



Campbellton Middle School
“The Journey Is the Reward”
STUDENT HANDBOOK 2015-16

Principal
Angela Young

80 Arran Street
Campbellton, N.B. E3N 1L7
Phone: (506) 789-2120 Fax: (506)759-7121
web: <http://cms.nbed.nb.ca> e-mail: cms@nbed.nb.ca
Facebook: [facebook.com/CampbelltonMiddleSchool](https://www.facebook.com/CampbelltonMiddleSchool)

Vice-Principal
Michael Graham

<p>This Student Handbook belongs to:</p> <p>Name/Homeroom: _____</p> <p>Address: _____</p> <p>Phone/e-mail: _____</p>

A MESSAGE TO PARENTS/GUARDIANS

It is a pleasure for us to have your child(ren) at Campbellton Middle School. You can help us by reading the school rules in this handbook.

The more informed you are about your son or daughter’s academic and extracurricular day at CMS, the easier it will be for us to provide the kind of environment and education that you want for your children.

COMMUNICATION:

CMS staff understands the importance of communication with parents and guardians. We share information by:

- **Phone** (School Connects and direct conversations)
- **Webpage:** <http://cms.nbed.nb.ca>
- **CMS Facebook Page** ([facebook.com/CampbelltonMiddleSchool](https://www.facebook.com/CampbelltonMiddleSchool))
- **Paper documents** (memos, report cards, PRIASE Program letters, etc.)

- **Face-to-face meetings** (Open House, Parent-Teacher interviews, etc.)
- **Canada Post Mail** (attendance letters, suspension letters, etc.)

Parents who wish to be put on our email distribution list should indicate this on the data collection sheets at the beginning of the school year.

CONTACT INFORMATION

- We invite you to contact the school with any concerns you may have.
- The main office is open from 8:00 am until 3:30 pm every school day. Please note that doors will be closed for lunch from 12:00-12:45.
- Our phone number is **789-2120**. Parents may call the school to leave message for the staff or may e-mail the school at cms@nbed.nb.ca.

A MESSAGE FOR STUDENTS

It is a pleasure to welcome you to Campbellton Middle School! This handbook has been prepared to help you to become better acquainted with the standards, procedures, and activities of our school. Make yourself familiar with the rules of the school. By following the rules you will create for yourself and others the best possible atmosphere for learning. Your school is what you make it.

Your contribution for your own success can best be made by following this simple formula:
Good Attendance + Good Behavior + Good Attitude + Good Effort = Good Results.

ABSENCES, TARDINESS AND EARLY DISMISSAL

School hours are from 8:10 am until 3:10pm, with bus dismissal at 3:20pm. The instructional day is from 8:25 am - 2:25pm. Our optional extracurricular School Activity Program (SAP) is from 2:10 – 3:10 pm.

Tardiness and Early Dismissal:

- Students will be considered tardy if they arrive at school later than 8:25am. Students who arrive late must report to the office for a late slip before going to class.
- At the end of the instructional day (2:25pm) walkers may leave with written consent from parent/guardian. Students must sign out at the main office prior to leaving.

Absences:

- As per the NB Education Act, regular and punctual attendance is expected and required. This responsibility rests with the students and their parents.
- It is the responsibility of the parent/guardian to make arrangements to obtain missed school work due to absence or suspension.
- A note, phone call or e-mail by parent/guardian is required any time a student is absent from school or is late.
- Attendance is monitored and contact with the home by letter or phone call will be made if attendance becomes a concern.

BUYING AND SELLING

Students are not allowed to buy or sell items at school unless the items are part of a school-sponsored fund-raiser.

CODE OF CONDUCT

- Be respectful (of self, others, property)
- Be responsible
- Be safe

DRESS CODE

- Hats and sunglasses are not permitted
- Undergarments must not be visible
- Shirts must meet the top of pants/skirt/shorts so no midriff is showing. Spaghetti straps and strapless tops are not permitted.
- Shorts, skirts and dresses must be long enough to reach the end of the student's fingertips when arms are held straight down by the side of the student's body.
- No clothing, jewelry, medallions, patches, or designs on clothing that reflect or suggest drugs, cult/gang affiliation or advertise alcohol, tobacco, profanity, other distasteful or suggestive language.

DRUGS, ALCOHOL, TOBACCO, E-CIGARETTES

Any student who intentionally sells, gives, possesses, uses or is under the influence of illegal drugs, narcotics or alcohol in or on school property, including buses, will be subject to (A) removal from school and (B) will be reported to the appropriate law enforcement agencies for possible legal action.

Students, staff and visitors are not permitted to smoke or use e-cigarettes in the school building, on or near the campus or on school buses. Students found smoking are subject to suspension from school.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities such as evening school dances/movies, school activity period, Fabulous Fridays, Friday Team Rallies, after-school sporting events, etc. are optional social events for CMS students. Staff members volunteer their time to supervising/coaching. Students are only invited to attend if they:

- Are on levels 1-4 of the PRAISE program.
- Do not have an unexcused absence the day of the event.
- Are not in violation of the CMS dress code.

FIRE and LOCKDOWN DRILLS

- Fire drills and lockdown drills at regular intervals are required by law and are an important safety precaution.
- It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible.
- The teacher in each classroom will give the students instructions.

HOMEWORK

Any unfinished or missed class work must be completed at home. It is expected that students will read and practice math facts nightly.

Reading at home will help to improve both reading and writing skills, enabling students to meet with greater success in all subject areas. Practicing basic math facts (especially multiplication and division) so they are known with automaticity will aid in student achievement in all areas of the math curriculum. Students in grades 5 and 6 should practice multiplication tables up to 9x9, while students in grades 7 and 8 should practice those up to 12x12.

LOCKERS

- Lock and locker rentals are covered in the \$25 student fee (\$40 per family).
- The purpose of the locker is for safekeeping. Therefore, no student should give his/her combination to other students.
- The locker and lock is for your use but remains the property of CMS. Students are responsible for maintaining them in good condition. Lockers can be checked any time.

MORNING SUPERVISION

Outdoor supervision is from 7:55 – 8:10am in the bus loading area in the rear of the school. All students on school grounds during this time are expected to report to that area. Unless there is indoor duty due to inclement weather, students are not permitted to enter the building prior to 8:10am.

PERSONAL ELECTRONIC DEVICES

E-Readers and iPads are permitted if the supervising teacher grants permission.

Personal Electronic Devices (cell phones, digital cameras, iPods gaming devices, etc.) are not permitted at school.

- **First offence:** Student is asked to put PED in locker and given a verbal warning.
- **Second offence:** Administration will collect PED, keep it in a secure location for the remainder of the day and return it to student at the end of the day.
- **Third offence:** Administration will collect PED, keep it in a secure location, contact home and make arrangements for parent/guardian to retrieve PED.
- **Further offences:** Further disciplinary action to be determined by team and administration.

PEANUT/ NUT and SCENT FREE

We are a peanut, nut and scent-free school. Food products containing nuts are not allowed, nor are perfumes, colognes, body sprays, deodorant sprays or other scented products.

P.R.A.I.S.E. PROGRAM (*Promoting Responsible Attitudes in a Safe Environment*)

Our goal is to promote and encourage self-discipline and responsible behavior while following the Policy 703 guidelines.

The focus of our PRAISE Program at CMS is to support students in taking responsibility for their behavior. We believe that students choose their actions and behaviors. All students commence on level three. Positive behaviour(s) is recognized by placement on levels 2 or 1. Challenging behaviour(s) may result in a placement on level(s) 4, 5 or 6.

LEVEL ONE

EXPECTATIONS

- **Level Two and Level Three expectations plus...**
- Positive role model and or leader of your grade level.
- Outstanding achievement in a variety of community activities.

Students will need to apply in writing to administration.

RESULTS

- **Level Two and Level Three results plus...**
- Principal's award at the end of the year.

LEVEL TWO

EXPECTATIONS

- **Level Three expectations plus...**
- Cooperative and helpful to all.
- Valuable contributions to school community
- Consistent, positive behaviour throughout the school year.

Students need to apply in writing to their teacher team.

RESULTS

- **Level Three results plus...**
- Eligible to receive a school performance certificate.
- Parents/guardians will be informed of your achievements.
- Your teacher team will congratulate you.
- You will be invited to attend special student activities.

LEVEL THREE
(entry level for all students)

EXPECTATIONS

- Respect the responsibilities and rights of yourself and others.
- Regular attendance.

RESULTS

- Normal student privileges.
- Invited to attend dances, plays and after school events.
- Able to participate in activity period, extra-curricular clubs and teams.

LEVEL FOUR

BEHAVIOURS

One or more teachers are concerned with behavior. It may be because:

- You have not been respectful
- You have not been responsible
- You have not been safe
- Your attendance is irregular.

RESULTS

- Parental/Guardian contact will be initiated.
- You will be required to meet with your teacher team. They will advise you as to what will be required for you to return to LEVEL THREE. (This could include *up to* a 2 week probationary period).

LEVEL FIVE

BEHAVIOURS

- You have chosen not to modify your behaviors of LEVEL FOUR or you have been placed on this level due to a serious misbehaviour.

RESULTS

- Your family may be asked to attend a meeting with your teacher team and/or principal.
- You may be expected to see the guidance counselor and/or behaviour interventionist so they may assist you in improving your behaviour.
- You will not be invited to attend any extracurricular activities.
- You will be required to meet with your teacher team. They will advise you as to what will be required for you to return to LEVEL FOUR. (This could include *up to* a 2 week probationary period).

LEVEL SIX (Suspension)

BEHAVIOURS

- You have chosen not to modify your behaviors of LEVEL FIVE or you have been placed on this level due to a serious misbehaviour.

RESULTS

- **Level Five results plus...**
- Suspension (in or out of school)
- You may be returned to class and or to school under written conditions.
- Upon your return to school you will be placed on LEVEL FIVE.

SCHOOL ACTIVITY PROGRAM (SAP)

All students on levels 1-4 of the CMS PRAISE Program have the opportunity to participate in our optional SAP activity program (Mondays to Thursdays from 2:25 to 3:10pm). Students will be able to get involved in one or two extracurricular activities. Some possible activities may include softball, art, woodworking, dance, First Nations' crafts and culture, floor hockey, computers, cooking, crafts, soccer, games room, bingo, knitting, crafts, reading, origami, guitar, photography, gym activities, board games, chess, outdoor activities, etc.

Parent/community volunteers are welcome to share their talents!

STUDENT VALUABLES

Students, not the school, are responsible for their personal property. We recommend valuables be left at home.

TEXTBOOKS/LIBRARY BOOKS

Students are responsible for the books issued to them during the school year. If a student loses or abuses book, it will be his/her responsibility to replace it.

THINGS TO BE LEFT AT HOME

Combustibles (matches, lighters, firecrackers, etc.), weapons (knives, laser pointers, toy pistols, etc.) and other such dangerous items are not allowed at school. Students in possession of these items may be subject to consequences such as suspension from school or police involvement.

SCHOOL BUS RULES AND GUIDELINES

Basic Rules

1. Obey the driver
2. Respect others
3. Remain seated
4. Keep aisle clear
5. Talk quietly

Safety Guidelines

1. Obey the driver promptly.
2. Avoid any unnecessary conversation with the driver while the bus is in motion.
3. Respect the driver and fellow passengers.
4. Arrive on time and stand away from the roadway while waiting for the school bus.
5. Wait until the bus comes to a complete stop before moving to get on.
6. When crossing the road, wait for the driver's signal and always cross at least 3 metres in front of the bus. Never cross behind the bus.
7. Always keep a safe distance around the bus.
8. Go directly to your seat; allow others to sit with you. Remain seated.
9. Sit facing forward, with your belongings on your lap or under the seat. Keep the aisle clear.
10. Obtain approval of the driver to open windows or emergency door. Nothing must hang out or be thrown out of the windows of the bus.
11. Talk quietly. Silence is required when approaching a railway crossing.
12. Eating and drinking are not allowed on the bus. The use of tobacco and e-cigarettes are forbidden.

13. Pets or large objects are not allowed on the bus.
14. Anyone who intentionally damages the bus will be held responsible.
15. Dress according to weather conditions. For safety reasons, avoid drawstrings or loose objects on clothing and backpacks.

Any infringement of the above rules may result in disciplinary action by the school officials and possible loss of transportation privileges.

Bus Pass Regulation

In the interests of student safety, bus passes will only be issued in the event of an emergency. Otherwise, students must take their regular bus to and from school. *Travel to any other destination is the responsibility of parents.*

Under this regulation, *an emergency is defined as an unexpected parental illness or family crisis.* If possible, we require a written request from parents or guardians to issue temporary bus passes in these situations. If a written request is not possible due to the nature of the emergency, we expect that a parent or guardian would contact the school to make the request.

SCHOOL IMPROVEMENT PLAN

CMS's School Improvement Plan will be reviewed and shared yearly with our Parent School Support Committee, staff and students when applicable.

STUDENT PROGRESS

Student progress will be reported to parents a minimum of three times per year.

If you feel you're being bullied...

Campbellton Middle School is committed to establishing an atmosphere where everyone feels safe. Bullying is intentionally mean, cruel, hurtful behavior. It involves using power in a negative way to hurt others. If you feel that you are being bullied, this is what you need to do.

- Use the “**STOP SIGNAL**” with your hand and verbally say stop at the same time.
- **WALK AWAY** from problem behavior.
- **TALK**: Report problems to an adult.
- **FILL OUT A BULLYING REPORT FORM** for every bullying incident and hand it in to Administration, Guidance, Homeroom Teacher, or other CMS staff member. There are bullying reporting forms in every classroom (sample below) and in the hallways on each of the three floors of the school. You may also fill in an online bullying form at www.intimidationrestigouche.com

Every student will be held accountable for their choices they make throughout their school day.

All bullying matters will be addressed.

Bullying Report Form

“Everyone has the right to be respected and the responsibility to respect others.”

Did you “STOP”, “WALK”, and “TALK?”

Reported by: _____ Date: _____

The person being bullied: _____

The person who is doing the bullying: _____

The people who are witnessing: _____

Is this a repeated incident? (Please circle) Yes/No
Is it on purpose? (Please circle) Yes/No
Does the victim express that this behavior is unwanted? (Please circle) Yes/No

What happened?

Describe the type of Bullying: Verbal, Physical, Exclusion, Cyber Bullying..

What did you do?

CAMPBELLTON MIDDLE SCHOOL WILL NOT TOLERATE BULLYING

Please return the bottom portion of this handbook to your homeroom teacher at your earliest convenience.



I have read and understand the contents of the 2015/2016 Campbellton Middle School Student Handbook.

Date: _____

Student's Name (print): _____

Parent's/Guardian's signature: _____