

NEEPAWA MIDDLE SCHOOL
HANDBOOK FOR STUDENTS AND PARENTS



NEEPAWA MIDDLE SCHOOL
275 HOSPITAL STREET
NEEPAWA, MB R0J 1H0

SEPTEMBER 2022
MS. V. PARAYESKI, PRINCIPAL
MRS. S. HOLLIER, VICE PRINCIPAL

PHONE #204-704-3000

nms@bpsd.mb.ca

<http://neepawamiddleschool.weebly.com/>



MISSION STATEMENT

Developed June 2019

Neepawa Middle School will strive for authentic learning experiences in a safe, caring, respectful, and inclusive environment while empowering students to be reflective, resilient, and continuous learners.

Any policies listed in this handbook, as well as others, can be found on the Beautiful Plains School Division website at beautifulplainssd.ca

NEEPAWA MIDDLE SCHOOL PHILOSOPHY

Neepawa Middle School's 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. 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. Goals for the middle years' program include:

- 1. To emphasize learning about career opportunities and make choices appropriate to one's own individual skills, talents and interests.**
- 2. To gain an understanding of human growth and development, family relations, emotions, human physiology and human sexuality.**
- 3. To explore activities which are designed to help students learn to make worthwhile and satisfying use of leisure time.**
- 4. To develop the skills of learning, a positive self-concept, and the necessary social skills for making friends and getting along in a group.**

BPSD 2022-2023 SCHOOL CALENDAR

Wednesday, September 7 th	First Day of Classes
Monday, September 19 th	Divisional PD In-service (No classes)
Thursday, September 30 th	Truth and Reconciliation Day (No classes)
Monday, October 10 th	Thanksgiving (No classes)
Friday, October 21 st	Provincial PD In-service (No classes)
Friday, November 4 th	Admin/PD Day (No classes)
Friday, November 11 th	Remembrance Day (No classes)
Wednesday, November 23 rd	Evening Student Led-Conferences
Thursday, November 24 th	Evening Student Led-Conferences
Friday, November 25 th	Admin Day (No classes)
Thursday, December 22 nd	Last Day of Classes before Christmas Vacation
Monday, January 9 th	First Day of Classes after Christmas Vacation
Monday, February 13 th	Divisional In-service (No classes)
Monday, February 20 th	Louis Riel Day (No classes)
Friday, March 3 rd	Admin/PD Day (No classes)
Wednesday, March 15 th	Evening Student Led-Conferences
Thursday, March 16 th	Evening Student Led-Conferences
Friday, March 17 th	Admin Day (No classes)
Friday, March 24 th	Last Day of Classes before Spring Break
Monday, April 3 rd	First Day of Classes after Spring Break
Friday, April 7 th	Good Friday (No classes)
Monday, May 22 nd	Victoria Day (No classes)
Thursday, June 29 th	Last Day of Classes

NEEPAWA MIDDLE SCHOOL STAFF LIST 2022/23

Name	Teaching Assignment	Email Address
Mrs. Sylvie Tomoniko	Grade 5A	stomoniko@bpsd.mb.ca
Ms. Leah Mabon	Grade 5B	lmabon@bpsd.mb.ca
Mrs. Clara Boyle	Grade 5C	cboyle@bpsd.mb.ca
Mr. Trent Joye	Grade 5D	tjoye@bpsd.mb.ca
Ms. Kendra Johnston	Grade 5E	kendra.johnston@bpsd.mb.ca
Ms. Denise Selewich	Grade 6A	dselewich@bpsd.mb.ca
Ms. Shaylyn Johnson	Grade 6B	shaylynjohnson@bpsd.mb.ca
Ms. Tammy Dudenhoffer	Grade 6C	tdudenhoffer@bpsd.mb.ca
Ms. JoAnn Freeman	Grade 6D	jfreeman@bpsd.mb.ca
Ms. Kelsey Miller	Grade 6E	kelsey.miller@bpsd.mb.ca
Ms. Kellie Spencer	Grade 7A	kspencer@bpsd.mb.ca
Mrs. Marcy Whelpton	Grade 7B	mwhelpton@bpsd.mb.ca
Mr. Myles Cathcart	Grades 7C	mcathcart@bpsd.mb.ca
Ms. Carly Reynolds	Grade 7D	creynolds@bpsd.mb.ca
Ms. Micki Kolbe	Grade 8A	mkolbe@bpsd.mb.ca
Mr. Mark Rainka	Grade 8B	rainkam@bpsd.mb.ca
Ms. Marina Cewick	Grade 8C	mcewick@bpsd.mb.ca
Mrs. Joni Vinnell	Grade 8D	jvinnell@bpsd.mb.ca
Ms. Emily Koroscil	Grade 8E	emily.koroscil@bpsd.mb.ca
Ms. Melissa Hart	Grades 5 – 8 Guidance	mhart@bpsd.mb.ca
Mr. Brodie Martin	Grades 5 – 8 Physed	bmartin@bpsd.mb.ca
Mrs. Moira Woods	Grades 5 – 8 Resource	mwoods@bpsd.mb.ca
Mr. Eric Gaudet	Grades 7 and 8 Woods	egaudet@bpsd.mb.ca
Mrs. Corrie Kulbacki	Grade 7 and 8 Home Ec.	ckulbacki@bpsd.mb.ca
Mr. Richard Smith	Grades 5 – 8 Art, PE	rsmith@bpsd.mb.ca
Ms. Kaylynne MacDiarmid	Grade 5– 8 Music/Band	kmacdiarmid@bpsd.mb.ca
Mrs. Sherri Hollier	Vice-Principal & EAL	shollier@bpsd.mb.ca
Ms. Val Parayeski	Principal	vparayeski@bpsd.mb.ca

BEAUTIFUL PLAINS SCHOOL DIVISION PERSONNEL

Mr. Jason Young	Superintendent	jyoung@bpsd.mb.ca
Mrs. Krista Reynolds	Assistant Superintendent	reynoldsk@bpsd.mb.ca
Mrs. Shannon Bayes	Secretary-Treasurer	sbayes@bpsd.mb.ca
Mrs. Rhonda Dickenson	Student Service Coordinator	rdickensen@bpsd.mb.ca
Mr. Warren Rainka	Transportation Supervisor	wrainka@bpsd.mb.ca
Mr. Tyler Stewart	Maintenance Supervisor	tstewart@bpsd.mb.ca
Mrs. Jennifer Donais	Speech/Language Pathologist	jdonais@bpsd.mb.ca
Mrs. Dana Ginter	Speech/Language Pathologist	dginter@bpsd.mb.ca
Mrs. Britton Nugent	School Psychologist	bnugent@bpsd.mb.ca
Mrs. Tess Lelond	Mental Health Facilitator	tess.lelond@bpsd.mb.ca

DAILY TIME SCHEDULE

8:50a.m.-Students are to be seated in the classroom for attendance.

8:40 Doors Open			
Grade 5 & 6 Schedule		Grade 7 & 8 Schedule	
8:50-9:22	Period 1	8:50-9:22	Period 1
9:22-9:54	Period 2	9:22-9:54	Period 2
9:54-10:40	Period 3	9:54-10:26	Period 3
10:40-10:52	Recess	10:26-10:38	Recess
10:52-11:24	Period 4	10:38-11:24	Period 4
11:24-11:56	Period 5	11:24-11:56	Period 5
11:56-12:23	Lunch (Period 6)	11:56-12:23	Outside Recess
12:23-12:50	Outside Recess	12:23-12:50	Lunch (Period 6)
12:50-1:22	Period 7	12:50-1:22	Period 7
1:22-2:08	Period 8	1:22-1:54	Period 8
2:08-2:20	Recess	1:54-2:06	Recess
2:20-2:52	Period 9	2:06-2:52	Period 9
2:52-3:30	Period 10	2:52-3:30	Period 10

EXPECTATIONS AND RESPONSIBILITIES:

At Neepawa Middle School, everyone will:

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

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.

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.

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.

NMS STUDENT CODE OF CONDUCT

At Neepawa Middle School, we believe in the importance of fostering a respectful and caring community. In doing so, each teacher will be responsible for teaching and maintaining behaviour management skills which are consistent with the school and divisional model. Teachers have flexibility to manage their classes in a way that is in keeping with their beliefs and style. Infractions will be dealt with and consequences will be applied by the classroom teacher and/or administration.

NMS's 3 C's: Character / Communication / Citizenship**Character:**

- Treat everyone with courtesy, respect, and kindness
- Be helpful to others

Communication

- Express yourself in a calm, rational manner
- Use technology ethically and responsibly

Citizenship:

- Respect diversity
- Be respectful of all possessions and property

UNACCEPTABLE BEHAVIOURS (others may not be listed but deemed unacceptable)

- Disturbing the learning of others
- Inappropriate physical contact or physical aggression
- Non-compliant, defiant behaviours
- Bullying, harassment and abuse (physical, verbal, psychological, sexual)
- Internet misuse
- Profanity and other inappropriate language
- Defacing and damaging school property / Graffiti
- Theft
- 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

DISCIPLINE

Discipline measures will be administered as each situation warrants. For minor incidents, students will be required to complete a 'NMS Conduct Form'. Because situations vary, consequences may not always be the same. Most offences will be dealt with through teacher-student conference; some may involve office contact, parent conference, written and/or verbal apology, removal of privileges and/or restitution. Major offences or repeat offences may result in administration-parent conferences, in-school suspension, out of school suspension, or expulsion.

STUDENT ABSENCES

If a student is to be absent from school, parents are requested to call the school by 8:45a.m. Neepawa Middle School has a callback system whereby administrative assistants call the home or parents' work numbers of **all** students with unexplained absences. (204-704-3000 or nms@bpsd.mb.ca)

Absences from class can detrimentally affect the child's academic progress. Please attempt to book appointments with your child outside of school hours whenever possible. **If a student is absent during the day of an event including dances, sports, etc., they will be ineligible to participate unless prior arrangements have been made with school administration.**

DRESS CODE

At NMS, 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. We work together to prepare our students for success, now and in the future. We consider school to be a place of business, where the 'business' is learning. All hats and hoodies need to be removed upon entering the

building. Shirts/tops must be long enough to cover the midriff and necklines must be high enough to cover the chest. Shorts must be long enough to cover the behind and not show undergarments (minimum of a 3 inch in-seam is recommended). Clothing that is obscene, suggestive, or vulgar in nature will not be allowed. We ask that students, staff, and families respect the dress code. The final decision on appropriateness of clothing rests with the schools' staff and administration.

LUNCH EXPECTATIONS

Town students are encouraged to go home for lunch (the entire 54 minutes) if possible. Students who stay for lunch are required to be in the classroom for their entire lunch period unless permission is given by the duty teacher. Further information regarding the canteen will follow. We have a few microwaves for students to use. However, it is recommended that students bring hot food in a thermos. Students in grades 5 & 6 have a lunch recess that begins at 12:23p.m. Students in grades 7 & 8 have a lunch recess that begins (prior to their eating lunch) at 11:50a.m. During this time, students are expected to be outside unless there is a note due to illness or teacher permission is given. Please make sure that your child is dressed appropriately for weather conditions. Students, in Grades 5 - 8, who wish to go uptown at noon hour must have written consent from their parents or guardians. If your child is a town student who will be going home daily for lunch, please send a note stating that your child will be going home daily. **NO Students are to leave the school grounds at morning or afternoon recess.**

To provide the safest possible environment for all of our students, our school is attempting to be nut safe. Homeroom teachers will send home a letter if there is someone in your child's homeroom that is allergic to a specific food. We ask for your cooperation in complying with this request.

DROPPING OFF & PICKING UP STUDENTS

Parents are to drop off and pick up students on **Commerce Street by the Yellowhead Centre. Parents are asked NOT to drive into the school parking lot to drop students off as this area is a fire lane.** When dropping off or picking up your child(ren), please encourage them to walk across the school playground.

TOWN STUDENTS

Students who are not bussed will be expected to enter the school no earlier than 8:40 a.m. Students are asked to not loiter after 3:45 p.m. as custodians are cleaning our building.

SCHOOL EMAIL ADDRESS AND COMPUTER ACCESS FOR STUDENTS

Every student is given a school email address. It is usually your child's first name.lastname@bpsdedu.com. In addition, every student will receive a login for our computer system. Your child's teacher will give your child both his/her email address and login information during the first couple days of school.

ELECTRONICS/COMMUNICATION DEVICES

Students are to have electronics turned off and put away during instructional time, unless directed by the teacher that they may be used. Classroom teachers are responsible for monitoring use during scheduled class time and all devices are to be used only for educational purposes. At no point in time are recording devices (audio and visual) to be used in the classroom unless the teacher has given permission. Consequences for using devices inappropriately and without teacher permission will include:

1st offense – Confiscation of device and not returned until the end of the school day

2nd offense – Confiscation of device and not returned for 3 school days (weekends do not count and device will be given back if the weekend falls in the middle of the 3 days)

3rd offense – Confiscation of device and not returned for 5 school days (weekends do not count and device WILL NOT be given back if the weekend falls in the middle of the 5 days)

The school is not responsible for lost, damaged, or stolen devices. Students bring these devices at their own risk.

DUE TO ALLERGIES, NO BODY SPRAYS/COLOGNES BROUGHT TO SCHOOL

Students are asked to use solid or roll on deodorant after physical education class.

Spray containers or aerosol body sprays and colognes are not allowed to be at school 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 area where the scent has been sprayed. These include all spray products.

PROCEDURE FOR DEALING WITH SICK OR INJURED STUDENTS

Parents will be notified and asked to pick up their child(ren) in the event they are injured or sick. Parents are required to leave a phone number of a person (emergency contact) who can be contacted in case they, the parents, are not at home.

SCHOOL SAFETY

Neepawa Middle School purposefully plans for the safety of our students in and around our building. These plans include:

1. *Emergency Preparedness*– fire, dangerous intruder, lockdown, and evacuation drills.
2. *Student Supervision*– students are supervised fifteen minutes before school as well as recesses throughout the day.
3. *Building*– visitors are identified at the office, any dismissal that is alternative to regular time is monitored through office and all volunteers must participate in a child abuse registry check.

In the event of a school emergency closure, students will be walked to the Yellowhead Centre where they will be accommodated until parents are able to pick them up or dismissal time. If children have to go home, be sure your child knows where to go if you are not at home.

STUDENT TOBACCO, VAPING, ALCOHOL AND OTHER DRUG POLICIES

Neepawa 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, vape, or be under the influence of alcohol or other drugs during school programs, activities or events. Beautiful Plains School Division Policies J.G.B. and J.G.F. outline the consequences for these infractions.

STUDENT-LED CONFERENCES (SLC'S)

Parents will be required to participate in SLC's with their child(ren) in November and March. SLC's times will be scheduled for your child. Please note: You can meet with a teacher at any time throughout the year. You do not have to wait for SLC's.

USE OF OFFICE TELEPHONE

The office telephone is to be used only in **emergencies**. A student must have permission from staff to use the phone. **Parents are asked to call the office if they have a message for their child.** Afterschool arrangements should be planned in advance and not arranged during the school day.

LOST AND FOUND:

Items that go missing can be located on the 'Lost & Found' stand located by the staffroom. Please note, if the items have not been retrieved by June, we will donate anything that is left to charity. Remind your child to check the lost and found stand, if she/he has lost an article of clothing.

BPSD ADMINISTRATION OF MEDICATION

PRESCRIBED MEDICINE Beautiful Plains School Division acknowledges the fact that certain students are not independent and require supervised administration of prescribed medication during the school day. 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 the prescribed medication provided that the parent(s) or legal guardian(s) meet the prerequisites identified below.

1. Parents/legal guardians shall provide the school with the divisional "Administration of Prescribed Medication" form.
2. A new "Administration of Prescriber Medication" form is required for each year and whenever the physician changes the prescription.
3. It is the responsibility of the parent/legal guardian to see that the medication is delivered safely to the school office with the following on the label:
 - * name of child;
 - * name of prescribing physician;
 - * name of the medication;
 - * dose;
 - * frequency;
 - * name of pharmacy;
 - * date the prescription was filled
4. Parents/legal guardians shall notify the school immediately if the medication is no longer required.

If you have any questions, please check Beautiful Plains School Division Policy J.B.C.A.

NON-PRESCRIPTION MEDICINE: Non-prescription medication should not be administered to students at school or at any school function. Please speak to Ms. Parayeski or Mrs. Hollier if you have any questions about this.

LOCKER USE

Grade five to eight students will be assigned lockers to use. Students are responsible for locking their locker each day. Lockers must be kept clean. Revealing locker combinations and entering others' lockers without permission will have consequences. Each student is required to pay a locker fee of \$5.00. If a student loses their lock, they may be required to purchase a lock from the office to replace the lock they have lost.

SCHOOL BUS RIDERSHIP HANDBOOK

Safe and efficient student transportation is an outcome of respectful partnerships between students, staff and parents. We are all responsible to promote transportation procedures based on care, caution and consideration for others. Policy E.D.A. provides detailed information to assist parents and students to understand and support our safety procedures.

SCHOOL CLOSURES

If poor weather conditions occur overnight and cancellation of school bus transportation is required on a particular day, Neepawa Middle School will send a message to ALL bus students via Synervoice with a message relaying '**NO BUSES RUNNING**'. The Beautiful Plains School Division website, BPSD and NMS Facebook pages will have this information, as well as the following radio stations:

CKLQ ~ Brandon

94.7 STAR FM ~ Brandon

101.1 Pure Country ~ Brandon

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

STUDENT COUNCIL

At NMS, we have a student led group called student council that plan various activities throughout the year for the student body. They plan to have dances for students in grades 5 - 8. The dances will be from 6:30pm to 9:00pm. The cost of admission for the dance will be advertised on posters located in the school and announcements will be made.

ANNOUNCEMENTS

Students need to listen to announcements and watch for posters to be made aware of what activities are happening at the school. Announcements will also be posted on the NMS website daily. Many activities are available to our students. Announcements will let students know what activities are happening throughout the year and how students can be involved.

BICYCLES & SCOOTERS

Students who bring bicycles to school are required to lock them in the bicycle racks. **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 on school property. The school does not take responsibility for loss or damage of bicycles or scooters. Students are not allowed to be on or near bike racks during the school day.

OPPORTUNITIES FOR STUDENT INVOLVEMENT AT NMS

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

-Track and Field

-Cross Country

- Intramurals
- Badminton
- Basketball
- Soccer
- Curling
- Volleyball
- Floor Hockey
- HOPE/Social Justice
- Career Trek
- Chess Club
- Art Club
- Special Events
- Garden Club
- Games Club
- Computer Club
- Dances
- Student Council

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

SCHOOL SPORTS OPPORTUNITIES

Students will have many opportunities to join/participate in sports teams at NMS. Intramurals occur over the lunch hour and are fun opportunities for students to play various sports and games. House league occurs after school. In house league, students participate in drills for part of the practice and play games in the second part. Students have to try-out for travelling teams. If students are selected to be on a travelling sport team, there is a **\$20 fee** for the season. This fee helps to cover costs of bussing, tournament fees, and refereeing fees.

NEWSLETTER AND CALENDAR

A newsletter / newsflash will be available electronically every two months. There will be a draw for prizes for all students who bring in the last page of this newsletters.

Please return the following sheet back to school by Friday, September 16th for your child's name to be entered in to a draw for prizes.

Child's Name: _____

Grade: _____

Teacher's Name: _____

#1). What time should town students arrive at school in the morning? _____

#2). Where should town students be picked up and dropped off for school?

#3). What is the fee for travelling sports teams? _____

#4). What are NMS's 3-C's? _____

#5). What time should you call the NMS office by to report a student absence?

#6). Where can parents go to access information about current events?

By signing below, it means I have read the Handbook and have reviewed the school rules with my child.

Parent Signature: _____

NMS will be sending all future newsletters electronically. If you have any questions or concerns, please call Ms. Parayeski at 204-704-3000.