



2016-2017 PARENT HANDBOOK

**Scott Bateman Middle School
Box 4700 272 Grace Lake Road
The Pas, Manitoba R9A 1R4
Telephone: 204-623-3411
Fax: 204-623-6276**

**KSD Website: www.ksd.mb.ca
SBMS Website: www.scottbatemanbengal.com
Facebook: Parents of Ecole Scott Bateman**

This handbook also contains copies of school rules and policies, staff lists, telephone information, extracurricular and intramural sports activities, awards criteria and much more. It has the answers to many of your everyday questions.

ÉCOLE SCOTT BATEMAN MIDDLE SCHOOL HISTORY

Scott Bateman Junior High was opened in October, 1974 as a Grade 7/8 school. Enrolment reached a peak of over 580 students in the mid 1970's. In 1991, Scott Bateman became one of two Middle Years Schools in Kelsey School Division. In September 2006, École Scott Bateman Middle School became a dual track school which offers English and French Immersion Programs. It is also the only Middle Years School in the Kelsey School Division with a student population of 380 in Grades 6 through 8.

Students in Grade 6 receive instruction from their homeroom teachers for core academic classes while students in Grade 7 and 8 are instructed in the core subjects by a team of teachers. Students additionally have numerous opportunities to explore a wide range of optional and exploratory courses such as Art, Band, Basic French, Computers, Drama, Foods, Metals, Healthy Living, Multimedia, and Woods. Once a student is placed in an option, they cannot be moved until the end of the term.

With spacious classrooms, a band room, computer labs, science labs, an extensive library, modern industrial arts facilities, and student support classes, École Scott Bateman Middle School provides all the resources necessary for a positive educational experience.

SYNERVOICE: AUTOMATED TELEPHONE CALL-OUT

École Scott Bateman Middle School utilizes the Synervoice Technology. Synervoice is an automated telephone call-out system which enables the user to give the same message to everyone in a database.

It works this way: A message is recorded into the computer system. A list of people who we want to hear the message is generated from the school's database. This list is transferred to the Synervoice computer. The Synervoice computer then automatically dials the telephone numbers on the list at a designated time. If the line is busy or there is no answer the Synervoice computer will attempt to dial the number again at a later time. We began last year utilizing parents' emails to ensure messages did get home. Please let the school know your email address.

This system was used to notify you that your child would be bringing home this **Parent Handbook**. Through out the school year we will use the Synervoice system to remind parents of important events such as our Open House and meetings such as the Parent Advisory Council meetings. We hope that this system will help to improve communication between the school and the home.

BE A VOLUNTEER

Each year we have many parent/guardian volunteers who lend their time to make their child's educational experience better. Kelsey School Division policy requires that all individuals who work with children in our schools complete the "Criminal Record" and "Child Abuse Registry" checks. It is

hoped that this requirement does not deter you from being a volunteer at École Scott Bateman Middle School because parent/guardian volunteers are important to the functioning of the school.

The “Intent to Volunteer” form has been included in the forms package which was sent home for completion and return to school. If you return a completed “Intent to Volunteer” form, office personnel will then give you the necessary Criminal Record Check and Child Abuse Registry forms along with instructions for their completion.

The safety of all students is a concern for everyone. Thank you for your cooperation.

PARENTS COMING TO SCHOOL

Please report to the Office so we may assist you. If you are picking up your child, we will contact the classroom teacher to send them to the Office. If you are dropping off items for your children, do so at the Office so we can minimize disruptions to the classroom.

PARENT ADVISORY COUNCIL

A Parent Advisory Council exists to assist our school with its many activities and responsibilities. This group meets in the school library at 7:00 p.m. on the third Monday of each month. The Grub Box fundraising number is 928. Call 623-3411 for further details.

2015-2016 STAFF LIST

		Ext	e-mail address
Principal	Mr Wadelius	222	<u>wadelius@ksd.mb.ca</u>
Assistant Principal	Mrs Cull	223	<u>wcull@ksd.mb.ca</u>
Behavioural Specialist	Mr Barry	224	<u>pbarry@ksd.mb.ca</u>
School Secretary	Mrs Bilinski	221	<u>sbilinski@ksd.mb.ca</u>
Clerk Typist	Mrs Dozsa	229	<u>idozsa@ksd.mb.ca</u>

Teachers Grade 6

Mrs Yellowega	<u>syellowega@ksd.mb.ca</u>
Ms Wheeler	<u>bwheeler@ksd.mb.ca</u>
Mrs Klima	<u>bklima@ksd.mb.ca</u>
Mme Nagle	<u>knagle@ksd.mb.ca</u>
Mr Popiel	<u>npopiel@ksd.mb.ca</u>
Mrs Tritthart	<u>lharkness@ksd.mb.ca</u>
Ms Mecredi	<u>jmecredi@ksd.mb.ca</u>

Grade 7

Mr DeVlieger	<u>kdevlieger@ksd.mb.ca</u>
Ms Stoltz	<u>pstoltz@ksd.mb.ca</u>
Mrs Robertson	<u>shrobertson@ksd.mb.ca</u>
Ms Soura	<u>ksoura@ksd.mb.ca</u>
Mrs Salisbury	<u>jsalisbury@ksd.mb.ca</u>

Grade 8

Mr Barry	<u>pbarry@ksd.mb.ca</u>
Mrs McGinnis	<u>tmcginnis@ksd.mb.ca</u>
Mrs Lane	<u>blane@ksd.mb.ca</u>

	Mr Meggs		smeggs@ksd.mb.ca
	Ms Woods		swoods@ksd.mb.ca
	Mme Gawliuk		dzaharia@ksd.mb.ca
	Mrs Yaskiw		syaskiw@ksd.mb.ca
Phys. Ed.	Mr Dunham	226	jdunham@ksd.mb.ca
	Mr Hanchuk	223	dhanchuk@ksd.mb.ca
	Mr Meggs		smeggs@ksd.mb.ca
Band Director	Mr Ings		gings@ksd.mb.ca
Counsellor	Ms Mcleod	232	bmcleod@ksd.mb.ca
Resource	Mrs Moisan	231	kmoisan@ksd.mb.ca
	Ms K Hopper		khopper@ksd.mb.ca
Attendance	Mrs Berscheid		vberscheid@ksd.mb.ca
Librarian	Mrs Nicol	225	bnicol@ksd.mb.ca
Shop Art	Ms McGillivray		pmcgillivray@ksd.mb.ca
Computers	Mr DeVlieger		kdevlieger@ksd.mb.ca
Drama	Mrs Dyck		kdyck@ksd.mb.ca
Foods	Mrs Yaskiw		syaskiw@ksd.mb.ca
Healthy Living	Ms Sabat		msabat@ksd.mb.ca
Metals	Mr Scott		dscott@ksd.mb.ca
Multi Media	Ms Giardino		agiardino@ksd.mb.ca
Woods	Mr Dobie		rdobie@ksd.mb.ca

Educational Assistants:

Mrs Battcock	Mrs Katcher	Mrs Miller	Mrs Rivalin
Ms Innes	Ms Haner	Ms Oswald	Mr Otin
Mr Nabess	Mrs Shaw Ings	Ms Boulet	Ms Boucher

Custodians:	Mrs Parker	Ms Cote	Mr Mason
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USE OF TELEPHONES IN SCHOOL OFFICE

The telephones located in the school office are to be used for school related business. Use of the office telephones by students is limited to emergency types of phone calls, such as a student is sick and needs to call their parents. Non-emergency use of the office telephones by students is restricted and monitored by the school staff. There is a public pay phone in the front foyer of the school for non-emergency use by students.

TEACHER ADVISOR GROUPS (TAG)

The Teacher Advisor Groups (TAG) is an important component of the school program at École Scott Bateman Middle School. The TAG is composed of staff advisors and students from that grade level. TAG meets once per cycle during period 4 on Day 6 to complete homework and work on school projects to improve the school environment and spirit.

ÉCOLE SCOTT BATEMAN MIDDLE SCHOOL: FEES

Fees	Grade 6	Grade 7 & 8
Student Council	\$1.00	\$1.00
Caution Fee - Refundable upon satisfactory return of texts and condition of locker	\$20.00	\$20.00
Lab Fee - \$4.00 materials cost for shop option	\$27.00	\$24.00
Student Handbook	\$2.00	
Yearbook (Optional)	(\$25.00)	(\$25.00)
TOTAL	\$50.00	\$45.00
TOTAL WITH YEARBOOK	(\$75.00)	(\$70.00)

Caution Fees will be refunded annually upon return of all texts and school property in good condition. They are also refunded when a student transfers or leaves the school division. Parents can contact the assistant principal for payment an instalment program.

BAND PROGRAM: DRESS REQUIREMENTS FOR CONCERTS

Band students performing in ‘concert’ are required to wear the band shirt which will be issued to students.

BAND INSTRUMENT RENTAL

Students registered in Band and utilizing school owned instruments will be charged a \$25.00 per month rental fee. The first four months of rental should be paid to the Assistant-Principal in the first term in the fall.

PHYSICAL EDUCATION

Students are required to change for Gym class. Appropriate clothing for gym class includes:

1. Clean running shoes that have not been worn outside,
2. A t-shirt or a sweat shirt,
3. Either Shorts or Sweat pants.

Students who do not change for gym receive unsatisfactory grades and are ineligible for merit awards.

ATHLETES OF THE MONTH

Every month one student from each grade level is selected as the ‘Athlete of The Month’. When making their selections, Physical Education Teachers are looking for students who consistently and positively display the following attributes during gym class, intra-murals, and interschool sports: Academics, Athleticism, Citizenship, Cooperation, Friendship, Kindness, Leadership, Optimism, Participation, and Work Ethics.

DAILY SCHEDULE: The morning begins at 8:55 AM and finishes at 11:50 AM. The afternoon begins at 12:50 PM and ends at 3:45 PM. Our school day cycle has 6 days.

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
8:55 - 9:00	HOMEROOM REGISTRATION & OPENING EXERCISES					
1 9:00 - 9:40						
2 9:45 - 10:20						
	RECESS 10:15 TO 10:30 for Grade 6					
3 10:25 - 11:05						
4 11:10 - 11:50						TAG
	LUNCH BREAK 11:50 TO 12:50			Registration 12:50 - 1:00		
5 1:00 - 1:45						
6 1:50 - 2:35						
	RECESS 2:20 TO 2:35 For Grade 6					
7 2:40 - 3:10						
8 3:10 - 3:45						

Students will be assigned and issued a school combination padlock. Personal padlocks may not be used on school property. Students and their parents are required to sign the KSD Locker Loan Agreement and adhere to the regulations in said agreement. Students may exchange the padlock after the initial distribution at a cost of \$3.00 per lock exchange. **Do not share combinations with anyone.**

EXPECTATIONS OF MIDDLE SCHOOL STUDENTS “HELPING STUDENTS BUILD INDEPENDENCE”

Expectation	Grade 6	Grade 7	Grade 8
Becoming an Organized Student	Students are expected to use their agendas and lockers. Students are expected to have all necessary books and supplies in the classroom at all times and to use lockers only during established locker break.	Students store all supplies in their lockers. Students are expected to use their lockers during established locker breaks only. Students will use class change times to get supplies for class, use washroom or get water.	Students are expected to record homework tests and assignments. Students must bring their agendas to every class. All supplies are stored in student’s locker. Lockers are to be used during established breaks only.
Making Effective Use of Class Time	Students are expected to be on time for class, have all supplies, be attentive, be cooperative, have their agenda in class, sit in assigned seating and follow directions.	Students are expected to be on time for class, have all supplies, be attentive, be cooperative, sit in assigned seating and follow directions.	Students are expected to be on time for class, have all supplies, be attentive, be cooperative, have their agenda in class, sit in assigned seating and follow directions.
Completing Assigned Homework	Homework consists of unfinished class work. Students are given a due date to hand in assignments. Students are deducted marks for late assignments. Students are expected to record homework assignments in their agendas.	Homework consists of unfinished class work and some assigned homework. Students are expected to keep track of their own homework and assignment due dates. Marks are deducted from late assignments. When students are absent, it is their responsibility to acquire any missed work.	Homework is a combination of unfinished work and assigned practice. Students are expected to keep track of assignments in every class and keep track of deadlines. Due dates for assignments are posted.
Preparing For Tests	Students are given advance warning of all upcoming tests. Testing at this level, tests student knowledge and skills on a unit by unit basis. Students are expected to study and review for all tests.	Students will experience unit testing. Testing at these levels test student knowledge and skill on a unit by unit basis. Students are expected to study and prepare for all tests.	Students will experience unit testing and be expected to study and prepare for all tests. In addition to unit testing, Grade 8 students will experience comprehensive (multi-unit) testing in preparation for the transition to Grade 9.
Developing Respect	Students participate in Drug and Alcohol Resistance Education (DARE). This program is presented by RCMP officers. The program helps students say yes to positive life choices.	Students are expected to show respect to all adults in the school – teachers, education assistants, substitute teachers and volunteers.	Students participate in a family life class where they are provided with the information they need to make positive lifestyle choices.
Achieving Personal Potential	Students are encouraged to participate in class, sport, and extra-curricular programs. One student per month per homeroom is recognized as Student of the Month for working to their personal potential.	Students are encouraged to participate in class, sport, and extra-curricular programs One student per month per homeroom is recognized as Students of the Month for working to their personal potential.	Students are encouraged to participate in class, sport, and extra-curricular programs. One student per month per homeroom is recognized as Students of the Month for working to their personal potential.

HONOUR AND MERIT AWARDS

Three times a year assemblies are held in our school to recognize students that have achieved honour and merit status for the term. In addition to this, at the final awards assembly a special recognition certificate is given to those students who have met the criteria for a year end award.

HONOUR CRITERIA

1. Honour status shall be awarded at the end of each of the three terms to Grade 7 & 8 Students only.
2. An end of term honour student must:
 - have an average of 85% with no marks below 75%.
 - have no failures.
 - conform to school rules, have no suspensions, and at all times demonstrate exemplary conduct deserving of honour recognition. In the event that two or more teachers feel that a student's behaviour is not exemplary, after consultation with parents and the principal, that student may lose his/her honour standing for that term.
 - must attend and be on time a minimum of 80%.
3. In order to qualify for the year end honour award, a student must have a final average of 85% or greater and have received Honour status in at least 2 of the 3 terms one of which must be in the 3rd term.

MERIT CRITERIA

1. Merit status shall be awarded at the end of each of the three terms.
2. An end of term merit student must:
 - have no failures
 - demonstrate positive attitude and good work habits
 - have no suspensions
 - have worked to his/her level of ability throughout the term and/or made an improvement from the beginning of the term.
 - be acknowledged as such by all of his/her teachers
 - must attend and be on time a minimum of 80%.
3. In order to qualify for the year end merit award, a student must have received Merit or Honour status in at least 2 of the 3 terms including the 3rd term.

STUDENTS OF THE MONTH

Every month one student from each homeroom is selected the 'Student of The Month'. When making their selections teachers are looking for students that show cooperation, good citizenship, a solid effort on school work, assignments completed and a positive attitude towards others as well as their own education experience.

Group pictures may be taken for display on our "Wall of Fame" in the main lobby of the school. These pictures remain up for the entire school year. In addition, each student receives a certificate of recognition and a small token of appreciation.

INTRAMURALS

Intramural activities are offered to all grade levels on a weekly basis at noon hour. Students are permitted to eat lunch in the MBCI cafeteria on their intramural day. Proper physical education attire is required for participation.

NOON INTRAMURALS - 12:15 - 12:50 PM Day 1 & 2: Grade 7
Day 3 & 4: Grade 6
Day 5 & 6: Grade 8

INTERSCHOLASTIC ATHLETICS

This program is available to all students who demonstrate proper conduct in school and are of good academic standing. It offers participation in an inter-school league competing with teams from other schools. The schedule of activities is as follows:

September	- Cross Country Running/Soccer
October to December	- Volleyball
January to March	- Basketball/Wrestling
March to April	- Badminton
April to June	- Running Club/Track & Field

Students who practice and play on Inter-school League Teams will be eligible to participate on traveling sports teams. The traveling sports teams will participate in sports tournaments and athletic events taking place in neighboring communities. The traveling teams will be competitive and developmental in nature. It is our goal to create as many traveling teams as necessary so that every student who wants to participate will be able to if they meet eligibility requirements. Scott Bateman teams have adopted a number of ‘mascot names to identify them from each other.

ÉCOLE SCOTT BATEMAN MIDDLE SCHOOL NEWS

A school newsletter will be sent home near the beginning of each month. An electronic version will be e-mailed to individuals who provide an e-mail address to the school as well as written permission. The information on the newsletter is available from the Kelsey School Division web site, www.ksd.mb.ca, under “**Letters To Parents**”. This service is available 24 hours a day. SBMS also has a website: www.scottbatemanbengal.com.

STUDENT COUNCIL

Each year a student council is formed. The student council is open to any interested Scott Bateman student. An executive is elected by the student body as a whole while each homeroom elects their own student council representatives. Under the direction and guidance of staff advisors, the student council organizes such things as spirit activities, fund-raisers, community relations, food days, school dances, the leaving ceremony and more.

SCHOOL STORE

The SBMS School Store has been in operation for a number of years. It is located in the General Office of the school and has a stock of essential items which a student might need during the school year. Items include: pencils, pens, loose leaf paper, and reeds for band instruments, protractors and more.

HEALTHY FOODS COUNTER

Profits from the school stores help to fund school projects and field trips. The school does not sell soft drinks or foods that contain a lot of fat, nor are students permitted to bring those items into the school. The only exception to this is during school dances. When grant money is available, the school provides a healthy snack to all students twice a week. This is prepared by the students under the direction of a staff member. The snack is comprised of vegetable soup or a fruit cup. This promotes a healthy choice for students as well as exposes them to the variety of healthy alternatives.

SBMS: A Peanut/Fish Controlled Zone

All parents, staff, and students are being informed that there are students attending SBMS this school year who have extreme allergic reactions to peanut and fish products. We must as a school community, do everything we can to reduce the risk of an extreme allergic reaction by any of our students. Therefore, we are requesting that everyone who attends or works at SBMS not bring any lunches or snacks which contain peanut or fish products. Thank you for your cooperation in this matter.

OTHER SCHOOL ACTIVITIES

Throughout the year, SBMS offers a wide variety of activities for students. Some of these activities include: ACE Program, Art Club, Recycling Program, Chess Club, Drama Club, Outdoor Education, Lego Club, Science Fair, Yearbook Committee, and much more.

DANCES

Throughout the year, the student council will be conducting school dances. These dances are chaperoned by volunteers from within the school setting – staff and parents.

To be able to attend dances:

- No suspensions or Saturday/Wednesday schools between the dances.
- Must be in attendance on the day of the dance.
- All dress code rules are in effect.
- Tickets must be purchased in advance.
- Must be a Scott Bateman student.

Prom:

The prom or leaving ceremony is a special dance for Grade 8 students. At times, Grade 7 students may be invited to attend. The above requirements apply to grade 7 students wishing to go to this dance. Grade 8 student ineligibility is at the discretion of the administration.

LOST & FOUND

If your child has lost something please have them check their locker and classroom area. Lost items, which are found, are usually put in the lost and found box located by the office. If it is an item other than clothing it will be kept in the office. If the item is not found, an announcement will be made over the school intercom system. On various occasions during the school year, Open House and parent-teacher conferences, items in the lost and found are displayed for everyone to see and claim. If still unclaimed; items are then taken to one of the local charities.

STUDENT ARRIVAL AND DISMISSAL

Outside supervision does not begin until 8:30 am. **Students should not arrive before this time.** If the weather is inclement, students will be allowed into the lobby of the school. Outdoor supervision is provided at noon hour for students who stay for lunch beginning at 12:15 pm. It is expected that all town students who have not paid lunch fees or are not participating in a noon activity will leave school property during the noon hour and eat their lunch at home and not return to school until 12:50 pm. Parents are encouraged to drop off students on Wadelius Drive (the road between MBCI and SBMS). For safety reasons, parents should avoid dropping off students in the staff parking lot or the KSD bus lanes.

ACCIDENT INSURANCE

The Kelsey School Division Board of Trustees has purchased Universal Student Accident Insurance coverage for all students within the Division. This insurance provides coverage for all students while at school, while involved in school activities away from the school premises, while traveling to or from school, and while traveling to or from a school activity. This insurance does not replace the voluntary student accident insurance coverage and is excess of benefits provided by Manitoba Health and excess or any benefits to the student under any group benefits programs. Order forms for more extensive coverage are available at the SBMS office. Claim forms are available at www.studentaccident.com or by calling 1-800-556-7411.

Coverage includes Ambulance Service.

HELP US KEEP OUR STUDENTS SAFE AND HEALTHY

CRISIS PHONE LIST

Mental Health On-call Worker – The Pas and Area	623-6431
Community Mental Health	623-9650
Suicide Crisis Line	1-877-435-7170
Aurora House Crisis Line	623-5497
Kawechetonanow Crisis Line	623-0519

RCMP The Pas	627-6200
Victim Services	627-6223
Women & Children Advocate	627-8483
Men's Resource Centre	1-204-956-6560

LUNCH FACILITIES

Eligible students can eat and/or buy their lunch at the MBCI Cafeteria from 11:50 a.m. to 12:20 p.m. Students with bag lunches who do not need to make a purchase from the cafeteria may eat their lunch in the designated overflow lunchroom in SBMS.

Bus students must stay on school property for lunch while town students are required to go home unless they pay an annual fee.

According to Kelsey School Division Policy, parents can choose from three different lunch program sessions:

A: **September 7th to January 31st,**

B: **February 1st to June 27th,**

C: **November 1st to March 31st.** Each session costs \$50.00 per child. Registration for the lunch program is done at Kelsey School Division Office.

Students who do not normally stay for lunch are eligible to stay without paying fees on “special” food days, or when they are involved in band, club, intramural sports, or extra-curricular activities. In addition, the Principal or Assistant-Principals may waive the payment of lunch fees for a student to stay on a certain day for a specific reason. This can be arranged by contacting one of the school administrators.

Students who remain at school to eat their lunch must remain on school property in the supervised area for the entire noon hour. All bus and lunch program students must remain at school each and every noon hour.

SUPERVISION ON PLAYGROUND

Outside supervision does not begin until 8:30 am. Playground supervision is provided at noon for students who stay for lunch beginning at 12:15 pm. The enclosed playground is the only supervised area. The KRC Skateboard Park does not have supervision. **Students who do not stay for lunch should not return prior to 12:50 pm.**

COLD WEATHER

Parents are reminded that our students will be going outside for all or part of each recess up until the temperature is colder than -34 Degrees Celsius (including the Wind Chill). Have your students dress appropriately for the cold weather.

KSD EXTREME WEATHER POLICY EBCA

C. Closing of all schools in the Division

This would usually occur because of very severe weather conditions. The decision to close will be made by the Division Office Administration who will also set into motion any required action such as notifying local radio stations and the transportation supervisor, etc. In all cases of school closings, all members of the Board of Trustees will be notified at the earliest possible time of the action taken.

D. Cancellation of Busses only.

Kelsey School Division buses will not run at temperatures in excess of -45° Celsius. As defined by Environment Canada (The Pas Airport). The decision as to whether to operate the buses for the whole day will be made at 6:00 am.

E. Parental Discretion.

With a windchill in excess of -45° Celsius, as defined by Environment Canada (The Pas Airport), parents will be advised via media that attendance will be at their discretion and the students will not be penalized.

CELL PHONES & ELECTRONIC COMMUNICATION DEVICES

The Staff of Scott Bateman recognizes that it may be necessary for some students to be in possession of cellular phones or other devices for communication with family and/or for safety reasons while at school. However, the educational integrity of the school, privacy of others and safety during school emergencies must be protected at all times. Therefore, the following conditions will apply:

1. All communication devices must be turned off when the student arrives at the school. These devices may be used at the following times: before and after school, lunch and recess. Cell phones cannot be used for texting, phoning or taking pictures during recess and lunch. They must not be activated or used during classes or in the hallways during class changes.
2. Staff members can allow students to use devices in the classroom or as part of a lesson for a specific amount of time.
3. For safety reasons, the student must turn off all communication devices prior to getting on a school bus. Permission to use the communication device must be given by the staff member in charge of the bus.
4. The school assumes no responsibility in any circumstances for the loss, destruction, or theft of any communication device brought to school or to any school related activity by a student.
5. Students who violate the cell phone policy are subject to the following consequences:
 - **1st offence – Confiscation of cell phone until end of school day**
 - **2nd offence – Confiscation of cell phone and returned to parent/guardian**

STUDENT CONDUCT OUTSIDE SCHOOL HOURS

As per Section 40(1) of The Education Administration Act which reads in part: “*The principal has disciplinary authority over all pupils of his or her school in their conduct towards one another on their way to and from school*”. Students are reminded that they are responsible to the school for their behaviour throughout the day even when they are off school property. This includes before and after school as well as noon hour.

STUDENT DRESS CODE

Students should realize that school is a more formal setting than home and therefore must dress appropriately. Kelsey School Division Policy JFCA states in part “students will thus be required to maintain personal attire and grooming standards that promote safety, health, and acceptable standards of social conduct. Student dress that disrupts the school environment or school activities will not be tolerated”. The consequences for violation of this policy will be in accordance with the school discipline cycle. This could include suspension.

Appropriate dress guidelines:

1. Clothes with acceptable pictures, prints or logos
2. Headgear worn indoors for religious or health reasons
3. Pants worn at the hips or waist
4. Tops which meet pants or skirts and are continuous from the neckline to the waist or below
5. Tank tops with wide straps
6. Clothes which are clean, odour-free and without tears or rips
7. Footwear that is safe, comfortable, easy to walk in which do not limit participation in school classes or activities

The items listed below are deemed inappropriate for the following reasons:

1. Shows disrespect for others
 - Clothing, handbags, backpacks, etc. displaying offensive images that promote or advertise illegal drugs or alcohol, depict or encourage violence, cruelty or racism, or have derogatory, degrading comments on them
 - Hats, headbands (other than those used as hair accessories), hoods, bandannas, and other types of headgear worn indoors.
2. Can be a safety hazard
 - Excessively baggy clothing such as pants which sag below the waist and are not hemmed to an appropriate length for the wearer
 - Bare feet or shoes which are not properly fastened or in need of repair
 - Dog collars, choke chains, wallet chains, or like items.
3. Not appropriate for learning and working environments
 - Excessively tight clothing
 - Clothing which exposes the chest, abdomen, back, midriff or undergarments
 - Tops with necklines lower than a line running from one armpit to the other
 - Spaghetti straps, tube tops, and muscle shirts

- Skirts and shorts (as well as the slits in these garments) that are higher than mid thigh
4. Can be a health hazard
- Perfumes, cologne, or other scented body products that are sprayed on while in the building. Use of these products must be limited as many people have allergies to them.

Hats and headgear are not to be worn in the school.

Any apparel which is associated with gangs or gang activity is prohibited.

SCHOOL RULES AT SCOTT BATEMAN MIDDLE SCHOOL

There are only **3 RULES at SBMS**: 1. **RESPECT YOURSELF (Y)**
 2. **RESPECT OTHERS. (O)**
 3. **RESPECT PROPERTY. (P)**

These are examples of behaviour expectations of all SBMS students if they are to obey the 3 SBMS school rules:

1. Students will not physically abuse others. **(O)**
2. Students will not verbally harass others. Swearing at others is a form of verbal abuse and will not be tolerated. **(O)**
3. Students will not be defiant to staff. Defiance is acting in an uncooperative, rude, and disrespectful manner. Defiance of classroom or school rules is unacceptable behavior that detracts from the learning environment of the school. **(O)**
4. Students will walk quietly and use quiet voices while moving through the hallways. **(Y,O, P)**
5. Students will not bring sunflower seeds and gum into the school. Food and drinks are not to be consumed during class except on special occasions. **(P)**
6. Students are expected to be in class on time: Truancy, skipping, and lateness are not acceptable. **(Y,O)**
7. Students are not to wear hats or inappropriate clothing in school. **(Y,O)**
8. Personal electronic devices including cellular phones, video, and digital cameras will not be used for the duration of the school day on KSD property which includes classrooms, hallways, and playgrounds. All personal electronic devices brought into the school must be stored in a locker during the school day. Unauthorized use of personal electronic devices by students is prohibited on KSD property during the school day as per KSD Policy. **(O)**
9. Personal electronic devices such as cell phone, MP3 players, and IPOD's will not be used in classrooms or hallways. All personal entertainment devices must be stored in student lockers as soon as the device is brought into the school. **(O)**
10. Students will not use skateboards, heeies and roller blades on school property during the school day. **(Y,O,P)**
11. Use of and/or possession of **alcohol, illegal drugs or drug paraphernalia, smoking and the possession of smoking paraphernalia** are strictly prohibited in accordance with KSD Policy. **(Y,O)**
12. Use of and/or possession of a weapon is strictly prohibited in accordance with KSD Policy. **(Y,O, P)**
13. Bullying at Scott Bateman will not be tolerated. Students are encouraged to report bullying to the school office immediately. Bullying is defined as repeated targeting of an individual, intimidation, and exclusion of others by an individual or group, and or electronic harassment. **(O)**
14. Students will not vandalize property belonging to the school or other people. Vandalism includes destroying and/or defacing equipment, walls, and desks. **(O, P)**

CONSEQUENCES

If a student breaks the school rules he/she can expect to be dealt with in one of the following ways depending on the frequency and seriousness of the misbehaviour:

1. Discuss and follow the supervisor's directions for the rule violation.
2. Be timed out at recess for repeat offences or unresolved discussions.
3. Be referred to the Office.
4. Parental contact.
5. Detention, suspension, Wednesday School, possible expulsion.

Prohibited or unauthorized items will be confiscated from students. If items are deemed illegal; RCMP will be contacted for disposal. Prohibited yet legal items which have been confiscated will be returned to the student after parental contact or at the end of the school day.

The SBMS Discipline Code outlines the specific consequences for each violation.

ÉCOLE SCOTT BATEMAN DISCIPLINE CODE

The SBMS discipline code is based on progressive discipline with consequences that are appropriate to the seriousness and frequency of the misbehaviour. The code outlines Major Behaviour Infractions which are dealt with through the school administration and Minor Behaviour Infractions which are dealt with through the classroom teacher.

<u>Major Behaviour Infractions</u>	<u>Consequences</u>
1. Fighting/Assault	Immediate Suspension
2. *Dangerous Actions	Immediate Suspension
3. Swearing at Staff	Immediate Suspension
4. Smoking on School Property	Immediate Suspension
5. Drug/Alcohol Use at School	Confiscation of Items Immediate Suspension Counseling
6. Skipping Classes	Wednesday School
7. Vandalism	Dependent on Severity 1. Warning 2. Parent Contact 3. Apology/Restitution 4. Possible Suspension
8. Theft	Same as Above
9. Defiance	Dependent on Severity 1. Warning (Staff) 2. Parent Contact (Staff) 3. In School Suspension 4. Parent Contact (Admin)
10. Harassment/Bullying	5. Suspension Same as Above

***Weapons or actions that may endanger self or others**

****Defiance is refusing to follow the directions of a staff member.**

Minor Infractions

1. Laggardness (unprepared for class)
2. Minor Defiance
3. Minor Disrespect
4. Late For Class
5. Physical Aggression

Consequences

For minor infractions consequences include:
- warning, parent contact
time out, parent contact,
possible Wednesday school or suspension

Students who are continuously referred to the office will be referred to the school guidance counsellor and the behaviour specialist in the Kelsey School Division. An Individual Behaviour Plan will be developed for the student.

WEDNESDAY SCHOOL

Wednesday School is used in the discipline process as an alternative to suspension. Late, truancy, and laggardness are the primary reasons that a student may be referred to Wednesday School. While there, students do homework that they have brought with them or work that is provided. Wednesday School is held on Wednesday evenings from 4:00 to 6:00 pm in the Scott Bateman Middle School's Lecture Theatre.

Wednesday School is also open to students who wish to attend for extra help with their studies. Arrangements can be made through the Assistant Principal.

BUS REGULATIONS/ PASSES

Riding the school bus is a privilege. All normal school rules apply when riding and students are expected to follow the direction of the driver. Improper behaviour on the bus will be dealt with through the Bus Code of Conduct and may result in suspension of future bus riding privileges.

The Bus Code of Conduct provides consequences for minor bus misconduct which are progressive in nature and major misconduct which results automatically in suspension from the bus. The major bus infractions are fighting, threatening/assaulting the driver, smoking/chewing tobacco, lighting matches or lighters, swearing at the driver, serious disrespect or defiance, drug or alcohol abuse, vandalism or endangering the safety of others.

Bus passes are distributed by the Assistant Principal. A pass allows a student to ride on a particular bus he or she does not normally ride. A situation where a student is being looked after by someone else for an evening or weekend is an acceptable reason for requiring a bus pass. Passes will not be issued to transport students to visit a friend, birthday parties, sleep-overs, or any other activities that are not school related. **Bus passes must be requested in writing before 9:30 am of that day to ensure availability.**

ÉCOLE SCOTT BATEMAN CODE of CONDUCT

Declaration of Rights and Responsibilities

1. Everyone has the right to feel safe and secure; therefore, everyone has the responsibility to act in a manner that ensures the safety and security of others.
2. Everyone has the right to be treated fairly; therefore, everyone has the responsibility to treat everyone in a fair manner.
3. Everyone has the right to be respected; therefore, everyone has the responsibility to act in a manner respectful of others in the school community.
4. Everyone has the right to work in a clean environment; therefore, everyone has the responsibility to pick up their personal items and keep their work space clean.

PHYSICAL AGGRESSION GUIDELINES

In 1998, a policy entitled the Zero Tolerance Policy was developed and implemented in the Kelsey School Division Middle Schools of Scott Bateman and Opasquia. The Zero Tolerance Policy was developed to help curb the growing problem of students being physically aggressive towards each other. This policy came into existence to decrease incidents of student play fighting, scuffles, and injuries occurring inside the school building and outside on the playground. Any physical aggression, including play fighting will result in a direct referral to the Office.

GOOD BEHAVIOUR REWARDS

The Physical Aggression Guidelines are administered throughout the year with each student's record reset at the end of the month. Each month those students who have not received a Wednesday School or Suspension and have displayed appropriate positive behaviour may be rewarded with a special activity such as movies, games room, sports activity, or special learning activity. Students who receive a Wednesday School or Suspension are ineligible to attend the next school dance. Also students who are absent without a valid excuse the day of a dance are ineligible to attend.

STUDENT ATTENDANCE & LATES

Regular attendance is one of the keys to success in school. If a student is absent from school on a regular basis, it is very difficult for them to maintain their academic progress and will be at a risk of failure. We request the parents to contact the school to inform us if a student is absent due to illness, funeral, medical appointments, out of town trips, or any other family emergencies. A message can be left **24 hours a day** using our **Voicemail system**, to ensure that the absence is excused.

- Chronic absenteeism and/or lateness will result in the creation of an attendance plan and the student may be placed in the Academic Behaviour Balanced Attendance (ABBA) room.

All students report to the Office for a late slip in the morning and afternoon if they are not in class by 8:55 AM or 12:55 PM respectively. If parents send a note or call the school, an "excused" late slip is issued.

FIELD TRIPS

Field trips can add to and enhance the school curriculum. At Scott Bateman, we have a number of different types of field trips from walking trips in The Pas; to day trips to places outside The Pas; to

sports trips; and finally to overnight trips. The staff volunteers their time to organize, plan and supervise these trips for the students. The trips are a privilege not a right for students to attend.

Factors that may be considered before a student is eligible to participate could include:

- All school fees paid.
- Not have three or more suspensions within the school year and / or any suspensions or Wednesday schools within a specific time frame set by the trip supervisors.
- Less than 20% of excused or unexcused absents within the school year
- Passing grades in all core classes.
- Not late more than 35% of the school year.

KSD policy Code: IICA states:

1. Kelsey School Division endorses the concept of field trips/excursions (within Manitoba) or Excursions (outside of Manitoba) as an integral part of the overall curriculum, to broaden the students' horizons and to provide the opportunity to experience other communities. Kelsey School Division will not usually authorize any excursions to places outside of Canada. Specific requests for international travel may be considered by the Board.

2. Kelsey School Division policies regarding student conduct (ie. alcohol, drugs, behavioural expectations) shall apply on all field trips/excursions. The use of alcohol by chaperones and staff is prohibited on all Kelsey School Division field trips/excursions. For out of the community field trips, a behavioural contract which includes major and minor infractions, must be developed for each field trip. **(at SBMS this is listed on the field trip permission form)** In addition to the school's discipline procedures, violation of the behavioural contract will result in suspension of the student from participation in any out-of-town trips for one year.

3. Appropriate field trip authorization forms must be completed.

Payments for trips:

The total cost of the trip is determined and a proportionate amount charged to the students attending. If a student has paid for a trip and does not attend, a request for a refund must be made in writing and submitted to the teacher in charge of the trip. Please note that due to fixed costs of the trip, full refunds may not be possible.

When there are more applications than spots available, trip organizers will use a random draw ensuring that all homerooms are represented.

SBMS PRIDE!

Bengals Roar: Wolves Howl: Panthers Prowl!

The 2016-2017 school year at École Scott Bateman Middle School promises to be a most exciting year! Welcome to all the new and returning students. Students at SBMS are part of a long tradition that began in 1974 when Scott Bateman first opened its doors to students. École Scott Bateman is the place to strive for excellence in class, to make new friends, and to become an active part of the school and its community. Have a great year SBMS!

REQUIRED FORMS

COMPUTER USE

All students must sign and have their parents sign the ‘Network Use’ form. The use of the KSD computer network is a privilege, and failure to comply with the policy may lead to suspension or termination of computer privileges. **(To be completed once and kept on file until the student leaves SBMS)**

SHOPS SAFETY AGREEMENT

All students must sign and have their parents sign the ‘Shops Safety Agreement’ form. There is an element of danger in some of the Shops Option classes. Students must respect this and follow the safety rules established for each Shops Option Class. **(To be completed once and kept on file until the student leaves SBMS)**

BIOGRAPHICAL INFORMATION UPDATES

Each year parents are required to complete this form so that the information regarding each student is correct. Inaccurate biographical information may cause serious delays in the school’s ability to contact parents or guardians in emergency situations. If a student’s biographical information changes during the school year; it is the responsibility of the parent to inform the school immediately. **(To be completed and updated on a yearly basis.)**

REGISTRATION FOR OPTION CLASSES

In the spring of each year students are required to complete a registration form for the following school year. Parents and students need to decide which option classes that they will be taking next year. The option classes available to students are Band and Basic French. **(This form must be completed and signed each year.)**