



SPRINGFIELD MIDDLE SCHOOL

760 Cedar Avenue Oak Bank, Manitoba R0E 1J0

Kevin Doell, B.Ed., B.Mus.

Principal

Shana Rogers, B.Sc., B.Ed.

Assistant Principal

Telephone (204) 444-2995

Fax (204) 444-2966

August 2017

To the Parents/Guardians and Students of Springfield Middle School,

Welcome to a new school year at Springfield Middle School! We look forward to working with you and your family.

For your information, the table below contains Start Up Information for September 5-8, 2017:

Tuesday, September 5	Administration Day – There will be no school for students.
Wednesday, September 6 and Thursday, September 7	<p>Please send all school supplies with your student. Supply lists were sent with reports in June and are on our website.</p> <p><u>Grade 6 students</u> Please enter through the parking lot doors. At 8:45 a.m. students will be directed to the M.P.R. to find out which homeroom they are in.</p> <p><u>Grade 7 and Grade 8 students</u> Please enter through the main doors. At 8:45 a.m. students will be directed to the Gymnasium to find out which homeroom they are in.</p> <p>Activities will focus on the Check 3 model of respect at SMS; Respect Yourself, Others and our Environment. Students will participate in team and spirit building activities which will help students get to know each other and build community within their classroom.</p> <p>Please return the last page of this package with required signatures.</p>
Friday, September 8	<p>Regular classes begin in the morning.</p> <p>The afternoon will be spent in our House Groups. (Green Dragons, Red Jesters, Orange Lancers and Blue Knights). Students will participate in multi-grade activities designed to promote team work and community building.</p> <p>House T-shirts will be distributed; these shirts will identify each student as a team member of a certain house. Please indicate preferred size on the signature sheet.</p>

Money Collection

Please pay by cash or cheque made out to Springfield Middle School by Thursday, September 7.

Student Fees - \$20 (Includes House T-Shirt)

Yearbook (Optional) - \$25

Update of Information:

In the event of an urgent matter, it is crucial we have your current contact information.

Please notify the office if there is a change in:

- home or work numbers
- cell number
- email address for distribution of school information
- custodial arrangements
- medical information

Attendance and Phone Messages:

An important reminder: If your child is away, please call the school prior to the start of the school day. Please feel free to leave a message on the answering machine.

Notification is extremely important as it helps us verify the whereabouts and safety of each student.

Throughout the day, non-urgent messages are passed along to students during the breaks and lunch hour. If you need us to give a message along to your child in the afternoon, please call us by 2:00 p.m. so we can page your child during break.

Clothing:

Appropriate clothing and footwear must be worn at all times. Any clothing depicting drugs, sex or offensive language or symbols is unacceptable. Clothing should be worn in a manner that does not expose underclothing or excessive areas of skin. Hats may not be worn inside the building.

There are students and staff members who have allergies. Because of this, students are not to bring to school colognes, perfumes or body sprays that emit strong scents.

SMS "Check 3" Clothing will be available to order from September 11 - 19. There will be samples available to try on during Meet the Teacher Night on September 14. The order form will also be on our website.

Canteen:

The canteen will begin operation on September 11th. Welcome back Mrs. Robinson!

For more information – the following documents are on our website:

- Canteen Menu and price list
- Clothing Information and Order Form
- Divisional Calendar and SMS Year at a Glance
- Staff contact list
- Respectful Behaviour Policy
- Supply Lists
- SMS Assessment Policy
- Sunrise Bullying Policy

Barbeque and Meet the Teacher Night Thursday, September 14th

Barbeque: 6:30 p.m. at the front of SMS
Meet the Teacher: 7:00 p.m. – 8:00 pm SMS Gym
Check 3 Clothing samples – Foyer

Springfield Middle School Assessment Policy

It is our goal at Springfield Middle School to help our students become responsible lifelong learners with integrity and be productive members of society. To that end, students at Springfield Middle School should learn to do their own work, follow timelines and should be held accountable for these behaviours. This document is aligned with the policies of both the divisional and provincial documents regarding academic responsibility, honesty, and promotion/retention of students. Some of the wording contained within this document has been taken directly from the above-mentioned documents.

The Springfield Middle School Policy for Academic Responsibility

We expect that students at Springfield Middle School complete all assignments by the due date.

Teachers will:

Establish and clearly communicate expectations regarding assignment criteria, outcomes, etc.

Set and communicate reasonable timelines. Methods of communication may include: agenda, notes, on-line agenda, emails or wikis.

Communicate and apply consequences for late/missing work. Work is considered late if it is not submitted directly to the teacher by 3:30 p.m. on the date that the assignment is due. In the event the teacher is away, the student is to hand in the assignment to the office. Possible consequences may include lunch hour work time to complete assignments, partial credit for work completed or deduction of marks.

In the event that there is a deduction of marks, it will be 10% of the value of the assignment per school day up to a maximum of 5 days. Since students are still expected to demonstrate their understanding of the curricular outcomes, they will then turn in whatever portion is completed for partial credit. If nothing is handed in, it will be assumed that there is no knowledge of the outcome and a grade of 0 will be given.

If consequences for late assignments are applied, parents will be contacted by the teacher.

We realize that there are situations where deadlines cannot be met due to extenuating circumstances therefore it is the responsibility of the student (verified by a parent/guardian) to inform the teacher. The legitimacy of reasons will be considered using teacher discretion.

A student who consistently hands in late assignments may have additional consequences such as loss of extra – curricular privileges including all school trips. Withdrawal from these activities will continue until a student demonstrates academic responsibility.

Students will:

Ensure that criteria and expectations for the assignment are understood and ask for clarification if needed.

Keep track of assignment progress and manage time effectively to complete work by the due date. Some strategies may include: agenda book, homework board, online agenda or class wiki.

Ensure that all assignments are turned in by due date. Accept responsibility and consequences for all late or missed work. All missed work due to absence needs to be completed within a reasonable time as agreed upon with the teacher.

Parents will:

Encourage their child to ask for clarification regarding assignment expectations and criteria when needed.

Encourage and assist their child with their planning and time management to ensure that assignments are completed and handed in on time.

Let the school know if their child will be absent and make arrangements for homework to be picked up and completed within a reasonable time as agreed upon with the teacher.

The Springfield Middle School Policy for Academic Honesty

Students at Springfield Middle School must understand that tests, exams and assignments they complete are evidence of their own learning and that cheating and plagiarism will not be tolerated. Aspects of academic honesty include not cheating (copying others' work, using cheat notes), lying (misrepresenting contributions to group work, lying about circumstances to obtain extensions), and plagiarizing (submitting or representing someone else's work as one's own).

Teachers will:

On a yearly basis, (at the beginning of the year) communicate and reinforce expectations of academic honesty with students.

Responding appropriately to academic dishonesty. Responses may include contact of parents, redoing assignments honestly, detention, deduction of marks, document incident in student's file, loss of privileges, and/or referral to office.

Students will:

Complete all work honestly, representing their own knowledge of the outcomes.

Accept responsibility and consequences for their actions.

Parents will:

Encourage their child to follow all policies regarding academic honesty.

The Springfield Middle School Policy for Academic Promotion/Retention

Decisions regarding promotion/retention ultimately rest with the principal who will consult with parents, teachers, and other specialists as appropriate.

Factors to consider for retention:

Inability to demonstrate grade level learning outcomes

Maturity level not appropriate

Student has not taken responsibility for their own learning

Student would benefit from grade placement to support and extend learning and promote success

Plan in place with additional supports to address learning needs to result in increased student success

By the end of term 2, parents will be informed of the possibility of retention. Final decisions will be made at the end of the school year. Throughout the year, there will be ongoing communication between the school and home.

References:

Government of Manitoba, Manitoba Education. (2010). Provincial Assessment Policy: Kindergarten to Grade 12 – Academic Responsibility, Honesty, and Promotion/Retention. Winnipeg, Manitoba. Available August 22, 2011 at http://www.edu.gov.mb.ca/k12/assess/docs/policy_k12/index.html.

Sunrise School Division. (2011). Sunrise School Division Assessment and Grading Policy January 2011. Beausejour, MB.

Sunrise Expectations for Students

Educational Programming

Looking towards the future, the Board of the Sunrise School Division envisions that:

Every student who experiences the joy of learning in the Sunrise School Division will be prepared for the future, with the knowledge, skills and values to achieve their personal life goals.

Board Policy E1

It is with this vision in mind that the *Purpose Statement* of the Sunrise staff is to provide "nothing less than outstanding learning experiences, one learner at a time". It is our intention to provide every one of our students an education that meets their individual needs. This might require the development of a specific individualized educational program known as an *Individual Education Plan* (IEP) and/or a *Behavioral Intervention Plan* (BIP). If these plans are required, we will want to involve the child's parent/guardian in the development and monitoring of the plan. These individualized plans, as well as all personal information of students is to be maintained in compliance with *Freedom of Information and Protection of Privacy Act* (FIPPA) and Personal Health Information Act (PHIA) guidelines.

Sunrise Code of Conduct

All members of the Sunrise School Division community are expected to promote and practice attitudes and actions that provide a safe learning environment. The following behavior standards identify the expectations we have of everyone to ensure that such an environment is created and maintained.

Staff will model and promote safe, responsible and respectful behavior.

Personal management and problem solving skills will be taught and reinforced.

Practices that enhance student participation in decision-making will be encouraged in all schools.

Student support programs and interventions will be utilized to meet the unique academic and behavioral needs of students.

Effective, ongoing communications between staff and parents will be strongly encouraged.

The following are not acceptable in Sunrise: bullying and abusive behavior of any kind; discrimination due to gender, race, age, ability, or culture; the use of illicit drugs or alcohol; weapons; and gang involvement.

We recognize that students will make errors and as a result, specific consequences may be required that: ensure the maintenance of a safe environment, and address the continuing educational needs of the student(s). Potential strategies can range from informal meetings to expulsion from school.

To review the Sunrise Code of Conduct in its entirety, please obtain a copy at your child's school or download it from the divisional website at www.sunrisesd.ca.

Sunrise ICT (Information and Communication Technology) Appropriate Use Policy

Any divisional use of the Internet and Sunrise computer resources must be in support of education and consistent with the educational objectives of the Sunrise School Division.

We expect staff and students to exercise appropriate, respectful, and responsible use of computers.

Students can be provided a computer network account on an annual basis for as long as they are students of Sunrise (age appropriate).

In connection with inquiries into possible abuses, Sunrise School Division reserves the right to examine files, programs, passwords, accounting information, printouts or other computing material without notice. Privacy of any electronic or printed material examined during an investigation of abuse that is not relevant to the investigation is guaranteed.

Inappropriate use, by staff or students, can result in a cancellation of these privileges and other disciplinary action as determined by the Sunrise School Division.

To review the Sunrise ICT AUP in its entirety, please obtain a copy at your child's school or download it from the divisional website at www.sunrisesd.ca.

Sunrise Concern Protocol

The Sunrise School Division acknowledges that at times, members of our community will have concerns regarding division employees and/or practices. All concerns brought forward by identified individuals to the attention of our staff must be addressed.

The following principles apply to all individuals involved in addressing a concern:

All communications need to be conducted with decorum and respectfulness.

Seek to understand each other's point of view.

Communications need to be conducted in a timely fashion.

All individuals involved have a right to confidentiality.

An individual with a concern should express the concern directly with the staff member involved. Every reasonable effort should be made to resolve the concern at this level.

If no resolution has been made with the staff member involved, the person with the concern should complete a *Public Concern Form* (available at the main office of all schools and at www.sunrisesd.ca) and contact the direct supervisor of the staff member.

To review the Sunrise Concern Protocol in its entirety, please obtain a copy at your child's school or download it from the divisional website at www.sunrisesd.ca.

Weather Related School Closures

Sunrise schools may be closed due to weather as a result of:

Extreme Road Conditions as indicated on the Manitoba Ministry of Highways 'Road Conditions' website and by a visual check of road conditions in a variety of areas within the division by Sunrise staff.

Cold Weather Conditions We will strongly consider suspending bus operations due to cold weather *if the temperature is -35 degrees Celsius together with a wind chill to -45 degrees or more.*

If we close due to cold weather or poor road conditions, parents and guardians will be asked to keep students at home or make alternative arrangements. School sites will be closed.

If we close, every effort will be made to share the information by 6:15 am. However, conditions can deteriorate rapidly between 6:30 and 7:00 am in select areas of Sunrise. Given their smaller geographic conditions and shorter runs, this is the time at which many of our neighbouring divisions make their decision. Realizing this will place tighter timelines on our parents and staff, during times of highly questionable weather, we may hold off on our final decision to approximately 6:45 am.

Information will be shared using the following means: CBC 990 am and CJOB 680 am; posted on the divisional website - www.sunrisesd.ca; divisional bus drivers will use a telephone fan out to inform the parents of students on their respective bus, and; division office (268-6500) and individual school answering machines.

SUNRISE SCHOOL DIVISION CALENDAR

2017-2018

SEPTEMBER 2017

Monday	Tuesday	Wednesday	Thursday	Friday
				1
4 Labour Day	Day 1 Admin Day 5	Day 2 6	Day 3 7	Day 4 8
Day 5 11	Day 6 12	Day 1 13	Day 2 14 Meet the Teacher	Day 3 15
Day 4 18	Day 5 19	Day 6 20 Picture Day	Day 1 21	Day 2 22
Day 3 25	Day 4 26	Day 5 27	Day 6 28	Day 1 29

OCTOBER 2017

Monday	Tuesday	Wednesday	Thursday	Friday
Day 2 2 Divisional PD	Day 3 3	Day 4 4	Day 5 5	Day 6 6
9 Thanksgiving Day	Day 1 10	Day 2 11	Day 3 12	Day 4 13
Day 5 16	Day 6 17	Day 1 18	Day 2 19	Day 3 20 SAGE
Day 4 23	Day 5 24	Day 6 25	Day 1 26	Day 2 27
Day 3 30	Day 4 31			

NOVEMBER 2017

Monday	Tuesday	Wednesday	Thursday	Friday
		Day 5 1	Day 6 2	Day 1 3
Day 2 6	Day 3 7	Day 4 8 Picture Re-takes	Day 5 9	Day 6 10
Day 1 13	Day 2 14	Day 3 15	Day 4 16	Day 5 17
Day 6 20	Day 1 21	Day 2 22	Day 3 23	Day 4 24
Day 5 27	Day 6 28	Day 1 29	Day 2 30 Parent Conferences	

DECEMBER 2017

Monday	Tuesday	Wednesday	Thursday	Friday
				Day 3 Admin Day Parent Conferences (am) 1
Day 4 4	Day 5 5	Day 6 6	Day 1 7	Day 2 8
Day 3 11	Day 4 12	Day 5 13	Day 6 14	Day 1 15
Day 2 18	Day 3 19	Day 4 20	Day 5 21	Day 6 22 Last teaching day Early dismissal
25 Christmas Break	26 Christmas Break	27 Christmas Break	28 Christmas Break	29 Christmas Break

JANUARY 2018

Monday	Tuesday	Wednesday	Thursday	Friday
1 Christmas Break	2 Christmas Break	3 Christmas Break	4 Christmas Break	5 Christmas Break
Day 1 8 School Re-opens	Day 2 9	Day 3 10	Day 4 11	Day 5 12
Day 6 15	Day 1 16	Day 2 17	Day 3 18	Day 4 19
Day 5 22	Day 6 23	Day 1 24	Day 2 25	Day 3 26
Day 4 29	Day 5 30	Day 6 31		

FEBRUARY 2018

Monday	Tuesday	Wednesday	Thursday	Friday
			Day 1 1	Day 2 2
Day 3 5 Semester Break Admin / PD	Day 4 6	Day 5 7	Day 6 8	Day 1 9
Day 2 12	Day 3 13	Day 4 14	Day 5 15	Day 6 16
19 Louis Riel Day	Day 1 20	Day 2 21	Day 3 22	Day 4 23
Day 5 26	Day 6 27	Day 1 28		

MARCH 2018

Monday	Tuesday	Wednesday	Thursday	Friday
			Day 2 1	Day 3 2 PD Day
Day 4 5	Day 5 6	Day 6 7	Day 1 8	Day 2 9
Day 3 12	Day 4 13	Day 5 14	Day 6 15 Parent Conferences	Day 1 16 Admin Day Parent Conferences (am)
Day 2 19	Day 3 20	Day 4 21	Day 5 22	Day 6 23
26 Spring Break	27 Spring Break	28 Spring Break	29 Spring Break	30 Good Friday

APRIL 2018

Monday	Tuesday	Wednesday	Thursday	Friday
Day 1 2	Day 2 3	Day 3 4	Day 4 5	Day 5 6
Day 6 9	Day 1 10	Day 2 11	Day 3 12	Day 4 13
Day 5 16	Day 6 17	Day 1 18	Day 2 19	Day 3 20 PD Day
Day 4 23	Day 5 24	Day 6 25	Day 1 26	Day 2 27
Day 3 30				

MAY 2018

Monday	Tuesday	Wednesday	Thursday	Friday
	Day 4 1	Day 5 2	Day 6 3	Day 1 4
Day 2 7	Day 3 8	Day 4 9	Day 5 10	Day 6 11 Admin / PD Day
Day 1 14	Day 2 15	Day 3 16	Day 4 17	Day 5 18
21 Victoria Day	Day 6 22	Day 1 23	Day 2 24	Day 3 25
Day 4 28	Day 5 29	Day 6 30	Day 1 31	

JUNE 2018

Monday	Tuesday	Wednesday	Thursday	Friday
				Day 2 1
Day 3 4	Day 4 5	Day 5 6	Day 6 7	Day 1 8
Day 2 11	Day 3 12	Day 4 13	Day 5 14	Day 6 15
Day 1 18	Day 2 19	Day 3 20	Day 4 21	Day 5 22
Day 6 25	Day 1 26	Day 2 27 Activity Day	Day 3 28 Awards Day Early Dismissal	Day 4 29 Admin Day

Springfield Middle School 2017/2018 Year at a Glance

September 5 Tuesday	Administration Day No Classes
September 6 Wednesday	First day of school for students
September 14 Thursday	Meet the Teacher Evening/ Welcome Back Barbeque
September 20 Wednesday	Picture Day
October 2 Monday	Divisional In-service No Classes
October 9 Monday	Thanksgiving Day No Classes
October 20 Friday	S.A.G.E. Conference No Classes
November 8 Wednesday	Picture Re-takes
November 10 Friday	Remembrance Day Service
November 30 Thursday	Student/ Parent/ Teacher Meetings (evening)
December 1 Friday	Student/ Parent/ Teacher Meetings (morning) In-service (afternoon)
December 22 Friday	Last Day of Classes Early Dismissal (2:30 p.m.)
Dec 25 – Jan 5	Christmas Break
January 8 Monday	First Day of Classes (Day 1)
February 5 Monday	Divisional In-service No Classes
February 19 Monday	Louis Riel Day No Classes
March 2 Friday	Divisional In-service No Classes
March 15 Thursday	Student/ Parent/ Teacher Meetings (evening)
March 16 Friday	Student/ Parent/ Teacher Meetings (morning) In-service (afternoon)
Mar 26 – Mar 30	Spring Break
April 2 Monday	First Day of Classes (Day 1)
April 20 Friday	Divisional In-service No Classes
May 11 Friday	Divisional In-service No Classes
May 21 Monday	Victoria Day No Classes
June 21 Thursday	Grade 8 Farewell
June 27 Wednesday	Activity Day
June 28 Thursday	Awards Day (a.m.) Report Cards (p.m.) Last Day of Classes; Early Dismissal (2:30 p.m.)
June 29 Friday	Administration Day No Classes



SPRINGFIELD MIDDLE SCHOOL

760 Cedar Avenue Oak Bank, Manitoba R0E 1J0

Kevin Doell, B.Ed., B.Mus.

Principal

Shana Rogers, B.Sc., B.Ed.

Assistant Principal

Telephone (204) 444-2995

Fax (204) 444-2966

Please return this page by September 7, 2017.

I have read and understand the information in this package.

Please circle the preferred size house T-shirt.

Youth XL

Adult S

Adult M

Adult L

Adult XL

Name of Student _____

Student Signature _____

Parent Signature _____

We need adult Lunch Supervisors

These are paid positions.

One hour per day (12:00 – 1:00).

1 – 5 days per week.

I am interested in a paid lunch supervisor position. _____

I am available:

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Please return this page by September 7, 2017.

