



# MACKENZIE MIDDLE SCHOOL STUDENT HANDBOOK

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*“Learn to Love to Learn”*

*Home of the  
“Mackenzie Magic”*



## **MOUNTAIN VIEW SCHOOL DIVISION** **MISSION STATEMENT**

**Mountain View School Division will provide an inspiring, respectful and safe learning environment where every student is valued, nurtured and enabled to realize his/her full potential.**

## **MACKENZIE MIDDLE SCHOOL** **MISSION STATEMENT**

**“To develop a safe learning environment in order to implement curriculum and related school activities which foster and enhance the needs of adolescence during this transition in their lives.”**

## **VISION OF MACKENZIE MIDDLE SCHOOL**

In order for MMS to meet its mission statement, it will:

- provide a safe and caring learning environment.
- develop curriculum mastery skills in ELA and Math.
- increase student participation in learning activities.
- promote independent learning skills in school and home
- increase opportunities for student success.
- support the development of responsible student behaviour and self-discipline while utilizing positive reinforcement and building self-esteem.
- ensure professional staff improve resources to facilitate instructional variety and diversity in providing learning experiences for its students.
- support learning by integrating technology.
- increase parental involvement and support to students and staff.
- encourage cooperative efforts involving parents and community to foster positive attitudes toward learning.
- improve communication to effectively inform parents, community, and division about the high quality education provided by the school.
- enhance the opportunities for students to learn about the rich culture and contributions of the Aboriginal people to our community, province, and country.
- improve and effectively utilize the school complex in providing services to the students.

## **At Mackenzie Middle School, we believe...**

1. The school has a responsibility to promote the positive values of our society such as respect for self and others, truth and honesty, empathy, responsibility, self discipline, perseverance and tolerance.
2. Students have individual cultural and linguistic uniqueness. Individuals are a unique combination of personal characteristics subject to different environmental influences.
3. Students differ in their interests, personal goals, past experiences, levels of skills and knowledge, rate of learning, and learning styles.
4. Students can experience success by working to the best of their ability and completing all assigned tasks.
5. To meet the challenge of the future, we must encourage students to value and pursue learning now and as a life long quest.
6. Mackenzie Middle School is committed to assisting individuals in becoming informed citizens and works to assist students in becoming wise decision-makers who take responsibility for their own choices and actions.
7. Cooperative efforts will improve students' success.
8. Learning is an active process which best occurs when students are agents and initiators of their learning and have some say in decisions that affect them.
9. Involvement, participation and open and effective communication amongst students, parents, staff and community members will enhance and improve students' success.
10. A safe and positive learning environment is essential for student's success.

## **DUTIES OF MMS STUDENTS**

MMS expects certain standards from all the students. Briefly, these may be summarized as follows. Students shall:

- Be diligent in their studies.
- Be kind and courteous to classmates.
- Be co-operative with and respectful to the school staff.
- Attend school regularly and punctually.
- Provide a reasonable explanation to the teacher, either orally or in writing, for absence/tardiness.
- Be clean, tidy, and respectful.
- Conform to the rules of the school.
- Be responsible to all school personnel for their conduct on the school premise, for their behavior to and from school, and while on school field trips.
- Replace or pay for any school property that they have lost, damaged, or destroyed.
- Become safety conscious and report immediately any items or actions that she/he deem unsafe.
- Behave in a manner that reflects positively in the school.

## **MMS Code of Conduct**

Student management, discipline, and school climate are inter-related. The intent of a management and discipline plan is to provide guidelines that will promote the existence of a positive school atmosphere in which both students and staff feel safe and secure.

The MMS discipline plan will operate on the premise that all students are responsible to the teachers, and should behave accordingly. In return, the teachers are responsible to the students and support this by providing a secure, learning environment. When the need for discipline arises, it will be concentrated on the behavior, and not the student.

Parents and guardians need to be informed that MMS utilizes a thorough documentation system. Teachers and administration will record instances of poor student behavior. This documentation is not meant to segregate a student. Instead, it assists in dealing with student behavioral patterns and needs, and assists in the promotion of a safe learning environment.

## **Suspensions– In School & Out of School**

When other attempts to correct behavior have failed, suspensions may come into play. Students who are on an in-school suspension must report to the office immediately upon their arrival to school. Students must stay in the designated area during classes, breaks, and noon hour. He/she is not to leave unless permission is given. Washroom visits will be granted during regular class time. During the period of an in-school suspension, a student may not visit with other students, go to the canteen area, or participate in extracurricular activities. Failure to comply with these rules may result in an out of school suspension.

During an out of school suspension, a student is not permitted to attend any part of the school day, and he/she may not enter the school grounds or premises. All out of school suspensions will require a re-entry meeting with the parent/guardian and administration prior to their return. Behaviors that would require suspension may include:

- Physical assault
- Possession or intent of harm with a weapon
- Possession of illegal substances (alcohol /drugs; tobacco products are prohibited)
- Bullying which also includes cyber-bullying (threats using technology)
- Extreme profanity
- Theft and or damage to property (school or personal)
- Gang related activities (wearing gang colors)
- Continual disrespect and defiance of staff and school policy

## **MMS students & staff will:**

- focus on the principle of mutual respect.
- recognize good citizenship and responsible behavior
- use self-discipline and assume responsibility for their actions.
- demonstrate positive behavior during class and non-class activities
- act in a manner that reflects a positive image on our school

## **Guidelines to Responsible Behavior and Citizenship**

- **Respect yourself, your teachers, and your peers.**
- **Show respect for your personal property, and that of others and the school.**
- **Be prepared for class & use your time wisely.**
- **Exhibit good citizenship & be courteous to others.**
- **Work hard & strive for improvement.**
- **Be an active learner & participate in all class/student activities.**
- **Take pride in your work, your accomplishments, and your school.**

## **Concerns & Complaints - Parent Protocol**

At times, parents may wish to express a concern regarding their son/daughter's programming and behavior. This may include thoughts surrounding the school's practices, a teacher's instructional strategies, and teacher or school discipline. When a parent or guardian deems discussion is necessary, he/she is encouraged to involve the staff or divisional member most directly involved. For example; if there is a concern about an exam mark, politely approach that subject teacher before involving other staff. If the concern is not satisfactorily dealt with, move to the next level.

**Protocol >> Staff member >> Principal >> Superintendent >> School Board**

## **Student Services**

The MMS Resource Program works to ensure that all students have an equal opportunity to learn and succeed. Students who may be experiencing difficulty with the program will be supported. Students may access resource teachers, guidance counselors, educational assistants, and divisional staff such as the psychologist and speech pathologist to create a program to meet their individual needs.

## **MMS Parent Advisory Council**

We try to meet approximately once every 6 weeks or as necessary. We invite any and all parents to come out and volunteer their time in providing input to planning school activities, fundraisers, etc. We do not have a formal executive at this time, we usually have parents share the responsibilities in chairing and running our meetings. There is always opportunity to dialogue with staff and discuss ways in improving our school.

## **STUDENT FEES**

Students are assessed the following fees on an annual basis:

- Student Council \$10.00
- Lost Lock \$10.00
- Athletic Fees will vary according to the sport or activity.
- Lost textbook or library book:
  - A. full value                      B. 2/3 value                      C. 1/3 value

## **STUDENT EVALUATION**

At MMS both formative and summative assessments are used for the primary purpose of providing information to teachers, parents and students. This will allow us to determine:

1. whether or not curriculum content is appropriate
2. whether or not instructional strategies are working
3. whether or not resources and materials are useful
4. whether or not students are successfully developing skills and knowledge

Student evaluation is a continuous process designed to promote success and provide meaningful feedback. It accounts for the many areas of the student's daily learning environment.

Report cards are sent home in December after parent teacher interviews, and March and June prior to Parent Teacher Days. Parents are asked to bring their son/daughter to Parent-Teacher Interviews. Interim reports may be initiated at any time by parents, teachers, students or the administration.

Other important criteria for success are:

### **1. COMPLETION OF ASSIGNMENTS**

#### **The Student:**

1. Completes assignments on time.
2. Takes responsibility for completion of work missed.
3. Strives to produce neat and organized work.
4. Meets the expectations/requirements of the assignment.

### **2. EFFECTIVE GROUP/CLASS PARTICIPATION**

#### **The Student:**

1. Works cooperatively and respectfully.
2. Stays on the assigned task.
3. Displays a willingness to contribute.

### **3. USE OF CLASS TIME/ORGANIZATIONAL SKILLS**

#### **The Student:**

1. Comes to class prepared for work.
2. Demonstrates good work habits.
3. Uses class time effectively.
4. Works independently as required.
5. Keeps his/her materials prepared and organized.

### **4. CLASS CITIZENSHIP AND CONDUCT**

#### **The Student:**

1. Demonstrates respect for others.
2. Demonstrates appropriate classroom and school behaviors.
3. Participates in class activities.
4. Acts responsibly.
5. Communicates openly with peers and staff members.

**Did you know that MMS honors their academic achievers in June on the final report? Students can earn an honor standing by achieving a grade of 80% or better in all subjects. Be diligent in your studies.**

## **SCHOOL BUS USE**

The school does not provide passes for school bus use by students. A school bus pass can be achieved by visiting the Mountain View School Division office. Divisional office personnel will adhere to school bus transportation policies.

- The school bus is an extension of the school, and therefore all school rules and regulations apply. Students are to wait for the school bus in designated waiting areas.
- Students must be seated according to the seating plan arranged by the driver.
- Food and drink are not to be consumed on the school bus unless otherwise directed by the school bus driver.
- Any student who wishes to ride on a bus other than his/her assigned bus, or is a friend of a regular bus user and wishes to ride the bus, must present a letter signed and dated by his/her parent. The principal or bus driver may dismiss such requests pending seat vacancy on the bus.
- The bus driver is in complete charge of the bus and must report all misdemeanors to the school principal who will initiate proceedings that can lead to the suspension of the student's bus riding privileges. Repeated referrals to the principal will result in complete removal of bus riding privileges.

## **TEXTBOOK SUPPLIES**

Textbooks may be distributed by teachers, and they will become the responsibility of the student. They must be returned at the end of the year or when a student leaves, in the appropriate condition. Students will be assessed a fee for lost or damaged books. Textbook checks are made periodically during the year.

## **HOMEWORK GUIDELINES**

MMS believes homework to be an extremely important component in supporting students academic achievement. Homework should be designed and used in a way that supports student learning in the following ways:

- deepen understanding of current learning/ concepts
- reinforce essential learning outcomes (practice)
- prepare, complete, and review for demonstration of required learning outcomes/ formal summative assessments
- project completion/ cooperative learning opportunities
- enrichment or extension of current learning (challenge questions/critical thinking/problem solving)
- always designed with the purpose of supporting current learning
- promote student ownership, and develop student goals

Homework should never be punitive or summative in terms of assessment, however the focus for each student is meeting required outcomes through every possible opportunity. Those students who have missed assigned work due to absence or other reasons are encouraged to complete the required outcomes at every opportunity. Homework is just one of those opportunities whereby students can make up for lost time. Homework will be designed with a clear purpose and value for each student to take advantage of. Homework should never be a burden in terms of time and responsibility, but seen more as an opportunity to enhance and improve essential learning outcomes through practice, review, or enrichment.

## **NOON HOUR POLICY**

Students staying at the school for lunch will sit in a designated area at their assigned periods. Students must remain seated during lunch, and follow lunchroom rules. Please note that lunch hour privileges may be removed if inappropriate activity is observed or reported. Lunch suspensions may last 1-week, 2-weeks, or indefinitely. Parents will be contacted and informed prior to further disciplinary action.

We ask all students to return the consent form for annual noon hour consent. It is mandatory bus students have parental consent. MMS encourages students to remain on school property during the noon hour. Students are expected to be good citizens of the school and school community during noon hour. They are reminded to respect the property of others, avoid gathering on private property and not littering.

## **MMS NUTRITION POLICY IN EFFECT**

MMS and MVSD believe that healthy eating helps children grow, develop, and learn in school. With this, MMS will encourage and model nutritious eating practices as a part of a healthy lifestyle. Only healthy food and beverages will be provided within the school. For example, the vending machine will contain only 100% juices and water. For more information, parents can see the Manitoba School Nutrition Handbook. Contact the school for more information.

## **USE OF SCHOOL TECHNOLOGY POLICY**

MMS recognizes the educational benefits of computer technology, Internet access, and e-mail. Technology is promoted as a valuable instructional learning tool that enhances the development of daily living skills.

While using school technology, staff and students must use good judgment at all times. "Netiquette" (network etiquette) must be exercised. All staff and students must comply with the Mountain View School Division Acceptable Use Policy Agreement. This signed authorization form will be completed upon the registration of a student, and it will remain in effect until terminated with a written notice by the school or parent. Upon the commitment of a violation, access privileges may be revoked, and disciplinary actions may be taken.

## **CYBER-BULLYING:**

Definition: "when the Internet, cell phones or other devices are used to send or post text or images intended to hurt or embarrass another person."

Students who take part in this type of behavior will be subject to the same consequences as indicated in our code of conduct re: bullying, harassment, or intimidation of others. There will be additional restrictions placed on future use of cell phones and other electronic devices as well as further disciplinary action. We recommend parents be aware of their son/daughter's computer use at home, especially those involving peer to peer sharing (facebook, MSN, YouTube, My Space, Etc.)

## **AUTOMATED CALLING:**

This will be the program that calls you if your student has not made it to school and we were not contacted as to why. This system will track all unexcused absences and lates for the entire school year. It also has the ability to remind parents of important dates or announcements.



## **CELL-PHONE POLICY**

MMS will take pride in being a healthy and active school, and therefore it will not permit the use of cell phones, hand held electronic games, and MP3 players during school. These items should be stored safely in their locker. If he/she chooses to bring any of these items, they will be his/her full responsibility. MMS will not be responsible for any lost or stolen items. Students who breach this policy will have their devices confiscated and kept at the main office until a parent is able to pick it up. Only under proper authorization by staff will students use these devices during instructional time. (reference may be made to MVSD policy 8.11) Student and parent cooperation is appreciated in advance.

## **MEDICATION AT SCHOOL**

From time to time students require prescribed medication at school. Parents need to contact MMS to arrange medication distribution at school.

## **EMERGENCY/FIREDRILL/LOCKDOWN**

When hearing an intercom announcement for “Hold & Secure,” this means that all external or exit doors will be locked until further notice. No students/staff/visitors are to exit or enter the building during this time. Within the school building classes are to operate normally as they would during a regular school day. Classes are free to change and move within the school without restriction.

Lockdowns are used in more serious emergencies, where the threat is inside or very close to the school. In a lockdown situation, students would be kept in classrooms or other designated spots away from the threat, where access and visibility is minimized. Staff members, responsible for the safety of students, make sure no one leaves these designated areas.

Principals have the discretion to place schools under lockdown or hold and secure, but typically do so on the advice of police, based on events unfolding in the community.

## **EMERGENCY CLOSING**

The Mountain View Divisional School Board authorizes the principal of the school, in consultation with the transportation supervisor, to close a school in the event of emergencies that present threats to the safety of the students, school staff members, and school property.

Inclement weather may cause unsafe travelling conditions. Parents are advised to listen to the CKDM (Dauphin), CJOB (Yorkton) radio stations, or the MVSD website at [www.mvsd.ca](http://www.mvsd.ca) during severe weather conditions for information about the “grounding” of school buses or the closing of schools. The website posts all bus cancellations and weather updates.

New transportation policies may call for the billeting of students which will require bus transportation. These procedures will be shared with possible affected parents. It is vital that bus parents provide billeting information. Mackenzie Middle School staff has also reviewed policy and looked into preparations for such emergency student housing.

## **STAR Program**

This is our computerized assessment tool for reading comprehension. This program allows teachers to do a quick comprehension test within 10 minutes and have results for each student in their class. This gives teachers the ability to more efficiently assess students reading abilities and more accurately design programs for student success. We are currently the only school in the division that is using the program and we are looking to add a math component to our assessment strategies.

## **ATTENDANCE POLICY**

Student attendance and punctuality are crucial for academic success. Students are expected to attend classes, unless absence is necessitated by reason of illness or other unavoidable cause. If absence does occur, the student shall furnish proof as to the cause or reason of that absence. This proof shall be in the form of a dated note or telephone call from the parent. As a safety precaution, the school will contact any home if a student is not present without reason after the morning and afternoon attendance bells. Parents and guardians are encouraged to contact the school in advance of this telephone call to notify the school of student absences. In the event of a lengthy absence, parents are requested to inform his/her child's teacher well in advance, in order that his/her teacher may prepare assignments and readings as needed.

**MMS believes that the academic success of a student is often decided by a student's lack of attendance or tardiness. It is difficult to ask a student to learn when they are frequently absent. To promote regular attendance, an attendance and extracurricular policy has been implemented. Any student who is not present at school and punctual at a rate of 85% will not be permitted to participate in any extracurricular events (sports, dances, etc).**

Students who are continually absent or late for class will be dealt with according to their level of absenteeism and truancy. Actions taken may include telephone calls or letters to the parent, student contracts, home visits, in-school suspensions, letters to the superintendent, or the involvement of outside agencies.

## **PERMISSION TO LEAVE SCHOOL**

Students leaving the school during class time will need to have a note, phone call, or email from a parent in advance. We are unable to allow students to leave without such notification. Students will need to sign out and back in at the office when they return.

## **CO-CURRICULAR ACTIVITIES**

Participation and physical fitness are encouraged by MMS. Our school provides numerous activities that are designed to emphasize team work, wellness and life long recreational skills and knowledge. These opportunities range from athletics, to clubs and high interest activities. These activities are a very important part of our school program and students are encouraged to become actively involved. Activities could include:

Volleyball, Basketball, Badminton, Curling, Track & Field, Student Council, Activities Committee, Assemblies, Dances, Year Book, Canteen, Food Sales, Homeroom/School Sales, Fund Raising, Backpacking Club, Snowboard/Ski Club, and Jazz Band.

## **STUDENT USE OF TELEPHONE**

Since MMS is a place of education & business, the telephone is required on a regular basis by staff members. It is not an instrument for socializing. Students will be called from a classroom in the event of emergency calls only. As a general practice, other telephone calls for the students will be recorded as a message by the school secretary and returned during a scheduled break. In any event, conversations should be brief.

## **ACCIDENTS & MEDICAL EMERGENCIES**

Occasionally, students are injured at the school during physical activity on the playground or in the gymnasium. When an accident takes place, it must be reported to the office. Minor injuries may be treated at the school. If a student is seriously injured, the parent, or person indicated on registration form, will be notified, If a parent or second contact is unavailable to drive the child to the nearest hospital, transportation will be arranged by the school. An ambulance may also be called. Accident forms are completed at the school for more serious accidents.

A school emergency handbook will include the names of all students identified as having medical concerns and needs. A copy is placed by each school telephone and every staff member will be familiar with and have access to its contents. Parents will continue to be contacts in the event of an emergency or serious injury.

Parents and guardians are responsible to inform the school if medical information changes through the school year.

## **CONCLUSION**

Although all aspects of the educational policies and goals are not described in this Student Handbook, enough information is provided for a general overview of the policies and operational practices at Mackenzie Middle School.

Students, parents, and stakeholders are reminded that they are free to contact the school at any time to clarify concerns. Suggestions to improve the Student Handbook are also welcomed.

Parents are welcome to visit our school and take part in scheduled events. All visitors are asked to report to the general office when entering the building.

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# **Learn to Love to Learn**

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**MACKENZIE MIDDLE SCHOOL**

**MOUNTAIN VIEW SCHOOL DIVISION**



**Mountain View School Division  
2018-2019 School Calendar  
(195 School Days)**

Monday, September 3	Labour Day (No Students Present)
Tuesday, September 4	Administration Day - Grades K-12 (No Students Present)
Wednesday, September 5	School Begins for Students
Wednesday, Oct 3	Divisional Professional Development Day – Grades K-12 (No Students Present)
Monday, October 8	Thanksgiving Day (No Students Present)
Friday, October 19	M.T.S. PD Day (No Students Present)
Sunday, November 11	Remembrance Day
<b>Monday, November 12</b>	<b>Administration Day - Grades 1-8 and Professional Development Day – Grades K, 9-12 (No Students)</b>
Friday, November 23	Administration Day Parent-Teacher Interviews – Grades K-12 (No Students Present)
Friday, December 21	Last Day of Classes before Christmas Break
December 24 - January 4	Christmas Break (No Students Present)
Monday, January 7	Classes Resume after Christmas Break
Friday, February 1	Professional Development Day – Grades 1-8 Administration Day – Grades K, 9-12 (No Students Present)
<b>Semester Change</b>	
Monday, February 4	Semester 2 Begins (Grades 9-12)
Monday, February 18	Louis Riel Day (No Students Present)
<b>Monday, February 25</b>	<b>Divisional Professional Development Day – Grades K-12 (No Students Present)</b>
Friday, March 15	Administration Day - Grades K-8 (Parent-Teacher Interviews)
Friday, March 22	Professional Development Day – Grades 9-12 (No Students)
March 25 – March 29	Last Day of Classes before Spring Break Spring Break (No Students Present)
Monday, April 1	Classes Resume after Spring Break
Friday, April 19	Good Friday (No Students Present)
Friday, April 26	Administration Day - Parent Teacher Interviews – Grades 9-12 Professional Development Day – Grades K-8 (No Students Present)
Monday, May 20	Victoria Day (No Students Present)
Thursday, June 27	Last Day of Classes
Friday, June 28	Administration Day – Grades K-12 (No Students Present)

## MMS Daily Schedule

8:50	Arrival Bell	*All students are expected to be at their homerooms.
8:55	Opening Exercises/ Homeroom	* Opening Exercises & Announcements
9:00-9:34	Period 1	
9:34-10:08	Period 2	
10:08-10:12	Break	* Be on time!
10:12-10:46	Period 3	
10:46-11:20	Period 4	
11:20-12:15	Period 5A	* First Lunch - Gr.6
12:15- 1:10	Period 5B	* Second Lunch - Gr. 7/8
1:10- 1:14	Homeroom Attendance for all students	
1:14- 1:47	Period 6	
1:47- 2:20	Period 7	
2:20- 2:24	Break	* Be timely
2:24- 2:57	Period 8	
2:57- 3:30	Period 9	Bus students will leave from the south doors.
3:30	Dismissal	Town students are to use the west or east doors.

**This is your day. Be productive! Be on time!**



# Mackenzie Middle School

## Home of the Magic!

## **MMS STAFF OF 2018 - 2019**

**Mr. D. Anderson – Principal**  
**Mr. B. Johnson – Vice Principal**  
**Mrs. L. Boyko – Secretary**  
**Mrs. K. Yarema - Secretary (a.m.)**  
**Mrs. T. Maffenbeier - Gr. 7 - 8 Resource**  
**Ms. W. Ohryn - Gr. 7 - 8 Guidance**

**Mr. D. Liwiski - Grade 6 French Immersion**  
**Ms. K. Mitchell - Grade 6**  
**Ms. E. Durston - Grade 6**  
**Mrs. J. Lenius - Grade 6**  
**Mr. J. Marshall - Grade 6**

**Mrs. S. Thomas- Grade 7 French Immersion**  
**Ms. S. Cook - Grade 7**  
**Ms. R. MacInnis - Grade 7**  
**Mrs. K. Kuzyk - Grade 7**  
**Ms. M. Rodgers - Grade 7**  
**Ms. J. Slobodzian - Grade 7**

**Mrs. R. Bray - Grade 8 French Immersion**  
**Mr. C. Carefoot - Grade 8**  
**Mrs. S. Paziuk - Grade 8**  
**Mrs. C. Momotiuk - Grade 8**  
**Mr. C. Todoruk - Grade 8**

**Mr. S. Hudyma - Grade 7 & 8 Phys Ed**  
**Mr. O. McIntyre - (.5) Gr. 6 Phys Ed, (.5) Guidance**  
**Mrs. V. Ogg - Gr. 7 & 8 Human Ecology**  
**Mr. S. Dyck - Art, Numeracy Support**  
**Mrs. C. Hockridge - (.5) Gr. 6 Human Ecology, (.5) Resource**  
**Mr. J. Bettner - Gr. 7 & 8 Band**  
**Ms. C. Papadopoulos - (.5) Gr. 6 Band**  
**Mr. J. Michasiw - Gr. 7 & 8 Tech Ed**  
**Mr. P. Barkman - (.5) Gr. 6 Tech Ed**  
**Mr. D. Chudobiak - Computer Tech**  
**Mrs. C. Eiffert- Library Clerk**  
**Mr. T. Tokarchuk – Custodian (day)**  
**Mr. E. Funk – Custodian (evening)**  
**Mr. C. Pardoski - Custodian (evening)**  
**Ms. N. Flett - Youth Support Worker**

### **Educational Assistants:**

<b>Mrs. C. Frith</b>	<b>Ms. S. Neault</b>
<b>Mrs. K. Yarema (p.m.)</b>	<b>Ms. C. McMaster</b>
<b>Mrs. M. Gayowsky</b>	<b>Mr. G. Reeve</b>
<b>Mrs. A. Harlow</b>	<b>Ms. A. Bayduza</b>
<b>Mr. C. Cherpako</b>	<b>Mrs. L. Bogoslawski</b>
<b>Mr. F. Kowalski</b>	<b>Ms. S. Fendick</b>