

Summerland Middle School



STUDENT HANDBOOK 2010 - 2011

Mrs. Katie Hicks
PRINCIPAL

Mrs. Andrea DeVito
VICE-PRINCIPAL

P.O. Box 3000, 13611 Kelly Avenue
Summerland, B.C.
VOH 1Z0

Telephone: 250-770-7685
Fax: 250-770-7684

<http://sd67.bc.ca/schools/sms>

This agenda belongs to:

NAME: _____

ADDRESS: _____

CITY/TOWN: _____

POSTAL CODE: _____ PHONE: _____

Summerland Middle School Mission Statement

In a safe and supportive environment, we will provide our students with the intellectual, physical, and social skills to enable them to become lifelong learners and responsible, contributing, and adaptable citizens in a global society.

Message from the Principal

Message from the Principal

Summerland Middle School staff and administration would like to welcome you to our school for the 2010-2011 school year. Welcome back to those who are returning and a very special welcome to those who are new to our school. Our staff is committed to building a strong learning community that is a partnership between the students, parents, and teachers.

Our students are encouraged to take part in a wide variety of activities during their three years at SMS. We have an array of clubs and leadership opportunities as well as athletic teams.

Enjoy school, work hard and have a positive attitude. Together, let's make the 2010-2011 the best school year ever!



W - We
A - Always
V - Value
E - Excellence/Effort

Katie Hicks
Principal

Summerland Middle School Why Do We Issue Planners

Your school planner has been designed to help you manage your time and plan your day so that you can take an active part in controlling your school life.

Summerland Middle School requires all students to keep up their agenda throughout the year. If you lose your agenda, you will be expected to buy a new one.

When teachers assign homework and tests it is expected that students record the nature of the homework or test in their planners. Students may be asked to show their teachers that this has been done. By writing down homework and tests, all students will be aware of what each teacher expects and when it is due. The planner may also be used to relay messages from the school to the home about routine matters such as Open House, newsletter issues, upcoming performances, and 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.

We hope that all our students will be successful at Summerland Middle School. We further believe that problems can be overcome by planning ahead and being organized.

Help us to help you by showing this section of the planner to your parents.

Important Dates 2010-2011

Sept.	7	School Opens
	14	School Photo Day
	17	Team Building Day
	24	Terry Fox Run
	29	SMS Open House
Oct.	8	Amazing Race
	11	Thanksgiving Day (Schools closed)
	18	Retake and Class Photo Day
	22	Provincial Professional Day (Schools closed)
	25-29	Fall Term Interim Reports Week
Nov.	4/5	Early Dismissal – Parent Teacher Interviews
	11	Remembrance Day (schools closed)
	12	School Closure Day
	19	Bannermania
Dec.	3	End of Term 1
	6	Winter Term Begins
	6/7	Applied Skills Rotation
	9	Fall Term Report Cards Home
	17	Last day of school before Winter Break
Jan.	4	School Re-Opens
Feb.	7-11	Interim Report Week
	15/16	Early Dismissal Days (Parent Teacher interviews)
	28/1	Fine Arts Rotation
Mar.	11	Winter Term Ends
	14	Spring Term Begins
	14/15	Applied Skills Rotation
	17	Winter Term Report Cards
	18	Last day of school before Spring Break
Apr	4	School Reopens after Spring Break
	22	Good Friday (School Closed)
	25	Easter Monday
May	13	SMS Track Meet
	16-20	Interim Report Week
	23	Victoria Day (Schools closed)
June	2	District Track Meet
	23	Last day for work completion
	24-28	"I" Days
	28	Grade 8 Dinner/Dance
	29	Awards/Recognition Assembly (10:30am)
	29	Final Report Cards Distributed
	29	Final Day of School (Dismissed at noon)
30	Administrative Day (no students)	

School Routines and Procedures

Summerland Middle School has a number of procedures that aid in the smooth running of the school. Please do your best to follow these.

1. Absences

Any time you know you are going to miss school please have your parent phone the office at 250-770-7685 and leave your name, division, date of absence and reason.

If a student has missed, or will miss a day of school, a parent or guardian may call and request work by 9:00 a.m. to be picked up after 3:00 p.m. from the office. The office is open until 3:45 p.m.

If a student is absent for family holidays or for other non-medical reasons, the school may not be able to make special arrangements for missed work and tests. Although the school cannot approve such absences, the student should talk to all teachers so they are made aware of the absence. The responsibility for the decision to take a student out of school rests with the parent or guardian.

2. Appointments

Regular classroom attendance is important. Please, whenever possible, schedule appointments **before or after** school.

3. Assemblies

Assemblies are an important component of our school program. Assemblies are used for student recognition, entertainment, and school management.

We highly value appropriate assembly conduct. A courteous audience shows its appreciation with applause and attentive listening skills. Often assemblies will be conducted by you and your peers. Leadership is important.

4. **Bicycles**

Bicycles brought to school are the sole responsibility of the owner. There is a designated area for locking bicycles. Bicycles should not be ridden on school grounds during school. Helmets are required.

5. **Bus Behaviour**

For safety reasons, the bus driver has authority over the students on the bus he/she operates. These drivers are to be given the same respect and courtesy given any staff member. Students who behave inappropriately on school buses may face suspension from further use of the bus system.

6. **Cellular Phones**

Cellular phones may not be used during the school day. Phones need to be **off at all times**. Students are not permitted to take photos with cell phones at any time anywhere on school property. Students who use their phones/cameras during the day or inside the building will have them taken away and they will be stored in the office. Repeat offenders will be prohibited from having their phones/cameras at school. If parents need to contact their child, please call the office (250-770-7685) and we will ensure that the message gets to your child.

8. **Change of Address / Phone / E-Mail**

If you change your address / phone / e-mail during the year, report the change to the office as soon as possible.

9. **Closed Campus**

SMS Middle School has a closed campus policy. This means that only students who attend SMS are to be on the school grounds during the school day. **Students are not permitted to leave campus unless accompanied by a parent/guardian.** Students are encouraged to participate in school activities at lunch time.

10. **Dress Code**

Although the responsibility for personal dress and grooming rests primarily with students and their parents, clothing which is comfortable, clean and modest is conducive to good educational climate.

The following points indicate our expectations of student attire at Summerland Middle School:

- Clothing should be appropriate to a learning / work environment, and should not be distracting to others (eg. beachwear, tank tops, and clothing which is too revealing are not appropriate for school; underwear should not be seen.)
- Hats may not be worn inside the school
- Jackets are to be taken off during school hours and stored in lockers
- Clothing items which promote alcohol, drugs, inappropriate language, racism, or are in poor taste are unacceptable.
- Proper gym strip (shorts, T-shirt, and gym shoes) are required for P.E. .

11. **Drugs and Alcohol**

Involvement with drugs, alcohol or drug paraphernalia is a serious offence that can lead to suspension from school. Students found supplying drugs or alcohol to others will be suspended. They may also be referred to the Director of Instruction in charge of Discipline, the District Discipline Committee and/or legal authorities.

12. **Electronic Devices**

Students are strongly discouraged from bringing Ipods, MP3 players, Gaming devices or other electronic devices to school. **These devices are not to be used as phones, send emails, access Facebook or other internet services during school time.** If you choose to bring these devices to school, they are to be **locked securely in lockers and are not to be used during school time.** In addition the loss of any device at school is not the responsibility of the school. Cameras are not allowed at school and taking photos is prohibited.

13. **Field Trips / Travel**

Permission forms for all school authorized excursions must be signed by the parents / guardians prior to the departure date.

14. **Fire, Earthquake, and Lock Down Drills**

There will be a number of fire, earthquake, and lock down drills during the year. Students should be familiar with the exits from the rooms in which they receive instructions. All drills should be considered serious and conducted without talking.

15. Homework

Homework is considered to be assignments that were not completed during class time, specific skill practice or a component of long term assignments or research. While it is an important part of our educational program and is a compliment of a classroom activity, it is not usually part of our assessment practices. It emphasizes that learning is more than just a school class activity and independent learning is valued. Reviewing the material covered in class each day is also a component of homework. Students may expect to spend ½ hour to 1 hour per night on homework.

16. Locks and Lockers

All students at SMS Middle School will be issued a locker and lock during the first week of school after school fees have been paid. Remember it is a privilege to have a locker. School staff may enter a locker if needed. Keep your combination confidential.

17. Lost and Found

Identify all books and articles of clothing with your name. If you misplace books, etc., check for them in the rooms in which you have classes. Textbooks turned into the office will be given to subject teacher. Valuables turned into the office will be kept there. Lost clothing and binders can be found in the Lost and Found box by the office. Unclaimed articles will be donated to the Thrift Shop at the end of each month.

18. **Lunch**

Students are expected to bring a lunch each day. A limited selection of food (e.g. pizza, hamburgers, meat pies, hot dogs) is sold. We have a selection of frozen food available in our vending machines. Grade 8 students may eat their lunch in the Common Room / Open Area. Grade 6 and 7 students eat lunch in their classrooms. We are a closed campus. Students must eat at the school.

19. **Newsletter**

A regular monthly newsletter will be sent home at the end of the first week of every month. Newsletters will be e-mailed home as well as sent with your child. This newsletter will provide information of school activities and upcoming events. Check the calendar for additions/deletions.

20. **Messages**

Messages will be given to students at appropriate breaks during the day. Students will not be called from classes to receive phone calls or visitors unless the situation is considered to be of an urgent nature. **Please only call the school to leave a message if it is absolutely imperative!**

21. **Nutrition Break**

Nutrition Break takes place every day between B/C block and G/H block. The purpose of our morning break is to encourage you to “recharge your batteries” with a snack and fresh air. Please remember to put your garbage in its proper spot.

22. School Fees

School fees consist of a student activity charge of \$35.00 per middle school student, per year. This fee provides goods and services beyond the basic instructional program including, but not restricted to, the supply of a student planner, and is partial funding for a range of student activity costs.

ATHLETIC FEES

Grade 6	\$35.00 Includes T Shirt (with name and number) and covers costs of refs, etc. for Play Days.
Grade 7	\$20.00 If the player has a T Shirt from grade 6. The \$20.00 covers costs of refs, etc. for Play Days \$35.00 If the player does not have or wish to purchase another T Shirt (with name and number) and covers costs of refs, etc.
Grade 8	\$35.00 one time fee which covers costs of League officials for all seasons plus \$15.00 per season to cover the cost of uniform rental

Example#1 2010 Volleyball Season...
- player pays \$35.00 plus \$15.00 = \$50.00 total. 2010 Basketball Season player has played volleyball and paid \$35.00. Player pays only \$15.00.

Example #2 2010 Volleyball Season – player did not participate 2010 Basketball Season – player's first sport...pays \$35.00 plus \$15.00 = \$50.00

Athletic fees DO NOT cover tournament officiating, travel, etc. Players may still be asked to pay additional fees based on weekend tournaments and travel. The \$35.00 only covers league officials.

23. School Photos

During the month of September, school photos are taken of all students. Prints are used for office files, the yearbook and student ID cards. Packages may be purchased separately by students and their parents/guardians.

24. Sickness or Injury

Please report to the office immediately, and you will be admitted to the Medical room. We have staff members qualified in First Aid. We will call your parents to come and get you if you are very sick and/or send you to the doctor or hospital. Please help other students by reporting accidents to the office.

25. Sign in and out

Any time you are late, you must sign in at the office. When you need to leave early for an appointment, you must sign out and then sign back in again when you return. A note or phone call to accompany this is mandatory. Students may not leave the school without permission and parent contact with an adult at the school.

26. Skateboards/Roller Blades/Scooters/Bikes

Skateboards, roller blades, and scooters may be brought to school but must not be used on school grounds. Students caught using these items will have them confiscated and face disciplinary action. Storage of these items is the student's

responsibility. Loss of skateboards and roller blades at school is not the responsibility of the school.

27. Smoke and Tobacco Free Environment

The school district is currently in the process of drafting a policy on having a "Smoke and Tobacco Free Environment". The policy will enforce the notion that "A person must not smoke or use tobacco, or hold lighted tobacco, in or on school property." In addition, a middle school student's involvement with tobacco at school is a serious offence that can lead to suspension from school.

28. Starting the Day

A warning bell is run at 8:38 a.m. each day. Students are expected to be sitting silently at their desk prior to the start of the day, which is 8:41 a.m. At the beginning of the day, prior to 8:41 a.m., all personal belongings such as backpacks, hats, and all technology, etc. are to be left in your locker. All class materials are to be gathered together for the block(s) following each break (i.e. before school - advisory & A/F; nutrition break - B/G & C/H; lunch - D/I & E/J.)

29. Student Support Services

If you need help with your school work, or have a personal concern, there are many ways to get support. Don't be afraid to ask Advisors, Learning Assistance teachers, Administration, our School-Based Counselor, or any school staff member to lend a hand. At SMS we all work together to support one another.

30. Student Telephone

A pay phone for students is located in the main lobby. It is only to be used during break times or if a teacher has given permission. Please use it courteously. Students are asked to keep a quarter in their locker. If they need to make a call and do not have 25¢, quarters will be borrowed from the office and are to be paid back to the office.

31. Textbooks

There is no rental for textbooks. Books will be given out during class time by the teacher. Students who lose or damage books will be charged accordingly. Students will not be issued another textbook until the fee is paid.

32. Valuables

We encourage students to keep valuables locked in their lockers, thereby minimizing the temptation for theft. Do not bring large sums of money to school and never leave money or valuables in the PE change rooms. If possible we will help recover missing things, but the school cannot assume responsibility.

33. Vending Machines

Vending machines are only to be accessed during break times (before school, nutrition break, lunch break or after school).

Student Extracurricular Opportunities

I. Clubs

Summerland Middle School offers a variety of clubs for students to join. Times vary and students must listen to announcements for starting times and sponsors. A few examples may include: Art Club, Drama Club Cheerleading Club, Yearbook Club, and Announcement Club.

II Leadership/Service

A number of students offer their services to the school, teachers, community and peers on a regular basis. Some ways to show leadership or service are: peer tutors, lunch helpers, office monitors, announcement crew, equipment monitors, and gym "rats" or officials. These activities occur outside of the Grade 8 Leadership Class.

III Athletics

Athletics play a major role in the environment of Summerland Middle School.

Activities that may be offered:

Cross-country (Grades 6, 7 and 8)

Field hockey (Grade 8 girls)

Rugby (Grade 8 boys)

Basketball (Boys and Girls) (Grade 6, 7 and 8)

Volleyball (Boys and Girls) (Grade 6, 7 and 8)

Track and Field (Grade 6, 7 and 8)

Intramural activities are offered during the lunch hour. They are open to all students and encourage fair play, participation and fun.

Reporting

Reporting is ongoing and may take a variety of forms. The School Act stipulates that reporting shall occur five times during the school year, and three of the five reports shall be formal, written reports. Teachers may report on students' development and learning more frequently than required. The decision regarding when and how to report the two non-formal reports will be made by the individual teacher.

1. Ministry Guidelines for Student Reporting

Your child will receive a letter grade each term in CAPP (Advisory), Language Arts, Math, Science, Social Studies, PE, French and Applied Skills and Fine Arts (Exploratory). The following percentage scale may be of assistance when referring to the letter grades as outlined in the Ministry Guidelines for Student Reporting.

- A 86% to 100%**
The student demonstrates **excellent** or **outstanding** performance in relation in relation to the expected learning outcomes for the course or subject and grade.
- B 73% to 85%**
The student demonstrates **very good performance** in relation to the expected learning outcomes for the course or subject or grade.
- C+ 67% to 72%**
The student demonstrates **good** performance in relation to the expected learning outcomes for the course or subject and grade.

C 60% to 66%
The student demonstrates **satisfactory** performance in relation to the expected learning outcomes for the course or subject and grade.

C- 50% to 59%
The student demonstrates **minimally** acceptable performance in relation to the expected learning outcomes for the course or subject and grade.

I 0% to 49%
In Progress. The student is making progress, but it has been determined that additional time is required to meet the expected learning outcomes for the course or subject and grade.

F 0% to 49%
Failed or Failing. The student has not demonstrated, or is not demonstrating, minimally acceptable performance in relation to the expected learning outcomes for the course or subject and grade. F (Failed) are assigned if an "I" (In Progress) has been previously assigned and an I program not followed. *Students who are failing any subject must receive an "I" letter grade before an "F" can appear on their Formal Student Progress Report. The student can be informed by the teacher through verbal or written communication. Once an "I" has been given it is the student's responsibility to take ownership in improving his/her demonstrated progress within the given time.

2. Interim Student Progress Reports
Interim Student Progress Reports will be distributed at the half way mark of each term for all students who are failing or are in jeopardy of failing the term. There are three terms in a school year. Not all

subject areas may be reported in each Interim Student Progress Report. Please check your child's planner or refer to SMS's Monthly Newsletter for the specified date when your child will be bringing home this progress report. Parents in need of knowing their child's progress more often may check with their child's teachers.

3. Formal Student Progress Reports

Formal Student Progress Reports are issued three times during the school year. All subject areas will be reported. These progress reports are sent home with your child after each term. Please check your child's planner or refer to SMS's Monthly Newsletter for the take home date.



MATRIX HERE



Summerland Middle School

School-Wide Discipline Plan

Level 1 Behaviours

- Teasing
- Swearing
- Talking loudly in class/out of turn
- Lack of respect for others, environment, property
- Personal equipment (skateboards, IPods, roller blades)
- Physical aggression
- Food & Drink (except water) in class
- Unsafe conduct
- Lateness
- Homework
- Inappropriate physical contact, touching
- Inappropriate attire (hats, dress code)
- Assembly/audience behaviour
- Washroom visits during class time (misuse)

Level 2 Behaviours

- Bullying
- Inappropriate internet sites (questionable)
- Disrespecting teachers' personal space & belongings
- Inappropriate sexual behaviour (minor)
- Repetitive "Level 1" Behaviours
- Disrespecting other students
- Inappropriate representation of school (field trips/athletics)
- Matches
- Cheating
- Non-compliance with teacher requests

Level 3 Behaviours

- Chronic Behaviours
- Drugs & Alcohol
- Destruction of Property (vandalism)
- Serious theft
- Violence, fighting, property, threats
- OFF school grounds
- Serious harassment
- Skipping
- Sexual Behaviour (major)
- Blatant defiance
- Swearing at teacher(s)
- Fire alarm
- Matches/Fires
- Pornographic or racist internet sites
- Weapons

Summerland Middle School AWARDS

1. Grade Assemblies are held to recognize large number of students. Criteria and awards are determined by teams.
2. A School Recognition Assembly will be held on last day of school, where students will be recognized in the following areas using the following criteria:

YEAR END AWARDS AND CRITERIA

1. **ACADEMIC**
Honour Roll
Awarded to those students who made the Academic Honour Roll (3.0 GPA or greater) all three terms.
Effort Roll
Awarded to those students who made the Effort Roll (no more that two S's and no N's) all three terms.
2. **ACADEMIC EXCELLENCE**
Students who have achieved straight A's and G's in all academic subjects - English, Math, Social Studies, Science, and French.
3. **PRINCIPAL'S LIST**
Awarded to students who have achieved a 4.0 GPA (straight A's in all subject areas) all three terms.
4. **ATHLETICS**
a) **"Wave" Athletic Award**
 1. The student must have competed on at least three sports teams.
 2. The student must have demonstrated above average skill ability in at least two sports.
 3. The student also must have demonstrated exceptional sportsmanship.
 4. The student also must have demonstrated exceptional leadership and teamwork.

a) "Wave" Participation Award

1. The student must have competed on at least three sports teams.
2. The student also must have demonstrated exceptional sportsmanship.
3. The student also must have exceptional leadership and teamwork.

5. **"CREST OF THE WAVE" AWARD**

(Citizenship, Leadership and Service - Gr. 7 and 8 only)

1. Students must demonstrate leadership, citizenship, and service.
2. Students can demonstrate leadership by improving student involvement in school activities. They can do this by organizing dances, fun days, assemblies, etc. In order for Grade 8s to qualify for this award, students need to go above and beyond the expectations of the Grade 8 Leadership class.
3. Students can demonstrate service by volunteering time to make the school operate efficiently. They can do this by working as an office monitor, hot lunch monitor, recycling helper, computer lab monitor, announcements, school play etc.
4. Students can demonstrate citizenship by showing concern about the well-being of others, and being an exemplary role model for all students while working hard to develop a positive school climate.

6. **FINE ARTS AND APPLIED SKILLS EXCELLENCE**

Art and Drama - Grade 8 only

Awarded to students who demonstrate a high academic standing (90%) in all three disciplines, show leadership in art/drama, are excellent models for younger students, and capable performers/artists.

Band - Grade 8 only

This award recognizes students who make positive contributions to class as well as performances, have excellent performance abilities and achieve high scores on

tests. These students also demonstrate leadership and motivate younger students.

Applied Skills- Grade 8 only

Awarded to students who achieve an "A/G" standing (and a minimum of 90%) in all 3 Applied Skills courses (Computers, Home Ec., Tech. Ed., and Leadership). Students must also demonstrate respect and responsibility in the class setting.

7. **S.A. MACDONALD AWARD - Grade 8 only**

Student(s) who has (have) been recognized in all four categories of:

* Academics

- Academic Excellence or Principals List (or both)

* Athletics

- Wave Athletic Award
- Wave Participation Award

* Crest of the Wave

* Exploratory

- Fine Arts or Applied Skills

Please Note:

In addition to the above criteria, the candidates must demonstrate outstanding leadership which clearly contributes to a positive school climate. This includes a willingness to: act as a positive role model at Summerland Middle School, both on and off campus, demonstrate leadership and motivate younger students, demonstrate positive behavior and self-discipline, and pursue positive interactions with all staff and students.

**BELL SCHEDULE
2010-2011
SUMMERLAND MIDDLE SCHOOL**

TIME	BLOCK	DAY 1	BLOCK	DAY 2
8:38-8:41	WARNING BELL			
8:41 – 9:02	ADVISORY CLASS			
9:02 –10:00	A		F	
10:00-10:58	B		G	
10:58 -11:13	NUTRITION BREAK			
11:13- 12:11	C		H	
12:11-12:56	LUNCH BREAK			
12:52-12:56	WARNING BELL			
12:56 – 1:54	D		I	
1:54 – 2:52	E		J	