

STUDENT INFORMATION PACKAGE



Stonybrook Middle School

Our goal is to promote the ongoing education and development of the whole child in a safe and caring environment

Welcome!

Middle years is a very exciting time for students and parents. It is when there is rapid growth and development for them – physically, intellectually and morally. They move from concrete to abstract thinking, from absurdity to rationality, and back again. They deal with tremendous pressures from peers, parents and society, all while searching for identity, purpose, security and acceptance. These shifts produce strong emotions. Acting out, feeling hurt, defining authority by defying and alternating between being a child and being an adult all create situations that demand guidance from compassionate adults who have lived through those phases.

-Rick Wormeli

At SMS, our goal is to provide students with an environment that is safe, caring, supportive and engaging in order for them to develop skills and promote values for a productive and wholesome life. We encourage kindness, respect and hard work at school, and know that in partnership with these values being taught at home, students will succeed.

In order for learning to occur, an atmosphere with clear expectations is necessary, therefore we are providing you with this package of information which will explain the guidelines necessary for the personal welfare of each student.

STUDENT FEES

Grade 5 and 6 fees:

\$5.00 which supplies students with a lock and an agenda.

Grade 7 and 8 fees:

At the beginning of Grade 7, or when transferring in during Grade 7 or Grade 8, each student is required to pay the following fees:

1. Caution fee: \$20.00 (includes lock rental and phys. ed activity fee)
2. Grade 7 & 8 course fees: \$25.00 (includes industrial arts, home economics, art or band* fee)

TOTAL FEES (covers Grade 5 - Grade 8) \$80.00

*Note for band students - If an instrument is rented from the Hanover School Division, a rental fee of \$100 will be payable in September each year.

At the end of Grade 8 **or when transferring out of Grade 7 or Grade 8**, a caution fee of \$15.00 will be refunded, provided the student is not liable for loss or damage of school property.

TEXTBOOKS

In courses when students are provided with textbooks, it is that student's responsibility to hand in that assigned book when the year is out. If not, the student must pay for the replacement. Students will pay a fine for any damages to books.

LOCKERS

Each student will be assigned a lock and locker in the hall. The following guidelines apply to the use of these lockers to ensure student safety:

1. The student must use the locker assigned.
2. Combination locks provided by the School must be used on all lockers.
3. The School is not responsible for items taken from lockers.
4. Students are asked to use their lockers during the breaks only.
5. A replacement fee of \$5.00 will be charged for lost locks.
7. A student is encouraged to not give his/her combination to anyone.

LEAVING SCHOOL GROUNDS

Once students arrive in school (a.m. and p.m.) they are expected to stay on school grounds. A note or a telephone call from the parent explaining the reason for leaving is required before a student will be allowed to leave. If a student is being picked up during the school day, the person picking the student up must come in to the school office to sign that student out. At lunch all students are to remain on campus unless they need to go home for lunch.

BUSES

Bus transportation is provided by the Hanover School Division to students living outside the walking zone. Please remember that appropriate behavior is expected so that the bus can operate safely.

ATTENDANCE POLICIES AND PROCEDURES

Regular attendance is important to student learning and success. In the event that your child will be absent, please phone or email the school and report your child's absence prior to 9:00 a.m. If we do not hear from a parent, an automated phone call will be made to the home at 10:00 a.m., asking a parent to contact the school to explain the absence. Holidays and/or extended periods of time where students will be away, must be reported to the office as well as the homeroom teacher.

If an absence is not excused by the parent, there will be follow up by the school. All teachers keep an accurate subject/class attendance record.

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Students leaving the school during the course of the school day will need to be signed out by a parent/guardian at the school office before being allowed to leave the building. Parents and Guardians are asked to make arrangements with the office if someone other than them will be picking up their child. Regular absences will be reported to Student Services for follow up as per provincial regulations. If a student skips school or fails to attend regularly, the parents will be contacted and a solution will be worked out.

Throughout the year, many students are active participants at tournaments and festivals. There are times when family vacations are taken during school days. Missing classes to participate at these events is perfectly acceptable, however, please notify the school so these absences can be excused.

MEDICATIONS/HEALTH PLANS

Medications that are to be administered by the school must be part of a URIS health plan. Students with major health issues must complete a health plan and carry the necessary equipment, such as inhalers for asthma and epi-pens for allergic reactions. We have permission forms in the Office which need to be filled out by a parent before medication will be given to a student. Medications should be provided by parent and stored at the school (in office, or by teacher). Schools and students are not permitted to distribute Tylenol, Aspirin, etc.

ILLNESS AT SCHOOL

If a student does not feel well enough to attend classes, the student is to notify their homeroom teacher before reporting to the Principal's Office. The student will be placed on a cot or, in some emergency situations, arrangements will be made for the student to go home and/or be taken to the hospital. The school staff will **not** provide aspirin or other internal medications to students.

REPORT CARDS

Report cards are issued three times a year, as indicated on the school calendar. Typically, report cards are issued the week following the end of the grading period.

STUDENT ACTIVITIES AND OPPORTUNITIES

Stonybrook Middle School offers a variety of activities to provide students with opportunities to develop your interests and to make your school experiences more enjoyable. You are encouraged to participate in them and to get "involved". These may involve athletic programs, academic and special interest clubs. If you need help in signing up for an activity, contact your child's homeroom teacher.

ACTIVITY DAYS

All students are given the opportunity to participate in out of school activities twice per year, in February and in June. This provides students with a wider variety of physical activity outside of school and is an important part of the physical education curriculum. As such, students are expected to attend and in some cases, there may be additional fees.

COUNSELLING AND GUIDANCE

Guidance is concerned with helping students understand themselves in relation to their family, friends, society at large, their studies, their leisure activities and their future vocation. The Guidance Counselors are available to talk with any of the SMS students. Making an appointment with them will ensure that your teachers are aware that you will be missing some class time. Also, students are encouraged to discuss their problems, academic or otherwise, with their home room teachers.

THE SCHOOL BUILDINGS AND GROUNDS

The regular school day begins at 9:00 and ends at 3:45 pm. Doors will open at 8:30 am. In cases of inclement weather, exceptions to the above may be made.

STUDENT CONDUCT

SMS is a place for learning, and as such students will respect all SMS staff and comply with its rules and policies and will use respectful and appropriate language at all times. Students will be on time for class, ready to learn. All students have the right to a school environment that is safe and respectful. Students are expected to respect the property of the school and of others. Appropriate school behavior is expected to and from school.

SCHOOL CLOSURE

Throughout the year, there may be times when school will be cancelled because of inclement weather or emergency. School closing announcements will be made over Radio Stations AM 1250, CJOB 680 and Mix96.7 between 6:00 and 8:00 a.m. An automated message will also be made to all Hanover School Division homes by the Superintendent starting at 6:50 a.m. The Hanover School Division website also contains information concerning school cancellations and bus cancellations (website: hsd.ca).

CARE OF SCHOOL PROPERTY

It is essential to foster a wholesome respect for public property. Students who damage or destroy school property may be required to make complete restitution. Other disciplinary action may be taken to ensure facilities are appropriately maintained.

LUNCH ROOMS

Students who choose to eat lunch at the school will eat in their homerooms from 12:23 – 12:45. Students will be dismissed for outdoor recess at 12:45. **They are expected to cooperate with the lunch supervisors at all times.**

BACKPACKS

Students' backpacks should be stored in their lockers except when moving to Phys. Ed. during the option block. Students are encouraged to not leave valuables in their backpacks during phys ed.

USE OF PERFUMES/SPRAYS

Students are expected to remain scent-free at school. Use of sprays should be confined to minimal use at home. SMS is a SCENT-FREE building.

PEANUT – FREE

Due to severe allergies, please keep SMS peanut free.

STUDENT APPEARANCE/DRESS CODE

Students are asked to dress in a manner appropriate for formal education that does not interfere with the learning environment. Specifically:

1. Shoulders, backs, chests and stomachs are to be covered (*this applies to phys ed classes as well*).
2. Shorts and skirts should be mid-thigh or longer (*girls' shorts must be appropriate in the gym*).
3. Hoods and hats may be worn outside only.
4. Offensive language/pictures on clothing is not permitted (swearing, references to drugs, alcohol or sexual comments).
5. Flip-flops and open-toed shoes are not permitted in the home ec or tech ed labs and gym for safety reasons.

BICYCLES/SKATEBOARDS

All bicycles must be parked in the racks provided and equipped with locks. The school is not responsible for damage or theft of bicycles or their parts while they are parked in the racks. Skateboards are not to be stored in school lockers and are not to be used on school sidewalks.

USE OF TOBACCO/ALCOHOL/ILLCIT DRUGS

The use of tobacco/alcohol and/or illicit drugs are not only hazardous to your health, they may also have no place in the middle years environment. None of these are permitted in, on, or near school property during school hours or school sponsored activities. This is a major offense and will involve communications with parents, possible suspension from school and referral to an AFM (Addiction Foundation of Manitoba) Counselor.

USE OF STUDENT TELEPHONE/CELL PHONES

The school telephone is an office telephone and we ask that students cooperate as follows:

1. Use the student telephone only when necessary.
2. Students are required to present a phone pass to the secretary if they wish to use the phone during class time.
3. Calls must be **SHORT** as there are many students wanting to use the telephone.
4. Student cell phones must be turned OFF during the school day and can only be used outside of the building.

LIBRARY

The Stonybrook Middle School Library is open from 8:30 a.m. to 3:30 p.m. to serve student and staff needs for materials for both homework and recreational reading. We welcome students to use our facility as a quiet place to read, study, individual research, and browse.

Students will be expected to work quietly in order to not disturb others. Books may be signed out for a two-week period and should be renewed if needed for a longer period of time. Library fines will be issued for overdue books.

COMPUTERS

Students are responsible for appropriate behavior when on the school computer just as they are in a classroom or school hallway. Access to network services will be provided to students who agree to act in a considerate and responsible manner. Use of the Internet and other computer networks will take place in teacher supervised settings only. Student privileges of computer usage may be revoked if any misbehavior, misuse or cyberbullying occurs.