



## Respect, Responsibility, Right Choices School Handbook 2025-2026

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**VISION** At Harry Miller Middle School, we work together to develop respectful and independent lifelong learners.

**MISSION** At Harry Miller Middle School we promote pride in achievement through learning by showing respect for one another, responsibility for excellence and making right choices for our future and community.

**Welcome to Harry Miller Middle School!** We are excited that you are with us to learn and develop into the successful people we know you will become. Your success in school depends mainly on you. Have confidence in yourself, your abilities, and have a positive attitude. Consistent effort will help you reach your goals!

### **COMMUNICATION**

We have a variety of communication methods for families and for students. Students will learn how to effectively use their Microsoft Teams and Office 365 while home and at school.

Please note that the ASD-S and school websites are 'under construction'. **School Messenger e-mails** will be the most useful form of weekly communication for events, activities, etc. throughout the school year. Please make sure that we have your most updated e-mail address(es) for this communication. We also have **HMMS Families Facebook page** for ongoing communication of events.

### **STUDENT BEHAVIOUR & CODE OF CONDUCT**

The 3 Rs of HMMS:

**Respect** of self and others

**Responsibility** for actions

**Right** choices

Students are expected to follow the 3Rs at all times. At school, staff will review our posted Behaviour Matrix (in cafeteria, gym and hallways) for expectations within the school. All students, families and school staff have the right to be and feel safe in their school community. With this right, comes the responsibility of all to be accountable for actions, particularly ones that put at risk the safety of oneself or others. We are consistent with our expectations of "words off" and "hands/feet off". Failure to comply may result in being sent home or loss of privileges.

## **ATTENDANCE MATTERS**

The NB Education Act and ASD-S Policy 365 reflect that students are required to attend school regularly. We ask that you notify the school of absences using the Safe Arrivals program. Students are to arrive at school on time and prepared to begin work. All students arriving after 8:30 a.m. must report to the main office and sign in with the administrative assistant, Ms. Hickey. Homeroom teachers will be reaching out to you at 5 and 10 days absent. Administration will reach out at 15 days absent and schedule a meeting with the family. We want to have positive and ongoing communication with families in order to support you and your child. Excessive tardiness and absence may also be referred to the Department of Social Development in accordance with provincial policies.

## **HMMS CELL PHONE POLICY**

Since January 2024, HMMS has had a strict Cell Phone Policy which has been very positive for our school environment. Cell phones are to be put away for the school day, once students enter the school, until the time they exit the building at dismissal time (2:50 p.m.). Each student will receive a copy of the HMMS Cell Phone Policy form to review with their family and for both the student and guardian to sign at the start of the school year.

Cell phones/other electronic devices in the school environment can become a distraction to the learning community and a detriment to students' social-emotional and overall mental health. If cell phones are not required for after school activities, we encourage that cell phones are left at home. We have school phones in the main office that students may use in the case of an emergency and students are to come to the office should they need to contact you by phone.

## **DRESS CODE**

Staff and students attending Harry Miller Middle School are expected to meet acceptable standards of dress and grooming. These guidelines include neat, clean and school-appropriate clothing. Students will wear a top and a bottom that is not see-through and covers private areas. Undergarments (such as sports bras) and sleepwear (pj pants) are not to be worn at school. Clothing that promotes or symbolizes drugs, alcohol, illegal activity, hate, discrimination, profanities and pornography, such as 'PlayBoy', are not to be worn and students will be asked to change. Outdoor coats, hats, and personal items are to be kept in lockers and should be removed upon entering the building.

## **HMMS CUSTODIANS**

We are very fortunate to have three custodians on our staff: one during the day and two in the evening. Our custodians are responsible for keeping our school in good order, and these duties can be best fulfilled if our custodians have the full cooperation of all HMMS students and staff. With the 3R's at HMMS, we expect our students and staff to respect, be responsible and make right choices in taking the necessary time to help keep our school property and surrounding areas clean and safe for all. We are filled with Blue Bear Pride!

## **EMERGENCY AND LOCK DOWN PROCEDURES**

Whenever a fire alarm or emergency evacuation alarm sounds, all students and staff must leave the building via the assigned exit. Directions are given to all students on their first day and practiced throughout the year. Students are not to touch alarm boxes or fire extinguishers unless there is an emergency. To do so is a criminal offence. 'Lockdowns' will be practiced throughout the year. School doors are always locked and there is a buzzer and camera on our main doors.

## **LOCKERS**

Lockers and combination locks are the property of the school and as such subject to search without notice by school administration in accordance with Provincial Policy 712. Only combination locks provided by the school may be used. A master list of lockers and lock combination numbers for each class is maintained by the homeroom teacher.

## **THE DEN**

"The Den" is a newly formed parent/guardian volunteer group established in 2024-2025, that assists with larger events and fundraising efforts within the school. This group is led by Tasha Warren and Caitlin Allison, and if you are interested in joining this group, you can sign up during Open House or e-mail "the Den" at [hmmstheden@gmail.com](mailto:hmmstheden@gmail.com) Thank you for your support!

## **PARENT SCHOOL SUPPORT COMMITTEE**

The Parent School Support Committee (PSSC) focuses on the educational priorities facing its school, while the administrators take care of the day-to-day operation of the school. The PSSC advises principals on the quality of education issues, such as school improvement plans and student achievement. The PSSC will be expected to focus on its advising and school improvement role and is a committee of between 6 and 12 members who are elected to ensure that the voice of the school community is heard.

## **PLAGIARISM**

Copying published information and using it in your own work without proper citation is plagiarism. This is a serious academic offense and there will be consequences as a result, assigned by the subject teacher in collaboration with admin. As per Policy 311, requiring review by families and students at the start of the school year, School AI or other EECD approved AI resource, may be used under the supervision of the subject teacher and with parent/guardian permission.

## SCHOOL BUS RULES

The bus driver and the school are responsible for student safety once they leave home; therefore, students who travel on buses are expected to obey the instructions of the driver, to refrain from noisy behavior, and to remain in their seats at all times. The bus drivers have been directed to report uncooperative students and safety concerns to the administration. Students are to travel on their assigned bus only. As per the HMMS Cell Phone Policy, students are not to take pictures or videos while on their buses. The school is responsible for students until they reach their homes.

## SCHOOL VISITORS

Upon entering the school, visitors must check in at our main office to sign in. If you would like to meet with any of our teachers, please schedule a time in advance for a meeting. Please call our main office or e-mail the teacher directly to set up a time.

## SIGN-OUT POLICY

HMMS is a closed campus and all students are to remain on school property unless signed out by a family member (as is noted in our school database). Students may sign in on their own if they are arriving after the start of the school day. Any student being excused from school is to report to the office, wait for their drive and then sign out with Ms. Hickey, our administrative assistant.

## STUDENT DROP OFF/PICK UP AREAS AND PARKING

The student drop-off/pick-up area is at the Rothesay Arena parking lot and vehicles are not to enter the 'loop' around the front of the school as a result of bus traffic during these hours in the morning and also at the end of the school day. After 8:30 a.m. and before 2:30 p.m., you may use the parking area in front of the school and would ask that you pay close attention to the no entry sign at the bottom of the main drive. Thank you in advance for keeping our students and staff safe each day.

## SCHOOL FEES: STUDENT FEES AND ATHLETIC FEES

A **Student fee of \$40** is charged to all students and covers the cost of locks, school swag, guest speakers, monthly birthday celebrations, agendas (grade 6 students and some grade 7 students, as needed), Technology fee (required to assist with the costs of the various modules) and other school activities/events.

**Athletic fees** are required from all athletes before their first practice/game. Student athletes will not be able to participate until their student fee and athletic fee are both paid. The fee required depends on the costs associated with each sport. Fees cover the cost of referees, field/gym use, tournaments, and uniforms. If there are financial concerns, please reach out directly to the school administrators.

## PROTECTION OF PUPIL INFORMATION/RTIPPA

ASD-S and schools comply with legislation that protects students' personal information. The Education Act, Right to Information and Protection of Privacy Act (RTIPPA) and the Personal Health Information Privacy and Access Act (PHIPPA). We will be sending home RTIPPA form at the start of this school year requiring your parent/guardian signature on each specific instance the school may want to use your child's personal information. This may include, but is not limited to name, grade, student picture in celebrations, student achievement, school photos, positive school news/posts on social media.

## SAFE ARRIVAL AND SCHOOL MESSENGER

In ASD-S one of our greatest priorities is ensuring that all our students arrive safely at school each day. With **SafeArrival**, you are asked to report your child's absence in advance using any of these three convenient methods: Using your mobile device, download and install the **SchoolMessenger app** from the App Store or the Google Play (or from the links at <https://go.schoolmessenger.ca>). The first time you use the app, select **Sign Up** to create your account (use the email address you have on file with the school). Select **Attendance** then **Report an Absence**.

If you use the SafeArrival website, <https://go.schoolmessenger.ca> the first time you use the website, select **Sign Up** to create your account. Select **Attendance** then **Report an Absence**.

Call the toll-free number **1-833-219-9065** to report an absence using the automated phone system.

These options are available 24 hours/day, 7 days a week. Future absences can be reported at any time. We will use the **SchoolMessenger Communicate** automated notification system to contact parents whose child is absent when the absence was not reported in advance. The automated notification system will attempt to contact parents at multiple contact points until a reason is submitted for the absence. If our system is unable to reach the designated contacts, office staff will follow up. If you report your child's absence in advance using the **SafeArrival** toll-free number, website or mobile app, you will **NOT** receive these notifications.



# HMMS School-Wide Behavioral Expectations

	Be Respectful	Be Responsible	Be Safe
<ul style="list-style-type: none"> <li>School Wide</li> </ul>	<ul style="list-style-type: none"> <li>Follow adult directions</li> <li>Exhibit manners and kindness</li> <li>Use appropriate volume</li> <li>Respect others' personal space</li> <li>Respect others' property</li> </ul>	<ul style="list-style-type: none"> <li>Keep devices locked up</li> <li>Participate as directed</li> <li>Clean up after yourself</li> <li>Use equipment properly</li> <li>Be prompt</li> </ul>	<ul style="list-style-type: none"> <li>Keep your hands and feet to yourself</li> <li>Remain in assigned locations/within boundaries</li> <li>Use equipment safely</li> <li>Walk (except in gymnasium)</li> </ul>
<ul style="list-style-type: none"> <li>Learning Areas</li> </ul>	<ul style="list-style-type: none"> <li>Raise your hand</li> <li>Contribute to a learning atmosphere</li> </ul>	<ul style="list-style-type: none"> <li>Be prepared to learn</li> <li>Complete assignments on time</li> </ul>	<ul style="list-style-type: none"> <li>Complete sign in/sign out form</li> <li>Push in your chair</li> </ul>
<ul style="list-style-type: none"> <li>Cafeteria</li> </ul>	<ul style="list-style-type: none"> <li>Use indoor voice</li> <li>Invite others to join you</li> </ul>	<ul style="list-style-type: none"> <li>Remain at one table</li> <li>Push in chair</li> </ul>	<ul style="list-style-type: none"> <li>Eat in designated areas</li> <li>Be seated</li> </ul>
<ul style="list-style-type: none"> <li>Bathroom and Change Room</li> </ul>	<ul style="list-style-type: none"> <li>Keep these rooms clean and dry</li> <li>Protect the privacy of others</li> </ul>	<ul style="list-style-type: none"> <li>Flush toilet &amp; wash hands</li> <li>Dispose of paper products properly</li> </ul>	<ul style="list-style-type: none"> <li>Report any problems</li> <li>These are electronics-free areas</li> </ul>
<ul style="list-style-type: none"> <li>Hallways</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that others may pass</li> <li>Respect hallway displays</li> </ul>	<ul style="list-style-type: none"> <li>Ensure you have what you need for your next class, then lock up locker.</li> </ul>	<ul style="list-style-type: none"> <li>Travel on the right side</li> <li>Walk</li> </ul>
<ul style="list-style-type: none"> <li>Outdoors / School Property</li> </ul>	<ul style="list-style-type: none"> <li>Stay clear of doors</li> <li>Include others</li> </ul>	<ul style="list-style-type: none"> <li>Return equipment</li> <li>Place litter in the garbage</li> </ul>	<ul style="list-style-type: none"> <li>Stay off the main driveways</li> <li>Dress for the weather</li> </ul>



**ANGLOPHONE SOUTH SCHOOL DISTRICT  
SCHOOL CALENDAR – 2025-2026  
June 2025**

<u>MONTH</u>	<u>DATES</u>	<u>EVENTS</u>
<b>September</b>	<b>1</b>	<b>Labour Day – Statutory Holiday – NO CLASSES</b>
	<b>2</b>	<b>First Day for Grades 1-5</b>
	<b>2</b>	<b>Transition Day – First Day for Grade 6 and Grade 9 (Schools with combined levels [Elementary/Middle, Middle/High, K-12] will communicate their transition plan)</b>
	<b>2/3</b>	<b>Transition Days – First Day for Kindergarten (half of students attend on either day. Schools will communicate plan)</b>
	<b>3</b>	<b>First Day for Grades 7-8; 10-12</b>
	<b>26</b>	<b>Professional Learning – NO CLASSES</b>
	<b>30</b>	<b>National Day for Truth and Reconciliation – NO CLASSES</b>
<b>October</b>	<b>13</b>	<b>Thanksgiving Day – Statutory Holiday – NO CLASSES</b>
	<b>14-17</b>	<b>Registration for Students Entering Kindergarten in 2026-2027</b>
<b>November</b>	<b>4</b>	<b>9-12 – Report Cards Issued</b>
	<b>10</b>	<b>School Improvement Planning – NO CLASSES</b>
	<b>11</b>	<b>Remembrance Day – Statutory Holiday – NO CLASSES</b>
	<b>21</b>	<b>K-8 – Report Cards Preparation – NO CLASSES</b>
	<b>21</b>	<b>9-12 – Parent/Teacher Interviews/Professional Learning – NO CLASSES</b>
<b>December</b>	<b>1</b>	<b>K-8 – Reports Cards Issued</b>
	<b>5</b>	<b>K-8 – Parent/Teacher Interviews/Professional Learning – NO CLASSES</b>
	<b>19</b>	<b>K-12 – Last Day of Classes</b>
	<b>22-31</b>	<b>Holidays – NO CLASSES</b>
<b>January</b>	<b>1-2</b>	<b>Holidays – NO CLASSES</b>
	<b>5</b>	<b>First Day of Classes</b>
	<b>19-23</b>	<b>9-12 – English Language Proficiency Assessment /Demonstration of Learning/Course Recovery</b>
	<b>26-27</b>	<b>9-12 – Turnaround Days – NO CLASSES</b>
	<b>28</b>	<b>9-12 – Semester 2 Begins and Report Cards Issued</b>
<b>February</b>	<b>16</b>	<b>Family Day – Statutory Holiday – NO CLASSES</b>
<b>March</b>	<b>2-6</b>	<b>March Break – NO CLASSES</b>
	<b>13</b>	<b>K-8 – Report Cards Preparation – NO CLASSES</b>
	<b>30</b>	<b>K-12 – Reports Cards Issued</b>
<b>April</b>	<b>2</b>	<b>K-12 – Full Day – Parent/Teacher Interviews/Professional Learning – NO CLASSES</b>
	<b>3</b>	<b>Good Friday – Statutory Holiday – NO CLASSES</b>
	<b>6</b>	<b>Easter Monday – Statutory Holiday – NO CLASSES</b>
<b>May</b>	<b>1</b>	<b>NBTA Council Day – Provincial – NO CLASSES</b>
	<b>4</b>	<b>NBTA Branch Meeting Day – NO CLASSES</b>
	<b>18</b>	<b>Victoria Day – Statutory Holiday – NO CLASSES</b>
<b>June</b>	<b>8-12</b>	<b>9-12 – Assessment/Demonstration of Learning/Course Recovery</b>
	<b>19</b>	<b>K-12 – Last Day of Classes – Final Report Card Day (FULL DAY)</b>

As of August 25, 2025

### HMMS Timetable 2025-2026

	<b>HOMEROOM</b>	HR	8:30	8:40
	<b>1</b>	1	8:40	9:40
	<b>BREAK</b>	BREAK	9:40	9:55
	<b>2</b>	2	9:55	10:55
	<b>3</b>	3	10:55	11:55
	<b>LUNCH</b>	LUNCH	11:55	12:45
	<b>4</b>	4	12:45	13:45
	<b>5</b>	5	13:45	14:45

Dismissal is at 2:50 p.m.

## **FRENCH IMMERSION LEARNING CONTRACT 2025-2026**

We are pleased that your child is in the French Immersion program this school year (Late French Immersion, LFI; Early French Immersion, EFI) at HMMS. Each student in French Immersion must be committed to speaking, listening and writing in French, as well as working to the best of their ability both at school and at home. Students should put forth the effort and enthusiasm in learning the language throughout the school year.

Please find below the learning expectations for your child as they continue their learning in the FI program. This will ensure their success this year and in years to come.

We would ask that you review these with your child and then sign and return to your child's homeroom teacher.

**Expectations at school:** In FI classes, students must:

- Speak French during class, with teacher(s), other students, in groupwork etc.
- Actively participate in class discussions, speaking French
- Use each opportunity to speak French outside of class time
- Use reading strategies in all subjects to help learn new vocabulary terms and to increase understanding
- Use available resources for reading and writing
- Take advantage of extra help from teachers, at the designated times available and during class times

**Expectations at home:** Students are to:

- Read in French at home on a regular basis
- Review classwork, notes, and readings

**Suggestions for increasing learning outside of school:** Students can:

- Find opportunities to speak French at school and outside of school
- Listen to French TV, radio, or appropriate videos to become better accustomed to hearing others speak French
- Use language learning apps (such as Duolingo) to learn new vocabulary, and play online French games

**Students may experience these challenges if they cannot meet these expectations:**

- Limited growth in reading, writing and speaking in French language
- Difficulty in meeting outcomes in all subjects due to lack of understanding and therefore could impact success in future grades

We want your child's experience in learning French to be very positive. We appreciate your support in helping your child be successful in the French Immersion program. Learning a new language and being able to communicate in this language (speaking, listening, reading and writing) have great advantages both now and in the future for our children. Thank you once again, and if you have any concerns throughout your child's middle school years, please don't hesitate to reach out to your child's FI teachers or to administration.