school suspension is recommended.

**Attendance** - A student of middle school age is required by law to attend each day that school is in session. ***A phone call from the parent/guardian to the school is required if the student is absent or arriving late on any particular day. Upon late arrival, a student must report to the office to sign in.*** A student is considered late if he/she is not in homeroom with the rest of the class for morning attendance.

**Absence from class** - A student who is not in her/his classroom by the beginning of a class will be considered late.

**Absence from school & extra-curricular activities** – A student who is not present at school on the day of an extra-curricular event (dance, athletic event, etc.) is not permitted to attend such activity.

**Textbooks** - Textbooks are issued and collected by subject teachers. Replacement of lost or damaged textbooks is the student and her/his parent's responsibility. Parents are invoiced based on the replacement cost of the textbook.

**Hall Passes** - A student must have a Hall Pass before exiting the classroom during class time with the teacher's permission. The Student Agenda may be utilized in this manner.

**Personal Electronic Equipment** –This policy includes cell phones, MP3 / iPod players, video game consoles, cameras, laptops, etc. If students are seen using such devices without adult permission, they will be confiscated. For the first offence this device will be returned at the end of the day. For the second offence the device will only be returned to a parent/guardian.

**Computer: Acceptable Use Policy** - The computers in the classrooms, labs and the library at NMS are placed there to enhance the learning and educational opportunities of students and staff. With this privilege comes the responsibility to follow guidelines for acceptable use. This policy has been developed to comply with the New Brunswick Department of Education Information and Communication Technology (ICT) use Policy 311. This policy sets guidelines and rules for students utilizing computers at NMS. An overview of the policy may be viewed on our website (Technology Education). The entire Policy 311 may be viewed on the Department of Education website at the following location:  
<http://www.gnb.ca/0000/pol/e/311A.pdf>

**Academic Dishonesty** - Cheating (including plagiarism) is considered a serious matter. The student will be expected to resubmit the work and the teacher will notify the parents.

**Detention** - Students may be placed on noon hour detention for violation of school rules during noon hour. Students will be provided the reason for their detention, and directed to attend. If problems persist, administration may ask the student to report after classes as well. Transportation for the student is the responsibility of the parents. Parents will be notified beforehand so transportation can be arranged.

**Dress Code** - The New Brunswick Schools Act requires students to come to school neat, tidy and properly dressed. Examples of inappropriate dress are such items that:

- Expose undergarments, clothing that promotes drugs/alcohol, profanity, sex, discrimination or violence, short and skirts shorter than mid-thigh.

- All tops must cover the waist and meet the bottoms. All tops must cover the chest.
- All hats are to be removed immediately when entering the school and must be left in lockers during instructional time.

Students violating this policy will be dealt with on an individual basis and directed to make arrangements to change immediately. Either the student will have another piece of clothing available, be directed to get something from the Lost and Found, or be asked to call a parent/guardian to bring the necessary clothes in. Students are encouraged to bring a change of clothes if they are uncertain if their clothing meets the above guidelines.

**School Clothing-** NMS has a new on-line store, offering school clothing and clubs/sports attire. A link is on our school website where your family can order and pay on-line with no hassle. The item or items can be picked up at Instant Imprints or you can request that they be delivered directly to NMS. This new type of on-line store is exclusive to Instant imprints who have the official NMS logo and branding rights from NMS. All NMS clothing, including all sports clothing, must be ordered through this on-line store.

**School Bus Behaviour –** A bus is considered an extension of the classroom and the same expectations still apply. Students who misbehave while on the school bus are subject to suspension of bus privileges. Students must travel on their assigned school bus unless they receive permission from the district office.

**Other Transportation-** Students who walk, bike or who are dropped off at school should not arrive before 7:40 a.m. (the arrival of the first bus). Bike racks are available at the school and please lock them up. Bike helmets are required by law. Students who walk home or are picked up after school are asked to leave the school grounds by 3:10 p.m. unless they have an after-class event.

## GENERAL INFORMATION

**Illness -** Students who become ill during school hours must report to the office. Contact will be made with parents/guardians and arrangements will be made for the student to go home. Parents are asked to **phone** the school (453-5436), and leave a message if their child will not be coming in that day. Students must bring a written excuse from parents/guardians upon returning to school if no phone contact was made by the parent. In cases where messages are not left, an automated absence message will be sent from the school.

**Medical Emergency Contacts -** It is **ABSOLUTELY ESSENTIAL** that emergency telephone numbers are provided on each student's information sheet. Work numbers and email addresses are required. Should a student become ill or get injured during the school day, these emergency contacts are used to notify parents. The school may call for further emergency services including transportation to the hospital if deemed necessary.

**Prescription medication** – Policy 704 forms must be completed by the family physician and submitted to the school before any medication can be administered to a child during school hours by school personnel. These forms must be updated yearly. Please contact the school to obtain these forms.

**Non-prescription medication** – The dispensing of non-prescription medications (e.g. Tylenol, Benadryl, Midol) during school hours by staff requires a written request signed by the parent/guardian. Students cannot be given any medication by school staff without first contacting the parent/guardian. Students are not to carry any medication on their person. All medication must be properly labeled and be stored in a locked cabinet. It will be dispensed under staff supervision and recorded in a log book.

**Allergies** - Due to the increasing number of students with severe allergies, especially to “nuts”, we are a nut and nut product safe school. We encourage parents to not send items containing nuts or nut products with their child.

**Scent-Reduced** - Following ASD-W guidelines, and considering the number of individuals with allergies, NMS is a scent-reduced school. Students will need to change their clothes and possibly go home to shower if they have scented products on. They will be allowed back to school once the scent is completely removed. There are staff and students who become very ill when exposed to various scented products.

**Mid-Day Appointments** - If a child must leave school during the day for an appointment, **please provide a note to the homeroom teacher and come into the school to pick her/him up.** Students are asked to remain in the classroom, and we will locate the student. Students must sign out before leaving the building, and sign back in upon return.

**It is important that parents have alternate arrangements for their child in the event of mid-day school cancellations due to weather conditions. Students must also be aware of these arrangements. Many students find it helpful to keep the contact numbers and house key in their back packs.**

**Telephone** – One phone is available at the front office. Students will require a telephone pass from their teacher to use the telephone at the office during school time.

**Locks and Lockers** - Each student is provided with a locker for her/his possessions. Students are required to use locks provided by the school. Please note that the lockers are the possession of the school and are subject to search at the discretion of the school principal. The expense to repair a damaged locker will be charged back to the student involved. It should also be noted that if a child loses a lock, he/she will be charged \$ 10.00 to replace it.

Students can go to lockers at the following times:

- In the morning before classes
- At nutrition break



- During the lunch break
- After school
- Teacher permission

**Vending Machines-** are only to be used in the mornings before 8:10, nutrition break, lunch break and after school.

**Yearbook** –NMS Yearbooks are a very high quality product at an affordable price. The editors will strive to make the book as enjoyable as possible by including as many candid photos of students as they can. Special events throughout the year will also be highlighted. It is expected to treat the yearbook as a keepsake and to not deface or write inappropriate messages. The yearbook will be delivered in June. We look forward to capturing great memories!

