

BRUCE MIDDLE SCHOOL

333 Booth Drive Winnipeg, Manitoba R3J 3M8

Ph. 204-888-1990

Fax 204-888-1379



A TRADITION OF EXCELLENCE

PARENT HANDBOOK 2016-2017

BRUCE MIDDLE SCHOOL HANDBOOK

MISSION

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

SCHOOL GOALS

- To maximize student achievement in academic, artistic and practical skill areas consistent with student abilities and interests.
- To provide a caring and safe environment that nurtures social and emotional growth leading to responsible behaviour and a positive self-concept.
- To develop habits which promote lifelong physical fitness, good nutrition and continuing physical activity.
- To have students develop positive attitudes towards the school and its activities by consistently emphasizing the C.P.R. philosophy.
- To foster students to have the ability to make responsible decisions related to work, family and society.

RESPONSIBILITIES AND EXPECTATIONS

Parents/Guardians 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 supporting completion of all school assignments.

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.

Staff will be responsible for:

Each staff member is responsible for professional behaviour as per the school division policies and tenets of the code of professional practice as well as promoting a positive school culture at Bruce. 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.

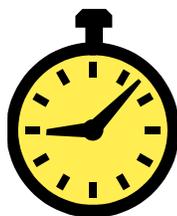
We will support students to practice C.P.R.

- **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.
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SCHOOL SCHEDULE

7:30 - 8:35	Early Entry Program
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 - 9:35	Period 1
9:35 - 10:15	Period 2
10:15 - 10:55	Period 3
10:55 - 11:05	BREAK

11:05 - 11:45	Period 4
11:45 - 12:25	Period 5
12:25 - 1:20	LUNCH
1:20	Student Entry
1:23	Warning Bell
1:25	BLAST GROUP
	(Attendance taken at 1:25)
1:30 - 2:10	Period 6
2:10 - 2:50	Period 7
2:50 - 3:30	Period 8
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 insure that arrangements have 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 at the end of this handbook for the dates designated as administration and in-service days this year.

ACADEMICS

PROGRAM OF STUDIES

Required Subjects:	Language Arts
	Mathematics
	Science
	Social Studies
	Physical Education
	Practical Arts
	French

Optional Courses:

Grade 6, 7 & 8 students may select a major option in 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.

At Bruce all students will have time in the Technology Lab as part of their Practical Arts component. Computer Technology (ICT) is also an integral part of each subject area.



HOMEWORK

Students and parents can check the required homework on the teacher's webpage/blog or Edmodo site. Links are accessible from the staff listing on the Bruce Middle School website: <http://bruce.sjisd.net> and/or through the Powerschool Parent Portal (grades 7 & 8 only)

ASSESSMENT

Teachers assess your child's learning to determine what your child knows, to decide the next steps in learning and to communicate your child's learning progress to you and to your child.

Providing descriptive and constructive feedback to children and involving them in self-assessment, record keeping, and communication about their learning is called assessment "for" learning. Assessment "for" learning helps students understand whether they need to improve their learning and how they might improve it. Students tend to be motivated to learn more when they know what they have done well.

Sometimes students are provided with evaluative feedback, which tells the learner how she or he has performed compared to what was to be learned. This is also called assessment "of" learning and may be reported using letters, numbers, or other symbols on a report card or within a grading period.

Both assessment "for" and "of" learning provides useful information. The classroom teacher uses both

forms of assessment to help make decisions about teaching and to help students learn more.

Parents and students may access up to date (updated every 2 weeks) assessment information via the PowerSchool Parent Portal (Grades 7 & 8 only)

There will be two term report cards and a final report card. Dates for the formal reports are as follows:

Term Reports

Term 1	December 7, 2016
Term 2	April 5, 2017
Term 3	June 29, 2017

Portfolio Nights are scheduled for November and February but additional conferences may be scheduled as required.

AWARDS

At the end of June, awards are presented to deserving students at the Celebration of Learning Ceremony. At this formal award ceremony, various awards are given to students selected for their high academic achievement and good citizenship. Formal Athletic awards are presented at a separate assembly at our Sports Breakfast in mid-June. Tickets are to be purchased in advance. We also often celebrate learning with informal awards assemblies. These "Celebration of Success" assemblies are held several times during the year in which students are recognized for outstanding achievement in academics, athletics/arts, citizenship and special achievement.

CELEBRATION OF SUCCESS

As a means of promoting global citizens and nurturing productive members of society, we take time to recognize our students' accomplishments. All students have the opportunity to be acknowledged for their efforts and achievements. To be considered for the celebration of success assembly, a student must be nominated by a parent, teacher, classmate, group or organization, or even be self-nominated. Nomination forms are available on our blog. To be considered by the committee, a student must have achieved success in at least two of the following areas:

Academics:

Academic growth and a positive change in their approach to academics.

Athletics / Arts:

Sportsmanship, leadership, effort, athletic ability or a combination of these characteristics.

Musical, dramatic, or artistic ability demonstrated in school or the community.

Citizenship:

Contributions to the school, the community and its citizens.

Special Achievements:

An outstanding achievement in any field that is both positive and beneficial.

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 rules.



LUNCHROOM RULES

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 tolerated.
5. Students are to be respectful to all classmates, staff and lunch supervisors.

Failure to abide by lunchroom rules will lead to disciplinary actions which may include:

- I. Written warning to be forwarded to the Vice-Principal or Principal / Conference with the Vice-Principal or Principal.
- II. Written warning to be forwarded to the Vice-Principal or Principal / Conference with the Vice-Principal or Principal / phone call home to parent/guardian. Student will not eat in their lunchroom and will remain inside for the duration of the lunch hour.
- III. Written warning to be forwarded to the Vice-Principal or Principal / Conference with the Vice-Principal or Principal / phone call home to parent/guardian. Student will be suspended from the

lunchroom for 1 week – at home or in the office.

- IV. Written warning to be forwarded to the Vice-Principal or Principal / Conference with the Vice-Principal or Principal / phone call home to parent/guardian. Student will be suspended from the lunchroom for the remainder of the year.

TEXTBOOKS

Students will be financially responsible for lost or damaged textbooks. Please make every effort to take good care of your books.

CODE OF CONDUCT

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 Student Conduct Policy and the Bruce Middle School Code of Conduct. (See Divisional Policies at <http://www.sjsd.net>).

NEWSLETTERS

Bruce Middle School hosts an information blog which replaces the traditional newsletter. You can choose to subscribe to receive instant updates from the blog. If you require a paper copy, please advise the office.

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.

RESPECTFUL BEHAVIOUR

C *P* *R*
Cooperation Productivity Respect

Bruce has CPR as the theme for school behaviour, which means C for Cooperation, P for Productivity and R for Respect. At Bruce, your behaviour counts at all times and in all situations towards all others including other students, other adults, community members and yourself.

Specifically:

- Speak to others in a polite manner and courteous tone.
- Use acceptable language to express your feelings and ideas.
- Listen carefully to others; let them finish without interrupting them.
- Treat the property of peers, schools and the community in a caring manner.
- Use manners to acknowledge others...please, thank you, pardon or excuse me.
- Take proper care of your equipment, books, notes and locker.
- Be cooperative and helpful; lend a hand whenever needed...can I help?
- Treat all students, regardless of individual differences, with courtesy and respect.
- Hurtful or playful physical contact is to be avoided. Intentionally shoving or bumping into others and all aggressive behaviour is to be avoided.
- The learning and practice of proper behaviour are an important part of your maturity. These skills are needed at Bruce and in your life in society.

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 13th at 6:30 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

Students are required by law to attend school every day it is in session unless excused for medical or dental reasons. Students are asked to make arrangements with their teachers in advance of being absent and to be responsible for completing work missed. A note or phone call is required from the parent/guardian arranging for absences or early dismissals. When a student leaves the building, they must check-in at the office and present their note showing the date, time and reason for their absence.

A phone call between 8:00 – 9:00 a.m. or 12:25 – 1:28 p.m. would be appreciated. Messages may be left on the school voice mail, #888-1990, prior to 8:00 a.m. or after 4:00 p.m. If we have not been informed, the school secretary will phone the parent at home or at work to inquire about the student. Unless there has been contact with the home, students absent from school will be required to bring a parental note detailing the reason for the absence.

Tardy

All students who are late must report to the office to obtain a late slip and meet with an administrator. While the responsibility for punctual and regular attendance lies with the parent, we feel that in certain circumstances, excessive tardiness is unacceptable and may result in community service and/or detentions.

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 good order and discipline. 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.

DRESS CODE

All students are expected to be well groomed and to wear clothing appropriate to the school setting. Students are expected to dress for serious classroom work, not as they would for a recreational program.

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



- Outdoor jackets/clothing in the classroom
- Caps, hats, bandanas or other head coverings
- Torn clothing or ripped jeans
- Loose, oversized pants/jeans not worn at the waist level, revealing undergarments
- Outfits that are revealing or distracting in nature:
- Half shirts or tops, which leave the midriff uncovered, spaghetti straps, muscle shirts, short shorts, etc. are not appropriate. Straps should not be visible.

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.

SMOKING

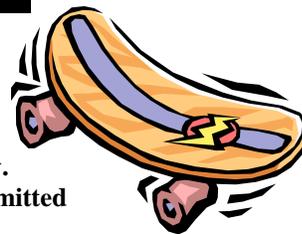
Smoke Free Schools: St. James Assiniboia School Division Policy: As of August 2002 all St. James-Assiniboia School Division buildings and school grounds are smoke free. Smoking by any person, therefore, is not permitted in school buildings or school facilities or on school grounds at any time. All students, employees and visitors are expected to comply with this policy. The consequence for students caught smoking is suspension from school.

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.

SKATEBOARDS / ROLLERBLADES

Parents/Guardians are advised that skateboarding is NOT a school sponsored extra curricular activity. Skateboarding will not be permitted on school property.



City of Winnipeg Traffic By-Law 1573/77 and Streets By-Law 1481/77 have been amended to allow skateboarding on sidewalks, subject to the following restrictions:

1. No skateboarding on regional street sidewalks.
2. No skateboarding adjacent to or fronting on a place of business.
3. Skateboarding on sidewalks can be used as a mode of transportation only. Trick skating and use of equipment to perform tricks shall not be permitted.
4. Skateboarders shall practice courteous, defensive operation of their skateboard, and must have their skateboard under control at all times giving due consideration to pedestrians. Skateboarders must dismount when approaching pedestrians

HARASSMENT

Harassment is defined as a relatively isolated incident that is abusive or unwelcome, that may be physically, psychologically or sexually harmful. Incidents may include, but are not limited to, verbal comments, written or electronic messages, and physical aggression.

Incidents of harassment or discrimination may be based on certain characteristics including, but not limited to:

- Physical or mental disability
- Ancestry, including color or perceived race
- Nationality or national origin
- Ethnic background or origin
- Religion, creed, religious belief, religious association or activity
- Gender, or gender-determined characteristics or circumstances
- Sexual orientation
- Marital or family status
- Source of income

Harassment is unacceptable at Bruce Middle School. Students who are identified as participating in incidents of harassment will be subject to a variety of interventions and a range of consequences as outlined in the Bruce Middle School Code of Conduct (see appendix)

BULLYING (INCLUDING CYBER-BULLYING)

Bullying takes a variety of forms such as:

- Physical aggression
- Social aggression (spreading rumors, intimidation, exclusion from group)
- Verbal aggression (name calling, threats, teasing, intimidating phone calls, inappropriate sexual comments)
- Written aggression (notes, electronic messages)

Cyber-bullying is defined as:

- Use of Internet or other communication technologies (such as e-mail messages or text messages sent by cell or pager) to support deliberate, repeated and hostile behaviour by an individual or group that is intended to harm someone else.

At Bruce Middle School bullying, including cyber-bullying, is not acceptable. Students who are identified as participating in bullying will be subject to a variety of interventions and a range of consequences as outlined in the Bruce Middle School Code of Conduct.

➤ THE FOLLOWING WILL NOT BE TOLERATED AT BRUCE MIDDLE SCHOOL. STUDENTS VIOLATING THESE RULES WILL BE SUBJECT TO A RANGE OF CONSEQUENCES AND INTERVENTIONS:

➤ **Weapons:**

Possession and/or use of a weapon (as defined in Section C (2) of the Criminal Code of Canada) is not acceptable at Bruce Middle School. As required by Provincial Statute [P.S.A. Section 96(f)] any offensive or dangerous weapon will be seized and handed over to the principal who shall notify the parent or guardian.

➤ **Alcohol/Illicit Drugs:**

The use and/or possession of, and/or being under the influence of alcohol and illicit drugs will not be tolerated at Bruce Middle School. Any alcohol or drugs will be confiscated. If deemed necessary, a search of personal effects may be conducted and police may be contacted for assistance or advice.

➤ **Gang Involvement:**

Gangs that initiate, advocate, or promote activities that threaten the safety or well being of persons or property or that disrupt the school environment are harmful to the educational process. Indications such as apparel, graffiti, and hand signals that, by virtue of its nature imply membership or affiliation with such a group present a clear and present danger. Incidents involving initiations, hazing, intimidations and / or related activities of such group affiliations are prohibited.

➤ **Inappropriate Internet and Electronic Mail Use:**

Appropriate use of the Internet and electronic mail is expected of all staff and students. Accessing, viewing, uploading, downloading, or distributing material that is inappropriate is unacceptable at Bruce Middle School.

BEHAVIOUR

At Bruce Middle School, we believe that behavior is purposeful and responses to behaviours will take into consideration both the circumstances of the situation and the needs of the students. We provide reasonable accommodation for students who have exceptional learning needs that affect their behaviour, and in instances of student discipline issues, staff take into consideration the student's ability to comply and the amount of support required.

- Expected behaviours must be actively taught both at home and school
- The strategies used to develop understanding and respect for the rights of others will vary from student to student
- Discipline is the teaching of appropriate behaviours and promoting the learning of self-management, thereby ensuring student safety

In addressing any misbehavior, responses shall be:

- Chosen initially to ensure a safe and caring learning environment
- Appropriate for the student's stage of development and considerate of the student's individual needs
- Reasonable, realistic and timely and incorporate supports including positive and preventative approaches and responses
- Reflective of the nature and the severity of the misbehavior, its frequency, duration and intent.

RESPONSES

The following are examples of responses that may be considered in addressing inappropriate behavior:

- Making amends either verbally, monetarily or through school-based community service
- Interviews and conferences that may involve students, staff, parents, division personnel and/or police and other community agencies
- Parent Involvement: The parent is contacted and involved in a plan to take steps to change specific unacceptable behaviors. This may involve telephone conversations or meetings with school personnel.
- Development and implementation of a behavioural plan or contract that may include counseling, mentoring or mediation
- Removal from the situation for a period of time
- Withdrawal of privileges
- Required change of location of studies
- Detention: The student is detained at school and beyond school hours and under supervision. Contact with parent(s)/guardians will be based on the student's age and circumstances. The length of the detention will be determined by the school and will take into consideration the age of the student as well as the individual needs of the student. In the case of students who are transported by

school bus, detentions will occur after arrangements for safe transport home occur with parent(s)/guardians.

- The student may be referred to student services such as Guidance, to Education Support Service for intervention by social work or psychology, or to outside agencies such as MATC, AFM, CFS, or law enforcement.
- Suspension: In cases of serious infractions teachers and/ or administration may suspend a student from school. The suspension may be served in school or out of school at the school's discretion. In cases of out of school suspension, the administrator will notify the parent. The length of the suspension will vary depending on the severity of the offense. Decisions of suspension may be appealed to the administrator.
- Expulsion: In extreme cases students may be expelled from school. Expulsion is defined as exclusion from school for a period of longer than six weeks. Board Motion is required for expulsion. Appeals of expulsion may be made to the Board.

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, text books, 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.** Decorating lockers to celebrate birthdays is a Bruce tradition. Please refrain from writing directly on lockers when decorating and use caution in adhering decorations.

STUDENT FEES:

The total package to be paid by cheque to "**Bruce Middle School**" during Triad Conferences on September 7th and 8th is \$40.00 for the first child and \$25.00 for each additional child.

The package includes

- a) \$10.00 student fee
- b) \$15.00 yearbook
- c) \$15.00 per family in lieu of fund raising

SUPPLIES:

Please see the school website for an up to date list of required student school supplies. The lists have been divided by grade levels. Please note that Art kits are available for purchase by advance order each year. Please see Mrs. Nowosad for more information.

ART

Grade 6, 7, and 8 Art students who did NOT purchase an Art Kit in June from the school can do 1 of 2 things...

1. Purchase the same supplies from Artist's Emporium store on St. James Street.

OR

2. Purchase similar supplies from the store of your choice. Here is a list of the supplies:



- 1 - Black Zip Nylon Case 16" X 11.5" with handle (**NOTE: This case will hold all of the supplies below**)
- 1 - Strathmore Premium Recycled Sketchbook 9"X 12", 100-Sheet, Side Coil
- 1 - 12 pc. Pentalic Drawing Pencil Set in Tin
- 1 - Speeder White Vinyl Eraser Large
- 1 - Art Advantage 8" Rubber Grip Scissors
- 1 - 12" Clear Plastic Flexible Ruler
- 1 - 1.41 oz/40 g Lg. UHU Glue Stick
- 1 - Noris Club ABS Coloured Pencil Set (24 Pk)

STUDENT SERVICES

Resource:

Mrs. L. Ostermann and the educational assistants provide resource services at Bruce. We encourage students who are experiencing academic difficulties and parents/guardians who have concerns about their child's progress to contact Mrs. Ostermann during the school year at 888-1990. Mrs. Ostermann, along with the Advisory Teams at all grade levels, will be focusing on learning skills and study habits for all students during the first month of school.

Guidance/Counselling:

Mrs. Sparrow 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 anti-harassment, racism and the Family Life Program. Mrs. Sparrow 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 call Mrs. Sparrow at 888-1990.

Skills for Integrated Living:

Bruce offers individual programs for students with exceptional educational needs. We subscribe to a philosophy of inclusive education and seek to integrate students into regular classes with appropriate supports whenever it is to the benefit of the child to do so. Each child's program includes an Individual Education Plan, which is developed with the school team in consultation with the parent/guardian. Mrs. Carey is available to meet with parents if they have any questions about this program or they can call her at 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, hearing pathologist and physiotherapist are available to our students upon referral through the school.

HOME ECONOMICS, BAND AND ART:

Students will be advised by their Home Economics and Band Teacher of project supplies which they will need. *Students who have already purchased their art supply kits in June will receive them during the first week of classes. Additional packages may be available in September.*

PHYSICAL EDUCATION

Proper P.E. attire must be worn in class. Bruce P.E. uniforms may be purchased in September during triad conferences. Fittings take place September 7th and 8th during triad conferences. Students may wear their own t-shirts and shorts or sweat pants until the uniforms arrive. 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.

SUSTAINABLE DEVELOPMENT AND GLOBAL CITIZENSHIP

In keeping with our Divisional Mission to "*Provide diverse and comprehensive programming in a safe and caring environment to prepare all students to be responsible citizens in a democratic society,*" the St. James-Assiniboia School Division School has identified the theme of Sustainable Development and Global Citizenship as divisional initiatives. Sustainable Development is a concept that considers three extensive topics; society, environment and economy. The concept of sustainable development recognizes the interconnectedness of these three topics. One topic cannot sustainably exist without the other. Global Citizenship is the ability of an individual to think globally and act locally in their daily lives. It involves transferring our knowledge of global issues into our everyday actions by acknowledging our responsibilities to the planet and to each other. *Global Citizenship* is a way of thinking and behaving. It is an outlook on life, a belief that we can make a difference.

TEACHING STAFF 2016-2017

Mr. Lipinski Principal
 Mrs. Matthewman Vice-Principal
 Mrs. Acorn Grade 7 SS/LA and French
 Mrs. Birk French, Gr. 6 LA
 Mrs. Carey Skills For Integrated Living
 Mr. Dempster Gr. 6 Math, Science
 Mr. Fisher-Smith Gr. 7 & 8 Science
 Mrs. Goetz Phys. Ed & Gr. 7 Math
 Mr. Harland Gr. 6-8 Tech / 6-8 Social Studies
 Mrs. Ingram Home-Ec / Gr. 7 LA/SS
 Mrs. Johnson Band
 Mr. Kostiuk Phys. Ed./ Gr. 7 Math
 Mrs. Lloyd Gr. 6 LA & SS
 Mrs. McGowan French / Gr 8 LA
 Ms. Neufeld Choral
 Mrs. Nowosad Visual Art, Gr. 7 LA
 Mrs. Ostermann Resource
 Mrs. Parker Gr. 8 LA/SS
 Mrs. Sparrow Guidance
 Mrs. Sproll Gr. 7 Science & Math
 Mr. Tester Industrial Arts
 Mr. Weber Gr. 8 Math & LA
 Ms. Wold Gr. 6 LA, Math, Science, French

SUPPORT STAFF 2016-2017

Secretaries Mrs. Hodgins
 Mrs. Lelieveld

Library Tech. Ms. Oliver

Computer Tech Mr. Keep

Ed. Assistants Mr. Adams
 Ms. Aussant
 Mrs. Boyd
 Mr. Brown
 Mrs. Cox
 Ms. Eastman
 Mr. Epp
 Mrs. Fletcher
 Mrs. Gledhill
 Ms. Goodman
 Mr. Izzard
 Ms. Little
 Ms. Magyar
 Mrs. McGregor
 Mrs. Raback
 Mr. Stire
 Ms. Wark

Custodian Mr. Lefurgey
 Night Cleaner Mr. Woodland
 Night Cleaner Mrs. Daignault



Bruce Middle School

333 Booth Avenue
Winnipeg, Manitoba R3J 3M8
Phone No. (204) 888-1990 Fax No. (204) 888-1379
<http://bruce.sjsd.net>

Bruce Middle School Code of Conduct – 2016-17

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
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- 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 31st annually with our parent community to ensure our actions are consistent with the needs of our community.

The St. James Assiniboia School Division
Great Schools for Growing and Learning