

Colleen and Gordie Howe Middle School
3174 Clearbrook Road,
Abbotsford, BC V2T 4N6
(604) 859-8700
www.howemiddle.ca
www.facebook.com/howemiddle
@howemiddle

This planner belongs to:

Name: _____

Pod Teachers: _____

Colleen and Gordie Howe Middle School opened its doors in September 2001, and is founded on the guiding principles of exemplary Middle Schools.

Attributes of a Howe Learner

At Howe Middle, we are committed to develop learners who are:

- Critical Thinkers
- Collaborators
- Effective Communicators
- Socially Responsible
- Well-Rounded
- Open-Minded
- Digitally Literate
- Innovative
- Respectful

Principal's Message

The information contained in this booklet, serves as a student and parent handbook, and is intended to provide useful information about the school and its organization. Please read through it and sign page 12, after discussing the contents with your child.

Every student is entitled to receive a quality education, provided to the best of our ability, regardless of the child's ability or background. I strongly believe that education is an individual's "ticket" to become anything he/she wants to be, regardless of personal circumstances. It is the key, which opens a world of choices. As Principal, my role is to be an educational leader who promotes the success of all students by advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth.

I believe that "it takes a village to raise a child" and that the home and the school share the responsibility to educate a child. Active parent involvement is

crucial to a child's success in school. Parents and teachers should work closely together, in an atmosphere of open communication, mutual support, and respect, in the best interests of the child.

I believe in a caring atmosphere that encourages student participation, enjoyment, and success. Students are motivated through successful, enjoyable experiences and recognition of accomplishments.

From time to time during the school year, individual parents may wish to raise questions of general concern regarding the education or safety of their children. As an administrative team, Ms. Abbot and I are available for discussions with parents whenever necessary.

However, in cases related to specific classroom concerns, the first dialogue should take place between the parent and teacher, as most concerns can be successfully and appropriately resolved in this manner.

It is my hope that students enjoy their time at Howe Middle. To that end, I strongly suggest that students join a team and/or one of the many activities available to make the most of their short time here. Get involved!!

Planners

This school planner has been designed to help students manage their time and plan their day so that they can take an active part in controlling school life. Howe Middle School requires all students to keep their agenda up to date throughout the year. Planners should remain intact, with none of the pages removed. If a planner is lost, or if pages have been removed, students will be expected to purchase a new planner for \$10.00.

When teachers assign homework and tests, it is expected that students record the nature of the homework or test in their planners along with the due dates. Students will be asked to show their teachers that this has been done. Planners should travel with students to every class.

The planner will also be used to relay messages from the school to the home about routine matters such as newsletters, upcoming activities or performances, report cards, and for sending notes about absences and appointments from the home to the school. It is also encouraged that messages from home to the school be written in the planner. *Parents are expected to review and sign their child's planner on a daily basis.*

LOCAL SCHOOL CALENDAR

Hours of Instruction per Day:	295 minutes
Length of School Day:	8:25 am - 2:25 pm
Length of school operation per day:	7:30 am - 3:00 pm
Number / length of recesses per day:	1 / 15 minutes
School Opening (1/2-day dismissal):	September 4
Non-Instructional Day #1:	September 21
Thanksgiving Day:	October 8
Early Dismissal (1:25 PM)	October 17 & 18
Non-Instructional Day #2:	October 19
Remembrance Day:	November 12
Parent-Teacher Conference:	November 22
Non-Instructional Day #3:	November 23

Last day before Christmas Vacation:	December 21
Christmas Vacation:	Dec. 24 to Jan. 4
School re-opens after Christmas Vacation:	January 7
Non-Instructional Day #4:	January 25
Non-Instructional Day #5:	February 14
Non-Instructional Day #6:	February 15
Family Day:	February 18
Last day before Spring Vacation:	March 15
Spring Vacation:	March 18 to 29
Schools re-open after Spring Vacation:	April 1
Early Dismissal (1:25 PM)	April 17 & 18
Good Friday:	April 19
Easter Monday:	April 22
Non-Instructional Day #7:	May 17
Victoria Day:	May 20
Last day for students:	June 27
Year-end Closing (Administrative Day):	June 28

Bell Schedule

Welcome Bell:	8:20 am
Instruction begins:	8:25 am
Nutrition Break:	10:29-10:39 am
Lunch:	11:41-12:26 pm
Dismissal:	2:25 pm

School Safety

The safety of students at Howe Middle School is given the highest priority. The procedures and expectations outlined throughout these planner pages have been put in place to ensure a safe, orderly, and caring environment for our students.

Code of Conduct

Howe students are ambassadors of the school while travelling to and from school, at school, (including breaks, transitions, and lunch) and while attending school functions (field trips, sporting events, etc.).

At Colleen and Gordie Howe Middle School we will:

- Support our students as they cope with the challenges of academic, social and emotional learning.
- Provide a welcoming and structured environment safe from discrimination (race, gender, religion, sexual orientation) as outlined in B.C.'s Human Rights Code.
- Respect the right of every member of the school community to feel safe.
- Promote an environment of understanding and mutual respect.
- Respect the school property and property of others.
- Report to an adult any behaviour of bullying, harassment or intimidation without fear of retaliation.
- Be a positive ambassador for our school throughout the community.

Unacceptable Conduct

Any conduct that negatively impacts the school learning environment is deemed unacceptable. The list below contains examples of unacceptable behaviours but it is not all-inclusive.

Behaviours that:

- Interfere with the learning of others
- Interfere with an orderly environment
- Create unsafe conditions (including play fighting)

Acts of:

- Use of inappropriate words or phrases in any language (swearing, cursing or demeaning language)
- Bullying, Cyber-bullying, threats or harassment
- Physical violence
- Retribution against a person who has reported an incident
- Fighting, attending, watching or promoting the fight
- 'Tagging' or other forms of graffiti inside or outside the school

Illegal Acts such as:

- Theft of or damage to property
- Possession, use or distribution of illegal or restricted substances
- Possession or use of weapons
- Possession, use or distribution of firecrackers, fireworks or any other exploding devices that are dangerous or illegal to possess

Bullying and Cyber-bullying:

Bullying is the conscious, wilful and deliberate hostile activity intended to harm where the perpetrator(s) get pleasure from the targeted child's pain/and or misery. Bullying behaviour may have any or all of the following characteristics:

- An imbalance of power
- Intent to harm
- Threat of further aggression
- Continuous or repeated over time.

Cyber-bullying can be defined as the use of any electronic communication device to convey a message in any form (text, image, audio, or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate a target in a deliberate, repeated, hostile or unwanted manner under a person's false or true identity.

Consequences

- Whenever possible the staff of Howe Middle will ensure that positive behaviour is recognized. However, students will also know when they have chosen behaviour that is unacceptable and we will work with students to solve problems, promote student well-being and restore harmony to the community.
- Minor inappropriate behaviours will be handled by staff, on the spot, with the goal to restore a positive learning environment. Students will be

guided to accept responsibility for their behaviour and make amends when appropriate. Chronic problems will be discussed with parents and may involve a Learning Support teacher. This discussion may generate further referrals within the school or school district for behaviour support.

- Major inappropriate behaviours including open defiance of authority, behaviour harmful to others and continuous disruptive behaviours are handled with a formal process involving the school administration. In such situations, open communication will occur between the staff, and/or administration, the parent, and the student. School officials may also have a responsibility to advise the following:
 - Parents of the offender and/or the victim.
 - School district officials as required through school district policy.
 - Police and/or other agencies as required by law or when reporting are deemed important to ensure the confidence and safety of the school community.

Rising Expectations

As students mature they become positive role models in our community. They gain a deeper sense of pride and belonging to our school that will help them guide younger students in reaching their potential within a safe, caring and orderly school.

As students mature they become more aware of their personal responsibility and consequently they understand the need for increasingly serious consequences for inappropriate behavior.

It is understood that a student's cognitive and emotional ability will be considered in all situations at our school.

Dress Code

- All students are encouraged to wear "Howe Gym Strip" for all physical education classes. This is available to purchase in the office.
- When swimming on a field trip or during physical education class, swim wear must be tasteful and appropriate.
- Clothing should be clean and tasteful at all times. Students are encouraged to develop and maintain good dress habits at school, during field trips, sporting events, and during school sponsored activities.

Administrators, in consultation with the teachers, will decide which students do not meet dress code expectations. These students may be required to replace, change or cover up inappropriate articles of clothing immediately and/or they may be sent home. We thank parents/guardians in advance of their cooperation.

- Clothing must be worn appropriately, be clean, in good repair (no holes), proper size, nothing inside out or backwards.
- Skirts, shorts, and dresses must be fingertip length. Capris and leggings (if covered) are acceptable.
- Shoulders, chest, back, and abdomen should generally be covered. NO low cut blouses, shirts, halter-tops, spaghetti straps, tube tops that expose cleavage or which expose midriff or undergarments. (adult 3 finger rule will apply)
- Undergarments must NOT be visible at any time.

- NO hats, caps, bandanas, toques, sweatbands, and sunglasses. NO hoods worn in the school.
- ALL jackets, backpacks, and purses must be stored in locker.
- Clothes and accessories must NOT be offensive, unsafe, nor promote the use of tobacco, drugs, violence, sex, sexism, inappropriate language.
- Proper shoes must be worn in gym, no street shoes.

Restorative Justice at Howe Middle

The staff at Howe Middle School believes in solving conflict in positive ways. We have staff from the Abbotsford Restorative Justice and Advocacy Association in our building on a regular basis to provide a restorative justice program specially designed to address bullying and other forms of conflict between kids in schools.

Gum

Students are not permitted to chew gum at school. Students will be asked to dispose of their gum if found they are chewing it. Gum can make a terrible mess and therefore, it is not allowed.

Laser Devices

Laser pens are not allowed at school and will be confiscated. Consequences may occur for shining the pen into the face of other staff or students.

Perfume/Cologne/Spray Deodorant

We have staff and students who are allergic to these personal care products. Please don't wear or use them at school.

Copying and Plagiarism

Students are expected to present their own work in their own words. The substitution of work copied or taken from other students, or from other sources such as electronic encyclopedias, is not acceptable.

Graffiti

Graffiti is unacceptable and any graffiti noticed by a student should be reported to the office immediately so it can be removed.

Writing on binders, clothing and/or arms and legs is not appropriate and students may be asked to replace their binder, clothing items, and/or wash if they have inappropriate graffiti.

Homework

Work done at home is an important part of all learning. It is an expectation of all students to have homework completed and all assignments handed in on time. Grade teams may have a homework club available at lunch or after school to assist students needing some extra support. Individual teachers as well as teams of teachers will monitor homework.

It is our expectation that students in grades 6 and 7 spend 45 minutes per night, and grade 8 students 60 minutes per night on homework. However, we need to keep in mind that although evening school activity is important, students need time to be children too. There must be a balance between work and play. If parents believe that their child is doing an excessive amount of homework, please contact the teacher.

Homework during Extended Absences

Teachers *shall not* be expected to provide detailed classroom work and homework assignments for students who are away for extended periods of time as a result of family or parent-initiated absences. For absences due to extended illness, parents should contact the school to fill out appropriate paperwork, which is available in the office, and discuss available options.

If a student is absent due to illness, for a period of 2 days or more, parents may call the office to request assignments. Materials and assignments will be ready for pick up the day after the initial request. Students who are only away for one day will be expected to take the responsibility of asking their teachers or their classmates about missed assignments.

Excused absences such as vacations, dental/doctor and other professional appointments are highly discouraged during the school day. Please contact the office and/or administration in regards to extended absences and vacations.

Textbooks

Textbooks and other educational resources are the property of the school and school district. Students are issued textbooks at the start of the year and are responsible for returning the same textbook they were originally issued when they are collected at the end of the year. *Students will be charged for lost or damaged textbooks.*

Student Attendance

Except for illness or unavoidable family concerns, all students are expected to attend school every day. Absent students will miss not only the lessons of the day, but also the learning that takes place in group discussion where students begin to appreciate the different views and abilities of others. Learning that is lost due to absence can never be adequately replaced.

Procedure for Student Absence

- When students are away, parents are to inform the school by phone 604-859-8700 or access the link on our school website (howemiddle.ca) before classes begin in the morning.
- Students will be requested to supply a doctor's note to verify long-term illness.
- Students on short-term absences are responsible for finding out from their teacher the assignments they have missed and make up this work.
- Students missing the school day (or part of the school day) will not be permitted to participate in an extra-curricular school function on that day.
- **Parents must sign their child out in the office out should the students need to leave the school during the day.**
- **Students who arrive late in the morning or after lunch must report to the office to sign in and have their agendas stamped before entering class.**

Closed Campus

Howe Middle School has a closed campus policy. This means that:

- Only students who attend Howe Middle School are to be on the School grounds during the school day

- Once students arrive at school they must remain on the school grounds for the remainder of the day
- Students are not allowed to leave the campus for lunch or any other reason without being signed out by a parent or guardian
- All visitors are required to report to the office upon arrival
- Visitors will receive from the office staff authorization for their presence in the school and will pick up a guest tag, if necessary
- School Aged visitors (from other schools) will not be permitted.

Handheld Devices

The purpose of this procedure is to provide direction with respect to student use of handheld devices including cell phones, iPods, tablets and other multimedia devices in schools.

- The use of handheld devices by students should in no way interfere with the safety, security and privacy of students and/or staff, as well as student learning and school operations.
- Students may possess handheld devices at school, but they must be turned off and **kept in the student's locker during school hours** unless authorized by a teacher/administrator to complete a required learning activity during classroom instruction. School Hours shall include the following:
 - any time between the first bell and the last bell or during any instructional time outside school hours
 - any time while riding a School District bus and/or other School District provided transportation during a field trip
 - any time away from school while participating in school sponsored events (e.g. field trips, athletic or cultural events, etc.)
- Students shall not use a handheld device during a school emergency.
- *At no time should a handheld device be used to capture an image or a voice recording of another person during school hours, unless specific authorization is provided by a Principal and/or teacher for educational purposes.*
- A teacher may require students to surrender a handheld device due to a breach of these expectations.
 - Students who are in contravention of this procedure may also be subject to discipline by the principal.
 - Repeated violations of this procedure will result in an escalation of consequences, up to and including suspension.
 - A serious infraction involving the use of a handheld device including use in a washroom, locker room, change room, shower room, or any other area that could jeopardize the safety, or create discomfort and/or embarrassment, to any person may result in suspension and/or criminal charges.
- Students may use handheld devices for school learning activities under the supervision of a teacher. When a handheld device is used to complete a classroom activity, the supervising teacher can request access to the device to view progress on the learning activity or to confirm inappropriate activity conducted during the learning session.

- The School District assumes *no* responsibility for the personal property of students, including handheld devices. Students and parents are urged to give appropriate consideration to what is brought to school.

Emergency Drills

There will be a number of fire drills, earthquake drills, lockdowns and evacuation drills during the school year. Students will become familiar with the exits from their classrooms. Students will be expected to listen to adults without question during an actual event or drill. These drills are important for student safety and we expect them to be taken seriously by everyone. Tampering with alarms or fire safety equipment is a serious offense and is punishable by law.

Lunch Routine

The lunch break is 50 minutes long and includes an eating period of 15 minutes (11:41 – 11:56) . Students have the option of bringing their own lunch or buying something from Barky’s Canteen. All students will eat in their classrooms.

During lunch break the school provides paid supervisory care for all students. Students who enjoy the privilege of staying at school for lunch must follow some simple guidelines: we expect them to remain seated, talk quietly, treat each other and the school with respect, and clean up after themselves. Students are expected to keep classrooms, hallways and grounds clean and free of litter.

Lockers

Lockers are the property of the school and the school administration reserves the right to open and search lockers for issues relating to school safety and security. It is a privilege to have a locker and it is the students’ responsibility to take care of their locker and to ensure that their lock combination is kept secret. Students are expected to *not* mark up the locker, and use a magnet to hang a poster; not tape or glue. Everything put on a locker must be removable and show no marks. Any decorations must be in good taste. Students are not permitted to switch lockers without teacher permission.

Anything that is unsafe or could be dangerous to others should never come to school and must never be put in a school locker. The school will supply each student with a lock. Only school issued locks are to be used on school lockers. There is an \$8.00 charge to replace a lock and a charge of \$2.00 to exchange a lock, unless the original lock is no longer functioning properly.

Students may only go to their lockers before and after school, during Nutrition Break, the eating period, and at the end of the Lunch Break.

Valuables

Students are strongly discouraged from bringing valuables including mp3 players (iPods), gaming devices, cell phones, expensive shoes and clothing articles to school. If students bring valuables to school, these items should be locked in his/her locker, thereby minimizing the temptation for theft. Valuable items are brought to school at the owner’s risk; the school is not responsible for any loss or damage.

Skateboards, Scooters, and Bicycles

We encourage students to be physically active while at school. Students wishing to use the skate park during the lunch period *must wear a helmet*. Other safety equipment e.g. knee, wrist and elbow pads, while not mandatory, is strongly encouraged, and left to the discretion of each child's parent. For safety reasons skateboards and scooters are to be used at the skate park only during the lunch period.

Bicycles are to be parked and **locked** in the bike cage. We will do our best to lock the bike cage during the day. Students are not permitted to use their bike during the school day.

Abbotsford Police and other emergency personnel

The Abbotsford Police, in partnership with School District 34, engage a Police Liaison program where an Abbotsford Police Youth Squad Officer is assigned to a number of Abbotsford schools to provide education programs (i.e. bullying, drug and alcohol speeches), assistance with school events, community outreach, student support with community related issues, and discipline support. At Howe Middle we believe this partnership is important to foster positive behaviours within our school community and thus, we encourage visits from our Police Liaison Officer.

Emergency Closure of Schools

During emergency situations schools will be closed to ensure the greatest possible level of safety for students and staff. Reasons for closure could include: gas leaks, fire, smoke, power failure, extreme weather situations, earthquakes, and other causes that may endanger students and staff. The Superintendent is responsible for all decisions relating to school closures. If you are not sure if school is in session, please do not call the school. Please check the School District Website at www.abbyschools.ca or listen to local radio stations (STAR FM 98.3) for up-to-date information.

Parent Communication

Frequent and open communication between parents and teachers leads to a greater understanding and appreciation of the educational process, as well as each child's participation in it. We welcome and appreciate your inquiries and visits and trust you will contact us if concerns or questions do arise.

Please first, talk to the teacher or staff member involved. If you wish to seek further assistance, please contact Ms. Abbot (VP) or Mr. Horton (Principal). If you wish to seek further assistance please contact Dr. Angus Mackay, Assistant Superintendent at the School Board Office (604-859-4891).

Parent Involvement and Volunteers

The quality of education in our school will be greatly enhanced by parent volunteers. Volunteers will be needed in the canteen, library, classrooms, learning support services, clubs, and to help coach our sports teams. All volunteers must go through a mandatory screening process, which may require a criminal record check. If you are interested in volunteering at Howe Middle School, please contact your child's teacher.

School Fees

Under the School Act, Section 82 (3), a board is not allowed to charge fees for resources necessary to meet learning outcomes and assessments. However, schools may charge for, or request that parents provide personal supplies for students.

The Abbotsford Middle School Student Activity fee is \$30, to cover costs of student agendas, guest speakers, ID cards, school events, student recognition, student leadership, lock and locker rental. Please make cheques payable to *Howe Middle School*. Envelopes for fees will be available from your child's teacher. *Please note, that there will be a fee of \$10 for any NSF cheques returned to the school.*

Students who choose to participate in extra-curricular activities (e.g. Athletics), may be asked to submit an additional fee. A school yearbook purchase is optional.

Parent Advisory Council (PAC)

The Parent Advisory Council is your parent community at Howe Middle School. Our parent community works closely with the administration and staff to support, encourage and provide assistance to enhance quality of education and well-being for all students at Howe. For more information, please come to our PAC meetings which will be scheduled on the Event Calendar on our Web Page (howemiddle.ca)

Parent Support

At Colleen & Gordie Howe Middle School, we value and encourage parents supporting their children's learning. Research demonstrates that parent involvement improves student achievement.

We look forward to working with you to help your child reach his / her potential. Keep in touch with your child's teachers on a regular basis, and remember, as with other organizations, you'll get out of it what you put into it. How important is your child's education?

Please take a moment to sign below to indicate that you have read this handbook, and discussed it with your son or daughter.

Thank you

Parent Name (please print)

Parent Signature

Student Name (please print)

Student Signature