

**E. S. LAIRD
MIDDLE SCHOOL**



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MISSION

The E.S. Laird Middle School family's mission is to nurture the diversity of each of our student's social, emotional, academic, and physical needs in a safe and caring environment. In partnership with home and community, we strive to develop independent, confident, and positive community members.

**STUDENT HANDBOOK
2017-2018**

**WELCOME TO
E.S. LAIRD MIDDLE SCHOOL**



E. S. Laird Middle School is part of the Lloydminster Public School Division. The school serves approximately 350 students from Grades 7-9, and follows the Saskatchewan Curriculum of Studies. Officially named after Eugene S. Laird in October 1979, the junior high became a middle school in the fall of 1999. We are the proud home of the Sabres Family.

E. S. Laird Middle School enjoys a very positive public perception. Our academic programs challenge students to reach their full potential. Year after year, students acknowledge the school as an exciting place to be. Students identify two of the school's strengths as the climate and activity program.

We believe that the recipe for student school success is to get involved, create positive relationships and stay organized. We are proud of our students and look forward to creating a safe and caring environment with all stakeholders. This handbook will serve as a reference for you throughout the school year. Have a great year 2016/2017 school year!

Principal

Mrs. Stacey Klisowsky



Our namesake, Eugene S. Laird was an educator for 42 years. He served 16 years of his career in Lloydminster and was Principal of the Lloydminster High School for a period of time. Mr. Laird retired in 1965.

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E. S. LAIRD SCHOOL STAFF – 2016 2017

INSTRUCTIONALSTAFF

Mrs. Stacey Klisowsky,
Principal
Mrs. Becky Peck, Vice
Principal
Mrs. Hydee Baum
Mr. Sandy Chocan
Ms. Erin Claxton
Mr. Shaun Donald
Ms. Tara Dossdall
Mr. Austin Dyer
Mrs. Christine Fleming
Ms. Christine
Johannesson
Mrs. Chelle Jones
Mr. Derek Kappel
Mrs. Mindy Kelly
Miss Sarah Pickett
(Intern)
Miss. McKenzie King
Mr. Morgan Mann
Mrs. Toni Morrell (EST)
Mrs. Pam Newman (EST)
Mrs. Crystal Nicholson
Mrs. Heather Rogers
Mr. Patrick Sharkey
Mrs. Jane Snider
Mrs. Theresa Stene
Mrs. Caitlin Wesson
Mrs. Hilary White

SUPPORT STAFF

Mrs. Barb Hanson, Secr.
Ms. Darcie Skinner, Secr.
Ms. Sandra Galambos,
Lib Tech
Mrs. Pam Hasein, EA
Mrs. Jody MacDonald, EA
Mrs. Angie Morrisette,
EA
Mrs. Bonny Salus EA
Mrs. Rachel Simpson, EA
Mrs. Carol Turgeon, EA
Mrs. Shara Vick, EA

MAINTENANCE STAFF

Mrs. Debbie Babcock,
Head Caretaker
Mrs. Elaine MacArthur
Mrs. Sandra Thiessen

CONCESSION SERVICES

Mrs. Maurica Tornquist
Mrs. Shelley Hoehn

ES LAIRD BELL SCHEDULE

SCHEDULE 1

The school operates on a five day time table, with five periods per day.

Times	PERIODS
8:55	WARNING BELL
9:00 – 9:15	ADVISORY
9:15 – 10:10	PERIOD 1
10:10 – 11:05	PERIOD 2
11:05 – 11:15	PERIOD 3
11:15 -12:10	
12:10 – 12:50	NOON
12:50	WARNING BELL
12:55– 1:50	PERIOD 4
1:50 – 2:45	PERIOD 5
2:45– 2:55	BREAK
2:55 – 3:24	RTI

*Early Dismissal will occur on the **second Wednesday** each month at 2:25.*

A period rotation schedule will occur on these days.

See the school website calendar for the period rotation schedule

RTI is a time to support students in various areas.

CALENDAR OF EVENTS FOR 2017-2018

School Commences for Teachers **Aug 25**
School Commences for Students **Sept 5**
Sunrise with Sabres **Sept 14th**
Picture Day **Sept 19**
No School / Thanksgiving **Oct 9**
Retake Day – **Oct 24**
Student Led Conference Evenings **October 25,26**
Winter Break – **Nov 12-18**
Term 1 Report Card **Nov 10**
Christmas Luncheon **Dec 18**
Last Day of Classes before Winter Holiday **Dec 22**
Christmas Holidays **Dec 23 – Jan 7**
Return to Classes **Jan 8**
Term 2 Report Cards **Feb 2**
Spring Break Feb **19-23**
Student Led Conference Evenings **March 21,22**
Teachers' Convention (No School) **March 8 & 9**
Easter Break **March 30 – April 6**
Return to Classes **April 9**
Term 3 Report Cards **April 25**
No School Victoria Day **May 21**
Achievement Night **June 13**
Last Day for Students **June 28**
Report Cards **June 28**
Last Day for Teachers **June 29**

Please visit the school website for regular update

HOMEWORK AND STUDY

Students should be prepared to assign themselves a regular period of time for homework. Homework and practice both provide opportunities for students to practice, review, and apply knowledge. It also enhances a student's ability to reach their full potential. Put in the time at home and BE SUCCESSFUL.

Students are expected to have their work completed by the due date. If a student does not have an assignment done on time, they may be directed to the Homework Room at noon hour to complete the assignment. Once done, the student will be free to leave the room. Failure to follow the request and go to the room to complete the work will result in an office referral.

Retake Policy - Students, parents or teachers may request that a student have another opportunity to retake an assessment. This request will be granted after the student demonstrates new learning and a readiness to take the assessment. This new learning will involve the student giving some of their own time to meet with the teacher, and will be done in a timely fashion.

PARTNERSHIPS AND COMMUNICATION

HOME SCHOOL COMMUNICATION

We believe in creating strong partnerships with parents/ guardians. We do this through two-way communication. Teachers sustain contact as needed with parents/ guardians through phone or email. Parents are encouraged to contact teachers or administration with any questions. The school office distributes a monthly newsletter that contains information and dates for upcoming school events. The school also posts updated information on its website, facebook page, and twitter.

SCHOOL COMMUNITY COUNCIL

Successful schools are made up of more than just teachers, principals and students. The School Community Council (SCC), made up of parents and community members, provides input into school improvement. During monthly meetings the SCC:

- Provides feedback to administration on school programs & on the Learning Improvement Plan
- Implements initiatives to help families support a child's learning
- Creates a school community profile and reports to parents, Board of Education, and community on SCC progress
- Parents are encouraged and welcome to attend any SCC meeting throughout the year.

SCHOOL PROCEDURES & REGULATIONS

ATTENDANCE, LATES AND SIGN OUT

One key characteristic for success in school is good attendance. School attendance is compulsory for a student until the age of 16. A student is responsible to the Principal for attendance. The Education Act identifies the following reasons as excusable absences: illness, medical/dental treatment, religious days, and extended periods of travel with parents/ guardian.

Procedures for student absences:

- Verification by a parent or guardian via phone or note
- School contacts parent or guardian if absence is unexcused each day (morning & afternoon)

- Teacher may contact home to discuss absenteeism
- Administration meeting/ counselling with students and/or parents for attendance concerns
- Chronic absences will be referred to Attendance Counsellor and or Home School Liaison

Procedures for student lates:

- Obtain a late slip from the office before attending class
- Administration meeting with students who are chronically late to create a plan which may include: make-up time, academic monitoring, in-school-suspension, lunch privileges suspended

Procedures for students who sign out (leave) during the day:

- Verification by a parent or guardian via phone or note
- The student will receive a sign-out slip.

** If a student misses school, he/she is still responsible for the material covered in class. At the beginning of the year it is advisable that each student form an agreement with a classmate to gather homework for a "buddy" when absent. These materials can be delivered to the office, for parental pick-up.

FIRE AND EMERGENCY LOCK-DOWN PROCEDURES

Regulations under the Education Act and expectations from the LPSD require that periodic fire drills and emergency lock-down practices be conducted. The expectations for evacuation are posted in each room and are reviewed by home room teachers. The setting off of a false alarm is a serious criminal offence. Anyone doing so will be reported to the authorities.

In the event of an intruder, staff will engage the emergency lock-down procedure to ensure the safety of all students and staff. The RCMP will be notified and will be in charge of the crisis situation and the school will follow their directions.

ILLNESS AND MEDICAL NEEDS

Any student who becomes ill/ injured while at school is to report to his/ her teacher, staff supervisor, or to the office. Parents/Guardians will be contacted as soon as possible. Students may also be placed in the infirmary by the office for a short period of time.

The school must be made aware of students who have medical needs. Forms for dispensing medications must be completed at the office. All Medicines such as Tylenol and Advil must be provided by parents which will then be stored and dispensed by the office. Students are not permitted to keep medication in lockers.

E.S. Laird strives to be a peanut free / nut free school. The concession and Home Ec. classes do not serve peanut butter or peanut products. It is recommended that students with allergies be aware of their allergy and take steps toward protecting themselves.

NOON LUNCHESES

At E.S. Laird Middle School we recommend that the students remain at school during lunch in order to be able to take part in the many activities that we have organized. A 15-minute period is set aside for eating lunch in homeroom classrooms.

The campus is considered a closed campus for Grade 7 students. As such Grade 7 students are not permitted to leave the school campus at lunch hour unless parents provide written permission for the student to **go home** for lunch or are picking their child up from school. For Grade 8 and 9 students, parents can give permission for their child to leave during noon lunch by signing the *Noon Hour Parent Consent Form*. Permission to leave during the lunch hour is an earned privilege.

SCHOOL BUS REGULATIONS

Students riding the LPSD bus must be registered. Students must obey school behavioural guidelines while riding the school bus. Students in violation of bus rules may lose bus-riding privileges.

VISITOR ACCESS

In order to ensure safety and security for all students and staff, visitors at the school for a substantial period of time must check in at the office and receive a Visitor's badge. Parents or guardians, who are checking in with students briefly, do not require a pass but are asked to check in at the office before proceeding into the hallways.

STUDENT BEHAVIOUR

BELIEF STATEMENT

We believe that students must have opportunities to grow as individuals. Therefore, at E.S. Laird Middle School, we encourage a climate of mutual respect. We ask our students to demonstrate the characteristics of being a SABRE.

Safety: Keep yourself and others safe, by being aware of your surroundings and following safety procedures while in the gym, options classes, or classroom.

Attitude: Be positive; take pride in yourself and your school.

Be a Leader: Take action and set a positive example for others.

Respect: Be Respectful to yourself, staff, peers, and property

Effort: Challenge yourself to reach your full potential.

The following guidelines are designed to develop students' abilities to make positive choices.

- Respect and responsibility to develop a safe and caring environment
- Student involvement in a variety of activities to develop positive relationships
- Proactive supervision to prevent problems from arising
- Consequences that are reasonable and logical and based on individual need
- Restitution and conflict resolution to promote responsibility

The school personnel recognize that people make mistakes. Making mistakes is part of learning and growing. Students who have difficulty meeting expectations for behaviour have opportunities to determine a plan to correct their mistakes.

There may be times when students refuse to make things better or when student behaviour is highly inappropriate, thereby posing a risk to the safety and well-being of other students.

The school's "bottom line" for behaviour that cannot be accepted:

- Swearing at a staff member or student
- Refusing a teacher's request
- Consistent documented classroom disruptions
- Intimidation/bullying towards other students and staff
- Unapproved class absences
- Theft/vandalism
- Contraband (cigarettes, drugs including alcohol, weapons)
- Smoking, vapour cigarettes (e-cigs), or any tobacco product on school property
- Physical assault or fighting
- Use of technology in an inappropriate way
- Attend school/school sponsored activities under the influence of drugs including alcohol.

BULLYING

Students of E.S. Laird Middle School have the right to a caring, respectful, and safe school environment, free from all forms of bullying. School staff will take steps to prevent bullying and to assist and support students who are being bullied. We believe:

- Bullying is an imbalance of power causing students to be deprived of learning opportunities
- A student is bullied when he/she is intentionally and repeatedly the target of the negative actions of a person / group causing fear, emotional stress and/or physical harm
- Bullying often includes a network of students involved in the act.
- Bullying in any form will not be tolerated

When bullying is reported or observed the following steps will be taken to deal with the problem:

- All instances will be reported to the administration/ team teacher(s) directly involved with the student
- The administration and team teacher(s) will investigate, and determine the appropriate course of action
- A plan is created to support the victim
- A proactive action plan for the bully to change behavior and make restitution will be determined by administration and will include parental involvement
- The administration will follow division procedures when consequences for ongoing bullying involve suspensions or expulsions
- The administration will report to the RCMP, or support families in making a decision to involve the police, when the incident of bullying may qualify as a criminal offence

DRESS AND GROOMING

We believe school is a semi-formal environment; therefore, students must be appropriately dressed. Clean footwear is a necessity at all times and the footwear must be of a type that will not mark the school floors.

We remind parents and students that many staff, students and bus drivers have scent sensitivities. We encourage stick deodorant and ask that student's use restraint in using body sprays, colognes and perfumes.

Clothing needs to be representative of the environment we are in, and suited for the activity taking place. Items that do not fit this filter are:

- Items that display inappropriate or vulgar language, violence, drugs/alcohol, inappropriate signs and symbols, information/pictures sexual in nature or messages that are biased on the basis of race, creed, religion, colour, sexual orientation, status, physical size, or age.
- A covered midriff, and chest area is essential.
- Inappropriate tops such as strapless, spaghetti straps, halter-tops or muscle shirts that expose the chest/ back areas. (Clothing otherwise demoted as beach gear)
- Students' undergarments should not be visible.
- Skirts and shorts are recommended to be mid- thigh length
- Accessories that suggest inappropriate activities.
- Hats, headgear, hoodies, and gang relate paraphernalia.

Administrators / counsellors will make final decisions regarding the appropriateness of clothing. Students who are dressed inappropriately will be required to call parents/ guardians and to change.

FOOD AND DRINK

E.S.Laird is a sunflower seed free building. Beverages with high caffeine and sugar content (ie: pop) are discouraged by nutritionists as they are not conducive to the rapid growth and development of teenagers. Energy drinks are prohibited on campus, including school grounds. Students choosing to consume crushed ice products (slurpees and iced caps) are asked to dump the slush in the sink and then toss the cup in the garbage.

LOCKERS AND LOCKS

Hallway lockers are provided for individual student use and are designed to keep belongings safe. Combination locks are provided for student use without charge. Combinations should not be shared with others. The school is not responsible for items that go missing from lockers. If a student loses or misplaces a lock, the cost of a replacement lock will be charged to the student. Only socially school-acceptable pictures may be displayed on the inside of the locker with the use of fun-tac.

The lockers belong to the Lloydminster Public School Division. And as such are subject to inspection and searching at any time. The Principal may conduct a locker search when reasonable grounds are present to justify a search. If the search reveals evidence of suspected criminal activity the RCMP will be immediately contacted.

Students will be required to sign a Locker Agreement.

STUDENT SERVICES AND STUDENT ACTIVITIES

We believe that students maximize their potential when stakeholders work as a team. This team includes the teaching team, counsellors, educational support personnel, administration and parents/guardians. At the middle level we teach students to become self-advocates and to take increasing responsibility for their learning. E.S. Laird follows the LPSD Service Delivery model which can be viewed in detail in the documents section at www.lpsd.ca. Our Student Services team is comprised of the following:

- **Guidance Counsellors** who work with individuals and groups of students to support social emotional needs. Teachers, students and/or parents may make referrals.
- **Educational Support Teachers (EST)** who work with teams of teachers to structure the learning environment to maximize learning in the classroom. Small group or individual student Learning Assistance may occur for periods of time outside the regular classroom.
- **Transition/Student Services** in which one Educational Assistant, working in cooperation with the administration and the Student Services team, maintains this program for students who require a transition period transition before re-entry into the regular classroom.

CLUBS AND SPORTS

We offer a variety of athletic and non-athletic activities in which our students are encouraged to get involved. We believe that involvement in a variety of activities helps our students to create positive relationships.

Students are encouraged to participate at noon hours in intramural sports such as volleyball, football, floor hockey, badminton, handball, and track & field. Students also can participate in non-sport related clubs such as chess, School of Rock, art, jazz band, wood working, yearbook, and drama. Activities vary each year and are advertised throughout the year.

Students have an opportunity to play on a number of sports teams simply by regular attendance at the activity. These include: soccer, rugby, cross country running and Running Club. Students are encouraged to try out for a number of competitive school sports teams such as volleyball, basketball, badminton, and track & field. E.S. Laird Middle School Sports expectations of players:

- Conduct themselves at all times with honor, dignity, sportsmanship, and show respect for others, the school and themselves
- Players must be in good academic standing and practice acceptable behaviour in the classroom
- Attendance at school and practice is required
- Players shall accept the decisions of the coach(es)

School and team rules must be followed. Failure to abide by these rules will result in disciplinary action by the coach or administration

DANCES

School dances are held three times a year with a variety of themes. Attendance at school all day is required for eligibility to attend a school dance. The cost for a dance is \$7. The school dress code and expectations are in effect for dances. Only students attending E. S. Laird may attend dances unless otherwise stated.

SABRES OF THE MONTH

At E.S. Laird we take great pride in celebrating our students' accomplishments. Each month every grade 7, grade 8, and grade 9 interdisciplinary team of teachers nominates up to two students deserving of this award. Students are nominated on a number of criteria including effort, positive citizenship at school, improvement, perseverance, and commitment to the school and its students.

SERVERY/ CONCESSION AND BREAKFAST PROGRAM

E.S. Laird Middle School operates a program each school day for students who need breakfast. The program offers students healthful breakfast items such as toast, fruit, and milk at no cost to them between 8:00 and 8:50 AM. Students may also purchase inexpensive breakfast items. The servery also offers items for purchase at lunch. Parents/guardians can purchase concession gift certificates for their son/daughter.

SLC

E.S. Laird Middle School, in partnership with students and staff, operates a **Sabre's Leadership Council** which is comprised of a group of students who provide leadership in the school. The objective of the SLC is to foster a positive school climate, develop leadership skills and involve as many students as possible by working as a cohesive team. As a leadership team that provides an integral role in establishing positive school spirit, the SLC organizes many events during the school year that benefit our students, staff, parents, and community.

TECHNOLOGY

Technology can be a very useful tool to help with student learning, but can also be a huge distraction. Students are expected to keep their cell phones in their locker or on silent in their pocket unless otherwise directed by their teacher to use it in the classroom. Students will be allowed to access their technology at break or at lunch. Should you need to immediately get ahold of your child please phone the school. Teachers will take cell phones / ipods, etc and bring them to the office if they are not being used appropriately and students may get their phone back at the end of the day after speaking with an administrator. Should this become an ongoing problem, parents will be contacted.