

Campbellton Middle School

**“The Journey Is the Reward”**

**STUDENT HANDBOOK 2017-18**

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| **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** | **Vice-Principal**  **Michael Graham** |

**This Student Handbook belongs to:**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Homeroom: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**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**.

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 child’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 him/her/them.

**COMMUNICATION*:***

CMS staff understands the importance of communication with parents and guardians. We have various means to share information:

* **Phone** (School Connects and direct conversations)
* **Webpage**: http://cms.nbed.nb.ca
* **CMS Facebook Page**: facebook.com/CampbelltonMiddleSchool
* **Paper documents**
* **Face-to-face meetings/events**
* **Canada Post Mail**
* **E-mail:** Parents are encouraged to include their email on the school data collection sheet.

**CONTACT INFORMATION**

We invite you to contact the school with any concerns you may have. Office hours are from 8:10 am until 3:40 pm every school day. The main office will be closed from 10:00 to 10:15 AM and from 12:10-12:40 PM. Our phone number is **789-2120**. Parents may call the school to leave message or may e-mail the school’s administrative assistant at [**cms@nbed.nb.ca**](mailto:cms@nbed.nb.ca)**.**

**ABSENCES, TARDINESS AND EARLY DISMISSAL**

School hours are from 8:25 am until 3:05 pm, with bus dismissal at 3:10pm.

**Absences**:

* As per the NB Education Act, regular and punctual attendance is expected and required. This responsibility rests with the students and their parents.
* A note, phone call or e-mail by parent or guardian is required any time a student is absent or tardy.
* Attendance is monitored and contact with the home by letter or phone call will be made if attendance becomes a concern. Meetings with Parent/Guardian may be requested absenteeism meets/exceeds 12 days per school year.
* It is the responsibility of the parent/guardian to make arrangements to obtain missed school work due to absence or suspension.

**Tardiness:**

* Students will be considered tardy for their morning classes if they are not present in homeroom class by 8:35am. Students will be allowed into the building at 8:25am. We strongly recommend that entry time.
* Students will be considered tardy for their afternoon classes if they are not in class by 12:55pm.
* Students who arrive late must report to the office for a late slip before going to class.

**Early Dismissal:**

* Students leaving school before the end of the day must sign out at the office

# 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, hoods and sunglasses are not permitted during instructional time, which includes class time and transitioning from class to class.
* Shirts/tops must meet the top of pants/skirt/ shorts so no midriff is showing and must cover the chest area.
* 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**

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 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, after-school sporting events, etc. are optional social events for CMS students. Staff members volunteer their time to supervise/ coach. Students are only invited to attend if they:

* Do not have an unexcused absence the day of the event.
* Are in good behavioural standing
* 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 student fee.
* 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**

Morning supervision is from 7:55 – 8:25 am in the bus loading area in the rear of the school (or in the cafeteria in case of inclement weather). All students on school grounds during this time are expected to report to the bus loading area. Other areas of the school, such as the Main Office entrance area, are out of bounds during this time.

**PERSONAL ELECTRONIC DEVICES**

**P**ersonal **E**lectronic **D**evices (cell phones, digital cameras, iPods, gaming devices, etc.) are **not** permitted during instructional hours, which includes class time and transitioning from class to class.

* **First offence:** Student will be given a verbal warning and will be asked to put PED in their locker.
* **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 or refusal to comply with teacher/admin/support staff requests regarding these devices:** Further disciplinary action to be determined by administration.

*PEDs are permitted* ***only*** *if the supervising teacher grants permission for a specific academic reason.*

# PSSC (Parent School Support Committee)

# Campbellton Middle School has an active PSSC. All parents/guardians are invited to put their name forth for the PSSC elections in September and are encouraged to attend PSSC meetings held throughout the school year.

# REPORTING STUDENT PROGRESS

Student progress will be reported to parents by report card three times per year.

**SCHOOL BUS RULES AND GUIDELINES**

**Basic Rules**

1. Obey the driver
2. Respect others
3. Remain seated
4. Keep isle 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 isle 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 is 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.

**SCHOOL 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 VALUABLES**

Students, not the school, are responsible for their personal property. We recommend student 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 damages a book, it will be their 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.

**We promote a safe environment!**

Campbellton Middle School is committed to establishing an atmosphere where everyone feels safe. Bullying is intentionally mean, cruel, hurtful behavior. It is different from conflict in that it involves using power in a negative way to hurt others. If you feel that you are being bullied, it is each student’s responsibility to do the following:

* 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 a CMS staff member. There are bullying reporting forms in the hallways on each of the three floors of the school. If you can’t find one, please ask for one.

**Please return the bottom portion of this handbook to your homeroom teacher at your earliest convenience. Signing it signifies to our staff that you have read and understand the school rules and procedures.**



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**I have read and understand the contents of the 2017/2018 Campbellton Middle School Student Handbook.**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student’s Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student’s Homeroom Teacher: ­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent’s/Guardian’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**