

Valley Gardens

Be Engaged, Appropriate, Respectful and Safe



Middle School

Valley Gardens Middle School

Contact Information

Kai Jacob

kjacob@retsd.mb.ca

Phil Barto

pbarto@retsd.mb.ca

Jenilee McLarty – Counsellor

jmclarty@retsd.mb.ca

Phone: 204-668-6249

Fax: 204-668-9367

Visit the school website for information, stories, and pictures from VG.

Website: vg.retsd.mb.ca

Email: vg@retsd.mb.ca

Our Mission:

At Valley Gardens Middle School, we are committed to helping each person in our school community develop to his/her own personal best – in an environment of academic excellence, mutual respect, safety, co-operation, encouragement and caring.

Valley Gardens Middle School

Students Entering the Building

Students enter the building through three entrances. The Grade six (6) students enter through the doors nearest the front end of the parking lot, the Grade seven (7) students enter through the door nearest the flagpole and the Grade eight (8) students enter via the door nearest Antrim, on the North-West corner of the building. The school opens for students at **8:40 AM**. Students must wait outside until that time unless they are participating in a club, have an appointment with a teacher or the weather permits entrance to the school.

Students Arriving Late to School

Students are expected to be in the building at the opening bell at 8:40 a.m. and 12:30 p.m. Students are to be seated in their classrooms when the bells sound at 8:50 a.m. and 12:40 p.m. Students who arrive late after Homeroom must sign in at the hallway late station near the front office. Frequent late arrivals will result in action by school administration. Parents will be contacted.

Student Absences

When a student is absent parents must call the school and leave a message. If the school does not receive a call by 9:30 a.m., we will "Call Back" to ensure that the student is at home with parental consent. We will call your home or your place of employment.

Student Messages

Please try to ensure any necessary arrangements for your child are made prior to the school day. Classes will not be interrupted for students to take phone calls. Students will not have access to personal devices for communication during class time. Messages will be given, and calls can be returned during lunch or after school.

Students Leaving School Grounds for Lunch

It is strongly recommended that Grade 7 and 8 students stay on school grounds during the lunch hour. Students that choose to stay at school will be supervised by staff. If students choose to leave the building at lunch, they are expected to be back at school on time for afternoon classes. Expectations for behavior in the community remain in place over the lunch hour even if students choose to leave the school grounds. Frequent late arrivals will result in action by school administration. Parents will be contacted.

Grade 6 students are expected to remain on school grounds, for the entire school year.

If students have appointments that require dismissal prior to the end of the day, Parents or Guardians need to contact the school. **Text messages from student phones are not acceptable for dismissal!** Should a student become ill during the day, they must report to their classroom teacher before going to the office. Parents will be notified when it is necessary for a student to go home. When leaving the school, it is important to sign out in the office.

If your child is going to be absent,

please call the office at 204-668-6249

or email the school: vg@retsd.mb.ca

Valley Gardens Middle School

School Lunch

Students who live a kilometer or less from the school are encouraged to go home for lunch. They must go directly home and not loiter on streets or private property.

Students who stay for lunch include:

- a. All students who live further than 1 km from the school.
- b. Students who participate in a school club/activity (each staff member offering these activities will supervise the student).
- c. Students identified as requiring busing to come to school.



The canteen (The Cave) will be open at various times throughout the year. Students will eat in the designated lunchrooms. Students will be required to clean up their area prior to leaving the lunchroom to go outside or directly to the gym or library as previously arranged.

Students who do not comply with lunch hour expectations will have their lunch privileges revoked.

Allergy Alert!

There are students and staff at VGMS who are seriously allergic to the following items:

- Peanuts and nuts.
- Perfumes or any scented products, including hair spray, nail polish remover, aerosol deodorant



Do not bring these items into the building. **These allergies are life threatening.**

Fragrance Sensitivities: Students and staff have been, and will be, on a yearly basis, asked to be respectful of those individuals that are sensitive to certain fragrances. Colognes and perfumes (or other scents) that are very strong smelling can be overpowering to some individuals. Allergic reactions are not uncommon. Both students and staff are requested to minimize or eliminate the use of fragrances in school.

Dress Code

Students shall dress in a manner that is appropriate for a learning and working environment, in accordance with RETSD Dress Code Policy JICA.

The River East Transcona School Division's policy JICA Student Dress Code states:

The River East Transcona School Division believes the best learning and behaving takes place in a safe, caring, and respectful environment. Students shall dress in a manner that is appropriate for learning and working.

- (1) Parents and students are responsible for appropriate student attire.
- (2) Offensive images such as inappropriate slogans, racist, sexist or demeaning pictures and/or words on clothing, handbags, backpacks, etc., are not permitted.
- (3) Students are prohibited from wearing gang colors, meaning those signs, symbols, or other identifying representations of gangs.
- (4) School administrators will have the authority to address inappropriate attire in their schools.

The River East Transcona School Division Policy "JICA – Student Dress Code" supports these guidelines.

Physical Education.

- (1) Footwear that is appropriate for physical activity must be worn at all times.
- (2) Appropriate clothing for Phys. Ed. class is encouraged. Shorts or sweatpants and T-shirts/sweatshirts are examples of appropriate clothing.
- (3) Jewelry will not be worn in physical education classes and extra-curricular athletic activities.

Accidents

Accidents to persons must be reported to the school office immediately. In the event of injury, first aid will be administered, and the parents notified. Follow-up will be monitored as necessary. In the event of serious injury where the parents cannot be reached, the school may seek medical assistance and/or an ambulance at the parents' expense.

Administering Medication

School staff is 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 and also available for field trips.
- Pick up unused medication at the end of the year. The divisional policy containing more detail and forms are available at the school upon request.

Medical Concern Expectations

It is the parent's responsibility to inform VGMS regarding their child's medical concerns. The Unified Referral and Intake System (URIS) can provide an in-school medical plan for your child. Please contact the public health nurse for your area or the school for more information. 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. **Note: As per Divisional policy, we cannot administer over the counter drugs without a physician's prescription.**

School Lockers

Lockers will be assigned to all students by their homeroom teacher. Students are to use the assigned locker only. Locks on all lockers are assigned by the school and only school-assigned combination locks are permitted on lockers. If the lock is lost during the school year, **there is a \$5.00 replacement charge**. Students are responsible for the lockers assigned to them and are expected to keep them in good condition **and locked**.

Report Cards

The school will post report cards on the Parent Portal in December and March and Student Specific Plans will be sent home at that time. Final report cards will be posted on the Parent Portal in June.

CODE OF CONDUCT

The River East Transcona School Division has adopted a Divisional Code of Conduct consistent with the Safe Schools Charter. Its purpose is to promote a healthy school culture where high levels of achievement occur within a positive school environment. The Code of Conduct serves as fair notice that incidents of threat to self-harm or to harm others will be actively investigated. Because of the serious nature of such incidents, the investigation will continue even if the parent/ guardian cannot immediately be contacted. Continued efforts will be made to contact the parent/guardian.

The Code of Conduct in its' entirety can be viewed on the divisional website at www.retsd.mb.ca

At Valley Gardens Middle School, students are taught the behaviours of our matrix. The focus is on safe, responsible, and respectful behavior. Students are expected to be familiar with the expectations of our matrix and to demonstrate them appropriately in all situations.



Valley Gardens School Matrix



Be	Engaged	Appropriate	Respectful	Safe
Hallways	On Time & Ready	Language & Volume	Hands and Feet to Yourself	Walking All the Time
Washrooms	Use Washrooms for Intended Purposes Only	Flush Toilets	Respect Privacy	Wash Hands with Soap
Assemblies	Active Listening - Eyes & Ears on Speaker	Sit as Directed	Maintain Personal Space	Follow Exiting Directions
Outside/ Playground	Be Active	Dress for the Weather	Respect the Community	Stay in Designated Areas
Lunchrooms	Eat your <u>own</u> Lunch in Assigned Area	Use your Manners	Follow Adult Direction	Leave Space Clean
Classrooms	Active and participating	On Time and Ready	Follow Adult Instruction	Hands and Feet to Self

Positive Behaviour Intervention System (PBIS)

What is it?

At VG we take a whole school approach to reinforce our behaviour expectations. We focus on four behavioural expectations that are positively stated and easy to remember. In other words, rather than telling students what not to do, we focus on the preferred behaviours we want to see. The underlying theme is teaching behavioural expectations in the same manner as any curriculum subject.

What does it look like at Valley Gardens?

At Valley Gardens we have identified 6 key areas (locations) of the school. In each of these areas we have identified the preferred behaviours we would like our students to perform using the acronym BEARS. Each of these areas is taught at the start of the year and then retaught and referred to regularly to ensure behaviour expectations are met throughout the year.

In addition to the generic classroom bear paw expectations that are taught and exercised in every room in the school, each classroom will have a positive behavior matrix made to suit their learning space. This will be collaboratively designed with input from the teacher and students to ensure everyone within the space has ownership to follow these matrix expectations.

FREEDOM FROM AGGRESSION

Students who threaten the well-being of other students will be dealt with under the guidelines of the River East Transcona Safe Schools Policy. There will be no tolerance for behaviour which is of a bullying, intimidating or assaultive nature.

The school's policy describes bullying as the assertion of power through physical, psychological, emotional and/or social aggression. Disciplining bully-behaviour will range from speaking with and warning the offender for first or less serious incidents, to suspensions for repeated or more serious offences.

ILLEGAL SUBSTANCE USE

The RETSD has adopted a strict policy regarding illegal substances. Violation of this policy will result in suspension or expulsion from the school or division.

Alcohol and Other Drug Use By Students

The use or possession of alcohol and/or any other drug prior to or at school or any school-sponsored activity is prohibited.

Please see RETSD divisional policy JICH, JICH-E, JKD for more information.

The following substances are included:

- alcohol
- restricted drugs (misused prescription or over the counter drugs, including steroids)
- illegal drugs (including steroids);
- pills or other substances which are misrepresented and sold or distributed as restricted or illegal drugs
- products misused for the purpose of mind-altering affect (aerosols, solvents).

The following actions are included in this policy:

- attempting to secure or purchase.
- using or having used.
- possessing
- intending or attempting to sell or distribute.
- selling or distributing
- being knowingly present when used, possessed or consumed.
- possession of paraphernalia

Sports, Clubs and Activities

At VGMS we believe in providing our students with a unique variety of extra-curricular opportunities to meet the diverse interests of our student population. Some of our clubs and teams include:

Grade 6-8 Sports Clubs

Basketball, Volleyball, Badminton, Cross-Country, Divisional Track & Field

Other clubs offered at Valley Gardens Middle School include:

- GSA
- Green Team
- Leadership
- eSports
- MYRCA
- Music Club
- Outdoor Ice Skating
- Intramurals
- And many more...

Check out the school website for up-to-date calendars, information, pictures and stories and sports schedules.

<https://www.retsd.mb.ca/vg>

Fire Drills

We practice a minimum of 10 fire drills every year. It is important that all students sign in and out when they are arriving or leaving the building to ensure we have an accurate attendance report when evacuating the building.

Lock Down

As a precautionary measure and as per divisional mandate we practice two lockdowns during the school year. If we are able to do so we will place a sign indicating the school is in lockdown at the main and gym entrances.

In Case of emergency

Evacuation site: Bertrun E. Glavin School or Kildonan-East-Collegiate

Parent Location: Terry Sawchuk Memorial Arena

Media Location: Terry Sawchuk Memorial Arena

Bring your own Device and Digital Citizenship Agreement

A separate copy of the below agreement will be sent home and is required to be signed.

I understand that the students are permitted to bring their own personal digital devices to use at the school for educational purposes only when permission is granted.

- *If I choose to bring my own digital devices to use at the school, then I am entirely responsible if my devices become lost, damaged, or stolen, and **not** the school.*
- *I understand that students **MUST** be connected to school Wi-Fi **ONLY**.*
- *I will use digital devices during class time only as directed by the teacher.*
- *I will store my digital devices in my locker until there is an appropriate time to use them.*
- *I understand that I need to display the values of good digital citizenship to enjoy continued digital privileges at school, and that failure to do so can result in the confiscation of personal digital devices by staff and loss of school User ID and network privileges.*
- *I understand that if the confiscation of personal digital devices does occur, parent/guardian will be expected to retrieve devices from the office and that repeated unauthorized use may lead to further action.*

I will always exemplify the values of good digital citizenship.

- I will utilize technology in a manner that is Positive, Appropriate, Smart and Safe.
- I will comply with the directions given by all school staff regarding technology use.
- I understand that students not engaging in appropriate digital citizenship will be referred to the office immediately.

I will respect others.

- I will respect the privacy of others by getting the consent of those individuals involved when recording audio, video, or images, and use those recordings appropriately.
- I will delete all related recording/pictures when school projects are completed.
- **I will not use technology to harass, threaten, humiliate, intimidate or embarrass others, and I will not be a bystander to digital bullying.**

I will respect school property.

- I will return laptops in good working order as instructed and plug in to recharge.
- I understand that my parent/guardian and I will be held responsible for full cost to repair school technology, such as laptops and iPads, that I damage through vandalism or carelessness.



2024-2025 Calendar

September

- 3 - No School
- School Year's Eve Open House 4:30 - 6:00 p.m.
- 4 - First Day of School – Day 2 – staggered start by grade level
- 18 - Parent Advisory Council Meeting 6 - 7 pm
- 20 - Terry Fox Activity afternoon
- 27 - School celebration for National Day for Truth and Reconciliation Day
- 30 - No School (National Day for Truth and Reconciliation Day)

October

- 7 - Picture Day
- 11 - No School
- 14 - No School (Thanksgiving)
- 16 - Gr. 6 Immunization (morning)
- 16 - Parent Advisory Council Meeting 6 - 7 pm
- 25 - No School

November

- 7 - Learning Expo/Visual Arts Expo
- 8 - Remembrance Day Service (a.m.)
- 11 - No School (Remembrance Day)
- 13 - Parent Advisory Council Meeting 6 - 7 pm
- 21 - Picture Retakes (pm)
- 22 - No School
- 27 - Vision & Hearing for Gr. 7's
- 29 - Report cards published

December

- 4 - Band/Guitar Holiday Performance
- 11 - Parent Advisory Council Meeting 6 – 7 pm
- 20 - Early Dismissal @ 2:25 pm

December 21 - January 5 - Winter Break

January

- 6 - School Resumes (Day 5)
- 22 - Parent Advisory Council Meeting 6 - 7 pm
- 31 - No School

February

- 3 - No School
- 6 - 7 - Asessippi Ski Trip
- 13 - Grade 6 Open House
- 17 - No School (Louis Riel Day)
- 19 - Parent Advisory Council Meeting 6 - 7 pm

March

- 14 - No School
- 19 - Parent Advisory Council Meeting 6 - 7 pm
- 21 - Report cards published
- 27 - Celebration of Learning 4:30 – 7:30 p.m.
- 28 - Last day of classes before Spring Break

March 31 – April 4 — Spring Break

April

- 7 - School Resumes (Day 4)
- 11 - No School
- 18 - No School (Good Friday)
- 23 - Parent Advisory Council Meeting 6 - 7 pm

May

- 7 - Guitar & Band Gala
- 16 - Track and Field Day
- 19 - No School (Victoria Day)
- 21 - Parent Advisory Council Meeting 6 - 7 pm

June

- 2 - No School
- 20 - Talent Show
- 23 - No School
- 26 - Grade 8 Student Farewell Lunch/Dance
- 27 - Report cards published
- 27 - Early Dismissal @ 2:25 pm
- 27 - Last day of school

*More dates will be added throughout the school year.
Please check our website for updates and changes. vg.retsd.mb.ca*

Please visit our website <https://www.retsd.mb.ca/vg/page/4139/documents-forms>

to review the handbook with your child.

I acknowledge that I have reviewed the information outlined in the Valley Gardens Middle School Student Handbook.

Parent/Guardian Name _____

Signature _____

Date _____

Student Name _____

Signature _____

Date _____