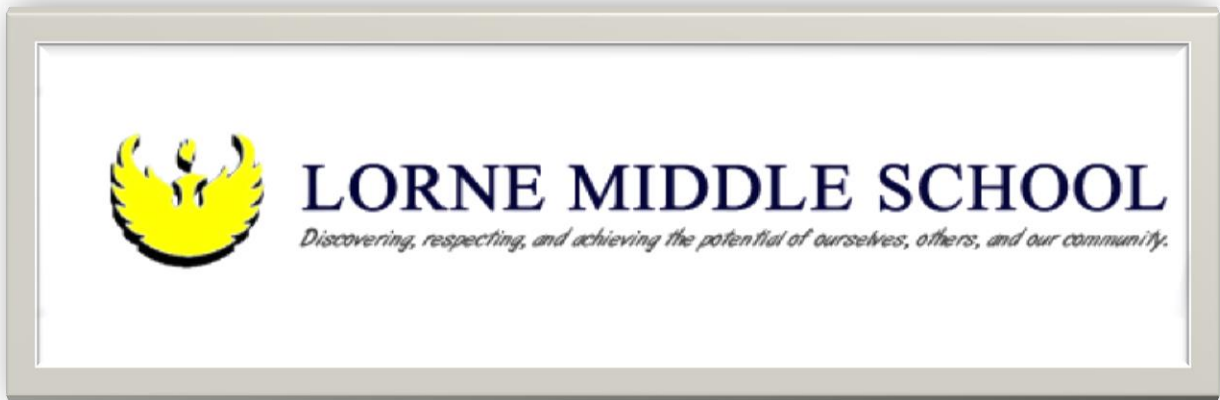


Lorne Middle School
Parent & Student Handbook
2013 - 2014



Student Name: _____

Homeroom Teacher: _____

Grade: _____

**ANGLOPHONE SOUTH SCHOOL DISTRICT
2013-14 SCHOOL CALENDAR**

2013

August

26 Administration Day for Staff
27-28 Council Days
29 Administration Day for Staff

September

2 Labour Day – No Classes
3 All Kindergarten children will enter school through a staggered entry process on September 3 and 4 with half of the students attending on the 3rd and half on the 4th. All kindergarten children attend on September 5. Schools will be in touch with parents with their scheduled time.
All grades 1-5 students attend on September 3.
For all middle and high school students there will be a “transition day” with grades 6 and 9 only attending on Sept. 3.
Grades K-8 schools will not have a Grade 6 transition day. Grades 6-12 schools will not have a Grade 9 transition day and Grades K-12 schools will have either Grades 6 or 9 transition days as these days are intended for students who will be starting middle or high school in a different building.
4 All students grades 1 – 12 attend with the exception of Saint John Education Centre high schools where only grades 10 – 12 attend and grade 9’s do not attend
5 Classes for all students K-12 in the District

October

10-11 Professional Learning Days for Staff – No Classes
14 Thanksgiving Day – No Classes

November

11 Remembrance Day – No Classes
29 Parent Teacher Student Conferences K-12 – No Classes

December

20 Last Day of First Term – full day

2014

January

6 Professional Learning Day for Staff – No Classes
7 First Day for Students
20-24 High School Exam Week (Grades 9-12)
27-28 Turnaround Days (Grades 9-12 Only – No Classes)
29 Start of Second Semester

February

17 Professional Learning Day for Staff – No Classes

March

3-7 March Break – No Classes
28 Grades K-12 Parent Teacher Student Conferences – No Classes

April

17 Professional Learning Day for Staff – No Classes
18 Good Friday – No Classes
21 Easter Monday – No Classes

May

1 Saint John Education Centre only – AEFNB & NBTA Meeting - No Classes
2 Provincial Council Day – No Classes
5 St. Stephen Education Centre only – NBTA Meeting - No Classes
16 Hampton Education Centre only - AEFNB & NBTA Meeting - No Classes
19 Victoria Day – No Classes

June

9-13 High School Exam Week (Grades 9-12)
20 Last Day for Students
23-24 Administration Days for Staff

LORNE MIDDLE SCHOOL MISSION STATEMENT

Lorne Middle School and its Partners: "Discovering, respecting and achieving the potential of ourselves, others and our community".

LORNE MIDDLE SCHOOL VISION STATEMENT

Lorne Middle School endeavors to be the heart of its community by establishing itself as a community learning centre that is open to all individuals of the Old North End.

SCHOOL HOURS

Doors open for students at 8:30 am. All students enter at the lower door. Teachers are not on duty until 8:10 so we ask that students do not arrive at the school before this time. Students arriving after 8:30 must enter through the main door of the building and sign in at the office and receive a late slip.

Homeroom: 8:40 – 8:50
Lunch: 11:50 – 12:35
Dismissal: 2:55

SCHOOL INFORMATION

Lorne Middle School
90 Newman Street
Saint John, NB
E2K 1M1
Telephone: 658-5351 Fax: 658-3779
Website: <http://lornems.nbed.nb.ca>
Twitter: @LorneMS

VISITOR POLICY

ALL visitors to the school must report to the office and sign in and obtain a visitor tag. This allows us to know who is in the building at any given time, which is essential safety information.

Please note: Parents are required to provide a written note to homeroom teachers if a student is leaving school during the day at any time, other than regular dismissal time. The written permission required for student to be dismissed during the school day must stipulate;

- a. method of transportation,
- b. time of release/dismissal, and
- c. to whom the child will be dismissed.

SCHOOL IMPROVEMENT PLAN

All schools in the Province of New Brunswick are required to develop a school improvement plan for the purposes of student academic achievement and maintaining a positive learning and working environment. The School Improvement Plan is available on the school website or by contacting the school office. Students write a provincial mathematics assessment in Grade 8 and a Grade 7 literacy assessment. The Lorne Middle School Improvement Plan focuses on four key school-wide commitments:

1. Lorne Middle School commits to implementing cross-curricular literacy strategies throughout all content areas of the school. The school literacy-lead teacher will assist in the ongoing coaching and staff professional development to best implement lesson planning with literacy components.
2. Lorne Middle School commits to maintaining current partnerships and fostering new partnerships to support student learning and community renewal.
3. Lorne Middle School commits to promoting citizenship within our classrooms by ensuring that students reach their full potential, to be active and contributing members of society.
4. Lorne Middle School commits to using best teaching practices that reflect the use of data-based decision making to guide instruction.

MEDICATION

School staff members are not permitted to administer over the counter medication (Tylenol, Advil, etc) to students.

DISCIPLINE

Lorne Middle School maintains a positive learning environment where staff, students and parents co-operate in a safe caring environment. All students have the right to feel safe in school, on school property, and on their way to and from school. Students also have the responsibility always to give their best effort and behave in an acceptable manner. All students are made aware of classroom and school-ground rules and behaviour expectations early in the year. Serious offences such as fighting, physical aggression, swearing and extreme disrespect will result in automatic suspension from school. No warning letters will be issued in these cases. A copy of the Lorne Student Code of Conduct is available on the school website or by contacting the school office.

SCHOOL CLOSURE/EMERGENCY PHONE NUMBERS

When there is a snow storm, please listen to a local radio station or call the main switchboard at 658-5300. Every effort is made to update information regarding school closures by 6:30am. School cancellations and bus delays are also broadcast via Twitter @ASD_South. In cases of school cancellation throughout the day, please ensure that your child knows where he/she is go. Please keep the school updated on change of phone numbers and addresses.

EXCUSES FOR ABSENCES

When absent from school, students are required to provide a written note to his/her teacher. It is the student's responsibility to inquire and complete work that he/she missed.

DRESS CODE

Students are expected to dress in appropriate school clothing. Beach-type items are among clothing that is inappropriate (midriff tops, tank tops with spaghetti straps, etc). Clothing with inappropriate logos and/or writing such as references to alcohol and drugs are prohibited. Please ensure students are dressed for the weather.

ITEMS NOT ALLOWED IN SCHOOL

Due to the safety issue and/or distraction the following items pose, they are not permitted at school: skateboards, video pets, electronic hand-held games, and Heelies shoes. Bicycles can be brought to school if they are kept in a safe and secure place outside the building. If any of these items are brought to school and become damaged, lost, or stolen, the school is not responsible.

HEAD LICE

Head lice are a continuing problem in any school community. Prompt treatment of head lice effectely stops it from spreading. Please check your child at least once per week and follow these steps: examine head for lice and nits then treat, remove nits daily, clean the environment (wash, vacuum), and re-inspect head and treat as needed every 7 to 10 days.

PARKING

The school has on-street parking only. Please obey the city bylaws when parking on the street.

PHONE CALLS

Please make sure to call the school at least an hour before school ends to be sure your message reaches the teacher before the end of the day. Students need a permission slip from their teacher to use the office phone. The school phone is for emergencies only. A payphone is available in the main lobby for all non-emergency phonecalls.

NO SMOKING

Students, teachers and visitors are not allowed to smoke on school grounds. Cigarettes, lighters or matches should not be brought to school.

SCENT FREE BUILDING

The Anglophone South School District has a Scent Free Policy. Everyone is encouraged to use scent-free and scent-reduced products. Products such as perfumes and body sprays are not allowed.

WATER BOTTLES

Only water bottles are allowed in classes. Students are not permitted to drink pop, juice or other bottled beverages in the classroom during classroom instruction.

BREAKFAST PROGRAM

Lorne Middle School is proud to offer a free healthy and nutritious breakfast program this year for our students. These programs would not be possible without the help and support from our PALS (Partners Assisting Local Schools) and community partners. The Breakfast Program runs every day from 8:20 – 8:30 AM in the cafeteria. Permission slips are available from Mrs. D. Long, Community School Coordinator or from the main office.

HOME SUPPORT

Homework is designed to reinforce skills taught at school. When practice is distributed in this way, it strengthens learning. Homework should never become a struggle between parents and child. If this occurs, please stop, and send an explanatory note to the teacher. It is always helpful if distractions are eliminated at homework time. Turn off the TV and the electronic games. Some families have found it successful to reserve a portion of Monday to Thursday evenings with no television. This helps alleviate the battle between TV time and homework. Physical activity, family time, and reading for enjoyment are highly recommended on school nights.

ASSESSMENT AND EVALUATION

Students are assessed both formally and informally throughout the school year. A formal report card assessing student progress is sent home with the students three times a year, the first being sent in November, the second in March or April and the third in June. Parent-Teacher Interviews and Student-Led Conferences accompany the November and March reports. These provide you an opportunity to discuss ways to assist your child to achieve academic success.

SCHOOL CLUBS & SPORTS

We have the privilege of having a committed staff, involved families, interested community members and PALS (Partners Assisting Local Schools) volunteers to assist in running interest clubs and coaching sports teams for students. A complete list of extracurricular activities and sports schedule is available by contacting the school office.

EMERGENCY PROTOCOLS

Each month we practice emergency protocols like fire drills, lockdowns, or evacuations. It is our hope that these will only ever be drills, however, we need to keep safety in the forefront of our minds hence the practicing of these drills regularly. In case of an evacuation, Lorne Middle School students and staff will proceed to the ONE Change Community Police Office – 223 Victoria Street (primary location) or Centennial School (secondary location). Parents are asked to listen to radio and television for news and updates in a real emergency situation.

HOT LUNCH

Lunch is from 11: 50 – 12:30; students are encouraged to eat lunch on site at the school cafeteria. Students who do not eat lunch at school can eat lunch at home or participate in one of the community church lunch programs with parental/guardian consent. For more information please contact Rivercross Church (formerly Main Street Baptist Church) or Saint Luke's Anglican Church. Please note that community church lunch programs are not sponsored by Lorne Middle School or supervised by school staff.

PARENT SCHOOL SUPPORT COMMITTEE

- TBA (Parent Members)
- TBA (Community Members)
- Greg Norton (Principal)
- Patti Slipp (Teacher)

HOME & SCHOOL ASSOCIATION

- TBA (Members)
- Greg Norton (Principal)
- Patti Slipp (Teacher)

STAFF

- Grade 6 Homeroom: Mrs. M. Lisik
- Grade 7 Homeroom: Mr. K. Harquail
- Grade 8 Homeroom: Mr. B. Belyea

- Post Intensive French: Mrs. Jennifer Shannon
- Music: Ms. L. Salmon
- Physical Education & Health: Mr. G. Norton
- Technology: Mrs. M. Lisik
- Art: Mrs. M. Lisik

- Resource & Methods: Mrs. M. Lisik
- Guidance: Mrs. P. Slipp
- Community School Coordinator: Mrs. D. Long
- Librarian: Mrs. S. Gogan

- Educational Assistant: Mrs. L. Daigle
- Educational Assistant: Mrs. M. Harley
- Educational Assistant: Ms. C. McMillan
- Educational Assistant: Ms. L. Middleton

- Custodian: Mr. H. Turrett
- Custodian: Ms. G. Seale

- Principal: Mr. G. Norton
- Administrative Assistant: Mrs. B. Dickson