



DR. LOSIER MIDDLE SCHOOL
HOME OF THE KNIGHTS EST. 1983

Student and Family Handbook

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Welcome

Dr. Losier Middle School is an excellent school with a wonderfully connected group of staff, students, families and community partners. When you come to DLMS you can expect to find someone to connect with, the staff will start with what you know and give choice in what and how you learn, and students will know what they are learning any why?

At our school we promote an atmosphere of respectful open-mindedness and flexibility among our staff and students. We embrace the challenges and the gifts that go hand in hand working with the children and families that we serve. We will be supportive of one another so that we can all feel a sense of pride and fulfillment in the daily work that we do.

Troy Cabel
Acting Principal

Zac Martin
Acting Vice Principal

Vision

To create a safe, responsible and respectful learning environment for all Knight. Where all Knights find someone to connect with. Starting with what you know and give choice and relevance in learning.

Mission



Dr. Losier Middle School Staff

Teaching Staff
Baker, Grace
Beals, Whitney
Cabel, Troy (Acting Principal)
Corlett, John
Daley, Paul
Davies, Alyson
Gaudett, Melanie (EST-R)
Hache, Dom (SPR)
Hayward, Adam
Hutchison, Krista
Jenkins, Ryan
Keating, Greg
LeBlanc, Paul (SPR)
MacGregor, Vanessa
Martin, Zac (Acting VP)
Matte, Rebecca
McCarthy, Chris
Moar, Jeremy
Mullin, Kelly (EST-R SPR)
Murphy, Kyle
Mutch, Kayla (EST-SC)
Richard, Gerry
Turner, Lindsay (SPR)
Wallace, Layne

Education Assistants
Burke, Megan
Cable, Stella
Dunnett, Annalise
Gray, Anthony
Jardine, Shelley
MacDonald, Janie
MacLean, Rhonda
MacCallum, Dodie
Mills, Sabrina
Murdock, Jocelyn
Murdock, Kyle
Young, Craig
Young, Jessica

Admin Assistant
Fletcher, Alana

Behaviour Mentor
Napke, Caitlin

Custodians
Underhill, Jonathan
Gagnon, Tracy

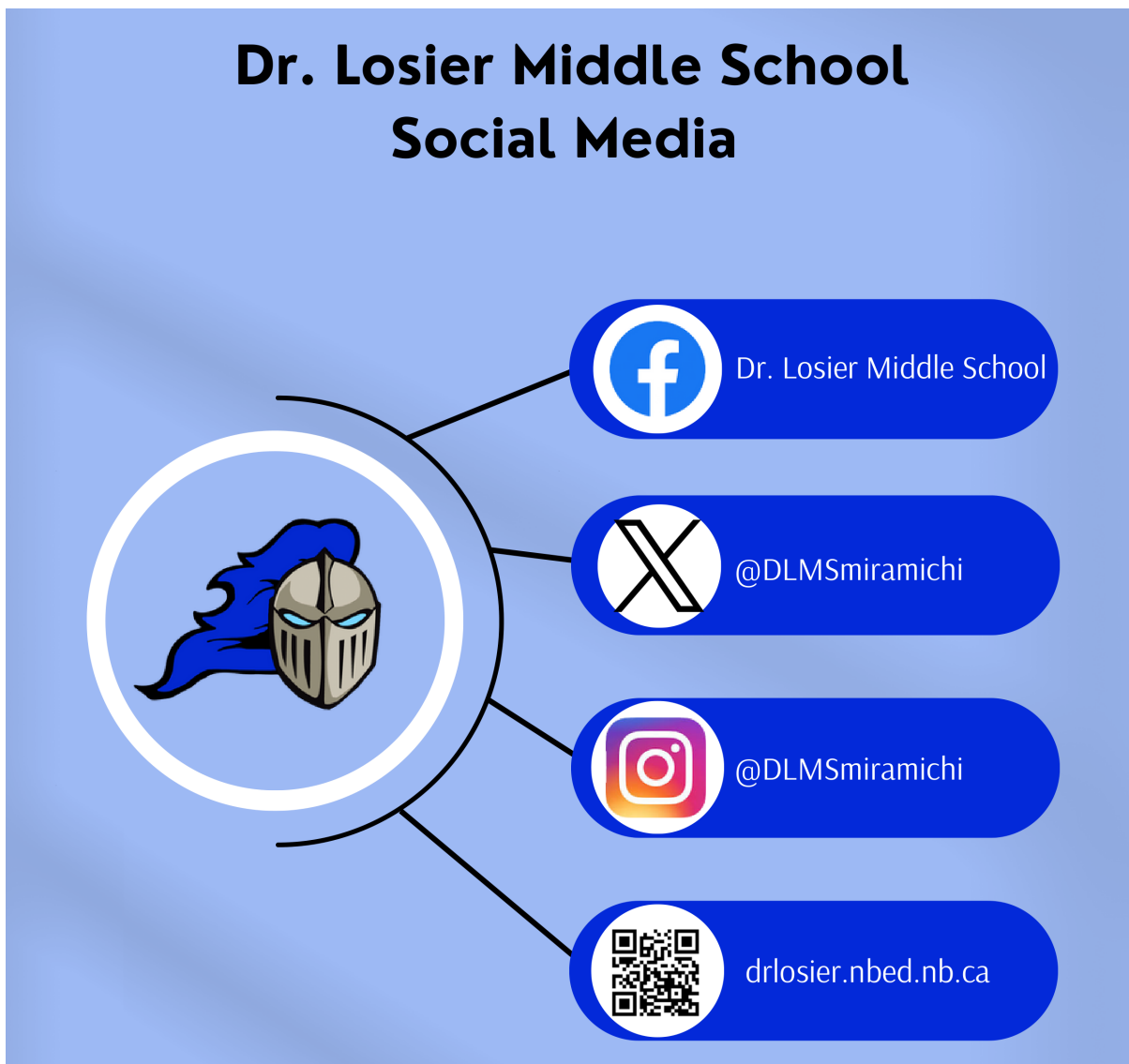
Library Assistant
Weeks, Betty Lou

Cafeteria
Dwyer, Jeannie

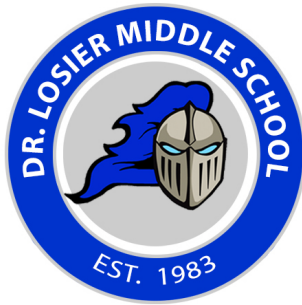
School Contact Information and Social Media

Dr. Losier Middle School
124 Henderson Street
Miramichi, New Brunswick
E1N 2S2

Main Office - 506-778-6077



School Logo



Home of the Knights

School Improvement Plan - *(See Full School Improvement Plan on DLMS Team Site)*

- **Strategy 1: Domain-Specific Skills Development**

- Objective 1.1: Improve Literacy Skills
 - EECD Education Plan Objectives: 1,3,4,5,6,7,8, and 9
 - School Improvement Indicators: 22, 27, 28, 30
- Objective 1.2: Improve Numeracy Skills
 - EECD Education Plan Objectives: 1,3,4,5,6,7,8, and 9
 - School Improvement Indicators: 22, 29, 30

- **Strategy 2: Strengthening Community Involvement**

- Objective 1.1: Improve engagement with parents and school community
 - EECD Education Plan Objectives: 1,2,3,4,5,6,7,8, and 9
 - School Improvement Indicators: 9, 30
- Objective 1.2: Improve school community understanding of school culture, expectations, and operations
 - EECD Education Plan Objectives: 1,2,3,4,5,6,7,8, and 9
 - School Improvement Indicators: 17, 19, 30

- **Strategy 3: Strengthen Relevance in Student Learning**

- Objective 3.1: Increase learning opportunities to expose and engage students in school to post-secondary learning, school to work, and school to life transitions.
 - EECD Education Plan Objectives: 1,2,3,4,5,6,7,8, and 9
 - School Improvement Indicators: 16, 26
- Objective 3.2: Strengthen high-yield strategies to ensure learner engagement
 - EECD Education Plan Objectives: 1,3,4,5,6,7,8 and 9
 - School Improvement Indicators: 18, 24

School Day

Time	Activity	Staff Obligation	Student Protocols
7:45 - 8:10	Morning Arrival	Admin	Student go to locker and return to cafeteria
8:10-8:35	Morning Options	Options Activity or PLC	Proceed to choice activity
8:35 - 8:43	Travel to Homeroom	Staff visible in general area	Students go to lockers and get material for AM
8:43 - 9:30	Period 1	As per teaching schedule	
9:30 - 10:17	Period 2	As per teaching schedule	
10:17 - 10:27	Break	Staff visible in general area	Students go to lockers get snacks and materials
10:27 - 11:14	Period 3	As per teaching schedule	Flex Grouping
11:14 - 12:01	Period 4	As per teaching schedule	
12:01 - 1:01	Lunch Block	Supervision	Cafeteria, Homework and Outside Rotation
1:01 - 1:48	Period 5	As per teaching schedule	
1:48 - 2:35	Period 6	As per teaching schedule	
2:35 - 3:10	Design Block		Choice project
3:10	End of Day Dismissal	Staff visible in general area	Walkers, Pick Ups and first run of busses
3:10-3:40	PM Bus departure	Duty Supervision	Remaining students to cafeteria, called as bus arrives

Arrival/Departure

Staff begin morning supervision at 7:45 am. Students may arrive at school between 7:45 and 8:40 am.

Morning drop off procedure

Any family who chooses to drive their child(ren) must use the drop-off lane on the left of the school (see image below). Drivers are asked to park in the yellow zones to safely allow students to exit the vehicle while other vehicles can continue to move in the driving zone.

- School community members who are entering the school are asked not to park in the student drop off area and are asked to either park in the shared area with JMH or at the rear of the building.

Student Drop-off Area



Walkers

Students are encouraged to be active, a great way is for students who live close enough to walk to school. Students can also use a bicycle, scooter or skateboard to come to school, but they must park them in the designated area and are left at their own risk. Bicycles, scooters, skateboards, and Heelys are not permitted in the school.

Student Walking Area



Student who walk, bike, scooter, or skateboard to and from school must enter/exit using Vanstone Avenue. Once on the property, cross the student cross walk, then proceed on the yellow zone until the reach the front entrance.

Bus Area



These procedures are in place to ensure safety of all students. They are only as effective as the willingness of everyone to adhere to the rules. Thank you for your cooperation. The safety of all students is our top priority.

All doors are promptly locked at 8:40am. All students arriving after 8:40am need to enter the school through our main doors at the front of the building. The Administrative Assistant will buzz the student in. Any students who arrive after 8:40am need to sign in at the office before going to their homeroom class.

- Students are not permitted to leave the school property after arriving at school unless they are signed out by a parent/guardian or arrangements have been made between the home and school. When parents and guardians are picking up students, they will be asked to either call the main office (778-6077) or ring the bell at the door.

Pick up procedure

- Walkers and students being picked up are dismissed around 3:10 pm.
- Students who take the first round of busses will leave at 3:10 pm when walkers and pickup are called, reminding students will proceed to the cafeteria/lobby area to wait for their bus to arrive. Students are supervised as they leave by assigned staff. All students leave through the front door.
- Families who are picking up are asked to park along the entire length of the designated pick up area (yellow zone - see image of student drop off area above).
- Students walking, biking, scooting, or skateboarding are asked to leave down the yellow zone, crossing the crosswalk and exiting through Vanstone Avenue.
- First Group of Busses - Bus students who are called for the first group of busses are asked to find their bus as they will be parked along the entire perimeter of the bus zone.
- Remaining Busses - The remaining students are called from the cafeteria to wait for their bus. Bus students who are called for single busses by the duty teacher in the cafeteria will enter their bus at end of student walkway.

Duty staff are visible in the lobby at 3:10 pm - one staff is responsible for outdoors (walkers, pick ups, and first run of busses), while the other staff remains in the lobby.

Students remaining in the cafeteria, one duty teacher watches the door and calls busses as the arrive, while the other staff supervises students in the lobby. Please note that students should not be outside unless they are waiting for a drive.

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ASD-N Bus Conveyance Policy & Bus Discipline

Dr. Losier Middle School cannot accommodate any request for alternate bus stops or bus passes. Students are assigned one pick-up point and one drop-off point, the same stops for every day of the week. The only exception to this would be for shared custody agreements.

School Bus Rules

1. Be on time and never stand on the street or highway while waiting for the school bus.
2. Be absolutely quiet while the bus is approaching and crossing a railway.
3. Students will be picked up and discharged only at the bus stops approved by the District Education Council.
4. Obey the driver promptly and avoid any unnecessary conversations with him/her while the bus is in motion.
5. Do not cross in front of the bus nearer than three meters and only after looking carefully in both directions.
6. Occupy seats assigned by the driver or other school officials.
7. Obtain approval by the driver to open Emergency Doors or bus windows. Do not throw anything out of the window or extend arms, hands or legs through openings.
8. Do not throw refuse on floor of the bus and help the driver to keep the bus clean.
9. The use of tobacco, including Vape products, in any form is not permitted on the bus.
10. Be courteous to the driver and fellow passengers. Rough or boisterous conduct will not be permitted on the bus.
11. In case of any road emergency, remain seated in the bus until ordered to evacuate.
12. Repairs to wilful damage occurring on the bus must be paid by the offender.

Bus Discipline

The safety of all students who ride on our school buses is a matter of concern to the staff at DLMS. Bus transportation is a privilege that can be revoked for any student whose behaviour is unacceptable.

The following procedures are followed when students are reported for bus misbehaviour:

- The student(s) and witnesses may/will be interviewed by the administration to provide an accurate account of the incident.
- Following an investigation, the student may receive one or more of the following consequences: a verbal warning, a warning letter and/or a letter of bus suspension. There are two classes of offences for which a driver can file a bus report on students.
- Class One offences can result in a verbal warning, a written letter of warning, or an immediate suspension of bus privileges. Examples may include: noisy behaviour, switching seats, spitting, or other similar offences.
- Class Two offences are more serious and usually will result in a one-to-five-day suspension of bus privileges. Examples may include: offensive language, physical aggression, or vandalism.

Assemblies - Monthly Recognition

DLMS has a monthly assembly to recognize student achievements, share Shout-Outs, recognize students who have gone above and beyond to become Noble Knights, and share highlights and updates from our Spirit Weeks and Challenge Cup activities. To foster student engagement and connectedness, Knight Factor activities will be incorporated throughout the year to give a grade-levels the chance to win the Knight Factor Trophy. Highlights of our assemblies are shared on the For Parents section of the school website and on school social media.

Birthdays

At DLMS we love to celebrate! Student birthdays will be recognized on on their birthday via the morning announcements.

Breakfast Program

Thanks to funding from Miramichi Big Brothers & Big Sisters we offer breakfast to all students. Breakfast is available in the Foods Lab starting at 8:05 and closes around 8:30am. Students can apply to Breakfast Program design block if they are interested in helping with food prep and serving.

Bullying Awareness, Prevention, and Intervention

When a conflict occurs, everyone involved has equal power in the relationship. Both individuals might be emotional and upset, but neither is seeking control or attention. When people experience conflict, they often feel remorse and take responsibility for their actions. Bullying on the other hand, is a deliberate act. The goal is to hurt, insult, or threaten another person. There is also an imbalance of power. A bully exerts control over others by intimidating, harassing, threatening, or humiliating them. However, not every hurtful action is bullying. Sometimes, it is simply unkind behaviour.

Each Fall our Guidance Counsellor will visit classrooms so that students learn about navigating conflicts/boundaries in a healthy manner.

School Response to Bullying:

- Restitution
- Resolution
- Reconciliation

The ultimate goal of any form of intervention are changes in thinking and behaving.

BYOD - Bring Your Own Device

Bring Your Own Device is a provincial initiative that allows the DLMS school community to access the mNB network while in the building. Students can access the network using their NBSS credentials. The value to the school is that the majority of students have personal devices that can enhance learning. As much as possible, teaching staff will encourage students to bring their personal laptops and tablets to school.

The use of personal devices for students is governed by the DLMS Ethical Use of Technology Policy. All students are required to complete the BYOD Agreement that is handed out on the first day of classes.

GNB Policy 311 - Technology Policy for cell phone use in classrooms.

- At the teacher's discretion, students' cell phone use is allowed in classrooms for educational reasons at the teacher's discretion. During class time, teachers will have the student place their cellphones in a designated area of the classroom on silent mode (Do not disturb (no vibration, no ringtone))
- Students who use their cell phones for medical reasons, such as diabetes self-management, may continue to use them.

DLMS Implementation of GNB Policy 311

Students are permitted to use their cell phones during personal time, AM arrival, Morning Option, Lunch time in the cafeteria, and PM dismissal. Cell phones are not permitted during instructional time unless the classroom teacher has made arrangements for learning purposes or a student needs them for medical reasons.

Implementation - Process

- When students arrive in homeroom, turn off their phones, and they check in cell phones with their homeroom teacher. They keep their phones checked until the student's lunch period.
- During the students' lunch period, their cell phones will be available for check-out in the cafeteria/eating area.
- A few minutes before the end of the lunch period, students will begin to check their cell phones back in before cleaning up the cafeteria. Prompts will be given.
- At the end of Design Block, the students will return to their homerooms to check their cell phones back out.

Students are permitted to use their mobile devices before homeroom, during morning options, during lunchtime, and after school. Students are responsible for and will be held accountable for their actions on school and personal devices.

Challenge Cup & Spirit Weeks

DLMS Challenge Cup is a friendly competition between homeroom classes. A challenge will be shared with the students on a regular basis (expected to be monthly). Groups will have time to plan and prepare. There will be a designated time for competition, and points will be awarded. A Challenge Cup scoreboard will be updated. Challenge Cup activities are not limited to athletics, STEM, academics, and school spirit competitions.

Spirit Weeks will be planned in addition to Challenge Cup events, and student participation will count towards Challenge Cup points.

Child Absences from School/ Safe Arrival/ASD-N Attendance Protocols

At DLMS one of our greatest priorities is ensuring that all students arrive safely at school each day. To enhance our existing absence-checking procedure, we use a Safe Arrival system. This reduces the time it takes to verify student attendance, makes it easy for families to report your child's absence and easy for staff to respond to unexplained student absences.

With Safe Arrival, you are asked to report your child's absence in advance using any of these three convenient methods:

1. Using your mobile device, download and install the SchoolMessenger app from the Apple App Store or the Google Play Store (or from the links at <https://go.schoolmessenger.ca>). The first time you use the app, select Sign Up to create your account (use the email address you have on file with the school). Select Attendance then Report an Absence.
2. Use the Safe Arrival website, <https://go.schoolmessenger.ca>. The first time you use the website, select Sign Up to create your account. Select "Attendance" then "Report an Absence."
3. Call the toll-free number 1-833-219-9065 to report an absence using the automated phone system.

These options are available 24 hours/day, 7 days a week. Future absences can be reported at any time.

In addition, we will use the School Messenger Communicate automated notification system to contact families whose child is absent when the absence was not reported in advance. The automated notification system will attempt to contact families at multiple contact points until a reason is submitted for the absence. If our system is unable to reach the designated contacts, office staff will follow up.

When you report your child's absence in advance using the SafeArrival toll-free number, website or mobile app, you will NOT receive these notifications.

ASD-N K-12 Attendance Plan

Regular attendance is mandatory for all students in ASD-N schools. Research has shown a clear link between school absences and academic achievement. Students who regularly miss school may also feel more socially isolated as a result. ASD-N has developed this plan to ensure your child's success.

K-8 days absent	School Actions
5+ days or 10% of class time	• Teacher contacts parent/guardian, • Teacher informs school administration of contact.
10+ days or 10-15% of class time	• School administrator contacts parent/guardian, • Parent/guardian invited to meeting, • Administration, with the support of EST-Guidance, EST-R and/or other relevant staff, in addition to the student and parent/guardian, will develop a student attendance intervention plan, • An academic support plan (arranged through EST-Resource) may be required to assist the child.
15+ or Greater than 15% of class time	• Formal case conference will be held with parent/guardian, student, district personnel and school administration, • School may request student to remain at home until conference is held, • Interventions may include alternate education scheduling and/or programming options for the student, • Ongoing absenteeism may result in grade retention.

Communication

It is very important that we have clear communication between school and home. The administration will communicate a weekly message to families via e-mail containing items of interest in the short-term and long-term dates to circle on your calendar.

It is also recognized that a good working relationship between the school and the home can only benefit the child. Because of the intense interdependence of the home and the school, the staff at DLMS maintains a high level of communication and dialogue with the families of the children in our charge. Communication may include virtual meetings and conferences, phone communications, notes, letters, and weekly updates sent via school messenger and bulletin updates on social media. Classroom teachers should have regular communication with all families; this may include, but is not limited to, the use of a back-and-forth communication folder and the use of websites or team sites. It is critical to remember that any communication that may be perceived negatively occurs over the phone and not via texts or digital means.

Custody Arrangements

It is important for the school administration and classroom teacher to be aware of any custody arrangements, and if there are any court orders prohibiting a parent or other adult from having contact with the child. A copy of the specific court order must be in the child's school record. In some cases, parents who have children under joint custody request that both parents receive copies of the school report cards and other documents. Parents or guardians should inform the administrative assistant if this is the preferred arrangement.

Department of Social Development Protocols

As Educators working with a vulnerable population, we have a legal duty to report suspected cases of child abuse without delay. Failure to report such information is an offence under the Education Act. Child Abuse can include Sexual Abuse, Physical Abuse, Physical Neglect and Emotional Maltreatment. All types of abuse are subject to intervention under the Family Services Act.

Design Block

Design Block is a dedicated period each day that joins the passions of staff with the passions of the students in the form of innovative projects. Design Block is flexibly grouped amongst all students because we want everyone to have the opportunity to learn about their passion. We will be running three (3) design block rounds, before each round, a menu of offerings is shared with students and families. We encourage everyone to read about the projects before making their choices. Then, we surveyed the students, and they identified their top 4 choices. We did our best to give them their first choice if possible. From there, students are placed on a project and work on it each day until Exhibition night. That is their opportunity to showcase their learning to their parents.

The first week of a new round of Design Block will have students attend their project placement on Monday and Tuesday to overview the project, expectations, and rubrics and establish norms. Wednesday to Friday of that week is an extended homeroom, which will allow the transfer of students to be processed.

A summary report of student performance will be provided at the end of each Design Block round.

DLMS Behaviour Matrix

	Be Safe <i>Stay safe by following expectations, being kind, and watching out for each other to make our school a safe place</i>	Be Respectful <i>Treat others kindly, listen to adults, and follow school expectations to create a positive and respectful environment for everyone</i>	Be Responsible <i>Take ownership of your actions, follow instructions, and do your best to contribute positively to our school community</i>
Classroom & Shared Learning Environments	• Keep hands and feet to yourself • Make sure your stuff is stored safely • Stay in your seat or work area unless you have permission to move around	• Listen when someone is speaking and use inside voice • Follow direction right away and raise your hand if you need help • Be kind to others, use polite language, clean up after yourself - remember to treat others the way you want to be treated	• Be on time and have all material ready • Participate in class, and always do your best • Put things back where they belong and take care of school property
Technology	• Be cautious about sharing personal information online to stay safe from cyberbullying or scams • Keep devices stored safely in designated areas • Pay attention to where you're walking when using devices to avoid bumping into others or objects	• Use devices at appropriate times and places without disrupting others' learning or activities • Respect others' privacy by not taking photos or videos without permission • Follow digital etiquette by using polite language and treating others online with kindness and respect	• Keep your phone on do not disturb mode to minimize distractions and focus on learning • Use technology devices for learning purposes and follow classroom norms set by the teacher • Take care of school-provided devices and return them in the condition you received them
Washrooms & Changing rooms	• Walk calmly and quietly in the washrooms and changing rooms • Report any spills or hazards to an adult • Wash your hands with soap and water to keep yourself and others healthy	• Keep the area clean by throwing trash in the bin • Be mindful of using supplies respectfully and efficiently • Respect the facilities by not damaging or vandalizing them	• Respect others' privacy and personal space • Wait patiently for your turn and avoid rushing others • Use kind words and actions to create a friendly atmosphere for everyone
Hallways & Stairwells	• Walk in the hallways to avoid accidents • Keep pathways clear by not blocking or overcrowding them • Stick with your group and avoid texting while walking to stay safe	• Walk quietly and politely in the hallways and stairwells • Respect others' personal space and belongings • Keep the hallways and stairwells clean and free from litter	• Take only what you need • Go straight where you're supposed to and come back on time • Don't let anyone mess up things on purpose; speak up against vandalism
Cafeteria & Breakfast Area	• Stay in your seat unless you need to do regular cafeteria activities, like heating up food, waiting in the food line, or putting your trash away • Always ask an adult if you are need to leave the cafeteria area • Pay attention to what's happening around you and remember to keep your hands and feet to yourself	• Be mindful of your noise level and avoid shouting or yelling • Show consideration for others by cleaning up after yourself and throwing away your trash • Show respect by saying "please" and "thank you"	• Take only the food you can eat and avoid wasting food • Keep your eating area tidy by cleaning up spills and throwing away trash • Follow the expectations and wait your turn patiently in line

	Be Safe <i>Stay safe by following expectations, being kind, and watching out for each other to make our school a safe place</i>	Be Respectful <i>Treat others kindly, listen to adults, and follow school expectations to create a positive and respectful environment for everyone</i>	Be Responsible <i>Take ownership of your actions, follow instructions, and do your best to contribute positively to our school community</i>
Morning Options	• Walk directly to your chosen activity without running or pushing others in the hallway • Follow safety guidelines provided during the activity to avoid accidents or injuries • Stay in the designated areas and avoid wandering the halls to prevent disrupting other classes	• Respect the choices of others by not disrupting or interrupting their chosen activities • Listen attentively to instructions and guidance from activity leaders and teachers • Be considerate of other students and their enjoyment of the activity by cooperating and playing fairly	• Choose an activity that interest you and commit to participating fully • Arrive on time to your chosen activity and prepared with any materials or equipment needed • Clean up after yourself and leave the activity area as you found it
Physical Education Settings (Gym, Mezzanine, & Outdoors)	• Use equipment safely and as it's meant to be used • Keep you hands and feet to yourself and be mindful of your surroundings • Put your personal belongings where they belong and use school property the right way	• Play with a positive attitude, include everyone, and be willing to join in! • Play fair and use kind words with indoor voices • Keep the area clean	• Come prepared on time for P.E. class, in the proper clothes and shoes, ready to participate • Take care of equipment and return it after use • Own up to mistakes and work together to make class fun and safe for everyone
Bus Loading/ Dismissal Area	• Stay in cafeteria, lobby, and Pitt area and avoid running or roughhousing to prevent accidents • Listen carefully for your bus to be called and follow instructions from staff • Stay inside the building during dismissal to ensure safety	• Respect the directions by staff and bus drivers by following instructions • Be considerate of others by keeping calm and having an orderly dismissal • Keep noise levels down and avoid disruptive behaviours out of respect for others waiting for their buses	• Return to homeroom and wait to be called for dismissal • Be ready with your belongings when your bus is called • Wait patiently, be considerate of others' during dismissal
Theatre & Assemblies	• Walk quietly to your seat • Stay seated during the assembly unless you really need to get up • Use aisles for coming in and going out	• Keep electronic devices and book bags in your classroom or locker • Listen carefully during presentations • Clap and show appreciation at the right times, and avoid chatting during the show	• Come on time with your group and sit where staff direct you to • Follow instructions given by staff during the performance • Leave the theatre calmly when it's time to go.

Expectations of our Staff

To the best of our ability, our staff will:

1. Provide a safe, orderly environment where every child has an opportunity to learn to his/her potential.
2. Encourage the social, emotional, physical, and academic growth of our pupils by providing a variety of educational opportunities.
3. Keep families informed about the progress of their children, both through formal and informal means.
4. Respect children as young persons who come from various backgrounds and who bring different abilities to school.
5. Model appropriate attitudes and behaviours for our students.
6. Provide discipline, which is based on our training.
7. Base decisions on what we believe to be in the best interest of the child.

*If families need to discuss an educational concern, they should contact their child's teacher and set up an appointment. Appointments will take place in the form of a telephone conversation, virtual meeting, or an in-person meeting. If families are not satisfied with the outcome of the meeting, they may contact the administration.

Extracurricular Activities & Clubs

We in the Dr. Losier Middle School community want students to experience the challenges, camaraderie, and excitement of as many sports as possible. We try our best to run a complete season without overlapping into the next so that students get the chance to experience multiple sports. These seasons will become longer in high school and there may be a requirement to choose one sport over another. In middle school we strive for exposure over specialization.

Those students playing on a school sports team are expected to pay an athletic fee. The athletic fee is designed to cover costs of officials and end of season championships. The athletic fee for each sport will vary based on expected costs. Our Drama club expects to put on performances throughout the school year. Drama club organizers charge a fee to off-set the costs of scripts, costumes and set design, and travel costs.

- All extra-curricular fees will be paid to the organizing staff member or the office and should be submitted no later than one week after the activity begins. Students will not be issued uniforms until the fee is paid or arrangements for payment have been made.
- Players and club members will pay a \$20 uniform deposit that will be reimbursed after the uniform has been returned in the appropriate condition.
- Students or parents who, for a variety of reasons, may have difficulty in meeting these requirements are asked to contact the school administration.

In order to attend school dances, play on a sports team, or participate in any after school activity, students MUST be present during the school day. Medical appointments are an acceptable example of a reason for absence, provided there is a note and school administration has been notified.

Field Trips

In recognition of the educational value possible from well-planned travel, it is the intent of the staff at Dr. Losier Middle School to encourage the participation of our classes in worthwhile educational excursions. Families will be sent a consent form at the beginning of the school year for all field trips. Families will be sent specific communication with details of upcoming field trips and volunteering may be requested depending on the nature of the trip.

Fire-drill and Emergency Measures

In the Fall we practice our emergency procedures. We will have a minimum of three practice drills. The first will be an announced drill. The second will be an announced drill to staff only, and the third will be an unannounced drill that could involve a member of the Fire Department coming to the school to evaluate our fire drill procedures. When the fire alarm is sounded, everyone must exit the building. Guidelines for behaviour include walking and remaining calm and quiet while exiting the building. When the drill is completed, administration will advise staff that it is safe to return to the building and then classes may proceed back into the school. We will also practice an off-site evacuation. As a school we will walk to NBCC Miramichi Campus as our off-site location. Other arrangements for those students with mobility issues or limitations will be made. We will be certain to communicate with families when we have our practice drills.

A **Lockdown drill** is practiced once at the beginning of the school year. This drill is announced to all students and staff, and is discussed in each class by the homeroom teacher. When the announcement is made for the school to go into a lockdown, classrooms will follow their reviewed procedures and remain in place until the announcement is made to notify everyone that the drill is over. We communicate the importance of these drills in a sensitive manner, explaining to children that we have ways that we stay safe both inside and outside the school building.

A **hold and secure** occurs when there is a disruption in the building that needs to be mitigated, and requires classroom teachers to close their doors and carry on with normal classroom activities and routines. An announcement will be made when classes can reopen their doors and students can reenter the hallways.

Footwear

While in the school clean shoes or gym sneakers are to be worn by all students. Students are asked to keep a clean pair of footwear in their locker that they can wear. By adhering to this policy, we will greatly assist with reducing sand, water, mud and dust in the building. Wearing the proper footwear will help us keep our building clean.

As part of the DLMS School Policy, students are prohibited from wearing steel-toed footwear and heels. Students who wear these items to school will be asked to change into appropriate footwear. Students are also reminded that the use of Heely's is prohibited.

Homework

Students who complete homework regularly are more successful. At the discretion of the teacher, homework may be assigned for the following reasons:

- to reinforce understood concepts
 - to complete work that was started in class
 - to encourage development of study habits
 - to be successful in summative assessment situations
- The student, the home, and the school have responsibilities in this area. Parents should have conversations daily with students regarding homework and frequently monitor students' notebooks, Team site and assessment results. If there are questions or concerns, a parent or guardian may make inquiries at the school.

Humanities Subject Norms:

- Humanities teachers (ELA, FILA, PIF, Social Studies) teachers will communicate expectation directly with students.
- All students should be reading a minimum of 15 min each night.

Math Norms:

- Math teachers will communicate expectation directly with students.
- If a student misses class time, they may have to complete missed work at home or on their own time to catch up to the class.

Home & School Committee & Parent Volunteering

DLMS encourages the participation of the school community to help us be more successful in delivering for your students. We realize that at middle school, students may not want their parents to be visible in the building. However, support from outside is always encouraged. DLMS is fortunate to have a home and school committee that meets regularly. Kelly Mullin is the staff representative. The committee plans fundraising events throughout the year to improve the learning and working environment. These include, but are not limited to, the purchase of iPads, learning spaces, staff appreciation week, prizes for students, and the grade 8 banquet.

Notices of meetings are sent out via school messenger and are supported by school staff volunteers.

We also look for volunteer coaching to offset the demand. Calls for coaches come from our PE staff. If you are interested in volunteering in any capacity, please contact the school.

Lost and Found

Items are stored downstairs outside of the Phys Ed area. Before each parent-teacher meeting, we will lay out lost and found items in the lobby, and classes will visit for students to retrieve lost items. In an effort to keep our Lost and found items to a minimum, families are asked to write their child's name on all items, including sweaters, jackets, sneakers, and water bottles. Any items remaining are donated to local community groups.

Lunch Break & Leisure Time

Our cafeteria is operated by Chartwells. It is open daily for lunch. Depending on staff, they offer warm meals and A La Carte items for students to purchase. For students who bring a lunch, we have 3 microwaves to heat up food. Because we do not want anyone to go hungry, anyone who does not have lunch can get a bagged lunch free of charge from the DEN; just see the staff on duty.

Students have a 20-minute lunch in the cafeteria, a 20-minute leisure break to go outside (or in the gym depending on the weather), 20-minute homework period where all students complete assigned work.

Dr. Losier Middle School is a closed campus, meaning students are not permitted to leave school grounds without being signed out by a parent or guardian. Any student having food dropped off should make arrangements for the food to arrive before their lunch break, and it will be housed in the office for them to pick up.

Medications, Allergen Free Environment, Communicable Diseases, Exclusion from School

The school will do its utmost to work with the home regarding medical prescriptions which are to be administered during the school day. Staff members will supervise students taking medication provided the following parameters are observed:

- For all students who take medication regularly or occasionally, an official form must be completed explaining the details of the medication. Please note that it is a policy of the Department of Education that we cannot administer medication unless this form is on file at the school. This form is available at the school.
- The school is not to be held responsible for long term storage or lost medicine.
- Medicine must be kept in the original container from the drug store.

Important Note: Medic Alert Forms must be completed for all students with serious health issues as soon as possible.

Allergen Free Environment

Dr. Losier Middle School is a nut free and scent reduced environment. We must have everyone's cooperation by:

- not sending any food product containing nuts (please check labels carefully).
- not wearing perfumes, strong deodorants, body sprays and hair sprays (please recognize the seriousness of allergies. Due to our commitment to providing a safe learning environment for all, these expectations must be strictly enforced).

Communicable Diseases & Exclusion from School

In the best interest of the student body, all families are asked to respect the Department of Health guidelines regarding communicable diseases.

Outdoor Play/Playground Behaviours and Expectations

It is the expectation that all children play in a safe and respectful manner during outside time. Outside, students are expected to be "Hands Off, Words Off, Feet Off." Staff supervising are diligent in their supervision; circulating constantly and monitoring student interactions. Students who are not following our outside expectations may be given a verbal warning first. Next, students may be told to sit out for a period of time that is deemed appropriate.

Incidents involving significant behaviour are to be reported to the office for further investigation, consequences, and communication with families. As a proactive measure PE teachers will train students on playground expectations at the beginning of the year.

Significant behaviours include:

- Profane language directed towards another person
- Property damage
- Physical aggression

During the leisure portion of the student's lunch break, students will be expected to go outside (when weather permits). During the days of inclement weather, students will have open gym time.

Outdoor Leisure Area



Other opportunities to go outside could be choice during morning options or as part of physical education class.

Parent School Support Committee

A Parent School Support Committee (PSSC) will be established for our school in September. A formal election will be held (if required) to fill the membership requirements. The mandate of the PSSC is to assist in the creation and monitoring of the School Improvement Plan. The Principal is responsible for establishing the PSSC, attending all meetings and working with this group. This committee meets in the evening 6 times per year. We welcome and encourage any parents/guardians to reach out to express interest in this committee.

Parking

Visitor parking can be confusing to guests, since the front of the building has the bus drop off. Visitors have two options to park:

1. At the front of the building, in the shared space between James M Hill and DLMS.
2. At the rear of the building, entering from Vanstone Ave.



PBIS- Positive Behaviour Interventions and Supports

At DLMS, we are a PBIS school. PBIS stands for Positive Behaviour Interventions and Supports, a system whereby students are given the opportunity to learn and practice our commonly agreed-upon school-wide expectations. Students are positively reinforced for mastering the expectations and demonstrating positive behaviours.

Students learn about our school code of conduct—Be Safe, Be Respectful, and Be Responsible in all our school environments, including classrooms, hallways, outside, and eating times. When students go above and beyond, they can be recognized with a Shout Out! We have a monthly recognition ceremony that highlights some of the Shout Outs! We recognize students who have gone above and beyond.

In the Fall, all homeroom teachers will introduce the School-Wide Expectations to students in a consistent manner. The delivery plan is as follows:

Staff members will be assigned to a specific area of the school. During the first two weeks of the year, during extended homeroom (Design Block time) time, homerooms will visit each of the areas on our behaviour matrix, receive direct instruction, and assist in co-constructing expectations in those areas.

We will also revisit our expectations after long periods away from the building, such as Winter Break and March Break

Policy 711

Policy 711 is the Healthy School Food Environment policy. The goal of the policy is “supporting a healthier school food environment helps students attain their full potential by providing them with the skills, social support, education and environmental reinforcement they need to adopt lifelong healthy eating behaviours and attitudes;” Only foods of high nutritional value are to be offered and sold at school. The full policy can be viewed at: <https://www2.gnb.ca/content/dam/gnb/Departments/ed/pdf/K12/>

policies-politiques/e/711A.pdf As per direction from the superintendent a school can identify 2-3 special occasions when we may offer foods of a lower nutritional value. We ask that families respect the policy and refrain from sending food into the school that is intended to be shared with the class.

Progress Reports/Exhibition of Learning/Parent-Teacher Conferences

Three formal report cards will be issued per child yearly; formal Parent/Student/Teacher Conferences will be scheduled after term one and two Report Cards. Participating in parent-teacher conferences is encouraged but not mandatory. Families can choose the meeting format by attending in person or virtually on Microsoft Teams or scheduling a phone call with specific staff.

Term one reports will go home in early December; term two reports will go home in early April, and term three reports will go home on the last day of school in June. An Exhibition of Learning will be scheduled in conjunction with parent-teacher meetings to showcase student learning from the term. These will be open house nights for families to see their students' work and interact with staff about their progress. Formal parent-teacher meetings will take place the following morning.

School Cash Online

Dr. Losier Middle School continues to offer School Cash Online as a method of payment for most school fees including student fees. It is important that all families pay their school fees or we will not have the funds available to schedule special events and opportunities that all of our students enjoy.

School Cash Online shows all the school fees available to your student for purchase. You can then view and choose to purchase these fees online through payment methods, including credit cards and visa debit. You can also stay informed of upcoming events and keep track of which school fees require your attention.

Register today – a simple task that takes two minutes – by visiting <https://asdn.schoolcashonline.com> All you will need your child's first name, last name and date of birth to register. Should you encounter any difficulties, you can use the parent help desk at 1(866) 961-1803 or by visiting schoolcashonline.com/Home/Support or call our school administrative assistant at 506-778-6077.

School Closures/ Inclement Weather

The options are as follows:

1. Schools are open as usual, and no announcement will be made.
2. Schools are closed for the day with the appropriate announcement being relayed to the radio stations as well as on the ASD-N Twitter account and on the ASD-N website by 6:00am - 6:30am.
3. Some schools in the area are closed and the announcement will be made via the radio station as outlined above.
4. Buses are delayed one hour with all schools in ASD-N opening on time. Teachers are expected to be in their classrooms at the regular time, whenever possible, and to provide supervision and instruction i.e. of a remedial or review nature. Attendance will not be taken until the buses arrive.
5. Schools may be closed early if weather conditions deteriorate seriously during the day. In this case, schools will be informed by District Office personnel, and families will be informed via School Messenger. This option will be exercised very rarely since road conditions are often better at the end of the school day when transportation crews are expecting students to be dismissed.

You are urged to listen to the radio, check the ASD-N website or Twitter page early in the morning during inclement weather conditions so that you can be informed of the school closings. Also, you are reminded to check the walking conditions in your area before your child(ren) is/are going to school, then you ultimately have the final decision as to whether or not to send your child(ren) to school, either walking or on the bus. Additionally, school bus drivers are encouraged to exercise caution and their own discretion when encountering unfavorable road conditions in their area.

School can also be closed for other reasons

Closures may happen under clear sunny skies due to a problem with power, water or something more severe. If the problem occurs through the night, the school may be closed for the day, and announcements will be made through local radio stations and a school messenger message would be sent from the school. If the problem occurs through the school day, the school may need to be closed early, and students will be sent home early.

- If closing early, it is essential that we have emergency closure information so that in an emergency, we know how to get in touch with you and where to send your child to. For the sake of the safety of your child, please be diligent in completing this section of the information form very carefully. Although we trust this will never happen, please be sure to discuss with your child what procedures to follow if he/she arrives home and no one is there. Thank you for helping us keep your child safe!
-

School Clothing

DLMS clothing can be purchased a couple of different ways:

1. A school clothing order is made in late fall through River Signs (<https://www.riversigns.ca/>). Samples of clothing are provided as well as sizing options are available at the school but the order is made directly through River Signs. When the online store is open, messages are communicated through social media, school messenger, and the morning announcements.
2. Grade 8 Clothing is also made in late fall through River Signs (<https://www.riversigns.ca/>).
3. Student created clothing happens from time to time based on class or design block projects. This option does not happen regularly, so when it does happen we promote it within the school, on social media, and on the morning announcements. Orders for student created clothing happen in advance of receiving the product and must be paid with cash.
4. WRED Jr is a student club that raises money through clothing sales and other fundraising to support humanitarian causes. Depending on stock, clothing is available anytime and they have a kiosk at major school events.

School Supplies and Fees (Textbooks and Lockers)

Because each classroom is unique, Dr. Losier Middle School provides all the workbooks, binders, and/or duotangs students need to do their work. We ask families to provide the following items for your student.

General Items

- A Water Bottle (we do not have fountains, only filling stations)
- 10 dozen pencils (one dozen for each month)
- 5 packages of looseleaf
- 2 boxes of facial tissue
- 1 package of pens
- 1 pair of erasers

Math items

- 1 calculator
- 1 protractor/math set
- 1 package of graph paper
- 1 ruler

Humanities items

- 1 package of highlighters
- 1 pair of scissors
- 1 pack of markers
- 1 hard cover notebook (dollar store)
- 1 glue stick
- 1 stylus (grade 7 and 8)

- We encourage families to reuse any of these items from previous years.
- Dr. Losier does not supply agendas to students; if your child would like one for planning purposes, you must supply one.

Physical Education Items

- Shorts or gym pants, a t-shirt and non-marking sneakers are to be kept at school.
- As part of the ASD-N Scent-Free Environment Policy, spray deodorants/colognes/perfumes/body spray/scented hand sanitizer are not permitted due to asthma and scent allergies.

Student Fee: \$40

Textbooks

Textbooks are provided free of charge. Students who lose, damage, or deface textbooks will be responsible to provide a replacement.

Lockers

- Lockers are assigned to each student. The cost of your lock is covered in your student fee.
- Lockers are assigned by the homeroom teacher as well as the combination lock.
- Students are not permitted to bring their own lock from home. Any personal locks will be cut.
- It is important that the combination not be shared with other students to ensure the security of your personal belongings that you store in your locker.
- Personal items (coats, books, lunch money, footwear, gym clothes, etc.) should be stored in the locker.
- Students are cautioned from bringing expensive items to school; the school is not responsible for lost or stolen items stored in lockers.
- Lockers are property of the school and may be searched by staff if required.

Student Leaders

The Student Leaders and class reps are the DLMS version of student government.

- Student Leaders are our emerging grade 7 & 8 students who wish to take on a leadership role in the school.
- Class reps are voted on by homeroom classes. They serve the role of meeting with the student leaders and Core Leadership members to offer input on student issues and help organize some school activities. As part of the process, each class will select a Class Representative to attend meetings to bring issues from their peers and offer updates.

- Some of our student leaders will be in charge of organizing and leading Grade 6 entry Day. These leaders are chosen during the spring of their Grade 7 year. Any Grade 7 student is eligible to apply to be a Student Leader, they must complete an application.
- Our Welcome Wednesday Crew are Student Leaders who volunteer to welcome new students to our building on their first day. These leaders work with our EST-EAL teacher, Ms. Beals to welcome all students who start school after the first day.
- Volunteering is a life skill that we encourage here at DLMS. In fact, we give out a major award during our Grade 8 Banquet for Volunteer Of The Year. Lots of opportunities arise throughout the school year to volunteer.

Welcome Wednesday

Because not all students have their first day on the first day of school, Welcome Wednesday is a moment of pride event created to make the first day a special one. When a new student registers at DLMS, a few things happen before the student starts school. First, we collect any and all information that is required so that we can best serve the new student. Next, we bring the student in to meet with staff and to do some testing so we can best support the student on their first day and to answer any logistical questions they may have. After that, the student is all set to start school on Wednesday.

On their Welcome Wednesday, they come to school either on the bus, get dropped off or walk to school and arrive between 7:45 to 8:10am. When they come in they will meet a member of the assigned class, someone we think they might relate with, and a WEB Leader. These three leaders help the student understand their schedule, to meet new people socially, get to and from their locker and classes, and offer any support the new student may have. At the end of design block, everyone who was a part of the Welcome Wednesday event meet for a small celebration and to answer any questions and determine how much support is needed in the future.

School Policy Menu

- Administering Medicines and Medications
- Alcohol, Tobacco (including E-Cigarettes) & Illegal Drugs
- Code of Conduct
- Ethical Use of Technology
- Physical Education Safety, Procedures and Expectations
- Prohibited Materials and Selling Goods on School Grounds
- Student Athletics
- Student Dress Expectations
- Students Leaving School Grounds



DR. LOSIER MIDDLE SCHOOL

HOME OF THE KNIGHTS EST. 1983

Subject: **Administering Medicines and Medications**

Effective: **August 26, 2019**

Revised:

Pages: 1

Purpose: To set forth protocols for staff administration of medicines and medications to students.

GNB Policy 704

6.1 Responsibilities of Principal Medications

No medications, over-the-counter or otherwise, shall be administered by school personnel without a written request signed by a parent.

DLMS Policy:

No medications, over-the-counter or otherwise, shall be administered by school personnel without a written request signed by a parent and arrangements to complete the appropriate Policy 704 appendix.



DR. LOSIER MIDDLE SCHOOL

HOME OF THE KNIGHTS EST. 1983

Subject: **Alcohol, Tobacco (including E-Cigarettes) & Illegal Drugs**

Effective: **August 26, 2019**

Revised:

Pages: 1

Purpose: To set forth expectations related to alcohol, tobacco & Illegal Drugs

DLMS Policy:

- A student found in possession of tobacco or an e-cigarette device will be, without warning, suspended for three (3) days.
- Student found using tobacco or e-cigarette devices will be supposed for five (5) days.
- A student found in possession of, under the influence of, or using, alcoholic beverages or illegal drugs at school, or at a school-sponsored event, will be suspended for five (5) days. Students in possession of illegal drug paraphernalia will be subject to the same consequences.
- Students are not permitted to wear clothing which makes reference to beer, alcoholic beverages, cigarettes, cannabis, drug use, or with inappropriate language or sexual connotations. Violators to the dress code will be dealt with discreetly on an individual basis.



DR. LOSIER MIDDLE SCHOOL

HOME OF THE KNIGHTS EST. 1983

Subject: **Code of Conduct**

Effective: **August 26, 2019**

Revised: August 30, 2022; August 9, 2023, August 23, 2024

Pages: 3

Purpose: To set forth the school code of conduct for learners

DLMS Policy:

Code of Conduct

School Expectations:

To create a safe, responsible and respectful learning environment for all Knight. Where all Knights find someone to connect with. Starting with what you know and give choice and relevance in learning.

At DLMS everyone is expected to:

- **Be Safe**
- **Be Responsible**
- **Be Respectful**

General Discipline:

It is expected that **ALL** of our students and staff adopt and apply these principles to their daily school life. Proactive and reactive programs and policies will be in place to help students who need assistance in making good choices.

As a staff, working collaboratively with parents, we should make every effort to promote positive behaviours in a proactive way.

Behaviour Matrix

	Be Safe <i>Stay safe by following expectations, being kind, and watching out for each other to make our school a safe place</i>	Be Respectful <i>Treat others kindly, listen to adults, and follow school expectations to create a positive and respectful environment for everyone</i>	Be Responsible <i>Take ownership of your actions, follow instructions, and do your best to contribute positively to our school community</i>
Classroom & Shared Learning Environments	• Keep hands and feet to yourself • Make sure your stuff is stored safely • Stay in your seat or work area unless you have permission to move around	• Listen when someone is speaking and use inside voice • Follow direction right away and raise your hand if you need help • Be kind to others, use polite language, clean up after yourself - remember to treat others the way you want to be treated	• Be on time and have all material ready • Participate in class, and always do your best • Put things back where they belong and take care of school property
Technology	• Be cautious about sharing personal information online to stay safe from cyberbullying or scams • Keep devices stored safely in designated areas • Pay attention to where you're walking when using devices to avoid bumping into others or objects	• Use devices at appropriate times and places without disrupting others' learning or activities • Respect others' privacy by not taking photos or videos without permission • Follow digital etiquette by using polite language and treating others online with kindness and respect	• Keep your phone on do not disturb mode to minimize distractions and focus on learning • Use technology devices for learning purposes and follow classroom norms set by the teacher • Take care of school-provided devices and return them in the condition you received them
Washrooms & Changing rooms	• Walk calmly and quietly in the washrooms and changing rooms • Report any spills or hazards to an adult • Wash your hands with soap and water to keep yourself and others healthy	• Keep the area clean by throwing trash in the bin • Be mindful of using supplies respectfully and efficiently • Respect the facilities by not damaging or vandalizing them	• Respect others' privacy and personal space • Wait patiently for your turn and avoid rushing others • Use kind words and actions to create a friendly atmosphere for everyone
Hallways & Stairwells	• Walk in the hallways to avoid accidents • Keep pathways clear by not blocking or overcrowding them • Stick with your group and avoid texting while walking to stay safe	• Walk quietly and politely in the hallways and stairwells • Respect others' personal space and belongings • Keep the hallways and stairwells clean and free from litter	• Take only what you need • Go straight where you're supposed to and come back on time • Don't let anyone mess up things on purpose; speak up against vandalism
Cafeteria & Breakfast Area	• Stay in your seat unless you need to do regular cafeteria activities, like heating up food, waiting in the food line, or putting your trash away • Always ask an adult if you are need to leave the cafeteria area • Pay attention to what's happening around you and remember to keep your hands and feet to yourself	• Be mindful of your noise level and avoid shouting or yelling • Show consideration for others by cleaning up after yourself and throwing away your trash • Show respect by saying "please" and "thank you"	• Take only the food you can eat and avoid wasting food • Keep your eating area tidy by cleaning up spills and throwing away trash • Follow the expectations and wait your turn patiently in line

	Be Safe <i>Stay safe by following expectations, being kind, and watching out for each other to make our school a safe place</i>	Be Respectful <i>Treat others kindly, listen to adults, and follow school expectations to create a positive and respectful environment for everyone</i>	Be Responsible <i>Take ownership of your actions, follow instructions, and do your best to contribute positively to our school community</i>
Morning Options	• Walk directly to your chosen activity without running or pushing others in the hallway • Follow safety guidelines provided during the activity to avoid accidents or injuries • Stay in the designated areas and avoid wandering the halls to prevent disrupting other classes	• Respect the choices of others by not disrupting or interrupting their chosen activities • Listen attentively to instructions and guidance from activity leaders and teachers • Be considerate of other students and their enjoyment of the activity by cooperating and playing fairly	• Choose an activity that interest you and commit to participating fully • Arrive on time to your chosen activity and prepared with any materials or equipment needed • Clean up after yourself and leave the activity area as you found it
Physical Education Settings (Gym, Mezzanine, & Outdoors)	• Use equipment safely and as it's meant to be used • Keep you hands and feet to yourself and be mindful of your surroundings • Put your personal belongings where they belong and use school property the right way	• Play with a positive attitude, include everyone, and be willing to join in! • Play fair and use kind words with indoor voices • Keep the area clean	• Come prepared on time for P.E. class, in the proper clothes and shoes, ready to participate • Take care of equipment and return it after use • Own up to mistakes and work together to make class fun and safe for everyone
Bus Loading/ Dismissal Area	• Stay in cafeteria, lobby, and Pitt area and avoid running or roughhousing to prevent accidents • Listen carefully for your bus to be called and follow instructions from staff • Stay inside the building during dismissal to ensure safety	• Respect the directions by staff and bus drivers by following instructions • Be considerate of others by keeping calm and having an orderly dismissal • Keep noise levels down and avoid disruptive behaviours out of respect for others waiting for their buses	• Return to homeroom and wait to be called for dismissal • Be ready with your belongings when your bus is called • Wait patiently, be considerate of others' during dismissal
Theatre & Assemblies	• Walk quietly to your seat • Stay seated during the assembly unless you really need to get up • Use aisles for coming in and going out	• Keep electronic devices and book bags in your classroom or locker • Listen carefully during presentations • Clap and show appreciation at the right times, and avoid chatting during the show	• Come on time with your group and sit where staff direct you to • Follow instructions given by staff during the performance • Leave the theatre calmly when it's time to go.



DR. LOSIER MIDDLE SCHOOL

HOME OF THE KNIGHTS EST. 1983

Subject: **Ethical Use of Technology**

Effective: **August 26, 2019**

Revised: September 3, 2020, August 30, 2022, August 30, 2023; August 28, 2024

Pages: 2

Purpose: To govern and regulate the use of technology, including social media

DLMS Policy:

Use of Technology

The intention of allowing students to use technology at school is to enrich their learning experience and to teach young citizen to be responsible with their devices. Technology hardware is ever evolving, the use of devices is governed under the umbrella of “ethical use of technology” and students are expected to use their devices in a safe, respectful and responsible manner.

Devices with recording capabilities, including voice recording, still images cameras, and video cameras are not permitted to be used in the washrooms and changing rooms. Student's may not use any devices to record, transmit or post photos or video of a person without their knowledge and consent. Images, video, and audio files recorded at school may not be transmitted or posted at any time, without the expressed permission of a teacher or administrator. Violations may result in the loss of privilege to use personal technology in school, and/or disciplinary and legal action, as appropriate.

Where it comes to listening to music, the general rule is that it should be for your ears only. If someone else can hear it then its too loud. We encourage students to use their personal ear buds. External speakers (bluetooth or otherwise) are prohibited.

GNB Policy 311 - Technology Policy for cell phone use in classrooms.

- At the teacher's discretion, students' cell phone use is allowed in classrooms for educational reasons at the teacher's discretion. During class time, teachers will have the student place their cellphones in a designated area of the classroom on silent mode (Do not disturb (no vibration, no ringtone)

- Students who use their cell phones for medical reasons, such as diabetes self-management, may continue to use them.

DLMS Implementation of GNB Policy 311

Students are permitted to use their cell phones during personal time, AM arrival, Morning Option, Lunch break, and PM dismissal. Cell phones are not permitted during instructional time unless the classroom teacher has made arrangements for learning purposes or a student needs them for medical reasons.

Implementation - Process

- When students arrive in homeroom, they check their cell phones with their homeroom teacher. They keep their phones checked until the student's lunch period.
- During the students' lunch period, their cell phones will be available for check-out in the cafeteria/eating area.
 - Students going to Leisure time will check their phones back in before leaving the cafeteria area.
- Five minutes before the end of the lunch period, students will begin to check their cell phones back in before cleaning up the cafeteria. Prompts will be given.
- At the end of Design Block, the students will return to their homerooms to check their cell phones back out.

Students are permitted to use their mobile devices before homeroom, during morning options, during lunch time, and after school. Students are responsible for and will be held accountable for their actions on school and personal devices.



DR. LOSIER MIDDLE SCHOOL

HOME OF THE KNIGHTS EST. 1983

Subject: **Physical Education Safety, Procedures and Expectations**

Effective: **August 26, 2019**

Revised: August 25, 2020

Pages: 3

Purpose: To set forth protocols and expectations for student as it pertains to the gymnasium, outdoor area and the physical education class.

DLMS Policy:

CLOTHES / ATTIRE / HYGIENE

- All footwear must have a back to keep the foot supported and in place (no sandals, flip-flops, or slip-ons). Footwear like winter/work boots that hinder movement, drag in dirt, and scuff floors are also prohibited. We often put our hands and bodies on the floor for exercises, and Karate go barefoot on our floors making small rocks potentially dangerous.
- Jewelry such as chains, hoops, rings should not be worn during class for safety reasons.
- Clothing and accessories contain inappropriate pictures or words are not to be worn in school. Clothes may not reference alcohol, drugs, sex, or contain words/phrases with double meanings.
- Students will change into PE clothes prior to class. This clothing is not to be worn to other classes or home after school. This is to promote personal hygiene.
- Students need to use deodorants, however aerosol sprays, perfumes, and colognes are prohibited for safety and allergy reasons.

CELL PHONES

Smart phones and other mobile devices with recording capabilities, including voice recording, still images cameras, and video cameras are not permitted to be used in the locker rooms. If for any reason phones or other mobile devices must be use they must be taken outside of the locker room.

DLMS has a "Cell Phone Parking Lot" system, which is also in effect when you enter the gym. If your phone is distracting in any way you will be directed to "park" your phone in one of the numbered pouches and you may pick it up after class. Students who do not comply or who have repeated requests to park their phones will have their phones "towed". A phone that has been towed will be stored in the teacher's desk or office until the end of the day. Multiple towing offenses may result in a guardian retrieving the phone from the impound lot.

In PE phones can be used to sign in to Wodify. There are limited spaces, but phones may also be charged in the gym office for the duration of PE class. Please be responsible.

MUSIC

Occasionally students ask to play music for presentation or during the warm up for ambient noise. Any music played in class or over the loud speakers must contain school appropriate language and content (ie. Radio Edits only). Any music played that does not meet this criteria will not be permitted. Flagrant violations will result in the device being “impounded”.

SIGNAGE

Any signage placed in the gym area (locker rooms, hallways, gymnasium) must be approved by the office for content and artistic license, and have an agreed upon time frame to go up and come down. If hanging the poster requires more effort than went into the design it will not be approved. Posters/Signs cannot be hung with packing tape or materials that will remove paint. It is the responsibility of the party putting up the sign/poster to remove the poster and make sure that is no debris (fractured pieces of tape, paper, glue or discolouration etc) left behind.

VANDALISM

We are proud of our school and facilities. Education is a right, which carries responsibilities. When it has been deemed that a student has destroyed or defaced school property that student is responsible for restitution costs, along with any other consequences deemed appropriate.

LEISURE TIME

No students may enter the gym for their Noon Hour Leisure Time without a teacher granting permission. Also, we ask that you please save the floors! There are to be no outdoor shoes in the gym. There will be brushes available in the locker rooms for students who may need to clean the bottom of their footwear to enter the gym. Also Karate people go barefoot.

EQUIPMENT ROOM (RM 121)

Students are not permitted in this room during or after school. The organization of the equipment room is the responsibility of the PE teachers. Any vandalism or destruction is to be reflected on the equipment room inventory list.

NOTE: The exception to this rule is in the case of a lockdown, and during the last week when select students under the supervision of multiple PE teachers empty the room for cleaning/ inventory.

Expectation Matrix

AREA	BE SAFE	BE RESPECTFUL	BE RESPONSIBLE
Gym	-Be in Control of equipment -Keep hands and feet to yourself	-Return equipment to its place -Listen to directions -Play fair -Include others -Appropriate language	-No book bags in the gym -Park Phones -Proper attire -Get signed in
Equipment Room	-This areas is off limits to students at all times UNLESS receiving First Aid Treatment. See school Policy	-Let the person receiving First Aid have Privacy	- This area is off limits to students
Fountain	-Hands & feet to yourself -Spill water - clean it up -No dumping or rinsing liquids other than water	-Wait in line -Low voices	-Return to class quickly
Mezzanine	-Only climb on equipment with regards to instruction	-This room joins to the main hallway of classrooms, quiet in the transition to locker rooms	-Direct paths only to and from the mezz
Locker Room	-No equipment in the locker room at anytime -Store belongings neatly	-Appropriate language -Indoor Voice -No Phones out for any reason! -Clean up after yourself	-Report vandalism -Get changed quickly -Keep it clean
Hallway	-Please don't touch the glass on the Trophy Case as it is very fragile	-Stay on cement ledge painted black -keep voices low	-Stay in one spot and don't wander in the hallway
Coaches Room	-This area is off limits to student during school hours	-This area is off limits to student during school hours	-This area is off limits to student during school hours



DR. LOSIER MIDDLE SCHOOL

HOME OF THE KNIGHTS EST. 1983

Subject: **Prohibited Materials and Selling Goods on School Grounds**

Effective: **August 26, 2019**

Revised:

Pages: 2

Purpose: To set forth a list of materials that are prohibited on school grounds to ensure the overall safety of the Dr. Losier Middle School learning community

DLMS Policy:

To ensure the safety of all members of the Dr. Losier Middle School Learning Community, the following materials are prohibited:

- Alcohol
- Tobacco
- E-cigarettes, JUUL, and other vaping materials including oils and parts
- Illegal drugs
- Bluetooth/external audio speakers not for instructional purpose
- Steel Toed Footwear
- Heelys
- Fragrance based body spray (i.e. AXE)
- Energy Drinks/Shots/Soda (i.e. Monster, Red Bull, MTD Kickstart, 5 Hour Energy, etc)
- Excessive amounts of unhealthy snacks and sugar rich drinks (more than is expected for one person in moderation)

Violations to these expectations will be dealt with under the school code of conduct.

Distribution and/or Selling of Goods on School Property

Under the provisions of policy 711, parents are permitted to send food for their child/children to consume. However, the distribution of items for other students is prohibited unless specified for a special occasion.

Since DLMS strives to be a 21st Century learning environment that fosters an entrepreneurial spirit, the school may authorize the distribution and/or sales of approved items. If a student wants to sell items at school, they must make a request to their classroom teacher and demonstrate the curriculum connection. If the teacher approves, the learners' can make a formal request to school administration to sell products on school grounds.

Violations to this will face possible discipline under the DLMS Code of Conduct.



DR. LOSIER MIDDLE SCHOOL

HOME OF THE KNIGHTS EST. 1983

Subject: **Student Athletics**

Effective: **August 26, 2019**

Revised: August 24, 2023

Pages: 1

Purpose: To set forth protocols and expectations for student athletic participation on DLMS extra curricular teams.

DLMS Policy:

MIDDLE SCHOOL SPORT PHILOSOPHY

We in the Dr. Losier Middle School community want students to experience the challenges, camaraderie, and excitement of as many sports as possible. We try our best to run a complete season without overlapping into the next so that students get the chance to experience multiple sports. These seasons will become longer in high school and there may be a requirement to choose one sport over another. In middle school we strive for exposure over specialization.

UNIFORMS AND DEPOSITS

Students playing on a school sports team will be required to pay an athletic fee. The athletic fee will vary across sports. It is designed to cover the cost of referee's and the end of the season district championships.

Athletic Fee =	$\frac{[(\# \text{ of home games}) \times (\text{Cost of Refs})] + \text{Championship Fee}}{\text{Number of players}}$
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Those receiving a uniform will also be required to submit a \$20 deposit which is refunded upon returning the uniform at the end of the season. Students cannot be issued uniforms until both the athletic fee and uniform deposit have been received, or have made arrangements for payment.

Transportation of Athletes

DLMS does not arrange or provide transportation to away games. At the beginning of the season, it will be communicated that it is the responsibility of the parent to arrange transportation for their own children to all games. All parents must sign the agreement that it is their responsibility to provide transportation. The athletic director will keep record of all agreements for the duration of the season.



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DLMS Student Athletics Parent Agreement to Provide Transportation

_____ I have been informed that it is my responsibility to arrange transportation for my child to all games.

Student Name: _____

Sport/Season: _____

Date: _____

Parent Signature: _____

Athletic Director Signature: _____



DR. LOSIER MIDDLE SCHOOL

HOME OF THE KNIGHTS EST. 1983

Subject: **Student Dress Expectations**

Effective: **August 26, 2019**

Revised:

Pages: 1

Purpose: To set forth expectations related to student dress

DLMS Policy:

Dress Code

- The major concern of student should be to wear clothing that is neat, clean and modest.
- At Dr. Losier Middle School, students must respect when a staff member asks them to remove their hat in their learning environment. Students will also be asked to remove hats when hit comes to demonstrating respect at special events.
- Students are not permitted to wear clothing which makes reference to beer, alcoholic beverages, cigarettes, cannabis, drug use, or with inappropriate language or sexual connotations.
- A general rule is that tops and bottoms should overlap or be tucked in and we should not intentionally see any undergarments.
- Pyjama bottoms and other bedroom clothing are only permitted on designated "Pyjama day"
- Violators to the dress code will be dealt with discreetly on an individual basis.
- Due to safety reasons, steel toe safety shoes and boots will only be permitted as outdoor shoes or in the shop. Students who wear these shoes and boots are asked to indoor shoes to change into.



DR. LOSIER MIDDLE SCHOOL

HOME OF THE KNIGHTS EST. 1983

Subject: **Students Leaving School Grounds**

Effective: **August 26, 2019**

Revised:

Pages: 1

Purpose: To set forth protocols for students safely leaving school grounds.

DLMS Policy:

DLMS is a closed campus, students are not permitted to leave the school property after arriving at school unless they are signed out by a parent/guardian or arrangements have been made between the home and school. This includes Lunch Break, students are not permitted to leave school grounds at noon unless they are signed out by a parent or guardian.

Any student who leaves the school or school grounds without following the established protocols will be subject to discipline under the DLMS Code of Conduct. To ensure the safety of both students and staff, the police will be notified when students leave school grounds without permission.