

**PRINCE RUPERT MIDDLE SCHOOL**  
**HANDBOOK**  
**2025-2026**



*Home of the Storm*

**OUR VISION:**

**Achieving Success Together**

**Sagayt Galksa Ax'axłgit**

**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 kabatgüük a ts'm wap suwilaawksa gwa'aint gwin dagoydiks smgit goo wulaayt ada dm łoodit.
- Gałwasguudm wil suwilaawksm.
- Sgüü dm łootm txa'nii goo ada txa'nii gyet.
- Akadziksa gagoodm a goo da'axgm, na hakhałesm, wap suwilaawksa ada goo hoym wil suwilaaywksgm.

## GENERAL INFORMATION

PRMS operates on 3 terms for reporting in December, March and June. Students will also rotate through Fine Arts and Applied Skills Explorations classes every 12 weeks. **School starts at 8:50 and ends at 3:03.**

### Lockers and Locks

Lockers are provided to safeguard 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.

**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 check 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. Parent/Guardian approval is required for students 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 (Phone by office)

The student phone by the main office may be used before, during nutrition break, lunch and after school. Students need to ask permission to use the phone. **(Students do not permitted to use a cell phone during school hours and must be kept in their locker between 8:50 am to 3:03 pm)**

### Office hours

The office is open from 7:30 am to 4:00 pm. Students have access to the school at 8:15 am and at that time are permitted to their lockers and the breakfast club.

### Closed Campus

PRMS is a closed campus. This means all students must stay on the school grounds from when they arrive at school in the morning until they are dismissed, except for lunch. It is the administration's expectation that parents allowing their children to leave at lunch will complete the annual lunch permission form. **Students are not permitted to go to McDonald's without direct supervision from a parent or guardian.**

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 staying in the school at lunch must eat in the designated area for their grade group each day for about 20 minutes. **Students who do not behave while eating lunch will be expected to eat off campus.** All students are asked to be outside during "fair weather days" unless involved in supervised lunchtime activity.

### **Assemblies**

We will schedule regular assemblies throughout the year for information, student recognition and various social responsibility topics, and offer 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 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.

### **Bicycles/Skateboards/Scooters**

Bicycles and skateboards brought to school are the responsibility of the owner. There is a designated area for locking up bicycles/scooters 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 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.**

### **Cell Phone/Personal Device Policy**

Maintaining a positive and safe learning environment is the top priority of Prince Rupert Middle School.

- Students will be permitted to have cell phones at school but the device must be kept in their locker during the school day, from the first bell of the day until the last bell of the day.
- Students may take their phone out of their locker during the day to take with them if they have signed permission to be leaving the school grounds for various reasons approved by parents/guardians.
- Students **MUST** have their cell phones turned off or on “silent mode” during the school day.
- The only exception to the above policy; device for instructional purposes will be permitted, with the teacher’s permission and supervision and the permission of the administrator.
- Students cannot use cell phone/device to photograph or record other students or staff.
- Emergency Situations (fire drills, lock-downs, hold and secures), assemblies, or other school events are considered cell phone blackouts. During such events, there will be absolute ZERO TOLERANCE on cell phone use.

Should a student be observed violating this policy the following consequence may be applied:

1<sup>st</sup> incident – A verbal warning will be given to the student

2<sup>nd</sup> incident – Cell phone / device will be confiscated and will be picked up at the office at the end of the day.

3<sup>rd</sup> incident – Cell phone / device will be confiscated and will require a parent/guardian to pick up the device at the end of the day

4<sup>th</sup> and any subsequent incidents – cell phone/device will be confiscated and returned at the determination of the school administrator

## STUDENT RESPONSIBILITIES

### Attendance & Punctuality

Regular attendance by students is essential for successful performance in school. When you know you will miss school, have a parent or guardian phone the office at 250-624-6757 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 the office and request work from your teacher.**

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 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 too revealing including bare backs, bare midriffs, plunging necklines, or low riding pants will be asked to wear something more appropriate or 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 must walk quietly and respectfully 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 school's responsibility 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 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 is responsible for ensuring that our facilities are safely 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. 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 many 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 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 help 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. Leighton, Mr. Sherman and Mr. Garcia

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.

### **Indigenous 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.

Indigenous Family Support Workers: Ms. Baker & Ms. Barton



## **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- badminton, 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.**

### **After School Activity Program**

PRMS offers an afterschool activity program on Wednesdays from 2:05 – 4:00pm. This program is a fantastic way for kids to interact with other kids and learn some new skills and just have FUN. Sign-up is required.

### **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!

# PRMS BELL SCHEDULE

Normal Day - (Advisory is 39 minutes long; classes are 57 minutes each)

<b>8:45</b>	<b>WARNING BELL</b>
8:50	Advisory
9:28	Period 1
10:24	Nut Break
10:39	Period 2
11:35	Period 3
12:31	Lunch
1:11	Period 4
2:07	Period 5
3:03	School Ends

Shortened Day – (NO Advisory; classes are 52 minutes each)

<b>8:45</b>	<b>WARNING BELL</b>
8:50	Period 1
9:42	Period 2
10:34	Nut Break
10:49	Period 3
11:41	Period 4
12:33	Lunch
1:13	Period 5
2:05	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 wellbeing.
  - 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 am responsible for not having any weapons, fireworks, or any other illegal items nor for violence (acts or threats of), or intimidation.
  - I also have the *responsibility* to report to school staff if 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 free from bullying, harassment or intimidation that takes place online or through 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 am responsible for showing 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 cell phone, iPods, MP3 players, cameras, 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 am responsible for dressing 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 confer with a student or 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. However, major infractions such as fighting, involvement with alcohol, etc. will be elevated directly to Step 6.

## ***Minors***

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These behaviors 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***

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These behaviors 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 behavior beliefs for all areas of PRMS.

### Storm Spirit Matrix

	Hallway	Bathroom	Classroom	Outdoors	Gym
<b>Safe</b>	-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
<b>Trustworthy</b>	-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
<b>Organized</b>	-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
<b>Responsible</b>	-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
<b>Mindful</b>	-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 behaviors; chatting, calling out, etc.	-Use school voices and school language only -Look out for others -No spitting	-Respect personal space -Share -Give compliments