

MONTAGUE INTERMEDIATE SCHOOL

STUDENT HANDBOOK

2023-2024



****This is a working document. When important additions are made, we will let you know!****

Mission Statement

Montague Intermediate School is part of a caring family committed to sharing with parents and community the responsibility of developing students both academically and socially.

Dear Parent(s), Guardian(s):

At Montague Intermediate School, we take pride in the professionalism of our teachers and the positive impact that it has on our students. As Principal of the school, I work to provide support and encouragement to staff and students so they can strive to create an atmosphere of cohesiveness and collaboration among classes and grade levels.

Our team is committed to promoting life-long learning in social, emotional, academic, and athletic aspects of our students' lives. The teachers at Montague Intermediate model this through the workshops they attend, the collaborative planning sessions that are built into the six-day cycle, as well as the many personal hours they work at keeping in tune with the current research. We have high expectations for all our students, and we will continue to support all students so they can be successful.

We offer a sincere welcome to all our students and families. We hope that the experiences at MIS are fulfilling, challenging, and fun. Our goal is that our school is welcoming, fair, and accessible to all.

Please feel free to stop in for a visit, send a note, e-mail, or call at any time. We want all students and families to have a positive educational experience and we need to work together to make this happen.

Principal,

Jolene Johnston

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General School Information

Safe and Caring Learning Environment Procedure

The Public Schools Branch *Safe and Caring Learning Environment Procedure* policy is a comprehensive policy designed to ensure that schools in the Eastern District provide a healthy, safe, and supportive working and learning environment for every student and staff member. The *Safe and Caring Learning Environment Procedure* policy is an "umbrella" policy which supports each school's own policies and practices in this area.

Countless personal interactions occur every day, and these interactions are the focus of this policy. The policy guides the way people in our school communities treat each other, and the expectations for behaviour for all members of the school community are similar: that we will demonstrate regard, concern, and respect for each other in all our interactions--both inside and outside the classroom--and that we will respect the unique differences and worth of every individual.

Achieving and maintaining this positive climate is the responsibility of everyone involved in education--students, parents, teachers, support staff, and trustees. There are high expectations for all members of school communities, and these expectations are met and exceeded daily on a regular basis. We continually strive to work hard to make sure that our school is inclusive, supportive, and healthy for all.

The *Safe and Caring Learning Environment Procedure* policy covers such specific areas as verbal abuse, violence, bullying, discrimination, sexual abuse, threats, trespassing, and weapons. Within these areas, the policy dictates what steps should be taken when allegations of violations of this policy are made. These allegations may involve student to student incidents, student to staff incidents, staff to student incidents, and staff to staff incidents.

Parents, in particular, are encouraged to inform us immediately about situations which would negatively affect the school's healthy and supportive environment. Sometimes parents are reluctant to contact the school when students may be having a difficult time with a situation, and the situation worsens. We can't guarantee that we can "fix" every situation, but if the school knows about problems early, we can often take steps to prevent the problem from becoming worse.

Parents are encouraged to become involved with their school to help maintain its safe and caring atmosphere. It's a responsibility of the entire school community.

MONTAGUE INTERMEDIATE SCHOOL BEHAVIOUR CODE

A pupil shall.....

a) exercise self-discipline; b) accept such discipline as would be exercised by a kind, firm, and judicious parent; c) attend classes punctually and regularly; d) be courteous to fellow pupils and obedient and courteous to teachers; e) be clean in person and habits; f) show respect for school property. Fighting will not be tolerated and will result in a suspension from school for up to five days.

Parents play a vital role in developing student behaviour and conduct. It is our expectation that parents.....

a) be aware of the school's code of conduct; b) work with the school to resolve student behaviour issues when they affect their children; c) cooperate with the school's or district's recommended course of action for the student; d) model appropriate behaviour and language for their children. All parents/guardians are reminded that they are subject to the school's code of conduct, as are all students and staff.

CARE OF SCHOOL PROPERTY

Students are expected to respect school facilities and equipment. Any student who damages school property will be held responsible for replacement costs and disciplinary action may also be taken. The school has the option to pursue vandalism charges with the RCMP.

PROGRESS REPORTS

For 2023-2024, Progress Reports will be sent home three times over the year (November 22, March 6, and June 26). Parent-Teacher interviews will be held twice a year (November 23-24 and March 7-8).

COUNSELLING SERVICES

The school counsellor offers personal counselling, peer support and counselling, career counselling, and referrals to outside agencies.

Students and parents are encouraged to consult the counsellor about academic, social, and personal problems by making an appointment at the counsellor's office, by phoning Michala Mitchell at 838-0862 or by e-mail at mdmitchell@edu.pe.ca

ACCIDENT PROCEDURES

If an accident occurs during school hours, the student will be taken to the office. For precautionary measures, the office personnel will have the student transported to the hospital or clinic and an attempt will be made to contact the home. It is the parent's/guardian's responsibility to ensure emergency information forms have been filled out properly and returned to the school via the students **as soon as possible**.

SCHOOL CANCELLATIONS AND CLOSURES

Parents are urged to listen to local radio stations for announcements pertaining to late buses, early dismissals, or school cancellations. If school is cancelled, all extra-curricular activities are cancelled for that day.

STUDENT FEES

Each student is expected to pay a \$30 student fee. Parents with one child or more in the school pay \$30 for the first child and \$15 for each child thereafter. Monies are used for student activities and to cover extra program expenses. Students can pay their homeroom teacher or by sending an E-transfer to montagueint221@gmail.com, please include your student's name in the message line.

LOCKERS

Students are issued a locker and a lock at the beginning of the year. **WE RECOMMEND THAT STUDENTS KEEP THEIR LOCKERS LOCKED AT ALL TIMES.** If the lock is lost, students are to pay an \$8 replacement fee. Students must use the combination locks provided by the school. No other locks are permitted. **STUDENTS SHOULD NOT INFORM OTHER STUDENTS OF THE COMBINATION.** Students are expected to use their lockers before homeroom in the morning, at break time, and at lunch time. They are not to use their lockers any other time during the day.

TEXTBOOKS

Students are expected to maintain the condition of the textbooks for the year. If a textbook is lost, the student must pay for the lost book before a new one can be issued. Textbooks must be returned to the teacher in June. If a textbook is not returned or is damaged, the student will be charged for the book before he/she will receive a progress report.

AWARDS

Student awards will be presented at the end of the school year. These include participating certificates for students involved in extracurriculars and academic recognition for subject excellence.

HONOURS CRITERIA

Students who have achieved a minimum average of **80%** in each of their subjects at the end of the year period shall receive "**honours**". Students who have achieved a minimum average of **90%** in each of their subjects at the end of the year period shall receive "**honours with distinction**".

OUTERWEAR and BACKPACKS

Students must remove outwear and backpacks before the homeroom bell rings and store these items in their lockers. Unless a student needs to make an outdoor trip and backpacks should be left in the school lockers provided. *Please note: students should have a small bag separate from their backpack to carry their gym clothing and sneakers.*

ELECTRONIC DEVICES POLICY

In compliance with the Public Schools Branch Electronic Devices Policy, devices such as smartphones, cell phones, digital cameras, video cameras, etc. are not permitted to be used to take pictures or videos in school due to privacy concerns and classroom distractions. Students will be asked to turn devices off and deposit them into the cell phone pockets that will be hanging inside the classroom door. If students or parents/guardians do not feel comfortable with this option, students can leave their phones turned off in their lockers. Electronic devices such as smartphones are very expensive and fear of loss, damage or theft is the main reason we discourage students from carrying these items from home to school. Please note; we do not assume responsibility for the loss or damage of these items.

Please note; if a student needs to be contacted during class time in case of an emergency, please contact the school at 902-838-0860. Otherwise students can check their phones during scheduled breaks.

Our school policy on electronic devices states the following:

1. Electronic devices are to be turned off and kept in the lockers or the cell phone pocket when entering the classroom.
2. Electronic devices **cannot be used for taking pictures, recording videos, or making phone calls** when students are inside the building unless directly connected to a classroom activity that has been approved ahead of time.
3. Smartphones, iPods, and other electronic devices are not permitted to be used during class time and **cannot be used as a calculator or as listening device.**

4. E-readers (ex. Kobos and Kindles), as well as electronic translators, are permitted for usage by students in class.

***** Exceptions to the above policy will be dealt with on a case by case basis by administration.*****

First offence - The Electronic device is sent to the main office and the student can pick up the device at the end of the school day. The date of the incident will be recorded in a file, and a notification is issued to parents.

Second offence - The Electronic device is sent to the main office and the parent/guardian will pick it up. The date of the incident will be recorded in a file.

Third offence - The Electronic device is sent to the main office and the student can pick up the device at the end of the day. For a determined period, the device will be kept at home or dropped off at the main office in the morning and picked up at the end of the day. The date of the incident will be recorded in a file, and a notification is issued to parents.

Fourth offence - Further discipline may occur, and a meeting is arranged with the parents/guardians to discuss the matter further.

Note 1 - There may be instances where an individual teacher may approve devices for usage in the classroom as part of the instructional school day. This will only be on an as-needed basis.

Note 2 - Students and parents need to be aware that if a student's device gets confiscated during the day, and it requires a search of the files contained on the phone as part of an investigation, the search will be done in the presence of the student and done in private.

MEDICATIONS

Over the counter medications **will not be dispensed** at the school by staff.

SPECIALISTS

(INDUSTRIAL ARTS / HOME EC. / TECHNOLOGY ARTS / ART / POPULAR MUSIC)

Students in grades seven and eight will rotate through art, industrial arts, technology arts, and home economics. Students in grade nine will rotate through home economics, industrial arts, and popular music. Industrial arts classes are taught to give students some hands-on experience using various machines, tools, and materials. Safety is stressed at all times and proper safe use of all tools and machines, as demonstrated, is expected of students. The technology arts program will consist of 25 hour modules with hands-on technology application. This has proven to be a very high interest and worthwhile program in the field of technology. The program in food and clothing consists of basic food and nutrition and clothing applications with some high technology application in sewing. Art classes are taught to give students experiences using different techniques and materials to express themselves visually. Popular Music classes will provide students with opportunities to experiment with instruments and genres of music.

BAND

We offer instrumental music to Grades 7, 8, and 9 students as an optional course. Students who wish to enroll in instrumental music must understand they are making a commitment to the program for the **entire year.**

HOMEWORK

Students are expected to complete their assigned homework. **Students are expected to check google classroom to learn of assignments missed while absent.** In case of extended illness, arrangements should be made through their subject teachers.

PHYSICAL EDUCATION

Physical education is an integral part of the school's program and is part of the curriculum for all grades 7, 8 and 9 students. The following guidelines have been established:

CLOTHING - Students are required to have clean indoor sneakers, and a change of clothes to participate in physical education. Check in with the physical education teacher for these items if needed.

DEVICES - To be placed in the device pockets upon arrival.

NON-PARTICIPATION - Students who have a note regarding injury/illness preceding participation are to present the note to the physical education teacher at the beginning of the period.

VALUABLES - Valuables should not be taken to the gymnasium area.

FOOD & DRINK - Food and drink are **NOT** permitted in the gymnasium area.

SUPERVISION - Students/Athletes are not to use the facility unless under supervision of coach or instructor.

LIBRARY

The library at Montague Intermediate School has a very good selection of books and materials for student and teacher use. All materials must be signed out and returned when due. Students who lose or damage books will be required to pay for them. We ask that parents help us maintain this resource by urging their children to return material promptly and handle them carefully.

Administrative Policies

ATTENDANCE

Regular attendance is essential. Students who attend school regularly build better connections with their teachers and peers, and in turn, will experience more success in their academics. Parents should check their PowerSchool regularly for attendance to monitor their child's attendance. If parents/guardians are concerned about their child's attendance, they should contact the school at 838-0860. Teachers and administrators will be following the Public School Branch's Attendance Policy.

STUDENTS LEAVING SCHOOL DURING THE SCHOOL DAY

Students leaving school for any reason during the school day **must** present a notify the main office before leaving the school in order to record their attendance for the remainder of the day.

FULL DAY ABSENCES

Please notify the main office stating the reason for the absence in order to record their attendance for the day. Otherwise, their attendance will be recorded as unexcused.

LATE STUDENTS

The school day begins at 8:30am. **Students arriving after 8:30am are to report to the office and are expected to present a note explaining the lateness. Students are expected to be on time for all classes and school-related activities. Students must also be on time after lunch and be in home rooms by 12:40pm.**

Individual subject teachers will track tardiness and report to the home room teacher. Home room teachers will notify parent(s)/guardian(s) if students are consistently late. If the problem persists, referral will be made to administration or school counsellor for follow-up action. Parents/guardians should be aware that repeated lateness will result in students having to make up time missed from class and will result in disciplinary action.

ILLNESS (During School Hours)

A student who becomes ill during the school day is required to report to the office. The office staff will attempt to contact the home or their emergency contact to make arrangements to have the student transported home.

LATE ASSIGNMENT POLICY

Late assignments may result in a loss of marks. The following outlines our school policy with regards to late assignments:

- All assignments are to be submitted by their due date.
- If a student needs extra time to submit the assignment, he or she must see the teacher in advance to make arrangements to submit the assignment.
- Each request for additional time will be evaluated on the individual circumstances presented. Teachers reserve the right to accept the assignment to be evaluated, with the extension, or not.
- When a student makes suitable arrangements with the teacher in advance of the due date, the student will not have any marks deducted when the assignment is passed in after the due date.

NOON DETENTIONS

At teacher's/administration's discretion, students may be assigned detention(s). Repeated failure to report to assigned detentions will result in a suspension and may lose extra-curricular privileges, including dances.

PHYSICAL ALTERCATIONS

Physical altercations at school and/or during the school day will be dealt with by the administration and will result in students receiving a suspension from school. Students involved in instigating physical altercations will be subject to disciplinary action and may be excluded from the next extra-curricular activity.

DANCE REGULATIONS

MIS dances are for grades 7-9 only. These dances will take place in the gym from 7- 9:15 p.m. for grades 7 and 8 students and 7- 9:30 p.m. for grade nines. The doors will be open from 7- 7:30. Nobody will be admitted after 7:30 unless prior arrangements are made with administration.

Only MIS students who have paid applicable student fees and who have a full-day attendance on the day of the dance are eligible to attend, unless otherwise approved. Once students enter the dance, they cannot leave until the dance is over and/or a parent/guardian comes to the door to pick them up.

While at the dance, students will be responsible for following the same code of conduct that is followed during the school day. Students guilty of gross misconduct (e.g., using or possessing alcohol or illegal drugs; willful damage to property; fighting; etc.) will result in a suspension and may lose all extra-curricular privileges for up to one school year.

SCHOOL OPENING/CLOSING

School doors will open at 8:15 a.m. and will remain open until 3:30 p.m. only for those students staying for extracurricular activities and extra help.

CARE OF SCHOOL PROPERTY

Students are expected to respect school facilities and equipment. Any student who damages school property will be held responsible for replacement costs and disciplinary action may also be taken. The school has the option to pursue vandalism charges with the RCMP.

Appropriate Dress: Students and staff are expected to dress in a manner that contributes to the learning atmosphere of the class and school. A part of learning is the making of appropriate decisions on suitable types of dress for various activities. Please ensure you dress as though school is a workplace. While school is relaxed and comfortable, clothing suitable for the beach is not suitable for school! School attire should reflect an attitude of pride in self, school and community.

In keeping with our expectations to provide a safe and respectful environment, the following restrictions will apply: no clothing referring to illegal substances or activities; no clothing displaying sexual innuendo, profanity or violence; no clothing degrading gender, racial groups or ethnic background The administration reserves the right to ask students to cover up or change if clothing is inappropriate or unsuitable for school. Bare skin should not touch the chair if you are seated.

APPROPRIATE DRESS

Students and staff are expected to dress in a way that contributes to the class and school's learning atmosphere. Students will need to dress in a way suitable for various activities and reflects an attitude of pride in self, school, and community. In keeping with our expectations to provide a safe and respectful environment, the following restrictions will apply:

- no clothing referring to illegal substances or activities;
- no clothing displaying sexual innuendo, profanity or violence;
- no clothing degrading gender, racial groups or ethnic background

The administration reserves the right to ask students to cover up or change if clothing is inappropriate or unsuitable for school. If a student refuses to cover up, home will be contacted to bring a change of clothing that is more suitable to the learning atmosphere of the class and school.

ALCOHOL AND NON-MEDICAL DRUGS

The use of and/or possession of alcohol or non-medical drugs on school property or sanctioned school functions off school property is strictly prohibited. Violation of this rule may result in a suspension from extra-curricular activities and will result in a suspension from school. Violators may be required to undergo an addiction assessment and may be charged under the law.

SMOKING/VAPING

Students are not permitted to smoke in the school, on school property or on school buses. This includes Vapour and E-Cigarettes. Students who are caught smoking or vaping in the school/on school property/on the bus will be suspended for one day for a first offence. Subsequent offences will result in additional suspensions and the loss of extra-curricular privileges, including dances.

BUS BEHAVIOUR

Students are expected to be on their best behaviour while travelling on the school bus to and from school. It is important that students adhere to all rules and regulations as posted on the school bus. Failure to act in an appropriate manner may result in a suspension from bus travel for varying amounts of time.

Students are unable to travel on other buses unless for childcare purposes.

EXTRA-CURRICULAR SPORTS

Extra-curricular coaching is done on a voluntary basis. Regular attendance and a sustained effort in academics is a prerequisite for being on a school team. The staff, in conjunction with the principal and the athletic director, may remove a student from a team at any time and for any length of time. In most cases, this is very detrimental to a team so students/athletes must make every effort to avoid this situation. Students receiving the privilege of playing on an extra-curricular or scholastic team are expected to be respectful and courteous toward their coach(es), fellow players, and opponents. They will be expected to have the necessary uniforms and equipment at all times and to ensure that Montague Intermediate School is well regarded in both the community and in school circles. The coach or team designate will travel with the team. Players will make an agreement with the Athletic Department re extra-curriculars. This specifically includes regular attendance and team conduct as outlined by the coaching staff. This would include practice/game attendance, dress code, conduct on and off the floor, quitting teams, etc. Only those students who are in attendance the day of a sporting event may participate unless otherwise approved. Parents should be aware that students travelling to interscholastic sporting events must use the transportation provided by the school.

INTERSCHOLASTIC SPORTS

- Boys & Girls Soccer
- Boys & Girls Volleyball
- Boys & Girls Golf
- Boys & Girls Cross Country
- Boys & Girls Basketball
- Boys & Girls Badminton
- Boys & Girls Track & Field
- Boys & Girls Flag Football
- Girls Field Hockey

ATHLETIC FEES

There will be an athletic fee for each student that makes a team:

\$20: Soccer, Field Hockey, Volleyball, and Flag Football

\$40: Basketball

\$10: Individual sports Cross Country, Badminton, Track and Field and Golf

Fees may be paid to the coach or by sending an Etransfer to montagueint221@gmail.com, please list the student's name and sport in the message line.

OTHER EXTRACURRICULARS/CLUBS

A number of clubs take place after school and students will be asked to sign up and commit to the club for its duration. Most clubs run from 3-4 p.m. so students must have arrangements to be picked up at 4 p.m. As with all other extra-curricular activities, the clubs are privileges and students are expected to be respectful and courteous to supervising teachers and other students.

Daily Schedule

8:30 - 8:35	Report to Homeroom
8:35 - 8:45	O Canada & Announcements
8:45 - 9:45	A Block
9:45 - 10:45	B Block
10:45 - 11:00	Morning Break
11:00 - 12:00	C Block
12:00 - 12:40	Lunch
12:40 - 12:57	CCAP
12:57-1:57	D Block
1:57 - 2:57	E Block