

Positive Learning and Working Environment Plan
Campbellton Middle School
2015-2016



Mission: *The Campbellton Middle School Community encourages personal growth and collaboration for all students in a safe, respectful and responsible learning environment.*

Vision: *Campbellton Middle School is a place where inspiration and innovation are important for all individuals to be responsible, global citizens.*

Rationale:

This plan is based in the belief that students will learn to their greatest potential in “environments where they feel safe, nurtured and respected” (McFarland-McDaniels, 2009). A positive working environment should also ensure that staff members be content and therefore more productive.

Supporting Data:

The following reports, some of which provide information on stakeholder perceptions, have been used in developing this plan.

- Attendance
- Behaviour Tracking
- “Tell Them From Me” student survey

Identified Goals for Campbellton Middle School’s Positive Learning and Working Environment Plan

Goal # 1 –To provide a safe, nurturing learning and working environment that fosters respect.

Strategies/Actions: ESSTeam will... 1) create a checklist for the PRAISE program to ensure greater consistency. 2) devise ways to encourage more students to strive for levels 2 and L1. 3) look for creative ways to better assist students “stuck” on L5. 4) revisit “detention” to better enable students to reflect on their mistakes, make restitution and/or develop citizenship skills. 5) assist classroom teachers in increasing their capacity to utilize tier 1 strategies and universal accommodations in the classroom environment.

How Goal is Related to Policy 703: Section **5.1** Good citizenship and civility are modeled and reinforced throughout the school community. Every person is valued and treated with respect.

Measures of Success: Fewer students on level 5 = more students engaged in our School Activity Program. More in-class engagement.

Timeline: Starting in October and ongoing throughout the year.

Goal # 2 – To promote a sense of belonging for all students.

Strategies/Actions: 1) ESSTeam will consciously plan for more varied whole-school (Tier I) and small group (Tier II) activities to increase student connectedness at school. The goal is to target a variety of groups/interests. 2) With the assistance of the school’s PSSC, CMS will actively seek community volunteers to assist with our School Activity Program and/or act as mentors for students in need. 3)

Minimum \$1750 investment in library resources related to FN, LGBTQ, mental health, bullying, self-esteem, learning disabilities and suicide prevention

How Goal is Related to Policy 703: Section **5.3:** Students have a sense of belonging and connection, feel they are supported by school personnel, and have a positive relationship with at least one adult in the school system.

Measures of Success: ESSTeam has documented no fewer than five Tier I and two Tier II activities during the academic day this school year. Greater variety of activities offered during CMS's School Activity Program. Students with social challenges can more actively engage in after-school social activities with support.

Timeline: Starting in September and ongoing throughout the year.

Proactive Programming and Services Already in Place:

- **Code of conduct:** Be responsible. Be respectful. Be safe.
- Refer to "Campbellton Middle School's Pyramid of Interventions" **Appendix "A"**
- Refer to "Bullying Prevention Plan" – **Appendix "B"**
- Refer to Student Handbook, which includes Code of Conduct and PRAISE Program – **Appendix "C"**

Monitoring Process:

The improvement strategies outlined in this document will be monitored and reported upon as follows:

- The principal will meet with the champions on a regular basis to check progress of various actions
- The principal will review the plan three times a year with the Parent School Support Committee
- Recommendations for improvement will be made by all parties involved

Communication:

It is important to maintain communication with all stakeholders, including parents/guardians and students. This plan will be shared with all CMS staff via email and on our school portal site. It will also be discussed at staff meetings. The plan, in its entirety, will be posted on our CMS website for parents and students to access. As well, paper handouts of our Bullying Prevention Plan and Student Handbook will be distributed at the beginning of each school year. Students will be reminded throughout the year of the contents of this policy via student assemblies, meetings with grade level teams, and discussions with administration, as needed.

Every effort will be made by the school team to foster good communication (see below). However, should there be a breakdown in communication resulting in misunderstandings or disagreements between the home and school that cannot be resolved at the school level, administration will seek the assistance of Darren Oakes, Subject Coordinator for Guidance/Positive Learning Environment, for support.

Parent communication will be achieved by:

- phone (School Connects, direct conversations)
- paper copies (letters from individual teachers/administration and/or teacher teams, report cards, personalized learning plans), internet (website: <http://cms.nbed.nb.ca>, email: cms@nbed.nb.ca, Facebook: <https://www.facebook.com/CampbelltonMiddleSchool/>)

- Face-to-face meetings (Meet the Staff evening, parent/student/teacher interviews, scheduled meetings, PSSC meetings)

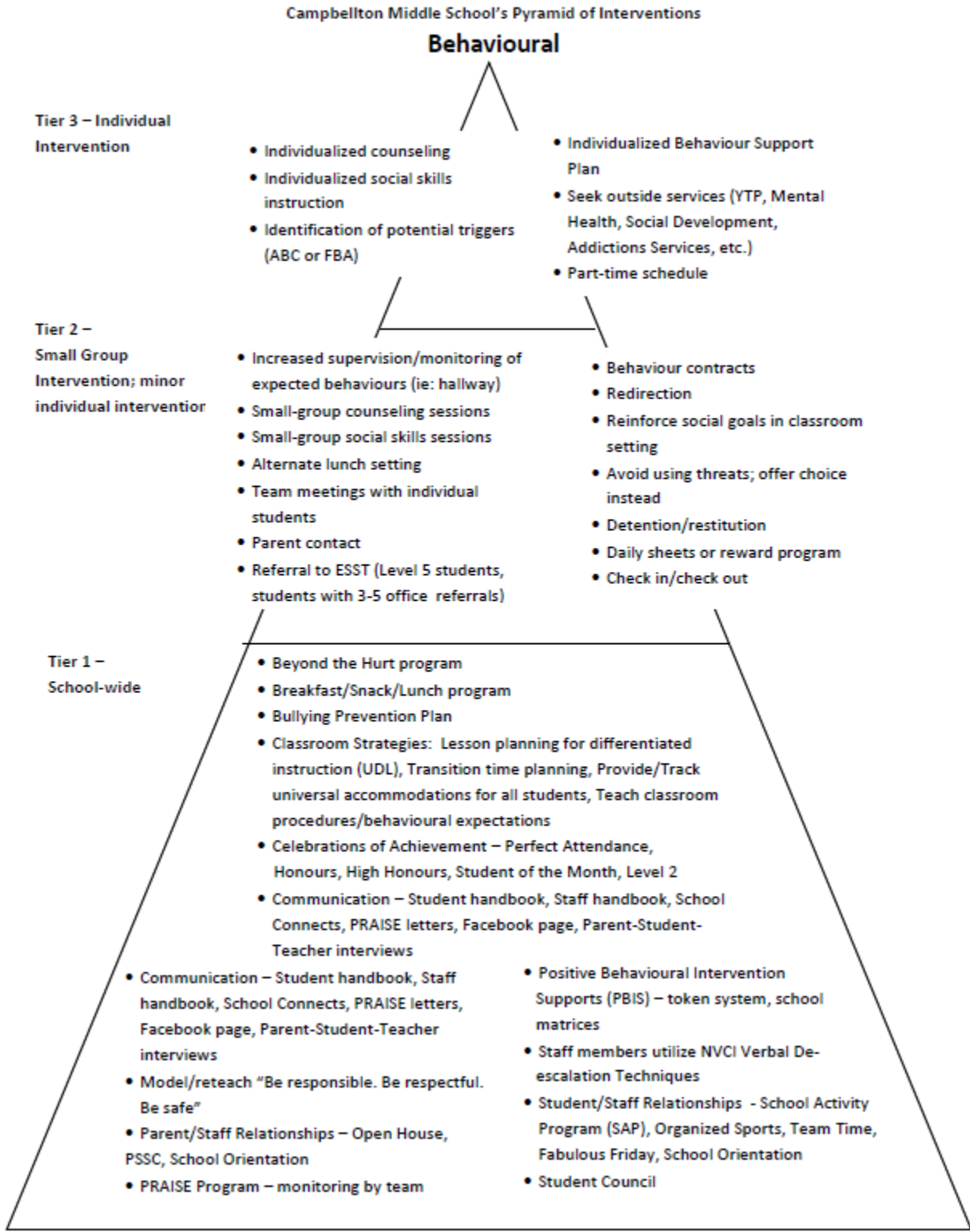
Student communication will be achieved by assemblies, Student Council, morning announcements, homeroom teachers, grade-level teams

Staff communication will be achieved by regular staff meetings and weekly “communications items” email.

Discipline:

The staff of Campbellton Middle School will strive to teach all children how to be respectful, safe and responsible by providing School-Wide “Positive Behavioural Interventions and Supports” (PBIS). Our goal is for children to correct their behaviour not out of fear of punishment, but because they understand the difference between right and wrong.

Appendix “A”: Pyramid of Interventions



Appendix “B”: Anti-Bullying Plan

Campbellton Middle School Bullying Prevention Plan

Campbellton Middle School is committed to establishing an atmosphere where everyone feels safe and **positively connected to school**. This includes Students, Teachers, Guidance Counselors, Bus Drivers, EA’s, Intervention Workers, Custodians, Librarians, Administrative Personnel and Guests to the Building. We take bullying seriously and strive to educate those that have been in a bullying situation. **Bullying is intentionally mean, cruel, hurtful behavior. It involves using power in a negative way to hurt others.**

There are four main types of bullying:

- **Verbal bullying:** using words to attack someone (name-calling, mocking, putdowns, hurtful teasing or threats)
- **Physical bullying:** using physical force or aggression against another person (hitting, pushing, tripping, punching, kicking, spitting or shoving)
- **Social /Relational bullying:** trying to hurt someone through manipulating social relationships (eye rolling, gossiping or spreading rumors, revealing other people’s secrets, excluding someone from the group, setting someone up to look foolish, giving the silent treatment or mean jokes followed by “Just Kidding”.
- **Electronic/Cyber bullying:** using electronic media to threaten, embarrass, intimidate, exclude, or damage someone’s reputation (sending threatening text messages).

It is expected that all staff, students and visitors of Campbellton Middle School follow our school’s Bullying Prevention Plan. This plan must also be followed when students are involved in extra-curricular activities on or off school property, and when they are on school buses.

This plan will outline Campbellton Middle School’s plan of action and what parents can do to help.

Campbellton Middle School Staff Responsibility

- All staff of Campbellton Middle School have a responsibility to ensure the **safety of all students in the school building, while also making best efforts to ensure all students have a positive connection with the school**. All staff will model exemplary behavior to ensure high standards of personal and social behavior we expect from our students. The PBIS Model will be taught to all CMS staff. A key strategy of PBIS is prevention. PBIS is a process for creating school environments that are more predictable and effective for achieving academic and social goals. When some students do not respond to the teaching of the behavioral rules, the PSIS model views it as an opportunity for re-teaching, not just consequence. (Bullying/PBIS evening session for parents planned for September)
- Teach our students to behold high self-esteem, self-respect and respect for others.
- Be aware of signs and other possible indicators that a student is being bullied.
- Take any reports of bullying seriously by thanking students for reporting. Sitting down with the student one-on-one with compassion and giving support to the student affected.

- All staff will have a complete understanding of what bullying is and how a student feels when targeted.
- All homeroom classrooms and hallways will have bullying reporting forms displayed for easy access for the students. Reporting forms can also be found online at: <http://www.intimidationrestigouche.com/>
- Report any and all cases of bullying to Guidance.

Campbellton Middle School Student Responsibility

- Students will not become involved in any type of bullying.
- Students will intervene when witnessing a bullying incident taking place, unless it is unsafe to do so. If it is unsafe to intervene, a school **staff member** will be advised **immediately** to ensure safety of students. Some examples of intervening are: Students can create a distraction to stop the bullying, show disapproval, verbally tell the person what they are doing is wrong, provide an escape for the student and ask them to leave the situation with you, create a reason why the person being bullied needs to leave, verbally tell the person what they are doing is wrong. Please refer to “What can you do if you are a bystander?” for other examples.
- Report, Report, Report, and do not keep secrecy to help prevent additional bullying. Even if asked to “Not Report” by other students.
- Save any and all information that is online related to bullying and print it out for proof of bullying. (Facebook, Twitter, etc.)
- **Students will model empathy, effective communication, self-regulation, etc.**
- **Students have the right to be free from harassment, discrimination, intimidation, based on general principles as well as specific qualities such as race, gender, sexual orientation, culture, etc.**

Campbellton Middle School Parent Responsibility

Even though many bullying incidences occur during school hours, it is not strictly a school problem - it is a community problem. Parents have a responsibility to support the school and teach and model respectful behavior. It is imperative to keep open communication with your child. Your child deserves to feel safe at school and to have positive interactions amongst the student and staff population. If parents are aware of any suspected bullying incidences, they are to report them to the school to ensure the safety of their child. If the school doesn't know about it, then it is extremely difficult to do anything about it. Any and all reported bullying will be taken seriously and there will be a follow up to ensure the matter was dealt with.

Parents can also do the following:

- Know who your child's friends are
- Monitor all TV, video, and personal electronic devices (IE: cell phones, iPods)
- Keep your child's phone with you during the hours while they sleep. You can monitor if there are any inappropriate messages being sent to them. At the very least their phone won't keep them awake all night while they "surf the net"
- Be a positive role model
- Help your child, if bullied, to not retaliate violently in any way shape or form. Report to an adult at school.
- Be there for your child, show them that you take their concerns seriously. Show and give emotional support. Kindly don't tell them it is a natural part of growing up.
- If you are reporting a bullying incident, leave a message at the school identifying whose parent you are and leave as much detail as you feel comfortable sharing about why you are calling. If you would like a call back, make sure to mention that in your message.
- Set boundaries for your child's technology use. Know their passwords and what internet sites they frequent. Know the friends they have on social media and be a friend yourself on those sites.
- Create a safe environment for your children to tell you about being bullied. Many times, children are embarrassed to tell their parents what happened, thinking their parents will blame them.
- Do your best to communicate effectively with school staff and to approach the communication in a supportive, problem-solving manner.
- Talk to your child and his or her friends about the importance of using social skills such as empathy, assertiveness, self-regulation, communication, etc.
- Remember that as a school we are bound by confidentiality. Therefore, if you make inquiries about a child other than your own, we cannot share that information.

Campbellton Middle School BTH Committee

Campbellton Middle School has an Anti-Bullying Committee that is called Beyond the Hurt. This committee consists of Grade 6, 7 and 8 students who are trained for 14 hours on bullying and harassment by our School's Guidance Counselor. They are certified through the Red Cross as Youth Facilitators. These students meet weekly to discuss how to reduce bullying in their school and do student-led presentations throughout the year on bullying.

Integral to the Beyond the Hurt philosophy is the belief that bystanders play a critical role in bullying prevention and intervention. Beyond the Hurt employs a unique model in which children and youth are at its centre. Beyond the Hurt asks students to look closely at their own relationships and ask themselves "What can I do better?"

Campbellton Middle School uses the terminology taught through the Red Cross Beyond the Hurt program, with respect to bullying. As such, we would like to make it clear that the roles in bullying are as follows:

- Person who bullies
- Person who is targeted
- Person who witnesses

We refer to “the person who bullies” and “the person who is targeted” rather than using the terms ”bully” or “victim” because we want to focus on the behavior rather than labeling the person. Bullying is more about what people do, rather than who they are. (BTH Red Cross)

Procedure for Investigating Bullying

- Students will report incident to appropriate staff (Administration, Guidance, Homeroom Teacher, Bus Driver,
- Adults will talk to the all parties involved separately (the person who is targeted, person who bullies, and those who have witnessed). All bullying reporting forms will be forwarded to Guidance.
- Determine if it is bullying or conflict

What happens if students choose not to adhere to school wide Bullying Prevention Plan?

Every student will be accountable for the choices they make throughout their school day and after school hours as it affects themselves or other students at school. The staff at CMS will continue to teach and model Positive Behavioral and Interventions and Supports (PBIS Model). The goal is not to be “reprimanded” but to educate a better way and to support a choice of behavior that is positive for everyone. Prevention is the key to success. However, these are the steps of what CMS will follow in the event of displayed bullying behavior.

1. **First Incident:** Staff of CMS will sit down individually with student/students and determine consequence of actions. Student(s) will be required to pay restitution to the person who was targeted. This may involve creating a bullying prevention project to present to the person who was targeted, creating a kindness project, or participating in a “pay it forward” activity. The focus is on the re-teaching of positive behavior choices. Depending on situation and severity of bullying, a detention, warning for a level change on the PRAISE program or a level change on the PRAISE program may be warranted. The Guidance Counselor will be made aware of action.

2. **Second Incident:** Staff of CMS will report to Guidance/Administration. We will interview the person who was targeted, and interview the person doing the bullying separately to determine what re-teaching/consequence the situation warrants. This time there will be a phone call home to advise parents/guardians of behavior. Student will be re-taught PBIS Model, will need to do restitution, and will move up level(s) on the PRAISE program.
3. **Third Incident:** After the third bullying situation parents/guardians will be asked to attend a proactive meeting to assist in the guidance of redirecting hurtful behavior displayed by the student. Depending on what level of the PRAISE program the student is on, suspension may be a possible consequence.
4. **Fourth bullying situation:** School staff will seek support of the school-based Education Support Service Team as well as staff of Anglophone North School District Office for advice in establishing an individualized behaviour plan for the student doing the bullying.

What Can You Do If You're Being Bullied?

- **Stay calm: try not to show that you are upset.**
- **Try to look confident and tell the person who bullies to back off: Bullying is NOT COOL!**
- **Be assertive, but not aggressive. Fighting back often makes the bullying worse.**
- **Try to be funny- it shows you're not bothered.**
- **If you can't stand up for yourself, ignore the bullying, walk away and tell someone who can help!**
- **Don't blame yourself. It's not your fault**

afterwards.....

- It does work if you talk to someone. This might be a teacher, friend, guidance counselor, administration, parents, coaches, or any adult you trust. You may have to tell more than one person, but don't give up!
- If you're afraid to talk to an adult on your own, ask a friend to go with you.
- You can also practice with this friend what to say and do if you are bullied in the future.
- Stay close to students you can count on to stick up for you and go to areas where you feel safe.

What Can You Do If You're Taking Part in Bullying Behaviour?

- **Take responsibility for what you have done and make amends**
- **Apologize to the person you have hurt in person, or if you feel that is not possible, apologize to them in writing.**
- **If you have damaged someone's personal property because you were bullying them, replace it.**
- **Speak to an adult you trust, or a counselor at your school and ask for help to deal with your anger and the feelings that are behind the bullying.**
- **Seek out friendships that are positive and supportive and don't encourage you to hurt others.**
- **Concentrate on extra-curricular activities that you enjoy and are good at so you can use your power in positive ways.**
- **Think before you speak or take action. Often bullying behavior happens in the heat of the moment. Try to take a few seconds before speaking or doing something that you will regret. That few seconds is often enough to stop yourself from saying or doing it.**

What Can You Do If You Are a Bystander?

- **Intervene in a non-aggressive way (remind the person doing the bullying that there are better choices he/she can make)**
- **Befriend the person who is being bullied by leading him or her away from the situation.**
- **Comfort the person who was hurt and make it known that what happened was not fair or deserved.**
- **Leave the situation and find an adult who can stop it.**
- **Don't forward text messages, emails or photos that could hurt someone else.**
- **Refuse to repeat rumours that could damage a person's reputation.**
- **Encourage your group of friends to intervene, as bullying relates to power and a good way of intervening is to show the person doing the bullying that there is a whole group of people who will stand up to him/her.**

Evaluation of CMS's Bullying Prevention Plan:

- TTFM survey data.
- Other perception surveys.
- Bi-yearly reviews of the plan by coordinating committee and its overall alignment to the school improvement plan as well as the school positive learning and working environment plan.
- Other kinds of formative feedback from students, PSSC members, community, etc. through think-tanks, classroom meetings, home/school events, etc.
- Number of incident reports related to bullying will be tracked and evaluated. It is hoped that over the next year, more bullying incidents will be reported, as students become more comfortable in doing so. Over a longer duration of time, it is expected that reports will be reduced as less bullying behavior occurs within the school.
- Adjustments/amendments to this plan will be made according to the evaluation outcomes achieved and not achieved.

I understand the CMS Bullying Prevention Plan and will do my best to ensure my son/daughter will assist in maintaining positive, supportive and predictable environments for all students at all times of the day(PBIS Model).

Student signature: _____

Parent Signature: _____

Date: _____

Appendix “C”: Student Handbook



Campbellton Middle School
“The Journey Is the Reward”
STUDENT HANDBOOK 2014-15

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

Parents may call or email the school to leave

This Student Handbook belongs to:

Name/Homeroom: _____

Address: _____

Phone/e-mail: _____

A MESSAGE TO PARENTS

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

The more informed you are about your son’s 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 child(ren).

TELEPHONE & CONTACT INFO

- 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** and our email address is **cms@nbed.nb.ca** .

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>
- **Email:** via School Connects
- **Paper documents** (memos, report cards, PRIASE Program letters, etc.)
- **CMS Facebook Page** ([facebook.com/CampbelltonMiddleSchool](https://www.facebook.com/CampbelltonMiddleSchool))
- **Face-to-face meetings** (Open House, Parent-Teacher interviews, etc.)
- **Regular Mail** (personal correspondence letters).

We strongly suggest that you share your email address with us in order to receive digital copies of all documents. It’s important that we maintain up-to-date information so if your phone number, email or mailing address changes please inform our Administrative Assistant as soon as possible.

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 school rules. 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.

CODE OF CONDUCT

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

HOMEWORK

Campbellton Middle School teachers do not usually assign material specifically for homework. Any unfinished or missed class work must be completed at home. It is also 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.

SMOKING POLICY

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

DRUG AND ALCOHOL

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.

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.

DRESS CODE

- No hats or sunglasses.
- No visible undergarments
- No tops showing stomach, cleavage or bare back. Top straps must be a minimum of two finger-widths wide and cover bra strap.
- 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.

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. Therefore, students are responsible for maintaining them in good condition. Lockers can be checked at any time.

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.

PERSONAL ELECTRONIC DEVICES

Personal Electronic Devices such as cell phones, digital cameras, iPods and gaming devices are not permitted at school.

E-Readers and iPads are permitted for reading use only during FLEX and in any other class, if granted permission from their supervising teacher.

- **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.

STUDENT VALUABLES

Students, not the school, are responsible for their personal property.

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.

SCHOOL DAY

School hours are from 8:15 am until 3:00pm. The instructional day is from 8:15 am - 2:15pm, and our extracurricular School Activity Program (SAP) is from 2:15 – 3 pm.

MORNING SUPERVISION

Outdoor supervision starts at 7:55am in the bus loading area. Students are not permitted to enter the building until the homeroom bell rings at 8:15am.

ABSENCES, TARDINESS AND EARLY DISMISSAL

Tardiness and Early Dismissal:

- Students will be considered tardy if they arrive at school later than 8:20am. Students who arrive late must report to the office for a late slip before going to class.
- At the end of the instructional day (2:15pm) walkers may leave or students may take the early bus with parents' written permission. Students must sign out at the office prior to leaving the building.

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 excused 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 for school.
- Attendance is monitored and contact with the home will be made if attendance becomes a

concern.

SCHOOL DANCES / SOCIAL EVENTS

Evening school dances and social events are held for CMS students. Students may not attend a CMS social event if they:

- Are on level 5 or 6 of praise program.
- Have an unexcused absence the day of the event.
- Are 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.

SCHOOL BUS RULES

- Obey the driver
- Respect others
- Remain seated
- Keep aisle clear
- Talk quietly
- No smoking

Violation will result in disciplinary action.

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.

2:15 (EARLY) BUS

We have a **limited number** of seats on two "2:15 buses" leaving the school at the *end of the academic day (at 2:15 PM)*. These are the same buses that pick up K to 2 students at Lord Beaverbrook School. One bus travels West as

far as **Tide Head**, and the second goes East through Campbellton as far as **McLeods**.

Students who normally take a bus to school, and who do not wish to participate in the Campbellton Middle School Activity Period Program will be allowed to leave at 2:15pm on these buses with written parental consent (on a first-come, first-served basis).

SAP (School Activity Program)

All students on levels 1-4 of the CMS PRAISE Program have the opportunity to participate in our SAP from Monday to Thursday from 2:15pm to 3:00pm. The students will have an opportunity 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.

MONITORING AND SHARING

Campbellton Middle School's Positive Learning and Working Environment Plan and School Improvement Plan will be reviewed and shared annually with our Parent School Support Committee, our staff, and our students when applicable.

REPORTING STUDENT PROGRESS

Student progress in middle level subjects will be reported to parents a minimum of three times per year using the descriptors below:

A+ = Outstanding	C = Acceptable
A = Very Good	D = Marginal
B = Good	E = Weak

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

The focus of our PRAISE Program at Campbellton Middle School is to support our young adolescents in taking responsibility for their behavior. We believe that students choose their actions and behaviors.

Our goal is to promote and encourage self-discipline and responsible behavior while following the Policy 703 guidelines. The students will be treated equitably and will know and understand the corresponding consequences for their actions in accordance with the tiered PRAISE Program.

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.

From time to time, grade level teams will meet with your child regarding their PRAISE Program progress.

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.
- You make valuable contributions to school community.
- Consistent, positive behaviour throughout the school year.

Students will need to apply in writing to their teacher team.

RESULTS

- 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 teacher team will meet with you to discuss what you can do to improve.
- 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

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.

Please turn the page!

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 2014/2015 Campbellton Middle School Student Handbook.

Date: _____

Student's Name (print): _____

Parent's/Guardian's
signature: _____