

ÉCOLE INNISFAIL MIDDLE SCHOOL
Student Agenda
2017 - 2018

4501 – 52 Avenue
 Innisfail, AB
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STUDENTS – PARENTS – TEACHERS – VOLUNTEERS & COMMUNITY
 TOGETHER WE MAKE GOOD THINGS HAPPEN

École Innisfail Middle School is guided by the mission and vision of Chinook's Edge School Division.

Mission

Chinook's Edge School Division will engage every student in meaningful learning by challenging, encouraging and believing in them.

Vision

Chinook's Edge School Division will be universally recognized as a collaborative learning community where learning is personalized for all students to achieve success as compassionate and innovative global citizens.

Administrators' Message

Welcome to École Innisfail Middle School. We are looking forward to working together with students, parents, and community members to ensure that every student has the best possible experience in our school and achieves their fullest potential. We believe that every student can learn and achieve, and we want every student to feel valued, safe, and cared for in our building. As a school team, we are committed to creating the best possible learning environment for the middle school learner.

We hope that every student at our school has a very positive experience. Please do not hesitate to contact us if you have any questions, concerns, or feedback throughout the year.

Mrs. Danica Martin, Principal
 Mrs. Giselle Meyer, Vice-Principal

Name: _____

Home Room Teacher: _____

Website addresses: www.innisfailmiddle.ca
www.chinooksedge.ab.ca
www.learning.gov.ab.ca



ÉCOLE INNISFAIL MIDDLE SCHOOL STAFF

ADMINISTRATION

Principal – Danica Martin
 Vice Principal – Giselle Meyer
 Administrative Support – Tracy Topping
 Administrative Support – Leanne Stickland

GRADE 5 TEACHERS

Rochelle French
 Tanis Klymyk
 Erin Machell
 Cody Pivert - French Immersion

GRADE 6 TEACHERS

Dave Dale
 Melanie Grant
 Stephanie Miller
 Jill Neilson
 Cody Pivert – French Immersion

GRADE 7 TEACHERS

Tina Chadwick
 Tom Stones
 Mike Walsh
 Lisa Weiss - French Immersion

GRADE 8 TEACHERS

Erin Holt
 Melissa Johnson
 Coreen Nelson
 Amanda Oslund
 Lisa Weiss – French Immersion

SUPPORT TEACHERS

Pat Adams – Phys Ed
 Chris Bushell – Band/Music

SUPPORT STAFF

Lana Kennedy – Family Wellness
 Janette Charlton - Library Technician
 Karina Lucas – Library Technician

EDUCATIONAL ASSISTANTS

Kari Fox
 Dorothy Jegou
 Trish Jenks
 Debbie Papp
 Debbie Penner
 Dawn Peters
 Olesya Sedova
 Melissa Young

TECHNOLOGY SUPPORT

Kristie Fehr
 Troy Popma

SCHEDULE

School Open	8:30am	
Anthem and Agenda	8:40	Bell
Period 1	8:40 – 9:13	
Period 2	9:13 – 9:46	
Period 3	9:46 – 10:19	Bell
Recess	10:19 – 10:34	Bell
Period 4	10:34 – 11:07	
Period 5	11:07 – 11:40	
Period 6	11:40 – 12:13	
Recess	12:13 – 12:33	Bell
Lunch	12:33 – 12:53	Bell
Period 7	12:53 – 1:26	
Period 8	1:26 – 1:59	
Period 9	1:59 – 2:32	
Period 10	2:32 – 3:05	



Dismissal

3:05

Bell

SCHOOL ADMINISTRATIVE PROCEDURES

REGISTRATION

Your child is required to be registered in his/her legal name. Please supply the school office with a copy of your child's birth certificate. A copy of it will be kept in his or her file as mandated by the Province of Alberta.

If your phone number, address, or emergency contact information changes from that provided on your child's registration form, please contact the school immediately. In the event that a child becomes ill or injured at school, we need to be able to contact you or your emergency contact person. Please keep us up to date.

WEBSITE

Please refer to the school website www.innisfailmiddle.ca for important forms and announcements.

POWER SCHOOL PARENT PORTAL

Chinook's Edge School Division uses Power School as the electronic student records program. Parents and students are assigned user names and passwords to access their individual information. Parents are encouraged to create the account relating to their student at the start of the school year. All students in one household can be accessed from one account. Accounts will carry over from one year to the next so set up is only necessary one time.

SCHOOLMESSENGER

Parents will receive important updates regarding school announcements, emergencies, transportation and attendance issues through SchoolMessenger and home phone, cell phone and email. Please ensure that the school has your current contact information. Should you wish to do so, you can log into your Power School account and update this information under the "SchoolMessenger" tab.

ÉCOLE INNISFAIL MIDDLE SCHOOL AGENDAS

The Agenda is designed to help our students develop organizational skills in our students. The agenda will be used daily to record and keep track of homework, assignments, test dates, needed materials and special events. The student is expected to take the agenda home daily to have parents check it over and sign.

The agenda also contains the École Innisfail Middle School Handbook, which provides students with important school administrative procedures, student services and the student code of conduct.

ATTENDANCE

- Students must attend school on a regular and punctual basis (Alberta School Act).
- Appointments should be made out of school hours whenever possible.
- All absences must be communicated to the school. Unreported absences will result in contact for the safety of the student.

LATES

Students should plan to arrive at school with enough time to put away their coat and get their books before the bell rings. Between classes they should go directly to their next class.

SCHOOL ILLNESS

If a student becomes sick in class, the classroom teacher will send or take the student to the office and the office staff will call a parent or emergency contact number. For safety reasons, students should not be contacting parents by cell phone or classroom phone. The child will need to be signed



out and picked up at the office. **Under no circumstances will a sick child be permitted to walk home alone.**

LUNCH/LEAVING SCHOOL PROPERTY

Your students are the responsibility of ÉIMS from 8:40am to 3:05pm on school days, therefore ÉIMS maintains a closed campus with supervised lunch hours.

In the event that a parent or guardian wishes to allow a student to leave campus for the purpose of going home for lunch a written note containing the date and parents signature must be presented to the office.

Students must sign out and sign back in in accordance with our attendance policy. In the event that a student does not sign in, parents or emergency contacts will be contacted. Any students returning to campus during the lunch hour are expected to report back to supervised areas.

TELEPHONES AND STUDENT MESSAGES

Parents are asked to refrain from phoning the school to leave messages for their children except in cases of emergency. Messages will be given at breaks. Classes will not be interrupted.

Planning ahead and discussing after school arrangements with your child before they come to school will reduce the need for student messages.

Students are not permitted to use classroom or office phones to make after school plans with other students.

VISITORS

- **FOR SAFETY REASONS ALL VISITORS MUST CHECK IN AT THE OFFICE**

OPENING ACTIVITIES AND ANNOUNCEMENTS

Students are expected to remain silent while announcements are being made from the public address system so that everyone can hear what is being said. Everyone is expected to stand at attention and behave respectfully during the opening exercises. Teachers will not dismiss students prior to completion of morning and afternoon announcements.

EMERGENCY DRILLS

Emergency drills (Fire, Tornado & Lock Down Drills) will be held several times throughout the year so that each student is familiar with the part he/she must play. Students will use the emergency plan as posted in the classroom. All students will assemble as determined by their teachers.

SERIOUS INJURY

In the event that a student suffers a serious injury while at school, the school will attempt to contact the parents immediately and will also administer First Aid. If a parent is not available, school personnel will take the student to emergency services at the hospital or medical clinic. If the injury is minor, basic first aid will be administered at the school. It is extremely important that parents keep the school office informed of their current telephone number, work number and an emergency contact number.

MEDICATIONS AT SCHOOL

Board Policy states that no employee shall administer MEDICATION to any student unless the following condition has been met:

“Medication/Parent Guardian Permission form” form has been completed and signed by a parent/guardian. This also includes non-prescription medication (Aspirin, Tylenol etc.) The school does not supply non-prescription medication (Aspirin, Tylenol etc) to students.



Students taking prescription medication during school hours must have an **Administering Medication /Parent Guardian Permission form** at the school. These provisions are not intended in any way to prevent an employee from administering Epi-Pen and/or for transfer to the hospital in case of an emergency even if a parent/guardian is not available to give consent.

EMERGENCY SCHOOL CLOSURES

The Superintendent of Schools will decide emergency school closures after consultation with the Innisfail Principals. Announcements of emergency closures will be broadcast on the local radio stations as well as through SchoolMessenger.

BUSING

- Any student conduct issues on the bus will be dealt with by school administration.
- In the event of inclement weather please refer to the Chinooks Edge website www.chinooksedge.ab.ca for updates as well parents will be informed through SchoolMessenger.
- Any students using Chinook's Edge busing should be appropriately dressed in the event of an emergency.
- Please refer to the Parents Guide to Busing on the Chinooks Edge website for further information.

REPORT CARDS & PARENT/STUDENT/TEACHER CONFERENCE

École Innisfail Middle School reports on student progress regularly throughout the year. Report cards will be sent home 3 times throughout the year.

Parent/Student/Teacher Conferences will be held twice throughout the year.

The school also offers a standing invitation to parents or guardians to make an appointment for an interview with staff members or the administration to discuss concerns relating to their child's education.

BICYCLES, SKATEBOARDS, SCOOTERS AND IN-LINE SKATES

Bicycles should be parked in the bicycle racks immediately upon arrival at school. It is recommended that bicycles be locked to the bike rack as a precaution against theft.

Bicycles, scooters, heeies and skateboards are great ways to travel to school. In order to ensure the safety of all of our students, during school hours, we ask that students wear helmets on the way to and from school and walk all wheeled vehicles while on school property.

STUDENT SERVICES

HOUSE STRUCTURES

Why Houses:

The house structure is designed to create a sense of family and belonging in our school. Students already have a sense of belonging to a grade level and within their grade teams, teachers and students work together in creative ways. Houses provide us with opportunities to build positive connections and relationships between students and staff in cross-graded teams. Houses work together to build school culture, foster and encourage character education, and move forward the values of our school.

Every week, students engage in House Time where they do team-building activities, community service projects, school spirit activities, and character education. Students are able to earn house



points by following MP3 expectations, achieving excellence, 'winning' friendly team competitions, uplifting their peers, and being good citizens of our school and community.

Meaning and Purpose:

Each house name was selected purposefully by staff members. We chose four names that represent important cultures in our community. Also, we chose words that speak to the school culture we would like to create.

AMBITIE- pronounced am-bee-sea- Dutch word for ambition. House traits are ambition, bravery, persistence and determination.

KAAWAAN - Philipino word for compassion. House traits are respect, compassion and kindness.

OPOWATUM- Cree word for dreamer. House traits are dream, passion, inspire, create.

SAGESSE- pronounced sa-j-essss- French word for wisdom. House traits are wisdom, strength, energy and courage.

EXTRA CURRICULAR ACTIVITIES

Sports Teams: ÉIMS has after school teams for cross-country running, volleyball, basketball, badminton and track and field. All students are encouraged to take part. Many staff members volunteer as coaches.

Climbing Club: ÉIMS offers a rock climbing club for interested students in grade 5, 6, 7 and 8.

FAMILY WELLNESS WORKER

Family Wellness Workers are available to provide a support system for students and families in need and link them to appropriate services in the community. Parents, teachers, administration and students may make referrals.

SCHOOL PHOTOGRAPHS

Lifetouch Photography will be in our school for individual and class pictures on September 11, 2017. Picture retakes will be on November 7, 2017.

HALL LOCKERS

Each student will be assigned a locker. These lockers are school property and must be kept clean and uncluttered. Students may purchase locks from the school that can be used through to completion of middle school. Office staff will keep a record of combinations in case a student forgets.

Only school locks may be used on school lockers.

Lockers are subject to periodic searches of a general administrative nature for contraband and rule violations. This may be done at any time without notice.

CODE OF CONDUCT

1. THE SCHOOL ACT OF ALBERTA SAYS:

A student shall conduct himself or herself so as to reasonably comply with the following code of conduct:

- A. Be diligent in pursuing the student's studies;
- B. Attend school regularly and punctually;
- C. Cooperate 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 the student's teachers for the student's conduct;



- F. Respect the rights of others
- G. Ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging;
- H. Refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means;
- I. Positively contribute to the student's school and community.

2. SMOKING, DRUGS & WEAPONS

Students are prohibited from having in their possession: weapons or other objects which can cause injury, tobacco products, vaping products, alcoholic beverages and illegal drugs.

3. BULLYING AND/OR SOCIAL CONFLICT

We strive to create a welcoming, safe, caring, and inclusive environment at our school. We are guided by Chinook's Edge policy AP 3-26, which can be found on the Chinook's Edge website under Administrative Procedures. This procedure includes definitions of bullying and social conflict as well as provides us with best practices for addressing these issues. If you suspect that your child is involved in a social conflict or bullying situation, please talk to their teacher or the school's administrative team.

4. VANDALISM is prohibited. This applies but is not limited to: the school building and its fixtures, texts and learning resources, personal belongings of staff, students or members of the community.

5. DRESS CODE:

Students are to be dressed appropriately for school. Students go outside for recesses and should dress according to the weather. Dress should be appropriate for a middle school setting. What may be appropriate to wear to the beach is likely not suitable for school." If students wear sandals or flip flops to school, please ensure that they still have appropriate footwear for gym.

6. PHYS ED CLOTHING: All students require running shoes (not slip on) and gym strip for Phys Ed. Students MUST have a change of shorts or sweats and a t-shirt. In the event that students do not have gym strip extra shorts and t-shirts are kept in the Phys Ed office for student use. All students are required to take part in Phys Ed.

7. SHOES:

Inside and outside shoes are mandatory. Outside shoes are to be left at the student entrances immediately upon entering the building or to be placed at the bottom of the student's locker and locked up.

8. SUNFLOWER SEEDS AND SLURPEES

Sunflower seeds and slurpees will not be allowed on the school property.



MP3 at IMS
School-wide Positive Behaviour Supports

	Classroom	Hallways	Playground	Bathrooms	Lunchtime	Gymnasium	Assembly	Bus
Pride in Yourself	<ul style="list-style-type: none"> - Follow directions - Raise your hand - Use appropriate language - Use an appropriate tone - Keep your hands and feet to yourself - Ask questions - Do your best work - Be prepared for Class 	<ul style="list-style-type: none"> - Keep your hands and feet to yourself - Observe personal space - Listen to all the adults in the building - Use your quiet, inside voice - Keep your locker organized and clean 	<ul style="list-style-type: none"> - Have a plan for positive play - Use appropriate language - Keep your hands and feet to yourself - Take turns on the equipment - Hustle back to school as soon as you hear the bell or whistle 	<ul style="list-style-type: none"> - Do your business in the toilet and leave - Flush the toilet - Wash your hands with soap 	<ul style="list-style-type: none"> - Sit in your desk and eat your lunch - Wash your hands before eating - Eat your own food - Use good table manners - Do not talk with your mouth full 	<ul style="list-style-type: none"> - Change into your gym strip - Follow teacher directions - Participate actively <ul style="list-style-type: none"> - Try your best 	<ul style="list-style-type: none"> - Enter into the gym in a single file line with your teachers - Sit in your designated area keeping your hands and feet to yourself - Listen when the speakers are speaking 	<ul style="list-style-type: none"> - Stay seated in your seat facing forward - Talk to the people in your seat using a quiet voice - Take all your possessions and trash with you when you leave the bus - Use appropriate language
Pride in Others	<ul style="list-style-type: none"> - Be an active listener - Be an active participant - Encourage your classmates - Do not disrupt others while they are working - Celebrate Successes 	<ul style="list-style-type: none"> - Pick up litter in the hallways - If another student drops something, stop and help them pick it up - Greet adults and guests by looking them in the eye and saying hello 	<ul style="list-style-type: none"> - Include others in games and play - If you see someone by themselves, invite them to play 	<ul style="list-style-type: none"> - Respect the privacy of others - Keep your hands and feet to yourself - Say hello to fellow students 	<ul style="list-style-type: none"> - Engage in polite conversation with your classmates - Use your manners <ul style="list-style-type: none"> - Listen to adults 	<ul style="list-style-type: none"> - Take turns - Encourage your classmates - Celebrate successes 	<ul style="list-style-type: none"> - Clap and applaud when appropriate - stop immediately when the assembly leader asks you to stop - Do not engage your classmates in conversations during assembly 	<ul style="list-style-type: none"> - Listen to the bus driver's directions and follow them - Keep your body and belongings inside the bus
Pride in Community	<ul style="list-style-type: none"> - Be a positive contributor to your classroom and your school - Keep your classroom clean 	<ul style="list-style-type: none"> - Walk on the right hand side of the hallway - Wear appropriate shoes at all times - Hold the doors open for other people - Smile and say hello to adults in the building 	<ul style="list-style-type: none"> - Pick up litter on the playground - Treat the equipment and the grounds with respect - Be a positive role model for other students 	<ul style="list-style-type: none"> - Keep the facilities clean - Report any problems or vandalism to the office 	<ul style="list-style-type: none"> - Clean up your eating area - If you are accessing the cafeteria or concession, wait in line for your turn - Make sure that all your classmates have a lunch - if not, tell an adult 	<ul style="list-style-type: none"> - Wear non-marking soles in the gym - Treat all phys-ed equipment with respect 	<ul style="list-style-type: none"> - Greet any guests at our assemblies by looking them in the eye and saying hello - Ensure that you are a positive role model for students at the assembly 	<ul style="list-style-type: none"> - Represent our school well when you are on a field trip <ul style="list-style-type: none"> - Help create a safe and positive environment on the bus - Report any incidents that occur on the bus to a teacher

MP3 at EIMS

Consequences

Application of any consequence for behaviour infractions includes the following 3 aspects:

- Consequence - serves to send a message to the student, and other students, that the behaviour was not acceptable.
- Learning - student needs to re-learn (and be re-taught) the desired behaviour so that another infraction does not occur
- Restoration - student needs to 'make it right' with those affected by his/her behaviour

** Classroom (homeroom) teacher is primarily responsible for tracking and documenting behaviour infractions - tracking system will include a process so that homeroom teachers are informed of infractions.

<p style="text-align: center;">Minor Infractions</p> <ul style="list-style-type: none"> - Unprepared for class - Inappropriate clothing - Incomplete homework - Running in the hallways - Inappropriate footwear - Talking out of turn in class - Disrupting other students while they are working - Unintentional swearing - Teasing - that does not involve serious threats or name-calling and is not chronic or repeated - Littering - Not opening the door for others in the hallway or saying hello to adults and guests - Being late for class after recess - Not having gym strip for gym class - Wandering hallways during class time - Non-compliance - Assembly behaviours - Excluding other students from play opportunities - Bus behaviours - turned around in seat, too loud 	<p style="text-align: center;">Consequences</p> <p>These behaviours are handled by the teacher or attending adult.</p> <p>Step 1:</p> <ul style="list-style-type: none"> - Verbal reminder to the student of the expected appropriate behaviour <p>Step 2:</p> <ul style="list-style-type: none"> - Verbal reminder to the student of the expected appropriate behaviour - Consequence applied by the teacher or staff member such as loss of classroom privileges, recess time owed, walking with teachers at recess, apologies, etc. - Re-teach the desired behaviour so the student is aware of what to do next time the situation presents itself. <p>Step 3:</p> <ul style="list-style-type: none"> - Verbal reminder to the student of the expected appropriate behaviour - Home contact made by the teacher - Pattern of behaviour infractions documented using school tracking system
<p style="text-align: center;">Middle Infractions</p> <ul style="list-style-type: none"> - Inappropriate language - Inappropriate use of electronic equipment (ie. accessing inappropriate sites during class, using social media to harm, etc) - Cheating on assignments, tests, quizzes - Disrespecting teachers - Lying - Teasing other students - that is chronic or repeated and involves targeted attacks at the other student - Purposefully excluding other students from play opportunities - Disrespect of bus driver including ignoring his/ her instructions - Intentional swearing 	<p style="text-align: center;">Consequences</p> <p>These behaviours are initially handled by the attending adult, but are referred to the administration.</p> <p>Step 1:</p> <ul style="list-style-type: none"> - Verbal reminder to the student of the expected appropriate behaviour - Consequence applied by the teacher or staff member such as loss of classroom privileges, recess time owed, walking with teachers at recess, apologies, behaviour contracts, detentions, referral to mentoring program, teaching appropriate behaviours to younger students, etc. - Parent/guardian informed and part of plan - Behaviour plan developed and tracking in place <p>Step 2:</p> <ul style="list-style-type: none"> - Verbal reminder to the student of the expected appropriate behaviour - Parent/guardian informed and part of plan - Behaviour plan developed and tracking in place - Referral to Administration for more serious consequences including in-school suspension (1 day, 2 days, 3 days), behaviour contract, office time during recess, loss of school-base privileges such as playing on teams, field trips, referral to FSW, etc. <p>Step 3:</p> <ul style="list-style-type: none"> - Verbal reminder to the student of the expected appropriate behaviour - Parent meeting - Behaviour plan and tracking in place - Referral to Administration for more serious consequences including in-school suspension, out-of-school suspension (1 day, 3 days, 5 days), consultation with outside agencies/support, etc.

Major Infractions	Consequences
<ul style="list-style-type: none"> - Fighting - Bringing weapons to school - Inappropriate use of emergency equipment - Sexual behaviour - Endangerment of self/others - Racism and other forms of discrimination - Defacing school property - Theft - Ongoing and escalating defiance - Inappropriate use of internet/print material - Verbal aggression - threats - Physical aggression - Smoking - Use of matches/lighters on school property - Vandalism - Ongoing, targeted, and escalating bullying 	<p>These behaviours are immediately referred to administration.</p> <p>Step 1:</p> <ul style="list-style-type: none"> - Verbal reminder to the student of the expected appropriate behaviour - Consequence applied by the administration resulting in immediate loss of privileges such as in-school suspensions, out-of-school suspensions, denial of access to school extra-curricular programming or field trips, modified attendance day, etc. - Parent/guardian informed by admin and behaviour tracking in place - Meeting between student, homeroom teacher, and admin to outline expectations moving forward <p>Step 2:</p> <ul style="list-style-type: none"> - Verbal reminder to the student of the expected appropriate behaviour - Consequence applied by the administration resulting in immediate loss of privileges such as increasing number of days of in-school suspensions, out-of-school suspensions, denial of access to school extra-curricular programming or field trips, modified attendance day, etc. - Parent/guardian informed by admin and behaviour tracking in place - Meeting between student, homeroom teacher, and admin to outline expectations moving forward - Central Office personnel informed and involved in planning <p>Step 3:</p> <ul style="list-style-type: none"> - Combination of consequences for the student including suspensions and recommendations for expulsion, depending on pattern of behaviour - Immediate involvement of parents and Central Office personnel - Possible referral to other agencies/services - RCMP, Mental Health, AHS, FSW, Behavioural Consultant, Level C assessment, etc. - Possible VTRA candidate or referral for other services - Re-entry plan for student including parent and teacher input

**ÉCOLE INNISFAIL MIDDLE SCHOOL
YEAR AT A GLANCE CALENDAR
2017 – 2018**

August

30 PD Day
Campus Welcome back BBQ
31 Students first day of school

September

4 Labour day no school
11 School photos
22 Teacher PD day no school

October

6 Non Instructional day no school
9 Thanksgiving no school
27 Collaborative Day no school

November

9–13 Fall break no school
11 Remembrance Day no school
24 Collaborative Day no school

December

8 Collaborative Day no school
25–31 Christmas Break

January

1-5 Christmas Break
8 Classes resume
31 School Organizational day no school

February

9 Collaborative Day no school
19 Family Day no school
19–23 Winter break no school

March

9 Non Instructional Day no school
23 Collaborative Day no school
30 Good Friday no school

April

2 Easter Monday no school
16-20 Spring break no school

May

4 Collaborative Day no school
18 Focused PD Day no school
21 Victoria Day no school

June

8 Non Instructional Day no school
28 Report Cards/ Students last day
29 School Organizational Day

