

École Manachaban Middle School Family Handbook Student Agenda

This agenda belongs to: _____ Class: _____



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Message from Administration

Dear Parents and Students,

Please take a few minutes to read this section with your child to make sure you understand the areas covered. We have tried to make this as comprehensive as we can and to answer most of the questions you might have about our school.

We know that our best results come when we have a strong partnership between the student, the family and our staff. By working and communicating with each other, we strive to provide the best educational experience possible for your child. Please feel free to contact the teacher directly if you have any questions or concerns about your child's program or progress (the school website has a link to each teacher's webpages, which contain course specific information, teacher email and other school information). Homeroom or core subject teachers (Math, Science, FLA, ELA, Social Studies, English) will send home information about what has been covered and what will be covered in regular emails to parents. This communication will occur on a weekly basis. As some teachers have classes for single courses only, this communication may be less frequent. We also encourage you to make an appointment with one or both of us administrators to discuss any concerns or kudos that you would like to share.

Sincerely,

Thomas Elbel (Principal)

Gerry Gaudet (Assistant Principal)

Student Commitment Statement

To make Manachaban School an excellent school, I commit to:

- showing pride in myself, in my work, and in my school
- treating others with respect and courtesy
- using appropriate language
- being a responsible digital citizen
- finishing all assignments by trying my best
- taking care of school property
- helping Manachaban be as “green” as it can be

I commit to doing my best to make Manachaban a positive place to learn.

Student Signature

Parent Signature

Middle School – What We Know

Ecole Manachaban Middle School provides a transition between the primary and high school years. Middle school is a time of physical growth and emotional change. Students in grades 5 to 8 are in a period of great learning. Their ability to learn academic content, social skills, and life habits is particularly marked at this point in their lives. Many parents and teachers find this one of the most rewarding ages in education because students absorb so much, and their energy is infectious. Also, with increasing needs to assert independence, conflict can increase, and peer pressure and feelings about oneself become consuming issues. Students need to know that they are okay and that we all care for them.

At Manachaban, we strive to offer a broad range of experiences to give students many opportunities to try new activities and interests, including languages, music, drama, foods, sewing, computers, and woodshop, as well as a large range of clubs and sports activities. These activities are all in addition to providing a quality academic program that challenges students intellectually and provides a learning environment in which students can develop the skills needed to be successful in their life.

Qualities and activities that are found in successful middle schools have been identified as follows:

- An environment where the child, not the program, is most important and where the opportunity to succeed is ensured for all students.
- A home base with a feeling of safety and security for students created by caring adults, and varied groupings based not only on cognitive, but also on physical, social and emotional criteria.
- Staff members who respect and understand the developmental considerations of this age group and possess tolerance, flexibility, energy, a sense of respect, and a strong knowledge in their subject areas.
- Frequent opportunities for releasing energy.
- A learning environment that is engaging and meets the individual needs of all students.
- A thoughtful, gradual transition from a self-contained primary school learning environment to a departmentalized high school approach.
- Academic, athletic, arts, and civic programs that balance the traditions of competition with important lessons in cooperation and personal growth.
(National Middle School Association, 2014)

French Immersion Factors for Success

At Manachaban we strive to create the strongest possible French Immersion Program.

This means:

- Whenever possible, students try to make French their primary language of communication with their teachers and peers in class.
- We continually search for opportunities where French Immersion students get exposed to French activities, such as in school presentations, field studies or the Québec trip for grade 8s.
- Students bring a “French-positive” attitude to class.
- Students will make use of the technological tools provided to them to improve their French learning (i.e. Le Bon Patron)
- Our FI teachers have a variety of ways to encourage the use of French in class. It is very helpful for parents to encourage French in their interactions with their children. This does not mean speaking French with them (...if you are able, that would be great of course) but to point out connections to their learning of French in the world around them.

Our Partnership with Parents

Parents are the most important educators in their child's life, and their participation in their children's school education is a major factor in student achievement.

The Manachaban School Council has identified the following factors for parents to consider in supporting their children at Manachaban.

- The value of regular attendance at school.
- Communicate absences to school on the day of the absence, when our children are not in attendance.
- Communicate with our children's teacher(s) to resolve issues or concerns that may arise.
- Become active in volunteering in some capacity within the school (field trips, School Council, Tuck Shop, classroom help, Walkathon, Manachaban Fundraising Society, reading with students). Please look for our Manachaban Parent Volunteer Registry on our website under the parent tab.

École Manachaban Middle School

Mission, Vision, and Belief Statements

Vision:

Engage. Explore. Excel. (*Academics*)
Respect. Understand. Grow. (*Interpersonal*)

Our mission is	Our school community believes...
...to respect and accept each otherin fostering caring relationships towards each other, our community and the environment.
...for all individuals succeed through engagement.	...in meeting learners' individual needs through differentiated instructional approaches.
... to learn through exploration and experiences.	...in providing learners with access to engaging, exploratory learning experiences that foster critical and creative thinking.
...to develop a connected community of learners.	...that developing a solid foundation in skills and attitudes helps students become successful learners and collaborators.
...to make choices which foster informed and engaged citizenship.	... that academic and social responsibility promote the excellence Manachaban strives for.
...to reach deeper levels of understanding <i>and responsibility</i> that we must provide high quality instruction and a well-rounded cultural experience.
... to provide assessment is varied, accurate and continuous.	...that assessment practices are balance and developed through "understanding by design", and UDL planning.
... to use technology to enhance learning in our continually changing world.	...that technology should be integrated to support all learners in a balanced, meaningful way.

Assessment Practices at École Manachaban Middle School

Students are assessed on the basis of formative and summative assessment tasks. Formative and summative assessments can be major and minor assignments, performance tasks (where students need to do something), quizzes, tests, essays, labs, exit passes, practice sheets, verbal answers, homework assignments, projects, videos, recordings etc.

Formative assignments are there for students to learn a new skill or content (much like practice sessions for a sports team, for example). They do not count towards the students' achievement grade or indicator, however, completion of these tasks is necessary as they form the practice opportunities for your child's learning. Summative assignments are there for the teacher to assess or judge the existence of a new skill or knowledge with your child (much like a game between two sports teams in a league, for example). They count for the students' achievement grade indicator (MAS = Mastering, ADV = Advancing, PRG = Progressing, EMG = Emerging, BEG = Beginning, LIM= Limited).

At Manachaban we endeavor to communicate both of these assessments to parents and students. One, assignments are often returned to students once they are assessed, and two, the achievement is recorded on the PowerSchool portal site (more on that below). Students have the opportunity to redo assessments, however, they need to show to their teacher that they have done something in order to justify the second assessment opportunity. For example, students can practice or study more for the second opportunity, they can seek additional explanations from the learning centre, their teacher or from other sources (www.khanacademy.org, for example). Simply trying to succeed in the second assessment opportunity without doing this may not be acceptable to your child's teacher.

Both, formative and summative assessments will be posted on the PowerSchool Parent Portal (<https://ps.rockyview.ab.ca/public/home.html>). The portal will be updated every four to five weeks for core subjects. In many instances the portal will be updated more frequently. Optional courses may be updated less frequently because students only have options courses three times per cycle. We strongly encourage our parents to check the portal every two to three weeks. Of course, superseding the

portal, parents can also contact the teacher with any questions regarding their child's assessments.

Should you encounter difficulties in signing on, please use the reference guide on our website or contact the school office for help. During our Meet the Teacher Evening and the Parent-Student-Teacher conferences, we will have computers available for drop in to help with sign-up issues.

As with our parents, we encourage students to check their progress on the portal regularly. We issue report cards three times per year and send them home in PDF format via email. You can also learn more about the divisional RVS report card by accessing the parent guide at: <http://www.rockyview.ab.ca/21stC/assessing/assets/2014-parent-guide-to-report-cards/view>

Awards and Recognition

Students' academic achievement is recognized in term one and two by certificates (Honours and Honours with Distinction) that are issued through the homeroom teacher, usually one week after the end of the term. For term three, achievement is celebrated with certificates as well, however, we also hold our annual "Evening of Excellence" towards the end of June for grade 7 and 8 students who have excelled in all terms at the Honours and Honours with Distinction level. Attendance to this evening is by invitation. Core subject, music and athletic achievements are celebrated here, as well as 21st century awards that the board of trustees gives to nominated students in our school.

The criteria to achieve Honours are:

A student will achieve MAS and ADV in all core subjects with no more than three PRG achievement indicators for the term.

The criteria for Honours with Distinction are:

A student will achieve MAS and ADV in all core subjects with no indicators at the PRG level.

(We are reviewing the criteria on a yearly basis and will do so again in the coming September. Should criteria change we will publicize this in our newsletter.)

Academic Supports

Students can take advantage of a variety of academic supports at our school.

- 1) The Learning Centre: students can, with the support of their teacher, access the learning centre at any time. This may be to have another teacher explain a concept or to access a quieter place of learning if required.
- 2) Intentional Non-Learner Cycle: A student may be referred to the office to complete an assignment, if the teacher has reminded the student that the assignment is missing and has contacted the parent to inform them of this. Should this not result in an assignment being handed in, the student may be referred the office until the assignment is done to the student's best ability. Administration will contact parents by phone or email if their child has been referred to the office for missing work.
- 3) Students can sign up for Learning Centre Option, which will give students three periods in a six day cycle where they can work in the Learning Centre or receive additional instruction. The Learning Centre Option is available to grade 7 & 8 students as one of their option choices. It is important to understand that Learning Centre option is not time for socialization.
- 4) Teachers may stay with students either before or after school or during lunch to address any learning issues, if the student has made the arrangements with the teacher.

**ÉCOLE MANACHABAN MIDDLE SCHOOL
ROTATION CALENDAR 2016-2017**

AUGUST 2016				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

FEBRUARY 2017				
M	T	W	T	F
		1 (3)	2 (4)	3 (5)
6 (6)	7 (1)	8 (2)	9 (3)	10 (4)
13 (5)	14 (6)	15 (1)	16 (2)	17 (3)
20	21	22	23	24
27	28 (4)			

SEPTEMBER 2016				
M	T	W	T	F
			1 (1)	2 (2)
5	6 (3)	7 (4)	8 (5)	9 (6)
12 (1)	13 (2)	14 (3)	15 (4)	16 (5)
19 (6)	20 (1)	21 (2)	22 (3)	23 (4)
26 (5)	27 (6)	28 (1)	29 (2)	30 (3)

MARCH 2017				
M	T	W	T	F
		1 (5)	2 (6)	3 (1)
6 (2)	7 (3)	8 (4)	9 (5)	10 (6)
13 (1)	14 (2)	15 (3)	16 (4)	17 (5)
20	21 (6)	22 (1)	23 (2)	24 (3)
27 (4)	28 (5)	29 (6)	30 (1)	31 (2)

OCTOBER 2016				
M	T	W	T	F
3 (4)	4 (5)	5 (6)	6 (1)	7
10	11	12 (2)	13 (3)	14 (4)
17 (5)	18 (6)	19 (1)	20 (2)	21 (3)
24 (4)	25 (5)	26 (6)	27 (1)	28 (2)
31 (3)				

APRIL 2017				
M	T	W	T	F
3 (3)	4 (4)	5 (5)	6 (6)	7 (1)
10 (2)	11 (3)	12 (4)	13 (5)	14
17	18	19	20	21
24	25 (6)	26 (1)	27 (2)	28 (3)

NOVEMBER 2016				
M	T	W	T	F
	1 (4)	2 (5)	3 (6)	4 (1)
7 (2)	8 (3)	9 (4)	10 (5)	11
14	15 (6)	16 (1)	17 (2)	18 (3)
21 (4)	22 (5)	23 (6)	24 (1)	25 (2)
28 (3)	29 (4)	30 (5)		

MAY 2017				
M	T	W	T	F
1 (4)	2 (5)	3 (6)	4 (1)	5 (2)
8 (3)	9 (4)	10 (5)	11 (6)	12 (1)
15 (2)	16 (3)	17 (4)	18 (5)	19
22	23 (6)	24 (1)	25 (2)	26 (3)
29 (4)	30 (5)	31 (6)		

DECEMBER 2016				
M	T	W	T	F
			1 (6)	2 (1)
5 (2)	6 (3)	7 (4)	8 (5)	9 (6)
12 (1)	13 (2)	14 (3)	15 (4)	16 (5)
19 (6)	20 (1)	21 (2)	22 (3)	23
26	27	28	29	30

JUNE 2017				
M	T	W	T	F
			1 (1)	2 (2)
5 (3)	6 (4)	7 (5)	8 (6)	9 (1)
12 (2)	13 (3)	14 (4)	15 (5)	16 (6)
19 (1)	20 (2)	21 (3)	22 (4)	23 (5)
26 (6)	27 (1)	28 (2)	29	30

JANUARY 2017				
M	T	W	T	F
2	3	4	5	6
9 (4)	10 (5)	11 (6)	12 (1)	13 (2)
16 (3)	17 (4)	18 (5)	19 (6)	20 (1)
23 (2)	24 (3)	25 (4)	26 (5)	27 (6)
30 (1)	31 (2)			

LEGEND	
	Civic Holiday
	In Lieu Day (For Parent-Teacher Interviews)
	Professional Learning Day (School)
	Professional Learning Day (C. of P.)
	Professional Learning (Self Directed)
	Organizational Day
	Teachers' Convention
	Christmas/Easter Vacation

École Manachaban School Calendar 2016-2017

All dates are tentative. Please watch the school website for calendar updates.

August 2016

- 22 – School Office Reopens
- 31 – Open House 1-3:30 pm

September 2016

- 1 – First Day of School
- 5 – Labour Day – School Closed.
- 9 – Welcome Back Breakfast 8:15-8:45am
- 15 – Meet the Teacher 6:30-8 pm
- 15 – Grade 8 Bamfield Trip Meeting 5:30-6:30 pm
- 15 – Grade 8 Quebec Trip Information Meeting 8-9 pm
- 21 – Fall Individual Picture Day
- 29 – Terry Fox Run

October 2016

- 7 – Professional Learning Day – No School for Students
- 10 – Thanksgiving Day – No School
- 11 – Professional Learning Day – No School for Students
- 21 – Walkathon (to be confirmed)
- 26 – Parent/Student/Teacher Interviews – 4-7 pm
- 27 – Parent/Student/Teacher Interviews – 5-8 pm
- 24-27 – Scholastic Book Fair (during interviews)

November 2016

- 3 – Fall Picture Retake Day
- 11 – Remembrance Day – School Closed
- 14 – Professional Learning Day – No school for Students
- 30 – Last day of Term 1

December 2016

- TBA – Band Concert
- 1 – First day of Term 2
- 8 – Class Group Picture Day
- 22 – School Dance (Afternoon) (tentative)
- 22 – Last day of classes before Christmas Break
- 23 – Jan. 6 – Christmas Break (inclusive)

École Manachaban School Calendar 2016-2017

All dates are tentative. Please watch the school website for calendar updates

January 2017

- 9 – Classes resume
- 18 – Grade 8 Grad Individual Photo Day
- TBA – Active Living Day

February 2017

- 20 – Family Day – No School
- 21, 22 – No School (In Lieu Day for Interviews)
- 23, 24 – No School (Teacher's convention)
- 27 – Professional Learning Day – No School for Students
- TBA – Pink Shirt Day

March 2017

- 8-10 – Gr. 7 & 8 Band Camp
- 20 – Professional Learning Day – No School for Students
- 19 – Last day of Term 2
- 20 – First day of Term 3

April 2017

- TBA – Grade 8 Trip to Bamfield Marine Science Centre
- 14 – Good Friday Holiday
- 17-21 – Easter Vacation (inclusive)
- 24 – Professional Learning Day – No School for Students

May 2017

- TBA – Grade 8 to Jr. Achievement at Mount Royal
- TBA – Mathematica Contest
- 14-19 – Grade 8 French Trip to Québec
- 19 – Professional Learning Day – No School
- 22 – Victoria Day – School Closed

June 2017

- TBA - Band Concert
- TBA – Evening of Excellence
- 28– Last Day of Classes
- 28 – Calaway Park Trip
- 29, 30 – Organizational Day

École Manachaban Middle School

Bell Schedule 2016-2017 School Year

MONDAY to THURSDAY:

8:40 am	Bus Drop Off	
8:50 am	Warning Bell	
Advisory	8:55 am – 9:05 am	
Period 1:	9:05 am – 9:59 am	
Period 2:	10:01 am – 10:55 am	
	10:55 am – 11:05 am	Break
Period 3:	11:05 am – 11:59 am	
Period 4:	12:01 am – 12:55 pm	
	12:55 pm – 1:40 pm	Lunch
Period 5:	1:40 pm – 2:34 pm	
Period 6:	2:36 pm – 3:30 pm	

FRIDAY SCHEDULE:

8:40 am	Bus Drop Off	
8:50 am	Warning Bell	
Period 1:	8:55 am – 9:32 am	
Period 2:	9:32 am – 10:09 am	
	10:09 am – 10:19 am	Break
Period 3:	10:20 am – 10:57 am	
Period 4:	10:57 am – 11:34 am	
	11:34 am – 12:14 pm	Lunch
Period 5:	12:14 pm – 12:51 pm	
Period 6:	12:51 pm – 1:29 pm	

Student Code of Conduct

ALBERTA PROVINCIAL SCHOOL ACT CODE OF CONDUCT FOR STUDENTS

In accordance with the Provincial School Act, students shall conduct themselves so as to reasonably comply with the following code of conduct:

- a. Be diligent in pursuing their studies;
- b. Attend school regularly and punctually;
- c. Co-operate fully with everyone authorized by the board to provide education programs and other services;
- d. Comply with the rules of the school;
- e. Account to their teachers and each other for their conduct;
- f. Respect the rights of others.

(School Act, Section 12)

ROCKYVIEW SCHOOLS DISCIPLINE POLICY

Offences that affect the safety and security of students shall be responded to in accordance with the following provisions:

A student found responsible for serious or repeated offences on school property or activities, such as those listed below, may be:

- Formally suspended from school
- Recommended for expulsion
- Reported to police by the principal

Offences to which this section refers include the following:

- Use, possession of, or active contact with weapons or replicas
- Threats, which, in the judgment of the principal, endanger others physically and emotionally
- Theft
- Assault causing bodily harm
- Vandalism
- Use or possession of drugs or alcohol
- Personal or sexual harassment
- Extortion
- Other criminal activity
- Open opposition to authority

Manachaban Code of Conduct

The Code of Conduct at Manachaban is grounded in the belief that our primary purpose is **learning** – intellectual, physical, social, and emotional learning.

The foundation of this learning is **respect** for self and others.

We are proud of the responsible attitude and behaviour that is willingly and routinely demonstrated by our students. On occasion, students need our help and it is necessary to take specific actions to teach more appropriate behaviour.

Manachaban's Code of Conduct is based on the following principles:

- All students have worth and dignity.
- All students are capable of learning cooperation and respect for others.
- Enforcement of school expectations is consistent, predictable, fair and kind.
- Strategies/consequences are appropriate for the behaviour and for the individual student and teach responsible attitudes whenever possible.

Response to Inappropriate Behaviours:

We generally begin with simple reminders, and then progress to structured problem-solving. This can involve the classroom teacher, parents, resource staff, CDA, and school administration.

When investigating incidents, we:

- seek to understand what happened rather than assuming.
- are effective, more than efficient, thus taking the time needed for all parties to be heard, looking to understand as accurate of a picture of the situation as possible.
- keep every student's dignity and our dignity intact.

Our problem-solving structure includes the following:

- Taking adequate time to clarify the incident and the problem.
- Brain-storming solutions with students / parents / teachers when appropriate.
- Choosing an appropriate solution.
- Scheduling a time to follow up on how things are going.
- Mediation through our CDA.

There are behaviors that are unacceptable, including violence, possession, or use of drugs and/or alcohol, possession or use of weapons, and direct defiance of an adult. In the case of these behaviors, our progressive discipline model could include, as a minimum, removal from classroom or playground or, as a maximum, out of school suspension of five days or recommendation of expulsion to the school board.

Specific expectations are regularly shared with students over the course of the year, particularly during our first week at school.

We know that all humans make mistakes and that most mistakes can be resolved and represent opportunities for growth. There is great capacity amongst humans for healing and resolution.

Expectations for Students

1) Attendance: Research indicates that students who attend school regularly are generally more successful. While the impact of poor attendance is normally academic, there is also very much a social impact. Students who are frequently absent generally feel a lesser sense of belonging to the school. When you miss school, you miss out!

However, when your child must miss, please call the office to let us know.

- a. Late Arrivals:** Students who arrive to school late or are returning from a medical or dental appointment need to sign in at the office. Appointments can be verified by presenting an appointment card or note from a parent to the secretary.
- b. Leaving School Early:** Students that need to leave during the school day must be signed out at the office by a parent and/or guardian. A text message or a waiting parent in the parking lot is, unfortunately, not acceptable, as we need to see whom your child is leaving with for safety reasons. If the adult is not the parent, we may require picture identification before releasing the child.
- c. Illness During School Day:** Students who become ill during the day should report to the office. Sometimes a few minutes of rest in the infirmary is enough but, if necessary, parents will be contacted to come and get their child.
- d. Phoning School to Report Student Absence:** The school is required to keep accurate records of attendance and the secretary phones parents when students are away and we have not been notified. With multiple phone numbers and sometimes two homes, this can take time, so please help us out by calling **403-932-2215**.

2) Dress Code: Because our purpose is education, students are responsible for dressing in a way that promotes learning and does not distract from the learning of others. Cleanliness and appropriate dress should be the basis of clothing decisions. Specifically, students are required to ensure that all clothing exhibits appropriate language and logos, and that the "basics" are covered - underwear is not to be visible (bra straps, boxers etc) – for both genders. Shorts and skirts should be the same length as the finger tips when a student has his or her arms next to their body in a relaxed position.

Students not dressed appropriately will be given a chance to change into different clothing of their own or a school provided t-shirt / shorts. Students are also welcome to wear hats before and after school, and outside at recess, but not inside during school hours.

3) Lunch Time: Our lunch goals at Manachaban are nutrition, activity and socialization. While different students may need more of one than the other, we believe that all students need some of each.

Students are expected to clean up after themselves after the eating period and then choose an activity of interest for recess. There are many activities happening at lunch every day, including clubs and intramurals, as well as going outside for fresh air and activity.

All students must remain on the school grounds during noon hour. Grade 8 students can bring a signed Off Campus Permission Form that will be filed so that he/she can leave the school property during lunch time. Grade 7 students must have a parent note (no texts please) for each day/time they wish to leave the school grounds at lunch. Grade 5 and 6 students are expected to remain on the school grounds at all times.

4) Technology Devices Policy & Digital Citizenship:

- a. Students may not bring cell phones, iPods, ipads or similar personal devices to any learning environment unless they are part of a student's individualized program or the teacher has specifically asked for the devices to be brought. If they must be brought to school at all, they must be left in the student's locker. Students may check their devices during the recess period of lunch only. We encourage students to eat and be social with other students during the morning snack break and during our lunch hour and keep their devices in their classroom or lockers during this time (Screen-free snack break and lunch break)
- b. All students and parent(s)/guardian(s) must complete a Responsible Use Agreement prior to using any school or personal technology at school. Please

note the agreement, in its entirety, on the school website for specific details on the appropriate use of technology and possible consequences when inappropriate use of technology occurs.

5) One to One initiative for Grade Eight Students: Beginning in September of 2016, we actively encourage students to bring their own personal computing device to school. Teachers in grade eight will use online learning as a regular and frequent way to access and deliver program. This means that students will often be asked to use Google Drive, Docs, Classroom, Sites and other online platforms and software. As this is a standard practice in grade 9 and beyond, grade eight will provide an opportunity to get used to working with one's own device in a school setting. Students who are unable or do not want to bring a device to school can borrow a school owned device on a daily basis. School owned devices cannot go home with the student and a user agreement needs to be signed by the parent or guardian to create a clear agreement between the school and the home in case of damage to the computer. Please refer to our website for further information about the type of device we recommend and further resources for parents in relation to the One-To-One initiative. You can access it at: <http://manachaban.rockyview.ab.ca/our-school/21st-century-learning/one-to-one>

6) Digital Portfolios: Beginning in September of 2016, all students at Ecole Manachaban Middle School will have access to a student owned digital portfolio. As part of the Communication of Student Learning (CoSL) initiative of Rocky View Schools, we have undertaken two years of examining the purpose and structure of a digital portfolio. Parents and Guardians will have the opportunity to grant permission to their child to access the portfolio and will have the opportunity to be partners in their child's documentation of progress over time. The portfolio is based on a google sites platform and will be the same template for all students, which can then be customized by the student. Students must adhere to the "Responsible Use Agreement for Technology" that they will sign at the beginning of each school year. It is important to understand that students, as owners of their digital portfolio, can grant access to anyone they would like to have access to their portfolio. We strongly recommend that students only grant access to their teachers and parents/guardians. The purpose of the portfolio is to gather learning evidence and progress over time.

7) Responsible Use of Cell Phones: There is a free phone for student use close to the main office and, when necessary, parents are able to leave messages for students by calling the main office. Students need to let the office staff know when they are calling home.

Student cell phones, iPods, ipads and any other personal devices must be left in the student locker at all times, if they must be brought at all. Students may check their devices during the recess period of the lunch break only.

8) Valuables: Students are responsible for the care and safety of their personal belongings, including band instruments, and are *advised not to bring large sums of money or expensive personal items to school*. If a student chooses to bring something of value, such as an electronic device, he/she should ensure valuables are locked in his/her locker, thereby minimizing the temptation of theft or breakage. We also remind students regularly about keeping their locker combination secret, and not taking any valuables to the PE change rooms. Loss of any such valuables on school property is the student's responsibility, and recovery of such items is often difficult.

9) Snowballs: Throwing snowballs is not allowed anywhere on school property, even when throwing at inanimate objects.

Additional Information for Students and Parents

1) Lockers: Individual lockers are assigned to students by their homeroom teachers. Students are asked to purchase a school-issued lock from the office. *Lock combinations should be kept confidential*. The school cannot assume responsibility for items lost or stolen from lockers. Replacement locks can be purchased from the main office.

2) Bicycles & Skateboards: Students who ride bikes to school should keep their bikes in the bike racks provided. Students are advised to secure their bike to the rack with a lock. Bikes are not permitted to be used during break or recess time. Skateboards can be stored in lockers, but students are not allowed to use them during the school day on RVS and school property.

3) Field Studies: Field studies provide enriching educational experiences for students, in keeping with what we know about active learning. Students are likely to be involved in several activities during the year. Parent permission is required for field studies. In the interest of meeting legal and planning requirements, *students must return permission forms on time with parent signature in order to attend field trips*. School behaviour expectations for students are in effect for students on all off-campus activities. Students who do not have their participation forms in on time may be asked to remain at school.

4) Extra-Curricular Activities: The extracurricular program at Manachaban will depend on student interest and the availability of sponsors and coaches. Student Council, Jazz Band, Book Club, Green Team, Intramurals, Leadership, and Inter-School Sports are some activities that have been previously offered. Information about extracurricular activities will be announced in the daily announcements. Information will also be available in the monthly school newsletters.

5) Riding the School Bus: Follow the driver's instructions at all times. He/she is in full charge of the bus and is responsible for your safety.

- a. Be considerate of the other passengers and the bus driver.
- b. Have respect for the bus and contents.
- c. Sit squarely on the seat, facing forward, keeping head, limbs and objects inside the bus and out of the aisle. This is the safest way to travel on a school bus and may prevent serious injuries.
- d. Keep noise level to a minimum. Loud noises and shouting are dangerously distracting to the driver.
- e. Students may be suspended from using the bus if the above guidelines are not followed. We encourage the bus drivers to file "Bus Misconduct Forms" with the administration, should behaviour on the bus fall short of the expectations set.
- f. You may be asked to sit in a certain spot by the driver in order to ensure an orderly ride to and from school.

6) Rocky View Sports Code of Ethics for Players and Spectators:

Whether I am a player or a spectator at a school athletic function, I realize that I am under the school's jurisdiction. Because my actions reflect on the school that I represent, I recognize my responsibility to exemplify the highest standards of conduct. I will:

- a. *OFFER* constructive support of my team, rather than criticize the opposition,
- b. *SHOW* appreciation of good plays by both teams,
- c. As a host, *WELCOME* the visitors as guests, offering all possible assistance,
- d. As a visitor, *RESPECT* the property of the host school and accept the hosts' regulations,
- e. *RECOGNIZE* the officials' integrity, realizing the difficulty of their decisions,
- f. *ACCEPT* the officials' decisions as final,
- g. *LEARN* the rules of the game,
- h. *RESPECT* the feelings of all participants, and show sympathy for an injured or disqualified player
- i. *ACCEPT* either victory or defeat graciously, respecting the efforts displayed by all,
- j. *EXPRESS* thanks to those responsible for the opportunity to enjoy a school sports activity.

7) School and Coaching Philosophy for Manachaban Sports: The following sports are offered at each grade level:

Grade 6: Soccer, Volleyball, Basketball - all students who wish to play are welcome to participate.

Grade 7/8 B Teams: Volleyball, Basketball – This league is focused on skill development and team building, all students who wish to participate are welcome to become part of the team.

Grade 7/8 A Teams: Volleyball, Basketball – This is a more competitive league in which students can try out for the team.

Grade 7/8: Track and Field, Badminton

8) Child Development Advisor (CDA): Students are encouraged to consult with Ms. Greaves, our CDA, if they are having academic problems, if they would like help in solving a personal problem, or if they wish for information about career planning. The CDA may refer students and/or families to other individuals or agencies. Students can drop by and talk to the CDA any time they are facing a challenge. Parents may contact the counsellor by telephoning the school. The CDA offers students a place to talk and discuss in confidence. As well, guidance can be given with organizational skills, and study and friendship skills.

Programs that are offered through the CDA:

- Grandparent program
- Teen mentoring
- Boys and Girls club at lunch
- Conflict Mediation
- Lunch Time mentoring at Elizabeth Barrett

9) Lost and Found: Students are expected to accept personal responsibility for their possessions. As much as possible, the school will endeavour to help recover lost or stolen articles. Two Lost and Found boxes are located in the hall by the Office. There is also a Lost and Found box in each change room in the gymnasium. Lost textbooks, pencil cases, calculators and other valuable items are turned in at the office. Articles left in Lost and Found will be brought to the Salvation Army in December and June.

10) Break / Lunch / Recess Procedures:

- a. **Break** – Students are encouraged to eat a healthy snack during the break between period 2 and 3. Please encourage your child to focus on eating and socializing with other students. We will promote a “Screen-free” snack break and lunch break.
- b. **Lunch** - Grade 5 and 6 students will eat in the gymnasium for their eating period (tables are provided). Grade 7 and 8 students will eat in front of their lockers. The Tuck Shop is open during the eating period for students to

purchase sandwiches / baked goods / drinks / soups etc. Every Wednesday we have a hot lunch (sign up occurs via schoolcashonline).

- c. **Litterless Lunches** - Our Green Team is working to create an environment in which students eat a “litterless lunch”. We would ask that families encourage their children to follow a practise of “pack-in, pack-out” with regards to packaging and wrapping of the food they bring to school.
- d. **Recess** – After our eating period, students are expected to go outside at noon recess to be as active as possible. If there is inclement weather, an indoor recess will be announced. This will usually only happen in extremely cold conditions (below -20 degrees). Unless rain is extremely heavy we will go outside for recess.

11) School Closures: Announced through designated radio stations between 4:00 pm and 10:00 pm the previous day or 6:00 am and 8:00 am of the school day in question. Schools may remain open even though bus service is cancelled. An information bulletin with further details is given to students in late September. Parents may also obtain closure information from the Rockyview Schools website: www.rockyview.ab.ca.

Once students have been transported to the school, the school will not be closed by adverse weather until the regular time for dismissal. Should storm conditions make it inadvisable for buses to travel at the end of the school day, students will be held at the school until it is deemed safe for them to leave.

12) Communication Between School, Parents, and Students:

- a. Electronic newsletters sent via a link to parent emails and posted to school website
- b. Staff email list available on the school website
- c. Synervoice – voice message sent to student home numbers
- d. Weekly email updates from teachers
- e. Phone calls to / from staff
- f. Twitter (@manachabanms)
- g. School Website - <http://manachaban.rockyview.ab.ca/>
- h. Pearson PowerSchool
- i. School phone number to report absences: 403-932-2215