

# Springfield Middle School

**Mr. Bob Welsh**  
Principal

**Mrs. Heather Bethune**  
Assistant Principal

**860 Cedar Avenue**  
Oakbank, Manitoba  
R0E 1J0

**204-444-2995**  
<http://www.sunrisesd.ca/school/sms/>

**Name:** \_\_\_\_\_

**Home Room:** \_\_\_\_\_

**TAG:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

***This signature indicates that you have read and understand the Student Handbook.***



- 
- 🐾 *Respect Yourself*
  - 🐾 *Respect Others*
  - 🐾 *Respect Our Environment*
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# **Welcome to Springfield Middle School**

**To our parents:** We are looking forward to working with you and your children this year. It is truly a privilege to teach, coach, guide and advise the students in our community. We appreciate the opportunity to develop a positive relationship with all of our families. If you have a concern or question, we invite you to call us at 204-444-2995.

**To our students:** We are looking forward to a great year. All of the Springfield Middle School staff are here to work with you to help you be the best you can. If you need assistance with anything, please ask for help.

## **Check 3**

Students at Springfield Middle School follow the Check 3 model of Respect Yourself, Respect Others and Respect Our Environment. Your teachers will continuously discuss and model Check 3 behaviour in all areas of our school. For consistent reminders, the Check 3 symbol is visible throughout the school.

## **Online Agenda and Microsoft Teams**

On our school webpage, there is a link to the online agenda (if used by your teacher). Students should also be checking TEAMS for homework and assignment updates. This is where teachers often post announcements, daily homework assignments and due dates for larger projects. The webpage and TEAMS can help with organization and is a way to communicate with home.

## **Announcements**

Every morning at SMS, announcements are read to students. These announcements remind students about deadlines, intramural sports, extra-curricular events and practices. Each day these announcements are posted on our website for your information.

### **Safety and Learning and Personal Electronic Devices**

When students are hurt or feel unsafe at school, the first action must be to inform the closest safe adult. If devices are used to contact parents first, valuable time is lost for staff members to investigate, acquire accurate information and act immediately. Student safety is our first and most important concern.

Parents are strongly encouraged to communicate with their child outside of school hours as this creates a distraction (checking the phone, anticipation of a call/text, etc.). We have a special phone in the office specifically for students to call parents. Students who are ill or injured are to use the office phone so that both the student and the office staff are able to speak to parents. The school office does not interrupt the learning during classes for non-emergency phone calls from parents. To ensure the safety and care of all students, ALL calls to and from parents should be made through the office.

Unless otherwise directed by the teacher, personal electronic devices must be kept out of sight and turned off during instructional time. They are not allowed in the gym at any time. **Students are not allowed to use devices to take pictures or videos at any time.**

Staff members may confiscate student supplied personal electronic devices from students if they are used for unauthorized purposes or at unauthorized times. Repeated unauthorized use may lead to further action. Any student sent to the office for behavioural reasons will turn in their device.

Consequences after the device is taken away are as follows:

**First time**– student receives device back at the end of the day.

**Second time** – parents will be contacted by phone or email. The student's device will not be allowed at school for a specified period of time.

**Third time** – parent contact and device returned only to parent; device will not be allowed at school for the remainder of the term. If the device returns before the specified time, a meeting with administration and parents will be arranged.

We highly recommend that valuable items are left at home. Breakage or theft of the devices may occur and these issues are difficult to resolve. Therefore, devices are brought to school at your own risk.

### **Cyber Safety**

Using social media sites can be a fun and easy way to connect with people. It is also a great way to express yourself, tell people what is on your mind and be creative.

Unfortunately, social media can also be used in a variety of negative ways. Although social media activity usually occurs during the weekend or after school hours, the school needs to become involved when students are intimidated or when conflict occurs due to what is said online.

Please regularly monitor your child's social media activity and be aware of their passwords at all times.

**SMS is an Allergy Aware School**

SMS takes allergies seriously. We understand that some allergies can be life threatening.

There are children attending our school who suffer a life-threatening allergy to certain foods. As a result, SMS is an allergy/nut aware school. Students should eat on a napkin, not share food or utensils and always wash their hands before and after meals. For more information, please refer to the Sunrise School Division policy on Anaphylaxis/Life Threatening Allergies which is available online at [www.sunrisesd.ca](http://www.sunrisesd.ca).

Some of our students and staff have allergies and sensitivities to scented products. Please do not use colognes, perfumes or body sprays with strong scents.

**Appropriate Dress**

Appropriate clothing and footwear must be worn at all times. Any clothing depicting drugs, sex, offensive language, etc. is unacceptable. Clothing should be worn in a manner that does not expose underclothing or excessive areas of skin. Hats can be worn in the school at the beginning of the day, during breaks, lunch time, and at the end of the day outside of classroom time.

**Guidance and Counselling**

As you mature, you may need help in meeting life's many demands. Your parents are the first ones who provide you with this important support. If you require another adult to help you with questions or concerns that you may have, please don't hesitate to see the school counsellor, Ms. Mason. She can help you work through your questions and concerns in a confidential environment. Guidance services are available to students and parents for discussion, prevention or assistance.

### **Assignments and Classwork**

Students are responsible for all work assigned in their classes. This includes any work that may be missed when they are absent. In case of extended absences, parents should contact the school to make arrangements for work to be sent home.

### **Homework**

Homework is a necessary requirement for an academic program. To be successful in school you must be prepared to work at home as well as in class. Homework is important because it serves as confirmation of your understanding and as a review of class work. It is important that you organize a routine for one hour per evening, to complete homework or review in a quiet place.

Three things that should be done at home to complement the work you do at school are:

1. complete overnight homework assignments
2. study for upcoming tests
3. research and organize long term assignments

Please make sure that you use the on-line agenda and TEAMS where homework and other information are listed.

When homework is assigned, it must be completed and handed in on time. If it is handed in late and previous arrangements have not been made, the guidelines set by the SMS Assessment Policy will apply.

**Please refer to the SMS Assessment Policy  
that was mailed home in August.**

### **Honour Roll**

*Grade 7 and 8 only* – Students must obtain 80% or higher in all subject areas. Students will be recognized in their homerooms.

### **90's Club**

*Grade 7 and 8 only* – Students must obtain 90% or higher in all subject areas. Students will be recognized at the Awards Ceremony.

**Entering the Building**

Classrooms will be opened at 8:45 am. Students entering before this time should wait in their designated areas.

**Attendance**

Class sessions begin at 8:55 am and at 1:05 pm. If students arrive at school late in the morning or afternoon, they must report to the office for a late slip before going to class. If you have to leave school during the day, your parent/guardian must notify the school and you must sign out at the office before you leave.

**Absenteeism**

If you will be away, it is important that the office receive a phone call from your parent/guardian, prior to the start of the school day. Messages can be left on the answering machine: 204-444-2995.

**Leaving the School Grounds**

For safety reasons, if you wish to leave the school at lunch time, you must provide the school with written parental permission. This is a privilege that needs collaborative consent from school and home. This note can be written for periods of time like 1 day, 1 week, 1 month, etc. A letter will be provided for written parental permission in September to be stored in the office.

Students will not be allowed to phone home for permission to leave the school grounds at lunch. This needs to be done in advance by completing the letter provided. All students must sign out in the office before leaving.



### **School Lunch Privileges**

If you are staying for lunch, you must eat in the designated areas and demonstrate acceptable behaviour and manners. Grade 6 students will remain in their classrooms to eat their lunch and Grade 7 and 8 students will eat their lunch either in the MPR or at the tables in the foyer. Each student is responsible for cleaning up after themselves. Students may lose privileges or serve detentions for any disrespectful behaviour.

Students have until 12:20 pm to eat their lunch. After this time students may:

- go to a gym activity (either as a spectator or participant)
- go to the library to read or do homework
- go to a club sponsored by a teacher
- work on a computer in the lab
- go outside

There will be limited locker and hallway access between  
12:30 pm – 1:00 pm

### **Canteen**

Our school is equipped with a canteen where you can purchase lunch and snacks. You are expected to provide your own money for use at the canteen.

We do not want anyone to be hungry. If you forget your lunch, please come to the office. Canteen coupons are available from the school administration and can be re-paid the next day.

More specific information about our \*NEW\* canteen will be posted on our SMS Website.

### **Exploratory Courses**

Our school offers the following Exposure Classes:

Electronics	Clothing & Textiles
Foods & Nutrition	Outdoor Education/ESD
Drama	Exploring Digital Media
Woodworking	

### **Borrowing Library Books**

Books that are borrowed from the school library are due back after one 6-day cycle. Overdue notices are then given to the homeroom teachers. If a book is lost or damaged, you will need to pay for it to be replaced.

### **Locks and Lockers**

If a lock is lost or damaged, an \$8.00 replacement fee will be assessed. Students are not to write on their lockers or to apply stickers.

### **Student Telephone**

The student telephone may be used when permission is granted.

### **Extra-Curricular Activities**

You are encouraged to get involved in different events throughout the year. Because of the hard work of staff member volunteers and community volunteers, our school sponsors many extra-curricular activities for you before, after or during school hours.

Examples of activities are:

- Team Sports: volleyball, basketball, track, cross-country, soccer
- Intramural Sports: volleyball, basketball, team dodgeball
- Many different varieties of clubs

All participants and coaches will sign a contract at the beginning of each season. If the criteria of the contract are not upheld, extra-curricular activities may be withdrawn until a consistent improvement is noted.

## **SAFETY IN OUR SCHOOL**

### **Freedom from Violence**

Everyone in the Sunrise School Division has the right to work and learn in an environment supportive of their personal health, safety and well-being. Please make sure that you treat everyone with respect. If you are involved in any form of physical violence, verbal abuse or the threat of physical assault, appropriate consequences will be given. This includes a conversation with your parent(s)/guardian(s) and the possibility of a detention, in-school suspension or an out of school suspension depending on the situation.

### **SMS Code of Conduct**

At Springfield Middle School we believe that every student and staff member must be provided with a safe and caring environment that fosters and maintains respectful and responsible behaviours. It is expected that all staff members and students will follow Check 3 guidelines.

To achieve this, the following are not acceptable at Springfield Middle School:

- bullying, or abusing physically, sexually, verbally or psychologically, in writing, on social media or otherwise
- discriminating on the basis of gender, sexual orientation, race, ethnicity, religious beliefs or age
- using, possessing or being under the influence of alcohol or illicit drugs at school
- smoking
- gang involvement
- possessing a weapon

Parents can access the following documents on our website:

- Sunrise Bullying Policy
- Behavioural Expectations at SMS
- Sunrise Concern Protocol

## **Other Respectful Behaviour**

Students are expected to:

- Respect themselves, others and our environment
- Be on time
- Follow the rules on the bus
- Keep locker combinations private
- Go to lockers at appropriate times
- Complete assignments on time
- Walk inside the school
- Refrain from throwing objects
- Use appropriate language
- Wear appropriate clothing
- Refrain from physical contact with other students
- Park bikes and scooters upon arriving at school
- Refrain from riding skateboards on school property
- Leave snowskates at home

## **Computer, Network and Internet Use**

Every student is required to fill out an agreement for computer use that was included in the registration package. It is expected that you will follow those guidelines. They will be reviewed with you at the beginning of the year.

If these guidelines are not followed, your privileges will be suspended or cancelled. Any student found to be disrespectful towards any school property, including computer equipment, will lose their privileges as determined by the Principal or Assistant Principal.