



**Calgary Board
of Education**

MidSun School

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Welcome to the 2015-2016 school year at MidSun!

We are excited for the start of a new year of learning at MidSun School! This year we welcome four new staff members to our team of talented teaching staff. We are committed to providing quality learning to all of our students. This year we are sending our start up package home electronically. Please read through the material, print off the signature pages and have your child bring them on the first day of school. It is important that you review the student handbook and our new *Students Responsible Technology Use Agreement* with your child. We also encourage you to go to our website and sign up for our blog (www.cbe.ab.ca/b691). The blog has replaced our MidSun Newsletter and lets you know all the interesting things that are going on at the school.

This year we will again offer RTI (Re-Teach It) period each Wednesday to support student learning. In RTI, students are able to select from a list of topics that their grade teaching team will be offering. No new curriculum is taught; rather students can get support learning the lessons they need clarification on.

MidSun School has an outcomes based report card. While the report card will show marks based on a 4 point scale, teachers may use many ways to assess student understanding. Checklists, pass/fail, raw scores, rubrics, likert scales and/or percentages may be assigned to classwork. Teachers will interpret the combination of all of these assignments and use their professional judgment to assign a mark of 1, 2, 3 or 4 against each report card outcome. They will be recording the classroom marks on the mark section of their Desire to Learn (D2L) site. You can periodically check on your child's classroom achievement there. Please assist teachers in making sure your child completes and hands in all assignments. If you need to contact a teacher, our preferred method of communication is email. Other important school information will be coming home via email so please ensure the school has your current email address.

We are fortunate to have a wonderful School Council and MSEES (MidSun School Education Enhancement Society) who have been working to help us make some much needed upgrades to our building. Our primary fundraiser is the Grocery Gift Card Program that allows parents to purchase grocery gift cards and once we meet their minimum purchase requirement, the grocery stores give us back a portion of the sales. It is a great system as it generates funds for school enhancement without costing parents anything extra. We all have to purchase groceries! We appreciate your participation in this fundraiser. We are looking for parents to volunteer to organize the GGC fundraiser this year and hope to see you at school council meetings.

Our teachers have worked hard to create balanced class lists and provide students with the best possible option selections. Because of this, we will not be moving students into new homerooms. We know that school start up can be hard on teenagers if they don't know anyone on the first day and we have planned some activities that will help students make connections during the first week of school. You can help by discussing with your child how they may handle a challenging social situation, where they feel they do not know anyone. Share strategies that your child can use to make new friends and assure them that many students have these same feelings on the first day but it will get better.

You are invited to our annual *Meet the Teacher BBQ* from 6:00pm -7:30 pm on September 10, 2015. There will be a grade 8 information meeting about our Riverwatch Field trip starting at 6:30 PM. The Grade 7 Band Parent Information Meeting will begin about 7:00 PM, directly after staff introductions in the gym. We also hope you will plan to stay for our first School Council meeting at 7:30pm that evening in the library.

Have a great year. We are looking forward to working with you.

Warm Regards,

A handwritten signature in blue ink, appearing to read "Veronica Saretsky". The signature is fluid and cursive, with a large initial "V".

Veronica Saretsky,
Principal, MidSun School

The MidSun Story

The journey began in 1995 when a parent committee approached the Calgary Board of Education to request a junior high school for the communities of Sundance and Midnapore. The original application was finally approved for a 500 student school, which would accommodate some, but not all of the students in the communities.

Continued co-operation and hard work by the education committee resulted in a larger school with a larger gymnasium – large enough for all of the students of Midnapore and Sundance. The provincial funding approval was signed in 1996 and construction began in the spring of 1997. The hybrid name “MidSun” symbolizes the collaboration and perseverance on the part of committee members from Midnapore and Sundance.

Our students and parents can look at this facility with great pride. The physical plant is second to none, but more importantly, the students, parents and staff make MidSun a truly great place to learn.

Our Vision

MidSun is a “School of Character” committed to personal growth and quality learning through:

- Building strong relationships
- Providing a safe and nurturing environment
- Innovative and relevant learning experiences

MidSun Belief Statements

We believe that ...

- students are unique physically, socially, emotionally and intellectually
- students’ individual needs are met through programs which are relevant and stimulating
- students learn best in an environment which is safe and promotes an understanding of diversity and respect for others
- in assisting our students to make the transition from Elementary to Senior High School we must recognize individuality, promote exploration and encourage feelings of self-worth, as well as promote a growing sense of ownership for their own learning.
- our primary purpose is ‘quality learning’ and therefore all decisions and improvement initiatives should focus on student achievement
- our success will be based on the active participation of our students, parents, staff and the larger community

Rights and Responsibilities

Learning is more likely to occur in an environment where all students clearly understand what they can expect and what is expected of them. Members of the MidSun community can expect:

- a safe and secure learning environment
- an excellent, qualified, and caring staff
- a school committed to 'Quality Learning' and to helping every student achieve their goals
- a balanced program of curricular and extra-curricular opportunities
- an excellent athletic program with both inter-school and intramural sports
- a Learning Resource Centre to assist those students with learning disabilities
- open halls from 8:30 a.m. to 4:00 p.m. (Students in the building before or after these times must be under the direct supervision of a teacher)
- a system of awards and celebration that will recognize a wide range of participation and accomplishment
- outstanding facilities – well-equipped labs, library commons, classrooms and gymnasium
- several student groups that will promote and sponsor a variety of activities
- a student phone, cafeteria, individual lockers and other facilities and services which make MidSun a great place to learn.

As well as your rights and opportunities – the things you can expect – the school also has expectations based on CBE policy and input from parents, staff, and students.

Code of Student Conduct

This portion of the student agenda book is **very important** and we ask each of you to review this information carefully with your parents/guardians.

Students will experience success in school if they get involved in positive ways and work hard. However, students may make mistakes and we believe it benefits their growth and development when they take responsibility for their mistakes and are held accountable for them. We believe that problems may be avoided if everyone knows exactly what the expectations and consequences are.

MidSun Expectations

Personal Listening Devices, Phones, Pagers, Laptop computers, Etc.: Our school believes that these devices may be great tools for learning! Easy accesses to research materials, day timers and planners, or apps to take notes and organize them are wonderful tools at the fingertips of our learners. They also can be extreme distractors in the learning environment if students choose to use them during class to play games, text friends, or worse, to engage in harmful activities like cyber bullying. Therefore, the use of electronic devices at MidSun School must only happen in a responsible and respectful way. Students are asked to make sure that **all cell phones are turned off** during instructional time and used only with teacher's direct permission. Students may use them before classes, over the lunch break, or afterschool. Personal listening devices are a privilege that

may be used, **at the teacher's discretion**, during classes. For the safety of everyone, students are asked to always have one ear free in order to hear any important instructions should they be necessary. When students are using these devices inappropriately, the teacher may confiscate them. These items will be placed in the school safe and students may pick them up at the end of the school day. If a student has to be asked repeatedly to use these items respectfully, their parents may be asked to pick the articles up from the office.

It is our hope that those parents who allow their students to use cell phones or social media will also instruct their student regarding appropriate use. We trust that parents will take it upon themselves to monitor the content of student messages and assist the school staff in minimizing the negative impact which follows the misuse or abuse of this technology. Unfortunately, the irresponsible use of these devices not only adversely affects the learning environment but also requires the deployment of school resources which could be better utilized elsewhere.

Students are encouraged to bring their wireless access devices to school and use them at their teacher's discretion. **MidSun School is not responsible for the safety of these devices** should students choose to carry them. Please note that a separate calculator is required for students to write exams with.

Guest Policy: All guests to the school must register in the main office and obtain permission to visit in the school. As a general rule, we do NOT give permission for student guests to be in classrooms or other areas of the school during instructional hours.

Skateboards & In-line Skates/Roller Blades: In the CBE School Based Safety Resource Guide, skateboarding and skateboards are listed as an on-site prohibited activities and equipment. The bus company (charter buses) has also banned skateboards from their buses. The administration and staff of MidSun school have no choice but to enforce this policy. Students **will not** be allowed to bring skateboards into the school. Thank you for your cooperation with this policy. Note: Students who do not follow the above two regulations will have the item (skateboard, etc.) confiscated and parents will need to pick the item up at school.

Bicycles and bicycle helmets: Under provincial legislation, all youth under 18 must wear a CSA, ATM or Snell-approved helmet. The school supports this legislation and expects that any student who rides their bicycle on school property will be in compliance with this law. We have installed new bike racks on the north side of the school. Students are asked to stay clear of this area unless they are dropping off or picking up their bicycle. Students should lock their bike up during the day and take their lock with them when they go.

Homework Expectations: We believe that consistent completion of homework is one way students can be successful at school. The amount of homework will vary depending on grade level, your use of class time, subject area, time management, and your personal goals around marks and achievement. As students progress from grade seven to grade nine they can expect average daily homework to gradually increase from one-half hour in the beginning to over one hour by the time you write grade nine provincial exams. Each teacher will have a D2L shell where student notes, handouts and homework will be updated weekly. Please talk to your teacher if you experience difficulty with assigned homework. The Completion Room is open in the Library Commons afterschool starting in October. This will provide students a place where they can finish their work with the support of an adult. Teachers may direct a student to the completion room if they do not

complete their work. When a student does not have their work done, they will be directed to the completion room until it is handed in. If assigned students do not attend the completion room they will be placed on an in-school suspension until the work is finished. *Students are encouraged to read for pleasure, work on Mathletics and to review class materials daily.*

Communication with Parents

We are always striving to improve our communication between home and school. We ask that parents sign up for blog emails on our website. The blog has replaced the MidSun Newsletter and is a great way to stay up to date with our school activities. Most school communication will come via our school synrevoice and email. Please ensure we have your correct email address and phone number. Our website has a calendar with information about what day it is and any activities occurring on that day. *Please take time to note our final exam schedule.* We ask that all students be in attendance for final exams and that families do not leave early for summer vacation. Our website has many helpful links on it and we hope you will check it often. We also welcome all parents to attend our monthly School Council meetings on the second Thursday of each month and provide input on ways to make MidSun an even better school for your children.

Reporting to parents: For the 2015 - 2016 school year, teachers at MidSun School will be using a D2L to record raw scores. **For other communication purposes parents MUST ensure the school has their correct email address or addresses.** We hope that these reporting methods will help parents encourage and support their child to complete and submit all work on time. Parents are asked to contact their son or daughter's teachers should they have any questions about the marks shared through D2L or other communication means. While many teachers will periodically update D2L, You can be assured that marks will be officially updated on Oct 16, Nov 27, and, March 11th. Report Cards come home on January 29 and June 28.

School and Community Pride: We are fortunate to have such a great place to learn and work. We all have a responsibility to keep it orderly, clean and safe. We expect everyone to:

- avoid trespassing on the grounds of private homes
- avoid loitering in the alleys near private property
- refrain from using the Fish Creek School playground
- respect the parks and green spaces near the school
- use garbage and recycling receptacles both inside and outside
- cooperate with ALL staff
- avoid running, rough-play and disruptive behaviour

MidSun students who visit other schools, go on field trips, or are in the community during the school day must represent MidSun in a way that makes us proud. The Fish Creek Elementary School playgrounds are off limits for MidSun students. They were designed for lighter children and are not strong enough for the rough play of teenagers. Please respect their equipment by staying off of it.

Lunchtime and Cafeteria Expectations: Everyone in the school can and should expect a lunch break free from disruptive behaviour, other people's garbage, and rough play. Therefore, we expect everyone to take care of yourself, take care of each other and take care of this place and community. Students using the cafeteria and pod areas to eat lunch are responsible for cleaning up after themselves. Any student sitting at a table may be

held responsible for cleaning the table itself and the floor in the vicinity of the table. A lack of co-operation in this area may result in students losing lunch hour privileges. These might include restrictions on off-campus privileges, use of the cafeteria and the freedom of open halls. Our cafeteria is able to operate because of the generous contributions of parents who pay the \$30 school fee. Buying lunch is a privilege and should be treated as such.

Busing and Bus Conduct: Students outside the walk limit may choose to come to school by charter bus. Parents may obtain a bus pass application form from the MidSun school office. Students riding the buses are responsible to the bus driver and the school staff for their behavior. We have the same behavioral expectations for students on the buses as we do for any student in or around the school. In addition, it is expected that students will:

- remain seated at all times
- show their bus passes each time they board the bus
- not throw waste or other objects in or out of the bus
- be respectful of other citizens and drivers while on the bus
- not make excessive noise so as to interfere with the driver
- be respectful of Southland Transportation property while on the bus

Bus drivers report student misconduct to the school staff. Appropriate disciplinary measures will be taken and may include suspension from the charter buses. Students who forget their charter bus pass may buy a temporary bus pass from the office for fifty cents (\$ 0.50). If a student loses a bus pass, replacement bus passes are available for \$2.00.

Non-eligible bus riders will not be permitted to ride the bus with friends who are eligible bus riders (e.g. to catch a bus on a Friday to go to a friend's house). The seats are strictly reserved for eligible riders only. Student must ride to and from school on their assigned bus.

Computer Access: Computers are available, throughout the school, for student use for research and assignments. Computer use requires teacher permission and supervision. Students should save work in their personal storage folder on the MidSun server or in google docs EDU account. Work can be e-mailed between home and school using the CBE student email system or saved in their D2L lockers. Students are also encouraged to bring in personal wireless devices to use on our wireless network but are responsible for their operation, care and safety. Students agree that by using the school's computer and/or internet access, whether authorized or unauthorized, students will have no right to privacy on the computers, network drives, D2L, CBE Email/Online Storage, Google Accounts, and/or internet access. By using the computers at Midsun, students agree that Midsun School or the CBE may monitor student use of the school computers and Internet access. This may include examining/monitoring any or all activities a student participates in. Such activities include (but are not limited to) email, usernames, D2L pages, CBE Email, Google Drives, passwords, web browsing history, downloads, uploads, documents generated/accessed, voice, and video transmissions. Midsun School may share offending content with student's parents/guardians, law enforcement personnel, and other agencies as deemed appropriate by the school.

Internet Access: Students may access the internet **with teacher permission**. Net 'surfing' and gaming are not permitted. Students must ultimately be responsible for their use of the internet and computer resources. Listening to music or watching movies on

school computers must be approved by the supervising teacher. They take up more broadband space and may interfere with the ability of others to access their work. Student access to the internet through personal devices is restricted to the CBE Lawn (versus 3G or 4G networks) while on site. Students are asked to put their phones on airplane mode so that our wireless network is not slowing down unnecessarily.

E-Mail: All students have a CBE email account. Student email is filtered and access may be restricted or disabled for inappropriate language, spamming or other violations of the use agreement. Students should never provide personal information such as address, phone numbers or email passwords via email.

Printing:

Student prints are now monitored and regulated by network print software.

All students have been provided a \$5 printing balance. The rate to print for students is 15 cents (note a student will only be able to print in black and white as there is currently no student color printer). This will provide students approximately 33 black and white pages. This rate may be subject to change or a new color rate may also be applied as technology needs change. Students will be unable to print once they have depleted their balance.

The balance will be reset to \$5 in September. If students have a zero balance, but need to print for a teacher, students can discuss with their teacher about sending their work electronically (via D2L or Email) or have their teacher print it out (as a temporary/emergency measure). Additional printing credits can be purchased from Ms. Mazur in the Library. Prints can be purchased from Mrs. Ewart in the office only if Ms. Mazur is away or unavailable. Special exceptions may be granted by the office if students are financially unable to purchase printing credits.

Any time a student prints, he/she will see a popup with his/her balance, and the cost per page to print. If a student wants to check their balance, they will see a little "6" in the task bar (by the clock in the bottom right corner) and they can right click to check their balance.

Student Computer Password: Student passwords are exclusively the responsibility of each individual student. Passwords are never to be shared and should be changed regularly to prevent password hijacking. Students should never walk away from a computer logged on with their password.

Unacceptable Computer Use: Access to the MidSun computer network or wireless network will be restricted or revoked for unacceptable use. **Students are not to use computers for any activity not related to school assignments or school sponsored activities.** Prohibited activities include moving keys on computer keyboards, games, or program downloads, file caching, audio file sharing, or ripping. Student menu structures are not to be modified. Links or shortcuts to drives, other student folders or server locations are not permitted. Students who attempt to hack, obtain or use passwords other than their own, or modify or interfere with the MidSun, C.B.E. or any other network are subject to appropriate action including legal intervention. Students and parents should be familiar with CBE administrative regulations 1062, 1064 and 1067 governing the use of electronic devices.

Cyberbullying: Using the MidSun, C.B.E., or any other network accessible through MidSun computers, to put down, harass, threaten, or in any way, demean any student or person is prohibited and will be dealt with severely– this can include suspension and/or

legal recourse. Parents are encouraged to monitor the information their child sends or receives through texting and various social media to ensure it is appropriate and help to mitigate potential issues which may otherwise follow when the students meet at school. More information is available on the Alberta Education website at http://education.alberta.ca/media/6570209/cs_cyberbullying.pdf and at www.cyberbullying.ca.

Food/Drink/Gum: Generally, food and drink will not be permitted in classrooms during class time. Exceptions may be made at the discretion of the teacher for special themes and events. Drink and food dispensers are out-of-bounds during class time. Gum will not be permitted in many areas due to teacher preference, the presence of computers and peripherals as well as in activity classes such as dance and physical education. The rules governing food and drink may vary somewhat from class to class and pod to pod. We know that MidSun students will respect teacher and pod differences.

Smoking: MIDSUN'S GOAL IS TO BE A SMOKE-FREE COMMUNITY

Staff, parents and most students understand that we cannot compromise or negotiate regarding the smoking issue. As per CBE regulations and MidSun expectations smoking is prohibited in the building, on school property and within sight of the school. This policy is also in effect during all school - sponsored off-site excursions. Students who choose to disregard this policy should expect some, or all, of the following:

- involvement of administration
- home contact
- loss of school privileges
- enrolment in stop-smoking programs
- home suspension / case conferences/police involvement.

Drugs / Alcohol: Students who come to school carrying illegal drugs or alcohol, or who come to school under the influence of illegal drugs or alcohol, will be suspended from school without further warning. Reinstatement will only occur in situations where the student, parents and school administration have agreed upon re-entry conditions. These conditions may include: referral to an outside agency for counseling/assessment (AADAC), police involvement, medical assessment, and/or restriction of school privileges. Repeat offenders may be expelled from MidSun School.

Dress Expectations: MidSun is committed to being a 'school of character' which includes our belief in the Dressed for Work concept. Our work is learning and teaching and individual expression and fashion statements must fall within the bounds of good taste and the standards within a school context as agreed upon by the School Council, staff and students. Student dress must not be distracting. The following are examples of unacceptable dress at MidSun:

- dress that exposes too much skin, for example: belly shirts / spaghetti straps / low cut shirts / low rider pants or short shorts/see through fabrics
- visible underwear – males and females
- suggestive, rude or profane slogans on shirts (in the opinion of the staff)
- excessively torn or ripped clothing
- references to drugs or alcohol
- accessories that feature studs or long, heavy chains

- headgear (hats, hoods, scarves) must be removed at the door upon entry (boys & girls) - except in the case of religious significance (e.g. hijab, turban)
- short shorts or skirts (above mid thigh)
- shoes with soles that mark the floors
- winter jackets in classes (or other winter clothing).

Students will be asked to find or will be given suitable, alternative clothing if their dress is deemed to be inappropriate. Continued violation of the dress code may result in suspension. These expectations have been approved by the School Council, the staff and the students.

Academic integrity: Academic integrity in a “school of character” is paramount. Using proper research skills is an important activity for all students. Early in the school year all students will be given specific lessons pertaining to proper referencing and plagiarism. **Students will be advised that plagiarized work will need to be redone with academic integrity, under the supervision of an adult. Students can also expect further consequences such as community service, in school suspensions and a recommitment to academic integrity.** Correct reference formats can be found at the end of this document.

MidSun Discipline Policy and Procedures

MidSun School has an excellent reputation for the behaviour of its students. It is expected that students and staff will be committed to resolving discipline issues collaboratively.

- **Level One Interventions** occur in response to a wide range of inappropriate behaviours and are usually resolved by the student and the teacher. Teachers may choose to involve parents in Level One situations.
- **Level Two Interventions** occur in response to behaviours of a more serious or sustained nature and may involve other staff, usually the Grade leader, in an attempt to resolve the issue. Parents are almost certainly involved at this level.
- **Level Three Interventions** occur in situations where Level One or Two interventions have failed or when the behaviour is extremely serious (fighting, harassment, controlled substances etc.) The resolution of these discipline issues will involve the principal or the assistant principal and parents.

Detentions: may be assigned to students because work has not been completed satisfactorily, because of unacceptable conduct, because of tardiness, or to render assistance. Detentions are usually served after school. **Serving a detention is not negotiable.** It is possible however, under some circumstances, to reassign the date and time when the detention will be served. A student who skips a detention will be considered to be in defiance of the staff member. Defiance is a serious offence and will be dealt with separately in addition to the original reason for the detention.

Case Statements: When repeated and/or serious inappropriate behavior occurs, a staff member may ask a student to complete a case statement. The student must complete the case statement and return it to the teacher. At the end of classes, the student must report to the teacher to discuss and resolve the issues identified in the case statement. Teachers will likely contact parents when a case statement has been issued. This may involve a phone call or sending the case statement home for a parent signature.

Suspensions: Students may be placed on an *in-school suspension* when Level One or Level Two interventions have failed to bring about the desired behaviour. The administration may place a student on a *home suspension* for particularly serious or repeated breaches of the MidSun Code of Conduct. On occasion, home suspension may involve referral to the System Suspension Desk and possible placement in an alternative school or program.

Attendance Procedures

THERE ARE NO OPTIONAL ATTENDANCE DAYS AT MIDSUN SCHOOL.

Absence from school: Regular and punctual attendance is a major factor in a student's success in school. The Calgary Board of Education believes and extensive research shows that there is a positive correlation between attendance and student achievement at school. At MidSun, we support these beliefs and values. The Alberta School Act and Calgary Board of Education policy (Administrative Regulation 6020) require that students registered in schools or programs attend school regularly and punctually and that parents support this requirement. It is the responsibility of parents to ensure compliance with this legal requirement and the responsibility of schools to ensure that parents are informed promptly when the attendance of a student is not satisfactory. If a student will be absent from school, we require that a parent phone our absence line (403-777-6430, option 1) in order to inform us of the absence, provide a reason and advise us of the projected length of time that their child will be away from school. Not all reasons given for an absence/late can be considered legitimate. According to the Alberta School Act and CBE regulations there are ONLY TWO legitimate reasons for a student to be absent/late:

1. The student is late or unable to attend due to sickness or another unavoidable cause. These un-avoidable causes could include: illness, medical appointments, a family emergency, weather anomalies, or death of a family member or close friend. Sleeping in is an example of an unacceptable reason for being late.
2. The day is recognized as a religious holiday by the religious denomination to which the student belongs.

Based on the reason provided the school will determine whether an absence/late is excused (Admin. Reg. 6020 [3]). Only the school has the authority to excuse an absence or late. The school will classify an absence or late as unexcused in the absence of a phone call from a parent.

Please contact us prior to 9:00 AM for morning absences and before 12:58 PM for afternoon absences. If we have not been contacted by the above times in regard to a student's absence, our computer system will contact parents at their daytime phone numbers. If students return to school and a parent has **NOT** been in contact with the school, a note from a parent confirming the absence will be required. **Students who are absent in the morning only, must check in at the office upon their return to school.**

Students who are absent from school are required to make up the work covered during their absence within a reasonable period of time. It is the student's responsibility to determine the work missed due to absences from school. Students who are absent from school for family holidays may pick up the work they missed upon their return to school. Subject teachers in consultation with students and parents will determine a reasonable due date for missed assignments. Students and parents may check <https://d2l.cbe.ab.ca/> for their homework assignments. Each student is encouraged to identify a homework buddy

who can pick up handouts/assignments/text books/binders from his/her teachers or locker as necessary. Students may be required to attend the completion room when they return until they have caught up on the work they have missed. Teachers are not expected to put homework assignments together until the second continuous day of absence. **Additional work will only be provided as assignments are completed and returned to the school.**

Lates: When students are late to school in the morning or upon returning to school after lunch, they must report to the office to check in and to collect a late entry slip. We appreciate parents calling to inform us when their children are late. The decision to excuse a late is at the discretion of the school (**CBE Admin Regulation 6020 [3]**). We do not excuse late entries that occur as a result of sleeping in or missing buses. Unexcused late students must report to the late room at lunch. Failure to attend the lunch detention may result in an additional late detention. Parents will be contacted to discuss the lates and what the school can do to support parents in ensuring that their child is punctual. Extenuating circumstances are dealt with at the discretion of the school. The office staff does not issue late slips to students who are late moving from class to class. Students must resolve those lates with the appropriate classroom teacher(s). Students are expected to bring a lunch and school work to their late detention.

Start and end times: Students are asked not to arrive prior to 8:30 AM and not to stay in school past 4:00 PM unless they are under the direct supervision of a teacher. The doors will be locked in the mornings until that time. Teachers need time to prepare to teach classes and there is no supervision available. The Learning Commons (Library) will be open to students daily at 8:30 AM. Only students who are under the direct supervision of a teacher are permitted to remain past 4:00 p.m. at the school. The school does not provide supervision for students after school beyond specific athletic programs and extra help. Parents who drive their child must make alternate arrangements for child care if they are not able to pick them up before 4:00 p.m.

Illness at school: Students who become so ill during school hours that they cannot remain in class for the balance of the day should inform their teacher and report to the office. The office staff will contact parents in order to have them pick up their child or give permission for him/her to go home. Students will not be permitted to leave the school without parental permission. **STUDENTS MUST NEVER LEAVE THE SCHOOL WHEN CLASSES ARE IN SESSION WITHOUT FIRST CHECKING OUT AT THE OFFICE.**

Extended Leave: The school does not usually grant leaves to students. Any lengthy absence from classes is likely to affect progress adversely. The school staff should be informed when parents choose to take students out of school for any reason. It is the principal's decision as to whether the extended absence will be considered excused or unexcused. An extended absence form is available through the office and should be completed prior to the student being away.

Truancy: Students who are absent from school without permission will be required to make up the work and time missed.

2015-2016 Bell Schedule

Monday/Tuesday/Thursday 50 Minutes

Start	End	Event
8:50		Warning bell
8:55		Late bell
8:55	9:00	Homeroom
9:02	9:52	Period 1
9:54	10:44	Period 2
10:46	11:36	Period 3
11:38	12:28	Period 4
12:28	1:00	<i>Lunch</i>
1:00	1:02	Homeroom
1:04	1:54	Period 5
1:56	2:46	Period 6
2:48	3:38	Period 7
3:38		Dismissal

Wednesday 43 Minutes +43 Minute RTI + 5 min extended Homeroom

Start	End	Event
8:50		Warning bell
8:55		Late bell
8:55	9:00	Homeroom
9:02	9:45	Period 1
9:47	10:30	Period 2
10:32	11:15	Period 3
11:17	12:00	Period 4
12:00	12:32	Lunch
12:32	12:37	Homeroom
12:40	1:23	RTI
1:25	2:08	Period 5
2:10	2:53	Period 6
2:55	3:38	Period 7
3:38		Dismissal

Daily Schedule

Students will be encouraged to use the halls and open area available to students in their pod. Other areas of the school in the atrium will also be open to students on lunch. Students follow a 14 period rotating timetable.

Students are not to be in the pods of other grades at any time, unless they have a class there.

Friday 50 Minutes

Start	End	Event
8:50		Warning bell
8:55		Late bell
8:55	9:00	Homeroom
9:02	9:52	Period 1
9:54	10:44	Period 2
10:46	11:36	Period 3
11:38	12:28	Period 4
12:28		Dismissal

THERE ARE NO **OPTIONAL** ATTENDANCE DAYS AT MIDSUN JUNIOR
HIGH SCHOOL
2015 – 2016

2014 - 2015	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
September		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30		
		1-7	8-14	1-4*	SH	5-11	12-4	5-11	12-1*	2-8	9-1	2-8	9-1	2-5*	6-12	13-5	6-12	13-2*	NI	3-9	10-2	3-9			
October				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
			10-2	3-6*	7-13	14-6	7-13	14-6	7-10*	SH	11-3	4-10	11-3	4-7*	8-14	1-7	8-14	1-7	8-11*	12-4	5-8*	9-1	2-5*	PTS	
November	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30				
	6-12	13-5	6-12	13-5	6-9*	10-2	3-9	SH	10-2	3-6*	7-13	14-6	7-13	14-3*	NI	4-10	11-3	4-10	11-3	4-7*	8-14				
December		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31	
		1-7	8-14	1-4*	PTS	5-11	12-4	5-11	12-4	5-8*	9-1	2-8	9-1	2-8	9-12*	WB	WB	WB	WB	WB	WB	WB	WB	WB	
January				1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	
				WB	13-5	6-12	13-5	6-12	13-2*	3-9	10-2	3-9	10-13*	NI	14-6	7-13	14-6	7-13	14-3*	4-10	11-3	4-10	11-3	4-7*	
February	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29				
	NI	8-14	1-7	8-14	1-4*	5-11	12-4	5-8*	TC	TC	SH	9-1	2-8	9-1	2-5*	6-12	13-5	6-12	13-5	6-9*	10-2				
March		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31	
		3-9	10-2	3-9	10-13*	14-6	7-13	14-6	7-13	14-3*	4-10	11-3	4-10	11-14*	PTS	SB	SB	SB	SB	SB	SB	1-7	8-14	1-7	
April				1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	
				8-11*	12-4	5-11	12-4	5-11	12-1*	2-8	9-1	2-8	9-1	2-5*	6-12	13-5	6-12	13-2*	NI	NI	3-9	10-2	3-9	10-13*	
May	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31			
	14-6	7-13	14-6	7-13	14-3*	4-10	EX	11-3	4-10	11-14*	1-7	8-14	1-7	8-11*	NI	SH	12-4	5-11	12-4	5-8*	9-1	2-8			
June		1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30		
		9-1	2-8	9-12*	13-5	6-12	13-5	6-12	NI	13-5	6-12	13-5	6-12	13-2*	EX	EX	EX	EX	EX	NI	AW	AP			

- Semester 1: Sept 1 - Jan 22
- Semester 2: Jan 25 – June 28
- P-T Oct 27 & 29: 5:30-8:00PM, Oct 30: 9-noon; Dec 3: 5:30-8:00PM, Dec 4: 9-noon; March 17: 5:30-8:00PM March 18: 9-noon. PT conference sign up at 6 am the Monday prior to interviews.
- Report Cards Jan 29 & June 28
- Grade 7/8/9 L.A. Pt A Final Exam – May 10
- Gr 7/8 Social Studies Final – June 21
- Grade 7/8/9 Science/Math/LA Pt B Finals :June 20/22/23 respectively
- Grade 9 Social Studies Final- June 24
- June 28 Report Cards @ 9:00am & Awards by invitation @ 1:00pm
- June 29 Appeals Day

NI	-Non Instructional (school open – no kids)
SH	-Stat Holiday (school closed)
PTS	-Parent/Teacher/Student Interviews
WB	-Winter Break (school closed)
TC	-Teacher Convention (school closed)
SB	-Spring Break (school closed)
EX	-Exams (school open)
AW	-Awards (school open)
AP	-Appeals (school open)
*	-Short Day (dismissal @ lunch)

Awards and Recognition

The philosophy at MidSun supports a broad range of awards for achievement, excellence, participation and improvement. We believe that our school must offer a balance of curricular and extra-curricular programs so all students have an opportunity to be successful and to receive recognition. The awards program at MidSun is not intended for only a few, elite students. Over the course of the year hundreds of students will receive recognition for their efforts during the 'Celebration Assemblies'. We believe our program is a motivator and an incentive for many and that it is important in a 'school of character'. The Awards program has undergone changes to support our move to outcomes based reporting. Consultations with parents, students and staff have resulted in the following recommendations for our current awards program.

Award winning students will receive **certificates** at the conclusion of each semester, which are presented by teachers. Medals and trophies are presented at the year-end assemblies in addition to the certificates.

Celebration assemblies will be held at the conclusion of each semester (February and June). These will be grade assemblies featuring student recognition, sport team introductions and fine arts performances.

For the 2015/2016 school year, students will be recognized for their work in the following ways:

1. Monthly – Laker of the month per grade posted on our TV. This is based on an aspect or combination of –character – citizenship – personal development – academics.
2. Each semester –
 - a. Spirit, Heart, Legacy Breakfast, 1 student per teacher is nominated to attend a special breakfast
 - Teachers invite a student who they feel demonstrates excellence in their subject through the Calgary Board of Education Results of *Character, Citizenship, Personal Development* and/or *Academics*
 - Students can only be invited once per year.
3. Year End Awards – Dessert/Tea afternoon event held on June 28th at 1:00PM with only staff and invited award winners and their families. Students are nominated by teachers and invited to apply. If a student would like to be nominated, they are encouraged to speak to their homeroom teacher about why they deserve to be nominated. Note there are NO subject specific awards.
 - a. Grade 7 – Spirit Award – 3-5 grade 7 students recognized for their personal development, Citizenship, Character, Academic performance
 - b. Grade 8 – Heart Award - 3-5 grade 8 students recognized for their personal development, Citizenship, Character, Academic performance
 - c. Grade 9 – Legacy Award -3-5 grade 9 students recognized for their personal development, Citizenship, Character, Academic performance

- A class historian will speak about each grade's year and speak before the grade level awards. Students may apply to be the class historian in May.

Athletics

- Participation certificates (school teams)
- Top male and female athletes in each grade – plaques presented in June
- Certificates and medallions for hard work, sportsmanship and service to athletics

Principal's Award

- For students at each grade level who demonstrate excellence in academics, complementary subjects, citizenship and participation in extra-curricular activities.

Please note: Band awards will be given out at the final year end band concert in June.

TEACHING TEAM APPROACH

At MidSun we believe in creating an environment where students build strong relationships with peers and adults. Our teaching team approach strives to reduce the number of teachers a student works with on a daily basis so that teachers and students can build strong relationships.

Students will have a diverse program with core courses and physical education class daily. They will also have the opportunity for six half year complementary subject choices. Full year options like French, band and grade 9 leadership take up two option choices. Laker life is a full year course, taken every other day. This course will follow the curriculum for living skills and include student work on their learning plans and Results reflections. It will help teach students the tools they need to be successful in school and life. Each grade is led by a teacher learning leader. We hope that each grade becomes a "school within a school" and supports the building of adult to student and student to student relationships. If a parent has a concern that needs to be addressed, they are asked to first speak to the teacher and if the concern persists to speak with the pod leader. Administration will become involved if the problem continues. Most issues are able to be addressed at the teacher level.

Calgary Board of Education Regulation 6001 Student Responsibilities

Available at: <http://www.cbe.ab.ca/policies/policies/AR6001.pdf>

Students may be held responsible and accountable to the Calgary Board of Education and its agents for their behaviour and conduct:

- while they are involved in school-sponsored or related activities;
- on school board property;
- during any recess or lunch periods on or off school board property;
- while travelling to and from school;
- on vehicles used for the transportation of students to and from school and school activities;

- beyond the hours of school operation if the behaviour or conduct detrimentally affects the welfare of individual students or the governance, climate, or efficiency of the school.

6(1) Students must respect:

- school authority;
- others and their property;
- ethnic, racial, religious and gender differences;
- school board property, community property and property of other persons.

6(2) Students are accountable for:

- school attendance and punctuality;
- their work habits, assignments and homework;
- textbooks and equipment;
- complying with the school code of conduct.

8(1) Unacceptable student behaviour is grounds for disciplinary action.

8(2) Unacceptable student behaviour means, that in the opinion of a teacher or principal, the student has displayed an attitude of willful, blatant and repeated refusal to:

- be diligent in pursuing the student's studies
- attend school regularly and punctually,
- cooperate fully with everyone authorized to provide programs and services
- comply with the rules of the school or the school code of conduct,
- account to the student's teachers for the student's conduct,
- respect the rights of others, or
- the student's conduct is injurious to the physical or mental well being of others in the school.

Some examples of unacceptable student behaviour are:

- possession of or active contact with a weapon on a student's person or in a student's locker or desk;
- threats or conduct which endangers others;
- use or display of improper, obscene or abusive language;
- theft or extortion
- assault;
- willful damage to school or others' property;
- use, possession of, distribution of, or active contact with drugs, alcohol, or inhalants in school or on school board property;
- personal or sexual harassment;
- hazing or initiation activities;
- disruptive behaviour, willful disobedience or defiance of authority;
- interfering with the orderly conduct of classes or the school;
- tampering with fire alarms and safety equipment;
- criminal activity

- contravention of the school code of conduct.

10(1) A teacher or principal may use the following measures for student discipline:

- assignment of an alternative activity;
- use of reasonable force as required by way of correction to restrain a student from carrying out a violent or destructive act;
- assignment of a student whose behaviour is disruptive or destructive to an alternative location;
- withdrawal of privileges;
- detention
- temporary removal of a student from class by the teacher to an approved supervised location in the school.

A principal may use the following measures for student discipline:

- counseled withdrawal;
- administrative transfer;
- supported leave
- suspension.

(3) A principal may recommend that a CBE-delegated person expel a student for unacceptable student behaviour.

References – A Quick Guide for Recording References in Essays

ONLINE RESOURCES: www.learnalberta.ca/

****Please call the MidSun Library (ext. 2005) for the username and password****

Encyclopedias: online, print, CD-ROM, no author

Bothwell, R. (1998). Pearson, Lester Bowles. In *World Book Online*. Retrieved: <http://worldbookonline.com>

Cho, S.H. (1998). Karate. In *The World Book encyclopedia* (Vol.11,pp.246-247). Chicago: World Book.

Craufurd-Lewis, M. (1998). Nunavut. In *The 2000 Canadian & world encyclopedia* [CD-ROM]. Toronto: McClelland & Stewart.

Solomon Islands. (1998). In *The World Book encyclopedia of people and places* (Vol. 5,pp.1190-1191). Chicago: World Book.

Periodicals (magazines, newspapers, e-zines): online, CD-ROM, print

Davies, T. (1998, July27). A cyber legend. *Maclean's*, 111, 10. Retrieved February 16, 1999 from the Internet: <http://www.epnet.com/ehost/login.html>

Flynn, A. (1998, September 25). Calgary's Jann Arden wins MuchMoreMusic award. *The Calgary Herald*, F2. Retrieved: Canadian NewsDisc [CD-ROM]

Mofina, R. (1999, January 25). North gets new area code today. *Calgary Herald*, p. A1.

Savage, C. (1999, January/February). Winter's warmest beasts. *Canadian Geographic*, 119, 30-32.

Books: two to five authors, editor, one author, no author

Francis, R.D., Jones, R., & Smith, D.B. (1998). *Destinies: Canadian history since Confederation*. Toronto, ON: Holt.

Kyngston, N. (Ed.). (1998). *The Guinness 1999 book of records*. England: Guinness.

Lane, B. (1998). *Crime & detection*. Toronto, ON: Stoddart.

Reader's Digest illustrated great world atlas. (1997). Montreal, PQ: Reader's Digest.

Non-print (audio recordings, CD-ROMS, charts, slides, video recordings, etc.):

Nye, B. (Producer). (1996). Earthquakes [video]. California: Disney Educational.
Romeo and Juliet [CD-ROM]. (1997). New York: Columbia.

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<http://fas.sfu.ca/css/gcs/main.html>

Sports nutrition: Nutrition science & the Olympics. (1998). Retrieved January 24, 1999 from the Internet: <http://btc.Montana.edu/edu/olympics/nutrition/default.htm>

Strierner, M.L. (1999). *Building bridges*. Retrieved March 22, 2000 from the Internet: <http://www.2learn.ca/research/rss.html>

Some Basic Rules:

1. Centre the word "References" at the top of your page.
2. Order the list alphabetically.
3. Leave a blank space between entries.
4. Italicize titles when word-processed. Underline titles when hand-written.
5. Use hanging indentation.

MidSun School Agreement

Please print and sign this page. Return to home room teacher

It is our belief that good communication and clearly defined expectations will help build a solid foundation for our school. Staff, students and parents working from a set of shared values will enhance learning at MidSun.

Please read the *On-line Student Handbook*, located on our website (<http://schools.cbe.ab.ca/b691/>) and each of your child's D2L shells (<https://d2l.cbe.ab.ca/>) under content. Your child should share their user name and password with you so that you can both access their D2L learning sites. Please inform the office if you do not have access to the internet and require a paper copy of the Student Handbook. We would ask that students, parents and their TA teachers sign below to indicate their understanding and commitment to our shared values. These letters of agreement will be stored for the year in the MidSun main office. Thank you for supporting us in creation of a respectful learning environment for your child.

- I will respect the rights of others.
- I am aware of the expectations as set out in this handbook.
- I agree to do my best to live up to the MidSun Code of Student Conduct.
- I will accept responsibility for my own actions and their resulting consequences.
- I will abide by the responsible computer use policy

Student Name: _____ TA _____

(Please Print)

Student Signature: _____

Teacher Advisor: _____

Parent Signature: _____

Date: _____