

PRINCE RUPERT MIDDLE SCHOOL

HANDBOOK

2017-2018



Home of the Storm

OUR VISION: "Achieving Success Together"

OUR VALUES:

- **Respect**
- **Belonging**
- **Play & Fun**
- **Cooperation**
- **Relationships**
- **Equality & Diversity**
- **Accountability**
- **Truth, Honesty & Integrity**

OUR BELIEFS:

PRMS' belief statement was developed in the spring of 2013. The entire PRMS community which included student, teachers, support staff and interested parents was involved in this collaborative process.

At PRMS we believe:

- Each of us is a unique and creative individual of value to our school community.
- We have the right to learn and have fun.
- We have the responsibility to treat ourselves and others with respect.
- We take pride in our work, our accomplishments, our school building, and our learning tools.

À PRMS nous croyons que:

- Chacun de nous est unique et créatif et que nous contribuons tous à enrichir notre vie écolière
- Nous avons le droit d'apprendre et de nous amuser.
- Nous avons la responsabilité de traiter les autres et nous-mêmes avec respect.
- Nous sommes fières de nos travaux, nos talents, notre école et notre environnement.

Smhawksm a PRMS:

- Txa'nii kabatguutk a ts'm wap suwilaawksa gwa'aint gwin dagoydiks smgit goo wulaayt ada dm toodit.
- Gatwasguudm wil suwilaawksm.
- Sguü dm tootm txa'nii goo ada txa'nii gyet.
- Akadziksa gagoodm a goo da'axgm, na hakhatesm, wap suwilaawksa ada goo hoym wil suwilaaywksgm.

GENERAL INFORMATION

PRMS operates on 3 terms for reporting in December, April and June. Students will also rotate through Fine Arts and Applied Skills Explorations classes every 12 weeks. **School starts at 8:45 and ends at 3:04.**

Student Fees

Lock \$ 6

Lockers and Locks

Lockers are provided for the purpose of safeguarding a student's belongings and are assigned to students at the beginning of the school year. Students must use their assigned lockers. The changing of lockers or sharing of lockers is not permitted. The lockers are the property of the school and the locks may follow the students to their next school.

Any student found to be misusing locker privileges will lose their locker.

Sign In/Out Procedures

If you arrive late with a note from parent/guardian, please bring it to the front office for sign in and then give it to your teacher. Parents must phone or send a note if their child needs to leave school early or arrives late. Students are to sign out if they need to leave school early. It is important to follow this procedure so that the office can track students.

Student Phone Use

The student phone may be used before school, during nutrition break, lunch and after school. Students need to ask permission to use the phone. **(Students do not require a cell phone during school hours 8:50 to 3:04 pm)**

Office hours

The office is open from 7:30 am to 4:00 pm. Students have access to the school starting at 7:30 in the morning and to their locker starting at 8:15 am.

Closed Campus

PRMS is a closed campus. This means that all students must stay on school grounds from the time they arrive at school in the morning until the time they are dismissed with the exception of lunch. It is the administration's expectation that parents allowing their children to leave at lunch will complete the annual lunch permission form.

This also means that we are not allowing visitors/parents in the building unless they have checked and signed in at the office and received a visitor pass.

Lunch-Time Procedures

Students that are staying in the school at lunch are required to eat in the designated area for their grade group each day for approximately 15 minutes. **Students who do not behave while eating lunch will be expected to eat off campus.** All students are requested to be outside during "fair weather days" unless they are involved in some type of supervised lunchtime activity.

Assemblies

We will be scheduling regular assemblies throughout the year for information, student recognition and for various social responsibility topics, as well as offering assemblies for entertainment and cultural events. We highly value appropriate assembly conduct. A courteous audience shows its appreciation with applause and active listening skills.

Lost and Found

All personal items should be clearly marked. Students who have lost certain possessions should check the lost and found drawer at the office for smaller items, and the lost and found bin for clothing. Any item of value that is lost should be reported promptly to the office.

Cell Phones & Electrical Devices

Cell phones and electronic devices such as MP3 players and cameras **are not to be used at school from 8:50 to 12:45 and from 1:10 to 3:00 pm unless explicitly allowed by the classroom teacher.** Unless permitted, students are not allowed to take pictures of others in the building. We encourage students to leave their personal electronic devices at home. However, if a student elects to bring electronics to school, it is to be turned OFF at the above times and it is the sole responsibility of the student should it go missing. The school is not responsible should a personal communication device or electronics go missing while at school. (It is very difficult to retrieve lost or stolen electronics and it is not the priority of the administration.)

Bicycles and Skateboards

Bicycles and skateboards brought to school are the responsibility of the owner. There is a designated area for locking up bicycles located near the front entrance and skateboards must be stored in lockers. While on school property, students are asked to be OFF their skateboard, longboard, bike, etc.

Textbooks

Books will be issued during class time from the book room. Students should cover their textbooks and put their name on them. This makes it easier to identify them if they get misplaced as well as protect them. **Students who lose or damage books will be charged the cost of replacement value.**

STUDENT RESPONSIBILITIES

Attendance & Punctuality

Regular attendance by students is essential for successful performance in school. Any time you know you are going to miss school please have a parent or guardian phone the office at 624-6757 and leave your name, grade and reason for being away.

Students are responsible for all missed work during absences. If a student has missed *at least two days of school*, a parent or guardian may call and request work from the office.

If a student is absent from school for family holidays or for other non-medical reasons, the school **may not** be able to make special arrangements for missed work and tests. Although the school cannot approve such absences, the student should talk to all teachers, well in advance, so they are made aware of the absence. The responsibility for the decision to take the students out of school rests with the parent or guardian.

Punctuality is a courtesy owed to teachers and fellow students. Students are expected to arrive on time to avoid disrupting others. Students are expected to remain in their classes until the teacher dismisses them. Students leaving early must sign in or out at the office. A note from a parent or guardian explaining the early dismissal or late arrival must be provided and submitted to the front office.

Homework

Homework is assigned by individual teachers as a way to support and reinforce student learning. Most teachers will require that the students record their homework.

Dress Code

Students and parents are expected to support a learning environment where attire is appropriate and not distracting to others. Articles of clothing which promote alcohol, drugs, inappropriate language or racial issues are not acceptable. Students wearing clothing which is too revealing including bare backs, bare midriffs, spaghetti straps, plunging necklines, low riding pants or muscle shirts will be asked to wear something more appropriate or be given something to wear. We request that students remove hats or the hood of hoodies in the gym, assemblies, at the Lester Center, when elders and guests are in attendance and when requested; as a matter of respectful behavior as well as safety concerns.

Hallway Behavior

Students are required to walk in a quiet and respectful manner when moving through the hallways. There is to be no running or horseplay. Students should walk on the right side of the hallway.

Public Displays of Affection

Students are reminded that Public Displays of Affection (PDAs) are not permitted at PRMS. Students are to recognize that as a public middle school, it is the responsibility of the school to ensure that all students are comfortable and not subject to witnessing anything that causes them to feel discomfort. Some examples of public displays of affection include, but are not limited to, hugging, kissing and holding hands.

Valuables

We encourage students to keep valuables locked in their lockers thereby minimizing the temptation for theft. DO NOT bring large sums of money to school and never leave money or valuables in the PE change rooms or in a desk. The school is not responsible for any lost or stolen items.

Care of Facilities and Equipment

Each member of the PRMS community has the responsibility of ensuring that our facilities are properly used and maintained. This includes both buildings and grounds, and the various pieces of equipment necessary to deliver educational services and to ensure student safety. In particular, playing with fire equipment or setting off unnecessary fire alarms is a serious offense and may result in suspension and/or criminal charges.

STUDENT SERVICES

Library:

All students are encouraged to use the library and its facilities throughout the school day for research and leisure reading. The library offers a variety of fiction, non-fiction, and reference materials at a wide range of reading levels.

When the library is open, or a teacher is available, students may sign out a maximum of 2 books at a time for a period of 1 week. Students will not be allowed to sign out any more books if they have any overdue books. Students are not to be in the library unsupervised.

Students who lose or damage books will be charged the replacement cost.

Computer Lab:

The lab is locked when not in use by classes. Students are not to use the computer lab unless they are under direct adult supervision.

Permission from a teacher without supervision in the room is not acceptable.

Counselling:

Counseling services are intended to help students develop and achieve personal, social and academic goals. Counselors may provide assistance in crisis situations, prevention, conflict resolution, support or strategy development and goal setting. They also support students with mental health issues: anxiety, depression anger management, etc. Counselors assist students by consulting and working with teachers, school administration, parents and community resources.

PRMS Counselors: Ms. Groves & Ms. Leighton

Students may fill in a counselling slip to request to see their counsellor and put it in to the mailbox in the counselling area. Drop-in counselling is for emergencies only. Parents, teachers and students can request counselling.

Homework Club and Aboriginal Family Support Workers

Our Aboriginal Family Support Workers run an afterschool homework club. Watch for times and dates to use this fantastic opportunity to get help with school work. They also support with attendance and organization.

EXTRA - CURRICULAR OPPORTUNITIES

Athletics

Our athletic program consists of grade 6 & 7 teams and grade 8 teams. The grade 6 & 7 teams will play in an intramural league while the grade 8 teams will play in the North Coast zone.

The year is divided into 3 seasons:

Fall- volleyball, cross - country

Winter- basketball

Spring- rugby, badminton, golf, track & field

Our grade 8 extra-curricular teams will charge an athletic fee at the start of the season. This is to help cover the costs of busing and referees. (These costs can be reduced if the team decides to do fundraising)

The number and type of extracurricular activities to run in a school year will depend on the available coaches and sponsors. **Please consider helping us with our extracurricular programs.**

Intramurals

Prince Rupert Middle School will have an active lunch hour intramurals program throughout the year. Activities offered will be determined by the staff coordinating these activities.

Student Leadership

Leadership Group: Help provide guidance using fun, engaging activities to welcome our grade 6 cohort to PRMS.

Clubs

Each year a variety of clubs are offered by staff at PRMS. Please check the Club Bulletin at the front of the school to check for opportunities. Also listen for announcements!

Aboriginal Family Support Workers

Every year there are many fun afterschool activities that are supported by our Aboriginal Family Support Workers. Watch for opportunities to do sports, crafts or play games afterschool.

PRINCE RUPERT MIDDLE SCHOOL 2017-2018 CALENDAR

<i>September</i>	<i>05</i>	<i>School Opens</i>
	<i>22</i>	<i>Implementation Day</i>
<i>October</i>	<i>09</i>	<i>Thanksgiving</i>
	<i>17</i>	<i>Parent/Teacher/Student Conference</i> <i>School closes at 2 pm</i>
	<i>18</i>	<i>Parent/Teacher/Student Conference</i> <i>School closes at 2 pm</i>
	<i>20</i>	<i>Professional Development Day</i>
<i>November</i>	<i>13</i>	<i>Remembrance Day - Observed</i>
	<i>24</i>	<i>Professional Development Day</i>
	<i>30</i>	<i>Last Day of Term 1</i>
<i>December</i>	<i>01</i>	<i>First Day of Term 2</i>
	<i>22</i>	<i>Last Day of School before Winter Break</i>
<i>January</i>	<i>08</i>	<i>School Reopens</i>
	<i>19</i>	<i>Professional Development Day</i>
	<i>24</i>	<i>Parent/Teacher/Student Conference</i> <i>School closes at 2 pm</i>
	<i>25</i>	<i>Parent/Teacher/Student Conference</i> <i>School closes at 2 pm</i>
	<i>30</i>	<i>Last Day of First Half of Year</i>
	<i>31</i>	<i>First Day of Second Half of Year</i>
<i>February</i>	<i>12</i>	<i>Family Day</i>
	<i>13</i>	<i>Implementation Day</i>
<i>March</i>	<i>09</i>	<i>Last of Term 2</i>
	<i>09</i>	<i>Last Day of School before Spring Break</i>
	<i>26</i>	<i>School Reopens</i>
	<i>26</i>	<i>First Day of Term 3</i>
	<i>30</i>	<i>Good Friday</i>
<i>April</i>	<i>02</i>	<i>Easter Monday</i>
	<i>20</i>	<i>Professional Development Day</i>
<i>May</i>	<i>18</i>	<i>Professional Development Day</i>
	<i>21</i>	<i>Victoria Day</i>
<i>June</i>	<i>29</i>	<i>Administrative Day</i>
	<i>29</i>	<i>School Closes</i>

For Newsletters, Monthly Calendar and Special Events: <http://prms.rupertschools.ca/>

PRMS BELL SCHEDULE

Normal Day - (Advisory is 40 minutes long; classes are 55 minutes each)

8:40	WARNING BELL
8:45	Advisory
9:24	Period 1
10:21	Nut Break
10:36	Period 2
11:33	Period 3
12:30	Lunch
1:10	Period 4
2:07	Period 5
3:04	School Ends

Shortened Day – (NO Advisory; classes are 50 minutes each)

8:40	WARNING BELL
8:45	Period 1
9:41	Period 2
10:33	Nut Break
10:48	Period 3
11:40	Period 4
12:32	Lunch
1:12	Period 5
2:04	School Ends

(Used for parent/teacher/student interviews and short Wednesdays)

PRINCE RUPERT MIDDLE SCHOOL CODE OF CONDUCT

Statement of Purpose

We believe a caring, orderly, and safe school is the foundation for a successful learning environment. This Code of Conduct is designed to build and sustain a community that values and fosters respect, inclusion, fairness, and equity. It is intended to allow community members to be fully informed of their rights and responsibilities, and to support positive behaviors in a culture that is consistent, fair and respectful

SAFETY

A safe school is one in which members of the school community are free of fear from harm, including potential threats from inside or outside the school. The attitudes and actions of students, staff and parents support an environment that is resistant to disruption and intrusion, and ensures a focus on student achievement.

Closed Campus:

- I have the *right* to be safe at school during my school day.
 - I have the *responsibility* to abide by school bells and boundaries.

Bikes, Skateboards, Rollerblades, Scooters, Etc.:

- I have the *right* to be in a safe environment that does not pose threats to my physical well being.
 - I have the *responsibility* to walk my bike, and carry my scooter, roller blades, and/or skateboard on school property.

Alcohol, Drugs and Tobacco:

- I have the *right* to be in a learning environment free of alcohol, drugs, and tobacco.
 - I have the *responsibility* not to be in possession of, under the influence of, or involved in providing to others alcohol, drugs, or tobacco at any time at school or during any school function.

Weapons, Violence or Intimidation:

- I have the *right* to be in a learning environment that is free from weapons, violence (acts or threats of), or intimidation.
 - I have the *responsibility* to not be in possession of any weapons, fireworks, or any other illegal items nor be involved in violence (acts or threats of), or intimidation.
 - I also have the *responsibility* to report to school staff if I believe there are acts of violence, threats of violence, intimidation, or if there is a weapon in the school.

Cyber Bullying and Misuse of Electronics

- I have the *right* to be in a learning environment that is free from bullying, harassment or intimidation that takes place online or through the use of electronic devices (at any time).
 - I have the **responsibility** to use online resources and electronic devices (social networking sites, blogs, email and messaging services, cameras, etc) in an appropriate manner.

CARING

A caring school is one in which members of the school community feel a sense of belonging and has opportunities to relate to one another in positive, supportive ways. All aspects of school life embrace and reflect diversity. The school is an inviting place for students, staff, parents and visitors.

Respect for Self and Others:

- I have the *right* to learn in a respectful environment and be treated with courtesy and respect.
 - I have the *responsibility* to treat all individuals with courtesy and respect regardless of their differences.

Positive, Supportive Learning Environment:

- I have the *right* to a positive and supportive environment.
 - I have the *responsibility* to demonstrate a commitment to my learning.

Appropriate Language:

- I have the *right* to be spoken to respectfully.

- I have the *responsibility* to speak politely and use language and tone of voice that is respectful to all members of the school community.

Respect for School, Public and Private Property:

- I have the *right* to a clean and well maintained school learning environment.
 - I have the *responsibility* to respect school property, as well as the property of staff, students and the people who live in our neighborhood.

ACCOUNTABILITY

An orderly school is one in which members of the school community are informed about and exercise their rights and responsibilities as school citizens. Expectations about acceptable behavior, respect and decency are generally understood. Responses to violations are based consistently on sound principles and are appropriate to context.

Attendance:

- I have the *right* to attend school without excessive disruptions.
 - I have the *responsibility* to attend all my classes and be punctual.

Personal Electronic Devices:

- I have the *right* to a learning environment free from distractions such as iPods, MP3 players, cameras, cell phones, or other personal electronic devices. All electronics must be kept turned off unless explicitly allowed by a teacher.
 - I have the *responsibility* to follow the school rules regarding electronic devices.

Personal Appearance:

- I have the *right* to dress comfortably in a way that reflects my personal style, and not be distracted by the clothing of other students.
 - I have the *responsibility* to dress in a manner consistent with school expectations.

Student Movement and Designated Areas:

- I have the *right* to attend an orderly and safe school.
 - I have the *responsibility* to demonstrate orderly and safe conduct.

INTERVENTIONS AND CONSEQUENCES

Range of Interventions and Consequences:

Regardless of the nature or location of the misconduct, or the staff member involved, the following is a range of interventions and consequences that will be used in Prince Rupert Middle school:

1. Verbal reminder to the student of expected, appropriate behaviors.
2. Student & teacher meeting. (Teacher clearly describes unacceptable behavior)
3. Teacher contacts parent or guardian if necessary.
4. Additional time for the student with the teacher. (Restitution/detention).
5. Referral to counseling, administration, and/or community support services
6. Serious or repeated offences are reported to the vice-principal or principal. Repeated Minors should have documented steps by teacher to resolve behavior issues.

Administration response may include steps 1-6 above. Serious or repeated offences will be consistent with school and district policy. Where students refuse to cooperate with staff directions and school expectations, as repeat offenders or through single incidents, parents will be involved and a suspension may result. As well, suspensions will be strongly considered and parents and police will be involved where chargeable offences occur (fighting, threatening, assault, willful damage, possession or use of weapons, theft, tampering with fire alarms, possession or influence of drugs or alcohol

Sequence of Consequences:

The range of responses is not necessarily sequential. This means that the point at which an intervention begins will vary with the severity of the incident, and that not all steps are necessary in all situations. For example, a teacher may simply confer with a student or may refer the matter to counseling or administration. Some issues, such as classroom misbehavior, may result in sequential elevation up the scale, depending on the student's response to teacher intervention. On the other hand, major infractions such as fighting, involvement with alcohol, etc. will be elevated directly to Step 6.

Minors

These behaviours can be managed by the classroom teacher or EA.

- Teasing and derogatory comments
- Inappropriate hallway behavior
- Swearing (not directed)
- Non-compliance
- Defacing school property
- Lateness
- Incomplete homework
- Disrupting the class
- Abuse of privileges
- Inappropriate use of personal electronic devices
- Inappropriate clothing
- Walking into classrooms without permission causing a disruption
- Cheating

Majors

These behaviours should be immediately referred to the administration

- Fighting
- Outright defiance (to follow clear and reasonable directions)
- Directed abusive language
- Vandalism
- Drug and alcohol use
- Repeated minor offences that have not stopped after teacher has tried steps 1-5.
- Skipping

Please get to know our behaviour beliefs for all areas of PRMS.

Storm Spirit Matrix

	Hallway	Bathroom	Classroom	Outdoors	Gym
Safe	-Walk in the hallways -Keep hands to yourself and feet on the floor -Keep path open to others	-Have permission to leave room so others know where you are	- Have permission to leave room so others know where you are - Keep hands and feet to yourself	-Walk and keep an eye on traffic -Keep space between each other - Use equipment safely - Keep hands to yourself and feet on the ground	-Wear proper footwear -Keep body and equipment under control -Keep hands and feet to yourself
Trustworthy	-Be in class unless you have permission to leave it -Have a hallway pass with you -Be where you are supposed to	- Go and then return promptly	-Do work honestly -Follow through on words and actions	-Keep to correct areas -Stay on school property	-Good sportsmanship -Play honestly
Organized	-Walk on right hand side -Keep your supplies together and close at hand	- Have a hallway pass with you	-Arrive on time -Bring all required materials to class each day	-Collect equipment and return it to proper spaces	-Have proper gym strip -Return equipment to proper spaces
Responsible	-Respect others personal space -Follow directions immediately	-Keep space clean and without vandalism	-Respect personal space -Be prepared -Show effort -Have permission to leave your desk	-Return to class on time -Put garbage and recycling in proper bins	-Watch out for others using the space -Respect rules
Mindful	-Say sorry for mistakes -Show your best manners	-Wash hands before leaving -Flush toilet and turn off water taps	-Be respectful of differences -Speak politely -Avoid disruptive behaviours; chatting, calling out, etc.	-Use school voices and school language only -Look out for others -No spitting	-Respect personal space -Share -Give compliments