



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

Student Handbook

2019-2020

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Welcome

Knights,

We are thrilled to welcome all of you back to a new school year of learning and growing. Personally, I am grateful and elated to continue this journey with you as your Principal. Over the past year, I had the chance to work with the returning grade 7 and 8 students. To the incoming grade 6 class, I want to welcome you all and I look forward to building a strong relationship with all of you in the upcoming year.

As we enter this new school year, I want to let you know that we will be unrelenting to build upon the amazing changes that we started last year. We will be continuing and expanding upon our Blue and White Knight programs, SWEET Days, and programs designed to increase student connectedness. Student achievement is our ultimate goal. In order to do so, our Design Block will focus around engaging students with their passion and teaching you new skills. As a life-long learner, I always want to pursue improvements. The changes to the daily schedule are intended to make Dr. Losier Middle School the best place to learn.

Please remember to be safe, responsible and respectful!

Judson Wayne - Principal

Hello Knights!

It is my pleasure to welcome our students, staff, and community back to Dr. Losier Middle School. As a teacher, I have connected with many of you in the classroom and through clubs and sports; I am now honoured and excited to extend that role as your new Vice Principal.

DLMS is an exhilarating place to be right now, as we work hard to bring changes to the school that will lead to greater growth and engagement for our students. This year will mark our most exciting change so far, as we take our place as a leading school in our district for personalized learning. With bigger blocks of time for learning and our newly added Design Block, students will have more opportunities to enhance their knowledge and skills through the pursuit of their own passions.

One of my major roles this year will be to coordinate events that enhance school spirit and celebrate student success. There will be exciting additions to our Blue and White Knight programs, Knight Factor, end of term/year celebrations, dances, learning showcases, student leadership, and much more.

Buckle up, Knights - this is going to be an incredible year!

Krista Cabel - Vice-Principal

Dr. Losier Middle School Staff

Administration

- J. Waye (Principal)
- K. Cabel (Vice-Principal)

Teaching Faculty

- J. Corlett
- K. Coughlan
- T. Frost
- K. Hutchison
- G. Keating
- P. LeBlanc
- D. Manuel
- Z. Martin
- M. McCallum
- S. Munn
- L. Reid
- G. Richard
- N. Stewart
- M-L. Squire
- L. Turner

Education Support Services

- T. Gallant (M&R)
- K. Gilks (Guidance)

Support Team

- D. Underhill (Administrative Assistant)
- B-L. Weeks (Librarian)

Educational Assistants

- T. Canistro
- D. Doucet
- R. Gautreau
- A. Gorges
- A. Gray
- T. Gregan
- S. Hare
- N. Holland
- R. MacLean
- A. McKnight
- M. Ross
- K. Murdock
- T. Stewart
- J. Young

Custodians

- J. Dickson
- N. Theriault
- P. Flanagan
- M. Howe

Cafeteria

- J. Dwyer
- D. Williston

School Information

Our School Vision:

- *To create a positive, inclusive learning community where all members have the opportunity to experience success through collaboration and diversity.*

Our School Mission:

- Believe it...Achieve it!

DLMS Bell Schedule

Time	Activity	Student Protocols
7:40 - 7:50	Early Bus & Arrival	All students report to cafeteria/lobby
7:50 - 8:15	Main Bus Arrival and Student Drop Off	All students report to cafeteria/lobby
8:15 - 8:55	Morning Options	All students report to an option
8:55 - 9:00	Lockers	All students can go to their locker to get ready for morning classes
9:00 - 9:14	Advisory/Homeroom	
9:14 - 10:42	Block 1	
10:42 - 10:54	Morning Break	
10:54 - 12:22	Block 2	
12:22 - 1:02	Lunch Break	Students have choice of area on main floor
1:02 - 1:42	Design Block	
1:42 - 3:10	Block 3	
3:10-3:15	Locker and Dismissal	Students proceed to cafeteria
3:15 - 3:45	PM duty	Students are given verbal direction of when to leave by duty teachers

Student Drop-off and Pick-up

- **Students are not to be dropped off prior to 7:50AM. There is no teacher on duty until this time.**
- A teacher, wearing a caution vest, will be on duty from 7:50 until the morning options begin.

- Students who are being dropped off or picked up will do so in the designated area to the right of the school. Students are asked to move to and from their vehicles promptly to keep things moving efficiently.
- 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.
- Students are permitted to 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 or in the drop off area.
- 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.

Student Information

Dr. Losier Middle School - Online

- **School Website** - www.drlosier.nbed.nb.ca
- **Facebook** - Dr. Losier Middle School
- **Twitter** - @DLMSMiramichi
- **Instagram** - dr.losier_middle_school
- Please visit our school website or any of our social media sites for updates on upcoming events, team results, school activities and daily news.
- Teachers update their teacher pages, which can be found only on our school website, to provide snapshots of homework, assignments, and student progress.

Student Activities

- The school charges an activity fee to partially cover the costs of all student activities (class field trips, SWEET Days, Blue Knight reward activities). This year the student fee will be **\$30**.
- One major fundraiser will be held in the fall; we will again be selling tickets to win gift cards from various businesses. All students are encouraged to sell tickets; we will be having rewards prizes to say thank you to school community members who help to raise funds.

Extra-Curricular Activities

- 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 puts on performances throughout the school year and also participates at the New Brunswick Drama Festival in Fredericton. 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 office and should be submitted one week after the activity begins. Students will not be issued uniforms until 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.

Dances

Dr. Losier Middle School will be providing school sponsored dances for students in grades 6-8 throughout the year to help support student-based activities. There will be an entrance fee of \$5.00 to most dances and \$10.00 for the Much Music dance at the end of the year. All students attending are reminded of the following:

- All students must follow school dress code.
- If a student is absent from school on the day of the dance, they will be not be permitted to attend the dance unless otherwise granted by school administration.
- Parents must adhere closely to drop off time and pick up times of all dances.
- A canteen will be available.
- Students will be restricted to the cafeteria area of the school only.
- DLMS students will be permitted to sign in one student per dance throughout the year in accordance with the "School Dance Sign-in Contract" subject to approval of homeroom teacher.
- School administration may revoke the privilege of any student to attend a school dance because of inappropriate behaviour.
- Students are not permitted to leave the dance early unless they are picked up by a parent or guardian, who must notify a supervising teacher that the student is leaving the dance early.

Care and Maintenance of School Property

- It is expected that everyone at Dr. Losier Middle School stands up to vandalism.
- Any student who deliberately damages school property in any way will face restorative consequences and may be liable to pay for damages.

Textbooks

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

Lockers and Hallways

- 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 immediately 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.
- **The expectation is that students use their locker to store books and classroom materials. Before school, at break, and after lunch, students should be using their lockers to retrieve the learning materials and books they need for the next few classes.**
- Expectations in the hallways:

Be Safe	Be Responsible	Be Respectful
Keep to the right	Bring only what you need for where you are going	Use indoor voices
Walk at all times	Go directly to your destination and return promptly	Take care of items in the hallways
Keep feet and face forward	Use hallway pass	Use appropriate language
Keep hands and feet to yourself	Be in your classroom when bell rings	
Stay in your space	Stand up to vandalism	

Homework and Classroom

- Expectations in the Classroom:

Be Safe	Be Responsible	Be Respectful
Keep hands and feet to yourself	Arrive Promptly	Listen to the speaker, use indoor voice
Keep personal belongings stored safely	Have learning materials ready	Follow directions the first time
Stay in your seat (unless you have permission to move)	Listen actively	Help others when appropriate
	Participate and complete work to the best of your ability	Raise your hand if you need help
	Put things away	Accept help
	Take care of school property	Treat others the way you would like to be treated

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

- A. to reinforce understood concepts
 - B. to complete work that was started in class
 - C. to encourage development of study habits
 - D. to be successful in summative assessment situations
- The student, the home, and the school have responsibilities in this area. Students are expected to write the homework down in their agenda, and are personally responsible for its completion. Parents should check the agenda daily and frequently monitor students' notebooks and assessment results. If there are questions or concerns, a parent or guardian may make inquiries at the school. All teachers will post homework/assignments on their teacher page.

Nut, Sesame & Shell Fish Safe School

We have several students with nut allergies. Our school has been declared a nut safe school. We also have students and staff with other food sensitivities. We ask all DLMS community members to be mindful of the following foods:

- Peanuts, Cashew, Hazelnuts, Almonds, etc..
- Sesame
- Shell fish

School Bus Information

School Bus Notes

Students are only to travel on their assigned bus.

Bus Note - In an emergency situation, a note from parents must be passed into the office prior to the end of morning break. After that, the Administrative Assistant will print a bus pass for the child and get it to the child before the end of the day. If the emergency occurs during the school day, the parent/guardian must call the school prior to 3pm to arrange for a bus pass to be issued. A text message on a student's phone will not be acceptable, the school will need to speak with the parent/guardian.

The pass must be presented to the bus driver.

The use of the bus passes for social purposes is not permitted by ASD-N. This includes students making arrangements to work on projects or to get ready for social events. The issuing of bus passes is at the discretion of school administration.

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.

Student Attendance

ASD-N Middle School Attendance Policy

Regular attendance is mandatory for all students enrolled in ASD-N schools. Research demonstrates a strong correlation between student attendance and student achievement. This Middle School Attendance Protocol will ensure that everyone is guaranteed the same opportunities for a quality education and a productive future.

- **5 and 8 Days Absent** - Phone call from homeroom teacher
- **10 Days Absent** - Letter from school administrator regarding student's absenteeism status
- **12 Days Absent** - Student will meet with EST-Guidance to develop a Student Attendance Intervention Plan. At the discretion of the ESST, parents will be asked to either attend a meeting or sign a copy of the agreed upon plan.
- **15 Days Absent** - Student and EST-Guidance will revisit the Student Attendance Plan
- **20 Days Absent** - If the student continues to be absent after all appropriate interventions have been made, this student is, in effect, non-compliant with school rules. The ESS Team in collaboration with ASD-N will explore further interventions.

Absent from school

When a student returns to school following an absence, a signed written excuse is to be presented to the homeroom teacher.

Sign-in/Sign-out

- If a student arrives after the beginning of period 1 they are considered late and must sign in at the office.
- If a student has an appointment during the day, a signed note from the parent or guardian must be shown to the homeroom/advisory teacher then taken to the office prior to leaving. The parent or guardian must come into the school to sign the student out before they can leave the school grounds.
- If a student must leave unexpectedly throughout the day, the student must inform their teacher and the administrative assistant and sign out. We again ask that parents and guardians sign their child out at the office before leaving the building.

Extra-Curricular Events

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 reason for absence, provided there is a note and school administration has been notified.

Noon Hour

Dr. Losier Middle School is a closed campus, meaning that students are not permitted to leave school grounds without being signed out by a parent or guardian.



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School Policy Menu

- Acceptable Use of Technology and Agreement
- Administering Medicines and Medications
- Alcohol, Tobacco (including E-Cigarettes) & Illegal Drugs
- Code of Conduct
- 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: **Acceptable Use of Technology and Agreement**

Effective: **August 26, 2019**

Revised:

Pages: 2

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

DLMS Policy:

Use of Technology

The use of social media is strictly prohibited on any school computer. These sites are blocked using a firewall for reasons to protect students. Learners should not be making attempts to bypass these restrictions. YouTube and similar sties may be used only under the direct supervision of the teacher. Violation of this rule will result in the loss of access to our computers for a period of time to be determined by the administration. Under no circumstances should students access materials (print, video, audio, etc...) which would reasonably be considered inappropriate or a violation of someone's personal privacy.

Personal Electronic Devices - Student

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

Mobile devices can be an instructional tool; each teacher sets their own expectations for the use of mobile devices. **During class time, teachers will manage the use of devices in their class as required by their lesson.** Should students choose to ignore this policy, items will be taken away. If repeated offences occur, parents will be required to collect items from the school administrator.

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



DR. LOSIER MIDDLE SCHOOL

HOME OF THE KNIGHTS EST. 1983

DLMS Acceptable Use of Technology - Agreement

Use of Technology

The use of social media is strictly prohibited on any school computer. These sites are blocked using a firewall for reasons to protect students. Learners should not be making attempts to bypass these restrictions. YouTube and similar sties may be used only under the direct supervision of the teacher. Violation of this rule will result in the loss of access to our computers for a period of time to be determined by the administration. Under no circumstances should students access materials (print, video, audio, etc...) which would reasonably be considered inappropriate or a violation of someone's personal privacy.

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

Date: _____

I, _____ have read the DLMS Acceptable Use of Technology and agree to the terms set forth.

Signature of Student: _____



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 suspended 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:

Pages: 6

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

DLMS Policy:

Code of Conduct

School Expectations:

DLMS motto is "Believe it...Achieve it!" where all learners create a positive, inclusive learning community and have the opportunity to experience success through collaboration and diversity.

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.

Student Expectations by Area of School

Gymnasium

Be Safe	Be Responsible	Be Respectful
Use equipment safely	Get changed quickly and enter the gym promptly and quickly	Be ready to play with a positive, respectful, cooperative attitude
Keep hands and feet to self	Wear the right clothes and shoes for the activity	Play fair
Be aware of your surroundings	Listen to directions and instructions	Include others in games and activities
Control your body and movements	Return borrowed equipment	Use appropriate language
Keep personal belongings stored in lockers or change rooms	Clean up the activity area	Be willing to participate

Library

Be Safe	Be Responsible	Be Respectful
Keep hands and feet to yourself	Sign out book properly and return books on time	Use a whisper voice
Keep backpacks on the shelves	Follow adult instructions	Use materials appropriately
Keep personal belongings stored safely	Take care of the area	Use appropriate language

Classroom

Be Safe	Be Responsible	Be Respectful
Keep hands and feet to yourself	Arrive Promptly	Listen to the speaker, use indoor voice
Keep personal belongings stored safely	Have learning materials ready	Follow directions the first time
Stay in your seat (unless you have permission to move)	Listen actively	Help others when appropriate
	Participate and complete work to the best of your ability	Raise your hand if you need help
	Put things away	Accept help
	Take care of school property	Treat others the way you would like to be treated

Cafeteria

Be Safe	Be Responsible	Be Respectful
Find a seat quickly and remain seated until dismissed	Have your lunch or money ready	Eat quietly
Ask an adult for permission to leave for any reason	Arrive promptly	Use appropriate language and voice levels
Be aware of your surroundings	Clean up after yourself	Say please and thank you
Keep hands and feet to yourself	Return borrowed equipment	

Hallways

Be Safe	Be Responsible	Be Respectful
Keep to the right	Bring only what you need for where you are going	Use indoor voices
Walk at all times	Go directly to your destination and return promptly	Take care of items in the hallways
Keep feet and face forward	Use hallway pass	Use appropriate language
Keep hands and feet to yourself	Be in your classroom when bell rings	
Stay in your space	Stand up to vandalism	

Washroom

Be Safe	Be Responsible	Be Respectful
Remain in own stall	Take care of your own business	Keep water in sink
Report problems to staff	Use facility quickly and quietly	Put paper towels in trash cans
Keep personal belongings stored safely	Return to class promptly	Clean up after yourself
	Be in seat when bell rings	Use bathroom appropriately
	Stand up to vandalism	Use appropriate language

Changing Area

Be Safe	Be Responsible	Be Respectful
Remain in own stall	Take care of your own business	Keep water in sink
Report problems to staff	Use facility quickly and quietly	Put paper towels in trash cans
Keep personal belongings stored safely	Return to class promptly	Clean up after yourself
	Be ready to participate	Use change area and bathroom appropriately
	Stand up to vandalism	Use appropriate language

Computer Labs

Be Safe	Be Responsible	Be Respectful
Keep all food and drinks out of computer lab	Listen actively	Use indoor voices
Walk at all times	Use appropriate websites	Use appropriate language
Keep hands and feet off the cords and wires	Treat equipment with care	Keep computer volume at a learning level and use headphones
Keep personal belongings stored safely	Be patient while your computer is thinking	Raise your hand if you need help
	Use your own login and save work in appropriate location	
	Stand up to vandalism	

Office

Be Safe	Be Responsible	Be Respectful
Sit when asked to wait	If you are late, stop at the office and wait for a late slip	Stay in front of the counter unless invited back by staff
If asked to wait, stay in the office	Visit the office at appropriate times	Enter and exit through the main office door
	If you need to talk with someone, make an appointment	Use indoor voice
		Use school appropriate language

Mezzanine

Be Safe	Be Responsible	Be Respectful
Keep hands and feet to yourself	Arrive promptly	Use indoor voice
Keep personal belongings stored safely	Follow directions the first time asked	Use school appropriate language
Use school property as intended		Keep the area clean



DR. LOSIER MIDDLE SCHOOL

HOME OF THE KNIGHTS EST. 1983

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

Effective: **August 26, 2019**

Revised:

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 discoloration 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.

MORNING OPTIONS

Morning options start at 8:10 am. The only students permitted in the gym area prior to this time are the morning announcement crew as they will be writing, filming, editing, and uploading the morning announcements from Mr. McCallum's office.

Those who choose gym options, please save my 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	<ul style="list-style-type: none"> -Be in Control of equipment -Keep hands and feet to yourself 	<ul style="list-style-type: none"> -Return equipment to its place -Listen to directions -Play fair -Include others -Appropriate language 	<ul style="list-style-type: none"> -No book bags in the gym -Park Phones -Proper attire -Get signed in
Equipment Room	<ul style="list-style-type: none"> -This areas is off limits to students at all times UNLESS receiving First Aid Treatment. See school Policy 	<ul style="list-style-type: none"> -Let the person receiving First Aid have Privacy 	<ul style="list-style-type: none"> - This area is off limits to students
Fountain	<ul style="list-style-type: none"> -Hands & feet to yourself -Spill water - clean it up -No dumping or rinsing liquids other than water 	<ul style="list-style-type: none"> -Wait in line -Low voices 	<ul style="list-style-type: none"> -Return to class quickly
Mezzanine	<ul style="list-style-type: none"> -Only climb on equipment with regards to instruction 	<ul style="list-style-type: none"> -This room joins to the main hallway of classrooms, quiet in the transition to locker rooms 	<ul style="list-style-type: none"> -Direct paths only to and from the mezz
Locker Room	<ul style="list-style-type: none"> -No equipment in the locker room at anytime -Store belongings neatly 	<ul style="list-style-type: none"> -Appropriate language -Indoor Voice -No Phones out for any reason! -Clean up after yourself 	<ul style="list-style-type: none"> -Report vandalism -Get changed quickly -Keep it clean
Hallway	<ul style="list-style-type: none"> -Please don't touch the glass on the Trophy Case as it is very fragile 	<ul style="list-style-type: none"> -Stay on cement ledge painted black -keep voices low 	<ul style="list-style-type: none"> -Stay in one spot and don't wander in the hallway
Coaches Room	<ul style="list-style-type: none"> -This area is off limits to student during school hours 	<ul style="list-style-type: none"> -This area is off limits to student during school hours 	<ul style="list-style-type: none"> -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:

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.

$$\text{Athletic Fee} = \frac{[(\# \text{ of home games}) \times (\text{Cost of Refs})] + \text{Championship Fee}}{\text{Number of players}}$$

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.



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 students 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 it 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 have 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.

Emergency Procedures

Fire Drill

The first and most important consideration is to get students out of the building as quickly and orderly as possible. The Fire Drill Route is posted in each classroom. Students should walk in single file with the first student opening and holding the outside door. The teacher will be last from the room. Teachers take the list of the class they are teaching when the fire alarm sounds. (This list is with the classroom teacher, that includes the Fire Drill map).

Fire Exits and Procedures

School Fire Exits			
School Zone	Fire Exit Door	Alternate Door	Line Up At
Gym	Gym Door (Parking Lot)	Gym Door (JMH)	Soccer Field
1st Floor Classroom	Gym Door (JMH)	Front Door	Tennis Court
Art Room	Annex Door	Theatre Door	Soccer Field
Theatre	Theatre Door	Annex Door	Tennis Court
Cafeteria	Front Door	Annex Door	Tennis Court
Library	Front Door	Annex Door	Tennis Court
2nd Floor - Far End	Front Door	Annex Door	Tennis Court
2nd Floor - Lobby - Mez	Gym Door (Parking Lot)	Front Door	Soccer Field

Lockdown - “Lockdown” (Interior Threat)

DO NOT PANIC. Teachers should advise students that the lock down plan is in operation and remain calm. Your confidence and judgement is extremely important and will prevent panic. In the event of:

- an emergency which prevents students from leaving the school building or
- an intruder (person with a weapon or person who is upset or acting out of control) being observed in the building, the following procedures will be followed:

1. The Principal (or designate) make the following statement which will be the code indicating that a “Secure the Building” situation has occurred. **“This is an interior lockdown”** or manually sound a long bell ring (10 seconds).

2. Teachers will immediately lock all classroom doors and windows, leave curtains open and leave lights on so fire and police officials can see inside the classroom. Once locked, teachers will not open the door for any reason, or until the “All Clear” message has been given. Teachers will prohibit the use of radios, personal electronic devices (such as cell phones), walky-talkies and computers.

3. Teachers, staff, and students inside the building but not in a classroom should take cover in the nearest safe place, bar the door if it can’t be locked, and find a hiding place that is not visible from outside the classroom door.

Gym – Students will proceed immediately to the equipment room, where the doors will be locked from the inside. Lights will be left on, student will sit quietly in the centre.

Cafeteria – Students will proceed into the theatre through the back door. Doors will be locked and windows covered. Ensure front doors are also locked and door leading to Art room.

Playground – Students will proceed across the field to either JMH or to NBCC depending on location of the students at the time of threat.

Bathrooms – Students will stay, put feet on toilet and lock stall door

Halls – Students will go to closest unlocked room

4. Teachers, staff, or students outside the school building will immediately evacuate the area and proceed to the pre-arranged back-up point. (Lord Beaverbrook Arena)

5. Teachers will direct students to quietly move to a designated secure location so they are not visible from classroom door. They will instruct the students to sit or lie on the floor and remain quiet.

6. Teachers, using their register or class list, will take roll call and note who are missing **(do not notify office at this time)**.

7. Students and staff will remain in their safe location until further direction is given. As soon as the building is secure, an announcement will be made to this effect.

8. Once the lockdown is initiated...

a. The principal will call 911 on a landline telephone. The location of the duplicate emergency kit, which is kept in Photocopy room, will be identified. As well, the RCMP/Police have a copy of pertinent school information (i.e. school floor plan, demographics list. etc as they have a copy of our plan.)

b. The principal (or designate) will then phone the District Crisis Coordinator, Superintendent or the Director of Schools will then be called, if possible. It may be necessary for the Superintendent/Director and District Crisis Team to be responsible for undertaking the following procedures:

i. Superintendent/Director and District Crisis Team will set up a command center at a location as determined by the District Crisis Team.

ii. A statement will be prepared and local media will be called to notify parents of the situation, the command center location and plan. Parents will be directed not to go to the school, but to go to the command center where there will be information available to them.

iii. All media inquiries will be directed to the Superintendent, Director, or designate.

9. Once the “All Clear” signal is given and you have been notified that the crisis has passed.

a. Administration and support staff will visit classrooms for debriefing.

b. More formal debriefing services will be coordinated by the Guidance Counsellor for staff, students and parents as soon as possible.

Lockdown - “Hold and Secure” (Exterior Threat)

In the event that the lockdown is due to an exterior lockdown...

1. The Principal (or designate) make the following statement which will be the code indicating that a “Secure the Building” situation has occurred. **This is a “Hold and Secure, Hold and Secure, Hold and Secure”.**
2. All of the same procedures will be followed as for an interior lockdown **except:** Teachers will **close curtains, turn off all lights, and instruct students to move to a designated secure location non-visible from the outside windows.**

Dr Losier Middle School

Blue Knight Program

Purpose: To develop connectedness within the Dr Losier community

Goal: 100% of students connect to achieve Blue Knight Criteria Status

Criteria:

Good Academic Standing	Regular Attendance Patterns	Follow DLMS Code of Conduct	Contribution to School Life at DLMS	Demonstrate School Spirit
<ul style="list-style-type: none">• Working to the best of learner's ability• Positively contributing to the class atmosphere	<ul style="list-style-type: none">• Showing up to school• Being ready and willing to learn	<ul style="list-style-type: none">• Being Safe• Being Responsible• Being Respectful	<ul style="list-style-type: none">• Going the extra mile to make DLMS a great place to learn<ul style="list-style-type: none">• Extra-Curricular• Co-Curricular	<ul style="list-style-type: none">• Participation in school events• Showing pride in DLMS & Community

Application Process:

Staff Nomination	Peer Nomination	Self Nomination
If/When students have demonstrated all of the 5 Blue Knight criteria, students can be nominated by a staff member	If you know that a friend goes above and beyond but is reluctant to stand up, a peer can nominate them.	Those students that want to take the initiative can nominate themselves

All Blue Knight applications will be reviewed prior to the monthly Knighting Ceremony. Applications are available online in the Knight Code section of the DLMS website and in the office. Once completed, they are to be submitted to Mr Waye.

Reward:

- Blue Knights are eligible to receive an invitation to specially organized events.
- Blue Knights will receive a certificate recognizing your Blue Knight status.
- Blue Knights will receive a Blue Knight Shirt
- Blue Knights can choose to be recognized at a Knighting Ceremony

Dr Losier Middle School

White Knight Passport Program

Purpose: To foster leadership skills within the Dr Losier community

Goal: To increase the leadership capacity of students to become the best citizens for our community

Criteria:

Blue Knight	Role Model of Code of Conduct	Demonstrate Leadership Inside and/or Outside of School Community	Volunteerism	Promote School Spirit
<ul style="list-style-type: none">• Good Academic Standing• Exemplary Attendance Patterns• Follow Code of Conduct• Contributions to School Life• Demonstrate School Spirit	Modelling for others how to: <ul style="list-style-type: none">• Be Safe• Be Responsible• Be Respectful	A student leader, whether in a formal position or not, nurtures abilities in themselves and others in order to make an ethical and socially just impact on the school or the larger community	Service is all about giving back to your community, or giving to others and their communities	Take a leading role to: <ul style="list-style-type: none">• Organize and/or ensure others have school spirit• Role Model how DLMS citizens help others and take pride in their school

Application Overview:

Ready to start? Being a White Knight isn't easy - it requires a commitment over time. Since being a leader does not have a specific starting point, neither does being a White Knight. White Knight is open to all grades 7 and 8 students.

Passport Process:

Even though the criteria for White Knight may be extensive, the application process is simple. Students who are interested in becoming a White Knight should start to collect the evidence required to demonstrate what it takes to be a White Knight. Once you feel you have met all five criteria during your time at DLMS make an appointment with Mr Waye. At that time your passport will be reviewed and the candidate will have time to explain their journey.

Reward

- White Knights will have engagement as leaders in decisions that affect the school.
- White Knights are eligible to receive an invitation to and help plan specially organized events.
- White Knights will receive a certificate recognizing White Knight status.
- White Knights will receive an exclusive White Knights Hoodie
- White Knights can choose to be recognized at a Nighting Ceremony
- White Knights will receive an award at the end of the year during an awards ceremony banquet, which your parents or guest are invited to attend.