

# **EAGLE MOUNTAIN MIDDLE SCHOOL**

## **Student Handbook 2016-2017**



**Mr. Darren Macmillan**  
PRINCIPAL

**Mr. Jonathan Sclater**  
VICE-PRINCIPAL

**110 Dogwood Drive  
Anmore, BC V3H 5G1  
Telephone: 604-469-1133  
[www.eaglemountainmiddle.ca](http://www.eaglemountainmiddle.ca)**



# EAGLE MOUNTAIN MIDDLE

## Bell Schedule 2016-2017

	MON & WED	TUES & THURS	FRI
<b>Prime time Attendance</b>	8:25 8:30	8:25 8:30	8:55 9:00
<b>Period 1</b>	8:35 - 9:25	8:35 - 9:25	Super Block 1 9:00 - 10:30
<b>Period 2</b>	9:25 - 10:15	9:25 - 10:15	
<b>Nut Break</b>	10:15 - 10:30	10:15 - 10:30	
<b>Period 3</b>	10:30 - 11:20	10:30 - 11:20	10:30 - 10:45
<b>Period 4</b>	11:20 - 12:10	11:20 - 12:10	Super Block 2 10:45 - 12:15
<b>Lunch</b>	12:10 - 12:45	12:10 - 12:45	12:15 - 1:00
<b>Period 5</b>	12:50 - 1:50	"Connexions" 12:50 - 1:30	Super Block 3 1:05 - 2:50
		Period 5 1:30 - 2:10	
<b>Period 6</b>	1:50 - 2:50	Period 6 2:10 - 2:50	

## **IMPORTANT DATES 2016-2017**

September	6	Schools open – registration 11am-12pm only
	7	First day of full classes & “Thunderbird Team Days”
	9	Picture Day
	20	Parent & Student Orientation Evening
	23	District Non-Instructional Day – no classes
October	10	Thanksgiving Day
	12	Picture Retakes Day
	21	Provincial Non-Instructional Day – no classes
	28	Grade 6 Immunization Blitz #1
	31	Halloween Activities
November	9	Grade 6 Immunization catch up
	10	Remembrance Day Assembly
	11	Remembrance Day
	14	Curriculum Implementation Day – no classes
	15-17	3 way conferences
December	2	Term 1 Report Card
	9	Christmas Carnival
	16	Last day of classes before Winter Break
January	3	Schools re-open after Winter Break
	30	School Based Non-Instructional Day – no classes
February	13	BC Family Day Holiday
	21-23	3 way conferences
	24	District Non-Instructional Day – no classes
March	10	Term 2 Report Card
	10	Last day of classes before Spring Break
	27	Schools re-open after Spring Break
April	14	Good Friday
	17	Easter Monday
	21	District Non-Instructional Day – no classes
May	12	Grade 6 Immunization Blitz #2
	19	School Based Non-Instructional Day –no classes
	22	Victoria Day Holiday
June	23	Year End Activity Day Field Trips
	27	Grade 8 School Leaving Ceremony
	29	Term 3 Report Card pick-up 9-10am
	30	Administrative Day, School Not in Session
	30	Schools close for Summer Break

# GENERAL INFORMATION

## ACTIVITY FEE

All students pay a student activity fee of \$35.00 which finances student spirit activities and incentives, team shirts, and extraordinary exploratory course expenses. Please pay during the first week of school. Cheques should be made out to Eagle Mountain Middle School. Receipts will be issued by the school. Anyone finding this fee a personal financial hardship should contact the administration.

## ATHLETIC FEES

There are 3 seasons of school sports: Fall, Winter and Spring. Students pay an athletic fee of \$10.00 for each season they play in, and fees will be collected by coaches. Students can join as many sports as they would like; however a commitment to attend practices is necessary to be able to play in games or tournaments against other teams.

## LOCKS AND LOCKERS

Students will be assigned a locker, and are expected to keep it in its original condition. Students are not to move to another locker or to exchange or share lockers or locks with other students unless approval is given. The locker is school property and may be inspected occasionally. Administrators have the right to check lockers without the student's permission if they feel it is necessary. **In order to provide security for their belongings, students are strongly advised to keep their lock combinations confidential.**

## TEXTBOOKS, WORKBOOKS & LIBRARY BOOKS

Textbooks may be issued by the classroom teacher who will record the condition of the book. Some of the textbooks are issued for the duration of the course; others are issued on a rotation basis. There may also be some workbooks for purchase during the year. **The student is responsible for his or her textbooks or library books. If a book is lost or damaged, a replacement cost charge will be levied. DO NOT WRITE IN ANY BORROWED BOOKS.**

## AGENDA BOOKS

All students need a system in place to record homework, important reminders and project plans. Some students use their personal devices to do this (i.e. take a photo of the homework board), but many students and families find that an Agenda Book/Planner that goes home every night is a good routine. There is an expectation that students will communicate plans, homework, notices, etc... with an adult family member on a daily basis. In order to accommodate individual styles, students/families may agree to use technology to communicate homework, may purchase an agenda when shopping for school supplies, or may purchase one (in a choice of two sizes) for \$5.00 from the school in September.

## LOST AND FOUND

Our "lost and found" is located by the Multi-purpose room. Any questions students have should be directed to the secretary or Youth Worker. Any clothing items found should be taken directly to the lost and found, or smaller items such as jewelry or technology should be brought to the office. Students are responsible for the care and safety of all their personal belongings. **The school cannot accept responsibility for lost or stolen articles.** Several times a year, unclaimed lost and found articles are given to charity. Students are given plenty of warning and opportunity to check the lost and found prior to donating unclaimed items.

## **VALUABLES**

To prevent items of value from going missing:

1. Never share locker combination with others, not even with a best friend.
2. There are no secure places to leave valuables in the P.E. locker rooms. Leave all valuables in personal locker when going to P.E.
3. Lock bicycle securely to the bike racks outside.
4. Do not bring anything of significant or sentimental value to school.
5. If it is necessary to bring money or valuables to school, leave them at the office for safekeeping.
6. All belongings, especially clothing, should be clearly identified with student's name.
7. Do not leave backpacks or personal items unattended – use your locker.

## **EMERGENCY/EVACUATION DRILLS**

During any emergency or fire drill, students are expected to behave with the highest degree of conduct. In the event of an emergency, an alarm will sound. Students anywhere in the building must leave the school promptly using the nearest exit route or as directed by the teacher. Once outside, students must move quickly and safely to the grass field, where they will line up according to division.

In the event of an earthquake or drill, students are instructed to take cover and count to 60 seconds. When safe, teachers will then instruct students to evacuate the building. This skill will be practiced several times during the year.

## **HOLD & SECURE AND LOCKDOWN DRILLS**

A Hold & Secure is used when there is no immediate, active, on-going threat to students or staff. This may occur if there is a police incident nearby, a serious car accident in close proximity to the school, or a wild animal or other threat in the neighbourhood. During a Hold & Secure teachers will secure classrooms and learning will continue with all students safely accounted for.

A Lockdown is used if there is an immediate, active, on-going threat to students or staff. During a Lockdown teachers check hallways for students. Once students are in the classroom the teachers secure doors, shut blinds, turn out lights, cover and move students out of line of sight of doors and windows. Eagle Mountain Middle School will be completing at least two lockdown drills this year.

*PLEASE NOTE: For all emergencies, district and school guidelines have been established regarding the protection and the evacuation of students from the school. In a real event do not phone the school or your child. Phone lines need to be open for emergency personnel and school district officials. A banner will appear on the school and district websites with the latest up-to-date information in a real emergency. When safe to travel, go to the school to collect your child or contact the designated guardian - your child will NOT be released otherwise.*

## **FIELD TRIPS**

Field trips are an extension of the classroom and therefore all school rules apply. If a student has difficulty with school rules while inside the school or on the bus, they may be denied the opportunity of participating in field trips. At Eagle Mountain we utilize our natural surroundings as an extension of classroom learning spaces. Students should always be dressed for Westcoast weather. In September, we will also seek your permission for your child to go on walking field trips with their class.

## **SCHOOL FUNCTIONS**

When students attend a school function, even when away from school or outside of typical school hours, they are expected to demonstrate responsible behaviour. School functions include athletic events, concerts, camps, dances, trips, and any other activity that is being sponsored by the school. All school rules and regulations apply at these functions. Students will be made aware of specific rules and expectations governing these events and it is the students' responsibility to follow them.

## **VISITORS**

Parents and visitors on official business are welcome at Eagle Mountain Middle, but must come to the office upon arrival and sign in and out for safety and security reasons. Guests will also be issued a visitor's tag for the duration of their visit.

## **MEDICAL ROOM**

The medical room is located in the general office area. It contains one bed and is designed to provide basic first aid. If students are ill and wish to use this facility they must request the permission of their teacher and report to the school secretary. No medication can be provided by the school. Accidents and emergencies should be referred to a teacher immediately. A student wishing to go home because of an accident or illness must check out at the office. The office will contact a parent or guardian prior to the student being permitted to leave.

## **LEARNING SERVICES**

In addition to the regular classroom program, some students benefit from additional support, instruction and resources to maximize their learning success at school. This support takes many forms and we are proud to offer a wide range of services designed to meet those needs, including:

- Learning Assistance (for curriculum support and remediation)
- Gifted and Enrichment Services
- Skill Development (for modified programs)
- E.A.L. Program
- Counselling support
- Peer Tutors

A student or parent who feels one of these programs would be beneficial for the student, should contact their teacher for more information.

## **LEARNING HUB/LIBRARY**

Eagle Mountain Middle has a part time librarian, and students are welcome to go to the Learning Hub with their teacher's permission or on their own outside of class time. Sometimes teachers will bring the whole class into the Learning Hub to work on special research projects. Students are responsible for returning the materials they sign out. The Learning Hub is open daily for student use in signing out and returning books, reading, homework, research, helping friends and classmates with their work, meeting with other students to work on project.

# STUDENT RESPONSIBILITIES

**At Eagle Mountain Middle School we all work hard to create and maintain an environment that supports the right of every student to learn in a safe and respectful learning environment.**

## **LEARNING**

At Eagle Mountain Middle, we believe learning is at the heart of each and every moment of our day. We understand that each student is unique and not every student will learn at the same level or in the same way. However, we will do our best to meet the learning needs of each student by providing a variety of teaching styles, learning assistance, designing adaptations or modifications and giving students multiple opportunities to demonstrate their learning. Cooperatively, teachers, parents and students create supportive conditions to allow all students at Eagle Mountain Middle to do their best.

Some days your teachers may ask you to continue your learning at home. This is an opportunity to add to your learning and help you do your best in class. Putting the finishing touches on your learning outcomes like major projects and presentations, or reviewing your work at home helps you demonstrate your understanding and learning. Parents can assist this process by helping their child find a quiet place to work and a regular time for doing so. Parents may or may not be able to assist with the actual work, but their active support in seeing that the child takes the time to try on their own will make a difference.

Students who need extra time or support with their learning, or simply need a space or the resources at Eagle Mountain Middle may be given the opportunity to stay after school. If this becomes a necessary piece to support a student's learning, they may need to make an alternate arrangement to get home. With any alternate arrangements to a student's day, we appreciate parent efforts to help support their child's safety, success and learning.

## **CLOSED CAMPUS**

Supervision and safety of students is paramount. Students are to remain on school property from the time they arrive until dismissed at the end of the day. They may not, at any time, leave the campus for any purpose, such as, purchasing food. A student is considered to be "at school" as soon as they leave home, and until they return home or to a friend's after school. Students are not permitted to visit Heritage Woods Secondary campus during the school day or on their way to and from Eagle Mountain Middle.

Any student who lives in the local area and wishes to go home for lunch must have a note of permission from a parent on file in the office. They then must sign in and out at the office each time they go home for lunch.

## **ATTENDANCE**

When a student is absent, **a parent** must phone the school (604-469-1133) or email [eaglemountainsecretary@sd43.bc.ca](mailto:eaglemountainsecretary@sd43.bc.ca). An answering machine will pick up after hours. Students who frequently arrive late or struggle to attend daily often cannot do their best learning. Research has shown that students are more successful, engaged learners when they attend regularly and participate in school activities. Attendance is monitored by teachers and school based team, and parents will be contacted if a student's attendance becomes a concern.

Students are responsible for catching up on any missed work. If students are absent for multiple days parents are asked to contact teachers to request homework that can keep their child connected to their learning. All teachers at Eagle Mountain Middle have email and their addresses are easily found on our web site. If you do not have email, please request work from the office.

### **EARLY DISMISSALS**

If a student needs to leave school for an appointment there are a few options to communicate this. Parents can email [eaglemountainsecretary@sd43.bc.ca](mailto:eaglemountainsecretary@sd43.bc.ca); phone the office or provide a note to the teacher and office. Students are to sign out at the office before leaving and advise if they will be returning to school. When a student returns from an early dismissal on the same day, they are to report back to the office to sign in.

### **EXTENDED ABSENCES**

**Guiding principle:** In a student's life, there can be events that impact their attendance at school. We believe regular attendance has a positive effect on student learning. The school is not in a position to grant or deny permission to any student to leave school early for family holidays, vacations, etc. This decision is the parents' and we respect the opportunities families can arrange for their children. The important thing is that students should have a plan for their learning so that they can complete their course outcomes.

#### **Procedures:**

1. Students are advised to have a parent or guardian contact the school office and their child's teachers in advance of an extended absence. We understand sometimes this cannot be done with a lot of advance notice, however, when possible please communicate with the school a week in advance. We also prefer to have the student talk to all their teachers well in advance of an absence when possible.
2. Following parental notification, the student's teachers will work with the student to create a plan to manage the learning outcomes that they will miss during their absence. In some cases the student may work ahead before their absence, in other situations they may have assignments/projects/tests to complete upon their return.
3. Once the teacher and student have created a learning plan, this will be communicated to the child's parents so that they can be supportive of their child's learning needs during the extended absence.
4. The student must be an active participant in the plan with his/her respective teachers and ensure that the outline for completing class outcomes are clearly understood. Again, depending on the circumstances prevailing in each course, assigned work may be completed before, during or following the absence. Teachers will also discuss with the student how their learning will be assessed for the term report card.



## DRESS CODE

Students are responsible to dress appropriately for school. This means that their clothing should properly cover their bodies, and not contain suggestive, obscene or otherwise offensive messages. Students who ignore this dress code may be asked to change on those days when they arrive inappropriately dressed.

- girls' tops must be of sufficient size to cover cleavage, midriff and all underwear
- pants, shorts and skirts must not be excessively short, tight, and must cover underwear
- boys' shirts must cover the shoulders (ie, short sleeves rather than "muscle" shirts)
- hats and hoods are not permitted to be worn within the buildings. This permits the school to readily identify strangers and promotes face to face communication.

## PROHIBITED ITEMS

In the interests of general safety, the preservation of school property and the maintenance of a calm learning environment, students are not permitted to bring the following items to school: gum, fireworks or smoke bombs, pepper spray, laser pointers, walkie talkies, lighters or matches, e-cigarettes, and weapons of any kind, including replica weapons.

## EAGLE MOUNTAIN MIDDLE – B.Y.O.D. GUIDE

### Introduction

This guide is intended for parents and students who are attending Eagle Mountain Middle. We invite families to send a device to school each day to be used in learning activities. Our **BYOD** guide refers to the practice of "**Bring Your Own Device**" which is technology that is parent-owned but used by students at school for learning. There are also a limited number of school-owned laptops and laptop carts that will be available in the classroom for general student use. Middle school is a very active learning space, so here are some considerations when choosing what device to bring to our school.

### Type of Device

**A laptop is our recommended device** for a number of reasons. Consider that students will be using the device to create documents, access and record information, communicate, summarize and present work. Students have found that a keyboard is very effective for when they are asked to write and produce documents. In this regard, a laptop can run multiple programs at once which helps when students have to view and organize information from multiple sources. Students also find devices with USB ports invaluable so they can easily transfer work to their teacher. A light, small computer fits best on the student desk. It can easily fit into the student lockers when not in use and a backpack when it gets carried home. A laptop with a **14 inch screen** or smaller fits best on a desk. Students will need basic word processing software so they can write and save notes.

Students may also bring Google Chromebooks, Tablets such as an iPad or Android Nexus for example. Each of these device types have their strengths and challenges in a school setting with connectivity and the ability to send and retrieve data with teachers and printing capabilities.

## Safety and Responsibility

We invite families to send a device to school each day to be used in learning activities and only for that purpose. Use of any of these devices for learning will be under the direct supervision and discretion of the teacher. Further to that, students must connect to our school network via our Wi-Fi. Any use of personal data to access on-line content is strictly prohibited. Moreover, students will not be permitted to use cell phones, play video games or use social media while on school property except under specific permission by a supervising adult.

We have a device-free Nutrition Break and Lunch. All devices should be secured in lockers when not in use during class, and all cell phones need to remain in student lockers during the day. We also ask that parents **DO NOT** phone, text or e-mail your child on their personal devices during the school day. Any necessary communication during the school day is best facilitated through the main office where there are always adults available to assist.

Devices are the student's and family's responsibility. There is a possibility of damage when devices are dropped or not stored properly. The school cannot take responsibility for damaged devices.

## Digital Citizenship

Any use of internet enabled devices by students at school is expected to follow our school and district code-of-conduct. There is also an [administrative procedure about digital responsibility](#).

Our district has put together a website about digital responsibility here:

<http://www.sd43.bc.ca/Resources/DigitalCitizenship>. Any behaviour that does not meet the expectations explained in our school code-of-conduct or these procedures may lead to student discipline, limitations on their network access privileges, and potentially suspension.

We strive to develop middle school learners who are critical thinkers, problem solvers and decision makers. Our students are part of this rapidly changing world and we want them to become outstanding active participants and model digital citizens. We look forward to supporting your child in the use of BYOD at Eagle Mountain Middle.

## CONCLUSION

At Eagle Mountain we take pride in providing a safe, caring and fun learning environment. We believe in a strong partnership between the home and school. Please contact your child's teacher or the office staff whenever you can questions or concerns.

Mr. Darren Macmillan  
PRINCIPAL  
[dmacmillan@sd43.bc.ca](mailto:dmacmillan@sd43.bc.ca)

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VICE-PRINCIPAL  
[jsclater@sd43.bc.ca](mailto:jsclater@sd43.bc.ca)