



# NEILL MIDDLE SCHOOL

5055 Compton Road  
Port Alberni, B.C. V9Y 7B5  
Phone (250) 723-8151 Fax (250) 723-5997  
<http://nmsweb.sd70.bc.ca>

## SCHOOL STAFF 2007/08

Principal: Mr. P. Klaver  
Vice Principal: Ms. L. Morphet Vice Principal: Mr. S. Toal  
Counsellor: Ms. C. Graydon

### *Teachers:*

Mr. Parmar	Mrs. Homan	Ms. Shortt
Ms. Gilbert	Mr. Callaghan	Mrs. Shannon
Ms. Iverson	Mr. Bill	Ms. Iacuzzo
Mrs. Ralston	Mr. Loudon	Mr. Organ
Mrs. Hewitt	Mrs. Laslo	Ms. Lancaster
Mrs. Shimell	Mrs. Densmore	Mrs. Jeffery
Ms. Nairne	Mrs. Lloyd	Mr. Redlin
Ms. Graydon	Mrs. Zydyk	

### *Support Staff:*

Ms. J. Fitzgerald - School Secretary  
Ms. O. Mussato - School Secretary  
Ms. S. Cook - Nuu-Chah-Nulth Education Worker  
Mrs. B. Lloyd - Youthcare Worker

## CONTACT INFORMATION

School Phone: 723-8151 School Fax: 723-5997  
Safe Arrival: 723-5997 (24 hours) School Board Office: 723-3565  
Bus Garage: 720-2772

Student Information	School Year _____
	Grade _____
Name	_____
Address	_____
Division	_____ Phone Number _____

# Neill Talons SOAR

We are

**S**afe

**O**rganized and On-time

**A**ctive Learners

**R**espectful and Responsible



## INTRODUCTION

Welcome to Neill Middle School. We believe that every student is an important member of our school learning community and that the education our students receive is second to none.

This booklet has been prepared to introduce you to, or remind you of, all the various bits of information that are important to know as a member of our school. Should you have any questions please talk to your Division teacher, the Counsellor, the Principal or one of the Vice-Principals.

## MIDDLE LEVEL PHILOSOPHY

Our school embraces the philosophy of 'Middle Level Education'. We believe that our school community focuses on the whole child and that high academic expectations are coupled with social and emotional learning and well-being. Middle level schools are schools of transition: transition from Elementary to Middle and from Middle to Secondary. It is also a transition from childhood through adolescence into young adulthood. We believe that students at this level need a special program that involves all aspects of academics and social life as well as personal well-being.

## VISION STATEMENT

**Neill Middle School is a community that:**

- Provides a wide variety of learning opportunities to accommodate a range of learning styles
- Creates teams of staff, students, parents, and the wider community
- Shares leadership roles
- Teaches and provides opportunity for students and staff to practice social responsibility
- Makes informed choices
- Connects curricular skills and knowledge to generate wholistic learning
- Provides a calm, friendly, safe, and nurturing environment
- Actively seeks out and maximizes the use of resources and facilities
- Practices active and healthy lifestyles
- Recognizes and celebrates achievement
- Implements best practice in teaching and learning
- Celebrates and integrates aboriginal culture into teaching and learning
- Integrates systems to support teachers in their efforts to ensure each student feels successful and challenged
- Focuses on the learner

## SCHOOL GOALS

The School Planning Council and the staff of NMS have developed a school plan that is continually evolving to meet the needs of students and their achievement. Currently our school goals are:

1. To improve Literacy for all students
2. To improve Numeracy for all students
3. To improve Literacy and Numeracy for First Nations students in particular

### Code of Conduct

#### **A. Statement of Purpose:**

At Neill Middle School our Code of Conduct clearly states how students are expected to behave. We need a code of conduct so people know the expectations at school and so school can be a safe learning environment.

#### **Our Code of Conduct helps:**

- to establish and maintain safe, caring and orderly environments for purposeful learning (i.e. by being helpful, kind and accepting of others, by walking inside the building, by following rules and by being well mannered).

- to establish and maintain appropriate balances among individual and collective rights, freedoms and responsibilities (i.e. everyone has the right to come to school to learn. No one has the right to interfere with the learning environment or safety of others by distracting, teasing or bullying. Everyone has the right to be treated in a respectful manner).
- to clarify and publish expectations for student behaviour while at school, while going to and from school, and while attending any school function or activity at any location (i.e. student agenda books, newsletters, expectations to be reviewed before attending school functions).

## **B. Conduct Expectations**

At Neill Middle School students are expected to act respectfully, responsibly and safely at all times: on the way to school, at school, leaving school and when at school sponsored events.

Our Code of Conduct provides guidelines for:

- Respecting self, others and the school (i.e. being on time, putting garbage in cans, treating people and things with respect and accepting consequences).
- Helping to make school a safe, caring and orderly place (i.e. being kind to people, moving safely and making people feel that they belong).
- Informing a "tellable" adult, in a timely manner in advance, if possible, in person or on the phone, of incidents of bullying, harassment or intimidation (i.e. telling a Teacher, Administrator, Educational Assistant, Parent or Noon-Hour Supervisor).
- Engaging in purposeful learning activities in a timely manner (i.e. being organized and focused, increasing knowledge so we can learn from our mistakes and doing homework).
- Acting in a manner that brings credit to the school (i.e. taking school seriously, showing self-discipline and self-control and going beyond what is expected).

### **Unacceptable Conduct:**

At Neill Middle School some unacceptable behaviours and practices are ones that:

- Interfere with the learning of others: (i.e. arriving late, coming to class without necessary supplies, being noisy in the hall or classroom, rough-housing, going to lockers during class time, distracting others and being disrespectful).

- Interfere with an orderly, positive or respectful environment: (i.e. ignoring or talking back to staff, skipping school, taking people's things without permission or swearing).
- Create unsafe conditions: (i.e. moving in an unsafe way such as running or jumping down stairs, cluttering the aisles or playing chase in the building).
- Acts of bullying, harassment or intimidation: (i.e. physically or verbally hurting others, making racist or sexist comments, spreading gossip, treating others with disrespect or saying or writing unkind things about people).
- Physical violence: (i.e. shoving, tripping, fighting or throwing things).
- Retribution against a person who has reported incidents: this includes the offender as well as encouragement of friends to continue the retribution.

**Illegal acts, such as:**

- Possession, use or distribution of illegal or restricted substances
- Possession or use of weapons
- Theft of or damage to property

**Rising Expectations**

At Neill Middle School students are expected to learn from their mistakes and to make necessary changes to their behaviour to conform to our Code of Conduct. Discipline will be progressive with more serious consequences for serious or continued breaches. It is expected that grade 8 students will model appropriate behaviour for our younger students.

**C. Consequences**

At Neill Middle School:

- Responses to unacceptable conduct are pre-planned, consistent and fair (see separate sheet listing Level 1, 2 and 3 behaviours and consequences. Ongoing or serious infractions will be tracked on a computer system so discipline will be progressive.
- Disciplinary action, wherever possible, is preventative and restorative, rather than merely punitive (Restorative Justice Circles, Peer Mediation, Room 101 support with a focus on how to right wrongs and to learn from actions and consequences. In-school or Out of School suspensions may be assigned).
- Students, as often as possible, are encouraged to participate in the development of meaningful consequences for violations of the established Code of Conduct (student involvement is sought in how to make amends).

## D. Notification

At Neill Middle School we believe that it takes a community to raise a child. Communication with parents/guardians is practiced when behavioural patterns emerge or when there are serious breaches of the Neill Code of Conduct. Students are invited to be actively involved in these conversations. Communication may be via note in the student agenda, phone call, e-mail or during a meeting. Participants of these communications may include:

- Parent(s) of student offender
- Parent(s) of student victim
- School district officials - as required by SD 70 Policy
- Police and/or other agencies - as required by law/and or SD 70 policy
- All parents-when deemed to be important to reassure members of the school community that school officials are aware of a serious situation or incident and are taking appropriate action to address it (via newsletters or radio announcement)

What it means to me...
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Safe

Organized and On-time

Active Learners

Respectful and Responsible

This list has sample behaviours under each level. In no way is it a complete list. The seriousness will depend on history and severity of the incident.

### Level 1 Behaviours

- Being late for class
- Going to class without materials and supplies
- Talking in class when it disturbs learning
- Disturbing others in class
- Interrupting in class
- Not working/off task
- Not doing homework
- Inappropriate language/mild teasing
- Name calling
- Arguing/yelling at each other
- Swearing
- Lying
- Using or having electronics during class time (cell phones, iPods etc.)
- Inappropriate clothing
- Throwing things
- Littering
- Food/drinks in the gym, library or computer lab
- Rough housing (pushing/shoving)
- Running in the halls (no one hurt)
- Jumping down the stairs/sliding down the rails of the stairs
- Riding bikes on school grounds

### Level 2 Behaviours

#### Repeating Level 1 Behaviours

- Inappropriate comments (racism, sexism)
- Arguing or yelling at an adult - being rude
- Swearing
- Threats
- Bullying
- Disrespectful behaviour
- Inappropriate clothing
- Kissing and being too physical
- Inappropriate use of washrooms
- Rough play
- Throwing things that can hurt someone (i.e pinecones, sticks)
- Skipping class
- Poor attitude
- Cheating
- Not being honest
- Smoking
- Damaging school property
- Vandalism ( graffiti - no names)
- Possession of lighters/matches to school

### Level 3 Behaviours

#### Repeating Level 1 and 2 Behaviours

- Threats to hurt someone
- Homophobic or sexist comments
- Ganging up on others
- Assault, fighting or retaliation
- Swearing at an adult
- Vandalism
- Writing graffiti (with names)
- Lighting matches/lighters
- Theft
- Skipping school
- Bringing/using alcohol or illegal drugs at school or at after school events
- Bringing or using weapons
- Pulling the fire alarm

The severity of the intervention will depend on the history of past infractions and the opinion of the Teacher and Administrator.

**Level 1 Intervention/Consequences  
Student and Staff Member**

- |                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Discussion with an adult</li> <li>• Work in a different location (i.e. outside room or in study carol)</li> <li>• Go to Rm 101 to work</li> <li>• Behaviour could be tracked</li> <li>• Write up and sign a behaviour contract</li> </ul> | <ul style="list-style-type: none"> <li>• Miss out on fun activities</li> <li>• Peer mediation for problems between students</li> <li>• Stay in at recess or lunch</li> <li>• Garbage duty</li> <li>• Electronics taken and given to Ms. Nairne in the Library</li> </ul> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**Level 2 Intervention/Consequences  
Student and Staff Member (Student Services)**

- |                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Go to the office to speak to an Administrator</li> <li>• Phone call home</li> <li>• Write a reflection activity on "What I have learned and will do differently" which parent(s) need to sign</li> </ul> | <ul style="list-style-type: none"> <li>• Garbage duty</li> <li>• Loss of privileges</li> <li>• In school suspensions</li> <li>• Out of school suspensions</li> <li>• Parent to retrieve electronics from an Administrator on the 3<sup>rd</sup> offense in 1 school year.</li> </ul> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**Level 3 Intervention/Consequences  
Student, Parent and Administration**

- |                                                                                                                                                                                                                                 |                                                                                                                                                                                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Meeting with an Administrator</li> <li>• Schedule a Team Meeting with parents, staff and student</li> <li>• In School or out of school Suspensions (Progressive Discipline)</li> </ul> | <ul style="list-style-type: none"> <li>• Indefinite suspension to be reviewed by the School Board</li> <li>• Refer to outside agencies for support</li> <li>• Refer to Police</li> </ul> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**Student:** I have read and will adhere to the expectations detailed in the previous pages of this agenda book.

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Parent Signature

\_\_\_\_\_

Date

## BELL SCHEDULE



Neill's daily schedule has only five bells. These are warning bells. Students need to be in class as quickly as possible after the warning bell.

8:50 am	<b>1<sup>st</sup> bell</b> (warning bell - school is starting - students proceed to class)
8:55am	Period 1
9:43am	Period 2
10:31am	Recess begins
10:38am	<b>2<sup>nd</sup> bell</b> (warning that recess is over and it is time to be in class)
10:41am	Period 3
11:29am-12:29pm	Period 4 (students eat lunch in class during this period)
12:29pm	<b>3<sup>rd</sup> bell</b> (free time starts)
1:04pm	<b>4<sup>th</sup> bell</b> (warning bell-lunch break is over)
1:09pm	Period 5
1:57pm	Period 6
2:45pm	<b>5<sup>th</sup> bell</b> (end of day- students dismissed)

## NEILL MIDDLE SCHOOL BLOCK SCHEDULE

Most classes (especially grade 6 and 7) run through two or more blocks. Therefore, although a block ends at a certain time, teachers who have the students for the next 'block' continue on with their lessons.

Period 1	8:55 - 9:43
Period 2	9:43 - 10:31
Recess	10:31 - 10:41
Period 3	10:41 - 11:29
Period 4 and eating time	11:29 - 12:29
Free time	12:29 - 1:04
Period 5	1:09 - 1:57
Period 6	1:57 - 2:45

## TERM DATES

TERM	DATES
Term 1	Sept. 4 - Dec. 5
Term 2	Dec. 6 - Mar. 14
Term 3	Mar. 26 - June 24



**SCHOOL CALENDAR 2007/08**

Tuesday, Sept. 4	1 <sup>st</sup> Day of School
Wednesday, Sept. 19	Open House
Monday, Sept. 24	Professional Day
Monday, Oct. 9	Thanksgiving Holiday
Oct. 22, 23, 24, 25 (1:45 on)	Parent/Teacher Interviews
Friday, Oct. 19	Professional Day
Monday, Nov. 12	Schools closed for Remembrance
Monday, Dec. 3	Pro-Day (Provincial)
Wednesday, Dec. 5	Last Day Term 1
Friday Dec. 14	Term 1 Reports Issued
Friday, Dec. 21	Last day classes before winter break
Dec. 22 - Jan. 6	Winter vacation period
Monday, Jan. 7	1 <sup>st</sup> Day back from Winter break
Friday, Feb. 22	Professional Day
Friday Mar. 14	Last day of classes before spring break/Last day Term 2
March 17-25	Spring Break
Wednesday, March 26	Schools open after Spring Break
Friday, April 4	Term 2 Reports Issued
Monday, Apr. 21	Professional Day
Monday, May 12	Professional Day
Monday, May 19	Victoria Day
Tuesday, June 24	Last Day Term 3 and report cards issued

*Check us out on the web !*



*<http://nmsweb.sd70.bc.ca>*

## GRADE PROGRAMS



### GRADE 6

**Core Subjects:** Grade 6 students have one core teacher for most core subject areas (Math, Science, Social Studies, Language Arts, Physical Education, French).

**Exploratory Subjects:** Every second day Grade 6 students experience a series of exploratory courses. For the 2007-08 school year these will be: Technology Education, Music, First Nations' Studies, Social Responsibility, Home Economics (cooking and sewing), and Keyboarding.

**Fine Arts:** As well, students choose to take either Band or Art all year. This is also offered every second day.

### GRADE 7

**Core Subjects:** Grade 7 students have one core teacher for most core subject areas (Math, Science, Social Studies, Language Arts, Physical Education, French).

**Exploratory Subjects:** Every second day Grade 7 students experience a series of exploratory courses. For the 2007-08 school year these will be: Technology Education, Music, First Nations' Studies, Boat Pro (students who successfully pass the test and pay the appropriate fee will receive their Provincial Boating License), and Home Economics (cooking and sewing).

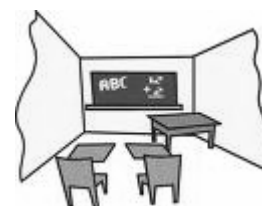
**Fine Arts:** As well, students choose to take either Band or Art all year. This is also offered every second day.

### GRADE 8

**Core Subjects:** Grade 8 students travel as one class to several different teachers. In general, a grade 8 student will have one teacher for English and Socials, one teacher for Math and Science, one teacher for P.E., and one teacher for French.

**Exploratory/Elective Subjects:** Every second day grade 8 students experience a series of exploratory/elective courses. For the 2007-08 school year, students must take Health and Career Education; however, they will be allowed to choose two other courses from the following: Technology Education, Leadership, Home Economics, Yearbook, Computers, Rocketry, Stage Band, Digital Media, Drama, and Peer Tutoring. Students may not get their first choice due to numbers of requests and timetable limitations.

**Fine Arts:** As well, students choose to take Band, Art, or Technology Education all year. This is also offered every second day.



## EMERGENCY PROCEDURES



Neill Middle School has an emergency plan in which all staff has a role. This plan will be initiated should any major disaster take place that affects our school. In the event that a major disaster occurs, or that students need to be sent home early, students will only be released to parents or to designated persons after direct communication with a parent. **Please ensure the school has all up-to-date numbers where parents can be contacted as well as emergency numbers for friends or relatives.**

All students are assigned to a numbered division. In the event that the school needs to be evacuated for any reason, students must evacuate by the nearest exit and report to the division number attached to the fence surrounding the main playing field. Attendance is then taken and all absent students are reported to administration.

If Neill students and staff have to relocate, we will walk to the Church of Latter Day Saints on Compton Road and students will be released to parents/guardians from that location.

## PARENT INFORMATION

### **INVOLVEMENT**

Research clearly indicates that the more parents are interested and involved in their children's schoolwork, the better children tend to do in school. Parents can

be involved in their child's schoolwork and school in a variety of ways:

- Check binders and planners on a daily basis.
- Ask your child everyday how the school day was or what they did at school. Some teenagers may respond "Nothing", but they will tell you what is happening at school if you prompt them enough.
- Attend the Parent Advisory Committee meetings held monthly at 7:00pm.
- Attend parent evenings and parent/teacher interviews on a regular basis.
- Come to special events at the school such as Band concerts, Drama presentations, Fun Days, Recognition Assemblies, guest speakers, and cultural enrichment assemblies.
- Volunteer for field trips and special events at the school.



Homework should be a daily routine for your child. Students at Middle School can expect to do half an hour to an hour of homework every night.

Parents can have a very significant impact on a child's success if they do the following:

- Insist on seeing your child's planner every day and make sure it is filled out.
- Set aside a time each day when the TV is off and your child is doing homework.
- Don't let your child do their homework in their bedroom with the door closed. (The kitchen table is a great spot to do homework.)

- If your child truly does not have any homework, have he or she read or review notes, textbooks, novels or other schoolwork. Reading, playing with math principles or puzzle solving are great mind stretchers.

## **PARENT ADVISORY COUNCIL**



Neill Middle School has an active P.A.C. that is very involved in school activities. The P.A.C. meets once a month and aids the school in a variety of ways. The primary

function of the P.A.C. is not fundraising but rather to offer advice and support for the many activities and programs in the school. All parents are encouraged to become involved in the P.A.C. and its activities in whatever way they can. Involvement can be as much as volunteering to be a member of the executive; to simply attending monthly meetings to offer support and advice, to helping out by chaperoning special events or by sitting on special committees. While the P.A.C. does not hold fundraising as its primary objective, the P.A.C. does hold a Bingo Licence to support Field Trips, Music Programs and Special Events. The P.A.C. must provide volunteers to help the Bingo Hall with Public Information. Parents, who would like to volunteer for a shift, please phone Mr. Klaver at the school.

## **SCHOOL PLANNING COUNCIL**

In the Spring of 2002, the Ministry of Education enacted legislation that created a School Planning Council for every school in the province. This Council is made up of three parents, one teacher

and the Principal. Parents are elected to the SPC at the September PAC meeting. While there are not a lot of extra meetings associated with the SPC, it is a critical committee and the school plan is finalized through this group.

## **PARENTAL CONCERNS**

Parents who have concerns should address the issue right away. We are here to provide a sound education for students and often, parental concerns result in positive improvement for the student and the school. No concern is too trivial and a face-to-face meeting often resolves the issue to everyone's satisfaction.

Concerns about issues in the classroom should be directed to the teacher first. Often the best method is to bring the student to a specially scheduled parent/teacher meeting. If the issue is not resolved satisfactorily a parent may then approach the school counsellor or administration (Principal or Vice Principal) who will attempt to bring a positive resolution to the issue.

Should a parent continue to have a concern then the next step is to contact School District administration at the School Board Office.

We work hard to ensure that everyone in our school community has a voice and is heard. Please feel free to phone the school should you have any 'burning issues' or positive comments to make.

## **SCHOOL DISTRICT APPEAL POLICY**

Students and/or parents/guardians of students have the right to appeal the decision of any employee of the School District provided that the employee's

decision **SIGNIFICANTLY AFFECTS THE EDUCATION, HEALTH OR SAFETY OF A STUDENT.**

Students and parents/guardians who wish to appeal a decision as described above should contact their school principal or the office of the Superintendent of Schools (723-3565) to be advised of the appropriate procedures, including the necessary appeal form.

Students and parents/guardians should be assured that the "appealing of a decision of an employee" will be dealt with in an honest and forthright manner and will not constitute any risk or reprisal to the person making the appeal.

### **BUSSING**



Bus schedules appear in the newspaper the week before school. Should you have any questions regarding bussing please contact the Bus Garage.

Students are expected to follow the school's code of conduct as well as bus rules while riding the bus. The school bus driver has the authority to suspend a student from riding the bus should rules be broken.

- A student who persistently misbehaves on a school bus will be given a Notice of Suspension. Copies will be given to a school administrator and the Transportation Supervisor.
- Repeated violations of the School Bus Code of Conduct will automatically result in the loss of bus privileges for a period of time to be determined jointly by the school bus driver and a school administrator.

- Any student found wilfully damaging a school bus may be suspended from use of the bus, at least until restitution is made.

### **FINANCIAL HARDSHIP**

Throughout the year, students will be involved in a variety of curricular or extra-curricular field trips. No student should miss any of these school events due to financial hardship. Please do not hesitate to phone the school and speak to the Principal, Vice Principal, or Counsellor should you need us to help with financing your son/daughter's participation in a required event.

### **USE OF STUDENT PICTURES/VIDEOS**



From time to time, pictures of students are used in school publications or community and provincial media publications (newspapers and television). If you do not wish your child to appear in such publications, please contact an administrator at the school.

### **SCHOOL CLOTHING**

Most families buy new clothes for their children before school starts. We would like to suggest that parents resist buying the 'new school clothes wardrobe' until after the first few days of school. Styles change over the summer and from Elementary to Middle School. We don't want families spending a lot of money on clothes that their children won't wear once they get here. It is far better to wait and let your child see what others are wearing and then decide what they would like, after the first week of school.

## DRESS CODE

Students are expected to wear appropriate school clothing. Clothing with references to drugs, alcohol, violence, or racism is not permitted. As well, students are not allowed to wear revealing clothing. Our school dress code prohibits the baring of stomachs and the wearing of low cut shirts. As well, underwear should not be visible.

## SCHOOL VISITORS

All school visitors must report to the office. This is a safety issue for the school. If you are dropping in to see your child, please check in at the office first.

## STUDENT FEES

To address the issue of financial equity and to help families who are experiencing financial hardship, the Board of School Trustees has added money to school budgets in order that NO SCHOOL FEES be charged. Costs for extra-curricular trips, such as skiing, etc., will be charged to students who wish to participate.

## LOCKS/LOCKERS



Grade 6 and 7 students will be assigned lockers by the classroom teacher. Lockers should not be accessed during class time as this causes disturbance and noise in the hall. Students are assigned a school lock, which is the property of the school. Only school locks are allowed on school lockers.

Grade 8 students will be assigned a locker by their Division Teacher. Students should note that lockers are school property and should administration feel a

school rule has been broken; a board policy has been compromised; the law has been broken or the safety of the school is at risk; they may check lockers with or without the student present.

## TEXTBOOKS



All students are provided with the necessary textbooks for their courses each year. We trust that students will store them in a safe place and return them to the school in good condition. The issuing of "free" textbooks is an expensive service. We therefore use the following procedures to handle lost textbooks:

1. Textbooks are issued to students at the beginning of a course. Each book has an identification number stamped in the inside front and back covers which is recorded by the classroom teacher. It is the student's responsibility to return their book(s) to their teacher at the end of the course.
2. If a textbook is lost during the school year, please notify the office immediately so an invoice can be provided for the full replacement cost. A receipt is written upon payment for the missing book. Only then will another book be issued. If the original book is found, the office will provide a full refund.
3. In June, after students have returned their textbooks, teachers identify those students who did not return their books. Those students will be contacted and asked to pay for the

replacement cost of the missing textbook(s). Students will be reimbursed for found "lost books"

if the books are brought to the attention of the office staff by the end of June of that year.

## STUDENT SUCCESS

### EVALUATION AND REPORTING

Students are expected to meet all the learning outcomes of a particular course in order to achieve a passing grade. The quality of the work completed is then graded using the following scale:

<u>Letter Grade</u>	<u>Description</u>	<u>Honor Roll Weight</u>
A	Excellent achievement	5
B	Very Good achievement	4
C+	Good achievement	3
C	Satisfactory achievement	2
C-	Borderline achievement	1

Students who do not meet the learning outcomes of a course will receive an 'I'. This will indicate that the student has an incomplete in the course and needs to demonstrate certain learning outcomes in order to receive a grade.

**Students are given two weeks before Report Cards are issued to complete their 'I's.** Should a student not convert an 'I' by demonstrating a learning outcome, they run the risk of failing the course and receiving an 'F' letter grade. Failing courses can lead to repeating a grade or course.

### AWARDS



To foster positive attitudes and a desire to do their best, Neill Middle School holds monthly recognition assemblies. Students are, at this time, presented with Monthly Recognition Awards or Honour Roll awards if the assembly falls after the reporting period. Monthly Recognition Awards are presented by teachers to students for a job well done. Parents are encouraged to attend. Please check calendars and

newsletters for days and times. Each grade has a separate assembly.

**Honour Roll** - awarded to students who earn between a 4.00 and 4.49 GPA

**Principal's Roll** - awarded to students who earn between a 4.5 and 4.99 GPA

**Academic Excellence** - Students who receive straight A letter grades: 5.00 GPA

**Good Effort Roll** - Students must receive all 'G' work habits.

## ATTENDANCE

It is expected that students will attend all classes except in the case of illness or family emergency. Should a student be away, a parent/guardian must notify the school of the absence. Students who arrive late to school must sign into the office before proceeding to their locker and class. Students with several lates will be expected to make up missed time.

Students needing to leave school during the school day are required to sign out at the office. It is necessary for school staff to confirm with the parent before the student will be released.

## STUDENT SERVICES DEPARTMENT



The Student Services Department is made up of the school counsellor, Room 101 teacher, Resource Room teacher, Learning Assistance teacher, the Nuu-Chah-Nulth Education Worker, and the Youth Care Worker. Together, these people monitor and support students at-risk, in their educational and personal lives. The school Counsellor is available to students for both personal and academic counselling. Neill Middle School operates several Student Service/Special Education programs.

Learning Assistance is offered to students with demonstrated learning difficulties. Our Student Services Team approves all placements. Parents of students needing assistance will be contacted. Parents requesting help for

their son or daughter need to contact the school Counsellor.

Room 101 is a support service available to all students. Room 101 staff seek to provide students with emotional/social support by providing a listening ear; focusing on problem solving; and providing support to initiate change. Some students attend Room 101 for a "time out" to focus on behavioural infractions with the aim being to solve the problem and to gain access back into the regular classroom. Room 101 staff focus on working with students who are in conflict with themselves, each other or staff. Mediation support is one option available.

To improve academic goals students are also assisted with their organizational skills, study skills, and test-writing strategies. Entry into Room 101 can be made through the recommendation of our counsellor, teachers, administration, or after consultation with a parent/guardian.

## PEER MEDIATION

Neill Middle School has trained peer mediators to facilitate individual students or small groups to resolve conflict peacefully. Students or staff can make referrals. Ask Ms. Graydon, our school counsellor, for more information.

## FIRST NATIONS SUPPORT

The Nuu-Chah-Nulth Education Worker works in the school full time. Her role is to support First Nations students with their academic and personal growth.

*Neill Middle School is a community of learners*

## RESTORATIVE DISCIPLINE



In keeping with a Middle Level Philosophy, consequences for unacceptable behaviour at school will, whenever possible, involve the principles of restorative justice. Students who break school rules or who come in conflict with teachers or other students will be asked to look at the issue as a problem to solve. Our goal is for all students to attend and be successful; therefore misbehaviour will be looked at as an opportunity to deal with a behavioural issue in the hopes of correcting that behaviour in the future. The Room 101 program will usually be involved in helping students resolve problems in school.

Out of school suspensions will be avoided if possible; however, if misbehaviour is ongoing and does not stop or if a student is unsafe and a danger to the school, students will be suspended from school and may be referred to the Superintendent of Schools.

## DRUGS AND ALCOHOL

School Board Policy 5147 states that being in possession of illegal drugs/drug paraphernalia or alcohol at school or at school related events will result in a 5 school day suspension for a first offense. The second offense is an automatic 10 school day suspension and the third offence is an indefinite suspension requiring the student/parent(s) to attend a hearing at the Board Office by Trustees and School District personnel.

Before re-entry

- all missed work must be completed

- an educational assignment related to the offense must be completed
- a meeting between parents, student and administration must be held
- a contract must be signed by the student which states further infractions of this nature will not occur.

School lockers may be searched at any time by Administrators if there is suspicion of illegal contents.

## DISTRICT WEAPONS POLICY

School District 70 is committed to ensuring safe schools. To this end School District Policy 5116 relates to weapons in schools. The definition of a weapon is defined as "any instrument designed to inflict injury or intimidate another person or any instrument used in this manner." Replicas of weapons, including toy weapons, are by their very nature intimidating and will be treated as weapons for the purpose of this policy. Where a school administrator reasonably believes that a person on or near school premises or at a school event is in possession of, or has used a weapon, the administrator shall:

- Immediately notify the RCMP and the superintendent or designate
- Make reasonable attempts to minimize risk of injury to any person
- Ensure that the weapon is confiscated and removed from school premises
- Contact the parent/guardian and suspend the student
- File an incident report with the School Board

The severity of the offence will determine the appropriate consequence. Consequences may include suspension, expulsion, transfer to another school, and the requirement for an appropriate rehabilitation course (ie. counselling) and/or laying of criminal charges.

### **STUDENT INFORMATION**

#### **HALLWAY EXPECTATIONS**

Neill Middle School is a busy place with lots of students! Please be aware that many classes are still in session although students may be moving from one area of the school to another. We expect students to be quiet and careful in the hallways. Roughhousing is absolutely prohibited. Students are expected to walk in the halls and use appropriate language and voice. As well, we would appreciate it if large groups of students would not stop and socialize in the middle of the hallway.

#### **GYM EXPECTATIONS**

Students are expected to wear proper gym wear while participating in gym activities. This includes wearing shorts or sweats and proper, supportive non-marking footwear (no "wheelies"). The gym is a place where bodies are moving quickly and with force; it is very important that no roughhousing or unsafe behaviour occurs. Examples of unsafe behaviour include throwing balls at other students, pushing other students, not following game rules and swinging objects around in crowds.

#### **CLUB ACTIVITIES**

The Neill Middle School staff is committed to providing a quality learning

experience. To build rapport and increase student interest in learning, the staff offers club activities on a regular schedule. No evaluation takes place during clubs but students are expected to be involved in all aspects of the activity they have chosen. Most clubs are free; however, some clubs may cost a small fee to cover materials or admission.

#### **STUDENT TELEPHONE**



A student telephone is provided at the office counter for students to make brief calls on important matters. The phone is only available before 8:55am, at lunch, and after school. Should a student need to use the phone during class time or between classes, he or she needs to check with the office. **Students are asked to leave all cell phones at home.** A payphone is available across from the office for personal calls before school, at lunch and after school only.

#### **SCHOOL PHOTOS/STUDENT CARD**

School photos are taken in the first weeks of school. We ask that all students have their picture taken so that all students are represented in the yearbook. All students will be issued a student card. This card can be used when taking books out of the library; as well, students need to have a student card in order to sign out gym equipment at lunchtime.

#### **ELECTRONIC DEVICES**



We encourage students to leave all electronic devices such as mp3 players, PSP's, and cell phones at home. While some students may wish to bring these items to

school for use during lunch and recess, students are not allowed to take them to class. Students are expected to keep all electronic devices in their lockers during class time. Electronic devices will be confiscated if used during class time and kept in the library until the end of the day. It is the student's responsibility to retrieve confiscated items. Upon confiscating a device for the 3<sup>rd</sup> time, we will ask parents to retrieve the device from administration. Laser pointers and similar devices are completely banned from school as they pose a significant danger to the eyes of students and staff.

### **SKATEBOARDS/SCOOTERS/BIKES**



Students are allowed to ride skateboards, scooters and bikes in the tennis court only. As well, students must wear a proper helmet. The school will not be liable for injuries related to riding on school property. As well, the school will not be responsible for damage done to bikes, skateboards or scooters while being stored at school. Students are expected to keep skateboards and scooters in their lockers during class time and bike racks are available at the back of the school to lock up bikes.

### **POP/SNACK MACHINES/PIZZA DAY**

Vending machines are situated across from Room 101. Students may use them before school, at lunch, recess and after school only. Because these machines make a lot of noise when they are used, any student using the machines between classes or during classes may have his/her drink or snack confiscated until after school. The school has attempted to place healthy snacks in the machines. There are, however, typical snacks such

as carbonated beverages and potato chips. If parents do not want students accessing that type of food please make sure your son or daughter does not come to school with money for the machines.

Every Thursday is Pizza Day. Watch your newsletters for the start of this program. For a small charge students may purchase pizza and juice. Every Tuesday is Sub Day and we ask that students pre-order at the office for this program.

### **COMPUTER LAB**



Neill Middle School has very good computer resources in the school. Mini-labs are located in Learning Assistance, in the Library, and in Room 101. As well, a full computer lab is located downstairs in Room 103. The computer lab is used by full classes and by individual students during class time who have notes from teachers. Individual students will be accommodated during class time only if there is room.

**Passwords** - all students are given a password that they must use to log-in to our computer system. It is the student's responsibility to remember and write down (in a safe place!) their password. Students who share passwords will lose computer privileges.

**Internet** - NMS is online. Students are automatically given access to the internet unless a parent specifically requests otherwise. Permission must be gained from the classroom teacher before accessing the internet. Students are not permitted to access platforms such as MSN, MySpace, Hotmail, or other similar internet places at school. We encourage

parents to familiarize themselves with these sites in order to better understand the way in which these programs are used. Students are not permitted to access e-

mail at school. We encourage students to use devices such as flash drives to transfer files from their school drive to their home computer.

**ANY STUDENT WHO ACCESSES INAPPROPRIATE SITES WILL HAVE THEIR COMPUTER PRIVILEGES REMOVED AND PARENTS PHONED!**

**EXTRA-CURRICULAR ACTIVITIES**

A.W. Neill offers many after school activities. For the most part, these are sports teams and music related activities.



Sports teams are formed based on interest. Historically the following teams have been formed each year. Grade groupings and activities will be formed based on the number of interested students.

Volleyball  
Field Hockey  
Football

Basketball  
Badminton  
Rugby

Wrestling  
Track and Field

**CLOSED CAMPUS**

Students are not allowed to leave the school grounds once school has started. Should a student live close enough to go home for lunch, please provide a note or phone the school and your child may sign out to go home for lunch.

**LUNCHTIME**

Students eat lunch in their classroom for 10 minutes. They are then free to move about the school and socialize. The gym is often open on a grade rotational basis. The library is open for students who wish to work in a quiet area. During good weather, balls are available to sign out from our outdoor supervisor.

**"SCENT FREE"**

Some students and staff have allergies toward scented perfumes and sprays. We ask that students/staff opt for scent free products, if possible.

**NEIGHBOURS**



Neill Middle School has a very good relationship with its neighbours. This is mostly due to the fact that our students are extremely well behaved when they are off the school property. We want to keep this good relationship. Students are reminded that when they are traveling to and from the school they should put all litter into garbage cans, refrain from spitting and use acceptable language.

## Goals for Term 1

I hope to attain the following this term:

Subject	Letter Grade	Work Habit Mark

Strategies that I will use to be successful:

Strategy	How I will implement it

What I will do if I am falling behind in my school work:

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My teachers and my parents are here to support me. I am committed to doing my very best this term.

\_\_\_\_\_  
Student Signature

## Goals for Term 2

I hope to attain the following this term:

Subject	Letter Grade	Work Habit Mark

Strategies that I will use to be successful:

Strategy	How I will implement it

What I will do if I am falling behind in my school work:

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My teachers and my parents are here to support me. I am committed to doing my very best this term.

\_\_\_\_\_  
Student Signature

### Goals for Term 3

I hope to attain the following this term:

Subject	Letter Grade	Work Habit Mark

Strategies that I will use to be successful:

Strategy	How I will implement it

What I will do if I am falling behind in my school work:

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My teachers and my parents are here to support me. I am committed to doing my very best this term.

\_\_\_\_\_  
Student Signature