JOURNEY MIDDLE SCHOOL

PARENT HANDBOOK

2015-2016

TABLE OF CONTENTS

Welcome to Journey Middle School 4

DAILY SCHEDULE 4

CODE OF CONDUCT 5

PARENTS 8

PARENT ADVISORY COUNCIL 8

SCHOOL PLANNING COUNCIL 8

COMMUNICATION 9

- Steps to Follow When You Have a Concern: 9
- Bringing a Matter to the School Board: 10
- Newsletter ..... Error! Bookmark not defined.
- Attendance 10
- Lates 10

SCHOOL ROUTINES 10

- Care of School 10
- Lunch 10
- Lunch Programme 10
- Lockers 10
- Visitors 11
- Lost and Found 11
- Student Supervision 11
- Bicycles, Skateboards, Scooters, and Rollerblades 11
- Buses 11
- Dress and Deportment 11
- Assemblies 12
- Leaving School Grounds 12
- Textbooks, Supplies and Equipment 12
- Reminder Binders (Agenda Books) 12
- School Telephone and Cell Phones 12
- Homeroom Division 12
- Outside Calls to Students 12

FEES AND CHARGES 12

EMERGENCY EVACUATION PROCEDURES 13

ILLNESS OR INJURY 13

Medical Room 13

SCHOOL CURRICULUM / EVALUATION 14

Report Cards 14

Informal Reports 14

"I" Days 14

Recognition 15

STUDENT ACTIVITIES 15

Student Council 15

Physical Education 15

Exploratory Programme 15

Homework 16

Resource Centre-Library 16

Field Trips 16

Private Car Transportation 16

SPECIAL SERVICES / STUDENT SUPPORT PROGRAMS 16

School Nurse 16

Learning Assistance 17

Counselling Service 17

School Based Team 17

Integration Support 17

Aboriginal Education 17

District Special Services 18

WHERE CAN PARENTS GET HELP? 18

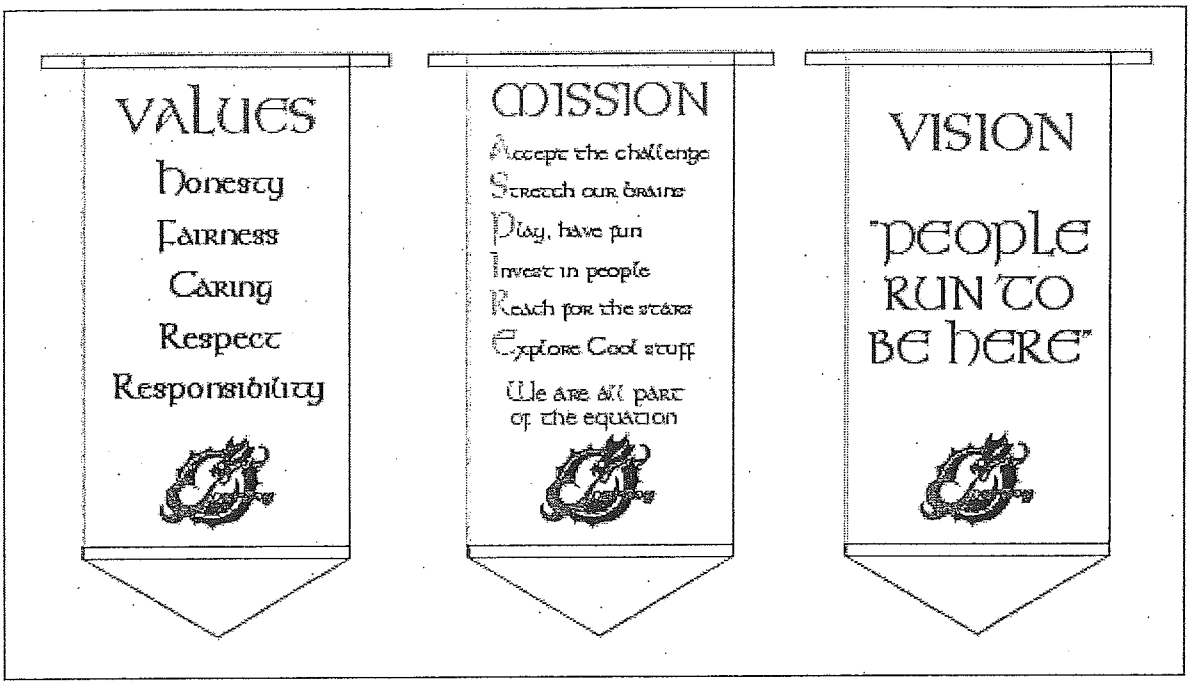
Welcome to Journey Middle School

Journey is a friendly and safe place, providing a challenging academic environment and many opportunities for student to determine their interests and special talents. Journey is designed to help students satisfy their needs for close relationships with teachers and friends while moving, at the same time, toward a natural and healthy greater independence.

Parents/Guardians are an important part of Journey Middle School. Research suggests children will be more successful when their parents are involved in the school. There are many ways for parents to be involved, ranging from classroom volunteer through field trip or team driver, Musical Theatre, team coach, fundraiser, and/or, as a member of the Parent Advisory Council (PAC), policy advisor. We hope that you will join the professional staff of Journey Middle School to create and sustain a rich, positive educational environment which will help our students, your children, to thrive. We hope that the information provided in this Parent Handbook will help you ease comfortably into your school.

DAILY SCHEDULE

Morning		Friday Afternoon
Welcoming Bell	8:40 a.m.	
Advisory	8:43 a.m.	
Start of Classes	9:09 a.m.	
11 minute recess starts	10:01 a.m.	
Returning Bell	10:12 a.m.	
Start of Classes	10:15 a.m.	
Social Skills Session	11:59 a.m.	
30 minute activity break starts	12:15 p.m.	
Returning Bell	12:50 p.m.	-- 12:50 p.m.
Start of Classes	12:53 p.m.	-- 12:50 p.m.
School Ends	2:58 p.m.	-- 1:55 p.m.



OUR GOALS: GREAT COMMUNICATORS, GREAT PEOPLE

NEIGHBOURHOODS

Journey Middle School has been divided into four neighbourhoods, Utopia, Mt. Olympus, Mystical Main, and Atlantis. Each neighbourhood consists of classes at each grade level. The philosophy behind these neighbourhoods is to encourage a relationship between the different age groups in order to enhance both the learning and social environment at the school. They also provide a more intimate setting for children who may have difficulty making the transition from the smaller elementary schools.

Some major activities are done as neighbourhood groups and within a neighbourhood students and staff sometimes work together on school work such as with tutors or with buddies.

Journey Middle School

CODE OF CONDUCT

In the effort to ensure that all members of the Journey Middle School community enjoy a safe, caring and orderly school the following code of conduct has been created.

As a member of the Journey Middle School Community:

1. I have a **right** to be safe at school, at school approved activities or in other settings where engaging in the activity will have an impact on the school.

Therefore, I have a **responsibility** to:

- behave in such a way that others are safe
- keep a community free from roughness, bullying, threats, harassment, discrimination, abuse or intimidation of any kind
- keep the school free from dangerous materials (real or pretend)
- encourage a violence free school
- report the presence of intruders or trespassers

2. I have a **right** to be respected, cared for, and included as an important part of the school community. In accordance with the BC Human Rights Code any form of discrimination is prohibited.

   Therefore, I have a **responsibility** to:

   - show respect to other persons
   - respect differences among people including gender, race, religion and sexual orientation

3. I have a **right** to a clean, healthy school community.

   Therefore, I have a **responsibility** to:

   - look after my own belongings
   - respect the property of others
   - keep the school tidy and free from vandalism
   - neither bring nor use tobacco, drugs, or alcohol

4. I have a **right** to a positive working and learning environment.

   Therefore, I have a **responsibility** to:

   - work hard
   - cooperate with students and staff
   - follow school and classroom rules

5. I have a **right** to express myself appropriately and to be listened to.

   Therefore, I have a **responsibility** to:

   - speak respectfully to all others
   - respectfully and actively listen to all others

Consequences of Failing to Meet these Responsibilities

In the event that any of the responsibilities outlined above are not being met, the school will respond with consequences that are logical, restorative (where appropriate and

possible), and take into account student age, maturity, and special needs, if any. In regards to the later, special considerations may apply to students with special needs if these students are unable to comply with the code of conduct due to having a disability of an intellectual, physical, sensory, emotional or behavioral nature.

Special Notes:

The school and the school board will take all reasonable steps to prevent retaliation by a person against a student who has made a complaint of a breach of the code of conduct.

This statement of rights and responsibilities for members of the Journey Middle School Community has been developed with input from parents, students, and staff of the school. It is intended to provide a framework of reference for all school stakeholders in regards to expectations of conduct of all our community members. It reflects the concerns of those school community members and addresses issues covered by the BC Human Rights Code, and the School District No. 62 policies which permit no tolerance for "violence or intimidation which include assault as defined in the Criminal Code, punching, slapping, pushing, shoving, verbally assaulting, threatening, name calling, taunting, and using racial or ethnic epithets," as well as harassment including sexual harassment which means any conduct, comment, gesture, or contact of a sexual nature that is likely to cause offense or humiliation to any person. These behaviors as well as bullying are clearly covered by our Code of Conduct and Board Policy.

These policies also specifically prohibit the possession or use of any weapon within the school's jurisdiction. A weapon is defined as any instrument designed, or used, to injure or intimidate a person. "Toy guns" or "replicas" are, by their nature, intimidating and will, therefore, be dealt with under Board policy on weapons. Drugs and alcohol are also specifically dealt with by Board policy. Students who use or possess illicit drugs or regulated alcohol at school, or come to the school having used them are normally subject to a school suspension.

We believe that all members of the Journey Community are capable of accepting their rights and of carrying out their responsibilities. Consequences for misbehavior will depend on the nature of the problem and on the person's behavioral history. Whenever possible and appropriate, consequences are restorative in nature rather than punitive. When an individual needs further assistance in the learning, and acceptance, of responsibilities, parents and support services will be asked to assist. Consequences will include a progression of some or all of the following: contact home to discuss behavior, parent-student meetings with teachers and or administration, restorative justice at noon or after school, reflective written assignments, community service, exclusion from class for a period of time, restricted free-time activities, and short or long term suspension out of school. For most students, no consequences are required as responsibilities are met without difficulty.

PARENTS

Parent Involvement -- Your involvement and input is very important in providing the best possible learning situation for your child. You can get involved in one of three levels:

(1) **Attending Parent Advisory Committee (PAC), General, and Executive Meetings. -** These provide a forum for your input into activities and events provided to the school with the help of the PAC. As well, special topics will be discussed for your information or input that may help you or the school in improving the students' welfare or learning situation.

(2) **Volunteering** - Your participation at school as a volunteer means enriched learning experiences for children and, usually, increased student motivation. You can help the school or PAC during special fundraising or school events.

(3) **Becoming a member of the PAC Executive** and directly become involved in the formulation and development of activities and programs that are beneficial to students, parents, and the school.

PARENT ADVISORY COUNCIL

The Parent Advisory Council performs a wide variety of functions for the benefit of our students. The Council also provides a forum for communication between the home and the school so that parents and educators work as partners in the education of our students. All parents and guardians of children attending Journey Middle School are members of the Council.

Please read your school blogs and school calendars for the dates of P.A.C. Meetings. These meetings provide a forum for discussion of educational policies and issues, programs, and school events; an opportunity to hear items and presentations of interest; and, a time and place to meet with other parents who share common goals.

COMMUNICATION

Communication between home and school is continuous through our website, blog, autodialer, school and classroom notices, and many informal contacts. If you have a concern (and no concern is too trivial), do not wait. Contact the school immediately. Come in person and resolve the concern face-to-face.

Steps to Follow When You Have a Concern:

SPEAC in coordination with the S.T.A., CUPE, and School Board Staff has put together a "Guide for Parents: Parent Appeal Process" that will help you should you have a concern. The following is an excerpt from that pamphlet:

"Q: Where do I start if I have a concern or problem?

"A: Always start with the teacher. A face to face meeting between teacher, parent and student may be the best approach. Most problems will be successfully solved at this level.

"Q: Where do I go next?

"A: The vice-principal or principal will make every attempt to solve the problem at the school level and can help you contact appropriate people as necessary.

"Q: What if my problem cannot be solved at the school level?

"A: You may wish to call an assistant superintendent of the school district. If you are unable to achieve satisfaction, referral to the superintendent may be necessary.

"Q: Where would I go from here?

"A: You have the option of writing a letter to the school board or asking to make a formal presentation at a board meeting.

"Q: Could I contact the Ombudsman?

"A: Yes, however, the Ombudsman can only look at whether the appeal process was followed by **all** parties, and if not, their action is restricted to recommendations.

"Q: Would it be appropriate for me to ask the P.A.C. to intervene on my behalf?

"A: No. It is important to be fair to yourself and to the parties involved. Acting on your own behalf allows you to take ownership of your problem and follow it through - the problem cannot be dealt with legally or ethically if it is presented anonymously. You can ask your P.A.C. for information on the appeal process or on school regulations, etc.

Bringing a Matter to the School Board:
Send letters to the Board of Trustees: School District No. 62 (Sooke), 3143 Jacklin Road, Victoria, B. C. V9B 5R1 and/or obtain a form from the board office to request a presentation time at a school board meeting. Make sure submissions are in by the deadline set for each meeting.

Blog: The principal and/or vice-principal post a weekly blog on the Journey website each weekend. The blog contains information about upcoming events, reports of students' activities and accomplishments, and articles of interest to parents to assist them in staying informed about their school and their role in the children's success at school. A calendar of events is also available on the website.

Attendance: Health problems may make it necessary for your child to be absent from school. In such cases, you are asked to phone Journey Middle School and to indicate how many days your child will be absent (250-642-5881). This is also the time to request homework. You may email the school at **journey@sd62.bc.ca** on the morning of the absence.

Lates: Students who arrive after school begins must sign in at the office. Parents will be notified if a student is late or has an unexcused absence by our autodialing system.

SCHOOL ROUTINES

Care of School: We are very proud of our school and what it has to offer for our students. We want to keep our school looking its best for years to come. Students are expected to share the responsibility of keeping Journey Middle School a healthy and clean place to be. Students and parents are asked to let us know if they see any damage to the building or equipment. This way we can keep our school in the best possible condition for those who use it.

Please note students are responsible for any damage they do to school property and will be charged for the replacement or repair in full or in part.

Lunch: The lunch period is divided into two times: eating and then an activity period which is supervised free time. We are a CLOSED campus. Students may not leave the school grounds at this time unless they have a note from their parents/guardians indicating that they are going to their own home for lunch. Local stores are out-of-bounds to all students over the lunch period.

Lunch Program: In the effort to provide the best opportunity for success to all our students, Journey Middle School offers a daily lunch program for students in need. It is important to note that this lunch program is being supported by Community LINK funds that are intended to **support vulnerable families.** Forms are sent home at the beginning of the year and there are extra forms in the office.

Lockers: Each student is issued an individual locker by their homeroom teacher. Each locker has a built-in lock with a combination that is changed yearly. Students are requested not to share their combination with others. At all times, lockers remain the sole property of the school and students are held responsible for their proper care and maintenance of their locker space. The administration reserves the right to inspect lockers at any time should the need arise.

Visitors: Visitors to Journey Middle School are welcome but are expected to check in at the office. We have tour guides at Journey Middle School who will be able to provide an overview of our school. Students who wish to have guests from other schools in the classroom are asked to make arrangements well in advance.

Lost and Found: Lost clothing, bags, etc. can be claimed from a box in the office. Jewelry, purses and other small items may be claimed from the office staff. Lost and found items will be put on display for students and parents throughout the year. Unclaimed items are donated to charity approximately every 2 months. Students are encouraged to not bring valuables to the school.

Student Supervision: School staff have full authority at all times whether on formal duty or not. School rules apply at all school sponsored activities, as they do during the day. Although it is sometimes forgotten by some students, school rules are in effect both on the way to school and on the way home from school. We expect students and staff to be courteous, have good manners, and have respect for property.

Bicycles, Skateboards, Scooters, Rollerblades, etc.: Bicycle racks are provided next to the front entrance of our school. Students should dismount and walk their bikes to the bike rack where bikes should be locked and left until the time comes to ride them home. Skateboards, scooters and rollerblades present a hazard to pedestrians and cars. Because of this, these methods of transportation are not to be used on school property unless in a designated area and unless all proper safety gear is worn. Journey Middle School does not accept responsibility for damage or disappearance of bicycles or accessories.

Buses: The use of District school buses to ride to and from school is a privilege for those paying for service. All students and the bus driver have the right to expect a peaceful and safe journey on the school bus. Registration forms are available in the office or on our website.

Dress and Deportment: One way in which students help create a good image is to dress and groom themselves in appropriate styles. In this School District, and at Journey Middle School, styles which make a student unsightly and conspicuous to the point of causing a disturbance, are actively discouraged.

Hats are allowed to be worn in the hallways; however, not in classrooms. T-shirts with lewd or suggestive messages or which openly suggest illegal drugs or promoting alcohol are not appropriate in a public school and students wearing them to school will be asked to change into something appropriate. Students should dress appropriately for school; for example bare midriffs, unacceptable for school, and underwear should not be on display.

Assemblies: Assemblies are held throughout the year for a variety of reasons. Visiting performing arts groups and presentations by our students will be given as well as informational material. We expect the best audience manners, with students recognizing the pressures felt by speakers and performers, not all of whom are professional. Audience response should be appropriate to the nature of the assembly. Usually that response would be clapping. Parents are always welcome at assemblies and when a specific student is to be recognized we will try to contact the parent ahead of time.

Leaving School Grounds: All students leaving school early, must sign out at the office. This is for a student's protection and in anticipation of school evacuation for fire or earthquake. Requests to leave school during class time must be covered by a parental note stating a valid reason for the request. A student who becomes ill at school must report to the office where the appropriate procedure will be followed. If a phone call home is necessary, it will be made by the office staff.

Textbooks, Supplies and Equipment: Classroom teachers will supply students with a list of required supplies and equipment at the beginning of the year. Students are expected to bring necessary textbooks, notebooks, and supplies to class. Students are issued textbooks and other classroom materials free of charge. However, they are responsible for these materials and textbooks. If a book is missing or damaged, students will be assessed the replacement value.

Agenda Books: The expectation at Journey is that all grade six students will use an agenda. Agendas must be purchased by all students. Please note that the agenda from the school contains more than a calendar. It is full of maps, multiplication tables and other useful reference material, and will serve as another means of home school communication.

School Telephone: If students are sick they must make a call on the office phone; they are requested to check with the office staff after getting a note from their teacher.

Outside Calls to Students: It is disruptive to the classroom process for students to receive calls in the classroom while class is in session. For this reason, as a general rule, phone calls will not be put through to classrooms during class. Messages will be taken. Announcements regarding student phone messages will be made at the start of the next break following the receipt of the message.

Cell Phones: Students are asked to put cell phones in their lockers when they arrive at school unless given permission from his/her classroom teacher. At the end of the day they can use them to contact parents. **Please do not call or text your child during school hours.**

Homeroom Division: Students at Journey are assigned a homeroom division and a homeroom division teacher. Your child's home room teacher teaches, directs, and assists your child in school and personal situations and should, whenever possible, be your first contact if you have concerns regarding your child.

FEES AND CHARGES

Fees and Charges to Students - The following is provided for your information. Court decisions in B.C. have prompted our District and others, under the Ministry of Education to formalize practice under guidelines set out by the Ministry. The following is Journey Middle School's practice on fees and charges.

1. At Journey Middle School, except for certain items listed below, no student will be charged for goods and services that are necessary for students to meet the learning outcomes or assessment requirements of their educational program.

In accordance with the Ministry of Education Fees order (M125/90) the following may be charged to students:

- materials used in goods that are intended for the student to take home for personal use or as a gift;

- the purchase of school supplies and equipment for a student's personal use such as paper, writing tools, calculators, student agenda books, pencil crayons
- the rental of musical instruments for the student's personal use

2. Students may be charged fees for the expenses associated with field trips and other special events, activities and Exploratory Programs. These expenses may include costs for transportation, accommodation, meals, entrance fees, or equipment rental.

3. No student will be denied participation, for reason of financial hardship, in **any** school activity for which they are ordinarily eligible. A student, or the parent or guardian of a student, may contact a school administrator, a school counsellor, or the classroom teacher to arrange for discrete financial assistance in participation. Every effort will be made to make this assistance available as easily and as unobtrusively as possible.

EMERGENCY EVACUATION PROCEDURES

Fire - Whenever a fire alarm sounds and classes are in session, the teacher will lead students to the nearest exit in single file with no talking or running. Students are led well away from the building, keeping access roadways open for the fire department. If a fire alarm sounds and classes are not in session (or if they are not near their homeroom) students are to proceed to their homeroom meeting place or to the front of the school to check in with the school principal or vice-principal. Students will return to their classrooms when clearance is given by a school administrators.

Earthquake - Earthquakes happen with no warning. Therefore, life protecting actions must be taken at the first indication of ground shaking. To prepare for such an event, Journey Middle School will have regular earthquake evacuation drills separate from the fire drills. Students will review the proper classroom procedures such as duck, cover, and hold on. Following this, students will evacuate the school using the same routes used during fire drills.

Emergency Forms - Both student information and emergency forms are sent home in the first week of school. It is important that you fill these in as accurately as possible. If your family changes addresses, contact numbers, or doctors, could you please contact our office to keep your child's records as up-to-date as possible.

ILLNESS OR INJURY

Medical Room: Students who become ill during the school day must report to the office. Depending on the nature of the illness as determined by the First Aid Attendant.

(a) If unable to go home, the student will be permitted to sign into the Medical Room, provided the classroom teacher has given permission. Office staff will use the Medical Room Sign-in Book to record all student visits to the Medical Room.

(b) After office staff have contacted parents, or the person listed as the emergency contact, by telephone, the student may be permitted to go home after completing the Sign-Out Book in the office. Under no circumstance is a student to leave without notifying the office staff.

Accident Reports - If a student observes an accident to another student or if he/she is directly involved in an accident, no matter how minor, it should be reported immediately to a teacher or

member of the office staff. The office staff will routinely summon medical help, if needed; notify parents, and fill out an accident report form. For more serious accidents, students are reminded of the primary rule of first aid: DO NOT MOVE THE VICTIM UNLESS ABSOLUTELY NECESSARY. In all such cases, seek the assistance of a staff member.

WE SHARE THE AIR

- Thank you for not wearing perfume, aftershave, scented hand lotion, fragranced hair products and/or scented products.
- Chemicals from scented products can affect people with asthma, allergies or other health concerns (Board Policy D-122)

SCHOOL CURRICULUM / EVALUATION

Introduction - Curriculum is what is taught in school: the subjects, the facts and figures, and the skills to be developed and refined. The subjects that parents know from school are still much the same, but now they are sometimes organized in four broad groups, or strands - Humanities, Sciences, Fine Arts, and Practical Arts - so that students can more easily understand and experience the interconnections and relationships that exist between and among all things.

The curriculum emphasizes knowledge, skills and attitudes. Students will acquire the knowledge and skills particular to each subject, but these may be taught as part of an integrated curriculum. That means connections will be made between different aspects of a subject, between different subject areas, and between activities in school and experiences outside the classroom.

The middle school is covered by the intermediate program. This program responds to the fact that individuals learn at different rates, in different ways, and through social interactions. These programs enable each learner to acquire knowledge and develop skills and understanding of a subject before moving on to something new. The knowledge, skills and understanding can be gained through many different themes or topics within a subject so that students are never bored by repeating the same exact content. In this way, the progress of each student is determined by his or her own learning rate, abilities, and efforts. Such continuous progress is not determined by the "faster" or "slower" progress of other students, nor by the expected learning rate for a particular age group. For more information see the BC Ed plan - http://www.bcedplan.ca/

Report Cards: At present, three report cards are issued per year to all students (one at the end of each term. Specific dates will be set as we approach these time periods. Ministry of Education and School District policy and regulations have resulted in the following format for report cards:

Student progress reports will use letter grades and include a structured written comment. Letter grades will be criterion referenced and are not determined by comparing to other students.

Informal Reports: are also used between reporting times at the teacher's discretion to discuss progress, work habits, attitude, and responsibility. These informal reports may be a telephone call, presentation, interview or written comments, and a minimum of two are required each school year.

"I" Days: "I" means In Progress and indicates that a student is not fully meeting the learning outcomes of a particular course. An "I" can and should be assigned at anytime during the year if a student finds themselves in this position. During the school year, if an "I" notification is sent home to parents it will include details as to what learning outcomes are not being met, a list of work to be completed and a timeline for completion to change the "I" to a passing grade. If a student holds a "I" in any course at the end of the school year they are given the opportunity by their teacher to attend school during "I" Days and complete the necessary work to complete the course. During the last week of the school year, Journey Middle School offers three "I" days. Attendance is mandatory and strongly suggested as a means of successfully achieving a passing grade.

Recognition: Journey Middle School values the achievements and contributions of all members of the school community. On a regular basis, assemblies, ceremonies, and events are held to recognize academic, work habits, athletic and fine arts achievement as well as school and community citizenship.

STUDENT ACTIVITIES

Many of your child's memories of Journey Middle School will depend largely on what they have done outside not in class. There are many teams, clubs and other activities in which they are encouraged to take part. Students are invited to share new ideas of what they would like to see at school with their teachers or other staff members. Parents might want to bring similar ideas to the [illegible]

Some of the things your child can get involved in at lunch are:

- Academic activities, eg., Pi Math Contest, Reach for the Top, etc
- Intramural sports
- E Sabe
- Computer lab use
- Outdoor activities - equipment sign out.
- Open activities
- E Book
- Robotics

The Student Council is responsible for organizing many things at Journey. Any student who wishes to be involved in the Council only has talk to their advisory teacher to become a member of the Council. The Student Council organizes special events for the students and community. They are responsible for planning and initiate action that makes Journey a better place.

Physical Education: Research has shown that students who regularly take part in physical education are successful in their studies. Physical education classes are as much a part of the curriculum as are Language Arts and Mathematics. Students who wish to be excused from a physical education class, must present a satisfactory note from their family doctor or parent to the teacher before the class. Any prolonged absence from physical education requires a medical note be filed in the office. Students should have appropriate physical clothing for physical education activities.

Exploratory Program: The Exploratory Program is unique to Journey and is designed to provide students with nontraditional courses in a school setting. The Exploratory classes

are set up following proposals from teachers on activities for which they have some expertise and interest. The exploratories fall under the following categories: Science/Math; Physical Education; Humanities; Practical Arts; and Fine Arts. An information sheet will be put together so that parents and students will be able to make some selections from the Exploratory offerings. The selection process will occur prior to each set of exploratories. Some courses have fees in accordance with the regulations set out elsewhere in this information sheet.

Homework: As part of the learning process, students are expected to do work at home on a regular basis. This may be work assigned by their teacher or if they have no specific assignment they should review work done or organize their notes. It is important that a routine be established that allows students the time to complete assigned work. If you feel your son/daughter is having to do an excessive amount of homework, or consistently has NO homework, please check with the homeroom teacher or counsellor.

Learning Commons/Library: is open each school day and is fully automated. A teacher-librarian and library assistant are available to help students. **Circulation** - Materials are generally signed out on a two-week loan. Each student has an individual bar code number by which books will be checked out on the Eloquent Librarian Automated System. Parents wishing to borrow materials may do so on the student's code.
There is a section in the library devoted to the interests of parents of school students.

Field Trips: A Student Permission Form to cover local field trips throughout the year is sent home at the beginning of the year. If you did not complete one, please contact the office. This will cover students for trips in the Sooke area during school time including DeMamiel Creek. Field trips out of the local area will require a specific field trip form. Exceptional trips such as ski trips, overnight, camping etc. require a face-to-face meeting of parents and school personnel to ensure that parents and students are adequately informed about all aspects of the trip including risk level. Any field trip taken by the School will be recorded at the office to allow emergency contact if necessary.

Private Car Transportation: If you are driving students from Journey on a field trip or sports event, you need to fill in our District's Driver Registration and Agreement Form.. This can be obtained from the office. This form ensures drivers have their own coverage and the District further covers the driver in case of accident. Only one form is required (per car) for the school year as long as the insurance does not expire, in which case an update will be needed. $1,000,000 liability insurance is needed. You will also need a criminal record check done and a copy of your driver's abstract.

SPECIAL SERVICES / STUDENT SUPPORT PROGRAMS

Student Medication: Students requiring medication for special circumstances (e.g., allergies, migraines) must have a Request for Administration of Medication Form signed by a doctor and kept on file in the office. An authorized person will then be allowed to administer the required medication. Otherwise, no drug or remedy is to be supplied to students. Students who are administering their own medications should inform their classroom teacher.

Learning Support: Teachers are available to provide support for students requiring additional academic support. Services include academic assessments, referrals, individualized instruction and group instruction. Students are referred to the Learning Support teacher through the counsellor, by classroom teachers, and/or parents.

Counselling Service: Journey Middle School has the services of staff who offer similar but distinct services to students, parents, and to school staff.

The **Teacher-Counsellors** give support in:

- academic counselling.
- career counselling.
- personal counselling to assist with self-exploration, decision making, social and emotional growth and relationships, conflict resolution and dispute mediation with individuals or groups.
- consultative services for parents and staff.
- co-ordination of programs and services related to counselling.
- education on counselling issues in large or small groups.
- liaison with inter-agencies.

Referrals to the Teacher-Counsellors can come from teachers, parents, administrators, or by self-referral.

School Based Team: Students who are experiencing difficulties academically, socially, and/or emotionally may be referred to a School-Based Team (SBT). The SBT will discuss the problem with the teacher and make recommendations as to how the teacher and/or student might overcome the problem. Regular members of the SBT are: an administrator, the Learning Assistance and Integration Support teacher(s), the Teacher Counsellor, the student's class room teacher, and one other teacher. Referrals to the SBT may also be made by parents who have concerns about their child.

Integration Support: is provided for students who have been identified by the District Resource Team as having learning needs and who may benefit from additional support services that enhance the learning environment. Services may include additional resource materials for the individual as well as assistance from District support personnel and/or the school's Integration Support teacher. Identified students will have an Individualized Educational Plan (IEP) on file that is updated yearly with input from all personnel involved. Parents are invited and welcomed at these meetings.

Aboriginal Education: Journey provides support to our aboriginal students through our Aboriginal Support Teacher and Aboriginal Support worker. Academic, social-emotional and cultural support is offered to all our aboriginal students and Journey is committed to honour the District Aboriginal Education Enhancement Agreement that can be viewed at http://www.sd62.bc.ca/Portals/0/ab_ed_enhancement_agreement.pdf.

District Special Services: The following District services are accessed through the School Based Team and are available for identified students:

Psychometric Testing	Teacher of the Hospital/Homebound
Teacher of the Visually/Hearing Impaired	Occupational Therapist
English as a Second Language (ESL)	Behaviour Support

WHERE CAN PARENTS GET HELP?

School Counsellor	642-5881
School Based Social Worker (Jamie Adair)	Office: 642-7748 Cell: 418-5679
Pacific Centre Family Services	478-8357
Western Communities Mental Health	391-2223
Vancouver Island Health Authority (VIHA) Sooke	642-5464
Vancouver Island Health Authority (VIHA) Langford	478-1757
R.C.M.P. (Sooke)	642-5241
(Langford)	474-2264
Sooke Crisis and Referral Centre/Sooke Food Bank	642-6215
Sooke Family Resource Centre	642-5152
Family Violence Project	380-1955
Alcoholics Anonymous	383-0415 (24 hour service 383-7744)
Al-Anon/Alateen	383-4020
Narcotics Anonymous	383-3553
Parents Together	474-6468
Parents Support Services	384-8042
The Need Crisis and Information Line	386-8255
Wrap Around Coordinator (Jim MacSporran)	642-5881