



ARTHUR DAY MIDDLE SCHOOL
STUDENT & PARENT HANDBOOK

ARTHUR DAY
MIDDLE SCHOOL
2024-2025



43 Whitehall Blvd. | Winnipeg, MB R2C 0Y3 | Tel: 204.958.6522 | Fax: 204.222.4865

Principal: Cara Colorado ccolorado@retsd.mb.ca | Vice-Principal: Megan Qually mqually@retsd.mb.ca

School Email: ad@retsd.mb.ca | Web: www.ad.retsd.mb.ca



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Welcome to students, families, and staff as we begin another school year.

At Arthur Day we are committed to supporting our students in developing opportunities to grow creativity, collaboration, critical thinking, communication, connection to self, and citizenship skills while investigating and interacting with curriculum learning outcomes. We are looking forward to getting started together.

Arthur Day is a middle school, with programming geared to students in the 6th, 7th and 8th grades. We strive to create hands-on, learner-directed and inquiry-based programming that allows students to learn through creation, design, interaction and exploration. At Arthur Day we strive to create and sustain a culture of equity and excellence that provides robust authentic & student-led learning experiences geared towards the middle-years learner; a sense of belonging for all students; and a continuum of supports to empower students with a diversity of stories to achieve The Good Life in their own lives and their communities.

This handbook provides important information about Arthur Day Middle School. Parents/guardians and students are invited to become familiar with the procedures and information outlined in the handbook so that the school's goals and operations are clear to you and your child. Please feel free to contact any member of our staff if you have questions related to the information outlined in the following pages.

We look forward to partnering with families to support our students.

Cara Colorado, Principal
Megan Qually, Vice Principal

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SCHOOL SCHEDULE AND PROCEDURES

Student Entry:	8:35 am					
School Day:	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
AM Homeroom 8:45 am – 9:00 am						
Period 1 9:00 am – 9:50 am						
Period 2 9:50 am – 10:40 am						
Period 3 10:40 am – 11:30 am						
Lunch:	11:30 am – 12:20 pm					
PM Homeroom 12:20 pm – 12:40 pm						
Period 4 12:40 pm – 1:30 pm						
Period 5 1:30 pm – 2:20 pm						
Period 6 2:20 pm – 3:10 pm						
Dismissal:	3:10 pm					

LUNCH EXPECTATIONS

During the lunch break, all students will eat in their classrooms for the first 25 minutes. At 11:55, at the bell will dismiss students to go outside. In the school yard students have access to athletic equipment, basketball courts, beach volleyball, soccer fields and 4-square. In addition, we have daily intramurals at lunch break in the gym, and the library and computer labs are also available to a select number of students. Many of our clubs and extra-curriculars happen over the lunch period as well.

Grade 6 students are expected to stay on property during the lunch period.

Grade 7 and 8 students are encouraged to stay on property during the lunch break. We have staff supervising the school grounds and indoor spaces to provide safe options and activities during the lunch break.

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ATTENDANCE, LATES, DROP OFF AND PICK UP

If a student is going to be absent from school due to illness or medical appointment, a parent or guardian must phone or email the school office before 8:30 a.m. or at lunch. You may leave a message on our voice mail.

ARRIVING AFTER AM OR PM ATTENDANCE PERIODS

Any student who arrives after 8:45 a.m. in the morning or after 12:40 p.m. in the afternoon will need to check in at the office before entering the classroom to receive a welcome slip.

ILLNESS

Students who become ill should report to the teacher in charge of the class. Students who are sick will report to the sick room in the office and parents will be contacted be contacted.

ENTERING THE BUILDING

Outside doors will be opened to students at 8:35AM and at 12:20PM. Supervisors are positioned directly outside the school doors starting at 8:20. Students should not enter the school before the above times unless the weather is inclement, and a staff member has given permission.

VISITATION POLICY

All visitors must report to the school office when entering the building.

PARKING LOT SAFETY

To ensure the safety of all our students and staff, the use of the staff parking lot is prohibited for the drop-off or pick-up of students directly before school starts or after dismissal. Please use Whitehall Blvd. for drop-off and pick-up.

BICYCLE AND SCOOTER EXPECTATIONS

All students are asked to use bicycle safety when riding their bicycles/scooters to and from school. All bicycles and scooters need to be locked up outside in the bike rack and cannot be brought into the school.

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CURRICULUM

We follow the provincial curriculum and implement Manitoba's Framework for Learning. All students in grade 6-8 are placed in a homeroom. Each morning and after lunch students go to their homeroom for attendance and for a consistent space to start the day. Homeroom groups move to other classes for some core subjects, for expressive arts, physical education and applied arts. If you have questions about your student's programming, the homeroom teacher can be your first point of contact. Compulsory courses for all students include:

CORE SUBJECTS:

- English Language Arts
- Mathematics
- Science
- Social Studies
- French
- Phys Ed
- Health

EXPRESSIVE ARTS OPTIONS:

- Grade 6 Band or Art
- Grade 7 Band or Art
- Grade 8 Band, Art, Drama or Guitar

APPLIED ARTS COURSES:

- All Grades: Foods, Clothing, Graphics, Manufacturing and Woods

(In each grade, students complete a rotation of 3 of the possible 5 applied arts options)

EXTRACURRICULARS

We encourage all students to get involved in the many extra-curricular activities that are offered:

TEAM SPORTS

Volleyball
Basketball
Badminton
Track & Field
Cross Country
E-Sports

INTRAMURALS

Volleyball
Basketball
Badminton
Floor Hockey

CLUBS

Leadership
Sewing
Art
Gaming Club
Tabletop Club (Board Games)

OTHER ACTIVITIES

Canoe Trip
Ski Trip
Yearbook

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COMMUNICATION

Communication between home and school is essential to the success of students. Below we outline some of the ways communication is supported between school and home.

PHONING THE SCHOOL

Communication during the school day should occur through the school office 204.958.6522. The office can forward your call as needed.

SCHOOL WEBSITE

Please check the school website (www.ad.retsd.mb.ca) often for updates and information.

SCHOOL YEAR'S EVE

The day before the first day of school we welcome students and families in to meet their homeroom teacher and get to know the building. This is an excellent opportunity to meet teachers and to start the year on a positive note. This takes place 3-5pm on September 3.

EMAIL/ NEWSLETTERS

As a school, we regularly send email updates and newsletters to emails of primary contacts for our students. If you have not been receiving emails, please contact the office as this is often our main form of communication for day-to-day information and updates.

REPORTING AND PARENT CONFERENCES

Student-Led Conferences will take place in November and March. Report cards are distributed in November, March and June. Conferences dates are shared on the website and booking for these conferences will occur via Conference Manager as the date approaches.

INSTAGRAM

ADMS has an Instagram account sharing highlights, and snapshots of learning! Follow us @ad_retsd

RETSD is on Facebook and Twitter!
Like and follow us to stay up-to-date on what's
happening in the division.

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STUDENT SERVICES

RESOURCE TEACHERS, COUNSELLORS AND EDUCATIONAL ASSISTANTS

Parents and schools are important partners who share the responsibility of helping children to develop their strengths to meet life's many demands. The student services team at Arthur Day is available to support the academic, social-emotional and mental health needs of our students. There is a Resource Teacher assigned to each grade level. We have two counsellors supporting students and classrooms with mental health, social and emotional supports. In addition, we have educational assistants supporting classrooms throughout the building.

Grade 6 Resource: Ms. L Clark
Grade 7 Resource: Ms. K. Yvonne-Moreau
Grade 8 Resource: Ms. C. Hebert
Counsellor: Ms. K. Plunkett
Counsellor/LAR: Ms. C. Daher

SCHOOL EXPECTATIONS

At ADMS we believe in teaching, practicing and celebrating students to be respectful of self, others and property. These behaviour expectations are in place in all areas of the school and all times during the school day. You will see the following matrix posted throughout the building and in classrooms so that teachers can consistently support positive behaviours in our students.

ARTHUR DAY MIDDLE SCHOOL MATRIX		
RESPECT FOR SELF	RESPECT FOR OTHERS	RESPECT FOR PROPERTY
TAKE CARE OF MYSELF AND MY BELONGINGS	HANDS AND FEET TO SELF	KEEP SCHOOL GROUNDS AND COMMUNITY CLEAN
OWN MY WORDS AND ACTIONS	COMMUNICATE APPROPRIATELY	CARE FOR THE ENVIRONMENT
VALUE MY LEARNING	BE KIND	USE SCHOOL PROPERTY RESPONSIBLY

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SELECT RETSD DIVISIONAL POLICIES

All RETSD divisional policies regarding student expectations can be found on the website www.retsd.ca. Some key policies regarding student expectations are outlined below:

RETSD STUDENT CELLPHONE USAGE POLICY

As per new directives from the provincial government, Kindergarten to Grade 8 students cannot use cellphones during school hours, including lunchtime and other breaks. We recommend that students leave their phones at home. If they do bring them to school, phones must be kept in a locker and not accessed during school hours.

When students need to communicate with home, this should be done through the office or at lunch.

RETSD DIVISIONAL CODE OF CONDUCT

The School Division believes everyone has the right to a safe, productive learning environment, which depends on the fulfillment of their responsibilities. The Code is intended to provide a guideline and reference for parents/guardians, staff, and students in determining acceptable behavior in our educational environment. See Code of Conduct: [code_conduct.pdf \(retsdb.ca\)](http://code_conduct.pdf(retsdb.ca))

RETSD DRESS CODE

The River East Transcona School Division believes the best learning and behaving takes place in a safe, caring, and respectful environment.

- Parents and students are responsible for appropriate student attire.
- Offensive images such as inappropriate slogans, racist, sexist, or demeaning pictures and/or words on clothing, handbags, backpacks, etc., are not permitted.
- Students are prohibited from wearing gang colors, meaning those signs, symbols, or other identifying representations of gangs.

See Policy JICA <http://www.retsd.mb.ca/yourretsdb/Policies/Documents/JICA.pdf>

RETSD ALCOHOL AND DRUG USE POLICY

The use of illegal and unauthorized drugs/alcohol constitutes a serious hazard to the positive development of students. Use of drugs/alcohol is deemed to be harmful not only to the user but also to those around them. The use or possession of illicit drugs/alcohol or paraphernalia in or on school property or at any school-sponsored event is strictly prohibited. Please see the following policy for additional information: Policy JICH: [Microsoft Word - JICH - Alcohol and Other Drug Use by Students.doc \(retsdb.ca\)](http://Microsoft Word - JICH - Alcohol and Other Drug Use by Students.doc(retsdb.ca)) Protocols for search of lockers and other property can be found here: [2003-10-21 \(retsdb.ca\)](http://2003-10-21(retsdb.ca))

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ADMINISTERING MEDICATION

School staff are prohibited from administering any medication to a student without the prior written and dated authorization of the parent/guardian. Parents are to make every effort to make arrangements with the student's physician to have medication taken at home. When this is not possible, parents must

- complete the *Authorization for the Administration of Prescribed Medication to Students* form (River East Transcona School Division policy code JLCD-E1)
- inform schools, in writing if medication is to be adjusted or changed
- ensure that their child has received the necessary information and training if they are to be responsible for the self-administration of their own medication
- ensure that an adequate supply of medication in the proper dosage is at school
- pick up unused medication at the end of the year

Note: As per Divisional policy, we cannot administer over the counter drugs without a physician's prescription.

The River East Transcona School Division outlines in policies JLCD, JLCD-R and JLCD-E1 to E4 the procedures to follow in the Administration of Medication to students while at school. Information re: the divisional policy and forms are available at the school upon request.

<https://www.retsd.mb.ca/yourretsd/policies/Documents/JLCD.pdf>

PEANUT AND TREE NUT PRODUCT SAFETY

There are children attending Arthur Day Middle School with a LIFE-THREATENING allergy to peanut and nut products. Exposure to a tiny amount of these items can be potentially serious. We therefore ask for your cooperation to avoid sending any items containing peanuts/nuts with your child to school. It is imperative that we teach children to respect this serious situation. The River East Transcona School Division will make every effort to protect students with life threatening allergies from exposure to known allergens; however, **no individual or organization can guarantee an allergy-free environment.**

Please see Policy JLCG-R2: <https://www.retsd.mb.ca/yourretsd/Policies/Documents/JLCG-R2.pdf>

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CONCERN PROTOCOL



Concern Protocol

Your child's school will always try to make the learning experience a positive, safe and happy one for its students.

However, if you have a concern or an issue, please don't hesitate to let the school know. Open communication between home and school is very important to us.

- 1** Talk to the person most directly involved—your child's teacher. If you must leave a message, provide a day and evening phone number where the teacher can reach you.

- 2** If talking to the teacher doesn't resolve the issue, talk to the principal.

- 3** If you've talked to the principal, but the issue has not been resolved over a period of time, call the superintendent's department at 204.667.7130 or email communications@retsd.mb.ca.

- 4** If you disagree with the decision of the superintendent's department, you can make an appeal in writing to the board of trustees.


For more information:
Policy KE – Concern Protocol
Policy KE-R – Concerns and Complaints Process
retsd.mb.ca



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TIME TO BUNDLE UP!

RETSD Extreme Cold Weather Guidelines

Sometimes, severe weather requires us to make changes to busing, outdoor recess, and safety patrolling to keep your children safe.

Busing
When the temperature is -35°C and/or wind chill is -45°C or colder at The Forks, metro Winnipeg school divisions (RETSD included) cancel buses for the entire day—but schools usually remain open.
We will post a cancellation alert on the RETSD website home page if buses are cancelled, and alert the media. If we have not posted a cancellation alert by 6:45 a.m., buses are running.

Indoor Recess
When the temperature or wind chill is between -25°C and -27°C, a shortened recess period may be warranted. When it is below -27°C, recess is usually moved indoors. This is at the discretion of the principal.

School Patrols
When the temperature or wind chill is between -27°C and -34°C, patrols will remain on post for 10 minutes. When it is -35°C to -39°C, patrols will remain on post for five minutes. When it is -40°C and below, no patrols will be on duty.

School Closures
Schools very rarely close due to winter weather.

Winter Clothing
Please ensure that your child comes dressed appropriately for the weather each day. When the temperature or wind chill is between -27°C and -34°C, warm winter clothing is essential, and facial protection is recommended. When it is below -34°C, facial protection is essential, and it's recommended that children avoid going outdoors unaccompanied—skin will freeze in less than 10 minutes.

If you have any questions not addressed by these guidelines, please contact your child's school.

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Tel: 204.667.7130 • Fax: 204.661.5618 • www.retsd.mb.ca

River East Transcona
creating student success

Cold Weather Guidelines

Trustee Information

Your River East Transcona School Division Trustees

Ward 1	Ward 2	Ward 3	Ward 4	Ward 5
Colleen Carswell (board chair) 204.222.1486 ccarswell@retsdb.ca	Rod Giesbrecht 204.661.5984 rgiesbrecht@retsdb.ca	Brianne Goertzen 204.955.6782 bgoertzen@retsdb.ca	Susan Olynik (board vice-chair) 204.661.6440 solynik@retsdb.ca	Shannon Hiebert 204.771.8435 shiebert@retsdb.ca
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For more information about the Board of Trustees, visit: www.retsd.mb.ca > Your RETSD > Board of Trustees
Scroll down to *What it means to be a trustee* to watch an informative video

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