

## 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 2008-2009**

- 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. John Simonson, Principal  
Mrs. Linda Ross, Vice Principal

*Please join us on Wed., Sept. 24th from 6:30-8:00 pm.  
for our Open House!*

## PUPIL CHARGES

In September, all students will receive an official notice informing parents of fees. 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**  
**New students to C.N.B. also pay Textbook Deposit \$50.00**  
(The \$50 textbook deposit will transfer to the high school if not used at CNB)

## 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. Simonson or Mrs. Weir (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.



## ILEARN COMPUTERS

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. Further information about the ILearn program is available through the District office and through the school office.

## 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 Teacher Advisor. 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

## Effort Symbols

**G** = good, working harder than average

**S** = Satisfactory effort

**N** = Effort needs improvement



**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

It is illegal for anyone under the age of 18 to purchase cigarettes. This means that smoking and possession of related paraphernalia is not permitted by CNB Middle students anywhere on the school grounds or within sight of the school. Any student violating the smoking regulations may be suspended.



## 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 are not to leave the school grounds at any time during the school day. Students who need to leave the campus at lunchtime are required to have their parents/guardians pick them up or contact the Administration, **for prior approval**. A parent must sign out students.

## Serious Offenses

A school must provide a safe and comfortable environment for learning. Serious violations are those that: repeatedly occur, may be dangerous to the safety of students, may cause health hazards or may constitute a criminal act. In accordance with School District Policy 5600, the following actions may result in indefinite suspension-

- Violations of smoking, alcohol use, truancy or inappropriate language.
- Bomb threats
- Drugs- a student involved in possession, exchange or use of drugs (other than those medically prescribed for the student's use) on school premises or at a school function on or off school premises.

- Vandalism, Violent Behaviour, Assault or Intimidation
- Possession of a weapon

### Drug Free Zone

CNB Middle is part of the DRUG FREE ZONE surrounding the school. Businesses, families, school staff and community members are asked to be vigilant in reporting drug and drug related activities. A practice of no tolerance of such activities is in effect.

**Report Drugs and Drug Dealers 860-TEEN (8336)**



### 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](mailto:cubsagainstcrime@sd23.bc.ca)**

### Back Packs and School Bags/Purses

***Due to crowded hallways and limited space in classrooms, students will be asked to limit the use of school bags, purses and back packs during the school day.*** Students will be asked to use lockers between classes to store bags, and to retrieve books, supplies and gym strip for use in class. A small cloth gym bag may be used for gym strip, as backpacks are not permitted in the change rooms.



### Techno Equipment

***Any listening or recording devices, cell phones and other hand held communication devices are not to be used in the classrooms.*** If they are brought to school at parents’ request (i.e. cell phones), they are to be left in the student’s locker for after school use and not brought into the classrooms or used in the hallways. Listening and recording devices, cell phones, cameras or other hand-held communication devices will be confiscated if they are brought to the classroom, change rooms or washrooms or are used inappropriately



at school. Laser pointers are not to be brought to school and will be confiscated.

### Computers

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”. ILearn laptop computers are not to be used in the hallways or on the grounds of the school. Supervised classrooms are available before or after school and during lunch breaks for computer use.

### 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 midriiffs, 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’.



### 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. Jeanne Parker

Counsellors: Mrs. Grieve and Mr. Fender

First Nations Advocate: Mrs. Paialunga

Special Needs Resource Teacher: Mrs. Goreas

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

Administration: Mr. Simonson and Mrs. Ross

### Resource Room – (Mrs. Goreas)

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.

### Learning Center - (Mrs. Parker and various teachers assigned)

The Learning Assistance Program aims to help meet the needs of those students performing below reasonable academic expectations. The LA teachers help students experience greater success by offering a variety of services such as testing, direction instruction, and development of adapted and modified programs. Homework support is offered before and after school in the Learning Center throughout the year.

### School Counseling – (Mrs. Grieve and Mr. Fender)

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

1. Our counsellors 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 counsellors and referrals can be made through our school counsellor for these services.
3. As a member of the School Based Team, our counsellors are involved in program adjustments and support for those students referred to the team.

### PARK - (Mr. Labrie, Mr. Pengilly 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 counsellor as needed

### **Library Resource Center** - (Mrs. Newell)

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** (Ms. Pearson)

Career information is available through our Career Centre. Here students will find information on a range of careers, catalogues from various post secondary institutions and information concerning career information sessions and field trips. As well, every student at CNB will receive Career Education through his or her Advisory or CAPP blocks. Spotlight Guests, Career/Trades Fairs, developing Portfolios and field trips are features of this program.

**GET INVOLVED**



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
- Weight Lifting Club

### **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 once a month to consider issues of concern to parents and to organize presentations on topics of interest. (See calendar for dates, time and location.) 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. You'll find great lunch meals that may be purchased at a very reasonable cost.



### **School Store** (PAC Coordinators)

Food service is available at lunchtime with different 'heat and serve' foods (soups, mini pizzas, etc.) and various snacks and drinks available in the store. 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 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 public pay phone and a student phone are located in the main foyer. These phones are 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 about three months and if they remain unclaimed, are donated to the Thrift Shop. All items are displayed prior to being donated.

### **Newsletters**

The school newsletter is published monthly and is full of interesting and important information. It is also available monthly 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.

### **Internet Web site**

Students require permission to be on appropriate Internet sites. There is an Acceptable Use Agreement that parents must sign if they want their children to be able to access the Internet. Information about this is available in the student planners.



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 may receive a zero on such assignments and tests.

## 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.*