

THOMAS GREENWAY  
MIDDLE SCHOOL

STUDENT HANDBOOK

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### WELCOME TO THOMAS GREENWAY!

Since opening in 1964, Thomas Greenway has created a tradition of giving students an excellent preparation for future careers and lives. As a middle years school, we will continue with this tradition. In return we expect you to:

1. Show Up On Time
2. Be Prepared
3. Do Assignments
4. Respect Your Own and Other's Life Space

## CLASS SCHEDULE – PERIOD TIMES

09:05-09:45 .....	Period 1
09:45-10:25 .....	Period 2
10:25-10:35 .....	Break
10:35-11:15 .....	Period 3
11:15-11:55 .....	Period 4
11:55-12:35 .....	Lunch
12:35-01:15 .....	Period 5
01:15-01:55 .....	Period 6
01:55-02:05 .....	Break
02:05-02:45 .....	Period 7
02:45-03:25 .....	Period 8

## MISSION STATEMENT

Thomas Greenway Middle School's mission is to provide a safe, supportive place of learning that encourages responsibility and respect within the school community.

## STUDENT CODE OF CONDUCT

### The following types of conduct will not be tolerated:

1. Bullying, abuse (physical, verbal, written emotional or sexual harassment)
2. Unreasonable discrimination
3. Weapons possession
4. Gang activity
5. Using, possessing or being under the influence of alcohol or illicit drugs at school
6. Inappropriate dress
7. Vandalism/destructive behaviour
8. Inappropriate use of computers electronic mail and the internet including the prohibition of material determined to be objectionable

### General Rules:

1. Head gear is not to be worn in the building.
2. Please walk in the hallways.
3. Two sets of footwear are required (indoor and outdoor).
4. Grade 5&6 students will enter through the south doors. Grade 7&8 students will use the east or north doors.
5. Bikes are to be placed in the racks located on the north side of the building.
6. Class changes are to be orderly and quiet.
7. Students are expected to carry their agendas to all classes.
8. Respect all playground equipment.

### Consequences

While every attempt will be made to be fair, the staff and administration will examine each case on its own merit. The nature of the behaviour, individual student differences and previous offences will be considered when establishing suitable consequences.

### Attendance Policy

Parents are asked to contact the school by telephone or send a note to inform school staff of a child's illness or absence.

**Lockers**

Students are issued a locker that is school property, and may be searched by the school administration if necessary. The school will not take responsibility for the theft from lockers.

**Lunchroom**

Students will eat their lunches in their designated homerooms. Our school is designated as a nut free environment. Students cannot have any food containing nuts of any kind.

**Bus Behaviour**

While riding on a school bus, students are responsible to their principal. The bus driver, under the principal's jurisdiction, is in charge of this vehicle, and should be respected and obeyed. Behaviour expectations for students, whether on daily runs or on field trips, are the same as in the classroom. The classroom is simply extended to another site. Students who do not comply with the teacher's/bus driver's stated expectations may be suspended from school and lose other privileges – i.e. bus riding privileges.

**Gymnasium Use**

Proper gym wear is necessary for all gym activity. No food or drinks allowed in the gym. The shower and change rooms must be kept clean and tidy. Clothing left in the change rooms is the responsibility of the student. **MONEY, WATCHES, OR VALUABLES SHOULD NOT BE LEFT IN THE CHANGE ROOM. THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ARTICLES.**

Students must use all equipment properly and only as directed by the staff. A student who damages school equipment will be required to pay the replacement cost.

**STUDENT SERVICES****Librarian**

Students who need help finding information for an assignment should ask the librarian for assistance.

**Library Regulations**

1. Students are encouraged to sign out all kinds of books. Please keep the number reasonable.
2. Library books may be signed out for two weeks. If the student wishes, the book may be renewed.
3. Please bring books and magazines back before the due date and place them in the book return.
4. Students with too many overdue books will not be allowed to sign out more books.
5. If books are lost or destroyed, the student is responsible for replacement.

**Telephone**

Telephones are available for brief local calls before and after classes. The office telephone is restricted to office/staff use. Unless urgent, telephone messages will be relayed only during breaks. Use of cell phones are not allowed at Thomas Greenway Middle School.

**Use of Drink Machine**

The drink machine is a privilege available for students at recess, noon and after school.

**Use of Photocopier**

Students will be charged a divisional rate unless teacher approved. Only the staff will operate the photocopier.

### **Use of Scanner and Color Printer**

Students will be charged a divisional rate when not related to school assignments.

### **Student Accident Insurance**

Every year an excellent and affordable insurance plan is available to the students. Applications will be available at the start of the school year, and all students participating in extra-curricular activities are encouraged to enroll.

### **Distribution of Medication**

Students are not allowed to have prescribed or over-the-counter medication at school without completing an "Authorization for Administration" form. TGMS cannot administer non prescription drugs (i.e. Tylenol, Advil) without parents permission.

### **MIDDLE YEARS SPORTS**

Middle years schools of Prairie Spirit School Division offer a program encompassing a variety of sports. Participation is a privilege that is encouraged.

### **EXTRACURRICULAR**

Students have the privilege to participate in all extracurricular. These privileges may be revoked if inappropriate behaviour is displayed.

### **STUDENT COUNCIL**

Students will have the opportunity to participate in student government. Elections will be held in late September. The positions and responsibilities are as follows:

#### **President (Grade 8)**

- Runs meetings
- Generates ideas
- Is a member of all committees
- Takes students' ideas to principal and staff
- Speaks at parent council meetings, assemblies and awards day
- Helps Vice President with canteen co-ordinator duties

#### **Vice President (Grade 7 or 8)**

- Assists the president in all areas
- Takes president's place when absent
- Presents treasurer's report to student council
- Helps with treasurer's duties
- **CANTEEN**
- Helps with the canteen – works in conjunction with staff advisor
- Stocks the shelves
- Helps create worker's schedule for canteen
- Helps with special events (track & field, dances, extracurricular sporting events)

#### **Secretary (Grade 7 or 8)**

- Keeps minutes of each meeting
- Records attendance at meetings
- Sends correspondence on behalf of student council
- Keeps copies of correspondence

#### **Special Events Co-ordinator (Grade 8)**

- Automatically awarded to last year's Asst. Co-ordinator
- Organizes the annual magazine drive in conjunction with staff
- Plans spirit days and award's prizes
- Plans dances & other special events

**Assistant Special Events Co-ordinator (Grade 7)**

- Automatically becomes next year's Special Events Co-ordinator
- Helps Special Events Co-ordinator with all duties

**Sports Rep (Grade 5/6 Boy and Girl & Grade 7/8 Boy and Girl)**

- Reports needs of school teams to student council
- Helps coaching staff organize events
- Reports inter-school and intramural events to council
- Liaisons between coaching staff and team members

**Yearbook Chairperson (Grade 8)**

- Works with students and staff of yearbook committee
- Reports to student council on progress of yearbook
- Helps select photographs and layout of yearbook

**Assistant Yearbook Chairperson (Grade 7)**

- Automatically becomes next year's Yearbook Chairperson
- Attends yearbook meetings and assists Chairperson with all yearbook duties

**Camera Person (Grade 8)**

- Learns how to use the digital camera and process pictures
- Takes pictures of school events
- Processes and displays pictures on the bulletin board
- Is a member of the yearbook committee

**Room Reps (one person per classroom)**

- Chosen by their classmates after the general elections
- Attends student council meetings
- Presents needs and ideas from their class to the council
- Reports back to class after student council meetings
- Keeps the class up to date about school events

**REPORTING OF STUDENT PROGRESS**

Written progress reports will be issued in **November, March** and the end of **June**. Parent-teacher interviews will be scheduled in November and March. Parental inquiries/concerns about a child's progress are welcome at any time during the school year. Monthly updates will be sent home on the last school day of the month other than November, March and June.

**AWARDS**

The following awards will be presented on the last day of school in June:

**Citizenship**

One award per grade level will be awarded to the student who demonstrates responsibility towards the good of classroom and school community, displays friendship qualities, willingly volunteers and participates in classroom and school activities and gets along well with both students and staff.

**Spirit**

One award per grade level will be awarded to the students who participates enthusiastically in classroom and extracurricular activities, positively encourages classmates and becomes involved in the school community.

**Athlete of the Year**

One award per grade level for male and one award per grade level for female, will be awarded to the student who participates in extracurricular activities, displays a positive attitude by attending and working hard during games and practices, athletic ability, displays sportsmanship in their attitude toward themselves, their team, their coach and their opponents.

**Gowencroft**

One award to a Grade 8 student for general proficiency. The following categories are taken into consideration: 1. Academics 2. Extracurricular 3. Citizenship 4. Positive attitude 5. Responsibility

**Jesse Houlden Math Award**

One award to a Grade 6 student will be awarded to the student who has attained the highest academic standing in Grade 6 Math.

**Honour Roll**

Three classifications for Honour Roll certificates:

95% to 100%	"Gold" Seal
90% to 94.9%	"Silver" Seal
85% to 89.9%	"Bronze" Seal

The Honour Roll is calculated on the following basis: Core courses: Math, Language Arts, Social Studies and Science entered into the average as 4/5 of the calculation. Compulsory Complementary and Optional Supplementary marks averaged together to create 1/5 of the mark to be averaged with the core courses.

**Award of Highest Distinction**

One award for each grade will be awarded to the student with the highest academic standing (calculation method same as honour roll).

**Participation Awards**

Certificates will be presented to Student Council members.

**Highest Standing in each Subject**

One award for each grade will be awarded to the student with the highest mark in each subject.

**STAFF CODE OF CONDUCT****A. Professional Ethics**

A staff member is expected to:

1. have professional responsibility to students as first priority.
2. cooperate with colleagues.
3. speak and act with respect and dignity towards others.
4. respect the confidential nature of information concerning a student and give information only to authorized personnel or agencies directly concerned with a student's welfare.
5. direct criticism of the professional activity of a colleague to that colleague and after informing the colleague of the intent to do so, in confidence, direct the criticism to appropriate officials. It shall not be considered a breach of this clause to report reasonable ground for suspecting child abuse to proper authorities according to legal requirements.

**B. Professional Development**

A staff member will make an ongoing effort to improve his/her professional practice.

**C. Teaching Duties*****Classroom Management***

A staff member will:

1. establish a positive learning environment in the classroom
2. develop and communicate classroom rules.

3. promote respect for others, property and self.
4. strive to keep students on task.
5. deal fairly and consistently with a student's misbehaviour and apply appropriate and reasonable consequences.
6. be in the classroom by first bell (8:50) in the morning.

### ***Instructional Process***

A staff member will:

1. possess a sound knowledge of subject content and follow the mandated Manitoba Education Curriculum guides.
2. establish short and long term goals to achieve desired student learning outcomes and explain these goals to students.
3. give clear verbal and written instructions to students.
4. use teaching materials and methods that are appropriate to individual student needs.
5. explain to students the methods and criteria to be used in student evaluation and plan assessment to give timely feedback to students.
6. communicate with parents about students progress in a manner that is clear, objective and timely.

### **REMINDER TO PARENTS**

1. Communication is a shared responsibility between parents and teachers and is encouraged throughout the year.
2. Parents are encouraged to talk with their child about how he/she is doing at school i.e. homework, assignments, etc.
3. Parents are encouraged to question what they feel is an unrealistic assignment or expectation.
4. Regular attendance of child is parent's responsibility.
5. Parents should encourage their children to take an active role in their own education.

### **PROTOCOL FOR PARENTAL CONCERNS**

If parents have complaints or concerns, they are encouraged to follow proper protocol:

- Listen to child's concerns
- Discuss concerns with child's teacher
- If not satisfied with results, see school principal. If still unsatisfied, see superintendent, then the board.

### **PARENT ADVISORY COUNCIL**

Parent Advisory Council meetings are held each month except for July, August and December. Elections will be held in October. Parents are encouraged to contact the Advisory Council members with any concerns. Meetings are open to parents.