



**Student Handbook  
2018 - 2019**

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**This agenda belongs to:**

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY/TOWN \_\_\_\_\_  
POSTAL CODE \_\_\_\_\_  
HOMEROOM \_\_\_\_\_ PHONE \_\_\_\_\_

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ANGLOPHONE WEST SCHOOL DISTRICT

SCHOOL CALENDAR

2016-2017

<u>MONTH</u>	<u>DATES</u>	<u>EVENTS</u>	<u>NUMBER OF DAYS FOR STUDENTS</u>	<u>NUMBER OF DAYS FOR TEACHERS</u>
<b>August</b>	29	Full Administration Day – School Based		
	30	NBTA Council Day – District Based	0	3
	31	NBTA Council Day – School Based		
<b>September</b>	1	Full Administration Day – School Based		
	5	Labour Day	19	20
	6	First Day for Students		
<b>October</b>	6	Professional Learning Day #1 for Staff <i>(No Classes for Students)</i>		
	7	Professional Learning Day #2 for Staff <i>(No Classes for Students)</i>	18	20
	10	Thanksgiving Day		
	11-14	Registration for Students Entering Kindergarten in 2017-2018		
<b>November</b>	11	Remembrance Day		
	14-24	K-12 Report Card Time	20	21
	25	Parent/Teacher Interviews / Half-Day Professional Learning Day <i>(No Classes for Students)</i>		
<b>December</b>	23	Last Day of Classes (Half-Day of Classes)	17	17
<b>January</b>	9	Professional Learning Day #3 for Staff <i>(No Classes for Students)</i>		
	10	First Day for Students	16	17
	23-27	Exam Week		
<b>February</b>	1	High School Semester 2 Begins	19	20
	24	Professional Learning Day #4 for Staff <i>(No Classes for Students)</i>		
<b>March</b>	6-10	March Break	18	18
<b>April</b>	3-7	K-12 Report Card Time		
	10	Parent/Teacher Interviews / Half-Day Professional Learning Day <i>(No Classes for Students)</i>	16	18
	14	Good Friday		
	17	Easter Monday		
	28	Professional Learning Day #5 for Staff <i>(No Classes for Students)</i>		
<b>May</b>	5	Provincial NBTA Council Day <i>(No Classes for Students)</i>		
	15	NBTA Branch Meeting Day <i>(No Classes for Students)</i> <i>(<u>ALL ASD-W schools except for St Mary's Academy in Edmundston</u>)</i>	20	22
	19	NBTA Branch Meeting Day – <i>St Mary's Academy <u>ONLY</u>, in Edmundston</i>		
	22	Victoria Day		
<b>June</b>	23	Last Day for Students – Final Report Card Day (K-12)		
	26	Administration Day	17	19
	27	Administration Day / Last Day for Teachers		
<b>Total Number of Days for Students</b>			<b>180</b>	
<b>Total Number of Days for Teachers</b>				<b>195</b>

# BLISS CARMAN MIDDLE SCHOOL

*"Working together to achieve excellence in Academics, the Arts, and Athletics"*

*In an inclusive, collaborative environment, Bliss Carman Middle School's mission is to promote a culture which values personal growth, self-worth and lifelong learning.*

Therefore:

- Rewarding students for their accomplishments as well as holding them accountable for their actions will promote students' self-worth.
- Students will be offered a variety of academic, social, athletic, and practical & related arts activities in the interest of Bliss Carman's diverse student population.
- Students will be encouraged to be actively involved in their learning within a structured environment, thereby promoting creativity and self-learning.
- Students will be provided with an atmosphere where they can feel secure and accepted through a sense of achievement and accomplishment.
- The school and its classrooms will be inviting places of learning for all students.
- Facilities, equipment and staff will be provided so that the above mission and belief statement can be realized.

## Code of Conduct



## THEORIES OF LEARNING / LEARNING STYLES INVENTORY

Bliss Carman Middle School focuses on meeting the needs of every child. As part of this, students and teachers complete multiple activities and identify student learning styles, interests, multiple intelligences, etc. Activities that students complete are often differentiated to accommodate the learning styles of all students. Please use the space below to record and identify your learning styles or intelligences

My Intelligences are: \_\_\_\_\_

## DUTIES OF STUDENTS, PARENTS AND TEACHERS

All members of the school community have the right to learn and work in a safe, orderly, productive, respectful and harassment-free environment. All members of the school community are responsible for supporting and modeling the standards established in this Code.

### As a student:

- I will follow my school's Student Code of Conduct.
- I will encourage my friends to respect my school's Student Code of Conduct.
- I will behave in an acceptable manner when I am a guest or a visitor at other schools.

### As a parent:

- I will teach my children how to behave civilly.
- I will ensure that my children come to school ready to learn.
- I will learn the school rules, including the Student Code of Conduct, and reinforce these rules with my children.
- I will collaborate with the school by supporting the standards of this code and the measures taken by the school to reinforce positive behaviour.
- I will communicate reasonably with school personnel.
- I will encourage and demonstrate appropriate behaviours within the school community.

### As a teacher:

- I will teach the Student Code of Conduct.
- I will encourage responsible behaviour.
- I will model appropriate behaviour within the school community.
- I will maintain order and discipline within my classroom and encourage a positive learning and working environment.
- I will have clear and appropriate expectations, based on the [Education Act](#) and relevant policies, with regard to student behaviour.
- I will communicate these expectations to students, parents and the school community.

## PROGRAM ORGANIZATION

We will continue to operate on a Monday through Friday schedule. Bliss Carman Middle School is organized in the middle school concept of interdisciplinary teams. An interdisciplinary team consists of two to four teachers of the academic subject areas (language arts, mathematics, science, social studies and French). During a mutual team planning period, team teachers work together on curriculum matters, scheduling, meeting with the counselor and methods and resource teachers re: student concerns, and planning team activities. Each team maintains school standards within the framework of school regulations and policies as set forth in this handbook. Student behaviour must be consistent with these expectations. Special area classes for all students occur weekly: Physical Education and Practical and Related Arts.

## ACADEMICS

**Homework Policy** - The amount of homework will vary from teacher to teacher. However, parents should expect homework in all subjects on a regular basis. Homework will be assigned most evenings with the expectation that students will dedicate 60 – 80 minutes on their work. **Not having homework should be the exception, not the norm.** The time and amount of homework should increase with the student's grade level.

Homework serves to:

- Raise your grades
- Reinforce the present day's lesson
- Prepare for the next day's lesson
- Reinforce acquired skills and develop study habits
- Develop a sense of responsibility
- Prepare students to face the demands presented through life
- Teach students independent learning
- Incorporate available materials and media in the home: books, magazines, newspapers, television

An allotted time for home study should be part of a student's daily routine, and students should realize that homework is not just written assignments, but that studying is an integral part of homework.

**We suggest that all homework should be recorded in this agenda. Parents and teachers should routinely verify its contents and communicate with each other if there are concerns. Parents should encourage the development of good study habits by checking their child's agenda every evening. Homework may also be available on our Bliss Carman Website: <http://blisscarman.nbed.nb.ca>**

Homework should not be assigned over extended holiday periods.

**Failure to complete homework or assignments may result in detention. Major assignments will be dealt with on an individual basis by teachers. Homework and all assignments are to be completed, late or otherwise. Entry to the class may be denied until all homework is complete, and students may be required to remain at home until these assignments are handed in for evaluation.**

Homework for any student absent from school for an extended period of time (i.e.: 3 days or more), will be made available by arrangement between parent and teachers.

**Reporting Procedures** - Report cards are issued at the end of each of the three school reporting terms, and teachers often send out interim reports between these periods. Parent-teacher conferences will also be embedded into our school calendar. Parents who wish to meet teachers, other than at the designated times, are encouraged to do so.

**Provincial Assessment** - At the middle school level, Grade 6 students are required to write a provincial literacy, numeracy and science assessment. The students, at all grade levels also write BCMS common assessments so that the school can track their progress.

**Remedial Assistance** - Extra help from teachers is available whenever necessary. Students are asked to make individual arrangements with the subject teacher. This additional help can often make the difference between success and failure. Students requiring assistance beyond that which is provided for in class are strongly encouraged to take advantage of this opportunity for extra help at noon hour or after school.

**Methods and Resource** - A student working to the best of her/his ability, who is unable to keep up with the pace and demands of the regular program, will be considered for a Personalized Learning Plan. These plans shall be decided upon by the school-based services team in consultation with teachers and parents. BCMS is also committed to providing universal accommodations to any student needed extra support as well as providing enrichment to the extent we are able to.

**Guidance Services** - The guidance office is open during the regular school day and is staffed by one full time guidance counselor. **A STUDENT MAY GO TO THE COUNSELOR ONLY AFTER RECEIVING TEACHER PERMISSION.** When the counselor is not available, students may request a meeting through their teacher and the counselor will arrange a meeting time.

**Physical Education** - Proper gym clothing is required for all students. Students need to have a complete change of clothing for all physical education classes, noon hour intramural sessions and after school extra-curricular activities. Proper physical education attire consists of: (1) indoor sneakers (no skateboard shoes); (2) gym shorts and/or track pants; (3) T-shirt and/or sweatshirt. The school does have shower facilities. All students are required to take physical education. Students are evaluated according to provincial curriculum guidelines. **If a student is unable to participate in physical education class for an extended period of time, a medical certificate from their doctor is required. This note is to be given to the physical education teacher.**

**Practical and Related Arts (PRA)** –PRA consists of three subject areas: technology, art, music. Students participate in each of these subjects for an equal portion of the school year, rotating through all subjects areas in the course of the school year.

**Extra-Curricular Activities** – At Bliss Carman Middle School we encourage all of our students to take advantage of the wide variety of activities that are offered. We believe that through involvement in these activities, the school experience and opportunities for success are enhanced. However, it is important for students to realize that involvement in these activities is **a privilege earned** and not a right. Participation in any activity is conditional on the fulfillment of attendance criteria, academic requirements, and behavioral expectations. Students need to pay attention to announcements each day for information regarding scheduled activities. Students may remain at the school in wait for their practice or game provided it is only “one time slot removed.” If it is a later practice, students must go home and be delivered back by the parent. Extra-curricular sports teams all carry a fee for participation. Approximate fees for extra-curricular sports for this year are as follows:

Cross-Country, Track & Field, Badminton, Softball - \$40.00

Soccer, Basketball, Volleyball - \$70.00

(Please note that a few of the upper level basketball and volleyball teams ask for an increased fee which is scaled based on the number of tournaments that the team will be involved in.)

**Field Trips** – Bliss Carman Middle School students take part in many field trips throughout the course of the school year. A student may lose the opportunity to participate in these trips depending on where they stand on the school’s Code of Conduct.

### **SPECIAL PROGRAMS AND AWARDS**

Bliss Carman Middle School offers certain awards that recognize and celebrate high academic achievement. These awards are:

**Academic Award of Distinction:** For students in grade 8 who have received three years of honours standing, and have *excelled* far above and beyond subject area expectations throughout their time at Bliss Carman Middle School. This student will also have demonstrated that their work surpasses grade level expectations. This will be determined by a committee of educational experts

**Academic A:** For students in grade 8 who have received the accomplishment of three years of honours standing at Bliss Carman Middle School. In the case where a student transferred in to BCMS, a committee of educational experts will make a determination (based on all available information) if the student qualifies for the Academic A.



## **Academic Honours Certificate**

For students who have demonstrated a substantial understanding and consistent proficiency with curricular outcomes, most often excelling with these outcomes in the different subject areas. This award is based on a student's annual performance, and presented to the student at a general assembly at the end of each school year. The decision of this award will be made by a committee of educational experts.

**(There are many other awards available to Bliss Carman students. For a complete listing of awards and their descriptions, please see our school website.)**

## **GENERAL SCHOOL INFORMATION**

Outlined below are a series of policies and procedures in effect at Bliss Carman Middle School which assist us in ensuring a positive and safe learning environment. Students have the right to come to school and feel secure.

**Communication with the School** - In order to meet the needs of our students, it is essential that the home and the school make every effort to communicate openly. We endeavour to meet this need through newsletters, interim progress reports, regular term report cards, parent-teacher interviews, voice mail, email, as well as personal phone calls to the home whenever necessary. **It is the responsibility of the parent/guardian to ensure that the school has a phone number where they can be reached at any time during the school hours.**

Parents are often reluctant to call the school with questions or information. If you have any questions, comments or concerns, please contact us. You may drop in, send a note, email or call. Please be assured we welcome your involvement and frequently the information shared enables us to better meet the needs of our children. Should a concern arise, please **contact the teacher directly** for further information or an explanation.

**Talk Mail** - The school utilizes the services of *SchoolConnects*. This enables us to send messages home to the entire student body or to particular grade levels or groups by phone and/or email. **Please make sure that the school has current phone numbers and email addresses on file.**

**Student Fee**- All students are required to pay a student fee of \$45.00. Cheques should be made payable to Bliss Carman Middle School. Payment may also be made online. This fee helps to cover such things as the cost of locks, agendas, special presentations and assemblies, intramural programs and school clubs, student leadership expenses, art, music, technology and physical education supplies.

**Fundraising Efforts**- From time to time students will voluntarily engage in fundraising at Bliss Carman Middle School. Please note that all revenue generated from fundraising campaigns such as our QSP Magazine Sales Campaign will go directly back into school programs, training, and equipment that will benefit our students and the school as a whole.

**Cashless School** – Bliss Carman School has been set up as a Cashless School. All school fees and cafeteria purchases may be paid on the Internet at [www.cashlesschools.com](http://www.cashlesschools.com). As another option, we will still accept cash and cheques.

**Illness** - Students who become ill during school hours must report to the office. Contact will be made with parents/guardians and arrangements for the student to go home. Parents are asked to **phone** the school (453-5401), and leave a message if their child will not be coming in that day. Students must bring a written excuse from parents/guardians upon returning to school if no phone contact was made by the parent. In cases where messages are not left, an automated absence message will be sent from the school. If you receive an automated

message that your child is not in school (when you think they should be) please do not panic, but instead, give us a call as it is most likely an error.

**Medical Emergency Contacts** - It is **ABSOLUTELY ESSENTIAL** that emergency telephone numbers are provided on each student's information sheet. Work numbers and email addresses are required. Should a student become ill or get injured during the school day, these emergency contacts are used to notify parents. The school may call for further emergency services including transportation to the hospital if deemed necessary.

**Prescription medication** – Policy 704 forms must be completed by your family physician and submitted to the school before any medication can be administered to your child during school hours by school personnel. These must be updated yearly. Please contact the school if you require these forms.

**Non-prescription medication** – The dispensing of non-prescription medications (e.g. Tylenol, Benadryl, Midol) during school hours by staff requires that a contact with the parent/guardian be made first. Students are not to carry any medication on their person. All medication must be properly labeled and be stored in a locked cabinet. It will be dispensed under staff supervision and recorded in a log book.

**Allergies** - Due to the increasing number of students with severe allergies, especially to "nuts", we are a nut and nut product free school.

**Scent-Free** - Following District guidelines, and considering the number of individuals with allergies, Bliss Carman is a scent-free school.

**Mid-Day Appointments** - If your child must leave school during the day for an appointment, **please ensure your child provides a note to the homeroom teacher, and that you come into the school to pick her/him up.** Students are asked to remain in the classroom, and the school secretary will locate the student and call the child to the front. Students must sign out before leaving the building, and sign back in upon return.

**Legal Documents**- Adoption papers, restraining orders, no-contact orders, name changes and custody agreements must be properly documented and delivered to the principal. Any changes to these documents must be reported in a timely manner.

**Inclement Weather** – At select times of the school year, students are given the option of being outdoors prior to school and at noon hour. When weather conditions warrant, all students will be indoors.

During inclement weather situations, the following options are considered:

- Schools are open as usual: No radio announcement will be made.
- All schools are closed for the day; please listen to the radio or call 453-5455 – District Inclement Weather School Closure Number. Announcements are relayed to the local radio stations by 6:00 a.m. This information can be found on the ASD-West School District website as well.
- Some schools in the district are closed: a radio announcement is made.
- All school bus routes are delayed one hour: a radio announcement is made. On these occasions all schools in the district will be open at their regular time;
- Schools may be closed early on days when it is anticipated that weather conditions may deteriorate. Every effort will be made to notify parents in this situation. This is where the multiple contact information is critical.

**It is important that parents have alternate arrangements for their child in the event of mid-day school cancellations due to weather conditions. Students must also be aware of these arrangements. Many students find it helpful to keep the contact numbers and a house key in their backpacks.**

**Locks and Lockers** - Each student is provided with a locker for her/his possessions. Students are required to use locks provided by the school. **Please note that the lockers are the possession of the school and are subject to search at the discretion of the school principal. The expense to repair a damaged locker will be charged back to the student involved.** It should also be noted that the physical education department rents a select number of locks for students who wish to keep their items safe in the change rooms.

**Yearbook** –Bliss Carman School Yearbooks had a hardcover yearbook for the 2017/18 year and is considering the same for the 2018/19 year. The price will be appx \$45.00 The editors will strive to make the book as enjoyable as possible by including as many candid photos of students as they can. Special events throughout the year will also be highlighted. The yearbook will be delivered in June. We look forward to capturing your memories!

## **RULES AND REGULATIONS**

Students must understand that they are in the school to learn and must behave accordingly. Each student has the responsibility to act in such a way that she/he does not infringe upon the rights of any member of our school community. As a result, the rules listed below must be followed. Unless specific consequences are indicated, consequences for infraction of school behaviour rules are determined according to the individual situation. Information such as the seriousness of the infraction and the student's behavioral record are taken into consideration. Consequences may involve one or more of the following: parental contact, alternate education site, withdrawal of extra-curricular activities, detention, suspension, police involvement, and/or counseling.

## **BCMS General Behavior Expectations**

- Students are to **walk** to the right of the hallway. Running can be dangerous.
- Students are to be quiet in the hall so as not to disrupt classroom learning.
- Students are to keep their hands and feet to themselves.
- Students are to stay inside the building unless given permission by staff to go outside.
- Students are expected to take care of the building and the grounds by not littering or vandalizing.
- Students are **not permitted** to eat or drink in the halls or the gymnasium.
- Students are expected to keep the cafeteria clean and keep the noise level down.
- Students may not leave the school grounds at any time, including after classes while waiting for sporting events. Walking students must have a signed note permitting them to go home for lunch and must travel directly home and back to school. The grounds are marked by a walking trail around the premises. The skateboard park is "off-grounds."

## **PROVINCIAL STUDENT CODE OF CONDUCT**

As a student, I am responsible for my own behaviour to the best of my abilities:

- I will be responsible for my own personal choices.
- I will respect others' differences, ideas and opinions and treat everyone fairly.
- I will not tolerate bullying of any kind and I will report bullying when I have knowledge of it.
- I will do whatever I can to help those around me who may be struggling.
- I will respect the school's rules.
- I will attend my classes, do my homework, and be prepared and on time.
- I will behave in a way that is empathetic, responsible and civil to those around me.
- I will resolve my conflicts in a constructive manner.
- I will treat school property and the property of others with respect.

**I will respect myself.**

**I will respect others.**

**I will respect my environment.**

## **School Bus Behavior**

Bus students should be especially respectful of the authority of the bus driver. Students who misbehave while on the school bus are subject to suspension of bus privileges.

- **Students must travel on their assigned school bus and get off at their assigned stop. The only exception to this is in the case of an emergency where the administration has been notified and the proper form has been filled out and sent by administration with the child.**

**Other Transportation-** Students who walk, bike or who are dropped off at school should not arrive before 7:45 a.m. (the arrival of the first bus) unless they are taking part in Rise 'N Shine Sports (7:15 a.m. start). Bike racks are available at the school, but the school is not responsible for vandalism which may occur during the school day. Students who walk home or are picked up after school are asked to leave the school grounds by 3:15 p.m. unless they have an after-class event.

**Attendance** - A student of middle school age is required by law to attend each day that school is in session. ***A phone call from the parent/guardian to the school is required if the student is absent or arriving late on any particular day. Upon late arrival, a student must report to the office to sign in.*** A student is considered late if he/she is not in homeroom with the rest of the class for morning attendance.

**Absence from class** - A student who is not in her/his classroom by the beginning of a class will be considered late. Lateness or absence will be followed up with an appropriate consequence for the student.

**Absence from school & extra-curricular activities** – A student who is not present at school on the day of an extra-curricular event (dance, athletic event, etc.) is not permitted to attend such activities.

**Textbooks & Technology** - Textbooks & technology are issued and collected by subject teachers. Replacement of lost or damaged textbooks or technological devices is the student and her/his parent's responsibility. Parents are invoiced based on the replacement cost of the item. If there are any outstanding payments, participation in year-end activities will not be permitted.

**Hall Passes** - A student's school agenda, signed by a teacher in the appropriate section, **may** be used by your child's teaching team as a hall pass for exiting the classroom during class time. All students need to ask the teacher to use the washroom.

**Personal Electronic Devices** – Students are now permitted to have personal electronic equipment on our site for **educational purposes, with the consent of a teacher**, and with the signed agreement filled out by parents. This includes such items as cell phones, iPods/iPads, video game consoles, cameras, laptops, etc. If students are seen using such devices without proper permission, they will be asked to hand in the device. For the first offence this device will be returned at the end of the day. For the second offence the device will only be returned to a parent. For a third offence the device will be returned to a parent at the end of the school term or it will be agreed that the device never return to the building.

**Academic Dishonesty** - Cheating (including plagiarism) is considered a serious matter and will result in the following disciplinary actions:

- For the first offence, the student will receive a zero for the work, may be asked to resubmit the work, and the teacher will notify the parents.
- Repeat offences of cheating will result in a zero mark, a parent conference and may result in a suspension from school.

**Detention** - Students may be placed on noon hour detention for violation of school rules. Students will be provided the reason for their detention, and asked to attend. For more serious problems, or at the request of parents, contact will be made to the home. If problems persist with a student, or if work is not being completed satisfactorily, teachers may ask the student to report after classes as well. In these cases, transportation is the responsibility of the parent.

## MESSAGE FROM THE DISTRICT

Dear Parents/Guardians:

Anglophone West School District is committed to creating and maintaining an environment in schools where students, staff, and visitors feel safe. To enhance safety and security, district protocol requires intensive threat assessment training of School Administrators, Education Support Services, Teachers and District Staff. Further to this, partners from policing, Social Development and Mental Health are also trained in this multi-disciplinary approach.

The protocol requires trained school staff, as a team, to complete a Violence Threat Risk Assessment (VTRA) in all cases where students make significant threats to harm themselves or others. The purpose of the VTRA process is to use the best knowledge, skill, and experience available to assess level of concern so that appropriate interventions can be identified to protect individuals from harm and to ensure a climate of safety in schools and the community. As noted above, a multi-disciplinary approach is used. Please be assured that the school team will be taking measures to deal with all known threats/high-risk behaviours in a positive and proactive manner. If the school team invites you to a meeting to discuss safety concerns about your own child, please be assured that our protocol is being followed and that the goal is safety.

Anglophone West School District will respond to all serious threats. If there is a need, a school may initiate a state of "lock down" or "hold and secure" within the facility. A principal has the authority to declare either condition and will often do so through collaboration with district office officials and/or emergency responders. Please note...a "*hold and secure*" allows those who are in the building to continue with their normal routines, but calls for increased monitoring of entrances and for no one to enter or leave the building. A "*lock down*" requires all who are within the building to immediately stop what they are doing and assume a quiet, hiding position within their current space. Staff and students practice this as a drill each year. In either case, it is important for parents/guardians to know that they will not be able to retrieve their child(ren) until the "all clear" is given. The school and district will do their best to provide communication throughout the situation, although the priority will always be to ensure the safety of individuals first.

To help keep our school communities safe, there is an expectation that parents, students, and community members who have knowledge of a threat or high-risk behavior will report this information to the principal. It would be helpful if you would discuss this protocol with your child(ren). Our goal is to respond to all threats in a professional manner that provides for a safe, healthy and caring learning environment.

We appreciate your support in helping ensure our schools are safe environments for all children and staff.

Sincerely,

Catherine Blaney  
Acting Superintendent

# **Bliss Carman Code of Conduct**

## **Level 1**

Behaviors that:

Primarily impact the student

Do not require administrative involvement

Do not significantly interfere with the educational environment of all

Do not appear chronic

Behaviors May Include:	Consequences May Include:
Not prepared/tardy Lack of attentiveness/off-task Not doing class work Damaging materials Not in designated area	Contact home Seat change Loss of privileges Report to teacher at noon Restitution Problem solving discussion with student Event recorded & saved at teacher level

## **Level 2**

Behaviors that:

Interfere with the educational environment

Put others at risk or harm

Could include chronic level one behaviors

Behaviors May Include:	Consequences May Include:
Disrespect to adults or peers (talking back, etc) Leaving assigned area without permission Continual and/or persistent lack of attentiveness/off task Throwing things Academic Dishonesty/Lying Vandalism/theft Not keeping hands/feet to self	Problem solving meeting with parents Signed behavior tracking form on file Noon detention with team Loss of privileges Restitution Team meeting with student Referral to SST for testing, behavior modification, IBSP, etc Extracurricular activities suspended or revoked

## **Level 3**

Behaviors that:

Could Violate Policy 703

Are chronic level 2 behaviors

Require administrative involvement

Behaviors May Include:	Consequences May Include:
Actions that cause physical harm Having/using weapons and/or drugs Major vandalism/theft Chronic mistreatment of others Inappropriate abusive or discriminatory language Intimidation or harassment  Other behaviors that create an unsafe, unruly environment	Office detention Parent meeting with administration and SST District referral In/Out – School suspension Referral to outside agencies Restitution Involvement of Youth Justice System/Police Restorative Justice Extracurricular activities suspended or revoked

**Dress Code** - The New Brunswick Schools Act requires students to come to school neat, tidy and properly dressed. It is expected that students will dress in a neat, clean, and sensible manner. As a school we have discussed the importance of making decisions of behavior, language and dress based on the appropriateness of the occasion and location. We have been emphasizing that the appropriateness of our behavior, language and dress can vary depending on where we are and the circumstances in which we find ourselves. Students' choice of dress could be very different on weekends, in social situations and certainly in the summer. School is a place of work with an expected standard of behavior and a certain standard of dress.

**The following modes of dress are not acceptable to a school work environment:**

- clothing with inappropriate language and/or symbols with reference to drugs, alcohol or sexual connotations;
- halter tops, belly tops (crop tops), tube tops, spaghetti straps, tank tops and muscle shirts;
- low cut, tight, see through revealing tops;
- pajama bottoms and/or clothing with messages across the bottom;
- undergarments of any kind are not to be in sight;
- skirts and shorts need to be of modest length and fall below the fingertips;
- shorts that are worn out of season between the months of October and April (This is a safety issue in the event of evacuation).
- hats are not to be worn in the school and must be left in lockers during instructional time.

Students violating this policy will be dealt with on an individual basis and directed to correct the problem. If dress is deemed inappropriate by a teacher or staff member, the student will need to make arrangements to change immediately. Either the student will have another piece of clothing available, or be asked to call a parent to bring the necessary clothes in. If there is a repeat offence, the student could face suspension.

**Computer: Acceptable Use Policy** - The computers in the classrooms, labs and the library at Bliss Carman Middle School are placed there to enhance the learning and educational opportunities of students and staff. With this privilege comes the responsibility to follow guidelines for acceptable use. This policy has been developed to comply with the New Brunswick Department of Education Policy 311. This policy sets guidelines and rules for students utilizing computers at Bliss Carman Middle School. An overview of the policy may be viewed on our website (Technology Education). The entire Policy 311 may be viewed on the Department of Education website at the following location: <http://www.qnb.ca/0000/pol/e/311A.pdf>

**Bliss Carman Middle School reserves the right to perform a student search and/or locker search as necessary to maintain safety, security and orderliness of our building and grounds. If items are recovered that are considered in violation of safety, security and orderliness in a way that might disrupt regular operations, these will be seized and a consequence will be applied to the student.**

**Bliss Carman Middle School also reserves the right to discipline a student for actions taken off-campus if they are intended to have an effect on a student or teacher or they adversely affect the safety and well-being of a student or teacher while in school.**

**School Contract:**

I have read and understand the school rules and procedures, and accept my responsibilities as a Bliss Carman Middle School Student.

Student's Signature: \_\_\_\_\_

I have discussed the importance of school rules and procedures with my son/daughter and support the school's efforts to make the school a safe and positive place of learning. I have reviewed the handbook and acknowledge the policies and procedures outlined.

Parent's/Guardian's Signature: \_\_\_\_\_

Parent 2 Signature: (If student lives with both parents): \_\_\_\_\_

