ARTHUR DAY MIDDLE SCHOOL
STUDENT & PARENT HANDBOOK

ARTHUR DAY MIDDLE SCHOOL 2026-2027



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

Principal: Carla Williment cwilliment@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 Middle School 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.

Carla Williment, 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 - 12:30 pm					
PM Homeroom **12:30 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 30 minutes. At 12:00, 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 204-958-6522 or email ad@retsd.mb.ca before 8:30 a.m. or at lunch. You may leave a message on our voice mail at any time.

ARRIVING AFTER AM OR PM ATTENDANCE PERIODS
Any student who arrives after 9:00 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 12:30PM. 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.

ARTHUR DAY MIDDLE SCHOOL
STUDENT & PARENT HANDBOOK

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, 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	INTRAMURALS	CLUBS	OTHER ACTIVITIES
Volleyball	Volleyball	Leadership	Canoe Trip
Basketball	Basketball	Sewing	Ski Trip
Badminton	Badminton	Art	Yearbook
Track & Field	Floor Hockey	Gaming Club	

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STUDENT & PARENT HANDBOOK

Cross Country
E-Sports

Tabletop Club (Board Games)
GSA
Wolfpack
Affinity Group

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. As a reminder, students are not permitted to use cell phones during the school day.

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 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 8th.

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 the fall and spring. 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

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STUDENT & PARENT HANDBOOK



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 a counsellor supporting students and classrooms with mental health and social emotional supports. In addition, we have educational assistants supporting classrooms throughout the building.

Grade 6 Resource:	Ms. K. Yvonne-Moreau
Grade 7 Resource:	Ms. C. Hebert
Grade 8 Resource:	Ms. A. Iguidez
Counsellor:	Ms. C. Ryckman
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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ARTHUR DAY MIDDLE SCHOOL
STUDENT & PARENT HANDBOOK

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 behaviour in our educational environment. See Code of Conduct: code_conduct.pdf (retsd.mb.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 colours, meaning those signs, symbols, or other identifying representations of gangs.

See Policy JICA http://www.retsd.mb.ca/yourretsd/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 (retsd.mb.ca) Protocols for search of lockers and other property can be found here: 2003-10-21 (retsd.mb.ca)

ARTHUR DAY MIDDLE SCHOOL
STUDENT & PARENT HANDBOOK

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 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

PERSONAL BELONGINGS & LOCKERS

The responsibility for items of personal property lies with the individual student. The school assumes no responsibility for loss, damage, or theft. Combination locks are provided for students' lockers. Students must keep their belongings locked up at all times and must not reveal their combinations to others. It is important that students understand that their combination should be treated as personal and private information. We encourage valuables be kept at home. Valuables are not to be taken into the Physical Education change rooms. Backpacks are to be kept in lockers.

ARTHUR DAY MIDDLE SCHOOL
STUDENT & PARENT HANDBOOK

SEARCHES OF LOCKERS, DESKS, STUDENT CLOTHING OR POSSESSIONS

The River East Transcona School Division supports its teaching and administrative staff in the maintenance of proper order, discipline, and decorum on school premises, within divisional facilities, and also during the course of any divisional or school-approved activity, on or away from the school campus. Further, the River East Transcona School Division recognizes that students are entitled to privacy. However, it is acknowledged that school administration may consider a search necessary to maintain the integrity of the school environment and to protect students. To this end, the River East Transcona School Division empowers the principal (or designate) to conduct reasonable searches of students' clothing, personal effects, lockers, and vehicles. Please refer to RETSD Policy JIH: Search and JIH-R: Search Procedures for further information.

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STUDENT & PARENT HANDBOOK

CONCERN PROTOCOL



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Cold Weather Guidelines

Trustee Information

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ARTHUR DAY MIDDLE SCHOOL
STUDENT & PARENT HANDBOOK

Trustee Information



Ward 1
Colleen Carswell
(Board Chair)
ccarswell@retsd.mb.ca
204.222.1486



Ward 4
Susan Olynik
(Board Vice-Chair)
solynik@retsd.mb.ca
204.661.6440



Ward 1
Sheri Irwin
sirwin@retsd.mb.ca
204.223.5079



Ward 2
Sheri Hanson
shanson2@retsd.mb.ca
204.915.7313



Ward 3
Brianne Goertzen
bgoertzen@retsd.mb.ca
204.955.6782



Ward 3
Keith Morrison
kmorrison@retsd.mb.ca
204.795.3357



Ward 4
Brenda Bage
bbage@retsd.mb.ca
204.221.2951



Ward 5
Shannon Hiebert
shiebert@retsd.mb.ca
204.771.8435

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Arthur Day Middle School
Student & Parent Handbook

Arthur Day Middle School- Calendar 2026-2027

Tuesday, September 8	Coordinated Day-No School School Years Eve 3:00-5:00 PM
Wednesday, September 9	First Day of Classes Grade 6 only- AM Grade 6,7&8- PM
Monday, September 28	Terry Fox Walk
Wednesday, September 30	National Truth & Reconciliation Day- No School
Wednesday, October 7	Picture Day
Monday, October 12	Thanksgiving Day-No School
Friday, October 23	Coordinated Day- No School
Tuesday, October 27	Student Led Conferences
Wednesday, October 28	Coordinated Day- No School
Tuesday, November 3	Grade 6 Immunizations
Tuesday, November 10	Picture Retake- AM only
Wednesday, November 11	Remembrance Day- No School
Thursday, November 26	Trimester 1 Report Cards publish
Friday, November 27	Coordinated Day- No School
Friday, December 18	Last Day of Classes for Winter Break- Early Dismissal 2:10

WINTER BREAK- December 21 to January 1

Monday, January 4	First day of classes
Friday, January 15	ADMS Professional Development Day- No School
Thursday, January 28	Winter Night of the Arts
Friday, February 5	Coordinated Day- No School
Monday, February 15	Louis Riel Day- No School
Wednesday, March 3	Open House for New 2027-2028 Grade 6 students 6:00-7:00
Thursday, March 4 & Friday March 5	Grade 8 Asessippi Ski Trip
Thursday, March 18	Student Led Conferences
Friday, March 19	Trimester 2 Report Card Publishing Coordinated Day- No School
Thursday, March 25	Last Day of Classes for Spring Break
Friday, March 26	Good Friday- No School

SPRING BREAK- March 29 to April 2

Monday, April 5	First day of classes
Friday, April 16	Coordinated Day- No classes
Friday, May 7	Coordinated Day- No classes
Monday, May 17	ADMS Track & Field Day
Wednesday, May 19	ADMS Track & Field Rain date
Thursday, May 20	Spring Night of the Arts- 5:00-7:00pm
Monday, May 24	Victoria Day- No classes

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STUDENT & PARENT HANDBOOK

Thursday, May 27	Divisional Pow Wow
Tuesday, June 22	Trimester 3 Report Cards Publish
Wednesday, June 23	Grade 8 Farewell
Friday, June 25	ADMS Professional Development Day- No School
Wednesday, June 30	Last day of Classes; early dismissal 2:10

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