

MINITONAS SCHOOL



www.svsd.ca/minmid

Student Handbook 2024-2025



This agenda belongs to:

Name _____
Address _____
City/Town _____
Postal Code _____
Student No _____

Phone _____
Homeroom _____

2024-2025 YEAR AT A GLANCE

Total Number of School Days = 192

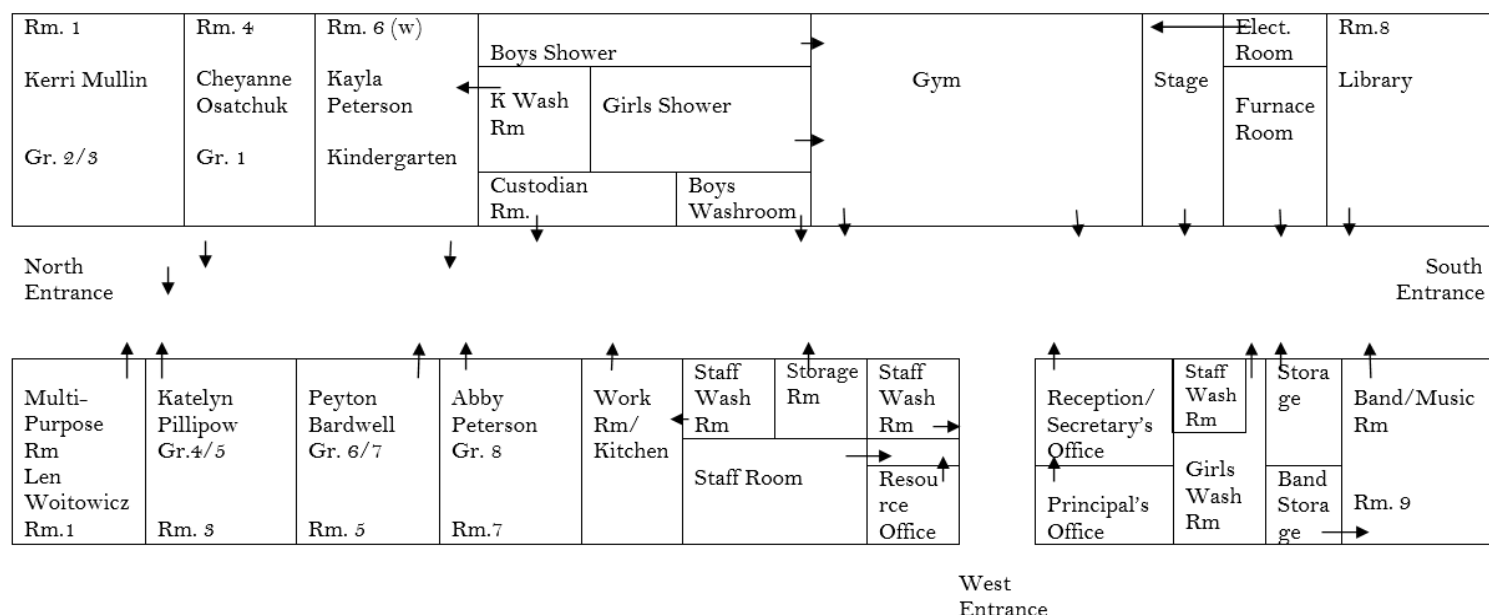
NO SCHOOL DAYS:

Sept. 3 rd , 2024	PD/Administration Day
Sept. 4 th , 2024	PD/Administration Day – School supply drop off – 4:30 – 6:30 pm Welcome Back BBQ
Sept. 5th, 2024	First day of school for students
Sept. 30 th , 2024	Truth & Reconciliation Day
Oct. 14 th , 2024	Thanksgiving Day
Oct 25 th , 2024	SAGE
Nov. 11 th , 2024	Remembrance Day
Nov. 15 th , 2024	Parent Teacher
Dec 23 rd – Jan 3 rd	Christmas Break
Jan. 31 st , 2025	PD/Administration Day
Feb. 17 th , 2025	Louis Riel Day
Mar. 14 th , 2025	Parent Teacher
Mar. 31 st – Apr. 3 rd	Spring Break
April 17 th , 2025	PD/Administration Day
April 18 th , 2025	Good Friday
May 16 th , 2025	PD/Administration Day
May 19 th , 2025	Victoria Day
June 6 th , 2025	PD Day
June 20 th , 2025	PD/Administration Day
June 26 th , 2025	Last day of school for Students +
June 27 th , 2025	PD/Administration Day



Minitonas School Floor Plan – 2024-2025

Teacher's Names and Grades included



Core Values & Structure

We believe in:

A supportive environment;

Fairness for all;

Dignity and respect;

Being principle centered.

Schools that make a difference for all children are wonderful places where hope fuels all activity and futures are created.

Mission:

- To educate;
- Inspire; and
- Respect each other.

APPLE School Vision:

Minitonas School is a family that believes in providing a safe, caring environment where students have equal opportunities to learn and play. Healthy eating, active living, and mental wellness are part of our daily routine.

APPLE SCHOOLS PROGRAM (Champion School):

A **P**roject **P**romoting healthy **L**iving for **E**veryone in schools. APPLE Schools transforms school communities to lead, choose and be healthy. APPLE Schools equips students with the knowledge necessary to be confident, empathetic leaders and take ownership of their own health and social behaviors.

Our Priorities/Wellness Focus:

Continue to create a safe space, a space where staff and students alike come to be inspired, create friendships, to learn and to have fun. Continue to strengthen community relations.

Sources of Strength:

Is a division wide program focused upon suicide prevention and increasing help seeking behaviours and promoting connections between peers and caring adults. This upstream model strengthens multiple streams of support (protective factors) around young individuals so that when times get hard they have strengths to rely on.



Safe and Caring Schools Minitonas School Code of Conduct

Guiding Principles

The following principles are recognized and valued in ensuring safe and inclusive school environments for all:

- Positive school cultures;
- Respect, inclusion, fairness and equity;
- Clear and consistent communication regarding expectations of conduct;
- Celebrating progress and achievements.

Policy Statements

In Minitonas School, we embrace inclusion as a means of enhancing the well-being of every member of the community. By working together, we strengthen our capacity to provide the foundation of a richer future for us all.

The Minitonas School is committed to fostering inclusion for all people. Inclusion is a way of thinking and acting that allows every individual to feel accepted, valued and safe. An inclusive community consciously evolves to meet the changing needs of its members.

Approach to Discipline

Minitonas School endorses successful approaches for preventing and changing challenging behaviour, which include:

- ~ the development of a positive school climate,
- ~ a positive school-wide approach,
- ~ team planning,
- ~ community involvement, and
- ~ professional support.

Working with Parents and Guardians

Teaching self-discipline is a shared responsibility that hinges on a cooperative approach between the school and parents/guardians. Students will feel safe when they see the adults from these two parts of their lives, school and home, come together to focus on their interests. When teachers and parents communicate regularly and work collaboratively, they are more likely to develop a degree of trust.

Unacceptable Conduct

In all cases, unacceptable conduct will be addressed. Unacceptable behavior includes but is not limited to the following:

- .. Bullying/Cyberbullying
- .. Harassment/ Discrimination
- .. Threats to self and others
- .. Possession of a weapon as defined in Section 2 of The Criminal Code
- .. Possession or being under the influence of an illicit drug, alcohol, vaping products
- .. Inappropriate use of the Internet and electronic communication
- .. Abusing another student physically, sexually, verbally, or psychologically, in writing, or otherwise
- .. Discrimination on the basis of any characteristic set out in The Human Rights Code.

Manitoba's Definition of 'Bullying'

'Bullying' behaviour that is intended to cause fear, intimidation, humiliation, distress or other forms of harm to another person's feelings, self-esteem, body, or reputation or is intended to create a negative school environment for another person. Bullying takes place in a context of a real or perceived power imbalance between the people involved and is typically, but need not be, repeated behaviour.

It may be direct (face to face) or indirect (through others), and it may take place through any form of expression – including written, verbal, or physical – or by means of any form of electronic communication (referred to as cyber-bullying), including social media, text messaging, instant messaging, websites, or email.

Dress Code

Students are expected to dress modestly to respect themselves and others around them with clothing that doesn't reveal undergarments, or bare skin on the torso. Clothing shall not depict violence nor vulgarity or any sort. Students will be asked to change or cover their clothing if they come to school with such items on them.

Appropriate Interventions and Disciplinary

Consequences

The following interventions and disciplinary consequences emphasize positive and proactive strategies that foster student learning, as opposed to punitive and reactive strategies. The principal maintains the authority to determine which consequence is appropriate in a given situation such as the following:

1. Informal discussion
2. Withdrawal from classroom setting
3. Removal of privileges
4. Parental involvement
5. School Counsellor/Resource Teacher
6. Formal Interview
7. Restitution/Compensation
8. Behavioural/Performance Contract
9. Student Services
10. Threat Assessment
11. Police Notification
12. Student Suspension
13. Student Expulsion

**We will, one step, one procedure at a time
... build something beautiful.**

ARRIVAL TIME:

Please do not send your children to school before 8:30. Supervision is not available before that time.

ATTENDANCE:

A phone call, note or e-mail to the office by a parent is expected if a student is absent. If the school is not notified, parents will receive a phone call home from the division's Synervoice electronic calling service, as well as a phone call home from school. Extended absences will result in a notification in letter form.

BUS REGULATIONS:

Misbehavior while riding or loading may result in suspension of bus privileges. Any student wishing to ride on a bus other than the one assigned must have a note from home.



FIRE DRILL:

Are held throughout the school year. Specific details will be provided to students. Students should become acquainted with exits in each area of the building. Everyone must exit the school during a fire drill.

AGENDA FEE:

A fee of \$10.00 will be assessed each year for all students. This fee will go towards the purchase of a Student Agenda. The agenda is necessary for organizing various activities at home, school and in the community.

ELECTRONIC DEVICES:

Are not recommended in school. Any device brought to school should remain in the student's locker. Students may utilize their device with permission from the teacher. Using devices without permission will result in the following:



- 1st Staff will remind students of the policy.
- 2nd Staff will request the device. The student may pick it up from the office at the end of the school day.
- 3rd Subsequent situations will require parents/guardians to pick up the device.

HEAD LICE (Pediculosis)

Head lice control works best when everyone helps: parents, school, Health Unit. When a student is identified as having head lice:

- Parent/Guardian will be notified.
- Treatment to the hair must be done and all nits removed.
- All parents of children in a class in which a student is found to have Pediculosis will be sent a letter informing them of the fact.
- Students within the class will be checked for lice.
- Information on effective treatment and community resources will be provided upon request.
- Follow up checks within the school will be done.

MEDICATIONS:

Prescription Drugs – School staff will not be dispensers unless parents have proper forms completed and it is necessary for the safety of the child.

Non-Prescription Drugs – will be provided under the following guidelines:

- (a) Parental authorization either in writing or by telephone
- (b) Dispensing will be done through authorized office personnel.



**** All medications will be kept secure in a locked location. Medications need to be taken under staff supervision.**

Extra-Curricular Activities

Activities such as interschool sports or other field trips are a privilege for students. Good attendance, keeping up with assignments, and good behavior are all necessary for students to receive this privilege.

NOON HOUR:

Students who are transported by bus are not allowed to leave the school grounds at noon unless special arrangements have been made by the parent. This may be a note, email or telephone call to the classroom teacher or school office. Town students who bring lunch to school must stay at school during the noon hour.

All students leaving the school grounds must sign out and back in upon return the same day.

Noon Hour supervisors are Educational Assistants. We also have a designated Teacher-on-Call who makes contact with the Noon Hour Supervisors. We expect students to respect and listen to the supervisors. If repeated problems occur, parents will be notified.

An Intramural Program is offered for students in Grades 2 to 8. Emphasis is always on sportsmanship, exercise and fun.

PERMISSION TO LEAVE:

If a student must be taken from school, the parent must inform the school office/teacher and the school will sign out the student.

SCHOOL CANCELLATIONS:

During inclement weather, closure announcements will be made on our school website or over the following radio stations:

- SVSD Website (www.svsd.ca)
- CKDM (Dauphin 730);
- CJGX (Yorkton 940);
- CJGX (Yorkton FM 95.3);
- CJSB (Swan River 104.5 FM);

STUDENT POSSESSIONS:

We encourage students, Gr. 5-8, to lock their lockers. We discourage students from bringing valuables to school. Lost items should be reported to the office immediately.

TELEPHONE USE:

Students must obtain permission from their teacher before using the telephone. Telephone messages from

parents will be delivered to students. In extreme circumstances students may be called out of class to use the telephone. Students are not permitted to contact parents via cell phone/ipod as per the schools' electronics policy.

LOCKED DOOR POLICY:

All doors to the school are locked for the safety and security of all staff and students. Please use the doorbell to notify administration of your presence or call 204-734-5222.

VISITORS TO THE SCHOOL:

All visitors are required to report to the office and sign in/out upon arrival at the school. All student pick ups and drop offs are to happen on the **WEST** side of the school on only the west side of the street. All children will leave school property at the SW corner. The **SOUTH** side is reserved for bus traffic loading and unloading of students only and want that area to remain free of other vehicles. Thank you in advance for your cooperation.

VOLUNTEERS:

Volunteers are welcome in our school. Please make the necessary arrangements with your child's classroom teacher indicating your willingness to help out in the class. Volunteering might mean coming once a week for a half hour to listen to students read or it could mean coming in to help out with our hot lunch program.

LOCKDOWN PROCEDURE

Minitonas School (updated May 2022)

Definition:

A lockdown is defined as the restriction of movement during the time of a potentially serious violent incident. During a lockdown, exercise critical judgment to maximize safety.



The Principal or Designate will:

- Call 911
- Stay on the line
- Provide information requested by the operator

Announce: **"INITIATE LOCKDOWN PROCEDURE – 911 ACCOMPLISHED"**

- **Do not activate fire alarm**
- Strobe lights will flash outside the school and indicate that public should not enter the school
- Give consideration to your personal safety.

Outdoor supervisors/teachers always carry a two way radio for communication purposes

- Do not attempt to enter the school and turn off electronic devices
- Move as far away from the school as possible (SE corner of the school grounds)
- Move to school evacuation sites (Community Store) if prudent to do so
- Await further instructions

For students and staff INSIDE the school:

- Go to the closest room
- In the Gym, go to the Girls' change room
- Close and lock door
- Turn off electronic devices and hand to teacher
- Turn off lights
- Remain comfortable and quiet with door closed and window blinds drawn
- Create and maintain the illusion that no one is in the room
- Ignore fire alarm if it is activated
- Await further instructions

For students and staff OUTSIDE the school (threat is inside of school):

Notify the School Superintendent or Designate

The Superintendent or Designate will:

- Notify other division officials such as Student Services Coordinator, Transportation Supervisor, Maintenance Supervisor and others as appropriate
- Assist police with school and student information as requested

To end lockdown

- Announce **"LOCKDOWN IS OVER"** or **"HOLD AND SECURE IS OVER"**, depending on the situation, and the Principal will attend each class to unlock doors.
- RCMP will assist staff to systematically clear areas if available.

Hold & Secure

- Very similar to a "lock down", but students can move from class to class as per normal. However, students would not be permitted to go outside until the threat has been cleared by RCMP or the School Division Superintendent.



SWAN VALLEY SCHOOL DIVISION

VIOLENT THREAT RISK ASSESSMENT (VTRA)

FAIR NOTICE & PRACTICE

WHAT IS A THREAT?

A threat is an expression of intent to do harm or act out violently against someone or something. Threats may be verbal, written, drawn, posted on the internet or made by gesture.

A VIOLENT RISK THREAT ASSESSMENT WILL BE INITIATED FOR THE FOLLOWING BEHAVIOURS:

- Serious violence or violence with intent to harm or kill
- Verbal/written threats to harm or kill others— clear, direct and plausible
- Online threats to harm or kill others
- Possession of weapons (including replicas) or use other objects as weapons
- Bomb threats (making and/or detonating explosive devices)
- Fire setting
- Sexual intimidation or assault
- Gang-related intimidation and violence
- Or any other incident deemed serious enough to warrant a VTRA

DUTY TO REPORT

To keep our schools and communities safe, staff, parents, students and all community members must report all threat-related behaviors to the school principal.

ALL THREATS MUST BE TAKEN SERIOUSLY, INVESTIGATED AND RESPONDED TO.

For more information go to: Swan Valley School Division / Administrative Procedure Manual/ Safe Schools/ Violent Threat Risk Assessment.

WHAT IS A VTRA TEAM?

Each School has a VTRA team which is a multidisciplinary team. School teams may include: Principal, Resource Teacher, School Division Psychologist/ Counsellor/ other staff, RCMP and community agencies.

THE PURPOSE OF THE VTRA IS.....

- to ensure the emotional and physical safety of students, staff, parents and others
- to ensure a full understanding of the context of the threat
- to understand the factors that contribute to the threat maker's behavior
- to be proactive in developing an intervention plan that addresses the emotional and physical safety of the threat maker

WHAT HAPPENS IN A VTRA?

All threat making behavior(s) will be reported to the Principal who will activate the protocol for the initial response.

Once the investigation team has been activated, interviews may be held with student(s), the threat maker, parents, and staff to determine the risk and develop an appropriate response to the incident. Investigations can involve student services, RCMP, and other community agencies.

Furthermore VTRA can involve locker or personal property searches.

Intervention plans will be developed and shared with appropriate people as required. Threatening behavior can result in disciplinary actions.