

THE SCHOOL

At Constable Neil Bruce Middle School, we recognize that we function as part of School District #23, and as such we attempt to operate in a manner consistent with both the district and provincial directions.

S.D. #23 MISSION STATEMENT -

Our mission is to educate students to value learning, possess knowledge and skills, strive for personal excellence, experience success, exhibit responsible citizenship, enjoy life, and meet the challenges of change through a variety of defined programs and technologies, strong parental and community involvement and an effective, caring staff.

OUR MISSION STATEMENT -

The Mission of CNB Middle School is to provide a safe, supportive environment where students, staff, parents and community members are committed to meeting the unique developmental needs of adolescents. Our core values are Respectful Behaviour, Personal Excellence, Mutual Respect, Ownership, Creativity, Potential, Humour and Growth.

The purpose of a Middle School is to provide a school setting that takes into consideration the transition period between childhood and adolescence. To experience a strong sense of belonging in school, students must feel capable of completing tasks in a manner that meets the standards of the school, believe they can connect successfully with teachers and classmates, and know they can contribute in a significant way to the group.

SCHOOL GOALS for 2011-2012

- To increase the levels of literacy among all students.
- To increase numeracy levels for all students.
- To improve the students' level of social responsibility.

CORE VALUES OF THE MIDDLE SCHOOL

CNB Middle School is operating under the middle school philosophy. This means that we will attempt to provide a program which best meets the needs of the early adolescent. The research suggests that successful middle schools share a number of "core values". CNB Middle will attempt to implement programs that are consistent with the values as outlined below:

- 1. Advisement**
 - a significant adult committed to every student
- 2. Strong Home/School Community Connections**
 - PAC; involving parents as partners
- 3. Cooperative Planning and Teaming**
 - Teams of teachers who work collaboratively to deliver the curriculum to a common group of students
- 4. Varied Teaching and Learning Approaches**
 - hands on heads on, active learning strategies
- 5. Assessment and Evaluation that Promotes Learning**
 - emphasis on individual progress rather than comparison with others
- 6. Continuous Progress**
 - recognize that all students learn, but they learn at different rates and they have different learning styles
- 7. Exploratory Emphasis on Curriculum**
 - brief interest-based, short-term activities that enable students to discover their abilities, talents, values and preferences
- 8. Flexible Scheduling**
 - opportunities for alternative schedules and extended blocks of time

**Capable
Unique
Balanced
Safe**



ADMINISTRATOR'S WELCOME

We would like to welcome all students and parents to CNB Middle School. This Handbook / Calendar has been provided as a way to keep parents informed of all the important events, assemblies, and meetings that will affect you and your child. We have also listed general information concerning the school, its expectations and tips for parents. Our staff thanks you for your support and commitment to your child's education.

Mr. Rob Tucker Principal
Mr. Ryan Ward, Vice Principal

***Please join us on Sept. 29 from 6:00 - 7:30 pm.
for our Open House BBQ!***

PUPIL CHARGES

In September, all students will receive an official notice informing parents of fees. An **online payment option is available (which includes credit card payment)**. We encourage all families to sign up to access the online payment option. All student charges will be posted on this site. If you would prefer, please send a cheque or cash with your child and they will receive a receipt of payment. Please send a separate form of payment with each child and indicate your child's name on each payment. Student fees cover the costs of locks, cultural performances, and agendas.

All C.N.B. students pay

\$30.00

GOODS AND SERVICE CHARGES

Pupils are provided meaningful and motivational projects in our locally developed courses such as Metal Technology, Woodwork and Outdoor Education, Sewing or Fine Arts courses. Project fees are



charged by the teacher. These are optional and are on an individual project basis throughout the year, paid directly to the subject teacher.

We would like all ***fees to be collected in September***. However, we do not want "ability to pay" to be a prerequisite for taking a course. Arrangements can be made to vary the schedule for payment of goods, services and project fees for students unable to pay the lump sum because of financial hardship. Should you have any questions or concerns about this, please contact Mr. Tucker or Mrs. Bateman (Head Secretary).

SCHOOL SUPPLIES

Students will be expected to supply the following basics:

- large three ring binder that is zip closed and has dividers
- lined and unlined binder paper
- pens, pencils, ruler, erasers
- highlighter, pencil crayons and/or felts
- mathematics geometry kit including a protractor
- scientific calculator for gr. 8-9 (many are avail. for less than \$10.00) and a simple calculator for gr. 7

Individual classroom teachers may request a few other specialty items, but sufficient warning will be given to allow students time to locate or purchase these items.



USE OF COMPUTERS /Internet Access

All students are provided with computers for use in their academic classes signed out by their teachers from computer trolleys. These computers are leased by the district. They are distributed to the schools with the understanding that students will manage internet access appropriately and maintain proper care and handling of this technical equipment. Students are responsible for their behaviour on school and district networks. Students will be expected to adhere to standards as established by the "Student Acceptable Use

Agreement". Parents will need to sign this before internet access is provided.

STUDENT AGENDA

Each student has been provided with an agenda to start the year. The agenda has been given as a tool to help them manage their time and plan their days. The cost is included in the school fees.

Teachers, when they assign homework, will expect students to record the nature of the assignment in their agendas. In addition, students can keep a record of their achievements, test scores, and marks for assignments in one of the "Record of Achievement" sections in the agenda. Teachers will ask to see student agendas periodically to check that they are being used effectively as part of the Health and Career Education program in homeroom.

In the event that students are signing in to school late, or leaving early, parents can write a note in the agenda for teacher and office staff. The agendas are also used as a hallway pass, signed by the teacher for the student to use the washroom or go to the library etc. Library bar code information is put on the agenda to help when signing out library resources.

Our goal at CNB is for everyone to be successful at school. Students who are successful usually attend regularly, are prepared and ready to learn in the classroom and do their homework. We believe that thinking ahead and organization can overcome many problems.

LOCKS & LOCKERS



Students will be assigned a locker by their Mentor Teacher. Lockers are the property of the school and the school reserves the right to check lockers. In order to ensure that students' belongings are safe, lock combinations and lockers must NOT be shared. ***During P.E. class, items such as money and jewellery should be locked in lockers and not left in pockets and purses in the changing room.***

A replacement fee of \$5.00 will be charged to students who have lost their locks. The most important thing to remember is that valuables should not be brought to school!

REPORTING TO PARENTS

Official reports to parents are issued three times throughout the school year. In addition to the regular reports, teachers will also send out formal interim reports in terms 1 and 2. Constable Neil Bruce Middle School uses the provincial prescribed grading system:

<u>Achievement</u>		<u>GPA</u>
A = Excellent	The student demonstrates excellent or outstanding performance in relation to the expected learning outcomes for the course or subject and grade.	4.0
B = Very Good	The student demonstrates very good performance in relation to the expected learning outcomes for the course or subject and grade.	3.0
C+ = Satisfactory	The student demonstrates good performance in relation to the expected learning outcomes for the course or subject and grade.	2.5
C = Satisfactory	The student demonstrates satisfactory performance in relation to the expected learning outcomes for the course or subject and grade.	2.0
C- = Satisfactory	The student demonstrates minimally acceptable performance in relation to the expected learning outcomes for the course or subject and grade.	1.0
F = Failed / Failing	The student has not demonstrated, or is not demonstrating, minimally acceptable performance in relation to the expected learning outcomes for the course or subject and grade. F (Failed) may only be assigned if an IP (In Progress) has been previously assigned.	0.0
I = In Progress	The student is making progress, but it has been determined that additional time is required to meet the expected learning outcomes for the course or subject and grade. Guidelines for assigning an IP must be followed. Expectations and timelines must be attached for each assigned IP.	0.0

All students must receive an "I" before they receive a failing grade in a course. When students obtain an "I" they may complete a package in a given time frame. If the package is completed, the student's mark

will turn into a letter grade of C-. If the package is not complete, they will receive a failing grade.

Awards Criteria

All students are encouraged to strive for academic excellence. To calculate GPA, letter grades are converted to a four-point scale, totalled and averaged.

Students may be awarded:

Academic Excellence for a GPA of 3.7 – 4.0

Academic Recognition for a GPA of 3.0 – 3.6

Work Ethic Recognition for earning a minimum of 7 Gs with no Ns

CNB Work Ethic Expectations

Students are expected to:

- **Arrive on time**
- **Submit work in a timely fashion**
- **Bring all necessary materials**
- **Complete work to the best of their ability**
 - **Be attentive in class**
 - **Be respectful of others**
- **Contribute positively to the classroom environment**
 - **Work independently and cooperatively**
 - **Be responsible for their own learning**

G: Student consistently meets expectations

S: Student usually meets expectations

N: Student does not yet meet expectations

Citizenship and Athletic Awards are presented at the end of the year for students who have provided outstanding service and leadership to the school or who have shown great sportsmanship and participation in a number of extra-curricular sports.

CNB CODE OF CONDUCT

All middle schools in SD #23 have a set of common policies that help to promote the healthy growth and development of their students.

Every student has the right to an education along with the responsibility to comply with the school rules and the code of conduct.

Expectations of Students

We have adopted these four statements as the basis of our discipline policy for Constable Neil Bruce. These four statements should guide the actions of our school community at all times.

✓ **Respect Yourself-**

(example: developing personal qualities such as honesty, integrity and dependability)

✓ **Respect Others-**

(example: contributing to a positive teaching/learning environment for all)

✓ **Respect Property-**

(example: working together to create a sense of pride in our school environment)

✓ **Respect Learning-**

(example: working to do your personal best to develop necessary skills, attitudes and understanding in all courses of study)

Our code of conduct applies to any student who is on school property, who is in attendance at school or at any school-sponsored activity, who is travelling to and from the school, or whose behaviour at any time or place has an adverse effect on the operation of the school.

Smoking, Drugs & Alcohol

Cigarette smoking is a health hazard both for the smoker and anyone in the vicinity of the smoke. It is illegal for anyone under the age of sixteen to be in possession of cigarettes. This means that smoking is not permitted anywhere within the school, on school grounds, or within sight of the school. Students may not smoke at any school sponsored field trip or activity. Cigarettes and other smoking paraphernalia are not permitted at school. All Middle schools in SD 23 are part of a drug free zone. This means that there is no tolerance for students under the influence of drugs or alcohol, or drugs or alcohol being used or distributed at school or anywhere within the school's drug free zone. This includes any school sponsored field trip or activity.

Report Drugs and Drug Dealers 860-TEEN (8336)



Out of Bounds

Areas on campus that are not visible to supervision from the immediate building area are deemed out of bounds.

Closed Campus

All middle schools in School District #23 have a closed campus policy. Students may not leave the school campus at any time during the school day. Students who go home for lunch are required to bring a note of permission from their parent. This permission does not extend to friends.

Social Behaviours

It is not appropriate for middle school students to display behaviours of a romantic or sexual nature at school.

CNB Cubs Against Crime

The mandate of this school-based service is to “**Make C.N.B. a safer place to learn**”. Students and parents are encouraged to report crime (i.e. bullying, theft, possession or use of illegal substances etc.) so that appropriate action can be taken. We welcome anonymous tips. **Call 870-5189 or email cubsagainstcrime@sd23.bc.ca**

Techno Equipment

Electronic music players may be used in the classroom **only** with teacher permission.

The use of cell phones and other personal electronic communications devices is **not** to interfere with, nor distract from, a student’s learning or the learning of others. If a student’s device **does** interfere with learning, the device can be confiscated and given to the PARK.

First Offense: Student may retrieve the phone after school

Second Offense: Parent will be contacted to arrange phone pick up

Third Offense: The student will not be able to bring a cell phone to school.

Camera/Video Recorders: Due to privacy issues, students may not take pictures of/or video of students or staff without their expressed permission.

NOTE: The school will **not** be held responsible for any misplaced, lost or stolen items brought to school or once they have been confiscated.

Dress Code

Students should be neat and clean in appearance.

- Clothing / jewellery that displays inappropriate language or illustrations is not permitted
- Students are not to wear hats or bandanas in the building. Please leave hats and jackets in lockers.
- Shoes must be worn for safety and hygiene reasons.
- Bare midriffs, muscle shirts, low rise pants, bare backs or shoulders and low cut tops are not appropriate for school. Students will be asked to ‘cover up’.
- Outside jackets and backpacks are to be left in lockers.



Skateboards / Bicycles

Students may only skateboard or ride bicycles in the designated area WITH proper headgear.

Attendance

Regular and punctual attendance is a major factor contributing to student success. **Students absent from class are responsible for obtaining and completing any missed assignments.** The school will closely monitor attendance and parents will be notified about irregular attendance and tardiness. Parents are asked to **call the school** if your child will be absent or send a written note to excuse your child from school.

Students who wish to leave school during the day because of appointments must provide a note to the office secretary from the parent/guardian indicating the date, time and reason for leaving. A student wishing to leave school due to illness **MUST** make a phone call to a parent/guardian at the office. **In both cases, a parent/guardian must pick up the student and sign him/her out.**

STUDENT SUPPORT SERVICES

Cooperative Discipline

The staff has developed a Cooperative Discipline Model that is used at CNB Middle. The supervising adult staff member in charge will deal with **MINOR misbehaviours**. Students are referred to the PARK Behaviour Support Room for inappropriate behaviours that are considered **MAJOR**. The Administration Team and Behaviour Support Staff deal with **SERIOUS** misbehaviours that typically result in immediate suspension.

Student Support Service Team

Our Support Services Department is a critical pillar of the education program of our school. Its primary function is to coordinate support being offered to students whose needs are not being met by the regular program. The members of the Support Services Department include:

Learning Assistance Teacher: Mrs. Ball

Counselor: Mrs. Fagan

First Nations Advocate: Mrs. Andrews/Ms. Ardo

Special Needs Resource Teacher: Mrs. Armstrong

PARK Behaviour Support Teachers: Mr. Pengilly & Mr. Dent and CEA, Mrs. Borsa

Administration: Mr. Tucker and Mr. Ward

Resource Room –We have a number of students who are receiving support from our itinerant resource room teacher. The resource teacher supervises the programs for these students and coordinates the CEAs (Certified Educational Assistants) who work with these and other students.

WEB: Where Everybody Belongs!

WEB is a leadership program designed for our grade 9 students. The students can take WEB as an elective. They will be the leaders in the school that will connect with the new grade sevens as well as plan events throughout the year. *Taught by Mr. Dent*

School Counseling – (Mrs. Fagan)

At times, students at the middle school level may have personal issues that require support in order to experience success. Our school counselor(s) also provide transition and timetable support for students new to our school.

1. Our counselor(s) are available for consultation with students, parent(s), and staff. Anyone wishing to see a counsellor can come to the counselling area or phone / email for an appointment.
2. The counsellor is able to provide information about various community services available to students and their families. The school district employs Youth and Mental Health counselors and referrals can be made through our school counselor for these services.
3. As a member of the School Based Team, our counselors are involved in program adjustments and support for those students referred to the team.

PARK - (Mr. Pengilly, Mr. Dent and Mrs. Borsa)

The PARK Program provides at-risk students with behavioural and social skills support to ensure that they can experience success.

BEHAVIOURAL SUPPORT

- Provides a “time-out” room for students involved in power struggles
- Deals with major behavioural offenses by working with the student, the teacher and the parents as needed
- Provides a supervised in-school suspension area
- Sets up and monitors learning and behaviour contracts with students

SOCIAL SKILL SUPPORT

- Provides information available on social issues and social skills
- Works with school counselor as needed

Library Resource Center – Ms. Hart

Students, parents and staff of Constable Neil Bruce Middle are invited to use the resources and facilities of the Library Resource Center (the L.R.C.).



There are books for both recreational reading and informational purposes. As well, there are magazines, books on tape, and videotapes for borrowing by students, parents, and staff. Our Teacher-Librarians look forward to working with staff, students and parents to help them in any way they can.

The library will be open before school, noon hours and after school for use by students and staff. Parents are also welcome to stop by to see the facility or chat with the library staff.

Career Education (Mr. Ward)

Every student at CNB will receive Career Education through Spotlight Guests, Career/Trades Fairs, and field trips.



The best way for students to enjoy their experience at middle school is to get involved in as many positive activities as possible. Constable Neil Bruce Middle offers a wide variety of extra-curricular activities throughout the year (sports teams, clubs, fine arts activities, etc.) Encourage your child to get involved, and do not hesitate to contact the staff sponsor if you are able to help out as a parent supporter. ***We appreciate the efforts of our staff, parents and community members who are willing to volunteer their time to offer extra-curricular activities.***

Athletics

Fall Season

- Gr. 8 Rugby
- Gr. 8/9 Girls Field hockey
- Gr. 7 and 9 Girls and Boys Volleyball
- Gr. 7 - 9 Cross-country running



Winter Season

- Grades 7 / 8 / 9 Girls and Boys Basketball

Spring Season

- Gr. 8 Girls and Boys Volleyball



- Gr. 9 Rugby
- Gr. 7-9 Track and Field and Golf
- Gr. 7 Girls Field Hockey

Some of the other extra-curricular activities at CNB include:

- School Store Helpers
- School Meal Servers
- Drama/Talent show productions
- Service Learning Projects
- School Spirit Days and Dances
- Intramural Sports
- Tech. Crew
- Lunch time Clubs

Parent Advisory Council

All parents are encouraged to attend and take an active role as members. The P.A.C. is the officially recognized voice of parents at the school level. Their existence was officially recognized in the new School Act in 1989. The P.A.C. meets on the second Monday of every month (see calendar) to consider issues of concern to parents and to organize presentations on topics of interest. The P.A.C. can also advise parents on how to proceed with individual concerns and inform them of the appeal process. **APPEAL BYLAW #501** Parents and guardians of a student who is entitled to an educational program in SD#23 may appeal the decision of an employee of the school board which significantly affects the education, health or safety of a student. The following steps should be followed:

1. Parent will meet with the employee to solve the problem.
2. Student will meet with the employee's supervisor to solve the problem.
3. Parent will meet the Superintendent or designate to solve the problem.

School Meal Program (Mrs. Hallick)

Thanks to our Meal Program Coordinator, volunteer servers and the support of our PAC, CNB students and staff may purchase balanced and nutritious meals daily and pizza each Friday. A monthly menu order form is available at the office and on line (CNB Web Page). You'll find great lunch meals that may be purchased at a very reasonable cost. ****You can also just order Friday Pizza!**



School Store (PAC Coordinators)

Food service is available at lunchtime with different 'heat and serve' foods (burritos, mini pizzas, etc.) and various snacks and drinks available in the store. Also daily specials are brought in, for example A&W Mama Burgers, Sushi, Booster Juice etc. Our store serves as a P.A.C. fund raising project that is operated solely by parent volunteers and student helpers. Without volunteers, these services would not be available to your son or daughter.

Please consider working as a volunteer in the School Store or with the Meal Program. This gives you a chance to be a visible member of our school community at an age when young people really benefit from the presence of positive adult role models. ***Any parents or guardians who can offer an hour once a week, once a month or whenever available are most appreciated. Please contact the school and leave a message for the School Store and/or Meal Coordinators.***

GENERAL INFORMATION

Vending Machines

Dispensers for water, fruit juices and healthy snacks are located in the foyer. Students may purchase items before school, during break or lunch and after school, but NOT during or between classes.

Telephone

A student phone is located in the main foyer. This phone is available for use by students during the morning and lunch break as well as before and after school.

Gym Strip

Students are expected to change into suitable attire for their P.E. classes to ensure freedom of movement. Shorts or sweat pants, a T-shirt and running shoes are required. 'Cubs' wear will be available early in the fall for you to purchase.



Lost and Found

Any clothing left behind by students will be kept on a table outside the office. Articles are kept for a week and if they remain unclaimed, are donated to The Boys and Girls Club. All items are displayed prior to being donated.

Newsletters

The school newsletter is emailed home periodically and is full of interesting and important information. It is also available on our school website. You will find a review of upcoming events and highlights of classroom and student accomplishments. Watch for each issue during the last week of the month through your email address.

Information about Constable Neil Bruce Middle School is also available through the district web site at: <http://www.cnb.sd23.bc.ca>



Plagiarism and Cheating

Students are expected to do their own work and should not submit as their own, the words and ideas from other sources. Students who engage in cheating and plagiarism will receive consecutive detentions or an in school suspension to redo the assignment in the appropriate way.

Student Illness at School

If a student is injured or not feeling well s/he must inform the supervising teacher and then report to the office. Parents will be contacted immediately by phone from the office.



What Parents Can Do To Help

When parents and teachers work together they make an unbeatable team. Parent/Teacher/Student conferences can help to build teamwork that helps students learn better and achieve more in their school years. Some planning by parents can help to make Parent/Teacher/Student conferences a success!

- *Think about what you want to learn in the conference. Prepare some questions. For example: How is my child doing in class? Does my child use his/her time well? Does he/she have good work habits? Does my child usually turn in homework? Does he/she have missed assignments? Does my child have friends? How well does my child get along with others? What can I do at home to support what the teacher is teaching?*
- *Talk with your child. Ask what he/she thinks the teacher will say. Ask if he/she has any concerns. Also, talk about likes, dislikes, problems, and successes.*
- *Ask the teacher to explain anything you do not understand such as special programs and services your child may be receiving.*
- *Be prepared to talk and listen. Tell the teacher what you see at home. Talk about your child's interests. Tactfully talk about any concerns, and be sure to let the teacher know about anything that might affect his/her learning.*
- *Follow up and stay in touch with the teacher. Make a phone call or send an email. Check the teacher's website for updates about your child's progress or information about homework etc.*

Parents can take an active role in helping their children to be successful in school by assisting in the development of good study

habits. The following are some suggestions for supportive action by parents with regards to *Homework* that is specifically assigned by the teacher and is to be completed out of class by a specified date:

- *ensure that a quiet area, free from distractions and equipped with a desk or table, is available to the student.*
- *be aware of "normal" requirements for homework. If unsure, contact the school.*
- *in consultation with the student, establish a regular time for homework that fits into the family routine.*
- *review the completed work with the student. Remember that your role is that of a supporter - not a critic!*
- *encourage "success" and "doing your personal best."*

And *Home study* that is undertaken by the student to enhance learning (i.e. review, summarizing of day's work, preparation for tests and quizzes):

- *be available to assist in questioning, preparing for quizzes, listening, etc.*
- *encourage regular review of every subject (minimum of one hour per night).*
- *foster the idea that home study is not only for the night before a test.*
- *encourage a variety of study techniques (i.e. writing, listening, reading out loud, explaining to listener, etc.).*
- *be aware of major exam and assignment dates, and avoid conflicts with family commitment.*