

**ÉCOLE MORDEN MIDDLE SCHOOL**

**INFORMATION FOR STUDENTS AND PARENTS**



**ÉCOLE MORDEN MIDDLE SCHOOL  
150 WARDROP STREET  
MORDEN, MB R6M 1Z2**

**SEPTEMBER 2018  
MRS. S. POWELL, PRINCIPAL  
MR. G. SHINDLE, VICE PRINCIPAL**

**PHONE #204-822-6225 FAX (204) 822-4662**

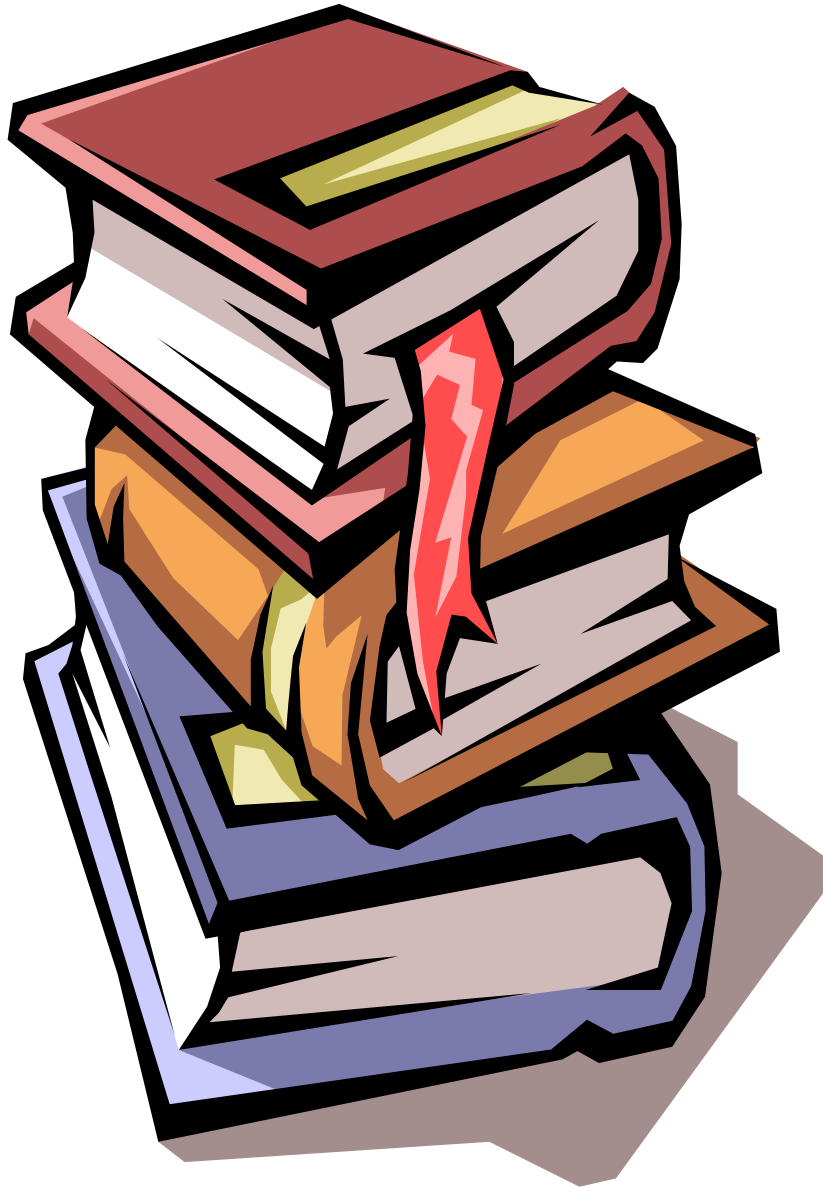
**[emms@westernsd.mb.ca](mailto:emms@westernsd.mb.ca)**

**ÉCOLE MORDEN MIDDLE SCHOOL**

**MISSION STATEMENT**

Developed Spring of 1996

**“École Morden Middle School is committed to providing children with experiences to help them develop intellectually, physically, emotionally, socially and morally. These experiences will take place in a caring, nurturing environment created and supported by a partnership of parents, students, educators and the community. We are working to develop attitudes and abilities that will enable children to continue their education and learn skills for independent living. Through the shared responsibility of all the partners, the children are expected to acquire a sense of respect for self and others, a responsibility to the community and a life long desire to learn.”**



## **PHILOSOPHY OF LEARNING**

École Morden Middle School believes that its programs and its approaches to education must center on the child. Children develop through certain ages and stages that determine what and how they can learn. As they develop from concrete to more abstract thought, they must have opportunities to be involved in active, hands-on, discovery types of learning. Programs must be developed to take into account that each child develops at his/her own rate and has different strengths. In order for children to become independent and able learners, teachers must guide and monitor learning rather than simply lecture or provide knowledge. Our emphasis is on how each child learns and progresses rather than on comparing him/her to other children at the same grade level.

The education of children at our school must be a team effort shared by school staff, parents and institutions in our community.

École Morden Middle School is committed to upholding this philosophy through these goals:

**To make learning an enjoyable experience for each child while developing his/her abilities and skills to the maximum.**

**To provide programs that will enable every child to achieve the most he or she can with respect to individual differences.**

**To help each child develop a positive self-concept through the recognition and cultivation of his/her unique strengths and abilities.**

**To stimulate innovative, creative and critical thinking through activity-based and discovery learning.**

**To develop in each child an understanding of the process of learning.**

**To develop programs which provide fundamentals in communication and base of knowledge in the arts and sciences.**

**To provide a positive school environment that demonstrates caring and nurturing attitudes.**

**To develop in each child the ability to work effectively in groups with respect and empathy with his/her peers and others, younger and older.**

**To provide programs that increase each child's awareness of positive lifestyles in areas of physical development, health, and social emotional well-being.**

**To promote a set of common values that form the basis of our Canadian society including democracy and acceptance of other cultures and different beliefs.**

# ÉCOLE MORDEN MIDDLE SCHOOL

## MIDDLE YEARS PHILOSOPHY

The middle years' philosophy builds on and extends the philosophy of the École Morden Middle School. The primary concern is to provide a curriculum that is responsive to the needs of young adolescents while providing a smooth transition between elementary and high school. The term middle years refers more to stages of development than to chronological age. Children between the ages of 10 - 14 show the behaviour and learning characteristics of people in transition from early childhood to adolescence. At École Morden Middle School, the 'middle school' includes grades 5-8.

By understanding how middle years' students think and feel, teachers can provide a supportive, encouraging learning environment. Students need to have the opportunity to gain significance, competence and power in appropriate ways. Successful teaching practices would involve concepts such as designing programs that blend the academic and emotional areas so students work with both their brains and their hearts.

Children who are 'in the middle' require a learning environment that is quite different from the early or senior years in many ways. Learning tasks should match the students' levels of thinking. Influences that affect levels of thinking may include physical, social and emotional changes. For example, physical changes may lead to increased restlessness and mood swings. These ongoing changes make children vulnerable to anxiety and stress. Under stress, they are less able to react to situations in a responsible and stable manner.

Needs that have not been met, frequently lead to fear, anger and anxiety. These emotions show up in behaviours such as testing of limits, resistance to change, withdrawal and/or defiance. This may result in a poor self-concept, poor relationships and low academic achievement.

Goals for the middle years' program include those of our overall school philosophy as well as the following:

- 1. To gain an understanding of human growth and development, family relations, emotions, human physiology and human sexuality.**
- 2. To emphasize learning about career opportunities and make selective choices appropriate to one's own individual skills, talents and interests.**
- 3. To explore activities which are designed to help students learn to make worthwhile and satisfying use of leisure time.**

A successful middle years' program will enable students to develop the skills of learning, a positive self-concept and the necessary social skills for making friends and getting along in a group.

<b>STAFF LIST</b>	<b>ÉCOLE MORDEN MIDDLE SCHOOL</b>	<b>2018-2019</b>
<b>GRADE</b>	<b>TEACHER</b>	<b>ROOM #</b>
Grade 5 French Immersion	Mme. G. Redding	210
Grade 5 French Immersion	Mlle. K. Sabourin	220
Grade 5	Ms. A Bergmann	209
Grade 5	Mr. B. Edie	208
Grade 5	Mrs. A. Wiens	206
Grade 5	Mrs. B. Williams	205
Grade 5	Ms. M. Verrier	214
Grade 6 French Immersion	Mme. J. Smart	207
Grade 6	Mr. L. Jacobs	405
Grade 6	Mrs. S. Gray	229
Grade 6	Mr. D. Ly	302
Grade 6	Mr. E. Tanguay	227
Grade 6	Miss. C. Bumstead	224
Grade 7	Mrs. B. Loewen	304
Grade 7 French Immersion	Mme. Harra/Mrs. Rose/Mrs. Powell	305
Grade 7	Ms. T. Chewings	307
Grade 7	Mrs. C. Bueckert/Mrs. L. Friesen	306
Grade 7	Ms. K. Jaska	313
Grade 7	Mr. J. Wiens	315
Grade 8 French Immersion	Mme. E. Zacharias	102
Grade 8	Mr. A. Minnelli	108
Grade 8	Mrs. C. Brook	104
Grade 8	Mr. J. Pauls	115
Grade 8	Mrs. A. Zylstra	113
Grade 8	Mr. R. Hutton	103
Music	Mrs. H. Clyde	Rm 233/ Buzz 403
Band (7-8)	Mr. J. Tan (call MCI)	204-822-4425
Guidance/Arts & Drama (7-8)	Mrs. J. Verhoog	117/Buzz112
Guidance /Robotics (7-8)	Mr. D. Muggridge	Rm 303/103
Phys. Ed.	Mr. J. Andrews	Rm 230b/Buzz 401
Phys. Ed.	Mr. K. Nicholls	Rm 230a/Buzz 401
Resource/FI	Mrs. B. Lumgair	222
Resource/FI	Mrs. K. Martin	222
Resource (LSR)	Mrs. K. Friesen	310
Home/School Liaison Worker	Mrs. B. Peters	222
Home/School Liaison Worker	Mrs. R. Zahn (call MCI)	204-822-4425
Speech/Language	Mrs. R. Johnson	303
LRC Clerk	Mrs. T. Petkau	200
LRC Tech	Mrs. N. Frandsen	200
Computer Lab		110
Staffroom		106
Industrial Arts	Mr. M. Roller (call MCI)	204-822-4425
Home Economics (7-8)	Ms. S. Allmendinger	
EAL	Ms. S. Allmendinger	
French	Mrs. K. Wiebe	315
Administrative Assistants	Mrs. A. Sumner/Mrs. M. Charriere	Central Office
Vice Principal	Mr. G. Shindle	V.P.'s Office
Principal	Mrs. S. Powell	Principal's Office

## DAILY TIME SCHEDULE

8:55 A.M.	.....	Students are to be seated in the classroom for attendance. They are to have the necessary equipment and correct books with them for the first two periods. <u>ALL ELECTRONIC DEVICES ARE TO BE LOCKED IN LOCKERS UNLESS OTHERWISE SPECIFIED BY THE TEACHER.</u>
9:00 - 9:05 A.M.	.....	Assembly in classrooms. O Canada, Daily Announcements from 9:00 A.M. Express
9:05 - 9:45 A.M.	.....	Period 1
9:45 - 10:25 A.M.	.....	Period 2
10:25 - 10:40 A.M.	.....	Recess
10:40 - 11:20 A.M.	.....	Period 3
11:20 - 12:00 NOON	.....	Period 4
12:00 - 1:00 P.M.	.....	Noon
1:05 - 1:10 P.M.	.....	Attendance - Gr. 7 & 8
1:10 - 1:45 P.M.	.....	Period 5
1:45 - 2:20 P.M.	.....	Period 6
2:20 - 2:35 P.M.	.....	Recess
2:35 - 3:10 P.M.	.....	Period 7
3:10 - 3:50 P.M.	.....	Period 8
3:50 P.M.	.....	Dismissal
4:00 P.M.	.....	All students to be on buses for bus departure.

School Safety Patrols are to be dismissed from classes at 11:50 A.M. and 3:40 P.M. for duty.

### Doors to Use:

Grade 5	...	East Door
Grade 6	...	North Door
Grade 7	...	West Upper Doors
Grade 8	...	West Lower Doors

**WESTERN SCHOOL DIVISION 2018-2019 SCHOOL CALENDAR**

<b>September</b> (19 days)	3			No School	Labour Day
	4, 5, 6		K	Staggered entrance	(consult school based schedule)
	4	AM	K-12	No classes	School resumes
		PM	K-9	No classes	Transition Day <i>(no bus service K-8, buses Gr.9 PMonly)</i>
		PM	10-12	No classes	<i>(no bus service 10-12)</i>
<b>October</b> (22 days)	5	AM + PM	K-8	No classes	Transitional activities <i>(no bus service K-8)</i>
		AM + PM	9-12	Regular classes	<i>(bus service AM &amp; PM)</i>
	6	AM + PM	K-12	Regular classes	<i>(bus service for all K-12 AM &amp; PM)</i>
	19	2:30 PM	K-12	Early closing	* dismissals 2:10/2:20/2:30 pm (see footnote *)
	3	AM + PM	K-12	No classes	Professional Development (PD)
<b>November</b> (22 days)	8			No School	Thanksgiving Day
	17	2:30 PM	K-12	Early closing	* dismissals 2:10/2:20/2:30 pm (see footnote *)
	19	AM + PM	K-12	No classes	MTS PD Day
	2	AM	9-12	No classes	Administration
		PM	9-12	No classes	Professional Development
<b>December</b> (15 days)		AM + PM	K-8	Regular classes	<i>(bus service K-8 only)</i>
	11				Remembrance Day
	15	Evening	9-12		Student-involved conferences
	16	AM + PM	K-8	No classes	Administration
		AM	9-12	No classes	Student-involved conferences
		PM	9-12	No classes	
	21	2:30 PM	K-12	Early closing	* dismissals 2:10/2:20/2:30 pm (see footnote *)
	29	Evening	K-8		Student-involved conferences
	30	AM	K-8	No classes	Student-involved conferences
		PM	K-8	No classes	
	AM + PM	9-12	No classes	Professional Development	
<b>January</b> (19 days)	21		K-12	Last days of classes, Fall Term end	
	22 to Dec. 31			No School	Christmas Break
<b>February</b> (19 days)	1 to 6			No School	Christmas Break
	7		K-12	First day of classes, Spring Term start	
	23	2:30 PM	K-12	Early closing	* dismissals 2:10/2:20/2:30 pm (see footnote *)
<b>March</b> (16 days)	24	Evening			Kindergarten Registration Information Night
	1	AM + PM	K-8	No classes	Professional Development
		AM + PM	9-12	No classes	Administration
	4			Start of Semester 2 at Collegiate	
	18			No School	Louis Riel Day
<b>April</b> (21 days)	4	AM + PM	K-8	No classes	Administration
		AM + PM	9-12	No classes	Professional Development
	14	Evening	K-8		Student-involved conferences
	15	AM	K-8	No classes	Student-involved conferences
		PM	K-8	No classes	
		AM + PM	9-12	Regular classes	<i>(bus service Gr. 9-12 only)</i>
	20	2:30 PM	K-12	Early closing	*dismissals 2:10/2:20/2:30 pm (see footnote *)
23 to March 31			No School	Spring Break	
<b>May</b> (22 days)	1		K-12	Classes resume after Spring Break	
	12	AM + PM	K-8	No classes	Professional Development
		AM	9-12	No classes	Administration
		PM	9-12	No classes	Professional Development
	17	2:30 PM	K-12	Early closing	* dismissals 2:10/2:20/2:30 pm (see footnote *)
	19			No School	Good Friday
	25	Evening	9-12		Student-involved conferences
	26	AM + PM	K-8	No classes	Professional Development
		AM	9-12	No classes	Student-involved conferences
	PM	9-12	No classes		
<b>April 15-19 is Education Week</b>					
<b>June</b> (20 days)	15	2:30 PM	K-12	Early closing	* dismissals 2:10/2:20/2:30 pm (see footnote *)
	20			No School	Victoria Day
<b>July</b> (20 days)	17	AM + PM	K-8	No classes	Administration
		AM + PM	9-12	Regular classes	<i>(bus service Gr. 9-12 only)</i>
	20		K-8	Move Up Day	
	24		MAEC	Morden Adult Education Centre Graduation	
	26	2:30 PM	K-12	Early closing	* dismissals 2:10/2:20/2:30 pm (see footnote *)
				Morden Collegiate Graduation	
	27	AM + PM	K-8	Regular classes	<i>(bus service Gr. K-8 only)</i>
		AM + PM	9-12	No classes	Administration
28	AM only	K-12	Last day of school * dismissals 10:10/10:20/10:30 pm (see footnote *)		

\* Early Closings: Where a 2:30 pm dismissal is noted, Minnewasta and Maple Leaf actual dismissal time is 2:10. ÉMMS and MCI dismiss at 2:20. Buses leave Morden at 2:30 PM.

# Code of Conduct

All students and staff at École Morden Middle School have the right to a safe and caring environment that fosters and maintains respectful and responsible behaviour. Students and staff are expected to exhibit self-discipline and be responsible for their own actions. It is expected that everyone involved in the school community will abide by the Western School Division policies, the Public School Act, the Safe and Caring School Acts and the EMMS Code of Conduct.



**At École Morden Middle School, everyone will:**

- Be responsible and accountable for the choices they make.
- Have respect for self, others, and property.
- Treat each other with courtesy and compassion.
- Have a right to a safe and healthy environment.
- Treat each other in a fair and equal manner.
- Communicate in an open, honest and appropriate manner.



# Expectations for Students Parents and Staff

## Students are expected to

- Be in class on time.
- Be prepared to learn, complete assignments, to study and actively participate in school matters.
- Strive to do their best.
- Use appropriate language, and show courtesy and compassion in school, on the way to and from school, and at school activities.
- Show respect towards staff, other students, guests and property.
- Solve problems or conflict by talking openly or seeking help from peers, staff or parents.

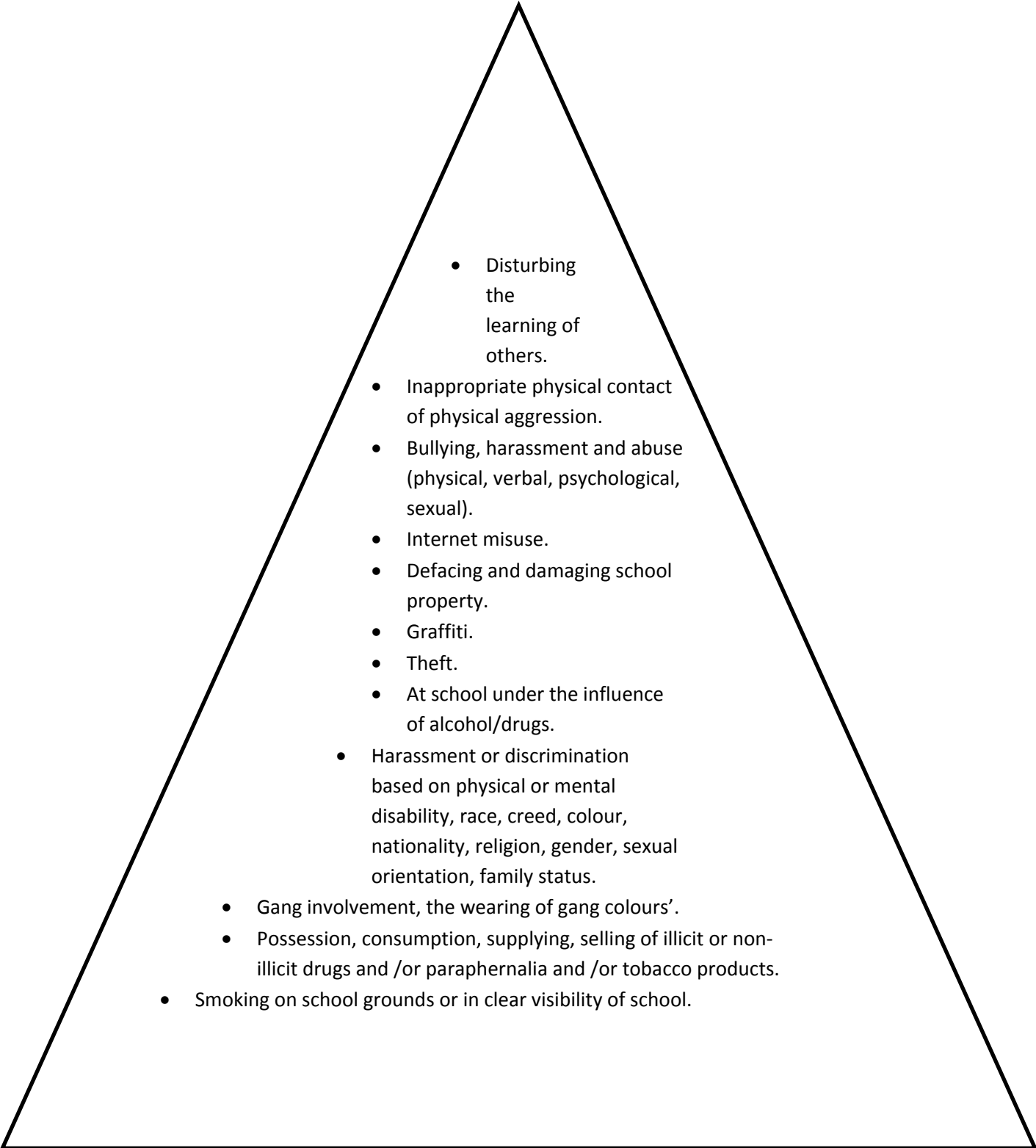
## Staff are expected to

- Establish and maintain a safe, healthy and non-threatening environment.
- Be a good role model by showing courtesy and compassion, being sensitive to individual needs and being respectful to all.
- Treat individual students fairly and consistently.
- Communicate effectively about student progress and behaviour with students, parents, staff.
- Use teaching methods which actively engage all students in learning.

## Parents are expected to

- Be a good role model by showing courtesy and compassion, using appropriate language, being sensitive to individual needs and respectful to all.
- Be supportive of the school's responsibility to maintain a safe, healthy and non-threatening learning environment.
- Provide space, time, encouragement and support for their child(ren) to study and complete assignments.
- Support the consequences and ensure restitution for the improper behaviour of their children.
- Provide the necessary supports for their children to attend class on time, to be prepared and to learn.
- Communicate regularly with the school personnel regarding the education of their children.

# UNACCEPTABLE BEHAVIOURS

- 
- Disturbing the learning of others.
  - Inappropriate physical contact of physical aggression.
  - Bullying, harassment and abuse (physical, verbal, psychological, sexual).
  - Internet misuse.
  - Defacing and damaging school property.
  - Graffiti.
  - Theft.
  - At school under the influence of alcohol/drugs.
  - Harassment or discrimination based on physical or mental disability, race, creed, colour, nationality, religion, gender, sexual orientation, family status.
  - Gang involvement, the wearing of gang colours'.
  - Possession, consumption, supplying, selling of illicit or non-illicit drugs and /or paraphernalia and /or tobacco products.
  - Smoking on school grounds or in clear visibility of school.

# RESPONSES

**The following are examples of responses that may be considered in addressing inappropriate behaviours:**

- Interviews and conferences that may involve students, staff, parents, division personnel and /or police and other community agencies.
- Development and implementation of a behavioural plan or contract that may include counselling, mentoring or mediations.
- Removal from the situation for a period of time.
- Restitution.
- Student extension. Student is detained at school and beyond school hours and under supervision. Contact with parents will be done when this situation occurs. In case of students who are transported by school bus, extension will occur after arrangements for safe transport home occur with parents or guardians.
- Withdrawal of privileges.
- Withdrawal from course(s).
- Making amends either monetarily or through school-based community service.
- Suspension: in-school or out-of-school.
- Required change of location for studies.

Expulsion (Involvement of school administration, Superintendent and Board are required.)

**Response when dealing with Bullying (Including Cyber- Bullying)/Alcohol/illicit Drugs/Gang involvement, Weapons, harassment will be one or a combination of the following:**

- Student will be issued a warning and referred to the school counsellor. Parents will be contacted by the school Principal or designate.
- Student shall be suspended for one school day and required to meet with his/her parents and the school Principal prior to readmission to the school.
- Student shall be suspended for three to five school days and required to meet with his/her parents, the school Principal and a member of senior admin prior to readmission to the school.
- Expulsion of the student will be recommended to the school Board.
- Parent involvement: The parent is contacted and involved in a plan to take steps to change a specific unacceptable behaviour. This may include telephone conversations or meeting with the school personnel.

### **Behaviour**

Behaviour is purposeful and responses to behaviours will take into consideration both the circumstances of the situation and the needs of the students.

- Expected behaviors must be actively taught both at home and in school.
- The strategies used to develop understanding and respect for the rights of others will vary from student to student.
- Discipline is the teaching of appropriate behaviours and promoting the learning of self- management, self- regulation thereby ensuring student safety.

In addressing any misbehaviour, responses shall be:

- Chosen initially to ensure a safe and caring learning environment.
- Appropriate for the student's stage of development and considerate of the student's needs.
- Reasonable, realistic and timely.
- Reflective of the severity of the misbehaviour, its frequency, duration and intent.
- Instructive such that they enable students to generate appropriate responses and solutions in the future.

### **BULLYING (including Cyber Bullying)**

Bullying is defined as a series of repeated incidents of physical, sexual, or psychological discrimination or harassment. Bullying is unfair, one-sided and involves imbalances of power and strength. Bullies hurt, threaten, and /or frighten others in a typically but not restricted to repetitive way. It takes a variety of forms such as:

- Physical aggression
- Social aggression (spreading rumors, intimidation, exclusion from group)
- Verbal aggression (name calling, threats, teasing, intimidating phone calls, inappropriate sexual comments. Written aggression (notes, electronic messages)

**Cyber Bullying is defined as the**

Use of the Internet or other communication technologies such as e-mail messages posting on social message pages or text messages sent by cell phone or any technological devices to support deliberate, repeated and hostile behaviour by an individual or group that is intended to harm someone else.

At École Morden Middle School, Bullying, including Cyber –bullying is not acceptable. Students violating these rules will be subject to range of interventions and consequences.

### **Weapons**

Possession and /or use of a weapon (as defined in section C (2) of the Criminal Code of Canada) is not acceptable at École Morden Middle School. As required by Provincial Statute (P.S.A. Section 96 (f) any offensive or dangerous weapon will be seized and handed over to the principal who shall notify the parent or guardian.

### **Alcohol/Illicit Drugs:**

The use and /or possession of, and/or being under the influence of alcohol and illicit drugs will not be tolerated at École Morden Middle School. Any alcohol or drugs will be confiscated. If deemed necessary, a search of personal effects may be conducted and police may be contacted as per Western School Division Policy JFG.

### **Gang Involvement:**

Gang that initiate, advocate, or promote activities that threaten the safety or well-being of persons or property or that disrupt the school environment are harmful to educational process. Indications such as apparel, graffiti, and hand signals that, by virtue of its nature imply membership or affiliation with such a group present a clear and present danger. Incidents involving initiations, hazing, intimidations and/ or related activities of such group affiliations are prohibited.

### **Inappropriate Internet and Electronic Mail**

Appropriate use of the Internet and electronic mail is expected of all staff and students. Accessing, viewing, uploading, downloading or distributing material that is inappropriate is unacceptable at École Morden Middle School.

The following Systems are in place and are pro-active:

Class List meetings (June)	Assists with transition from teacher to teacher. Individual strengths and needs discussed
Transition Meetings (September)	Opportunity for parents/students/ teachers to discuss needs/strengths
Familiarization with students through pupil files (September)	Classroom Teachers and Resource Teachers become more familiar with student needs through pupil file
Resource Teacher meets with teachers to go over APs and SSPs (September)	Resource Teachers and Classroom Teachers meet to discuss/plan for students who have been already identified as having special learning needs; documentation is reviewed
Differentiated Instruction/ Classroom Management	Teachers plan and manage with student needs in mind
On-going Formative Assessment	Assessment is on-going and reflective and students are part of that process
Re-teaching, Intervention, Focus on Essential learning Outcomes	Instruction is driven by results of formative assessment and adjusted accordingly
Teacher-Student conversations	Teachers touch base with student on a regular basis to ask the student what they need or what they feel is getting in the way of learning
Teaching Teams meet to reflect on student progress	Teachers meet to discuss student progress and to address concerns
Teacher/Student/Parent communication when learning is not happening or when there are difficulties interfering with learning	Email, phone calls, in-person meetings
Resource Teacher Involvement	Resource teacher, together with classroom teacher, parents and student, do a student profile which looks at background information , strengths, needs, possible factors affecting learning
Divisional Supports	Clinicians and Student Services Specialist are consulted when difficulties are apparent. A formal referral process is in place.
Partnership with outside supports	Consultants, Mental Health, Department of Education, etc.
Adaptation Profile	An adaption profile is a written form which identifies necessary and deliberate adaptations for the student to be able to meet grade level outcomes
Modifications/SSP/IBP	Student has some modifications in some or all of the subject/domains; An SSP/IBP addresses significant factors affecting learning
Individualized Program	Program is highly individualized with very exceptional needs and student is not working toward grade level outcomes

**Student learning needs are addressed through the pro-active systems in place which are described above. If a student is still having difficulty learning, the following is also in place:**

### **Step 1**

- Teacher and Student meet to identify what is working and what is not working. Strategies are discussed
- Teacher and Student make plan to address identified challenges and strategies are put into place
- Phone call to parent/guardian
- Continue monitoring

### **Step 2**

If step 1 was not sufficient:

- Further communication with parent/guardian
- Involvement of support team as needed/identified (Teacher, Parent/Guardian, School Administration, Home-School Support Worker, Guidance, Resource)
- Additional strategies identified and implemented
- Continue monitoring

### **Step 3**

If plan is still not sufficient:

- Meeting with parent/guardian and school team to reassess and discuss plan/strategies
- Discuss involvement of Divisional support and support from outside agencies (Psychologist, Speech/Language, Mental Health, Family Doctor, etc.)
- After new data from Divisional support/outside agency support, review and revise plan

Regular team meetings to monitor, review, and revise plan

Appendices:

[http://www.edu.gov.mb.ca/K12/safe\\_schools.index.html](http://www.edu.gov.mb.ca/K12/safe_schools.index.html)

- Safe School Charter
- Code of Conduct
- Emergency Preparedness Plans
- Appropriate Educational Programming                      AEP Regulations (Sections 4-8)  
    video surveillance
- The Education Administration Act ( Section 40.9 to 40.12) JGd- Student Discipline Standards for STUDENT Services (Page 18-19) (130 KB)

Western School Division Policy

AH- Freedom from Violence	-JFG: Interrogations and Searches
AI- Freedom from Harassment	-JFGA-Student Storage Area Inspection
EBC- Emergency Preparedness Planning	-JFCB- Video Surveillance
ECBA- Dealing with Vandalism	- JFGB-R- Regulations regarding installation of
EEACC- Student Conduct in School Buses	-Video Surveillance
JFC- Student Conduct	-JG- Student Discipline
JFCB- Care of Property by Students	-JCA- Student Suspension
JFCG- Smoking by Students	-JGE- Expulsion of Students
JFCH- Student Drug and Alcohol Policy	-JGF- Threatening Behaviours
	-JGF-E- Threatening Behaviour Protocol

WSD Procedures:

-Safe and Caring Schools	- Student Investigations and Searches
-Student Discipline and Suspensions	-Vandalism

## STUDENT BEHAVIOUR



Students at École Morden Middle School are expected to behave in a manner that is respectful to peers, adults, younger children and to property. Students are to be both responsible and accountable for their actions. The expectations are outlined in the Code of Conduct.

Because young people sometimes make mistakes in their behaviour, procedures must be set out to deal with those misbehaviours. Students are given the opportunity to correct these mistakes through a process called Restitution. With the support of teachers, parents and other students, the offenders can turn their mistakes into a learning experience. Consequences are often a major component of correcting the mistake made.

The procedures to deal with student behaviour at École Morden Middle School include discussions with teachers, visits to the principal's office, phone calls to parents and extensions. For more serious misbehaviours involving defiance, swearing and/or fighting, students may receive in-school or out-of-school suspensions. Should a student verbally or physically assault a teacher, an out-of-school suspension will be automatically assessed. If misbehaviours are persistent, an individual behaviour plan will be drawn up.

In many of the minor, and in all of the major misbehaviours parents are contacted by phone and/or meet with the administration to devise ways to resolve behaviour concerns.

Throughout the year, students who go on extra curricular trips are reminded that they are to act as ambassadors for our school.

A school discipline plan is in place for all students in grades 5 to 8. In September, parents will receive a letter informing them of the plan.

## **DUE TO SEVERE ALLEGIES, NO BODY SPRAYS OR COLOGNES BROUGHT TO SCHOOL**

Students are asked to use solid or roll on deodorant after physical education. Spray containers or aerosol body sprays and colognes are not allowed as the intense scent causes severe problems for people in our school with scent allergies and sensitivities making it impossible for them to remain in the class when the scent has been sprayed. These products include all spray Axe products, and all similar products.

## **ASSIGNMENTS**

All students are expected to complete assignments to the best of their ability and within time limits set by their teacher. It is essential to study for quizzes and tests, and arrive to school prepared for the learning day.

## **CLOTHING SUITABLE TO WEATHER**

Students are asked to wear clothing so as to receive maximum protection from rain, snow and cold. Warm winter clothing, boots and hats are especially essential for bus riders during the cold season in case of bus breakdowns.

## **DRESS CODE**

At our school we have a dress code to ensure that students are dressed to participate in school activities without being self-conscious, as well as showing respect for others. Tops must be long enough to cover the midriff and must not reveal cleavage. Sleeveless tops need to have shoulder straps at least an inch wide, and there are to be no bare shoulders. Shorts must be worn high enough on the hip to not reveal underwear. Although short shorts are the fashion, shorts must be long enough to adequately cover the bottom without revealing any bottom cheeks when bending down.

## **BICYCLES & SCOOTERS**

Students who bring bicycles to school are required to park them in the south west bicycle racks (by the bus stop). **There are to be no scooters in the school.** Scooters are to be locked up in the racks as well. Please remember to walk your bike and scooter from the corner of 5<sup>th</sup> street to the end of the staff parking lot on 3<sup>rd</sup> street.

The school does not take responsibility for loss or damage of bicycles.  
It is recommended that all bicycles and scooters be locked.

## **STUDENT ABSENCES**

If a student is to be absent from school, parents are requested to call the school by 9:00 A.M. École Morden Middle School has a callback system whereby administrative assistants call the home or parents' work numbers of **all** students with unexplained absences both morning and afternoon. (204-822-6225 or [emms@westernsd.mb.ca](mailto:emms@westernsd.mb.ca))

## **SUPERVISION OF PLAYGROUND**

Students are supervised inside and outside, at recesses and at noon hours.

Students reporting injuries or problems on the school-grounds are reminded to report these to the teachers on playground duty.

## **STAYING IN AT RECESS**

If a student is required to stay in at noon hour or at recess, parents are asked to send an explanatory note asking the classroom teacher to allow the student to stay inside. This applies only to short term times as students are required to go outside during the recesses and noon hours.

## **PICKING UP STUDENTS DURING SCHOOL TIME**

If a parent wishes to pick up a student during school hours, please check at the Central Office for assistance from the administrative assistants. All students leaving school property during school hours must sign out and sign back in upon return to school. Advance notice to teacher or school office would be appreciated.

## **UPTOWN VISITS**

Bus students, in Grades 7 and 8, who wish to go uptown on a regular basis at noon hours must have written consent from their parents or guardians. Uptown privileges start at **12:30**. They are to eat lunch in the cafeteria.

Any Gr. 5 to 6 students, unless going home for lunch, who are to go uptown must present a written note, signed by the parent, giving permission to go uptown.

**NO Students are to leave the school grounds at morning or afternoon recess.**

## **USE OF SCHOOL TELEPHONE**

The school telephone is to be used only in **emergencies**. During class times, a student must have permission from staff to use the phone.



## **ELECTRONICS (iPods, cell phones, etc.)**

**The school discourages students from bringing electronics to school. We are not responsible for lost or stolen devices. Students are to have cell phones turned off and put away during school time, unless directed by the teacher that they may be used. Parents are asked to call the office if they have a message for their child. Throughout the year we will have tech free days.**



## **LEARNING RESOURCE CENTER**

The LRC serves both students and teachers. It is a source of reading, study and resource materials. All LRC material must be handled carefully and LRC property must be treated with respect.

- Books may be borrowed for a period of 6 days (1 cycle). Books may be renewed at the end of that time.
- A student may take out no more than two books at one time.
- Students who fail to return their books may have their borrowing privileges withdrawn until the book is returned or payment is made.
- No fines are charged except for lost and damaged books.

LRC hours are from 8:45 AM to 12 NOON and from 1:00 PM to 4:00 PM.  
The LRC will be closed when unsupervised (morning and afternoon recess).



## **PROCEDURE FOR DEALING WITH SICK OR INJURED STUDENTS**

Parents will be notified and asked to pick up their child(ren) in case they are injured or sick.

Parents are required to leave a phone number of a person who can be contacted in case they, the parents, are not at home.

## **SCHOOL SAFETY PATROLS**

Each year, Grade 6 students volunteer to act on our School Safety Patrol. This is a very responsible position requiring these students to remain outside in all kinds of weather to assist and protect other students.

## **DROPPING OFF & PICKING UP STUDENTS**

Parents are to drop students off on **Wardrop, 4th, or 5th St.** Parents are asked **not to drive into the school parking lot to drop students off as the added cars leaving the lot is putting our crossing**

**guards in danger.** When dropping off or picking up your child(ren), please encourage them to cross at the crosswalk with the patrols to keep themselves safe. Also, please note there is no crosswalk between 3rd & 4th St. Children are to cross at 4th St.

## TOWN STUDENTS

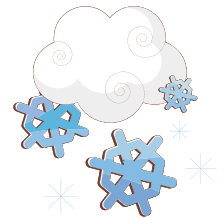
Students who are not bused will be expected to enter the school no earlier than 8:45 AM.

Students within walking distance of the school are encouraged to go home for lunch.

## STORM DAY

If a storm occurs overnight and cancellation of school is necessary, local radio stations will be notified by 7:30 AM.

If a storm develops during the day, classes will continue as usual; however, buses will be cancelled and rural students will be billeted in town.



## CAFETERIA



Our school has a cafeteria to which our students **are required to go to if they stay for lunch or bring their own.** The cafeteria menu rotates on a three-week cycle. Due to crowded conditions in the cafeteria at noon hours, students living within walking distance are asked to go home for lunch. **To provide the safest possible environment for all of our students, our school is attempting to be nut safe. We ask that no students or adults bring foods or materials to school that contain nuts or traces of nuts. Thank you for your cooperation.**

**Cafeteria menu is on the last page of this handout and in your School Calendar.**

## NEWSLETTER AND CALENDAR

1992						
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

A newsletter and monthly calendar will be sent home or emailed the first week of each month.

## **Western School Division ADMINISTRATION OF MEDICATION**

### **AP 2-333 – ADMINISTRATION OF MEDICATION**

**PRESCRIBED MEDICINE** Western School Division acknowledges that some students may require prescribed medication during the school day in order to manage certain physical or medical conditions. The Division also realizes that the administration of medication by the parent or legal guardian of the child is not always possible during the school day.

In such circumstances, the Division will attend to the administration of prescribed medication provided that the parent(s) or legal guardian(s) of the student comply with the procedures as identified in below.

**NON-PRESCRIPTION MEDICINE** Families may request that non-prescription medication be administered to their child. This must be done in accordance with the procedural guidelines established for prescribed medication below.

#### **ADMINISTRATION OF PRESCRIBED MEDICINE**

School Division staff shall not provide or administer to a student any medicine, prescribed or over-the-counter, without the prior written authorization of the parent or guardian.

Wherever possible, parents should make arrangements with their physician to have medication (prescribed and over the counter) administered outside of school hours.

#### **A. School Personnel Administration of Prescribed Medicine**

##### **Procedural Guidelines**

##### **Responsibilities of Parent/Legal Guardian**

- Parents/guardians shall provide a completed Authorization to Administer Prescribed Medication form (AP 2-334) to the school.
- Parents/guardians shall deliver the child's medication to the school or have it delivered by the pharmacy in the original pharmacy container and in the proper dosage. The provision of an extra pharmacy label to the school is recommended.
- If pills are to be taken in a dosage that is less than one pill, they are to be cut to the appropriate size before coming to school.
- Liquid medication is to be accompanied by a measuring device which will provide the exact dosage.
- Due to the fact any reaction to a new medication usually occurs the first time it is taken, the first dosage of new medication will not be administered at the school.
- Parents/guardians shall notify the school in writing if medication is no longer required.
- Parents/guardians shall complete a new Authorization to Administer Prescribed Medication form (AP 2-334) annually (this does not apply to adrenaline auto-injectors or bronchodilators).
- Parents/guardians shall complete a new Authorization to Administer Prescribed Medication form (AP 2-334) annually whenever the physician changes the prescription.

- It is highly recommended that oral medications are provided to the school in blister packs.
- Parents/guardians are responsible to keep prescriptions up to date.

#### Responsibility of Schools

- The school shall ensure Parents/guardians receive a copy of this procedure and the accompanying forms.
- The school shall ensure the appropriate parent/guardian authorization forms are on file.
- Medications shall be administered by the principal or his/her delegate.
- The medication shall be kept in a locked or limited access storage place within the school.
- The school shall check that the medication carries the official pharmacy label stating the child's name, physician's name, name of the drug, dosage to be administered, and the time of day it is to be given.
- An Administration of Prescribed Medication Record shall be kept for any student to whom medication is being administered at the school. The following information shall be recorded each time the medication is administered:
  - Date and time of administration
  - Identity of person administering medication
  - Relevant comments or observations
- Ensure that all staff designated to administer medication are trained and knowledgeable about this policy and its procedures.
- Medication that is discontinued or has expired shall be returned to the parents.

#### **B. Administration of Urgently Required Medications**

Medications that may be required urgently shall not be stored in a locked location and shall be carried at all times on the person of the student requiring the medication or the adult responsible for administering the medication.

#### Procedural Guidelines

##### Responsibilities of Parent/Legal Guardian

- Parents/guardians shall provide a completed Authorization to Administer Prescribed Medication form (AP 2-334) to the school.
- Parent/guardian shall supply an adrenaline auto-injector, bronchodilator or other urgently required medication to the school office.

- Parent/guardians shall ensure that their child is trained in the use of the adrenaline auto-injector, bronchodilator or other urgently required medication.
- Parents/guardians are responsible to keep prescriptions up to date.
- Responsibility of Schools
- An Individual Health Care Plan, including an Emergency Response component, must be completed for each student with a bronchodilator, adrenaline auto-injector, or other urgently required medication if the situation is considered to be life threatening.
- When an adrenaline auto-injector is used, an ambulance is to be called immediately and the student transported to hospital.
- Schools shall notify parents if a medication has expired and needs to be replaced.
- Principals shall ensure that group training provided by a health care professional occurs annually with school personnel.

### **C. Self-Administration of Prescribed Medication**

#### **Procedural Guidelines**

In situations where the student:

- has a chronic medical condition which requires medication on a regular basis or for emergency situations; and
- is able to safely, competently and consistently manage his/her own medication administration.

1. The parent/guardian will notify the school of the student's medical condition and will complete the Authorization to Self-Administer Prescribed Medication form (AP 2-336) and submit it to the principal of the school.
2. Medication for the student must be brought to school in a container that clearly indicates the name of the student and the medication.
3. Only the required daily dosage should be brought to school.
4. Parents will be required to bring and store controlled substances and narcotic medications (e.g. Ritalin, Codeine, etc.) in the office.

# ÉCOLE MORDEN MIDDLE SCHOOL

## STUDENT TOBACCO, ALCOHOL AND OTHER DRUG POLICY

### 1.0 POLICY

Western School Division recognizes that the use of tobacco, alcohol, illegal drugs and the misuse of prescription drugs and over the counter drugs is detrimental to students. Chemical abuse affects their mental and physical health as well as their education and social development.

École Morden Middle School is committed to providing the highest possible standard of learning environment for its students. The school and its staff members share a strong interest in the social and personal health and well-being of all students.

École Morden Middle School's position is that alcohol and other drugs, other than those medically prescribed, and/or registered in the office are not to be used by, nor be in the possession of individuals during the school day, school activities or student-related activities, either on or off school property. Furthermore, no student is to use tobacco, or be under the influence of alcohol or other drugs during school programs, activities or events.

The purpose of this policy is to create a school environment which is tobacco, alcohol and other drug free and to provide support services to students and to the families of students involved detrimentally with tobacco, alcohol and other drugs. The policy recognizes and is sensitive to the legal rights of all students.

The major components of our approach to alcohol and other drug use and their attendant problems are:

- **Prevention**
- **Intervention**
- **Counselling and Rehabilitation**
- **Staff Development**
- **Policy Communication**

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## **2.0 PREVENTION**

### 2.1 Goal

The goal of the prevention component is to provide an educational process that encourages students to demonstrate knowledge, attitudes and skills that promote positive lifestyle behaviour and well-being concerning tobacco, alcohol and other drug use.

### 2.2 Strategies

2.21 The school has implemented a compulsory drug/alcohol prevention unit of the Manitoba Education Health Curriculum. The curriculum helps students to understand:

- a) the effects of tobacco, alcohol and other drugs on the body;
- b) the factors that influence people to not use/use drugs;
- c) the decision students face to not use/use drugs;
- d) to acquire the skills needed to resist peer pressure.

The school will continue to develop, review and revise curricula and provide programs for all students to assist in the promotion of positive health behaviours and to discourage tobacco, alcohol and other drug use and abuse. In order to assist students in promoting positive health behaviours, the staff will be provided with opportunities to improve their knowledge and skills with respect to alcohol and other drug education. All grade 5 students will participate in the Champion Program.

2.22 The school has developed and encourages student participation in a full range of school based activities in such areas as athletics, the arts and personal development (Freedom Fighters, social issues days, etc.)

2.23 The school provides comprehensive support services to assist students in decision making and skill development to prevent alcohol and other drug abuse. These support services include school based guidance counsellors, other counsellors under contract with the division, and referral to outside agencies.

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## **3.0 INTERVENTION**

### 3.1 Goal

To have an established process to provide appropriate identification and intervention with students experiencing problems, including firm, consistent and equitable disciplinary action regarding tobacco, alcohol or other drug related infractions.

## 3.2 Strategies

### 3.21 Staff Training

The school will provide the teaching staff with in-service training concerning the nature of student alcohol and other drug use, and the signs and symptoms of alcohol/drug abuse.

### 3.22 Behaviour Leadership Team

The school has in place a Behavioural team, an early intervention procedure to assist students who are experiencing problems and/or a change of behaviour. Students identified as having difficulties, are discussed and appropriate interventions are put in place.

### 3.33 Counselling and Rehabilitation

Counselling and rehabilitation will be offered to those students and their families who require assistance. Referrals may be made to the appropriate community agencies when needed.

### 3.34 Guidelines for Referring Students Suspected of Being Under the Influence of Alcohol or other Controlled Substances (drugs).

#### A. The teacher's role:

If a student exhibits symptoms of being under the influence of alcohol or other drugs, the teacher will take the student to the principal or vice-principal.

The teacher will document observable behaviours of concern and times, making every effort to separate facts from opinions (see Appendix 1).

#### B. The administrator's role:

The principal or designate shall talk with the student to look for signs of influence.

An adult witness, preferably another teacher, should be present.

The principal (or designate) will document events and observations.

### 3.35 Disciplinary Procedures

A. The use or possession of tobacco, alcohol and other drugs in the school environment will not be tolerated and is a breach of school rules. The procedures provided herein will be applied consistently by all members of the school staff under the direction of the principal.

B. Consistent with the Canadian Charter of Rights and Freedoms, École Morden Middle School:

- treats all of its students equally and fairly.
- treats all incidents in a professional manner.
- reacts in a manner consistent with the purpose of ensuring the well-being of all students.

C. School personnel ensure that the student and parents or legal guardians are made aware of the nature and potential consequences of his/her actions. At all times, any action taken must first safeguard the life and health of the student(s).

D. Consequences:

I. Use of tobacco

- a) A first infraction of a student having tobacco or smoking paraphernalia at school or at a school activity, or using a tobacco product, the items will be confiscated, parents will be notified, and the student will serve an extension. The student will be expected to meet with a guidance counsellor for tobacco education.
- b) If the infraction is repeated, the items will be confiscated, there will be a parent meeting and the student may be suspended for a minimum of 1 day. If the student has developed a tobacco habit, the family will be encouraged to seek medical attention to help with smoking cessation.

II. Use or possession of alcohol or other drugs.

- a) A first infraction may result in disciplinary actions such as in or of school suspension. A meeting with parents, administration and the student will take place prior to the student's return to class. A referral will be made to the guidance counsellor for an assessment and alcohol and drug education. If the guidance counsellor assesses that further counselling is warranted, a referral for further counselling will be made. Consent for this counselling from parents and the student will be requested at that meeting.

If consent for counselling is not received the student may be suspended and may be required to go before the school board to obtain consent to return to class.

- b) A second infraction will result in increased supervision of the student, mandatory counselling from the guidance counsellor, and a referral to an outside agency. The student may also face disciplinary sanctions such as in-school or out of school suspension.

If consent for counselling is not received, the student may be required to go before the school board to obtain consent to return to class.

- c) A third infraction will result in a recommendation to the Superintendent for delivery of educational programming in an alternate setting. The student will remain in this setting until the student has demonstrated to the school team and Superintendent that he/she has undergone counselling and that a reoccurrence of the infraction is unlikely.
- d) If any subsequent infractions occur the student will return to an off-site, alternate delivery of educational programming, the Superintendent will be informed and a recommendation for expulsion may be made to the Board.

Note: If the safety or well-being of other students is at risk, normal procedures (in 'a' and/or 'b' above) may be circumvented and a recommendation may be made to the superintendent for longer suspension or to the school board for expulsion.

### III. Trafficking:

- a) A first infraction will result in the Superintendent being notified and may result in a recommendation to the board for expulsion. The student will be suspended and receive alternate educational programming off-site until the investigation is completed.
- b) The administration will report the incident to the police.

### 3.36 Guideline for Seizures of Alcohol, Other Drugs

- A. Any student suspected of being in possession of alcohol, drugs or drug paraphernalia will be reported to the principal immediately.
- B. A reliable adult witness should be present when a staff member assumes possession of alcohol, illicit drugs, and/or paraphernalia from a student. The student should not be left unattended.
- C. The principal will ask for the student's cooperation in emptying pockets, purses and knapsacks, etc.

Note: Failure to cooperate with a search will result in immediate contact with parents/legal guardians and may result in police involvement and suspension.

- D. If drugs or drug paraphernalia are found; the parents/legal guardians are immediately contacted.
- E. Police involvement will be used at the discretion of the principal.
- F. The search of a student's locker and personal effects within the locker will include a witness, and the student when possible.

Note: School lockers are the property of the school, and as such, subject to search without the student's approval.

- G. Documentation of any seizure will occur as soon as possible. This information will be kept separate from the "Student Cumulative Record". Students will be notified of the conditions of documentation and that, other than being released to parents and police as required by this protocol, this information is confidential and will be treated in the same way as a Young Offender file.
- H. For any student suspected of being under the influence of alcohol or drugs, arrangements must be made for the student's safe departure from the school property preferably by either the parents or legal guardians, or if necessary by the police.
- I. All drugs, other than alcohol, will be turned over to the police. Alcohol and paraphernalia will be turned over to the police or to the parents, at the discretion of the principal.

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## **4.0 COUNSELLING AND REHABILITATION**

### **4.1 Goal**

To provide support services to students and families of students with an identified tobacco, alcohol or other substance abuse concern or problem.

### **4.2 Strategies**

4.21 School counsellors will provide education re: tobacco, alcohol or drug use and skill development to help make good choices.

4.22 Referrals to outside agencies will be made when therapy or further counselling is required.

4.23 A list of community agencies will be compiled which can be used for school staff members as referral information for students and their families.

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## **5.0 STAFF DEVELOPMENT**

### **5.1 Goal**

To provide training concerning the nature of and signs and symptoms of student alcohol and other drug use.

### **5.2 Strategies**

5.21 École Morden Middle School will be responsible for the planning of and assisting with in-service training for staff on alcohol and other drug awareness. This will include

awareness programs for all staff in order to heighten their level of knowledge and awareness of alcohol and other drug use and to assist in intervention with students and/or their families.

5.22 École Morden Middle School will implement the provincial health curriculum and any other related programs for the purpose of establishing a sequential curriculum on alcohol and other drugs.

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## 6.0 POLICY COMMUNICATION

### 6.1 Goal

To facilitate communication of École Morden Middle School's Tobacco, Alcohol and Other Drugs Policy.

### 6.2 Strategies

6.21 The policy shall be communicated to students through such things as student handbook, transition meetings, assemblies, posters and other means of media presentation.

6.22 The policy shall be communicated to parents through such means as school handbooks, and school parent meetings.

6.23 The policy will be communicated to the community through school and division newsletters and other media.

6.24 Staff, student and parental awareness of the policy will be the responsibility of the school administration.

Appendix 1

### **Referring Students Suspected of Being Under the Influence of Alcohol or other Controlled Substances (drugs).**

3.34 of the A. & O. D. Policy states that the teacher will document observable behaviours of concern and times, making effort to separate facts from opinions.

**Facts**

**Opinion**

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# WESTERN SCHOOL DIVISION

## SCHOOL BUS RIDERSHIP HANDBOOK

Dear Parents/Guardians and Students,

This booklet is intended to present students and parents with an outline of the responsibilities of the School Division, the bus driver, the students and the parents. Each group has unique duties and obligations that together form a basis for a safe and efficient transportation system.

Even though a student does not regularly use the transportation system of Western School Division to get to school, he or she will probably ride the bus often for activities or field trips. It is important to ensure that all students are aware of and follow the rules set down for them. Failure to follow these rules may jeopardize the safe operation of the buses, and may result in disciplinary actions including suspension from bus privileges.

Whether you are a student or a parent please carefully read the complete booklet. Western School Division would like to thank you for your continued cooperation that enables us to provide the safest possible school bus system. If you have any questions or suggestions, please do not hesitate to contact us at the number below.

Sincerely,

Supervisor of Operations  
Western School Division  
(204) 822-4448  
E-mail: [divoff@westernsd.mb.ca](mailto:divoff@westernsd.mb.ca)

## **Division of Responsibility**

### **Western School Division Responsibilities:**

1. Principals are legally responsible for children from the time they leave home, including the bus trip, thus discipline concerns will be dealt with by the school principals in co-operation with bus drivers.
2. Provide clean, safe, and well maintained vehicles to transport students.
3. Hire qualified, trained concerned individuals to drive.
4. Constantly monitor the busing system always with an emphasis on improving safety by providing professional development training for all personnel involved, i.e. drivers, mechanics and administrators.
5. Provide bus safety instruction to all students in the division.

### **Drivers' Responsibilities:**

1. To operate the vehicle in a safe and efficient manner.
2. Ensure the orderly conduct of passengers and report unacceptable behaviour to the principal of his or her school.
3. Be prepared to handle emergencies.
4. Provide maximum safety for students riding on, loading or unloading from the bus.
5. Report immediately all items that require maintenance on the bus.

### **Pupils' Responsibilities:**

1. Be aware that pupils are responsible for their own action and behavior.
2. Know what the rules and procedures are and abide by them.
3. Display proper respect for the rights and comfort of others.
4. Realize that school bus transportation can be denied if they do not conduct themselves properly.
5. Be aware that distracting the driver is potentially hazardous to their safety.
6. Be familiar with emergency procedures.

### **Parent/Guardian Responsibilities:**

1. Know the rules and encourage children to abide by them.
2. Support safe riding practices.
3. Support drivers and/or schools in disciplinary actions.
4. Ensure that pupils are on time at bus pick up points.



5. Ensure that pupils are properly clothed according to weather conditions.

## **Bus Rules**

### **Loading:**

1. Be at the pick-up point before the bus arrives.
2. Wait away from traffic, at least six feet from the road or street.
3. Avoid pushing, shoving or fighting.
4. Do not run to the bus. Wait until it has stopped and the door is open.
5. Board single file, using the handrail.
6. Go directly to your assigned seat.
7. Carry-on items shall be limited to those items that can safely be stored under the seat or held on the pupils' knees. Skates shall be carried in equipment bags or provided with skate guards. Skateboards must be in equipment bags or securely fastened to backpacks. **Some** of the articles that cannot be transported include hockey sticks, live animals, large project boards or large musical instruments. In all cases the driver will determine if any item may be transported on a bus.

**NOTE:** In no case shall items be allowed in aisles.

### **Riding:**

1. Talk to the driver only when it is absolutely necessary.
2. Refrain from loud or boisterous talking and use your phone to play music/videos only with the approval of the driver.
3. Obtain driver's permission before opening windows.
4. Eating and drinking on the bus may be allowed on field trips only when the bus is not in motion and with the permission of the driver.
5. Absolutely no items shall be thrown in or from the bus at any time.
6. Assist the driver in keeping the bus clean and neat at all times.

### **Unloading:**

1. Remain seated until the bus is stopped and the door is open.
2. A "Goodbye" or "Thanks" is a nice courtesy to the driver.
3. Exit slowly, using the handrail. Move away from the bus. Be aware of the "Danger Zones" around the bus and never re-approach the bus for any reason.
4. If crossing the roadway is necessary, use the following procedure:

- a. WALK away from the bus and about ten feet in front of the bus.
- b. CHECK with the driver - watch for his signal to cross.
- c. WALK across the roadway.
- d. CHECK for traffic in both directions as you reach the edge of the bus.

**ALWAYS REMEMBER: NOT ALL VEHICLES OBEY THE STOP SIGNALS ON THE BUS.**

**Notes:**

- Students shall not board or exit a bus at any point on the route other than designated approved locations except in the case of emergencies.
- Only those students assigned to a bus will be allowed to ride. Any student within the Western School Division may be transported on any Western School Division bus. These arrangements must be made by the parent with the driver, prior to bus use and are subject to space availability.

**Storm Policy:**

The School Division may under extreme conditions cancel bus routes. When bus routes are cancelled all K-12 classes for that day are also cancelled.

**1. BUS ROUTE CANCELLATION PROCEDURE:**

- a. *Buses may be cancelled due to any one or a combination of the following factors, bearing in mind that student safety is of prime concern:*
    - i. *low temperatures or high wind chill values (at or below -45 Wind Chill Index).*
    - ii. *poor visibility*
    - iii. *unsafe road conditions (Manitoba Highways or driver recommendations)*
  - b. *The Supervisor of Operations or his designate shall be responsible to initiate the route cancellation procedure.*
  - c. *It is expected that whenever possible cancellations will be announced by 7:00AM. However a cancellation may take place at any time if conditions deteriorate suddenly. In the case of late cancellation **drivers** should attempt to contact parents on their route.*
2. Bus cancellations will be announced on the local radio stations, 88.9 FM, CFAM (1250 AM), and CFYI(93.5 FM), CBC (990) CJOB (680).
  3. Drivers have the authority to cancel all or part of the route if in their opinion the safety of the students may be compromised. In this instance drivers will attempt to contact parents on the route by telephone.
  4. All buses are radio equipped and constantly monitored.

**Special Services:**

Requests for special services due to medical or other reasons shall be made to the Supervisor of Transportation at the Division Office.

## Opportunities for Student Involvement at ÉMMS

Many opportunities are available for students to get involved in athletics, musicals, clubs and activities at ÉMMS. Here are some of the activities that have been offered.

Athletics	School Events and Clubs
<ul style="list-style-type: none"><li>• Track and Field</li><li>• Cross Country</li><li>• Marathon</li><li>• Badminton</li><li>• Basketball</li><li>• Soccer</li><li>• Wrestling</li><li>• Volleyball</li><li>• Floor Hockey</li><li>• Gymnastics</li></ul>	<ul style="list-style-type: none"><li>• Musicals/Drama</li><li>• Choir</li><li>• Concerts</li><li>• Card/Chess/Games Club</li><li>• Art Club</li><li>• Festival du Voyageur</li><li>• Games Clubs</li><li>• Computer Club</li><li>• Dances</li><li>• Sock Hops</li><li>• Work-a-thons</li><li>• Assemblies</li><li>• Freedom Fighters</li><li>• Robotics Club</li><li>• WE Day</li><li>• Lego Club</li><li>• Coding Club</li></ul>

Other events are scheduled as the year develops. Students and parents are encouraged to read the newsletter and listen to the announcements for upcoming events and activities.

**Morden Collegiate/Ecole Morden Middle School  
2018-2019**

**WK#1**

**MONDAY**

Chicken Burger & Soup

**TUESDAY**

Beef & Bean Burritos  
& Rice

**WEDNESDAY**

Chicken w/mashed  
& Stuffing

**THURSDAY**

Spaghetti w/Meat  
Sauce & Breadsticks

**FRIDAY**

Perogies &  
Farmer Sausage

**WK#2**

**MONDAY**

Pulled Pork on a Bun  
& Soup

**TUESDAY**

Sloppy Joe &  
Fries

**WEDNESDAY**

Mini Pizza &  
Jello/Pudding

**THURSDAY**

2 Chicken Fingers  
w/Caesar Salad & Breadsticks

**FRIDAY**

Meat Balls  
w/Mashed Potatoes  
& Corn

**WK#3**

**MONDAY**

Grilled Cheese  
Sandwich & Soup

**TUESDAY**

Lasagna, Tossed  
Salad & Breadsticks

**WEDNESDAY**

Pizza Buns  
& Caesar Salad

**THURSDAY**

Chicken Fingers  
w/Fries

**FRIDAY**

Chicken Balls, Egg  
Roll & Fried Rice

<b><u>MEAL OF THE DAY</u></b> .....	\$6.00	Fruit Plate .....	\$3.50
<b><u>MEAL OF THE DAY</u></b> with drink.....	\$7.00	Fresh fruit .....	\$1.50
<b><u>Half meal</u></b> .....	\$4.50	Cookie .....	\$1.00
<b><u>Daily Special – Soup &amp; Sandwich</u></b> .....	\$6.00	Muffins .....	\$1.00
Soup of the Day .....	\$2.00	Pudding Cup .....	\$1.00
Juice .....	\$0.50		
Choc/White Milk - small .....	\$1.00	Chips (Tues & Thurs) .....	\$1.50
-large .....	\$1.50	Puffed Wheat Cake .....	\$1.00
Veggies Plates .....	\$2.50	Sandwiches .....	\$4.00
Tossed Salad .....	\$3.50	Sub .....	\$4.50
Chef Salad .....	\$6.00	Bowl of Salad .....	\$2.00
Chicken Caesar Salad .....	\$6.00	Bowl of Fries (only on scheduled fries day)	\$2.00

**\*SPECIAL OFFER:**

**10 “Meal of the Day” package @ \$60.00 without beverage  
10 “Meal of the Day” package @ \$70.00 with small beverage**

**\*(purchase at school office: cash or cheque only with the cheque payable to Western School Division)**