

Munroe Junior High School

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STUDENT HANDBOOK
GUIDE DE L'ÉLÈVE
2019 – 2020

Property of...

Name: _____

Homeroom: _____

INTRODUCTION:

This handbook is intended to serve as a guide and a source of information for students and parents of Munroe Junior High School.

BELIEFS:

1. We believe in a middle years philosophy
2. We believe that the middle years child has a variety of developmental needs that can be addressed by:
 - providing opportunities to experience success
 - programming that is varied and flexible
 - programming for individual learning styles and abilities
 - a supportive, flexible team approach
 - providing a consistent response to students that both supports and redirects learning and behavior
3. We believe in a positive, school-wide approach to discipline that includes:
 - clear, consistent expectations and consequences
 - teaching, modeling and encouraging respect, responsibility and safety
4. We believe in a respectful, caring and safe community that is created by:
 - effective communication amongst all its members
 - a proactive approach towards personal safety
 - opportunities for fun and personal growth
 - a sense of belonging
 - supporting lifelong learning

For more information on Middle Years philosophy in RETSD the link to our Middle Years Position Paper can be found at:

<https://staff.retsd.mb.ca/curriculum/my/Pages/PositionPaperWelcome.aspx>

SCHOOL DAY: *Office Hours: 8:00 a.m. – 4:00 p.m.*

The school day begins at 8:45 a.m. and finishes at 3:15 p.m. Our school doors only open at 8:35 a.m. for students. They are only allowed into the school earlier if they are taking part in a teacher supervised activity or if there is inclement weather. It is the expectation that all students make their way home or are picked up at or immediately after the 3:15 p.m. dismissal bell, unless they are participating in a teacher supervised activity. On Early Dismissal Days, students will be dismissed at 2:30 p.m. families are responsible for getting their students home at this time.

STUDENT FEES:

There is a student fee of \$40.00. It helps cover the cost of a lock and locker maintenance, school wide presentations and some of the extra costs associated with student activities. A yearbook is included for all students in this fee. **Student fees are due on the first day of school or as soon after as possible.** If special arrangements are needed, please contact the office.

HOMEROOMS

All students at Munroe are assigned a homeroom teacher who meets daily with them from 8:45 – 8:55 a.m. for attendance, opening exercises, and announcements and from 12:20 – 12:40 p.m. for attendance and daily reading and literacy activities. Each homeroom class is composed of students from one grade level and this group remains together for all their core area courses.

LOCKERS:

Each student is assigned their own locker and combination lock (only school issued locks are permitted). It is important that students understand that their combination should be treated as personal and private information.

SCHOOL LUNCH PRIVILEGES:

All students who live nearby are strongly encouraged to go home for lunch unless they are involved in supervised noon-hour activities. Students remaining at school for lunch eat in designated grade level areas. Students are expected to be considerate and cooperative with teacher supervisors and to leave the areas clean and tidy. Students are expected to remain in the supervised lunch area until the bell. They may then leave to go outside, read or do work in the library or attend a teacher supervised club or intramurals. Two grade levels will have intramurals over the lunch period. Lunch times and locations will be staggered with some students eating 1st half and others 2nd half to accommodate the increased intramural time. Any abuse of the above lunch expectations may result in a suspension of stay at school lunch privileges.

BICYCLES/SKATEBOARDS/ROLLERBLADES/SCOOTERS:

Manitoba Bicycle Legislation makes it compulsory for cyclists under the age of 18 to wear a suitable helmet while cycling. Bicycles must be parked and locked in the stands provided adjacent to the parking lot. Skateboards, rollerblades and scooters may be used to and from school but must be carried inside the building and secured during the day.

EMERGENCY EVACUATION DRILLS:

Fire regulations state that schools must conduct ten Fire Drills per year. There is a sign in each room indicating the door to be used for exiting. Students are expected to exit and re-enter the building in a quiet, orderly fashion. One of the drills may be to an alternative site. Schools also must conduct two Lockdown Drills and one Hold and Secure drill per year, as stated in provincial policy.

TELEPHONE:

In the case of illness or emergency, phone calls home will be made from the office phone. Students are directed to use the student phone in the office if they need to contact home.

CELL PHONES and ELECTRONIC DEVICES:

At early years, middle years and junior high schools, student use of cellphones and other electronic devices is NOT permitted in the school unless directed by the administration. This applies to all learning environments, during class change and lunch hour. It is expected that communication during the school day will occur through the school office or as directed by school policy. Cell phones are to be turned off during the day. School officials, including classroom teachers, may confiscate electronic communications devices from students if they are used for unauthorized purposes or at unauthorized times. Cell phones will be kept in a secure location in the office. Please see Personal electronic device Policy.

River East Transcona School Division will assume no responsibility in any circumstances for the loss, destruction, damage or theft of any electronic device or for any communication bill associated with the unauthorized use of such devices. Students and families are responsible for locating such lost or stolen items.

Photos/Videos

Pursuant to the Divisional Code of Conduct, students **are not permitted** to take photos, video recordings or images of staff or students on school property without the permission of authorized school personnel.

ALLERGIES, ANAPHYLAXIS, AND SCENTED PRODUCTS

As per the division's Anaphylaxis Policy on life-threatening allergies (JLCG), do not bring **peanuts** and/or **nut products** into the school. Students and staff may have severe allergic reactions to scented products including hairspray, after-shave/cologne, perfumes, lotions, etc. For the health and welfare of all, please refrain from using scented products.

The Lodge (LAR)

The Learning Assistance Room (known as the Lodge) is designed to support students in a variety of different ways. Administration may refer students to the LAR for numerous reasons such as; work completion, a quiet work space, an alternate work area, or to receive medication as prescribed by a physician.

SCHOOL LIBRARY:

The school library is open to students during regular school hours when supervised and during the second half of the lunch hour (11:50 – 12:15 p.m.). Resources are available in both French and English.

COMMUNICATION BETWEEN HOME AND SCHOOL

School Website: Check out the website regularly for announcements and events

EMemos will keep you informed on school events, practices, and important information and are sent home weekly via email. If you would like to be added to the *EMemo* contact list, please contact the school office.

II. STUDENT BEHAVIOURAL EXPECTATIONS

RIVER EAST TRANSCONA SCHOOL DIVISION CODE OF CONDUCT

The purpose of the code of conduct is to promote a healthy school culture where high levels of achievement occur within a positive school environment. River East Transcona School Division believes that everyone has the right to be treated with dignity and respect.

River East Transcona School Division schools, parents/guardians, students and community will promote the development of beliefs and attitudes that foster a safe and caring learning environment. Pupils, parents/guardians and staff are to behave in a respectful manner and comply with the code of conduct.

The entire divisional Code of Conduct can be viewed at:

http://www.retsd.mb.ca/Lists/Publications/code_conduct.pdf

The divisional Code of Conduct serves as fair notice that incidents of threat to self-harm or to harm others will be actively investigated. Because of the serious nature of such incidents, the investigation will continue even if the parent/guardian cannot immediately be contacted. Continued efforts will be made to contact the parent/guardian.

SCHOOL-WIDE POSITIVE BEHAVIOUR:

All staff at Munroe engage in proactive strategies and programs that support a respectful, inclusive school culture. Student expectations at Munroe School focus on respect, responsibility, and safety in all environments and on field trips. More information about ongoing activities and progress can be found on the Munroe website.

ATTENDANCE/Student Absences

Students are expected to attend school on a regular basis. Where illness or circumstances necessitate a student absence, parents/guardians are asked to contact the school. In the event of an unexcused absence, the secretary will contact the parent/guardian. There is an answering machine operative during the hours when the school is not open. Call 204- 661-4451 to leave a message.

- **Punctuality** - Students are expected to develop an attitude reflecting the importance of being on time. Students who are late must report to the office for a late slip in order to be admitted to class.
- **Leave of Absence** - If it is necessary for a student to leave the school during regular hours, parents/guardians are instructed to either call the school or send a note to the homeroom teacher. If the office has not been informed, the parent/guardian will be contacted.

MUNROE JUNIOR HIGH SCHOOL DRESS CODE:

Parents and students are expected to follow the school wide expectations of maintaining a safe, respectful and inclusive learning space. In keeping with the division's objective to make all students and staff feel safe, welcome and comfortable in the River East Transcona School Division, clothing and personal items must not be decorated with images or lettering that would be offensive to students, staff, or the public. The following dress code is in effect:

- Clothing that covers the chest, shoulders, back, bottom and midriff is considered appropriate.
- Shirt/tops must touch pants/skirt/shorts at the hipline or waistline
- Clothing always needs to cover undergarments
- Headwear including hats, caps, toques, hoods up, bandanas and are to be removed while in school.
- All outerwear including coats, parkas, jackets, etc., are not to be brought to class.
- Backpacks are to be stored in lockers during the school day.

School administrators and teachers have the authority to address inappropriate attire in their schools and will do so. Students wearing inappropriate clothing may asked to change or be sent home.

SCHOOL BUS RULES:

Students are expected to follow the safety expectations defined by RETSD transportation and taught to all students. Students are reminded that they are under the authority of the bus driver during this time and are expected to follow all rules and regulations. Students who do not demonstrate safe and respectful behaviour may be suspended from the bus.

SMOKING:

Smoking and or vaping are not allowed on RETSD property.

ALCOHOL AND OTHER DRUG USE BY STUDENTS (Policy JICH):

The use or possession of alcohol or illicit drugs is strictly prohibited. If a student is found to be in possession or under the influence of alcohol or illicit drugs during the school day or at any school sponsored activity, that student will be suspended from school and school activities for a minimum of 5 full days. Students will receive the same suspension if they are found to be knowingly present when alcohol or illicit drugs are being used during the school day or during a school activity or if they are in possession of paraphernalia. Parents/guardians and the Assistant Superintendent of Middle Years will be notified. AFM (Addictions Foundation of Manitoba) assessment and counseling will be recommended.

Possession of alcohol or drugs with the intent to distribute or sell will be referred to the police. The student will be suspended from school and referred to the Assistant Superintendent for follow up action. AFM assessment and counseling will be mandatory.

Munroe Junior High School Calendar - Calendrier des événements scolaires 2019-2020

Septembre / September

- 9/11/19 – First note
- 9/17/19 – Picture Day
- 9/19/19 – Meet the teacher/ school year
- 9/19/19 – Community evening
- 9/25/19 – Terry Fox Run

Octobre / October

- 10/4/19 – Early Dismissal
- 10/4/19 – Coordinated Day– No School
- 10/14/19 – Thanks Giving
- 10/21/19 – Federal election
- 10/25/19 – Coordinated Day– No School
- 10/31/19 – Halloween

Novembre / November

- 11/08/19 – Remembrance Day at Munroe
- 11/11/19 – Remembrance no classes
- 11/20/19 – Band concert grade 6
- 11/28/19 – Parent teacher
- 11/29/19 – Coordinated Day– No School

Décembre / December

12/20/19 – Early dismissal

12/20/19 – Winter Break: Last Day of Classes

Janvier / January

1/05/20 – Winter Break: First Day of Classes

01/15/20 – Early Dismissal

01/23/19 – Winter Band Concert

01/31/20 – Coordinated Day– No School

Février / February

02/05/20 – Open House grade 5

02/1/20 – Early Dismissal

02/17/20 – Louis Riel Day

02/18/20 – Festival du Voyageur

02/27-20 – Optimist Festival

Mars / March

03/12/20 – Parent Teacher

03/27/20 –Spring Break: Last day of classes

Avril / April

04/05/20–Spring Break: First day of classes

04/13/20–Coordinated Day– No School

04/15/20 – Early Dismissal

04/17/20 – Coordinated Day– No School

04/28/20 – Level one band festival

Mai / May

05/06/20 – Early Dismissal

05/18/20 – Victoria Day

05/22/20 – Munroe Field Day

Juin / June

06/11/20 – Spring Band Concert

06/12/20 – Coordinated Day– No School

06/25/20 – Grade 8 Farewell

06/26/20 – Student Activity day

06/29/20 – Coordinated Day– No School

06/30/20 – Early Dismissal/ Report cards/Last day of school