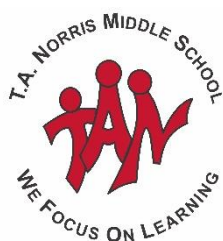


# Welcome to T.A. Norris Middle School

**Grades 5 – 8  
English & French Immersion Programs**



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**SCHOOL VISION**  
We Focus on Learning.

**SCHOOL MISSION STATEMENT**  
We aim to be the school of choice.

- SCHOOL VALUES**
- i. Respect throughout our Learning Community
  - ii. Safe and Caring Environment
  - iii. Continuous Improvement
  - iv. Success for All

## **INFORMATION FOR STUDENTS & PARENTS**

### **BUILDING ENTRY**

The doors from the teacher parking lot, main entrance (on the south end of the building), the bus loop and those into the grade 5/6 wings are open at 8:15am until 8:55. In the interest of security, the only doors open following that time are at our main entrance near the flagpoles. The grade 5 wing, grade 6 wing and the bus loop doors are open for morning and noon hour recess.

### **SCHOOL SUPPLIES & FEES**

Students are required to bring their own school supplies based on a list provided by the school. Over the course of the year, there may be optional fees such as Hockey/Dance Academy, School Trips and Hot Lunches, and some Grade 7/8 exploratory subjects which can be paid by credit card or e-cheque through <https://prsd.schoolcashonline.com/>. Textbooks are issued to students when they register and are expected to be returned at the end of the year in good condition. If any book is lost or damaged beyond normal wear and tear while signed out to a student, that student will be responsible for its replacement and payment must be received before another copy will be issued.

### **LOCKS & LOCKERS**

Students require a school-issued lock which is initially supplied by the school and is used at Peace River High School after leaving T.A. Norris. Replacement locks cost \$8.50 each. School-wide locker cleanouts occur several times per year, but students are encouraged to keep lockers tidy as leftover lunches, food morsels and dirty gym clothes pose health risks.

### **BICYCLES**

We suggest you lock your bicycles to the bicycle rack at the main entrance of the school during the day. Once you reach school grounds you are to dismount. Bicycles, skateboards and rollerblades are not permitted to be used on school grounds unless as a part of a class activity. For your safety, students are not allowed to ride through the bus lane or sidewalk during bus loading and unloading times. Parents are reminded that it is a legal requirement that persons under the age of 18 wear a bicycle helmet.

### **FIRE REGULATIONS AND EVACUATION**

Teachers will explain the fire drill and evacuation procedures to the various homeroom classes. Fire exit maps are also posted in each classroom. You are expected to know the escape routes. Should the alarm sound at the break or during the lunch hour, you are to leave by the nearest exit and report to your homeroom drill position outside the school. Attendance will be checked in the usual fashion. Please note that if the electrical power should be cut off, the signal will be a hand bell sounded in the hallway. In the event of an evacuation due to flood, all students will walk up to Peace River High School. Home room teachers will need to record the pick up of students from there so it is important that they be informed when a child is picked up.

### **CELL PHONES ANY ELECTRONIC DEVICES**

Electronic devices are not allowed in class unless permission is given by the teacher. Students are allowed to use their devices before school, during morning and lunch recess and again after school. If students have their device out during class time it will be taken away for the remainder of that block. If it happens a second time, it will be taken to the office for the remainder of the day. A third offence will require parents to come and pick it up from the office.

### **TELEPHONE CALLS**

Each classroom has a phone that students can use with the teacher's permission. If you need to contact a student during school hours, please call the office and messages will be delivered to the student via a page at lunchtime or at the end of the day. Students should not expect to use the office telephone unless they need to contact a parent for health reasons or have missed their bus.

### **NEWSLETTERS/WEEKLY UPDATES & SCHOOL MESSENGER**

Emails are sent at the end of each week with information about events coming up the following week. We also use Class Dojo and post photos and reminders to our school Facebook page. Our school utilizes the School Messenger system to deliver text messages straight to your mobile phone with important information about events, school closings, safety alerts and more. Parents can participate in this free service by texting "Y" or "Yes" into the short code number 724665. In order to keep all communication lines flowing freely, we ask that you keep the school informed of any address or phone number changes.

## EXPLORATORY PROGRAM



The exploratory program at T A Norris is designed to provide students choice and give them the opportunity to explore new topics, develop new skills and to enhance and engage in activities that they already show aptitude for. All the classes offered are extensions of the Alberta Education Program of Studies and meet learner outcomes outlined in the program.

Students can engage in language and cultural studies through our French as a Second Language class. Our practical arts courses offer students the chance to complete Career and Technology Studies modules in Foods, Construction Technology, Fabrication Studies, and Information Processing. In our Fine Arts programming students explore the worlds of art, drama and music.



We also offer exploratories that focus on academic skills. Students are offered assistance in completing their homework or with understanding concepts and extending their knowledge in specific areas. They can help with the school newsletter or yearbook thus meeting



Language Arts learner outcomes for managing ideas and information and enhancing the clarity of their communication.

Our athletic exploratory courses help students develop an understanding of different sports and give them the opportunity to build the necessary skills of sportsmanship and an appreciation of the need to remain active for life. The 5/6 and 7/8 Hockey and Gymnastics Academy will be going for term 1 and 2. These programs give students the opportunity to learn or hone their skills on the ice or dance floor. The school also has an artificial ice service which can be used during recess time and a climbing wall in the gymnasium which is used during Phys. Ed. Classes.

## LIBRARY



The Learning Commons is a very important part of the school and provides regular access for students with reference, personal interest and leisure materials. It is open from 8:30 a.m. to 3:45 p.m. daily, including noon hours.

Students are encouraged to ask the library staff for assistance. Co-operation and suggestions from parents, staff and students are always appreciated. The library accepts donations of recently-published books and magazines that are in good condition and suitable for Grades 5-8. [www.LearnAlberta.ca](http://www.LearnAlberta.ca) is a website that provides quality online resources to the Kindergarten to Grade 12 community.

Students, teachers, and parents will find multimedia learning resources that are based on Alberta Learning curriculum guidelines. LearnAlberta.ca is a safe, reliable, and innovative collection of learning resources developed by Alberta Education in consultation with stakeholders.

## SNACKS & LUNCHES

Lunches are eaten in CORE CLASS: Grade 5/6 between 12:10p.m. and 12:35 p.m. Grade 7/8 between 11:50 and 12:10. A canteen is available for purchasing sandwiches, beverages and snacks. Sunflower seeds and slushy type drinks tend to make a mess around the school and are prohibited. Grade 5 and 6 students are given an opportunity to eat a small snack in their classroom after morning recess. Please see the section on Attendance & Lateness for information about our Closed Campus policy.

## RECESS

The morning recess has been established to provide our grade 5 and 6 students a much needed break for fresh air and exercise outside on the playground. Activities are supervised on the field and playground on the north end of the school. When entering or leaving the school, students are to use the entrance closest to their lockers.

## PHYSICAL EDUCATION

All students are enrolled in Phys. Ed. classes as a part of core subjects as per Alberta Education policy and therefore must take an active part in the class. If students are recovering from an illness or injury and are unable to take part in physical education class, they must submit a parent-signed note to the teacher before class. Physical Education is a core class and the teacher is required to ask for a doctor's certificate if non-participation becomes long term. Swimming is part of the core curriculum for grade 5s and 5s. Grade 7 and 8 students may be able to take swimming as an exploratory in term 3.

## LOST & FOUND

If you must bring articles of value to school, keep them in your locked locker and take note of serial numbers. It is recommended that students take advantage of apps which allow them to track down lost electronic devices. Our school is monitored by security cameras and every effort will be made to help find lost or stolen property. Please report a loss or theft to the office immediately. Items that are turned into the office will be displayed in the foyer windows or placed in the lost and found box (located in the Administration wing hallway).

## ATTENDANCE LATENESS

Regular attendance is a major factor in success in school. Parents are required to call the school or provide a written note to advise office staff if a student will be late or absent. Attendance is taken twice daily. If a student is marked absent and no reason has been provided to the office, we will use School Messenger to send an email, phone and text to parents/guardians using the contact information provided on the registration form. Students who arrive after 8:55 am, or who leave campus during the day, must sign the late book in the office before returning to class. This is essential for showing us who is in the school and who is absent at any given time. When leaving partway through the day, students are allowed to sign themselves out if a signed note has been provided by the parent; in all other cases a parent or other authorized person must officially sign the student out in the office before the student will be allowed to leave the building.

If your family is taking holidays in mid-term or as an extension of school holidays, please give teachers a minimum week's notice which will allow us time to arrange a system for making up missed work.

Only extreme circumstances will lead to the closure of the school (e.g. fire, flood, extended power, water or heating failure). Inclement weather may lead to the buses being cancelled for the day but the school will remain open, lessons will continue and the students should come prepared to work.

## We are a Closed Campus School

In order to help ensure student safety and keep student attention focused on learning, the following rules have been put in place:

- Only those students who are walking home for lunch are permitted to leave the school grounds. These students should submit an annual letter of permission signed by a parent. Students wishing to leave the building for any other reason must submit a parent-signed and dated note to the office before 9 a.m.
- All bus students are to proceed directly onto the school grounds for their bus and remain there until they get on the bus to go home.

## POSITIVE BEHAVIOUR INTERVENTIONS AND SUPPORTS (PBIS)



T.A. Norris employs a PBIS system. This data-driven Class Dojo program is designed to provide reinforcement for positive behaviours and a logical set of consequences for behaviours that we would like to eliminate. The goal is to have the students develop intrinsic discipline; that is, they make the choice to follow the rules and do not require having their behaviour corrected.

Green credits are awarded for good behaviour (for instance volunteering to clean up a mess you didn't make). Red demerits are given for minor infractions such as being late for class. Five red reminders in a week = lunch detention. Office referrals are given for major infractions such as

refusing to comply with staff instructions. Parents are contacted in these cases.

Behaviour expectations are posted in locations throughout the school and are explained to all students by their homeroom teachers in September. Throughout the year, these expectations are reinforced by student being given credits when they are "caught" behaving appropriately. Credits can be exchanged for goods at the library or canteen, use of Ping-Pong tables or artificial ice surface during recess, admission to dances, special privileges, etc.

## OLWEUS BULLYING PREVENTION PROGRAM

T.A. Norris Middle school is proud to have implemented the Olweus Bullying Prevention Program. This program, developed in Norway, is designed to mitigate the incidences of intimidating, taunting and excluding behaviours. This is done by establishing an understanding of how engaging in these behaviours effect others and by developing a consistent set of consequences if a student does make the choice to engage in them.

Bullying is defined as repeatedly exposing a person over time to negative actions on the part of others. Bullying implies an imbalance of power and strength and the student who is being bullied has difficulty defending themselves.

The students and staff at T. A. Norris agree to follow the following rules:

- *We will not bully others.*
- *We will help students who are bullied.*
- *We will include students who are left out.*
- *When we know somebody is being bullied, we will tell an adult at school and an adult at home.*

If a student chooses to violate the rules above the consequences are as follows:

First offense of Physical Bullying/Verbal / Subtle Bullying - Noon Recess Detention  
Second offense of Physical Bullying/ Verbal / Subtle Bullying – Forfeiture of two exploratory periods  
Third offense of Physical Bullying/ Verbal / Subtle Bullying - School suspension

The program fits with what is instructed in our Effective Behaviour Supports program and character building program we have in place in our Homeroom program.

### **CODE OF CONDUCT**

T.A. Norris supports the endeavour of staff, students, parents and the community to ensure positive student behaviour and conduct. In addition, the school expects parents and students to recognize their responsibility in developing student self-discipline.

At T.A. Norris Middle School:

- Students shall be treated with dignity, respect, and fairness by other students and staff.
- Students shall be provided with a learning environment that is free from physical, emotional and social abuse.
- Students and parents shall be informed of the school's expectations for student behaviour within the school, the school grounds, and during school activities.
- In the event of student misbehaviour, students shall have the right to offer an explanation and to be informed about consequences of misbehaviour.
- Appropriate opportunities for student representation and involvement in student matters shall be provided.

**Based on the Board policy and regulations for students' behaviour and conduct, the school must develop and communicate, to parents and students, expectations for student behaviour and conduct.**

**The school's expectations for student behaviour and conduct shall:**

- be developed with opportunity for input from staff, students, parents and the community.
- be communicated annually, to student and parents by the principal.
- include the consequences for failure to meet expectations related to student behaviour, conduct, dress, discipline, department, and attendance.
- be reviewed and revised as required.

**Parents play a vital role in developing student behaviour and conduct. It is the school's assumption that parents will:**

- be aware of the school's expectations for student behaviour and conduct.
- review the school's expectations for student behaviour and conduct with their child(ren).
- co-operate with the school's or School Division's recommended course of action prior to re-admission of the student following a student suspension (This might include the completion of assigned work).

**Students shall meet the expectations for student behaviour while on school property during regular school hours, involved in school sponsored or related activities and on their way to and from school.**

**Student responsibilities:**

***Students shall exercise their responsibilities to:***

- use their abilities and talents to gain maximum learning benefits from their school experiences.
- contribute to a climate of mutual trust and respect conducive to effective learning, personal development and social living.
- attend classes regularly and punctually.
- adhere to school and district policies relating to smoking, alcohol and other illegal substances.

***Students shall show respect for:***

- authority
- others and their property
- school property
- ethnic, racial, religious and gender differences
- school attendance and punctuality
- work habits, assignments and homework
- textbooks and equipment
- fire alarms and safety equipment

**Failure to meet the expectations for behaviour and conduct shall result in some or all of the following consequences:**

- problem-solving, monitoring or reviewing behaviour expectations with students and reprimand
- parental involvement
- referral to attendance board
- temporary removal of privileges
- detention of student
- temporary exclusion of student from class
- in-school suspension
- behavioural contract with student
- restitution for property damage to an individual or the Board
- assessment of student to develop appropriate programming
- involvement of external agencies (AADAC, PCH, RCMP)
- expulsion from a school or all district schools

**Grounds for disciplinary action that could lead to suspension or expulsion exist where a student has demonstrated unacceptable behaviour such as:**

- conduct which threatens the safety of students and/or staff
- possession of any weapon or object in school, that could cause injury or intimidation
- fighting (results in an immediate suspension)
- possession or use of illegal drugs or tobacco products (results in an immediate suspension)
- contravention of district policies and regulations related to student harassment, student attendance, and student rights and responsibilities
- wilful disobedience and/or open opposition to authority
- use or display of improper or profane language
- wilful damage to school or others' property
- interfering with the orderly conduct of class(es) or the school
- contravention of the Code of Conduct as set up in the School Act

**The principal or vice-principal shall:**

- inform the parents of students involved
- proceed with disciplinary procedures as laid out in Board policy

**When disciplinary action is required staff shall, where possible and required, work with the students' parent, may involve district resource staff and staff from community agencies.**

- staff will record, on the referral forms provided, all behaviour they consider serious or on-going and what action they have taken or intend to take.
- the principal shall maintain records of disciplinary action taken by school staff as a result of unacceptable behaviour.

Parents requiring clarification or further information regarding student behaviour and conduct should call the school principal.

**DRESS CODE**

**Dress Code Rationale**

The purpose of the dress code is to promote a positive learning environment. The dress code is not meant to infringe on any individual student's right to freedom of expression. We encourage students to dress appropriately for the school work place.

Students found in violation of the dress code provisions will be asked to change to appropriate clothing. This may involve borrowing from a friend. If student does not have that option, they will be directed to the office where the student can contact home. Interpretation of these dress standards is the responsibility of the school staff.

**Guidelines for School Attire**

- Clothing or displays with reference to tobacco, drugs or alcohol; clothing with messages or pictures that are vulgar, profane, disruptive, offensive, threatening or provocative are not permitted.
- Hats are to be left in lockers and hoods are to stay down.
- Jewellery or accessories that could be dangerous or too distracting (eg. too sharp, too large, possible choking hazard) are not permitted.
- Outdoor shoes/boots are not to be worn in school during inclement weather. Only non-marking shoes may be worn in the school.
- Coats or outerwear are not to be worn in the classroom.
- Students in shop classes must wear safe clothing (no baggy or loose clothing).
- During colder months, students are to come to school dressed appropriately for the weather conditions.

**AWARDS**

At T.A. Norris, we acknowledge the academic achievement and positive work ethics of students by issuing

award certificates during monthly assemblies and a special awards ceremony at the end of the year. Awards can take the form of

- Honour Roll Certificates – for those students who achieve 80% 4s on their report cards.
- On A Roll Certificates – for those students who embrace the successful workplace qualities of perseverance and positivity
- Attendance Certificates – for students with perfect attendance.
- Winit Certificates – presented in June to acknowledge students' participation in extra-curricular activities
- Athletes of the Year and other Special Awards – presented in June.

### STUDENT EVALUATION POLICY

Part 1: In each of the three academic reporting periods during the school year the minimum number of examinations and/or other evaluations shall be as follows:

a) *Language Arts*: 5 assessments of which at least two must be examinations. The remaining assessments may be the end products of definite units of work. (Example: A book report per se, may better demonstrate mastery of book reporting skills than a series of questions on writing a book report).

*Social Studies*: 5 assessments of which at least two must be examinations. The remaining assessments may take the form of term papers, projects or essays.

*Science*: 5 assessments of which at least two must be examinations. The remaining assessments may take the form of term papers, projects or a series of lab reports.

*Mathematics*: 2 major examinations plus assessments in the form of quizzes and assignments.

b) *Physical Education*: student participation and preparedness to partake in the various activities and sports covered will be the main assessment tool. Observations of pupil performance of skills in various sports will contribute to the overall assessment.

\* \* \* IF INTERIM INFORMATION ABOUT A STUDENT'S PROGRESS IS DESIRED, PARENTS ARE ENCOURAGED TO INITIATE A DIALOGUE WITH THE TEACHER (S) SO THAT THE PROCESS OF COMMUNICATION INDEED BECOMES A TWO-WAY PROCESS. "PLEASE CALL US - WE CAN'T CALL ALL OF YOU." IT IS EXPECTED THAT STUDENTS WILL ALSO ASSUME RESPONSIBILITY FOR INFORMING THEIR PARENTS ABOUT THEIR DAY-TO-DAY PROGRESS.

