

Welcome to

**PERCY BAXTER MIDDLE**

**SCHOOL "HOME OF THE STARS"**



*Percy Baxter*  
*Middle School*

Percy Baxter School  
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Whitecourt, Alberta T7S 1S2  
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Student's Name: \_\_\_\_\_

Homeroom: \_\_\_\_\_

## **ADMINISTRATORS' MESSAGE**

As we embark on a new school year, I am thrilled to extend a warm welcome to all students and families at Percy Baxter Middle School! Joining the Northern Gateway Team and becoming a part of the Percy Baxter family is both an honor and a privilege, and I eagerly look forward to meeting each of you.

I have always believed that success stems from a strong partnership among staff, students, and parents/caregivers. Our mission is to create a supportive and secure learning environment, enriched by diverse programs and resources to help every student thrive.

Our expectations extend beyond achieving our perceived potential; we encourage every student to strive for their true potential in both academic and personal growth. We are dedicated to building confident, positive citizens who actively contribute to our vibrant school community. Engaging fully in academics, co-curricular and extra-curricular activities, and demonstrating personal responsibility will ensure a fulfilling and enjoyable year for all.

Below, you'll find our guiding principles regarding teaching and learning.

- Create individualized opportunities for intellectual risk-taking, collaboration, problem-solving, and application of classroom learning to real life situations;
- Implement strategies that promote ownership of learning to students;
- Design instruction to integrate a variety of innovative technological tools and resources to enhance learning;
- Demonstrate ongoing professional growth in order to increase the quality of instruction;
- Collaborate with colleagues to share and discuss exemplary practices, interpret student assessment data, and design assessments that promote twenty-first century skills.

We believe successful students:

- Communicate in a meaningful way for a variety of purposes and audiences;
- Employ critical and creative thinking skills to solve problems; and
- Pose questions, examine possibilities, and apply skills to find solutions to authentic issues.
- Make positive choices related to physical and mental wellness; and
- Contribute to the local and global community in a collaborative and respectful manner

Enjoy your time at Percy Baxter School!

Vince Dikaitis  
Principal, Percy Baxter School



## Percy Baxter School Mission & Vision Statements

### Our Mission

The mission of Percy Baxter Middle School is to inspire life-long learners by providing a safe and caring, quality learning environment where students can grow socially, emotionally and academically into productive, creative and contributing members of society.

### Our Vision

At Percy Baxter Middle School, we strive to be the school of choice for Grade 6-8 students, parents and staff. We are a school where staff and students are empowered to achieve excellence through an engaging and exciting learning environment.

Where:

- **Positive relationships** are fostered in a safe, caring, welcoming and respectful atmosphere, where staff and students feel valued
- **Vulnerability and risk-taking are promoted**
- Students are encouraged to pursue and achieve their goals and dreams as **critical-thinkers and contributing citizens of the community**
- Percy Baxter Middle School encourages our staff to be pedagogical leaders and innovators who impact students to be **intrinsically-motivated lifelong learners**

### Our Values and Commitments

At Percy Baxter School, we value:

- **Integrity** - Maintaining a clear moral compass/idea of what is "good" and following through with it even in the face of adversity or challenge. "Doing the right thing"
- **Respect** – Staff and students demonstrate respect for each other. Manners, patience, honesty, trust, and open lines of communication are imperative to establish respect within genuine student-teacher relationships.
- **Wellness** – Actively encouraging positive mental and physical health in our school community is a top priority.
- **Student Centered Decision Making** – Student voice and perspective is at the forefront of all planning.
- **Inclusion** – The ability to support all children to be the absolute best version of themselves. We value diversity and the ability to include all children with all types of learning styles and cultural backgrounds to be part of our middle school.

## EFFECTIVE BEHAVIOR SUPPORTS (EBS)

### LEVEL 1 BEHAVIOUR (minor rule violations)

#### -Supervisor/Teacher responsibilities-

<p><b>Level 1 Behaviours (Examples)</b></p>	<ul style="list-style-type: none"><li>-Failure to remove outdoor footwear</li><li>-Failure to follow playground/outdoors rules -Outside of designated areas</li><li>-Rough play/Play fighting</li><li>-Running in the halls</li><li>-Undirected misuse of equipment</li><li>-Throwing snow, food, rocks, etc.</li><li>-Arguing with/yelling at each other</li><li>-Refusal to work with other students</li><li>-Hallway disruption</li><li>-Lying</li><li>-Uncooperative behavior</li><li>-Neglect of duty (i.e. not doing assigned work)</li><li>-Inappropriate use of technology</li><li>-Cheating, plagiarism</li><li>-Inappropriate comments and gestures</li><li>-Mild teasing/name calling</li><li>-Non-directed inappropriate language</li><li>-Inappropriate displays of affection</li><li>-Littering</li><li>-Dress Code Violations</li><li>-Inappropriate use of washrooms</li><li>-Food/drinks in Gym or Learning Commons -Energy Drinks are not permitted at the school (Red Bull, Monster, Peace Tea, etc.)</li><li>-School attendance</li><li>-Late for class</li><li>-Unprepared for class</li><li>-Classroom disruption</li><li>-Failure to follow classroom rules</li><li>-Habitually off task</li></ul>
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## **POSSIBLE LEVEL 1 CONSEQUENCES**

### **-Teacher/Supervisor Led-**

Consequences for LEVEL 1 behaviours are determined and monitored by the classroom teacher/school staff.

They may include, but are not limited to:

- One-block ISS/Removal from class
- Teacher-led Detention
- Apology, verbal and/or in written form
- Verbal correction
- Loss of privileges
- Separation from friends
- Clean-up duty
- Journal/Reflection
- Alternate classroom placement
- Proactive Think-Tank



## POSSIBLE LEVEL 2 BEHAVIOURS (More Serious In Nature)

### -Classroom Teacher/Think Tank Responsibilities-

<b>Level 2 Behaviors (Examples)</b>	<ul style="list-style-type: none"><li>-Threats</li><li>-Bullying/Cyber-bullying (School Act definition: Bullying is a relationship problem. It is the assertion of interpersonal power through aggression.)</li><li>-Leaving class without permission</li><li>-Illegal or inappropriate materials</li><li>-Directed misuse of equipment</li><li>-Leaving school property without permission (PBS is a closed campus school)</li><li>-Gang mentality (i.e. Rallying together with intentions to harm)</li><li>-Yelling at/arguing with an adult</li><li>-Directed inappropriate language/verbal abuse</li><li>-Disrespectful behaviour towards of staff and other students</li><li>-Minor vandalism/property damage (i.e. writing on a desk)</li><li>-Minor theft</li><li>-Misuse of personal or school technology</li><li>-Unresolved Level 1 behaviour</li></ul>
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## LEVEL 2 CONSEQUENCES

### -Teacher/Think Tank Supervisor Led-

Further consequences for LEVEL 2 behaviours will be decided upon by school administration, the teacher and Think Tank supervisors and will be monitored by the Think Tank supervisors. They may include, but are not limited to:

- Responsibilities/work assigned by supervisor
- Apology letter
- Assigned work related to offense
- Reflection sheets
- Work duties
- Loss of privilege; reassigned break times
- In-School-Suspension
- Parental Involvement and/or communication

**LEVEL 3 BEHAVIORS**  
**-Administrative Responsibilities-**

<b>Level 3 Behaviors (Examples)</b>	<ul style="list-style-type: none"><li>-Fighting/Assault/Physical aggression</li><li>-Threats towards staff and students</li><li>-Possession of weapon(s)</li><li>-Possession of and/or under the influence of illegal substances (alcohol, drugs, cigarettes, vapes)</li><li>-Use of illegal and/or inappropriate materials</li><li>-Pulling fire alarm</li><li>-Tampering with surveillance equipment</li><li>-Skipping class</li><li>-Criminal Code offenses (according to the Department of Justice Canada)</li><li>-Sexist/Homophobic/Racial/Ablest remarks</li><li>-Major vandalism/property damage</li><li>-Major theft</li><li>-Illegal use of personal or school technology</li><li>-Unresolved Level 2 behaviour</li></ul>
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**POSSIBLE LEVEL 3 CONSEQUENCES**  
**-Administrator Led-**

Students who engage in LEVEL 3 behaviours will be referred to the Administrative Team. After consulting with the parent and appropriate school personnel, the Administrative team will issue appropriate consequences and facilitate corrective action designed to help the student improve his/her school behaviour.

These actions may include, but are not limited to:

- In-School-Suspension (more than one block)
- Out-of-School-Suspension
- Parental involvement/communication
- Behavioral Contracts or Plans
- Conference (with guardians, staff, student, counseling, Success Coaches, etc.)
- Parental escort/accompaniment to class
- Restitution arrangements
- Police involvement

## **AGENDAS**

This booklet is a student agenda. It contains information about the school. It has a calendar that allows students to record their daily assignments and to remind them of upcoming tests, deadlines, events etc. Students must bring their agenda to all classes to help organize their work. If an agenda is lost, the student will be expected to purchase a new one from the office, or make other suitable arrangements to ensure that they are able to keep organized. The agenda is also used for various privileges, such as: library sign-in/check-out, and monthly HATS checks to encourage organizational habits.

## **ANNOUNCEMENTS**

Important information is announced over the intercom and displayed on the classroom televisions by teachers. Due to the large number of requests, we are unable to have personal announcements read over the intercom. The National Anthem and Treaty Acknowledgement are played at our school the first school day of the week. Students are expected to stand during the playing of the anthem and are encouraged to participate in the singing of O' Canada; however; for religious reasons, students may be exempt.

## **ASSEMBLIES (*Digital and In-Person*)**

School assemblies are held in the gymnasium at different times in the year. Students are expected to move the gymnasium in an orderly fashion. Students are expected to sit with their classes in the assigned area and demonstrate appropriate audience behavior. Parents are invited and encouraged to attend assemblies.

## **ATTENDANCE**



Students can expect absences and lates to be closely monitored. If a student is absent, parents are asked to notify the main office so that the absence can be documented accurately in PowerSchool. All students arriving late to school, must check in at the main office, and get a late slip for entrance into class.



## **BACKPACKS**

Backpacks are not permitted in classrooms and must be left in student lockers. The school provides all students with Phys. Ed active wear draw-string bags to use for their storage of their gym attire only.

## **BREAK**

There are transitional breaks built into our timetable. This time is for students to exchange books at the lockers and proceed directly to their next class. Students are encouraged to use this time wisely. Students are responsible for getting to class within the allotted time and should be in class **before the end of transition bell rings**.

## **BULLYING**

We strive to work with students, staff, parents and our community to ensure that Percy Baxter Middle School is a safe and caring learning environment for all students. We have a no bullying policy and take bullying very seriously. Bullying includes repeated harassment, taunting, inappropriate physical contact, verbal abuse, and social exclusion. All instances of bullying shall be investigated by school administration to determine the best course of action in supporting those involved.



## **BUSSES**

Some students have the privilege of riding a school bus to and from school. **Students are only allowed to ride the bus if they have the correct bus pass, and will not be permitted to ride other buses.** The office administration can provide a letter for forgotten passes. Lost bus passes need to be replaced through the Northern Gateway Public School's transportation department.

All students will likely ride a school bus during the year on a field trip or extracurricular activity. To ensure maximum safety, students are expected to remain in their assigned seats and converse quietly. **Under no circumstances should the driver be distracted.** Students, who do not adhere to bus regulations or do not follow the instructions of the bus driver, and/or supervisor, may lose the privilege of riding the bus.

**Only bus students are permitted to wait at the bus stop.**

**Reminder to parents to please refrain from parking in front of the school at the end of the day, as buses do need to pick up students.**



## **CANTEEN**

The canteen is open daily for students to purchase a variety of lunch items. Students are expected to line up in a neat and orderly fashion. Safe Food Handling will be used as guiding documents for the safe operation of the canteen.

## **COURSE OUTLINES (GRADE 7 and 8)**

Course Outlines are given for each course in Grade 7 and 8. The course outline gives you a general description of the course, and an idea of what skills will be learned. It also indicates a timeline as to when each unit will be covered. Specific expectations of the teacher may also be included. An important aspect of the course outline is the assessment section. The outline clearly explains exactly how your achievement will be assessed. The course outline should be shared with and signed by the parents so they are familiar with the course content and expectations.

**(Course outlines will also include any associated option fees.)**

## **DANCES**

The school hosts dances throughout the year. The following guidelines

apply: 1) Students attending the dance must behave appropriately.

2) **Dress code applies** at all school dances.

3) Personal Technology – Digital Citizenship expectations are in effect. 4) Students with **behavior or attendance concerns** (day, week or month) prior to dance must appeal to School Administration.

5) Students **under suspension (in-school or out-of-school) within the month of the dance**, may not attend the dance without parental supervision.

6) The staff coordinator will provide more specific details regarding expectations and responsibilities for school dances.

7) Backpacks and jackets must be checked into the coat check.





**Wearing clothing that is respectful of the learning environment that reflects a positive sense of self within a welcoming, inclusive, safe and healthy learning environment.**

**Students are expected to dress appropriately for school and to know and follow the dress code. The guidelines for students' dress are as follows:**

- **Hats and hoods are to be removed immediately upon entrance into the building.**  
(An exception is made for school designated Hat Spirit Days)
- Students are not to wear clothing that promotes intolerance, hatred, profanity, sexuality, or advertise drugs or alcohol.
- **Staff expects students to cover the “four B’s” (Belly, Back, Behinds and Breasts).**
  - **Belly** - All tops will cover the full midriff and will cover the top of pants.
    - ◆ If a student raises their arms to shoulder height, and their belly/midriff is visible, their shirt is too short.
  - **Back** - Backless or low back shirts are not to be worn.
  - **Behind** - Shorts must completely cover the behind, and be long enough, that if rolled up one inch, the behind would still be covered.
    - ◆ Volleyball/spandex shorts are not appropriate during the school day, unless playing the sports they are associated with during Phys. Ed classes.
    - ◆ Underwear must never be intentionally showing.
  - **Breasts** - Students must ensure that clothing covers cleavage and undergarments.
    - ◆ Spaghetti strap tops are permitted provided they meet the requirements of back, belly, and breasts, and that only straps and not undergarments are visible.
- **Students must remove outdoor footwear when entering the building** in the morning and after lunch.

In the event a student arrives at school in clothing deemed inappropriate according to the above guidelines, any staff member can give the student a choice to change or go to the office where a school t-shirt/attire will be provided.

**When staff approaches a student with a dress code concern, the expectation is immediate compliance of what they are told to correct, without comment or argument.**

If the matter results in office referral, the parents of the student in question may be contacted to bring a suitable change of clothes.



## **ELECTRONIC DEVICES**

Students and parents are required to sign an **NGPS Technology User Agreement** granting students the ability to access division-owned and personal technology within the school building.

This agreement allows students to access school technology, as well as personal technology such as Cellphones, Laptops, Chromebooks, iPads, tablets, e-Readers, mini-gaming systems **during designated times**. This includes all devices listed above, as well as accessories associated with those devices, including but not limited to wired/ wireless headphones, bluetooth speakers, and cameras.

There are several guidelines outlined in this agreement, however, the overarching rule of thumb is that students are only to use technology when the teacher has given permission.

**Students are asked to leave all personal technology devices and accessories in their lockers during instructional time, as well as during designated eating times at lunch hour.** Students using personal technology and accessories during instructional time must have permission from their teacher. Cellphones are not permitted in school washrooms or in the hallways during instructional time.

**Lunch Hour Electronic Use:** Students are not permitted to access any technology in the first half of the lunch hour. This includes all devices listed above, as well as accessories associated with these devices, including but not limited to wired/wireless, headphones, bluetooth speakers, and cameras.

**If parents need to speak to their children during instructional time, please contact the main office and the secretary will put it through to the classroom phone.**

The school is not responsible for lost or stolen devices.



## **EMERGENCY PROCEDURES**

**Fire drills** are held throughout the school year. To ensure that we are prepared in the event of a real emergency, the following rules must be followed:

1. Walk (don't run) out the nearest exit (according to the posted evacuation route) to the assigned area in the field behind the school.
2. Walk quietly and listen attentively for attendance to be taken. The teacher must quickly determine if a student is missing. Every second may be valuable in a real emergency.
3. Re-enter the building in an orderly fashion when given permission.

Evacuation routes are posted beside the door of every room. Students should be familiar with the applicable evacuation routes. If the fire alarm sounds during break or lunch hour, evacuate through the nearest exit, stay well clear of the building and proceed to where your homeroom would normally assemble.

**Lockdown drills** are held at the beginning and middle of the school year. To ensure we are prepared in the event of a real emergency, the following rules must be followed: 1. Enter the nearest classroom or lockdown area

2. Sit silently in designated safe zone until lockdown is terminated

## **EXTRACURRICULAR**

There are a variety of clubs and extracurricular activities available. These vary from year to year depending on interest and the availability of coaches/coordinators. As long as a staff member or community volunteer is in place, new clubs and extracurricular activities can be formed. Taking part in these activities helps you to get to know other people, promotes responsible citizenship by doing things for others, is highly satisfying, and is a lot of fun! Students are encouraged to become involved in all aspects of school life.

Percy Baxter has various noon hour activities. Students are encouraged to check the gym for intramural activities and participate when their grade is allowed in the gym. There are also after school teams for most sports. You will be required to attend practices after school hours and this may involve competition against other schools.

**Students are not permitted to wait at school for late practices to begin unless directly supervised by a teacher/coach in a classroom.**

***All students participating in school-based extracurricular activities must be in good standing with their teachers and school administration.*** (This includes meeting both academic and behavioral expectations.)



## FEES

**General fees:** There will be no general school fees charged for the 2024-2025 school year.

**Technology fees:** Students will be charged a \$32.00 "Technology and Maintenance Fee" to offset the total annual costs of \$108.00/child. ***\*This fee is associated with providing one to one Chromebook technology to each student in the school.***

**Other Fees:** The following fees are to be paid only if the student is participating in the event or needs to obtain the resource.

- School Pictures (est. range from \$15.00 to \$50.00)
- Other electives –Some electives will have specific fees attached to cover the cost of supplies. ***The fees will be documented in the Course Outline.***
- Clubs, Teams, Grade level field trips. (There may be a fee to belong to a team or club. The group may decide to fundraise. Team members are then expected to assist in the fundraising.)

***If any fee is a problem, parents are asked to contact the principal in confidence. No student at Percy Baxter School will be denied access to any program or extracurricular activity because of financial reasons. Financial payment plans can be worked out.***

All school fees can be paid in cash, by cheque made payable to Percy Baxter School, or online using School Cash. The link to School Cash is available on the Percy Baxter School webpage.



## **FIELD TRIPS**



Students may have the opportunity to attend field trips with their class or as part of a club or team. Students are reminded that while on field trips, they are representing the school and need to conduct themselves as ambassadors. School rules and expectations apply.

On the bus, students are expected to sit in their assigned seats. They are to remain seated, and may talk quietly with friends. Under no circumstance should the driver be distracted. If a student is behaving inappropriately on the field trip, they may be required to sit out and/or lose privileges of future trips.

## **FUNDRAISING**

Students will have the opportunity to take part in various fundraising activities such as working in the canteen, charity works, and school council initiatives. All money raised is used to enhance facilities and activities for students, or is raised for worthwhile charities. Fundraising for charity is an excellent example of responsible citizenship.

## **Gymnasium**

Absolutely no food, gum, or drinks (other than water) are permitted in the gymnasium. Students are encouraged to change down for Physical Education classes, and are reminded staff will monitor change room behavior. Students are not to bring any belongings besides their gym attire into this area, and the school is not responsible for lost, stolen, or damaged personal belongings left in these locations.

## **HOMEWORK**

Homework contributes to your success in school. Frequently, a concept is quite easy to do immediately after the teacher has explained it, but is also quite easy to forget if the concept is not practiced later on. By doing homework, you will remember a concept better, and be prepared for tests.

Students at this age should also understand that homework is more than completing specific assignments from teachers. If no work has been assigned, students should take the opportunity to spend time organizing notebooks, correcting past mistakes, filling in missing information, and generally reviewing past work to keep it fresh in your mind.

## **ILLNESS**

Students who are ill should not attend school and parents are asked to notify the school to ensure attendance records are accurate. Our web-based communication system called *School Messenger* will automatically contact parents by phone regarding absences unless the school has been contacted prior to 10:00 a.m.

***If your child is experiencing cold/flu like symptoms, they are encouraged to stay home until their symptoms resolve.*** Teachers will make every effort to ensure students are caught up upon their return to school.

Students who become ill during the school day should inform the teacher and proceed to the office. ***There is a sick room in the school where students who are not feeling well may lie down to wait for parents to be contacted to pick them up. It is imperative that students be picked up as quickly as possible after notification is received from the school.***

Under no circumstances should a student leave the school during the day without first reporting to the office and having their parent/guardian sign them out.



## **LATE ARRIVALS**

All students arriving to school late in the morning or after lunch must enter through the main entrance and stop by the office to be signed in before heading to class.

Students are expected to arrive at school in a timely manner. Late students miss valuable teacher instruction and cause classroom disruptions. Lates between classes will be dealt with by classroom teachers as a discipline matter.



## **LEARNING COMMONS**

Students are encouraged to make use of the school Learning Commons. Free reading books may be signed out for two week intervals. Students may exchange books during specified class time. Students will be given a barcode to put in their agenda; it is needed to sign out books. Should a student misplace their agenda, the Learning Commons will have an extra barcode on file. Teachers will be responsible for scheduling classes into the learning commons for free reading time and research. **Students are reminded that gum, food, drinks, jackets, book bags and personal technology are not allowed in the library.**

## **LOCKERS**

Students each have their own locker. They are responsible for keeping their locker neat and organized. **Students are not permitted to use their own locks.** Students may tape pictures to the inside of their locker doors provided they are not offensive. Stickers are not to be attached to lockers. Periodic locker checks may be held by teachers. In some circumstances, school administration may ask students to open their lockers for inspection.

**Students are reminded lockers are the property of Northern Gateway Public Schools (Percy Baxter Middle School) and not that of the student.** Students are cautioned against revealing their combinations. When you close your locker, be sure to spin the dial on the lock. Students are to make appropriate use of their lockers to ensure that they maintain this privilege. Students are discouraged from sharing lockers as doing so often results in items being mixed-up or misplaced, and students are reminded they are not permitted to switch lockers and must remain in their assigned locker for the school year.

## **LOGO AND COLORS**

Students in our school proudly call themselves the "Percy Baxter Stars." Our school teams wear blue, red, and white.

## **LOST AND FOUND**

Clothing and other lost articles will be kept in a lost and found area in the Grade 8 lunchroom. Items not claimed after several weeks will be donated to local charities. Expensive and/or small items such as jewelry and keys are kept in the office; check with the school secretary if you have misplaced an item.

## **LUNCH PROCEDURES**

### **Lunch Expectations**

1. Eat in designated homeroom classroom.
2. Line up appropriately for the canteen if it is open.
3. Line up appropriately for the microwave while waiting your turn.
4. Remain seated while eating.
5. Put all garbage in garbage cans.
6. Recycle in designated bins.
7. Tidy up your area.
8. Use good manners.
9. Be sure your desk and surrounding area is clean before leaving for recess.

### **Noon hour CLOSED CAMPUS expectations**

1. Students are to remain on the school premises during the lunch hour unless they go directly to their homes for lunch. (Office must be notified.)
2. The school permission form to leave the campus is for students who live within walking distance of the school and must be signed by parents before students are allowed to leave. Students will then be issued a card which they must carry with them. **(Students with this privilege ARE NOT PERMITTED to bring friends home with them or to go to each other's houses.)**
3. Leaving campus to go home for lunch does not mean going to the convenience store or restaurant for lunch. **The school reserves the right to remove this privilege should students not abide by this expectation.**



## **MEDICAL CONDITIONS**

We ask that the school personnel be kept informed about serious medical concerns such as epilepsy, diabetes, and peanut or other severe allergies. Parents are responsible for informing the school personnel about the proper protocol for medical attention if it is required. We will administer basic first aid if necessary but we are not qualified to offer other medical assistance.

## **MEDICATION**

The school does not give out non-prescription medication (Aspirin, Tylenol etc.). Parents should contact the school to make arrangements for accommodating students requiring prescription medication. Emergency medication for severe allergies may be stored in the office or other suitable location.

It is the student's and parent's responsibility to ensure that medical conditions are communicated clearly to the school and that appropriate forms are signed and arrangements are made. School staff will not administer medication but will help students remember to take it if necessary.

## **NEWSLETTERS**

Newsletters are available online on the first week of every month on our school website: [www.percybaxter.ca](http://www.percybaxter.ca) and paper copies are available at the office. This newsletter contains important information about various school activities and relevant updated school information.

## **PARENTS**

Parental and caregiver involvement in the school is welcomed and encouraged. Parents may become involved in a variety of ways:

**School Council:** The School Council is open to all Percy Baxter Middle School parents and meets at the school monthly to discuss issues, give input into school goals and plans, and to support the school through various fundraising activities.

**The Mink Creek Parents' Society** is the parent group which supports the school through various fundraising activities, including running the school canteen. Information regarding upcoming events/volunteer opportunities can be found on the MinkCreek Parents' Society Facebook page.

**Volunteers:** Parents are encouraged to help out by volunteering in any way they can. We certainly need many volunteers for major activities, developing school resources and working with small groups.

**Input:** The school takes into consideration the needs of the community it serves. If you have suggestions for the school, we welcome and value your input. We encourage parents to provide the school their email address. This facilitates communication and ensures that you are getting the information you need.

### **PARENT TEACHER INTERVIEWS**

Parent/Caregiver teacher interviews are scheduled in the fall and spring. Parents may come to the school on the scheduled evenings to meet with teachers and discuss their child's progress. **Interviews on these evenings last approximately 10 minutes. Parents wishing an extended interview are encouraged to arrange an interview at an alternate time.** Parents do not have to wait for the official interviews to meet with teachers. Please contact teachers at any time to arrange meetings if required.



## **REGISTRATION FORMS**

The office maintains a record of student phone numbers, addresses, medical information, etc. It is imperative that the office be notified of any changes to avoid unnecessary delays when parents must be contacted.

## **RENAISSANCE PROGRAM**

The Percy Baxter Renaissance Program is a school-wide program involving on-going recognition of academic and behavior excellence.

Students are recognized for displaying positive behavior, enthusiastic school spirit and academic excellence. Renaissance is comprised of both formal aspects (such as term end assemblies, month end parties, and the student leadership electives) such as informal events including Wacky Wednesday, Frenzy Friday, Gotcha, HATS checks, and StarsWars House League Competitions.

## **REPORTING ACHIEVEMENT**

Percy Baxter School has three reporting periods. Teachers assess student achievement by a variety of means including tests, quizzes, assignments, projects and performance based activities.

Parents and teachers are encouraged to stay in contact with each other throughout the school year. Parents and students are asked to access the Parent/Student Portal to monitor student attendance, progress, achievement and learner behaviors.

## **SCHOOL CLOSING**



Unless there is a major problem (e.g. burst water line) the school remains open. On days when the weather is particularly bad, buses may not run (Please listen to local radio announcements in the morning or check the NGPS website and Percy Baxter Facebook page). Attendance on such days is left to the discretion of the parents, however parents are asked to contact the school if their child will not be attending. If students do attend on such days, appropriate educational activities will be conducted. In fairness to students who are unable to attend because of the weather, and if the attendance rate is low, the teacher will not proceed with new curriculum.

## **SIGNING OUT**

Students who leave the school during the school day are required to have their parent/guardian sign them out at the main office and are expected to exit through the main entrance. To reduce classroom interruption, the school should be notified in advance when students are to be picked up during the day. Please contact the main office when signing out a child. **Students may not sign themselves out.**

## **SMOKING**

Percy Baxter is proud to be a smoke-free school. No student or adult may smoke anywhere on school property. **It is illegal for people under the age of 18 to possess or smoke cigarettes, vapes, e-cigarettes, and/or marijuana.**

## **STUDENT PROPERTY**

**Never leave valuables or money unattended, particularly in change rooms.**

- Bicycles, scooters and skateboards ridden to school **MUST** be parked in the bike racks provided, and are not permitted in the school. They should be locked during the day.
- **Students are not allowed to use bicycles, skateboards, roller blades, or scooters on school property during the school day.**

If students do bring any of the above to school, they must not be used after arrival at school until the student is leaving. At the end of the day, the student must leave immediately (i.e. do not ride bikes, rollerblade etc. after school on or near the school property). Any of these items may not be used in the bus loading area.

## **STUDENT SUPPORT**

### **Academic Support**

Students who are experiencing difficulty either with their academics are encouraged to discuss these concerns with their homeroom teacher. Teachers are always willing to spend extra time with students who need and seek assistance. It is okay to not understand, but it is not okay to do nothing about it. Teachers are more likely to provide individual assistance to students who demonstrate that they are trying hard, and who ask for extra assistance. Educational Assistants are also available to help students who are having difficulty with the school program. Cooperation with the Educational Assistant enhances chances of success. Educational Assistants in the classroom are there to help all students and they are to be treated with the same respect as the classroom teacher.

## **Wellness Support**

Students may also ask for help at the office. The Principal and Assistant Principals will listen to students and help resolve problems. The Success Coaches are also available for support. School administration can also access outside agencies for help as needed (e.g. Family-School Liaison Worker, ACS Program, Mental Health, and other counseling services).

## **SUPPLIES**

The school provides all textbooks and classroom supplies. Students are expected to provide their own personal supplies. A supply list is provided and will contain such items as paper, pens, pencils, erasers, binders, rulers, geometry sets, etc. Students should also have a basic calculator.

## **(TAGS) TEACHER ADVISORY GROUPS**

All students have a designated homeroom teacher and meet with them on a daily basis. This time is important for teachers to get to know their students better by building positive relationships through fun topics of conversation, games, and activities. This time is also used to distribute important school information, keep students organized with binder and locker organization, collect various fees, and discuss topics central to Percy Baxter Middle School.

## **TELEPHONE**

The phone in front of the main office is for student use after school hours. During the school day, students needing to use a phone must have permission from teachers before they will be permitted to use a classroom phone. Appropriate use of the phone will ensure that this privilege remains available to students. Students are not to use the phone for social conversation or for arranging after school social activities, unless it is after the school day.

## **THINK TANK**

The Think Tank is a reflection room where students receive proactive instruction and support to problem solve repeated challenging behaviors and/or situations causing continual concern within the school community. Please see the Code of Conduct for more details.

## VISITORS

We welcome visitors to the school. For security reasons, we ask that all visitors first report to the office to sign in and stop at the main office to sign out when leaving the school. Students are not permitted to bring visitors to classes. **Students from other schools or divisions are not permitted to visit Percy Baxter Middle School during the school day.**

**PLEASE BEGIN YOUR VISIT TO PERCY BAXTER AT THE MAIN OFFICE**

