MOUNT SLESSE MIDDLE SCHOOL

5871 Tyson Rd. Chilliwack, B.C. V2R 3R6 Phone: 604-824-7481 email: msms@sd33.bc.ca website: msms.sd33.bc.ca



Mount Slesse Middle School is a community of enthusiastic life-long learners who participate and strive for excellence in a respectful and positive environment.

Name:		•
Student Number:	Teacher:	





MSMS Bell Schedule 2025 – 2026				
	8:25 Reminder Bell			
8:30 - 9:45	Instructional Time	150 minutes		
9:45 - 11:00				
11:00 - 11:15 (11:10 Reminder Bell)	Break	15 minutes		
11:15 – 12:29	Instructional Time	74 minutes		
12:29 – 12:39	Eating Period	10 minutes		
12:39 – 1:09 (1:04 Reminder Bell)	Outside Lunch	30 minutes		
1:09 – 2:23	Instructional Time	74 minutes		



The purpose of this handbook is to ensure that all students and parents/guardians/caregivers are acquainted with the policies and expectations of Mount Slesse Middle School.

GENERAL INFORMATION

- Office hours 7:45 4:00 pm
- School hours 8:25 am 2:23 pm

Mount Slesse Middle School is a busy and active school. We keep you updated via:

- Daily Announcements
- The MSMS Howler weekly email newsletter
- School website msms.sd33.bc.ca
- Social Media Instagram & Facebook
- Notices/Classroom information

CLOSED CAMPUS

Mount Slesse Middle School is a closed campus.

- Only students who attend Mount Slesse Middle School are permitted to be on school grounds during the school day.
- Once students arrive at school, they must remain on the school grounds for the remainder of the day.
- Students who have to leave during the day must have confirmation from home before signing out.
- Students must sign out at the office before leaving and, if returning prior to the end of the school day, must sign back in at the office.

VISITORS

Upon entering the building all visitors need to sign in at the office.

SCHOOL TELEPHONES

Telephones are available in classrooms and the office. With permission, students may use these phones to contact home. For reasons of safety, students cannot make calls from their personal phones during school hours.

ATTENDANCE

Regular attendance is a proven major factor contributing to student success and achievement. Students should arrive at school on time and be on time for all classes. Significant attendance issues will involve contact home by the classroom teacher, school counsellor, Youth Worker, or Principal/Vice Principal.

We use the *School Messenger/School Messenger* system for parents/guardians to communicate lates and absences; and for the school to communicate unexcused absences.

We will communicate home should a student do any of the following: leave the school without signing out at the office; be absent for any portion of the day without permission; come to school and fail to report to class; or become ill and leave without permission/signing out at the office.

Absences If a student will be absent, parents/guardians should excuse the absence through the *School Messenger* app, or by calling the toll-free *School Messenger* number: **1-833-698-6567.**

If an absence is anticipated for two or more days, please contact the teacher(s) directly to request work.

Late Arrivals If a student will be late, parents/guardians should log a late arrival via the *School Messenger* app. Students arriving late for school must always check in at the office to confirm that they have arrived safely at the school.

Early Dismissals If a student needs to leave during the school day, that request can be logged using the *School Messenger* app, or by calling the *School Messenger* number 1-833-698-6567. Please log these requests early in the day so that they are visible to our staff promptly.

CONSUMABLE SCHOOL CHARGES

- \$25.00 covers costs related to the student agenda book, presentations, locks, and activities.
- **Optional**: \$2.00 Parent Advisory Council donation and Yearbook cost (varies by year).

Students participating in various programs can expect other charges throughout the year.

Athletic Fees vary by sport and will be communicated to all student-athletes before the start of the sport season.

Band students will have a music instrument fee. King's Music provides band instruments on a rent-to-own policy. The actual rental agreement will be between the student and the rental company. An instrument rental night is held in early September.

Payment is required in advance of all activities. Contact the school Accounts Clerk to discuss payment options. **Please note**: that we do NOT accept personal cheques. All payments must be by Cash, Debit Card, Visa or MasterCard.

TEXTBOOKS

Textbooks are issued using a barcode system, and students are responsible for the specific textbooks issued to them. If a textbook is lost or damaged, a replacement cost will be charged to the student. There is a charge for graffiti in textbooks.

INJURY/ILLNESS AT SCHOOL

- Students who become ill at school should first inform their teacher and then report to the office.
- If a student cannot attend classes due to injury or illness, parents/guardians will be contacted. The medical room is available in case of emergency.



MEDICAL ALERTS

Parents/guardians should contact the school and complete a *Medical Alert Form* if a student has a medical condition.

Medications

- If students require medication to be administered or dispensed by school staff regularly:
 - The "Request for Administration of Medication at School" form is available at the office. The form must be completed by a doctor, signed by a parent/guardian, and returned to the school.
 - Students' medication will be kept in a safe and secure location.
- The school does not provide students with medications such as Aspirin/Tylenol.
- If a student is using a prescribed medication and is required to bring this to school, please:
 - o inform the school about this medication
 - o ensure only a minimal amount is brought to school.

Exclusion From Physical and Health Education Activities

Exclusions for less than one week can come from parents/guardians. Longer exclusions should be supported by a doctor indicating the length of the exclusion.

NUT AWARE

While peanut butter and nuts are allowed at school, please note that some of our students have life-threatening allergies to some food products including peanuts. If nut products are brought to school, students must be extra cautious. Students are strongly encouraged to avoid nut products.

SCENT SENSITIVE SCHOOL

Some students and staff have allergies or sensitivities to perfumes, colognes, and body sprays. For this reason, students are asked not to bring perfumes or body sprays to school. Applying spray on scents is not allowed anywhere inside the school. If you wish to use spray-on scents, please do so sparingly at home before coming to school.

Non-spray deodorant is allowed and encouraged.

GYM STRIP

Students are encouraged to dress appropriately for all weather and activities.

Students must wear appropriate athletic shoes for PHE. Crocs, sandals, heels, boots, etc. are not permitted in the gym during participation in PHE, open gym or extra-curricular sports.

SCHOOL ATHLETICS

MSMS has a thriving athletics program. Students are invited to participate in many sports teams, such as soccer, basketball, volleyball, golf, track and field, rugby, and cross-country running.

Students are also encouraged to participate in lunchtime intramural sports.

EXTRA-CURRICULAR ACTIVITIES

All students are encouraged to broaden their horizons during their time at MSMS. Please consider volunteering, joining a club, or a sports team. There are many opportunities to try new things, meet new people, and contribute to personal growth and a positive school community.

MIDDLE SCHOOL PEER MENTORSHIP PROGRAM

Grade 8 Peer Mentors support and welcome new middle school students. They play a key role in Orientation Day and various activities throughout the year, helping and mentoring grade 6 students.

BREAKFAST PROGRAM, SOUP PROGRAM & CAFETERIA

All students at MSMS have access to our Breakfast Program. Students may access the Breakfast Program in the morning before classes start. Students also have access to our Soup Program provided by "Bowls of Hope". Soup is available for pickup during the lunch eating period.

Students can purchase food from the school cafeteria. Students who wish to purchase food should pre-order in the morning by filling out the order form in their Core Class. Food items will be ready to pick up at break and before our in-class eating period. Students are asked to use the garbage cans and recycling bins. *Please note food/drinks are not allowed in the gym or library.*

SCHOOL LIBRARY

Mount Slesse Middle School has an excellent library. Along with scheduled class visits, the library is open during break and lunch periods throughout the week. The library offers a quiet space for studying, reading, researching, playing board games, and selecting reading materials.

ASSEMBLIES

Assemblies are held several times during the year. Students are asked to be respectful of speakers, presenters, and their peers. Students will enter the gym with their class and be seated in a designated area. When dismissed, students will leave with their teachers.



LOCKS AND LOCKERS

School lockers are school district property and are subject to searches by school administration at any time.

Each student is assigned a locker and is responsible for the contents and conditions of that locker. Locker expectations:

- Students are responsible for their assigned locker.
- Students may not share lockers.
- Only school locks may be used.
- No illegal substances, weapons or other prohibited or offensive materials are to be placed in school lockers.
- Lockers must be kept locked at all times.
- Lockers must be kept neat and tidy.
- Students are responsible for any damage to lockers.

PERSONAL PROPERTY/VALUABLES

Students are discouraged from bringing items of significant value to the school. Items of value should be secured in the student's locker. Students should not leave anything of value unlocked in the gym change room.

If an item is lost, students should immediately report the loss to their teacher, check both the office and the "Lost & Found" container.

The school is not responsible for personal items brought to the school.

LOST AND FOUND

Small lost and found items are kept at the main office for students to reclaim. Any small found items can be turned into the office.

Items such as jackets, sweatshirts, shoes, lunchboxes, water bottles, etc. are kept in the "Lost & Found" container across from the cafeteria. Unclaimed items are donated at the end of each term.

SCHOOL BUS

Our School District operates the bus transportation for our students. All students must be registered, and all students must have a bus pass at all times. Lost bus passes should be reported to transportation immediately to ensure uninterrupted service for students. Students are subject to disciplinary action—including denial of service—if they fail to follow the expectations for bus passengers. Please remember that the bus ride to and from school is an extension of the school day, and school expectations continue to apply.

PEDESTRIAN AND VEHICLE TRAFFIC SAFETY

- All posted signs must be followed.
- Students must be aware of vehicles at all crosswalks and in the parking lots.
- The pick-up and drop-off area is in the south parking lot accessed from Cumberland Avenue. The small parking lot north of the bus loop—is for staff and school district parking only – this is not a pick-up/drop-off area.
- The bus loop at the front of the school is for school district buses to access before and after school no other vehicles are permitted to be in the bus loop during these times.

EMERGENCY PROCEDURES

Throughout the school year we will hold emergency drills, including fire, hold and secure, lockdown, earthquake and evacuation drills to better prepare our school for a possible threat or disaster situation.

In the event of a 'real' situation, our foremost priority is to ensure the safety of our students and staff, therefore trained emergency personnel must be able to accomplish their work unimpeded - please do not attempt to communicate with students or the school office – we will make every effort to communicate with our school community as we are able.

INCLEMENT WEATHER INFORMATION

Inclement weather conditions such as freezing rain, significant snowfall or high wind can occur during the fall and winter months. In such conditions, decisions on the opening or closure of school district facilities are made by the Superintendent of Schools, in consultation with management and supervisory staff.

In the event of extreme weather conditions:

- An email will be sent to families.
- Check the School District website www.sd33.bc.ca
- Listen to **STAR FM (98.3 FM)** or **The Drive (89.5 FM** Reports will start after 6:00 a.m. and will be repeated often.

In the event of inclement weather, if the school remains open, parents or guardians can decide whether or not their student(s) attend school based on their assessment of travel conditions and safety.



COMMUNICATION

Education is a shared process between home and school, and good communication is an excellent starting point for resolving issues that may arise. School staff welcome the opportunity to talk with you about your child's education. If you have a concern or question about your child's education, the following steps will help ensure an effective line of communication.

Step 1: Teacher

Please set up an appointment by contacting the teacher or the school so that your concerns can be heard without distractions. They know your child well and most concerns can be addressed at this level of communication.

Step 2: School Administration

If you need extra assistance with your concern or question, your school Vice Principal and Principal are here to assist you.

Step 3: District Staff

If you have questions that you feel were not resolved at your child's school, contact the School District Office at 604.792.1321 and ask for the District Supervisor responsible for the school. The receptionist can provide the name of this contact person. If not resolved at this level, your questions will proceed to the Superintendent.

There are many opportunities to form a relationship with your child's teacher and the school:

Parent/Teacher Conferences

During the conferences, feel free to share important information about your child. Inform the teacher about your child's interests and anything that might impact their learning at school.

Parent Advisory Council (PAC)

The Parent Advisory Council is open to all parents who have students in the school. Meeting dates and times are published in our yearly calendar and on our school website.

In general terms, the functions of the committee are as follows:

- To review and discuss school facilities, policies, programs
- To provide a forum for parents to learn and make enquiries about processes and procedures affecting their children.
- To help create a sense of community within our school neighbourhood so that we can work cooperatively in the interpretation of community attitudes and needs as they relate to the school.

STUDENT SUPPORT SERVICES

MSMS Student Support Services consists of the School Counsellor, Child & Youth Care Worker, Inclusion Teacher, Indigenous Education Teacher, Indigenous Support Worker, Learning Assistance Teachers, Resource Teachers, and English Language Learner Support Teacher.

The MSMS School Based Team members include Student Support Services, Principal, Vice Principal and CORE teachers. The School Based Team coordinates all services and resources available to students at MSMS. They meet weekly and address the needs of our learners. The team may recommend a meeting involving parents/guardians, further assessment of learning needs, socio-emotional support, or other interventions to help support learning as needed.

We seek to support Indigenous learners and include traditional ways of knowing in the curriculum for all learners.

Fair Notice

services. This is referred to as Fair Notice that such a multi-agency program/initiative exists. The Chilliwack Schoo District is committed to providing a safe and inclusive environment for all staff, clients, students and community members, and as such, is a member of the Chilliwack Community Violence Threat Risk Assessment (VTRA or ARTO) Protocol.

WHAT IS A VIOLENCE THREAT RISK ASSESSMENT (VTRA) PROTOCOL?

The protocol is designed to enhance communication between all partners. It is incumbent upon the partners to share necessary and appropriate information that may initiate or facilitate the Assessment of Risk to Others (ARTO) process. It is a trauma-informed and equity-inclusion guided practice that utilizes and Assessment of Risk to Others (ARTO) process to:

• To ensure the safety of all individuals,
• Begin to understand the factors that contribute to the Individual of Concern's (IOC's) threatening or high-risk behaviour,
• View the Individual of Concern (IOC) as in need of intervention and support rather than discipline.
• Be proactive in developing an intervention plan that addresses the emotional and physical safety of the Individual of Concern (IOC). It may include disciplinary action but will include appropriate supports to aid in the Individual of Concern (IOC) in developing and using more appropriate strategies,
• Promotes the emotional and physical safety of all.

It is NOT a Disciplinary tool or response.

WHAT IS A THREAT?

DUTY TO REPORT?

the Individual of Concern had made threats in advance of acting violent To keep our communities safe, staff community members, students, and parents all need to act responsibly and report all threat-related behaviou and high-risk activities. This report can be made to any community partn and high-risk activities. This repo of the Chilliwack VTRA/ARTO Pr

When a report of a threat is received by any member of this protocol, and upon screening it is determined the threshold for the "Categories of Action" is met, the Chilliwack VTRA/ARTO Protocol will be activated.

"Categories for Action" may include, but are not limited to:

- · Serious violence or violence with intent to kill.
- Violence with intent to do serious bodily harm.
- Verbal/written threats to kill others ("clear, direct and plausible"). . Verbal/written threats to do serious bodily harm ("clear, direct and
- Social Media/Technology generated threats to harm/kill others.
- Possession of weapons (including replicas),
 Bomb threats (making and/or detonating explosive devices),
- · Fire setting.
- Sexual intimidation or assault.
- · Ongoing pervasive and targeted bullying and/or harassment,
- · Gang related intimidation and violence
- · Hate incidents motivated by factors including, but not limited to, race, culture, religion, and/or sexual and gender
- Suicidal ideation or attempts as related to "Fluidity" or "Conspiracy to Two or More".



CAN I REFUSE TO PARTICIPATE?

the process. If for some reason there is a reluctance to participate in the process, by either the Individual of Concern or

parent/guardian, the threat assessment w continue in order to ensure and restore a

safe and inclusive environn

Mount Slesse Middle School

CODE OF CONDUCT

Purpose

At Mount Slesse Middle School, we are committed to fostering a learning environment that is safe, respectful, inclusive, and supportive. This Code of Conduct outlines clear behavioural expectations and reflects our shared responsibility to uphold a positive school culture. Grounded in the principles of inclusion, equity, student well-being, and restorative practice, it aligns with the BC K–12 Education Plan's vision of creating welcoming, caring, and nurturing learning environments for all members of our school community - students, staff, and families. This Code of Conduct is developed in accordance with School District 33's AP 321: Student Code of Conduct and informed by the following policies and frameworks:

- SD33 Policy 310: Student Expectations, Rights and Responsibilities
- SD33 Policy 313: Safe Schools
- Administrative Procedure 302: Student Behaviour Support
- BC Human Rights Code
- Safe, Caring and Orderly Schools
- Positive Behaviour Interventions and Supports (PBIS)

These policies affirm the rights of all students to learn free from harm, discrimination, or disruption, and guide our approach to behaviour, relationships, and student support.

This Code of Conduct will be taught, modelled and reinforced through school-wide instruction, assemblies, and classroom activities. It will be reviewed annually with input from students, staff, and families (PAC).

Student Rights and Responsibilities

As outlined in SD33 Policy 310, students have the right to:

- Be treated with dignity and respect
- Learn in an environment that is inclusive and free from discrimination or harassment
- Receive guidance and support when facing challenges
- Express themselves questions safely and with respect

And the responsibility to:

- Attend school regularly
- Respect the rights of others
- Follow school and classroom expectations
- Contribute positively to the school community
- · Learn from mistakes and work to make things right

Respect for Others - Language, Identity, and Dignity

Every person deserves to feel safe and accepted at school in accordance with <u>BC Human Rights Code</u>, <u>SD33 Policy 310</u>, and <u>SD33 Policy 313</u>.

- Racist, homophobic, sexist, ableist, or otherwise discriminatory language is not acceptable.
- This includes slurs, jokes, or insults targeting someone's identity, background, or culture.
- Students will be supported in learning why it's harmful and how to repair trust.
- Repeated or serious violations will result in formal consequences and a restorative process.

All members of our school community have the right to report unsafe or harmful behaviour without fear of retaliation. The school will take all reasonable steps to prevent retaliation against anyone who brings forward a concern or participates in resolving a conflict. Any allegations of retaliation will be taken seriously and addressed following district and provincial guidelines.



The MSMS Code of Conduct applies to all students:

- While at school or on school property
- During travel to and from school
- At school-organized or district events, including field trips, sports events, and dances
- During online interactions that affect the school environment

Important Guidelines and Clarifications

Staff Directions All students must respectfully follow directions given by school staff, including teachers, EAs, office staff, administrators, and lunch supervisors.

Respecting adult guidance supports a safe and caring environment.

Respectful Language Students must use respectful language. Swearing, shouting, and disrespectful or violent language is not acceptable.

Hands-Off/Feet-Off Physical contact is not allowed at school—even between friends. This includes rough play, play fighting, pushing, grabbing, kicking, or public displays of affection (PDA). Fighting, physical aggression, or threatening behaviour will result in consequences and depending on the severity may involve other district-level processes.

Bullying and Unkind Behaviour Everyone has the right to feel safe, accepted, and respected at school. Bullying, whether it happens in person, online, or through rumours is not acceptable. This includes name-calling, threats, exclusion, or repeated unkind behaviour. We expect all students to treat one another with kindness and to support each other. If you see bullying or unkind behaviour, tell a trusted adult, support the person being targeted, or speak up if it feels safe. Our school uses restorative practices to help repair harm and build a respectful, caring community. Serious or ongoing bullying will lead to further support or consequences as necessary.

Student Dress Guidelines In alignment with <u>SD33 Policy 311</u>, students are expected to wear clothing that is appropriate, respectful, and safe for a school learning environment.

- Clothing should allow full and safe participation in classroom and physical activities.
- Clothes must not display offensive language, promote drugs, alcohol, or violence, or include discriminatory messages.
- Hats and hoodies are allowed but must be removed when requested for safety or learning purposes.

Substances Smoking, vaping, drugs, and alcohol are not allowed at school or in the surrounding area at any time. Items will be confiscated; parents will be contacted and appropriate consequences will be applied. (SD33 Policy 314 – Student Substance Use)

Searches and Student Safety In line with <u>AP 308 – Student Search and Seizure:</u>

- Staff may search student belongings or lockers if there is reason to believe that school rules have been broken or someone's safety may be at risk.
- Lockers are school property and may be opened by staff when needed.
- All searches are done respectfully, with at least two adults present, and students will be included in the process whenever possible.
- In serious situations, the school may contact district officials or the RCMP to ensure student safety.

Dangerous Items and Weapons The following are **not allowed** at school, on the bus, or at school events:

- Firearms (real, toys or replicas)
- Knives
- Pepper/Bear spray or other chemical substances
- Lighters or matches
- Any object intended to cause harm, intimidate, or threaten

If a student brings a dangerous item or weapon, the school will respond seriously. This may include disciplinary action, suspension, or contact with the RCMP. (AP 315 – Weapons)

Mobile Devices (SD33 AP 318 - Student Cell Phone And Digital Device Use)

- Phones and personal devices must be turned in to teachers at the beginning of the day and will be returned at dismissal.
- Devices may only be used during class when permitted by a teacher.
- Photos, videos, or recordings at school are not allowed unless with teacher permission for assignments.
- Students are not permitted to use Social Media during the school day.



Computer & Internet Use

- Use school devices for learning only
- Do not access or share inappropriate content
- Cyberbullying and misuse of devices will be taken seriously and may result in the loss of technology use
- Follow the Acceptable Use Agreement at all times

Backpacks

- Keep backpacks in your locker during the school day.
- Do not carry backpacks between classes.
- This helps keep hallways safe, clear, and calm.
- It also protects personal belongings from being lost or stolen.

Pop, Slurpees, and Energy Drinks

- Not permitted at school
- Will be confiscated and returned at the end of the day
- MSMS is a closed campus students may not leave school to buy drinks/snacks

Bicycles, Skateboards, Scooters, and Rollerblades

- Helmets are required to and from school
- Walk your wheels on school grounds
- Store in designated areas (bikes locked; boards/scooters in racks)
- E-bikes and e-scooters are not allowed for students under age 16 (see provincial guidelines: e-bikes and escooters

Respecting Property

- Take care of school property and the belongings of others
- Report accidental damage immediately
- Deliberate damage or vandalism will result in consequences and restitution

Selling Goods at School

- Students are not permitted to sell or trade items (snacks, clothing, tech, etc.)
- Only school-organized, staff-led fundraisers are allowed

Plagiarism and Academic Honesty

- Do your own thinking and learning
- Plagiarism and cheating may result in the assignment having to be redone with support as needed – taking accountability for learning is part of the process

Celebrating Positive Behaviour We recognize students who demonstrate leadership through kindness, safety, and responsibility.

- Classroom and school-wide HOWL outs
- Leadership opportunities
- Recognition in assemblies
- · Positive notes or calls home

Our School-Wide Expectations At MSMS, we show leadership and good character by choosing to:

Be Kind

- Use respectful words and actions
- Help others and include classmates
- Think about how your actions affect others

Be Safe

- Keep hands, feet, and objects to yourself
- Report unsafe behaviour or concerns to an adult
- Follow safety rules in all areas, including online

Be Responsible

- Do your best in learning and behaviour
- Take care of your belongings and school property
- Follow through on commitments and own your actions

Our Expectations in Practice

Setting	Be Kind	Be Safe	Be Responsible
Classrooms	Listen, share, include others	iStav seated, follow directions – i	Come prepared, stay on task, do your own work
Hallways	Smile, greet politery	Walk calmly, give space to others	Go directly where you need to go
Gym/Playground	isnare equipment, play fair	Use safely, stay in supervised areas, hands off/feet off	Return equipment, clean up
Washrooms	Respect privacy and space	Wash hands, report issues	Return quickly to class
Online	Communicate kindly	Use safe, approved websites	Use tech for learning, follow AUA



Restorative and Supportive Practices When behaviour does not meet expectations, we focus on teaching and repairing relationships. We use strategies such as:

- One-on-one conversations
- Restorative meetings or guided conflict resolution
- Reflection activities or behaviour support plans
- Collaboration with counsellors and other school and district supports

When school expectations are not met, staff may need to communicate with others to ensure safety, support, and understanding. This may include:

- Parents, guardians, or caregivers of the students involved.
- School district staff, as outlined by district policies.
- RCMP or other community agencies, when needed.
- The broader school community, when it is important to provide reassurance and maintain a safe, caring environment

Disciplinary Responses consider:

- The severity and frequency of the behaviour
- The student's age and needs
- · Opportunities for learning and making things right
- Protection of others' safety and rights

Levels of Progressive Intervention

Level	Type of Behaviour	Examples	Progressive Response
		Off-task, unkind comment, lateness, lack of engagement in lessons	Redirection, reteaching, reminder of expectations
IILevel 2	·		Restorative chat, behaviour reflection, contact home, minor consequence
iiLevel 3		Defiance, unsafe hands, property damage, inappropriate language	Referral to admin, collaborative plan, problem- solving conference, in-school or out of school suspension as appropriate
III evel 4	_	aggression, discriminatory remarks	Admin involvement, safety plan, family meeting, restorative plan, in-school or out of school suspension as appropriate
III evel 5	· ·	-	Suspension, re-entry plan, counselling, District notification when appropriate

