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# QUISPAMISIS MIDDLE SCHOOL

Home of the Cougars

*Quality, Motivation, Success*

## School Handbook 2022-2023

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### VISION

QMS is committed to improved achievement and personal growth in an inclusive, positive, learning environment.

### MISSION

QMS will provide a **Quality** learning environment in which all students are **Motivated** to achieve **Success**.

### **WELCOME TO QUISPAMISIS MIDDLE SCHOOL**

QMS has so much to offer its students. It is our wish that all 'Community Members' (students, parents and staff) actively participate and become involved in the school community. Our staff is a talented, dedicated and caring group of professionals and you can expect from them assistance and consideration. As a student, you are expected to extend to them, and to your fellow students, courtesy and respect. QMS strives to maintain a safe, orderly, and positive learning environment. We expect all students, staff and parents to act in such a manner as to promote this in accordance with our 'Community Responsibilities'. Further, we hope that you take the time while at QMS to develop healthy friendships, and sound learning habits. We hope that each student is involved in at least one activity within the school and has an opportunity to develop and demonstrate their Cougar PRIDE. We wish everyone a safe, happy and successful year.

**Cougar PRIDE:**

**Prepared; Respect; Involved; Determined; Effort**

## 2022-2023 School Calendar

<b>September</b>	6	Grade 6 students only
	7	All students attend
<b>October</b>	10	Thanksgiving Holiday – no classes
<b>November</b>	11	Remembrance Day – no classes
	18	Report Card Prep / Professional Learning Day – no classes
<b>December</b>	1	Term 1 Report Card Issued
	2	School Improvement Planning Day – no classes
	8	Parent-Teacher Meetings (PM)
	9	Parent-Teacher Meetings (AM) / Staff Professional Learning (PM) – no classes
	23	Last Day of Classes (Half Day)
<b>January</b>	9	First Day for Students
<b>February</b>	20	Family Day Holiday – no classes
<b>March</b>	6-10	March Break – no classes
	24	Report Card Prep / Professional Learning Day – no classes
<b>April</b>	6	Term 2 Report Card Issued
	7	Good Friday Holiday – no classes
	10	Easter Monday Holiday – no classes
	13	Parent-Teacher Meetings (PM)
	14	Parent-Teacher Meetings (AM) / Staff Professional Learning (PM) – no classes
<b>May</b>	5	Subject Council Day – no classes
	8	Branch Annual General Meetings – no classes
	22	Victoria Day Holiday – no classes
<b>June</b>	23	Last Day for Students

## Student Timetable

<b>Period / Time</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Homeroom 8:30-8:40					
<b>Period 1</b> 8:40-9:40					
<b>Period 2</b> 9:40-10:40					
Nutrition Break 10:40-10:50					
<b>Period 3</b> 10:50-11:50					
Lunch 11:50-12:35					
<b>Period 4</b> 12:35-1:35					
Break 1:35-1:40					
<b>Period 5</b> 1:40-2:40					

**Note:** Students are not to be dropped off prior to 8:00 as the main doors will not be open until this time.

**Quispamsis Middle School Community Responsibilities**

**As per section 14 (1) of the Education Act, it is the duty of a pupil to:**

- (a) Participate in learning opportunities to their potential,
- (b) Accept increasing responsibility for their learning as they progress through school,
- (c) Attend to assigned homework,
- (d) Attend school regularly and punctually,
- (e) Contribute to a safe and positive learning environment,
- (f) Be responsible for their conduct at school and while on the way to and from school,
- (g) Respect the rights of others, and
- (h) Comply with all school policies.

**As per section 13 (1) of the Education Act, in support of the learning success of their child and the learning environment at the school, a parent is expected to:**

- (a) Encourage their child to attend to assigned homework,
- (b) Communicate reasonably with school personnel in the best interests of the child,
- (c) Cause their child to attend school as required by this Act,
- (d) Ensure the basic needs of their child are met, and
- (e) Have due care for the conduct of their child at school and while on the way to and from school.

13(2) The parent of a pupil has the right to reasonable consultation with the pupil's teacher or the principal of the school the pupil attends with respect to the education of the pupil. 13(3). It is the responsibility of the parent of a pupil and of school personnel to conduct themselves in a respectful manner and to follow established procedures when involved in communications concerning the pupil.

<b>Show your Cougar PRIDE</b>			
	<b>Class</b>	<b>Common Areas</b>	<b>Community</b>
<b>P Prepared</b>	I am prepared when I ... -have my supplies (books, pen/pencil, etc.). -arrive on time. -attend all classes.	I am prepared when I ... -have my supplies (lunch, money, clothing, etc.). -have a plan/destination. - arrive on time.	I am prepared when I ... -have my supplies (equipment, clothing, etc.). -arrive on time.
<b>R Respect</b>	I show respect when I ... -exercise kindness. -follow classroom procedures. -use materials properly.	I show respect when I ... -exercise kindness. -leave an area cleaner than the way I found it. -follow procedures (hands to self, feet to self, line up, etc.).	I show respect when I ... -exercise kindness. -use positive words and actions. -use appropriate volume/tone/language.
<b>I Involved</b>	I am involved when I ... -participate and listen actively. -share ideas. -am a valuable team member.	I am involved when I ... -speak up. -support school events. -join in.	I am involved when I ... -help others. -am a role model. -volunteer.
<b>D Determined</b>	I show determination when I .. -persevere. -seek/accept assistance. -set goals.	I show determination when I ... -use time wisely. -interact with purpose.	I show determination when I ... -work with others. -make a positive difference.
<b>E Effort</b>	I display effort when I ... -give 100% and produce quality work. -accept a challenge. -know attendance matters.	I display effort when I ... -own my actions. -encourage others. -problem solve.	I display effort when I ... -support community needs. -represent the school with PRIDE at all times.

## CODE OF CONDUCT

The Quispamsis Middle School Community is committed to providing a positive learning and working environment for all members in accordance with Provincial Policy 703. We believe that all students and staff have the right to feel safe in, and around, their school. Classroom procedures will be discussed with students at the beginning of, and throughout the year, in order to ensure a safe and inclusive environment for all members. Possession, use, or selling of illegal or dangerous substances or objects such as drugs, alcohol, tobacco, vapes, or paraphernalia will not be tolerated. Items will be confiscated, suspensions will be imposed, police will be notified, and applicable fines may be applied (e.g. smoking / vaping on school grounds is a provincial fine of \$172.50). Physical aggressive behavior (e.g. fighting, physical assault, unwanted contact, etc.) will result in a suspension from school. Rough play is also prohibited as it often escalates or results in injury. QMS follows a hands / feet to self policy, and students not following this may be sent home or lose certain privileges (e.g. use of field, etc.).

## PLAGARISM

Copying published information and using it in your own work without proper citation is plagiarism. This is a serious academic offense and will not be tolerated.

## BOUNDARIES & SIGN-OUT POLICY

QMS is a closed campus, and as such all students are to remain on property unless signed out by a parent / guardian. Students may sign in on their own if arriving after the start of the instructional day.

## ATTENDANCE MATTERS

In accordance with the Education Act and ASD-S Policy 365, students are required to attend school regularly. We ask that you notify the school of all absences utilizing the Safe Arrivals program. Students are expected to arrive at school on time prepared to begin work. All students arriving after 8:40 must report to the office and sign in. Letters will be sent home for students who accumulate a total of 10, and 15, days absent. Excessive tardiness / absence may also be referred to the Department of Social Development in accordance with provincial policies.

## SCHOOL BUS RULES

**The following bus rules shall apply to all passengers:**

1. Be on time and never stand in the street or highway while waiting for the bus.
  2. Be absolutely quiet while the bus is approaching and crossing a railway.
  3. Pupils shall only be picked up / discharged at District approved bus stops. Permission to travel on an alternate bus will be given only in emergency situations.
  4. Obey the driver promptly and avoid any unnecessary conversation with them while the bus is in motion.
  5. Do not cross the road behind the bus. Crossings are to be made in front of the bus, not nearer than ten feet and only after looking in both directions.
  6. Occupy seats assigned by the driver or other school official.
  7. Obtain approval of the driver to open the emergency door or bus windows. Do not throw anything out of the windows or extend hands, arms or legs through the opening.
  8. Do not throw garbage on the floor of the bus. Help the driver to keep the bus clean.
  9. Eating or drinking is not permitted on the school bus.
  10. The use of tobacco and e-cigarettes/vapes, in any form, is not permitted on the bus.
  11. Be courteous to the driver and fellow passengers. Rough or boisterous conduct will not be permitted.
  12. In case of any road emergency, remain seated in the bus until ordered to vacate.
  13. Intentional damage to the bus will be paid for by the offender.
- N.B. Any violations of these rules may result in the possible loss of transportation privileges.**

## PROGRESS REPORTS

Progress reports are issued three times per year. Parent-teacher conferences are scheduled twice during the academic year (see calendar). Parents may contact their child's teacher at any time to discuss academic progress. Please refer to the teachers' MS Teams sites and the Parent Portal for information on assignments and activities.

## DRESS REGULATIONS

QMS requires all members to meet acceptable standards of dress and grooming. These guidelines include neat, clean and school-appropriate clothing. Members will wear a top and bottom of opaque material which covers private areas. This includes a shirt; bottoms (pants, shorts, skirt, dress, leggings); and footwear (activity specific). Undergarments and sleepwear may not be worn as outerwear. Further, an individual's appearance should not offend or pose a safety hazard to themselves or others. This includes clothing that promotes or symbolizes drugs, alcohol, illegal activity, hate, discrimination, profanity, or pornography. Outdoor coats, hats, and personal items are to be kept in lockers and should be removed upon entering the building. This policy is reviewed annually by the PSSC and the school's Core Leadership Team. Feedback may be provided via email to the school principal or PSSC Chair.

## VALUABLE ITEMS

High value items such as cell phones, gaming devices, etc., are not permitted during instructional time, and for security reasons should be kept at home, or secured in lockers. The school holds no responsibility for the security of these items should students choose to bring them to school.

## CELL PHONES

As above, cell phone use is not permitted during instructional time, unless for authorized educational purposes. Students not adhering to this policy will have their phone confiscated as follows: 1<sup>st</sup> Infraction = returned at end of class by teacher; 2<sup>nd</sup> Infraction = returned at end of day by Admin; 3<sup>rd</sup> Infraction = held in office until parent picks up.

## COUNSELING SERVICES

All staff members are prepared to provide advice or assistance and students should not hesitate to seek help when it is required. Our guidance counselor and / or Behaviour Mentor are available to provide assistance if there are difficulties with program, studies, classmates, personal issues, etc. The school may also refer to the Integrated Services Delivery team for additional support.

## IMPORTANT WEBSITE / NUMBERS

**The Link Program** ([www.thelinkprogram.com](http://www.thelinkprogram.com)) enables young people who are going through a difficult time to access support services in the community through a Link companion. By facilitating access to support services, we want to give young people the opportunity to solve their problems before they escalate and lead to more serious situations.

**Kids Help Phone:** 1-800-668-6868; **NB Crime Stoppers:** 1-800-222-8477; **Family & Community Services:** 658-2734; **Mental Health Services:** 658-3737; **Reproductive Health Clinic:** 658-3998; **Snow Line:** 1-855-535-7669.

## EMERGENCY ALARMS & LOCK DOWN PROCEDURES

Whenever a fire alarm or emergency evacuation alarm sounds all students and staff must leave the building via the nearest exit. Directions are given to all children on the first day of school, and practiced throughout the year. Students are not to touch the alarm box or safety related items (e.g. fire extinguishers) unless there is an emergency. To do so is a criminal offence. "Lock Downs", both external and internal, will also be practiced throughout the year. Procedures will be reviewed with all students prior to such practices. The school doors remain locked at all times throughout the instructional day.

## LOCKERS

All students will be assigned a locker. All lockers (and desks) remain the property of the school and as such are subject to search without notice by school administration in accordance with Provincial Policy 712. **Only combination locks** provided by the school may be used. Change Room lockers in the gym may be used only during PE periods or sporting events, and as such all locks must be removed immediately at the end of the period.

## **CUSTODIAL STAFF**

The custodial staff is responsible for maintaining the school in good order. These duties can best be fulfilled if the custodians have the cooperation of all students and staff. In addition, we believe all staff and students should assist in keeping our school grounds clean and free of dangerous materials. Take PRIDE in your school!

## **STUDENT DROP OFF / PARKING**

The student drop-off area is located on the near side of the school, closest to Pettingill Rd. In order to ensure student safety in front of the building, drop off is not permitted in this area. We encourage all students to travel by school bus. Students are not to be dropped off prior to 8:00 AM as no supervision is in place.

## **VISITING THE SCHOOL**

In order to ensure the safety of all, visitors must check in the office, pick up a visitor's tag, and sign in. If you would like to meet with a staff member, please schedule a time in advance for a meeting.

## **SCHOOL FEES**

A **Student Fee** of \$30 is charged to all students. This fee covers the cost of a lock, t-shirt, guest speakers / presentations throughout the school year, fieldtrip transportation charges, enrichments activities, etc.

A one-time **French Immersion Fee** of \$12 is required from students in the FI program. This fee covers the cost of a French Grammar book, which students will use each year.

**Athletic Fees** are required from all athletes. The fee depends on which sport the student is participating in. These help cover the cost of tournaments, referees and uniforms. For financial assistance please contact school Administration.

All above fees must be paid using the School Cash Online program through the school website.

## **PROTECTION OF PUPIL INFORMATION / PERMISSION TO BE PHOTOGRAPHED**

Anglophone South School District and its schools comply with legislation which protects students' personal information, in particular the Education Act, the Right to Information and Protection of Privacy Act (RTIPPA) and the Personal Health Information Privacy and Access Act (PHIPPA).

Throughout the school year, we may seek to use student information, such as name, grade or student image, for a variety of purposes (e.g. student achievement, graduations and celebrations, school photos, promotional materials, positive news). The use of your child's personal information requires specific consent from a parent/guardian, if a student is under the age of 18. **Please sign and date the form sent home with your child and return to the school.**

## **ACCEPTABLE USE OF ELECTRONICS AGREEMENT**

We understand that when using school computers (desktops/laptops/netbooks), computer related technology and software, we must follow the rules outlined in the Department of Education Policy 311 Acceptable Use Agreement. This policy is available on line at <http://www.gnb.ca/0000/pol/e/311A.pdf>. Access to the internet is only permitted in the presence of an adult. **Please sign and date the form sent home with your child and return to the school.**

I have read the above information. \_\_\_\_\_  
Signature of Parent / Guardian

## FRENCH IMMERSION LEARNING CONTRACT 2022-2023

We are thrilled that your child is enrolled in the French Immersion program at Quispamsis Middle School. Learning a new language requires a commitment to speaking, listening, and writing, as well as hard work both at home and at school. It is also essential that students maintain a strong level of effort and enthusiasm for their learning throughout the entire school year. Below is a list of learning expectations for all French Immersion students that will ensure success during this school year. Please read and review with your child, and sign below.

**Expectations at school.** In all French Immersion subjects, students must:

- speak French during class (with teacher, with seatmates, when working in a group, etc.);
- participate actively in class discussions using French;
- find opportunities to use French outside of the classroom;
- use reading strategies in all subject to help understanding and build vocabulary;
- use resources available for reading and writing (grammar booklets, dictionaries, classroom charts); and
- take advantage of extra help from teachers during class time.

**Expectations at home.** Students must:

- read in French regularly at home (if needed, the local library has an excellent French section); and
- review notes, classwork and readings.

**Suggestions for enhancing learning outside of school.** Students can:

- keep a French journal at home to write a few sentences nightly;
- find opportunities for speaking French with siblings, friends, neighbors, at sports events, etc.;
- put French subtitles or dubbing on movies/TV Shows/YouTube;
- send messages to friends (texts, social media) in French;
- listen to French music on streaming services; and
- use language learning apps to learn new vocabulary, play online French games, etc.

**Students who do not follow these learning expectations may experience the following challenges:**

- Limited growth in reading, writing and speaking the French language.
- Difficulty progressing in all subjects due to lack of understanding.
- Difficulty meeting learning outcomes in French subjects which can impact their success in future grades.
- Difficulty achieving growth in their learning habits.

We truly appreciate your support in helping your child achieve success in the French language. As per the School Fee section of this handbook, all FI students are strongly encouraged to purchase a QMS Grammar Booklet (\$12). This book will be used throughout the three years at QMS, and has proven beneficial for students in high school. Your child's commitment to the French Immersion program requires hard work, but comes with enormous benefits today and for their future.

I hereby agree to this learning contract:

**Student signature:** \_\_\_\_\_

**Parent signature:** \_\_\_\_\_

Homeroom teacher initial: \_\_\_\_\_