

# Henry Munro Middle School

## 2024-2025

## Family Handbook



*We would like to acknowledge that our schools are on unceded Algonquin Territory,  
and thank the Algonquin Nation for hosting us on their land.*



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## **ABOUT US**

At Henry Munro we recognize each individual within our community and we value all differences, skills, talents, interests, cultural backgrounds, aspirations and special needs. We strive to instill in our students the skills, attitudes and knowledge required to become self-directed and self motivated problem solvers, with a life-long love of learning. We support high curriculum expectations in a positive and supportive learning environment, maintaining strong bonds with the home and community.

## **OCDSB MISSION STATEMENT**

The OCDSB challenges all students to achieve personal excellence in learning and responsible citizenship within a safe, equitable, diverse and caring environment.

## **PRINCIPAL'S MESSAGE**

Henry Munro is home to nearly 520 grade 6, 7 and 8 students. We offer programs in English and Early French Immersion.

As LIONS, we demonstrate acceptance, perseverance and responsibility in everything we do. We urge all of our students to think about the many ways they can contribute to and benefit from the variety of opportunities available to them at Henry Munro. We challenge each and every one of our students to achieve their personal best. The staff is dedicated in their efforts to offer rich experiences for each student while supporting them on their journey.

The students' contributions to our community through fundraising efforts in support of the many charities such as the Mission, the Food Cupboard, Snowsuit Fund and CHEO are very impressive.

We have a culture of high expectations for our students. In today's society, it is so critically important for all to meet their potential, which includes completing homework to the best of one's ability, participating actively in learning and demonstrating good character. The world belongs to them and the possibilities are endless. With hard work and dedication to their education, students are capable of achieving anything they set their minds to.

We have the privilege of daily student contact with all grades. With pride we visit their classrooms, talk with their teachers, enjoy their presentations and share their plans for the future. We thoroughly enjoy being your Principal and Vice-Principal.

Seema Guram and Anita Scaffidi

## **CODE OF CONDUCT**

Families and schools are partners in preparing our young people for a fulfilling, responsible, adult life in our society. In order to develop and mature into productive citizens, students require: access to education, opportunities to develop a strong sense of self-worth, self discipline, respect for themselves, others and property and the assumption of responsibility for their own learning and behaviour. Our Code of Conduct is founded on respect for self, others and property. (OCDSB policy P.125.SCO).

At Henry Munro, staff, students and families are expected to:

- Show respect (self, students, staff and property)
- Be punctual and ready for learning
- Complete work on time
- Take responsibility for any actions or words that may be harmful to the health, safety and well-being of themselves and others

OCDSB follows a progressive discipline model to build upon and promote positive behaviours. Progressive discipline is a whole-school approach that utilizes a continuum of prevention and interventions, approaches, supports and consequences to address inappropriate behaviour.

## **HMMS SCHOOL YEAR CALENDAR 2024-2025**

PA Day: Friday, September 27, 2024

Thanksgiving Holiday: Monday, October 14, 2024

PA Day: Friday, November 8, 2024

PA Day and Parent/Teacher Interviews: Friday, November 29, 2024

Winter Holiday Break: Monday, December 23, 2024 to Friday, January 3, 2025

PA Day: Friday, January 24, 2025

PA Day: Friday, February 14, 2025

Family Day: Monday, February 17, 2025

March Break: Monday, March 10 to Friday, March 14, 2025

PA Day: Friday, March 28, 2025

Good Friday: Friday, April 18, 2025

Easter Monday: Monday, April 21, 2025

Victoria Day: Monday, May 19, 2025

PA Day: Friday, June 6, 2025

Last Day of School: June 27, 2025



An OCDSB monthly calendar is also available [on the OCDSB website](#).

## OUR SCHOOL DAY

Our school works on a balanced school day schedule from Monday to Friday, with three large blocks of instructional time and two nutritional breaks.

Below you will see the breakdown of our regular hours for our grade 6 to 8 students.

Our school hours are:

|                  |                        |
|------------------|------------------------|
| 7:30am           | School Office Opens    |
| 7:45am           | Supervision Begins     |
| 8:00am -10:00am  | Instructional Block    |
| 10:00am -10:45am | Recess/Nutrition Break |
| 10:45am -12:45pm | Instructional Block    |
| 12:45pm -1:30pm  | Recess/Nutrition Break |
| 1:30pm -2:30pm   | Instructional Block    |
| 2:30pm           | Dismissal              |
| 3:00 pm          | Office Closes          |

At Henry Munro, we value learning time. Please make sure that your child arrives on time for school ready to learn. As well, please try to schedule appointments (medical,

dental or other) at times where it does not interfere with learning. We thank you in advance.

## **Henry Munro Middle School**

### School Procedures

#### **ATTENDANCE**

Regular attendance is the basis for academic achievement and success in school. The Ontario government requires that all students attend classes punctually and regularly. Families are asked to report any lates or absences by either calling 1-833-202-1417 or using the School Messenger App or going to the website [go.schoolmessenger.ca](http://go.schoolmessenger.ca) before 8:30am. Please use [this document](#) to assist you with our system.

Parental permission is required for a student to leave the school during the school day. If your child is being picked up, it is necessary to identify who will be picking them up. We will not release a child to an unidentified person without a written note. The adult must sign out students at the office. Upon returning to school the student must report to the office to sign in.

If buses are cancelled - Parents of bused students do not have to call in their absences as it is assumed that they will stay home.

PARENTS OF STUDENTS WHO DO NOT TAKE A BUS must report their absences.

- ★ It is very important that the Main Office be informed of any address, telephone and/or email changes so that the school can reach parents/guardians during the school day when necessary or in case of an emergency. Your parent/guardian can update your contact information by email to [henrymunrooms@ocdsb.ca](mailto:henrymunrooms@ocdsb.ca)

#### **LATE ARRIVAL**

Students are expected to be in class and on time. All students who arrive late to school must sign in at the main office. Recurring absences and/or lates are documented. If required, the Vice-Principal and school Social Worker will work with a family in order to support school routines and rectify lates and absences.

## **PARKING AND STUDENT DROP OFF**

We ask that all adults dropping off children at the school refrain from using the drop off loop or parking their vehicle in the parking lot. No vehicles should ever be stopped or parked in the bus loop. During school start-up, monitors will be present to guide you. Arrival and dismissal are busy times so please consider asking your child to walk, bike (or other) to school. If you must use your vehicle for transportation, please consider parking on a side street or using the *Annunciation of the Lord Church* parking lot and then walking.

## **TRANSPORTATION**

Students must observe safe rules of conduct while on school buses. In cases where safety rules are not followed, the driver will first seek the cooperation of the student. If the student will not cooperate, the driver will report the student to the principal or vice-principal, who will take whatever corrective action is warranted. For repeated problems, this may include the withdrawal of transportation services for a specific period of time.

While travelling on a bus, students must abide by all HMMS policies and the OCDSB student code of conduct. Failure to do so may result in withdrawal of bus privileges.

You must get on and off your bus at the assigned time and stop.

Students are only permitted to ride the bus to which they are assigned.

The Ottawa Student Transportation Authority (OSTA) can be contacted at 613-224-8800 or [www.ottawaschoolbus.ca](http://www.ottawaschoolbus.ca).

We encourage students and families to subscribe to the OSTA mailing list for updates for notifications of late or cancelled busses (subscribe at <http://www.ottawaschoolbus.ca/cancellation-delay-details/> and see the bottom left part of the screen for "Subscribe to Receive Email").

You may also use the Bus Stop Finder to check for delays to student bus stops at <https://ostabusplanner.ottawaschoolbus.ca/StudentLogin.aspx>

## **BICYCLES, SKATEBOARDS, ROLLER BLADES, ETC.**

Students riding bicycles to school should be prepared to secure them while at school. Henry Munro is not responsible for the security of bicycles left at school. Bicycles, skateboards and rollerblades (and others) should not be ridden once a student is on Henry Munro property. Students are asked to walk their bicycles when on school grounds. Bicycle helmets must be worn by all cyclists under the age of 18 years old.

## **YARD SUPERVISION**

Supervision in our school yard begins at 7:45am. Students may arrive from 7:45am on to ensure their safety. Students must be picked up at 2:30pm when school ends. There is no supervision on the yard after 2:30pm.

## **RECESS**

Students will be going outside everyday for recess. The office monitors the weather for heavy rain or extreme cold and will make decisions accordingly. Students must be dressed for the day's weather. Light rain will not result in an indoor recess. Jackets with hoods are optimal for our unpredictable weather conditions.

## **HALL AND YARD ROUTINES**

In order to promote safety in the school when moving from class to class, students should walk at all times in an orderly fashion. The front schoolyard and the parking lot areas are out of bounds to students unless under the supervision of a staff member.

## **LOCKERS**

Lockers are the property of the Ottawa-Carleton District School Board. They are on loan to students and must be properly maintained.

Lockers are assigned at the beginning of the school year and you may use only the one locker registered to you and are not to be shared with another student.

Combination locks are encouraged as your locker combination is shared with the Homeroom Teacher. Keyed locks will be cut in the event that the locker needs to be

accessed.

Locks are available in the Main Office for \$5.00.

Students must clear out their lockers at the end of the school year; if not, valuables left behind will be donated to a local charity.

A search of lockers by School or District Administration is lawful at any time, without notifying the occupant, if there is reasonable cause to do so.

The school cannot assume any responsibility for items kept in student lockers. If you bring valuable items to school, you do so at your own risk. It doesn't happen very often but sometimes locker theft does happen. If this should occur, report the incident to the Main Office as soon as possible.

## **ATHLETICS**

We encourage students to participate in sports activities offered at school. One of the best things you can do is to try out for school teams. Get involved! Playing for your school is a rewarding educational experience. Acceptable standards of behaviour, attendance, and academic progress must be maintained to remain eligible to participate, as stated in the Athletic Code of Conduct.

Student-Athletes are privileged to represent Henry Munro Middle School and should conduct themselves as suitable ambassadors for our school at all times. All sporting events are school sanctioned. This includes games, practices and tournaments. Students are required to conduct themselves in accordance with OCDSB and HMMS policy for all school-related activities. HMMS Lions are expected to be role-models and ambassadors of inclusive, team-building behaviour. HMMS Athletics does not condone any threatening, bullying, or abusive behaviour toward any student. All hazing-type activities are strictly forbidden. Inappropriate behaviour will result in consequences from coaches and school Administration.

It is a privilege to be on a team, not a right!

## **DRESS CODE**

All students have the right to express themselves in school through their choice of clothing, hair styles, jewellery, and accessories.

While a student's style is their choice, we want to keep school a place where everyone can feel comfortable.

In April 2022, the OCDSB Board of Trustees approved updates to the [Safe Schools Policies](#), which includes the updated [School District Code of Conduct](#) (that contains a section on dress code). The process to update these policies began in 2019 and included consultations with students, families, staff and community members on a variety of issues, including dress code.

The new student dress code applies to all schools. All students have the right to express themselves through their dress without fear of body shaming, bias, or discrimination.

See our [dress code poster](#) for a brief look at what our dress code includes and what it doesn't.

For more detailed information, you can read the full [dress code procedure PR 628 SCO - Student Dress Code](#).

## **SCENTS, COLOGNE/PERFUMES**

Strong scents can have an impact on students and staff with sensitivities. Personal scented products beyond deodorants or antiperspirants should NOT be used. Spraying body spray or perfume within the school is prohibited.

## **SMOKING/VAPING**

Smoking/vaping is forbidden at any time, on any school premises, on buses or at any school/athletic event. Students will be subject to disciplinary action by Administration.

## **VISITORS TO OUR SCHOOL**

We welcome visitors such as parents, guardians, grandparents, volunteers and other helpers. For security purposes, all visitors must report to the school's main office to sign in and obtain an identification badge to wear at all times while on school property. All visitors must make arrangements with the staff prior to coming into the building. Field trip volunteers will be contacted by the responsible staff member.

## **APPROPRIATE USE OF TECHNOLOGY**

Henry Munro Middle School and the OCDSB recognize the benefits that technology can bring to support student learning. Our policy ([P.100.IT](#)) sets the expectation that the technology at school is used for educational purposes only. Students are given an Appropriate Use of Technology Agreement at the beginning of the year to review with families, sign and return to the school. These agreements support your child towards becoming a positive digital citizen and understanding the etiquette of responsible use, which supports their learning environment. Any unacceptable use of technology at school may result in the removal of this privilege. Students are expected to use school technology under the supervision of staff.

Failure to follow expectations will result in follow-up with their teacher and Admin and the device will be confiscated and brought to the office for safekeeping.

- Offence #1: Pick it up at end of the day.
- Offence #2: Phone or email to parents
- Offence #3: Parents pick up and the item is no longer permitted at school (duration to be determined by Educator/Admin).

These expectations are reviewed and reinforced with students throughout the school year.

## **PERSONAL DEVICES**

The use of personal devices during instructional time will be permitted only under the following circumstances:

- For educational purposes, as directed by an educator
- For health and medical purposes, as directed by a physician
- To support special education needs as identified through an Individual Education Plan

## **COMMUNICATION**

Communication is an important part of your child's schooling. Staff can be reached either by phone, email or note. The majority of school communication is sent through our website and email messages to families. Google Classrooms can be accessed by students and their families.

## **EMERGENCY DISMISSAL**

Occasionally it may be necessary to dismiss students early. For their safety, please ensure that alternate arrangements are made and rehearsed with them, taking care to always update the school records with the Office Administrator.

## **FIELD TRIP PROCEDURES**

Students will receive a field trip permission form for every activity off school property. Without a parent's/guardian's written consent on the appropriate Board form, the child cannot participate in the activity. In accordance with the procedures established by the Ottawa-Carleton District School Board, we are unable to accept hand-written notes or telephone calls to approve field trips. Completing the online forms as promptly as possible is appreciated. Payment for field trips is accessible through *School Cash Online*.

As field trips are a privilege, be aware that due to poor attendance, poor academic performance or for behavioural reasons, students can be notified that they are not eligible to attend field trips or sporting events.

## **SCHOOL CASH ONLINE**

[School Cash Online](#) is an easy to use and efficient way to pay for your children's school fees, field trips, lunches, etc. Please register an account, connect your children to your account and you will be able to make payments online. Contact the School Cash Online Parent Help Desk at 1-866-961-1803 or [parenthelp@schoolcashionline.com](mailto:parenthelp@schoolcashionline.com)

## **SCHOOL COUNCIL**

The HMMS Council is here to help increase communication between the school and our community and to serve the needs of students. HMMS Council cooperates with our school principal and is an important link between parents and the school community. Our meetings are always open to all parents and guardians in the Henry Munro community even if they do not wish to become HMMS Council members.

HMMS Council is a valuable home/school link that supports the learning environment of our students and children.

HMMS Council acts in an advisory capacity providing ideas and input to assist the principal and where appropriate, school board trustees, in their decision making on educational issues.

The HMMS Council membership includes parents (elected by parents), the principal, one member of the teaching staff, one non-teaching staff representative and, if possible, an appointed community member.

All parents/guardians are welcome to attend. Elections for the School Council Executive take place at the September meeting.

This year, the Henry Munro Middle School Council will be meeting in a hybrid format - in-person and Google Meet. All parents and guardians in the HMMS community are invited to attend!

Please visit the [HMMS calendar](#) for our meeting dates and Google Meet link.

Want to be reminded about our upcoming meetings?

To join our distribution list, email us at [sc-henrymunrooms@ocdsb.ca](mailto:sc-henrymunrooms@ocdsb.ca).

## **COUNSELLING AND STUDENT SUPPORT**

In addition to the support provided by our staff, further counselling may be available upon referral from the school to an OCDSB psychologist, social worker, or counsellors from the Youth Services Bureau and Rideauwood Addiction and Family Services.

## **EMERGENCY PHONE NUMBERS**

|  |   |
|--|---|
| <a href="#">Kids Help Phone</a>          | <a href="tel:1-800-668-6868">1-800-668-6868</a> |
| Addiction and Drug Counselling           |   |
| Rideauwood Addiction and Family Services | 613-724-4881                                    |
| Dave Smith Youth Treatment Centre        | 613-594-8333                                    |
| Assistance and Support                   |   |
| Alcoholism and Drugs – Alateen           | 613-725-3431                                    |
| Alcoholics Anonymous                     | 613-523-9977                                    |
| Royal Ottawa Hospital                    | 613-724-6508                                    |

|  |                       |
|--|-----------------------|
| Birth Control  |                       |
| Birth Control Clinic                                     | 613-232-2667          |
| Sexual Health Clinic                                     | 613-563-2437          |
| Community Health Services                                |                       |
| Ambulance  | 911                   |
| Poison Control   | 613-737-1100          |
| Public Health Nurse                                      | 613-722-2242          |
| Youth Health Clinic (Youth Services Bureau)              | 613-241-7913 ext. 222 |
| Eating Disorders   |                       |
| Eating Disorders Clinic (Ottawa Hospital - Civic Campus) | 613-761-4581          |
| Family Issues  |                       |
| Catholic Family Services                                 | 613-233-8478          |
| Children's Aid Society (to 16 years)                     | 613-733-0670          |
| CHEO – Youth Clinic                                      | 613-737-2406          |
| Divorce Group for Adolescents (YSB)                      | 613-727-1000          |
| Family Service Centre                                    | 613-725-3601          |
| Operation Go-Home  | 613-230-4663          |
| Salvation Army Family Services and Suicide Prevention    | 613-236-7977          |
| Mental Health  |                       |
| 24/7 Crisis Line (Youth Services Bureau)                 | 613-260-2360          |
| Online Crisis Chat (Youth Services Bureau)               | chat.ysb.ca           |
| Mental Health Services (Youth Services Bureau)           | 613-562-3004          |
| Mental Health Helpline – Ontario Connex                  | 1-866-531-2600        |
| Pregnancy  |                       |
| Birthright   | 613-744-5683          |
| Centretown Community Health Centre                       | 613-233-9358          |
| Children's Aid Society                                   | 613-733-0670          |
| Planned Parenthood                                       | 613-230-7797          |
| Youth Clinic - CHEO                                      | 613-737-2406          |
| Rape   |                       |
| Rape Crisis Centre                                       | 613-238-6666          |
| Sexual Assault Support Centre                            | 613-234-2266          |