

July 6, 2023



HANDBOOK 2023-2024

Welcome to Niverville Middle School!

Niverville Middle School staff and students are committed to working cooperatively within the community to develop well-rounded, life-long learners in a safe, respectful and positive learning environment.

NMS CARES 

TABLE OF CONTENTS

Education at NMS	3
NMS CAREs	3
NMS Bell Schedule	4
1. Reporting Periods	5
1.1 Options	5
2. Fees	5
2.1 Technology Education/Human Ecology	5
2.2 Band Fees	5
2.3 Activity Fees	5
2.4 Art Fees	5
2.5 Sports Fees	5-6
3. Extra-Curricular	6
3.1 Extra-Curricular Activities	6
3.2 Sports Club Program	6
3.3 Intramurals	6
4. Noon Hour Policy	6
5. Inclement Weather Policy	7
6. Attendance and Lates	7
7.. Student Services	8
7.1 Guidance	8
7.2 Learning Support	8
8. Hanover School Division Computer & Internet Use	8
8.1 Use of Information Technologies & Student Responsibilities	8-9
8.2 NMS Computer Usage	8-9
9. Lockers and Locks	9
9.1 Lockers	9
9.2 Locks	9
10. Cell Phone Restricted-Use Policy	9
11. Medications/Health Plans	10
12. Allergies & Food Safety	10
13. Scent Free	11
14. Illness	11
15. Dress and Appearance	11
16. Bicycles	11
17. Drills and Emergency Evacuation	11
18. Communication	12
19. Parent Volunteers	12
20. Drop - off Zone	12
21. Student Transportation on School Sponsored Events	12
22. Learning Trips	13
23. School Closure Policies and Procedures	13
23.1 Full School Closure Due to Weather & Road Conditions	13
23.2 Partial School Closure Due to Extreme Cold	13
23.3 Unsafe Conditions Arising During the School Day	13
24. Smoking, Tobacco & Vapes	13
25. Use of Alcohol or Drugs	14
26. Code of Conduct	14-15
26.1 General Behaviour Expectations	15-16
26.2 Definition of Problem Behaviours	17-18

Education at Niverville Middle School

Education is a life-long process. At Niverville Middle School we want to stimulate an avid interest in learning for the sake of personal development for all of our students.



Within our Niverville Middle School culture, students and staff are encouraged to develop and grow according to four core beliefs:

C – Contribute to a positive and safe learning community

A – Act responsibly

R – Respect yourself, others and your environment

E – Enjoy the journey – Dream big!

NMS CAREs promotes an atmosphere of self-reflection and accountability as well as an environment conducive to academic and social growth.

NMS Bell Schedule 2023/24

It is preferred that students arrive at school at approximately 8:50 am. Students who arrive earlier than that will be asked to wait outside until the 8:50 am buzzer. In case of inclement weather, exceptions to the above may be made.

Time	Activity	Length	Bell
8:30 - 8:50	Buses Arrive	20 minutes	
8:50 - 8:55	Report to Homeroom	5 minutes	8:50
8:55 - 9:00	Attendance in Homeroom	5 minutes	
9:00 - 9:35	Period 1 (Announcements @ 9:00)	35 minutes	9:00
9:35 - 10:10	Period 2	35 minutes	
10:10 - 10:30	Recess for Grades 5 & 6	10 Minutes	10:10, 10:20, 10:30
10:10 - 10:20	Break for Grades 7 & 8	10 minutes	
10:20 - 10:55	Period 3	35 minutes	
10:55 - 11:30	Period 4	35 minutes	
11:30 - 12:05	Period 5	35 minutes	12:05
12:05 - 1:00	Lunch	60 minutes	12:30, 1:00, 1:05
1:00 - 1:05	Attendance in Homeroom	5 minutes	
1:05 - 1:40	Period 6	35 minutes	
1:40 - 2:15	Period 7	35 minutes	
2:15 - 2:35	Recess for Grades 5 & 6	10 minutes	2:15, 2:25, 2:35
2:15 - 2:25	Break for Grades 7 & 8	10 minutes	
2:25 - 3:05	Period 8	35 minutes	
3:05 - 3:40	Period 9	35 minutes	
3:40	End of Day Dismissal	5 minutes	3:40

July 2023

1. REPORTING PERIODS

Students have 3 reporting periods – November, March and June. Students are evaluated on a continuous basis throughout the school year.

1.2 Options

At the Grade 7/8 level, students may choose to participate in our Band program which offers them exciting musical training and a chance to perform at a variety of concerts throughout the year. Students who choose not to take Band will automatically be enrolled in the Visual Art program.

All Grade 7 and 8 students take both Human Ecology and Tech Ed for half the year each.

2. FEES

School fees are posted and paid via the Parent Portal or by cash or cheque to the school office.

2.1 Technology Education/Human Ecology

Grade 7 and 8 students pay an annual \$20.00 fee for consumable materials used in the Technology Education and Human Ecology program.

2.2 Band

Hanover School Division has a school rental program for larger instruments that can be provided by NMS. Smaller instruments can be rented or bought from an outside source. The band teacher will provide information about both options depending on the instrument that is chosen.

Supplies (reeds, oils, slide grease, mutes, etc.) will be required for the start of the school year. These items can be purchased at most music stores and may need to be purchased a few times throughout the school year.

Band T-shirt fee of \$20.00 is required for grade 7 and any new to the school grade 8 band students. The band uniform at all levels also requires black pants.

2.3 Activity Fee

The student activity fee for all students is \$20.00. This will help to offset the cost of school activities and guest speakers sponsored by the school.

2.4 Art Fees

The Art fee for grade 5&6 is \$10.00 and for grade 7&8 is \$20.00. This will outfit students with supplies needed to meet the course requirements as well as offset costs for equipment and repairs.

2.5 Sports Fees

Sports fees are as follows:

Sport	Fee Amount
Volleyball	\$40.00
Basketball	\$50.00

Fees may vary depending on the number of tournaments attended and by the number of players on each team. Fees for other sports will be determined as the need arises.

In order to plan (coaching, tournaments, gym scheduling), fees should be paid once the team is set. This is recognized as a commitment of participation. *No refunds* will be issued should a player quit playing for a team. Refunds will be considered only if a student transfers schools, or becomes ill during a season. As per the Player Guidelines, no player will be allowed to play until fees are paid.

Sports fee monitor – NMS Office and Dave Kukkonen

3. EXTRA-CURRICULAR

3.1 Extra-Curricular activities

Extra-Curricular activities play an important part in the lives of many students. In order to make this a positive experience for everyone involved, students wishing to participate in these activities will be asked to complete the Extra Curricular Expectations Document.

Failure to meet the expectations mentioned can result in a range of consequences, such as being removed from extra-curricular activities, or being temporarily suspended or restricted in the participation of activities. Each instance will be reviewed on a case by case basis.

Note - Parents/Guardians also are encouraged to display proper conduct and behaviour at all activities. If concerns arise, parents/guardians are encouraged to wait *at least 24 hours* and then direct those concerns through proper channels such as coach/teacher supervisor, program leader, staff, or school based administration.

3.2 SPORTS CLUB

Grade 5 and 6 students will be provided the opportunity to participate in Sports Club programs on Tuesday and Thursdays at 4 pm.

3.3 INTRAMURALS

Not all students are able to play on inter-school sports teams. We provide all students with an opportunity to participate in team and individual activities through our Intramural Program.

4. NOON HOUR POLICY

Lunch hour for students is 12:05-1:00 p.m. All students are expected to eat lunch in their homerooms. Grade 6 students eat first and grade 5 students have recess first. They switch halfway through the lunch hour.

Niverville Middle School has a closed campus policy for students in Grades 5 to 8. This means that they require permission from a parent/guardian to leave school grounds during the lunch hour.

At the start of each school year, Grade 5 to 8 parents/guardians must complete a permission form that will allow their child to leave the school grounds at lunch time.

Students and parents/guardians are reminded that staying at school during lunch hour is a privilege. Students who cannot conduct themselves appropriately during noon hour may be asked to make alternate arrangements for lunch.

5. INCLEMENT WEATHER POLICY

When the weather is unfavourable, students will be notified about indoor vs. outdoor recess based on the guidelines set by Hanover School Division:

-25C to -29C wind chill - All students are inside when they come to school as the Environment Canada website indicates a possible risk of frostbite for prolonged exposure. Partial outside recess may be considered throughout the day.

-30C wind chill and colder - All students are inside when they come to school and there will be indoor recess for students.

6. ATTENDANCE AND LATES

Attendance

Attendance is taken by homeroom teachers at 8:55 am and 1:00 pm each day.

Students who leave during the day must report to the office and check out before they leave. Parents/Guardians are asked to call or email the school office or visit the parent portal and inform us that their child has permission to leave during the day.

When a student will be away, absences can be reported to the school using the Parent Portal or by email or phone call to the office.

In an effort to ensure student safety and maintain accurate attendance records, automated phone calls and emails will go home at 9:30, 1:45, and 6:00 each day alerting parents to any unexcused absences.

The school will report records of attendance to parents/guardians via the Parent Portal and the report card.

Work missed, assignments due, tests and final assessments missed due to any absences will all have to be made up ASAP.

If you need to pick up your child during the school day, please call the office when you are parked outside and we will send your child out to meet you.

Please check your child's information on the parent portal to ensure you have up to date contact information for yourself and those who are the emergency contacts for our child.

Lates

Warning buzzers (at 8:50 am and 1:00 pm) give students ample time to get to their classrooms first thing in the morning and afternoon.

When a student arrives at school late in the *morning* and *after lunch*, the student will come to the office to check in before proceeding to class and their arrival time will be noted on their record.

If you know your child will be late for school, please email or call the office.

7. STUDENT SERVICES

7.1 Guidance

Students can refer themselves to the guidance counsellor, or parents/guardians and teachers can refer students. Topics of discussion could include: anxiety, emotional intelligence, relational intelligence, conflict resolution, and self-regulation.

7.2 Learning Support

The Learning Support Teachers (LST) are available to students, teachers, and parents/guardians. The LST will provide suggestions and resources, and work with classroom teachers to adjust programming for students who require alternate educational opportunities. The LST in consultation with the classroom teachers, will also help plan, monitor, implement, and evaluate programming for students on a modified program. The Learning Support teacher is available to help classroom teachers refer students to clinicians. These clinicians include a social worker, psychologist, speech & language pathologist, physiotherapist, and occupational therapist. All referrals must be approved by the parents/guardians as well as school and division administration.

8. HANOVER SCHOOL DIVISION COMPUTER & INTERNET USE

8.1 Use of Information Technologies & Student Responsibilities

Hanover School Division offers employees, students and other authorized users (as determined by the ICT Services) access to a variety of information technology resources.

Digital information research skills are fundamental. HSD expects that staff will blend thoughtful use of such information throughout the curriculum and provide guidance and instruction to students in the appropriate use of such resources.

Students are responsible for ethical behaviour on school computer networks, and with school and personal digital equipment. General school rules for behaviour and communications apply.

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 a teacher supported supervised setting. Before a student is permitted access to the Internet, the student and his or her parent/guardian will be asked to complete the form entitled "*Student Acceptable Internet Use Agreement & Parent Permission Form.*"

Find the HSD Acceptable Use Policy document and permission form online at <https://hsd.ca/wp-content/uploads/2016/01/HSD-RUTA-Grades-5-12.pdf>.

8.2 NMS Computer Use

Our goal is to develop engaging learning environments, and collaborative learning partnerships by using digital technology. Students may have access to a Chromebook, iPad and/or computer in school. This will support collaborative inquiry, and expand learning beyond the classroom.

- User IDs and passwords are for individual use and are not to be shared with other students.

- Internet filtering is implemented by GoGuardian. Web filtering and all activity on the computer is recorded regardless of whether using school or personal WiFi.
- Computers are not to be used for online games or streaming content (such as videos or music) except where there is a clear, stated and teacher-approved educational reason for using such content.
- Damage due to tampering, vandalism or other violations of the computer guidelines or the computer user's contract (including hacking, storing inappropriate files, propagating viruses) will result in serious consequences for those who cause such disruption.
- Damage caused by a student will have to be repaired at the student's expense.

Computer access is a privilege that can be revoked if a student breaks the user contract.

9. LOCKERS AND LOCKS

9.1 Lockers

Lockers are assigned and locker records (student's names, locker numbers and school lock combinations) will be kept by homeroom teachers.

Students are not permitted to transfer from assigned lockers without authorization from the homeroom teacher.

Lockers are to be kept clean. Regular locker checks occur throughout the school year.

9.2 Locks

Locks are provided by the school at no cost for students' convenience to keep belongings safe in a locker.

Students are required to use their school locks at all times to reduce theft and loss of belongings and to keep combinations confidential.

Only school assigned locks are allowed on lockers.

The school cannot be held responsible for lost or stolen articles.

10. EXPECTATIONS FOR USE OF CELL PHONES

Owning or having access to a cell phone at any age comes with an elevated degree of responsibility. The staff of NMS are committed to guiding and supporting our students who bring cell phones and personal devices to school so that they can learn how to use them responsibly and appropriately.

General Expectations for ALL students:

- Be respectful - Do not use technology to degrade, defame, bully or harass others.
- Avoid inappropriate or offensive online content - Do not access, forward or share.
- Personal devices are to be stored away during class time. Students should not be using their phones during class time, which includes checking for missed calls or messages.
 - Parents are asked to call the school office and messages will be relayed to students.
- Cell phones (and cameras) are not allowed in school washrooms, change rooms or the gym.
- Photos and/or videos that have a curricular or school-based connection can only be taken with staff approval and under staff supervision. Taking photos and/or videos of others without their permission is prohibited.
- Posting and sharing photos and/or videos of others without their permission is strictly prohibited on school property and during school events.

- The expectations mentioned above also apply to extracurricular athletics, events and opportunities. In these situations, the school day is extended to include the extracurricular event.

Grade 7 & 8

- Students can only access their devices during class time if permission has been granted by their teacher.
- Can be used at lunch and breaks if used responsibly.

Grade 5 & 6

- From 8:50 am - 3:40 pm, cell phones must be stored in a backpack, locker or with the teacher. Our preference is that cell phones remain at home in grade 5 & 6.
- Cell phones are not to be used at recess or on the playground.
- Students can only access their devices between 8:50 and 3:40 if supervised by a staff member.

11. MEDICATIONS/HEALTH PLANS

We are not legally able to give out medication (Tylenol, Advil, etc.) to students. Exceptions to this are those medications prescribed by a doctor that need to be administered throughout the school day. Appropriate paperwork will be completed before any medications are administered and those medications are kept under lock and key and are carefully monitored by school staff.

Other medications that we are able to administer must be part of a student's URIS Health Plan. These plans are for students with major health issues (asthma, severe allergy, diabetes, etc.). The plans are completed/reviewed by parents/guardians every year and approved by Southern Health. All staff members are trained each year on the medical needs in the building. The plans and the instructions they contain are vital to meeting a student's needs should an emergency occur. Teachers also rely on them, along with a Transportation Plan, when out of the building on learning trips. Students with a URIS plan must have the necessary equipment, such as inhalers or epipens, with them at school.

12. ALLERGIES & FOOD SAFETY

There are students in our school who have extremely severe allergies to some foods. NMS strives to be an ALLERGY AWARE school.

Although the affected children and their families must take responsibility to avoid exposure; staff, students and their families can also help to make the school environment safer.

We kindly ask you to co-operate in the following manner:

- Please check the list of ingredients on items you send to school.
- Avoid sending peanuts/nuts or items containing peanuts/nuts to school with your child, including: sandwiches, granola bars, cookies, etc.
- Teach your son/daughter to respect this very serious situation; teasing or threatening students that have these serious allergies will not be tolerated.

This situation may be an inconvenience to you and your family, but please realize how important your cooperation is. We would take the same care should your child require the same health care needs.

13. SCENT FREE

Individuals within the school community suffer from allergies and sensitivities to certain scented products. The rising incidence of asthma, migraines, and upper respiratory conditions combined with the increased use of powerful long-lasting fragranced products has caused fragrances to become a school issue. We ask students and staff to refrain from wearing or using perfumed lotions or sprays. Your consideration of others is appreciated.

14. ILLNESS

Students who become ill during the day should inform their teacher and report to the office. Parents/guardians will be contacted to make arrangements for student pick-up.

15. DRESS AND APPEARANCE

School expectations are based upon these understandings:

- Dress, within acceptable limits, is a matter of personal taste which the school will respect.
- Dress communicates messages about the individual and the school. It can both reflect and affect a school's culture and values.
- Dress should observe and respect the formality of the school setting.
- Dress should respect the sensitivities of others.

These expectations take into account safety, self-confidence, self-respect, self-esteem, health, and the maintenance of a non-distracting work atmosphere for both staff and students.

Please respect the following:

- Suggestive or revealing clothing is not to be worn in school (i.e. Underwear should not be visible).
- Clothing with inappropriate language and/or images related to smoking, drugs, alcohol, profanity, violence, sex or racism are not acceptable.
- The PE teacher will inform students of appropriate gym attire.
- For safety reasons, sandals with open toes are not appropriate footwear in the Tech Ed, Human Ecology, Science labs, and gym settings.

16. BICYCLES

All bicycles must be parked in the racks provided. All bicycles should be locked with the student's own lock. The school is not responsible for damage or theft of bicycles or their parts while they are parked in the racks. Bicycles are to be used solely for transportation to and from school, not during the school day.

17. DRILLS AND EMERGENCY EVACUATION

A total of ten fire drills and two lockdown drills will be practiced each school year to familiarize students with evacuation procedures. We ask students to follow the instructions from staff members. Evacuation routes are pre-assigned for each room. Students and staff are asked to move to the designated area and for fire drills well away from the building (and the bus loop). Teachers will stay with their class so that attendance can be taken quickly. Do not re-enter the building until either the buzzer sounds or the signal to re-enter is received from school based administration.

In the event of an emergency:

<i>Primary Relocation Site:</i> Word of Life Mission Church 233 - 3rd Street South, Niverville, MB (204) 388-4800	<i>Secondary Relocation Site:</i> Niverville Elementary School 181 Main Street, Niverville, MB (204) 388-4861
<i>Primary Parent Receiving <u>MUSTER POINT</u>:</i> WOL Parking lot	<i>Secondary Parent Receiving <u>MUSTER POINT</u>:</i> NES Parking lot

18. COMMUNICATION

We believe that communication between parents/guardians and school/teachers is one of the most important aspects of creating a learning environment that is essential for students.

Teachers are using a variety of ways to communicate updates, homework, and other information. Please email the teacher if you are unsure what communication tool the teacher uses. All teacher emails can be found on the NMS website.

If you have a concern with an issue in a particular classroom, please phone, write a note or send an email to the respective teacher. Often this will help sort things out. If a teacher has a concern, they will do the same.

19. PARENT VOLUNTEERS

The school encourages the parents/guardians of our students to get involved and volunteer. Hanover School Division policy states that all volunteers, drivers, and coaches must complete a Child Abuse Registry check and a Pledge of Confidentiality form, as well as a Vulnerable Sector Check with the RCMP. The necessary forms are available in the school office. Also, all volunteer drivers must complete and submit an HSD Volunteer Drivers form before transporting students.

20. DROP - OFF ZONE

The bus loop in front of the school is one-way. No car traffic is allowed through the bus loop 8:15-9:15 am and 3:15-4:15 pm. Students may be dropped off on Third Street south in front of the school. Also, please be advised that a designated 15 minute parking spot is also available on Third Street south in front of the school.

For the safety of all, the back staff parking lot by the tennis court is NOT to be used as a drop-off/pick-up area.

21. STUDENT TRANSPORTATION ON SCHOOL SPONSORED EVENTS

Hanover School Division student transportation policy states that school buses will be used to transport students participating in learning trips and extracurricular activities.

Private vehicles operated by volunteer drivers may be used provided the volunteer is an employee of Hanover School Division or a parent/guardian with a valid driver's license, has adequate insurance, has completed all forms listed in #19 above, and is approved by the principal. Mileage is not paid to volunteer drivers.

22. LEARNING TRIPS

Students will not be allowed to go on a learning trip unless permission is granted from a parent/guardian. There will be no exceptions. Students who do not have permission will remain in a supervised environment at school. Authorization must be in the form of a completed consent/permission slip found on the Parent Portal. No email or verbal consent will be accepted.

23. SCHOOL CLOSURE POLICIES AND PROCEDURES

In the case of school closure and/or cancellation of bus service throughout Hanover School Division, announcements will be made on a variety of local and provincial & social media outlets including: Twitter, 96.7 FM, CJOB and CBC, *between 6:00 a.m. and 8:00 a.m.* Details of school closure, cancelled or delayed buses, are also available that morning at the HSD website (www.hsd.ca).

23.1 Full School Closure Due to Weather & Road Conditions

Schools will be closed when weather and road conditions in HSD are such that it is not advisable to transport students via school buses as determined by procedures set out in HSD policy.

- Schools will be closed to all students on these days.
- School buses will not be operating on these days.
- Rentals, scheduled events at the school and all extra-curricular trips will be cancelled.

23.2 Partial School Closure Due to Extreme Cold

The school will be closed for cold weather reasons when it is too cold to operate our school buses and it is too cold for students to be exposed to the elements for even a short period of time. The division will close for cold weather reasons when the temperatures in most locations in the division are *-35 degrees Celsius or colder or -45 degrees Celsius or colder wind-chill* or there are other extenuating circumstances as determined by the Superintendent, Director of Transportation and Board Chair. The temperature and wind-chill information at the Kleefeld Weather Station between 6:00 a.m. and 6:30 a.m. will be used to make the decision on whether to close schools or not.

- The school will not be open to students on these days.
- School buses will not be operating on these days.

23.3 Unsafe Conditions Arising During the School Day

If unsafe driving conditions necessitate cancelling bus service for the entire division for the home trip, students will be held in school until other arrangements can be made. Buses will not be sent out early. The school administration will receive instructions from the superintendent on implementing the Emergency Action Plan. The decision to cancel an entire route or part of a route may be made by the Transportation Supervisor.

Parents are required to indicate the name and phone number of an alternate person whose home their child can go to in the event of bus cancellation if a parent is not home or available.

24. SMOKING, TOBACCO AND VAPES

Niverville Middle School is a smoke and tobacco free school. Use of tobacco products and/or vapes is strictly prohibited anywhere on school property. Violators will be suspended from school.

25. USE OF ALCOHOL OR DRUGS

Possession or use of alcohol or drugs is not permitted under any circumstances. Violation could result in police involvement, suspension from school and a recommendation to the school board for expulsion from Niverville Middle School and Hanover School Division. Students will be required to meet with the Guidance counselor and HSD Social Worker as part of their re-entry plan after their suspension. Parents/guardians will be contacted, if school based administration suspects a student is under the influence of drugs or alcohol.

26. CODE OF CONDUCT

The staff at Niverville Middle School aim to make the school a safe and comfortable place for students to gain the maximum benefit from their educational experience and from the various extracurricular and intramural activities offered at the school.

The school would like to help students develop mature and socially responsible behavior. They will be expected to use good judgment and respect in their relations with each other and with adults in the building, and to respect school property and the property of other students. Our “NMS CAREs” model should act as a compass-point for appropriate conduct at school

GOALS

To develop and maintain an optimum environment for learning by:

- educating students in behaviour patterns that will be helpful to them individually and to the school community as a means to enhance academic, intellectual, social and emotional engagement consistent with Hanover School Divisions Deeper Learning Plan.
- correcting behaviour which is disruptive to the learning environment.
- applying the Hanover School Division Code of Behaviour in all school situations.

STUDENT EXPECTATIONS AT SCHOOL

- Be responsible for your own actions, have self-control
- Listen and follow the rules
- Respect personal space
- Use appropriate language
- Hands to yourself
- Use a reasonable voice volume in class and in the halls
- Cooperate with staff and students
- Be helpful to school visitors and to new students...be friendly
- Exhibit a positive attitude
- Be organized
- Ask questions
- Listen to teachers, adults in the school and to each other.

PRINCIPLES OF DISCIPLINE

- While all students are entitled to an education, no student is entitled to deprive anyone else of theirs.
- Discipline is a process that may include positive encouragement or corrective measures.
- Teachers and parents/guardians should instruct students in expected classroom deportment.
- Before disciplinary measures are taken, all the facts must be known. Punishment should never be handed out on the basis of assumptions or educated guesses.

- Students and parents/guardians should understand clearly why disciplinary actions have been taken with reference to consequences of choices made by the students.

PARENT/GUARDIAN INVOLVEMENT

Creating the positive learning environment desired in school requires support and cooperation from parents/guardians and the community. Therefore, every attempt to involve parents/guardians and to communicate with them will be made. Parents/guardians should contact teachers first with regard to disciplinary measures taken in the classroom. Parents/guardians may be asked to attend conferences with the teacher(s) and/or administration. Parents/guardians may be contacted if a student is asked to serve an in-school suspension or is repeatedly removed from class. Parents/guardians will be contacted when their child is suspended from school.

DISPUTE RESOLUTION PROCEDURES

- A student and his/her parent(s) or legal guardian(s) should appeal directly to the teacher who made the disciplinary decision in dispute.
- In the event that the issue is not resolved at this level, an appeal may be made to the school administration.
- In the event that the issue is not resolved at the school level, an appeal may be made to the Superintendent of schools.
- Only after “all normal dispute resolution procedures or formal channels have been exhausted” may students or parents exercise their right to appeal to the Board of Trustees of the Hanover School Division.

26.1 General Behaviour Expectations

The following contains most behavioural expectations of students at Niverville Middle School:

Respect for Teachers, Support Staff and other Adults

Students are expected to respect and support teachers’ efforts at maintaining proper classroom order and conduct. Our goal to produce socially responsible individuals dictates that students who do not work cooperatively to be part of the solution to a problem may be considered to be contributing to the problem. This also applies to non-classroom areas of the school, learning trips and sporting events.

Physical or verbal abuse of staff is a serious offense and could result in suspension from school.

Respect for other Students

Students are expected to respect the rights of others to benefit from instruction and the right of a teacher to teach by not disrupting a class in session.

At Niverville Middle School, we wish to maintain an environment that is respectful of everyone. Students are reminded that public displays of affection are exclusionary and awkward for other students and are therefore inappropriate.

Physical or verbal abuse of other students is a serious offense and could result in suspension from school. Note: The degree of abuse is determined by the victim of the abuse rather than by the abuser.

Respect for Property

Students are expected to treat school property with respect and are expected to respect the property of other students. Restitution will be expected for damage caused to another student's property.

Attention to Assignments

Students are expected to show their best effort in completing and handing in school assignments. Failure to meet assignment expectations will be reflected in the grade for the course. Test marks will likely also be affected when students are not prepared due to incomplete assignments. Some work done for credit in class cannot be made up if a class is missed, which will also be reflected in the grade for the course. This should be taken into account when planning absences from school.

Use of Free Time

Students are expected to use their free time constructively and in a way that ensures that they do not impede others from achieving their goals.

Out of Class Obligations

Whether students are on a learning trip or participating in an athletic event, they are representatives of Niverville Middle School and Hanover School Division. Student behaviour should always bring credit upon the student, the school, and the school division. Violation of these obligations will have consequences.

Harassment

Students who feel they are being harassed by another student should report this to a staff member or to administration. The harasser will be given a verbal warning to stop. Another report will result in a meeting with parents/guardians. A third report will result in a harassment form being signed; stating that if this harassment continues it could become a police matter. Suspension of the harasser may occur at any point in the process, depending on the severity or nature of the harassment.

Hazing

Initiation activities or hazing, which involve bullying, will not be tolerated. Hazing involving physical assault will result in a minimum 5 - day suspension issued by administration and a police report. This suspension may be extended by the Superintendent or raised to an expulsion by Hanover School Division and charges may be laid by the RCMP.

Weapons

Bringing a dangerous weapon to school or threatening to use a weapon could result in RCMP involvement, suspension and/or a recommendation to Hanover School Division for expulsion.

Use of Technology

In order to promote an atmosphere conducive to learning, student use of electronic devices will have the following limitations:

- Use of personal communication devices are not allowed in the classrooms, unless authorized by the teacher for educational purposes.
- During school outings such as learning trips or sporting events, the use of cell phones is by permission of the supervising teacher or community coach only.
- The use of electronic devices or digital cameras during a test or assessment will result in the removal of the student from the assessment. A mark of zero may be assigned.

- Cell phones, or any other video-capturing devices, are not allowed in the gym, washrooms, change rooms or any other private area.
- Use of electronic devices such as audio or video equipment to make recordings must be done with permission of the supervising teacher and any individual or group being recorded.
- Recordings made secretly and/or used maliciously will result in disciplinary action which could include expulsion by Hanover School Division and a police report.

Any inappropriate use of electronic communication devices will result in immediate confiscation of these devices by school staff. Disciplinary action may be applied to any student who refuses to surrender their device on the grounds of defiance.

26.2 Definition of Problem Behaviours

The relative seriousness of a behaviour depends more on the effect of the behaviour than on its original intent.

Minor Infractions

These are mild behaviours that are disruptive to the teaching and learning process, and can easily escalate into more serious behaviour. Examples include being tardy for class, talking too loudly in the hallways, not having materials for class, excessive talking in class, etc.

Consequences for Minor Infractions

- Verbal warning
- Change of seating
- Student/Teacher conferences
- Removal from class for the remainder of the period
- Detention
- Referral to Guidance counselor

Serious Violations

These represent breaches of school guidelines and behaviours that seriously disrupt school functioning. Included are noncompliance, defiance, verbal abuse towards staff, physical aggression, vandalism, gang involvement and repeated minor infractions that demonstrate a pattern of unacceptable behavior.

Consequences for Serious Violations

- Any of the consequences for minor infractions may be used
- Discipline notice sent home
- Parent/guardian, student & teacher conference to agree upon future actions
- In-school suspension
- Referral to HSD Student Services
- Out-of-school suspension of up to 5 days
- A signed contract of future actions may be required before a student returns to school from a suspension
- A conference involving parent/guardian, student, teacher & administration to agree upon future actions

Illegal Behavior

These are in violation of the law. Included are things like possession or use of a weapon, alcohol or illicit drugs, theft, assault, vandalism, hazing and intimidation/harassment.

Consequences for Illegal Behaviour

- Any of the above consequences may be used
- Possible police involvement
- Possible minimum suspension of 5 days
- Possible request to the Hanover School Division to have the student expelled from school
- Referred to appropriate authorities for possible legal action

Please note the above list is not exhaustive and may not necessarily be adhered to in the sequence recorded. It does, however, communicate to students and parents what the consequences will be for violating school behavioural expectations.

RETURN TO CLASS AFTER SUSPENSION

Each day in a suspension is considered an absence. Students are expected to initiate the process of making up missed work, tests, etc. and then follow through with the arrangements in order to catch up. In most cases, a conference involving student, parent(s)/guardian(s), teacher(s) and the administration will be held to agree on future actions.