

ÉCOLE MORDEN MIDDLE SCHOOL

HANDBOOK

2023-2024



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



MR. G. SHINDLE, PRINCIPAL
MS. C. DICK, VICE PRINCIPAL
MR. J. PAULS, VICE PRINCIPAL

#WeAreBlazers

CONTACT US



204.822.6225



204.822.4662



EMMSOFF@WESTERNSD.MB.CA



WWW.WESTERNSD.MB.CA/SCHOOL/MORDENMIDDLE



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WELCOME TO EMMS!

MISSION STATEMENT

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 lifelong desire to learn.



WE ARE:

BRAVE

We try and do the right thing, even when it's hard or no one is watching.

LEADERS

We set a good example by being positive, respectful, and hardworking.

ACTIVE

We care for our physical and mental health.

ZEALOUS

We work with enthusiasm and dedication to pursue our goals.

EMPATHETIC

We are sensitive to the feelings, thoughts, and experiences of others.

RESILIENT

We keep going, even when we experience disappointment or failure.

SINCERE

We are honest and treat others with kindness and respect.

#WeAreBlazers



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.

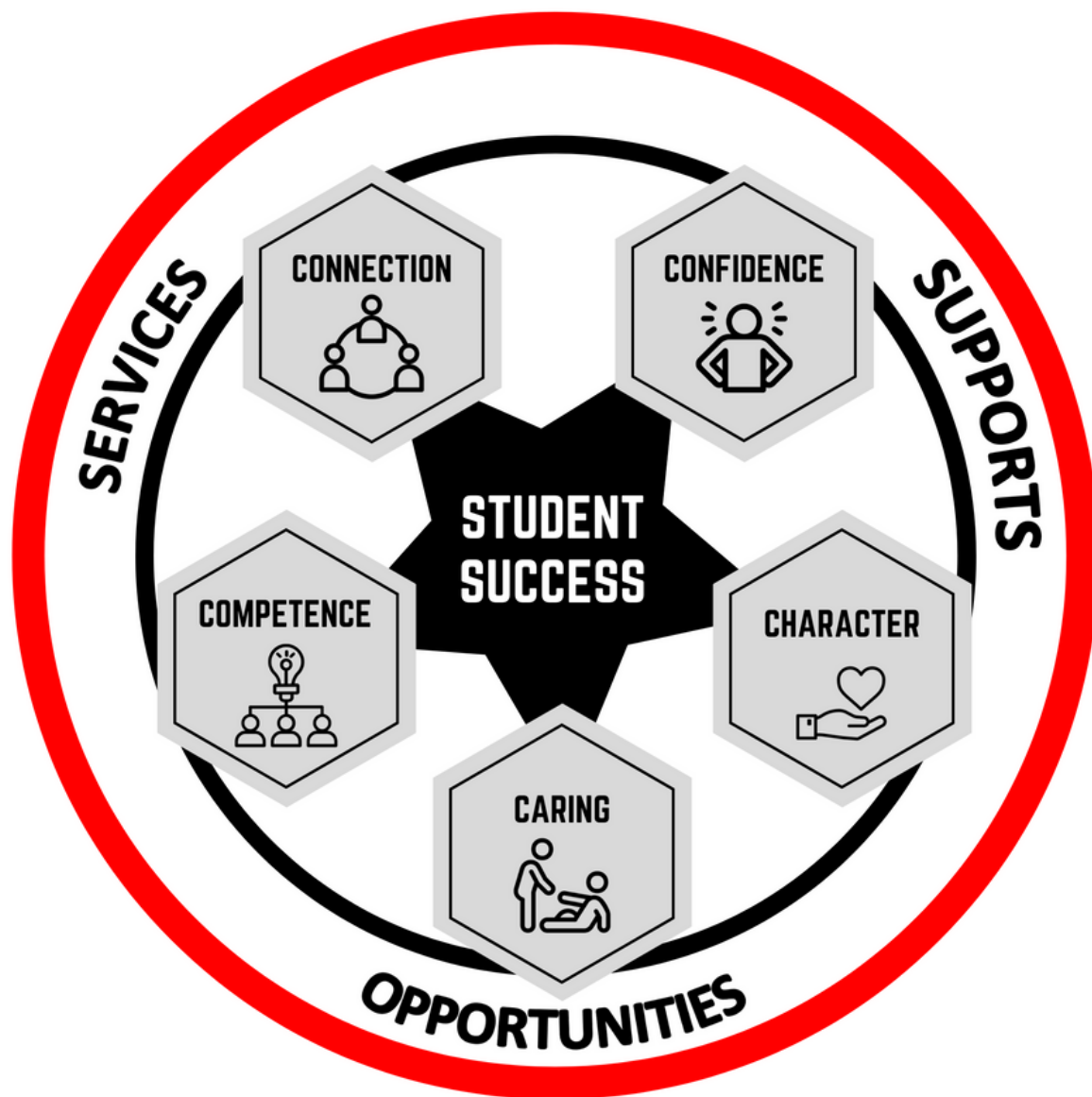
École Morden Middle School is committed to upholding this philosophy through these goals:

- 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.

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.

At ÉMMS, we use the 5Cs model of positive youth development as a framework for school planning. This model is based on resiliency research done over the past 25 or 30 years and has the broad goal of helping youth make the transition to healthy adulthood. The 5 C's are as follows:



SCHEDULE

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.

9:00-9:05	ATTENDANCE
9:05-9:45	PERIOD 1
9:45-10:25	PERIOD 2
10:25-10:40	RECESS
10:40-11:20	PERIOD 3
11:20-12:00	PERIOD 4
12:00-12:30	LUNCH EATING
12:30-1:00	RECESS
1:05-1:10	ATTENDANCE
1:10-1:45	PERIOD 5
1:45-2:20	PERIOD 6
2:20-2:35	RECESS
2:35-3:10	PERIOD 7
3:10-3:50	PERIOD 8
3:50	DISMISSAL
4:00	BUSSES DEPART



**GRADE 5
SOUTHEAST DOORS**



**GRADE 7
UPPER WEST DOORS**



**GRADE 6
NORTHEAST DOORS**



**GRADE 8
LOWER EAST DOORS**



EMMS CODE OF CONDUCT

AT EMMS, EVERYONE WILL:

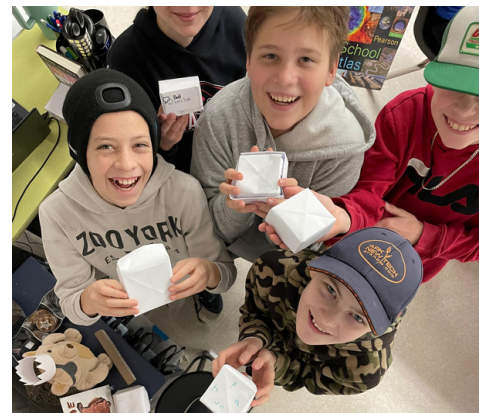
- Be responsible and accountable for the choices they make.
- Have respect for self, others, and property.
- Treat each other with courtesy and compassion.
- Have a right to a safe and healthy environment.
- Treat each other in a fair and equal manner.
- Communicate in an open, honest and appropriate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



EXPECTATIONS FOR EMMS SCHOOL COMMUNITY MEMBERS

STUDENTS WILL:

- 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.



TEACHERS WILL:

- 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, and staff.
- Use teaching methods which actively engage all students in learning.



PARENTS WILL:

- 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.



RESTITUTION

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. École Morden Middle School recognizes that students make mistakes and believes these mistakes offer an opportunity for learning. The school uses Restorative Practices when dealing with student behaviour, which emphasizes the following:

- Proactively building positive healthy relationships within the school community.
- Repairing harm and restoring relationships when conflict and misbehavior occurs.
- Each member accepting responsibility for his or her role in conflict and misbehavior.
- Holding individuals and groups accountable for their choices and behaviours.



RESTITUTION

Student behaviour is most often driven by underlying student need. When working with students, ÉMMS staff seek to understand students' needs and teach strategies of self-management and self-regulation that will lead to improved behaviour moving forward. When students do not meet behaviour expectations, they can expect any of the following interventions/consequences:

- Participation in corrective discussions with staff members.
- Participation in conflict resolution meetings supported by staff members.
- Visitation to school office to discuss behaviour with school administration.
- School contact with parents to support and reinforce positive expectations.
- Issuing of an "Extension" to reflect on and consider behaviour choices (Student stays at school from 3:50 pm - 4:30 pm and works with a staff member).
- Issuing of "Internal Suspension" (served in the office) or "External Suspension" (served at home) for offenses that are more serious.

When determining consequences for misbehaviour, consideration will be given to the age of the student, circumstances of the situation, severity of misbehaviour, and the likelihood that the intervention will lead to changed future behaviour.

For students displaying persistent negative behaviours, a specific plan will be developed by the school team, and implemented by all staff. The school team consists of Administration, Resource Teachers, Guidance Counsellors, and Classroom Teachers.

Parents are notified of student behaviour concerns at the discretion of school staff, however, parents will always be notified if a student is issued an extension or a suspension of any type.

Each teacher is responsible for creating a discipline plan in his or her classroom in accordance with school expectations. Parents will receive a letter outlining this plan in September of each year.



RESPONSE TO SERIOUS VIOLATIONS

Students who commit serious violations of the Code of Conduct in the categories outlined below will be subject to any or all 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 from school (Internal or External). Re-entry will be contingent upon a meeting between school administration and Parents/Guardians and assurances that the school community will be safe.
- Expulsion of the student can 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.

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).
- 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 a range of interventions and consequences.

RESPONSE TO SERIOUS VIOLATIONS

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 / 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

Gangs 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 the 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 Use of Divisional Technology

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. Inappropriate use of any technology, including hardware or software, provided by WSD will result in sanction.

STUDENT SUPPORT PLAN

The following systems are in place to ensure all students are supported in their learning:

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 and Resource Teachers become more familiar with student needs through pupil file
Resource teacher meets with classroom teachers to go over APs and SSPs (September)	Resource 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 adaptation 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 SUPPORT PLAN

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

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

For more information please see the Western School Division Administration Procedures Manual.

REGULATIONS & PROCEDURES



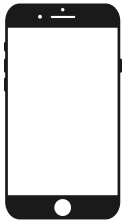
ALLERGY AWARENESS

There are a number of allergies present in the school in any given year. Signage is posted around the school indicating the various allergens that can cause harm in any given room. Students are expected to be mindful of this signage and to show respect for the safety and well-being of others.



DRESS CODE

Students are expected to be dressed comfortably for any and all school activities throughout the day. Clothing may not promote or advertise values contrary to that of public schools in Manitoba. This includes, but is not limited to, inappropriate and/or discriminatory humour, alcohol branding, and drug culture references. Parents are required to ensure their child is dressed appropriately for an educational setting.



ELECTRONICS

The school discourages students from bringing electronics to school. We are not responsible for lost or stolen devices. If students have a device at school, it should be locked in their lockers or placed in the appropriate location in the classroom (identified by the teacher). Tuesday and Thursday are “Tech. Free Days” and students are not allowed to have devices in the building. In situations where student use of electronics is not meeting expectations, school staff may confiscate and hold student devices in the office until the end of the school day or until a parent/guardian picks the device up and takes it home.



STUDENT ABSENCES

If a student is to be absent from school, a parent/guardian is requested to call the school by 9:00 AM. 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 for the morning and afternoon. (204-822-6225 or emmsoff@westernsd.mb.ca)



PROCEDURE FOR DEALING WITH SICK OR INJURED STUDENTS

A parent/guardian will be notified and asked to pick up their child(ren) in cases where they are injured or sick. Parents/Guardians are required to leave a phone number of an emergency contact who can pick up their children in the event they are injured or sick.



NEWSLETTER AND CALENDAR

A newsletter and monthly calendar will be sent home or emailed throughout the year.

REGULATIONS & PROCEDURES

LEARNING RESOURCE CENTER

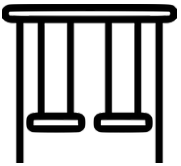
The LRC serves both students and teachers. It is a source of reading, study, and resource materials. All LRC material must be handled carefully and LRC property must be treated with respect.



- Books may be borrowed for a period of 6 days (1 cycle). Books may be renewed at the end of a borrowing period. 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. Fines are charged only for lost and damaged books.
- LRC Hours will be posted at the entrance.

SUPERVISION OF PLAYGROUND

Students are supervised inside and outside, at recesses and at noon hours. The playground is supervised from 8:30 AM to 8:45 AM. Students reporting injuries or problems on the school-grounds are reminded to report these to the staff on playground duty.



STAYING IN AT RECESS

Students are expected to be outside during all recess breaks. If a student needs to stay in at noon hour or at recess for specific reasons, 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.



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.



STORM DAY

If a storm occurs overnight and cancellation of school is necessary, local radio stations will be notified by 7:30 AM. School cancellations and closures are posted on the Western School Division website and the ÉMMS website as well as on our Social Media feeds. In the event a storm develops during the day, classes will continue as usual; however, buses will be cancelled and rural students will be billeted in town.



REGULATIONS & PROCEDURES



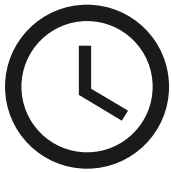
SCHOOL SAFETY PATROLS

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

Students are to be dropped off on Wardrop, 4th, or 5th Streets. Please do not drive into the school parking lot to drop students off, as the added cars leaving the lot puts 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 Streets. Children are to cross at 4th Street.



PICKING UP STUDENTS DURING SCHOOL TIME

If a parent/guardian 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.



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 5th Street to the end of the staff parking lot on 3rd Street. The school does not take responsibility for loss or damage of bicycles. It is recommended that all bicycles and scooters be locked up.



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. Please note that students do not have access to a microwave to warm up food.

REGULATIONS & PROCEDURES



EARLY CLOSING

On early closing days, students are dismissed at 2:20. Busses leave school at 2:30



WEBSITE

The EMMS website can be found at www.westernsd.mb.ca/school/mordenmiddle. It is updated regularly and contains the following information:

- News items
- Staff listing
- Daily announcements
- Extra-curricular handbook
- Calendars
- Cafeteria menu
- Continuous Improvement Plan



SOCIAL MEDIA

EMMS can be found on Facebook, Instagram, Twitter, YouTube, and TikTok. Follow our accounts to keep up with the latest happening from around the school.

REGULATIONS & PROCEDURES



LUNCH HOUR

Grade 5/6 Students

Regarding lunch hour expectations, students in Grades 5/6 fall into one of two categories:

1. "Town Students" are grade 5/6 students who walk/ride to school and do not qualify for divisional transportation. Town kids may walk/ride home for the lunch hour at their parent/guardian's discretion. **Students who go home for lunch are not to return to school until 12:30 pm and should go straight to the playground upon arrival.** There is no supervision on the playground prior to 12:30 pm.

2. "Bus Students" are rural and city grade 5/6 students who qualify for divisional transportation. **If your child is a "bus kid" they are expected to eat lunch at the school unless they are signed out, in-person, by a parent/guardian at the office.**

If your grade 5/6 child is a "town student" and you would like them to go home for lunch some of or all the time, please complete the form below and return it to their homeroom teacher. No daily communication is required.

If your grade 5/6 child is a "bus student" but there are special circumstances requiring them to leave at lunch on any given day, please email their homeroom teacher in the morning. We would prefer to avoid handwritten notes and/or phone calls to the office.

All students are required to be in the place their parents/guardians expect them to be and to behave appropriately and respectfully during the lunch hour

REGULATIONS & PROCEDURES



LUNCH HOUR

Grade 7/8 Students

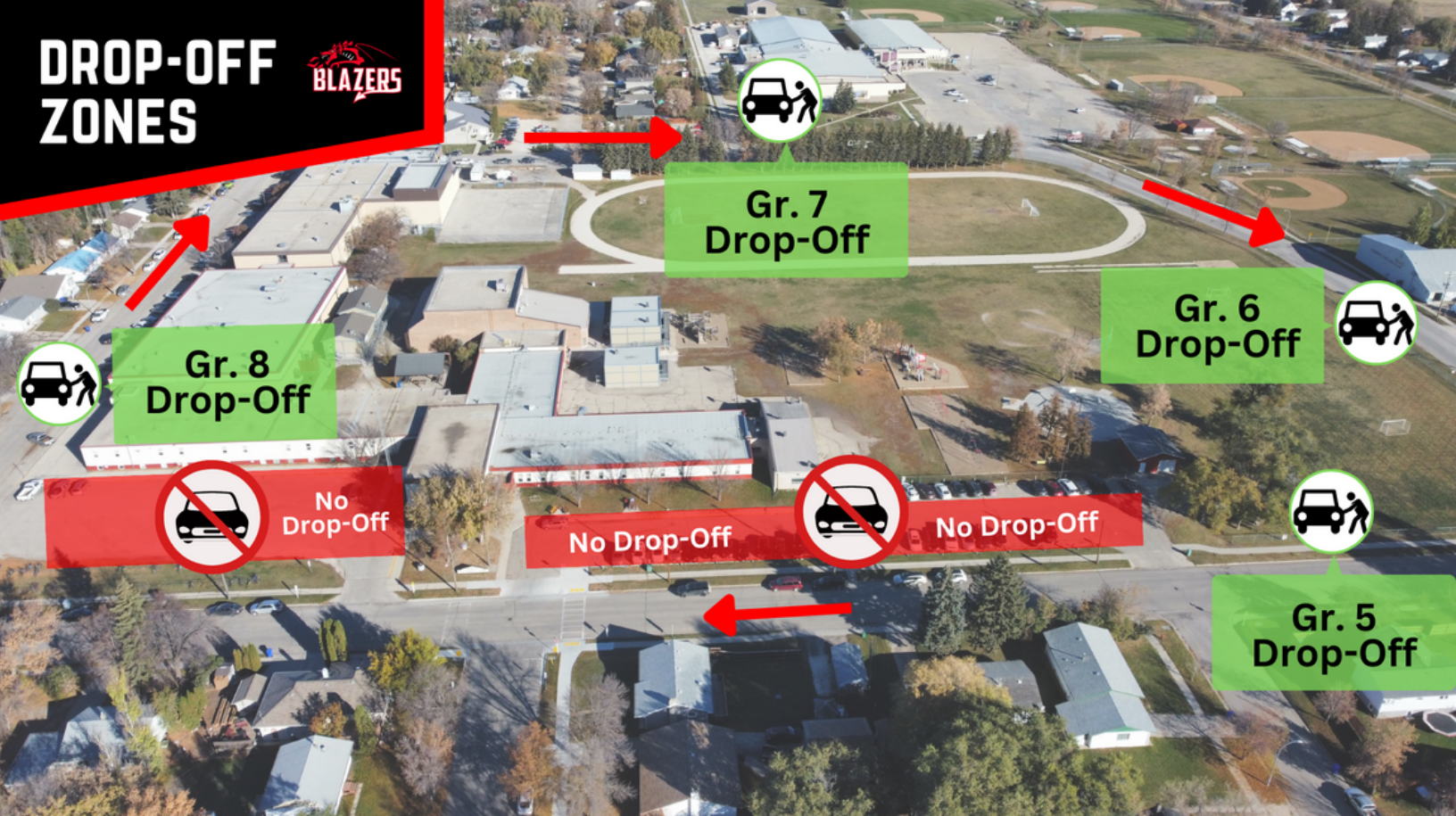
With parental/guardian permission, grade 7/8 students are eligible to leave school property to go home or to a local food vendor over the lunch hour. If you wish to grant your grade 7/8 child permission to leave the school over the lunch hour, please complete the form available in the office. In the absence of this form, students are required to be signed out in-person by a parent/guardian at the office each time they wish to leave for lunch.

Students who leave the school during lunch hour are required to stay off-property until the recess portion of the break begins at 12:30 pm and must be back on-property by 12:55 pm. Students are expected to behave responsibly, clean up after themselves, and demonstrate respect for their community. Behaviour that jeopardizes the safety and well-being of other students will be addressed by the school in conjunction with families. In the past two years, we have seen a rise in unacceptable behaviour off-property during the lunch hour. This has included significant violence and vandalism and the school will continue to work with the City of Morden and Morden Police Services to ensure community safety and respect.

The school expects all students to be exactly where their parents/guardians want them to be during the lunch hour. If granting off-property permission, please ensure that your child knows your expectations each day.

Please note, the Access Event Centre remains OFF-LIMITS for ÉMMS students during lunch hour. However, students can utilize other public spaces, like the skate park and basketball court beside the curling rink as well as Morden Park.

DROP-OFF ZONES



Grade 5 Zone

Wardrop St.



Grade 6 Zone

2nd St.



Grade 7 Zone

Gilmour St.



GR. 8 Zone

5th St.

OPPORTUNITIES FOR STUDENT INVOLVEMENT



EVENTS & CLUBS

- Musicals/Drama
- Choir/Concerts
- Card/Chess/Games Club
- Art Club
- Terry Fox Run
- Computer Club
- Dances
- Work-a-thons
- Freedom Fighters
- Robotics Club
- Lego Club

ATHLETICS

- Track and Field
- Cross Country
- Marathon
- Badminton
- Basketball
- Soccer
- Wrestling
- Volleyball
- Floor Hockey
- Gymnastics
- Intramurals



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 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.

Whenever 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) 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

- Parent/guardian 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/guardian shall ensure that their child is trained in the use of the adrenaline auto-injector, bronchodilator or other urgently required medication.
- Parents/guardian 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. Parent/guardian 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

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.

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.

- b) 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.
- c) 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.
- d) 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.
- e) 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.
- f) 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.

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.

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.

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



WESTERN SCHOOL DIVISION

SCHOOL BUS RIDERSHIP HANDBOOK

Dear Parents/Guardians and Students,

This booklet is intended to present an outline of the responsibilities shared by Western School Division, bus drivers, students, and their parents/guardians. Each group has unique duties and obligations that together form a basis for a safe and efficient transportation system.

Even if a student does not regularly use Western School Division's transportation system to get to school, 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 described here. Failure to follow these rules may jeopardize the safe operation of the buses and may result in disciplinary actions, up to and including suspension from bus privileges.

Whether you are a student or a guardian, 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,

Adam Adamson

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

Division of Responsibility

Western School Division:

- Principals are legally responsible for children from the time they leave home, including the bus trip.
- Discipline concerns will be dealt with by the school principals in cooperation with bus drivers.
- Provide clean, safe, and well maintained vehicles to transport students.
- Hire qualified, trained, concerned individuals to drive.
- Constantly monitor the busing system with an emphasis on improving safety by providing professional development training for all personnel involved, including drivers, mechanics, and administrators.
- Provide bus safety instruction to all students in the Division.

Drivers:

- Operate the vehicle in a safe and efficient manner.
- Ensure the orderly conduct of passengers and report unacceptable behaviour to the principal of their school.
- Be prepared to handle emergencies.
- Provide maximum safety for students riding, loading, or unloading from the bus.
- Immediately report all items that require maintenance on the bus.

Pupils:

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

Parents/Guardians:

- Know the rules and encourage children to abide by them.
- Support safe riding practices.
- Support drivers and/or schools in disciplinary actions.
- Ensure that pupils are on time at bus pickup points.
- 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 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 may not be transported include: hockey sticks, live animals, large project boards, and large musical instruments. In all cases the driver will hold the right to 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 do not use your phone to play music or videos unless you have permission from the driver.
3. Obtain the 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:
5. **WALK** away from the bus and about ten feet in front of the bus.
6. **CHECK** with the driver - watch for his signal to cross.
7. **WALK** across the roadway.
8. **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.
- Requests for special services due to medical or other reasons shall be made to the Supervisor of Transportation at the Division Office.

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.

Bus Route Cancellation Procedure:

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:

- Low temperatures or high wind chill values (at or below -45°C)
- Poor visibility
- Unsafe road conditions (Manitoba Highways or driver recommendations)

The Supervisor of Operations or his designate shall be responsible to initiate the route cancellation procedure.

It is expected that whenever possible, cancellations will be announced by 7:00 AM. 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.

Bus cancellations will be announced on the local radio stations: The Eagle, CFAM, CKMW, CJEL, CBC, and CJOB, as well as PembinaValleyOnline.com.

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 phone.

All buses are radio equipped and constantly monitored.