

Swan Valley Regional Secondary School



MAKE A DIFFERENCE TODAY FOR TOMORROW

**School Handbook
2026-2027**

PRINCIPAL'S MESSAGE

The Swan Valley Regional Secondary School (SVRSS) is centrally located in the Swan River Valley in Treaty 4 territory, within the town of Swan River, Manitoba. The school serves approximately 500 students: Grades 9 through 12 and is the only high school in Swan Valley. Students can pursue their high school graduation from either the Regular English Program, the Technology Program or the French Immersion Program. Over 55% of the student population identify as having Indigenous or Metis heritage.

As a community school, we are a center for learning, providing educational opportunities for high school students and the wider community in general. We pursue the fulfillment of our purpose in an atmosphere of cooperation among students, staff, parents, business, industry, government and other educational institutions. Over the years we have developed partnerships with; University College of the North, Louis Riel College, Elbert Chartrand Friendship Centre, Swan River Adult Education, Prairie Mountain Health (Teen Clinic), Wuskwi Siphk First Nation, Sapotweyak Cree Nation and Frontier School Division. Building and strengthening these diverse partnerships provide an enriched programming and further development for the SVRSS.

The SVRSS is an inclusive educational environment with many opportunities. The school offers vibrant co-curricular programs in Sport, Drama, Music, Envirothon, Skills Manitoba, Business Challenges, Yearbook, Grad Committees, Social Justice, and Student Council. In addition to the core requirements in English/Francais, Mathematics, Science, Social Studies, Physical Education and the Arts courses, programs of studies in the vocational areas include Applied Commerce Education, Automotive Technology, Carpentry, Culinary Arts, Electrical Trades and Technology, Family Studies, Hairstyling, Heavy Duty Equipment Technology, Industry Applied Technology, Resources and Environmental Management, Graphic Design and Welding Technology.

At SVRSS, much has changed as our school is no longer a solitary building. We are now a “campus” with the Heavy-Duty shop and the Building Trades shop which are located west of the main building at 1483 3rd Street North. Northern Lights Institute of Trades & Technology (NITT) is an entity of Swan Valley School Division and operates out of the SVRSS. NITTs mandate is to be a catalyst in providing job-ready skills and training to the communities of the Swan River Valley. Learning is the main focus at the SVRSS with the acquisition of knowledge and skills through experience and study.

WELCOME TO SWAN VALLEY REGIONAL SECONDARY SCHOOL!

The Swan Valley Regional Secondary School is a Grade 9 to 12 Academic and Vocational high school located in Swan River, Manitoba, providing the students of the Swan Valley region an opportunity to attain Academic, French Immersion and Vocational Technology Education diplomas.

The Swan Valley School Division is committed to the growth and development of the learner **within a safe learning environment** which strives to be challenging, supportive, tolerant and understanding of the individual needs of each learner.

OUR MISSION

Our Mission is to achieve excellence in learning for all.

Learning, Livelihood, Life

Learning how to learn and realizing that learning is a lifelong pursuit.

Learning how to make a livelihood to become self-reliant and productive citizens.

Learning how to live a life of fulfilment as caring and responsible members of a global society.

OUR VISION

Our vision is to see all students as successful learners achieving their full potential in life.

OUR MOTTO

Make a difference today for tomorrow.

OUR LOGO

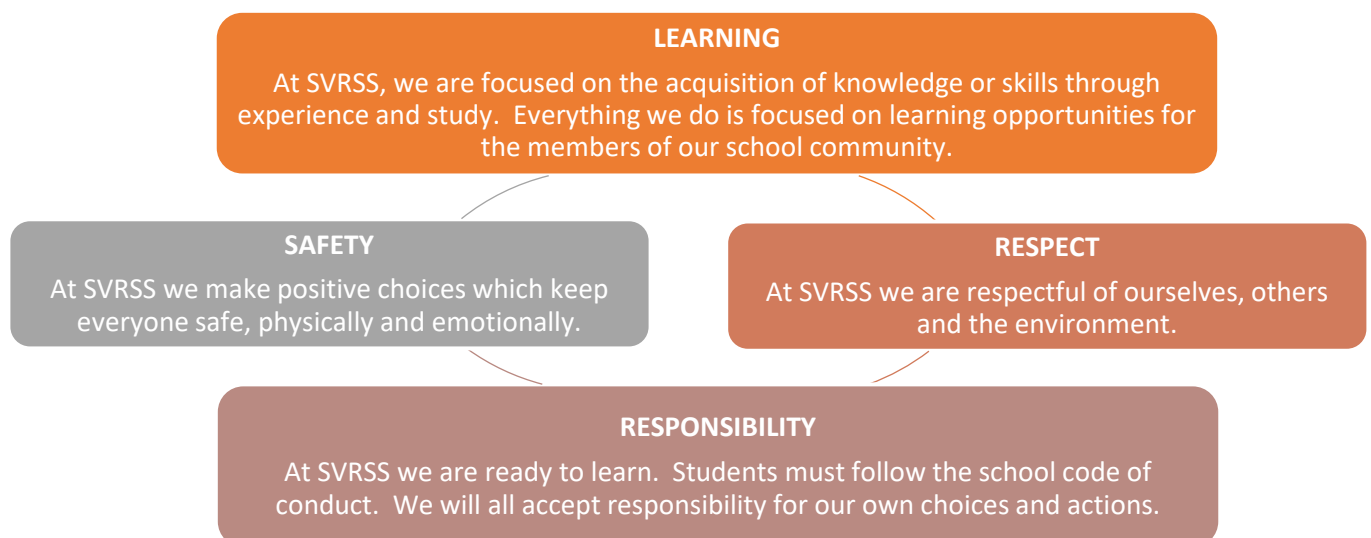
Our logo is a flaming torch formed from the stylized acronym of our school name.

As light from the flaming torch, learning illuminates the journey of life. Throughout the journey we nurture the flame and pass it on with pride to illuminate the future generations.



OUR BELIEFS

The Swan Valley Regional Secondary School Community, which includes staff, parents and students, has the responsibility to provide and ensure a safe and positive climate for learning. Our Code of Conduct provides a broad framework of behavioral expectations for students. It is expected that all members of the school community will uphold the underlying beliefs of the School code which include the following: Learning, Respect, Responsibility and Safety.



SWAN VALLEY REGIONAL SECONDARY SCHOOL STAFF

OFFICE STAFF

PRINCIPAL



Mrs. J. Mydyski-Arp

VICE PRINCIPAL



Mrs. K. Glen

VICE PRINCIPAL



Mrs. J. Zamzow

ADMINISTRATIVE SECRETARY



Mrs. G. Rowe

ADMINISTRATIVE SECRETARY



Mrs. R. Delaurier

ADMINISTRATIVE SECRETARY



Mr. C. Densen

TEACHING STAFF



Mrs. D. Ashcroft



Mr. C. Behrmann



Mrs. J. Bergen



Mrs. E. Brown



Mr. L. Church



Mr. P. Fleming



Mr. D. Gattinger



Mrs. K. Goethe



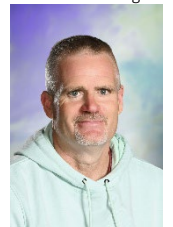
Mrs. C. Goodman



Mr. N. Gordon



Mrs. K. Harness



Mr. D. Henkelman



Mr. J. Hicks



Mr. B. Hodge



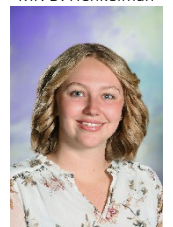
Mr. K. Khadekin



Mr. M. Kujanpaa



Mrs. C. Larson



Miss M. Lies



Mr. R. Maksymchuk



Ms. L. Malkoske



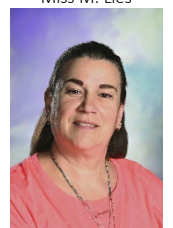
Mr. M. Matejka



Mrs. L. Munro



Mrs. A. Rogalski



Mrs. J. Smith



Mrs. T. Staniland



Mr. J. Turner



Ms. G. Turton



Mr. D. Underwood



Mr. J. Wintoniw



Mrs. M. Zamzow



Mrs. T. Zaretzky-Denischuk

SWAN VALLEY REGIONAL SECONDARY SCHOOL STAFF

SUPPORT STAFF

GUIDANCE COUNSELOR



Mrs. T. Badowski

TIGER'S DEN SUPERVISOR



Mr. D. Houston

GUIDANCE COUNSELOR



Ms. J. Barabash

INFORMATION TECHNICIAN



Mr. M. Bodana

RESOURCE



Mrs. K. Anderson

NITT ENGAGEMENT MENTOR



Mr. J. Ju

RESOURCE



Mrs. A. Severson

CAFETERIA ASSISTANT



Mrs. P. Makasoff

RESOURCE



Mrs. S. Rubletz

NUTRITIONAL PROGRAM AST



Ms. A. Stenberg

LIBRAIRIAN



Mrs. C. Petelski

HOME SCHOOL LIASON



Mrs. T. Thompson

EDUCATIONAL ASSISTANTS



Mr. R. Barker



Ms. A. Bruce



Mrs. D. Carr



Mrs. M. Cook



Mrs. D. Laychuk



Mrs. G. Liaver



Mrs. M. Lumax



Mrs. K. Manchester



Ms. M. Kaur



Mr. K. Russell



Mrs. S. Yashchyn



Miss. J. Severson



Miss E. Foster

SWAN VALLEY REGIONAL SECONDARY SCHOOL STAFF

CUSTODIAL STAFF



Mr. R. Dietz

Mr. K. Gurniak-Thompson



Mr. A. Polevoy



Mr. L. Ross



Mr. P. Tymchak



Mr. M. Wood

GENERAL INFORMATION

SVRSS HOURS

Office Hours
8:00 AM – 4:30 PM
Learning Resource Centre
8:00 AM – 5:00 PM
Learning Support Centre
9:00 AM – 4:30 PM
Daily Breakfast
8:35 AM – 9:00 AM

TIMETABLE

The school's timetable structure is a semester system consisting of 5 semestered courses. Each semestered block is sixty minutes in length. All courses are delivered within this instructional framework.

REGULAR BELL SCHEDULE

Bell Schedule	Semester 1	Semester 2
8:50 AM	Warning Bell	
9:00 AM – 10:00 AM	Block 1	Block 1
10:00 AM – 11:00 AM	Block 2	Block 2
11:00 AM – 12:00 AM	Block 3	Block 3
12:00 AM – 1:00 PM	Lunch	
1:00 PM – 2:00 PM	Block 4	Block 4
2:00 PM – 2:35 PM	Block 5 RTI /TAG	
2:35 PM – 3:35 PM	Block 6	Block 6

STUDENT SUPPORTS

TAG

Teacher Advisor Groups (TAG) provide students with a small group of peers to develop relationships with, learn about our SVRSS school, build community and school spirit as well as receive guidance from a teacher advisor that will serve as their guide for the academic year. As staff we are dedicated to fostering relationships and meeting each student where they are.

RTI

Response to Intervention (RTI) is a time within the school day that all students can use to ask questions, get help, and complete work. All staff are available during this time to support our SVRSS students catch-up, gain clarity, or work on enriching activities. Student attendance is mandatory and teachers will request students for specific interventions/support during this time.

GENERAL INFORMATION

STUDENT REGISTRATION & FEES

A registration form must be completed for each student. It is important that all information on the form be filled in as accurately as possible. Please notify the office of changes to phone numbers, emails, addresses or guardianship as soon as possible.

School fees for next year will be \$60.00 for grade 9, 10, and 11 students. This pays for a yearbook and student sponsored activities. The school fee for grade 12 students is set at \$85.00. A Certified First Aid instructor on staff will teach all Grade 12 students First Aid & CPR. School fees are due September 30th and are payable to the **SVRSS**.

LOCKERS

Grade 9-11 students will be assigned individual lockers. Students must not change lockers other than authorized by the office. Locks will be provided at no cost. However, if the lock cannot be returned at the end of the year or when the student withdraws, \$10.00 will be charged for the missing lock. Use of locks on hallways and/or gym lockers, other than those issued by the school is not allowed.

CAFETERIA

A free daily hot breakfast will be available to all students from 8:35 AM – 9:00 AM. Lunch is available to purchase over the noon-hour.

The Culinary Arts department produces daily specials as well as sandwiches, soup and beverages. Food is sold at a cost recovery. Students are to return their trays to the racks, place refuse in waste containers and clear their tables.

THE TIGER'S DEN

The Applied Commerce program includes the operation of the school store, The Tiger's Den. School supplies and confectionaries are available. The store is open before school, at noon and after school. It is closed during regular classes and TAG/RTI.

PARKING

Student cars must only be parked in the student parking lot which is situated to the west side of the School Division Office. A bicycle stand is situated near the flagpole on the east side of the school for student and staff use. Vehicles parked other than in the designated area will be dealt with.

Only visitors may park in the designated area across from the main entrance of the school. Visitors are to register their vehicle in the office.

DRESS CODE

Students are expected to come to school dressed appropriately. Students are prohibited from wearing clothing with printing or pictures that are obscene or which suggest obscenity, drug/alcohol use, gang affiliation, or are of a sexual nature.

GENERAL INFORMATION

TRAFFIC

Traffic is one-way on school property except for the front (East) side of the school, to allow visitors to exit. Staff are to use the Northwest exit. Only bus traffic is permitted to go around the school during school hours. It is an offence under the Highway Traffic Act to pass a school bus while lights are flashing.

- No stopping or parking is permitted along the yellow curb.
- Parents should drop off and pick up students in the designated student drop off area. (North lane of the school)
- ***The lane around the school is designated fire lanes, and parking is prohibited at all times!***



LOST & FOUND ITEMS

Unattended backpacks, binders, books and other personal items are collected daily and put in the lost and found basket in the cafeteria. These items will be gone through at the end of each semester. Any unclaimed items are donated to Goodwill.

GENERAL INFORMATION

LEARNING RESOURCE CENTRE

The Learning Resource Centre is in the center of the school to provide a quiet study space for students and classes. The Learning Resource Centre provides a variety of audio-visual materials, computers, periodicals, as well as a collection of fiction and non-fiction books. Computers are available for individual students and class activities. The Learning Resource Centre is the distribution center for all textbooks and multi-media equipment. Only those students on a study block or assigned to the Resource Centre and utilizing the resources provided will be allowed access during class hours. Our aim is to provide all students and staff with access to learning resources to support our curriculum.

The Learning Resource Centre is equipped to provide the following services:

- General reference materials.
- Leisure browsing of fiction and periodicals.
- Assistance in selection and acquisition of books, periodicals, maps and all non-print materials (a continually updated collection of reviewing journals and catalogues are available.)
- Assistance in operation, minor repair and maintenance of audio-visual equipment.
- Assistance with computers, programs, student logins, email and PowerSchool accounts.
- Signing out computers for students' learning needs.

Circulation Policy

The Learning Resource Centre will be open from 8:00 am to 5:00 pm each school day. Students are issued textbooks and are allowed to borrow library books as part of their curriculum at no cost. Non-fiction, fiction and biography may be borrowed for a two-week period. Any material may be renewed unless reserved by another patron. All textbooks and borrowed equipment must be returned, any lost or damaged material will be charged at replacement cost or at the cost of repair.

LEARNING SUPPORT

LEARNING SUPPORT CENTRE

An important area of the school is the Learning Support Centre. Counsellors and support staff are available to help you with personal problems, course choices and registration, career information, information on colleges and universities, correspondence courses, distance education, applications for loans, scholarships and bursaries and student exchange programs.

School members of the learning support team include School Counsellors, Indigenous Excellence in Education Coordinator, Home School Liaison, Resource Teachers and School Administrators.

The Learning Support Team can connect you with further resources such as school psychologists, social workers, teen clinic and other needed resources.

ASSESSMENT OF LEARNING

Assessment of student learning at SVRSS involves measuring students' on-going growth in meeting curricular outcomes (formative assessment) and as well their achievement of curricular outcomes (summative assessment). Measurement of student achievement will be used to determine the student's grade in a course, and these measurements will occur within every unit of study and at the end of the semester.

Teachers at the beginning of each semester will share a course outline with students, families, and school administration. This outline will discuss class routines, procedures and policies addressing assessment for each class. Course outlines will establish the **Essential Learning Outcomes** and the assessment criteria required for demonstrating mastery of the outcomes (basically how a final grade will be determined in the course). The teacher's Digital Citizenship Policy - use of cell phones and devices in classrooms must be included in the course outline.

Parent/Student/Teacher Conferences

Parent/Student/Teacher conferences are held in November and April. Teachers, parents and students are encouraged to discuss achievement or concerns as they arise. Consult the website "**Year at a Glance**" for exact dates.

HONOUR ROLL, HONOURS AND DISTINCTION

GRADE POINT VALUES

Grade Point values are based on final marks in courses:

Final Mark %	Point Value
90 - 100	5 points
80 - 89	4 points
70 - 79	3 points
60 - 69	2 points
50 - 59	1 point

CRITERIA FOR ACHIEVING HONOUR ROLL IN GRADES 9, 10 AND 11

To achieve Honour Roll, a student needs to achieve the following Grade Point Totals in an academic year:

Grade	Grade Point Total
9	36
10	40
11	32

[View the Honour Roll](#)

CRITERIA FOR GRADUATING WITH HONOURS OR DISTINCTION

To receive Honours or Distinction at graduation, a student needs to have 125 points to graduate with Honours and 150 points to graduate with Distinction.

Students who achieve Honour Roll in Grades 9 through 11 are on track to graduate with Honours.

Grade	Full Course Load	Grade Point Total Per Year	Cumulative Grade Point Total
9	9-10 courses	36	36
10	10 courses	40	76
11	8 courses (not PED30)	32	108
12	7 courses (not PED40)	28	136

<https://www.svsd.ca/svrss/honour-roll-honours-and-distinction>

GRADUATION

GRAD REQUIREMENTS

Swan Valley Regional Secondary School offers an academic program that will prepare students to enter post-secondary institutions such as college, university or to move into the work force upon graduation. To meet the province's graduation requirements, each student must attain a minimum of **30 credits**.

Manitoba Compulsory Credits

These are the courses required by the Province of Manitoba for graduation:

English Language Arts	4 credits	Grade 9, 10, 11, 12
Mathematics	4 credits	Grade 9, 10, 11, 12
Physical Education	4 credits	Grade 9, 10, 11, 12
Science	2 credits	Grade 9, 10
Social Studies	1 credit	Grade 9
Geography	1 credit	Grade 10
History of Canada	1 credit	Grade 11

Provincial Standards Examinations - <https://www.edu.gov.mb.ca/k12/assess/index.html>

Transcripts

Students applying to post-secondary institutions will require an official Transcript of Marks. To obtain a transcript of marks, students must complete an application form at the office or email svrsstranscript@svsd.ca

GRAD PLANNING

The school counsellor is actively involved in each student's grad planning. Students are encouraged to meet with the counsellor to discuss course options, required credits, and educational plans.

An overview of MB grad requirements can be found at:

https://www.edu.gov.mb.ca/k12/policy/gradreq/docs/grad_req_en.pdf

An overview of MB French Immersion grad requirements can be found at:

https://www.edu.gov.mb.ca/k12/policy/gradreq/docs/grad_req-fi.pdf

An overview of MB Technology grad requirements can be found at:

https://www.edu.gov.mb.ca/k12/policy/gradreq/docs/grad_req_te.pdf

ATTENDANCE

The Swan Valley School Division believes that regular attendance and punctuality are positive and constructive student behaviors. Daily school attendance is critical because a strong connection exists between school attendance and academic/social success. Under the Manitoba Public Schools Act, a child must attend regularly until the age of 18. A student who is not of compulsory age is required to attend regularly once he or she enrolls.

Students attending to complete Level 1 Pre-employment must have regular attendance as these hours accumulate for their certification.

Students may be removed from classes if attendance is not adhered to.

School and Divisional Support for Student Attendance

Individual Schools and the Swan Valley School Division have a responsibility to provide engaging instruction in a safe, nurturing and respectful environment. School communities and Student Services will work in collaboration with pupils and their families in support of establishing and sustaining healthy attendance patterns.

It is the responsibility of the school to communicate the Swan Valley School Division Attendance Policy and Protocol to students and their families at the beginning of each academic year and to individual registrants as they enter the School Division at other times. In addition, ongoing school-wide recognition and support for healthy attendance patterns is expected.

Absences

Student absences are categorized as either EXCUSED, EXPLAINED or TRUANT.

Absences are considered excused if the activity is initiated by the school. Excused absences may include but are not limited to field trips, sporting events, special group outing activities, suspensions, etc.

Absences are considered explained if they are for unavoidable causes and are supported by a signed written note or telephone call from the student's parent or guardian. Explained absences may include times of illness or medical appointments. Student absence that is neither excused nor explained is an act of truancy.

Recording Attendance

Teachers take attendance at the beginning of each class.

Reporting Absences

Where the parent or guardian has determined that the student must be absent from school, the parent or guardian will inform the school prior to the scheduled time for that day or class. Pupils who are 18 years of age or older may telephone to report their own reasons for absence in lieu of a parent or guardian taking this responsibility. In the case of prolonged illness, the student's absences must be supported by a medical certificate. An illness is considered prolonged if it keeps a student from attending classes longer than three consecutive days. If a prolonged illness is an isolated case supported by a medical certificate it will be considered as one day of absence for the purposes of this protocol of response. All non-excused or unexplained absences will be reported. Should a student be truant, parents/guardians will be contacted.

Contact information to report attendance: SVRSSAbsence@svsd.ca or by phone at 204-734-4511.

Lates

Students are expected to be punctual for all classes. A pupil who arrives late for class not only loses valuable instructional time but also disrupts the learning of others. Parents or guardians will be notified if their child arrives late for class. As required, appropriate school personnel will host face-to-face conversations with students and their families designed to improve punctuality. The School Administration will be responsible for keeping records of these interventions. A continuing pattern of late arrivals will result in the SVRSS Learning Support staff working in collaboration with the student, their family, Administration, Teachers, Student Services, and the wider community as is necessary until healthy attendance patterns have been established and sustained.

Suspensions

A suspension from school is an excused absence. The school has a responsibility to provide academic programming for missed classes during a school suspension. A continuing pattern of suspensions will result in the SVRSS Learning Support staff working in collaboration with the student, their family, the Principal, Teachers, Student Services, and the wider community as is necessary until healthy attendance and behavior patterns have been established and sustained. The SVRSS Administration is responsible for keeping a record of this involvement.

COMMUNICATION

ANNOUNCEMENTS

Announcements shall be made by way of the morning announcements, the school wide TV messages, school webpage and Facebook. Use of the Public Address (P.A.) System will be kept to a minimum. These announcements can be submitted to the office for posting. Announcements should be concise and pertain directly to the school. We have the ability to promote school activities via the outdoor sign.

SCHOOL WEBSITE: <https://www.svsd.ca/svrss>

The primary purpose of the SVRSS website is for communication with parents/guardians and students. The website is kept updated with daily announcements and events. Additionally, it provides school and teacher contact information, schedules and programming details, as well as links to social media accounts and the Swan Valley School Division website.

POWER SCHOOL STUDENT & PARENT PORTAL

Current achievement data, graduation progress, graduation plan, and schedules are some of the data available on the PowerSchool portal. Students and parents can obtain access by contacting the Learning Resource Center at the SVRSS or one of the Learning Support Counselors.

TEAMS

Teachers may use Teams to communicate for class use with students, homework assignments and other school specific needs. Students will need to access Teams to be informed and updated on classes, athletics and other extracurriculars.

SOCIAL MEDIA

Follow us on Facebook @ Swan Valley Regional Secondary School

TECHNOLOGY

Students and staff must follow the Guiding Principles of the **SVSD's [Digital Citizenship Procedures. SVSD-AP203](#)** and **[Cell Phone Use. SVSD-AP230](#)**

DIGITAL RESPONSIBILITY

Students should not share personal information or photos online, as this creates the potential for serious personal harm. Students also need to be aware that anything put online does not disappear and is retrievable. Any inappropriate postings of photos, videos, sexual comments, threats and/or bullying will result in consequences under the School Code of Conduct and the Criminal Code of Conduct.

CELL PHONE USE

The Swan Valley School Division is committed to providing an engaging and safe learning environment where the potentially harmful impacts of online platforms and cell phone use is minimized. To support this positive environment, the following personal device or cell phone guidelines will be in place.

Grade 9 to 12 students: banned from cell phone use during class time on campus and off campus but are permitted to responsible use of cell phones during break times and lunch.

Northern Lights Institute of Trades and Technology (NITT) students: banned from cell phone use during class time on campus and off campus but are permitted to responsible use of cell phones during break times and lunch.

Teachers may direct Grade 9 to 12 students or NITT students to use cell phones for educational purposes. Swan Valley School Division is committed to equitable access to all learning activities by students, therefore, Divisional I.C.T. devices will always be the first option provided to students.

Students with medical or diverse learning needs may qualify for exceptions to the Administrative Procedure, however a Student Specific Plan will need to be created to accompany such an exception.

Staff are expected to use cell phones in a fashion that supports engaging learning environments and safe schools.

The Division encourages and supports school initiatives, practices and programs directed to creating digitally literate students that use cell phones in a fashion that supports their safety, wellbeing, and learning. The Division will cooperate with Manitoba Education's guidance in terms of programming information for schools and legislation around cell phone use. The Division will stay current in practice and programming through reviewing publications from organizations such as the Manitoba Association of Education Technology Leaders and the Canadian Centre for Child Protection.

EXTRA CURRICULAR ACTIVITIES

Students are encouraged to participate in the various activities offered in the school. You will meet new people and gain valuable skills and experience. Some of the ongoing activities include:

Drama	Intramural Sports	SVRSS GSA
Envirothon	Interscholastic Sports	Yearbook
Executive Challenge	Skills Manitoba	Youth in Philanthropy
Student Council	Social Justice	TADD

Conduct at extra-curricular functions follows the SVRSS Code of Conduct for all participants.

Student Council

Student representatives are elected from each level. The student council plans special student activities throughout the school year.

School Teams

Our school has several teams that represent us in zone and provincial play. To be eligible for a school team, a student must:

1. Meet MHSAA provincial requirements for that event.
2. Be enrolled in a minimum of four credit courses per semester and maintain adequate progress and attendance. Truancy will not be tolerated.
3. As a role model, exhibit a high standard of behaviour and positive lifestyle.
4. Maintain good attendance and achievement.
5. Adhere to the MHSAA True Sport Principles which fosters a positive and inclusive sport environment for student-athletes.

Team sports include:

Badminton	Baseball/Fastball	Curling	Track & Field
Volleyball	Soccer	Hockey	X-Country Running
Basketball	Golf	Rugby	Football

Yearbook

Serving on the Yearbook Committee allows students to preserve memories of the school year for all students. Students with interest in photography, writing, word processing, and layout are encouraged to join the yearbook staff.

Grad Ceremony Committee

Students help plan and carry out certain aspects of the Graduation Ceremony.

Safe Grad Committees

Students and Parents are welcome to join any one of numerous committees required to have a Safe Grad celebration.

TADD

Teens Against Disastrous Decisions sponsors activities to educate students on responsible use of alcohol and safe driving.

Enrichment Opportunities

Enrichment opportunities are available throughout the year. See Learning Support staff and watch daily announcements for information.

SAFETY

Accidents

No activities are permitted within the school unless they are supervised by a teacher. Should an accident occur, it must be reported to the supervising teacher immediately. The teacher will determine whether medical attention is necessary. If such attention is necessary, the teacher will make the proper arrangements and will submit a report of the accident online and notify the office staff and principal.

[Manitoba School Board Association](#) | [HUB International](#)

Accountability for All Personnel in the School

At any given time, we must be able to know who is in our building. This is to deal with any emergencies. If you have a family emergency and your parents need you, we want to provide that information to you quickly. Any time someone leaves the building, staff or student, it must be approved by the school administration. After approval, anyone leaving the school other than noon hour or after school must sign out when they are leaving and sign in upon return during that school day. Visitors, anyone who is not a student or a regular staff member, must sign in upon arrival, wear a visitor's badge and sign out upon departure at all times including noon hour. Students leaving for medical appointments, court, etc. must provide proof of appointment.

Students who are minors will require verification by a parent if they need to miss a class/school. Adult students will also provide verification. Study periods in grades 11/12 are to be used for completing school work and are not leisure periods.

Visitors and Trespassing

Personnel other than students and staff are considered visitors to the school. By law, visitors are required to report to the office to register and authorize their visit. Failure of visitors to report properly may result in being charged with trespassing. To provide a safe and secure school environment, students should share any information of unusual and suspicious behaviour or persons with someone in authority (i.e. teacher, staff member, parent, administrator or police). Unauthorized personnel are trespassing and are liable to be charged by the police.

Field Trips

Field trips, whether for athletics, music, or any school programs provide a learning experience beyond that offered in the classroom setting. Field trips are an extension of the classroom, and school rules and behaviour expectations apply for the duration of the trip. These expectations and rules apply to all students, whether regular or adult. A high standard of behaviour is expected of students on field trips as they are ambassadors of their schools and communities and are highly visible when on field trips. Students are expected to dress appropriately and stay with the group for the duration of the trip. All incidents of inappropriate behaviour will be reported to school administration and subject to consequences as outlined in the Code of Conduct.

Evacuation of School

On several occasions during the year, evacuation (fire) drills will be held. Students are asked to make themselves well acquainted with the exits designated for each of the areas they may occupy in either semester. Staff members will post in each classroom the procedure to be followed during an evacuation drill. The designated exits will be known to each class using a particular instructional space. After evacuation, teachers and students are to assemble in front of the school by Visitor Parking and wait for further instruction. This may be a recall to the school once it is deemed safe to do so. If this cannot be readily ascertained and the weather is extreme, staff and students will be given instructions to proceed to the bus garage for temporary shelter.

SVRSS: CODE OF CONDUCT

SAFE AND CARING SCHOOLS

The Swan Valley Regional Secondary School Student Code of Conduct serves to establish the behaviors necessary to support a safe learning environment. The Code of Conduct applies at school and all school related activities such as field trips and sporting events. Staff, students, parents and community share the responsibility for creating and maintaining a safe learning environment.

RESPONSIBILITIES AND RIGHTS – STUDENT CODE OF CONDUCT

STUDENTS

Responsibilities

- To behave in a respectful manner and comply with the school code of conduct.
- To monitor their own interactions and conduct in ways that ensure a welcoming, safe and inclusive school environment.
- To attend school and classes regularly and punctually.
- To comply with school and division discipline and behaviour management policies.
- To complete assignments and other related work required by teachers or other employees of the school division.
- To treat school property and the property of others who are employed at or attending the school with respect.
- To assume responsibility if he or she destroys, damages, loses or converts by an intentional or negligent act school or division property.

Rights

- To learn in a safe and inclusive environment where human diversity is respected and bullying, discrimination and harassment are not tolerated.
- To be accompanied by a parent or other adult to assist and make representations to the school board before a decision is made to expel.

PARENTS AND GUARDIANS

Responsibilities

- To cooperate fully with teachers and other school/division employees to ensure their child complies with school/division discipline and behaviour management policies and the school's code of conduct.
- To take all reasonable measures to ensure the child attends school regularly.
- To assume responsibility with the child where school/division property is damaged, lost, or converted by the intentional or negligent act of that child.

Rights

- To be informed regularly of the attendance, behaviour, and academic achievement of his or her child in school.
- To be informed of the discipline and behaviour management policies of the school or school division and to be consulted before the policies are established or revised.
- To accompany his or her child and assist him or her to make representations to the school board regarding a suspension of more than five days or before a decision is made to expel the child.

(Note: Teachers and students whose personal property is damaged or lost may bring action under *The Parental Responsibility Act*). Manitoba Education and Advanced Learning — Provincial Code of Conduct Page 12.

Responsibilities

- To model inclusiveness and respect for human diversity.
- To maintain a safe and inclusive environment where human diversity is respected and bullying, discrimination and harassment are not tolerated.
- To maintain order and discipline among students attending or participating in activities that are sponsored or approved by the school, whether inside or outside the school.
- To behave in a respectful manner and comply with the school code of conduct.
- To ensure that the interventions and responses used or implemented in carrying out duties to maintain order and discipline in school are appropriate, given the frequency and severity of the disciplinary violation, and take into account the student's state of development.
- To report to the principal unacceptable student conduct while at school or at a prescribed school-approved activity as soon as reasonably possible*.
- To report to the principal as soon as reasonably possible that a student may have engaged in cyberbullying or been negatively affected by cyberbullying, whether it occurs during school hours or not*.
- To seize or cause to be seized and take possession of any offensive/dangerous weapon brought to school by a student and hand over same to the principal.
- To suspend a student from the classroom for up to two days when a student engages in disruptive behaviour and suspension is the consequence for that behaviour under school policy or the school code of conduct, in-school suspension.
- To provide appropriate educational replacement activities when students are suspended including assessment of academic work completed.
- To promptly document and report a student in-school suspension to the principal.

**The duty to report to the principal also applies to employees of a school board, school division, or school district and persons who have care and charge of one or more pupils during a prescribed school-approved activity.*

PRINCIPALS

Responsibilities

- To model inclusiveness and respect for human diversity.
- To maintain a safe and inclusive environment where human diversity is respected and bullying, discrimination and harassment are not tolerated.
- To establish, in consultation with the school's advisory committee, a school code of conduct for students and staff, and to review that code of conduct at least annually.
- To work collaboratively with all SVSD Principals to develop and implement a consistent set of expectations for conduct within schools and a common set of responses to student discipline.
- To ensure that a school's discipline and behaviour management policies - including disciplinary consequences for violations of the school's code of conduct - are consistent with any Ministerial directives concerning appropriate disciplinary consequences for unacceptable behaviour.
- To supervise buildings and grounds during school hours, including safety, repairs, cleanliness.
- To remove, or cause to be removed, persons from school premises who are causing a disturbance or interruption, trespassing, or who are present for a purpose not reasonably associated with the normal functioning of the school.
- To provide disciplinary authority over the conduct of each student of a school from the time the student arrives at the school until the student departs for the day, except during any period that the student is absent from school at the request of his or her parent or guardian.
- To provide disciplinary authority over students on their way to and from school, in terms of their conduct towards one another, while travelling to and from school on school division transportation, and while on school prescribed activities.
- To ensure that the interventions and responses used or implemented in carrying out duties to maintain order and discipline in school, are appropriate, given the frequency and severity of the disciplinary violation, and take into account the student's state of development.
- To notify parents, as soon as reasonably possible, if the principal believes that a student has been harmed as a result of the unacceptable conduct.
- To suspend a student for up to one week for engaging in conduct that the principal considers injurious to the school environment.
- To inform the student's parent or legal guardian of the suspension and the reasons for the suspension.
- To give the school board or designate, within one business day of a student receiving an out-of-school suspension, a written report setting out the pupil's name, the period of suspension, and a description of the disruptive behaviour for which the pupil was suspended.
- To keep a record of each suspension of a student.
- To develop categories of the reasons for which a student may be suspended, and to ensure that each suspension is accordingly categorized and that the total number of students suspended and the duration of suspensions are tabulated.
- To ensure that appropriate educational replacement take-home activities are provided when students are suspended including a plan for assessment of academic work completed outside of school. To ensure that educational programming is available to a student who has been suspended for more than five days.

SUPERINTENDENT/CEO

Responsibilities

- To model inclusiveness and respect for human diversity.
- To suspend a student from school for up to six weeks for engaging in conduct that the superintendent considers injurious to the school environment.
- To inform the student's parent or legal guardian of the suspension and the reasons for the suspension.
- To give the school board or designate a written report setting out the student's name, the period of suspension, and a description of the disruptive behaviour for which the student was suspended.

RESPONSES TO INNAPPROPRIATE STUDENT BEHAVIOUR

Principals will ensure that student code of conduct interventions and responses that are implemented are appropriate given the severity of the violation.

Principal responses to student behaviours could include informal interviews, support personnel involvement, parental involvement, formal interviews, withdrawal from classroom setting, removal of privileges, detention of students, restitution, involvement of other agencies, behavioural/performance contracts, in-school suspensions, out-of-school suspensions, withdrawal from a course, expulsion, and/or police involvement.

PHYSICAL AGGRESSION

Physical aggression may include fighting, assault, physical obstruction, punching, pushing, and shoving.

- **Assault**
Assault may be physical, sexual, psychological, verbal, in writing or with social media. It is the application of force without consent or an attempt or threat to apply force by one person on another. Consequences may include:
 - Immediate consultation with external agencies and/or appropriate law enforcement agency (RCMP, CFS)
 - Consultation with parents and/or guardians
 - Placement of certain conditions on the offender as deemed necessary, including a recommendation for counselling and/or referral to student services
 - Out-of-school suspension up to five days, and if warranted, recommendation to Superintendent/CEO for further consequences
 - Violence Threat Risk Assessment
- **Fighting**
Fighting is physical assault involving two or more persons. Consequences may include:
 - Consultation with parents/guardians
 - In-school suspension
 - Violence Threat Risk Assessment
 - Removal of privileges
 - Restitution
 - Behaviour Contract
 - Placement of certain conditions on the offender as deemed necessary, including a recommendation for counselling and/or referral to student services
 - Out-of-school suspension up to five days
 - For repeat offenders or for serious altercations, recommendation to the Superintendent/CEO for further disciplinary action
- **Less Severe Incidents of Physical Aggression**
Less severe incidents of physical aggression may include pushing or shoving. Consequences may include:
 - Consultation with parents and/or guardians
 - Mediation, counselling, intervention
 - Documented warning
 - Removal of privileges
 - Restitution
 - Behaviour Contract
 - In-school suspension

With no improvement in student behaviour, the principal may impose an out-of-school suspension for up to five days.

BULLYING, CYBERBULLYING AND HAZING

Bullying is behaviour that is intended to cause fear, intimidation, humiliation, distress or other forms of harm to another person's body, feelings, self-esteem, reputation, or property. It is also behaviour that is intended to create, or should be known to create, a negative school environment for another person. Bullying may be direct (face to face) or indirect (through others); it may take place through any form of expression, including written, verbal, physical, or any form of electronic communication (referred to as cyberbullying), including social media, text messages, instant messages, websites, or e-mail.

Consequences may include:

- Consultation with external agencies and/or appropriate law enforcement agency, where appropriate (e.g. RCMP, CFS)
- Consultation with parents/guardians
- In-school suspension
- Removal of privileges
- Restitution
- Behaviour Contract
- Out-of-school suspension up to five days
- Placement of certain conditions on the offender as deemed necessary, including a recommendation for counselling and/or referral to student services
- For offences of a more serious nature, or multiple offences, a recommendation to the Superintendent/CEO for further disciplinary action if warranted.

INAPPROPRIATE LANGUAGE; PROFANITY, OBSCENITIES, AND/OR DISCRIMINATION

Discrimination is treating someone differently based on a protected characteristic such as age, ethnic origin, ancestry, culture, socio-economic status, gender identity, sexual orientation, religion, family status, mental or physical ability. For inappropriate language or remarks that are overheard, but not believed to be directed at an individual, consequences may include:

- Consultation with parents and/or guardians
- In-school suspension
- Intervention strategies which emphasize restitution and restorative practices
- Out-of-school suspension of up to two days
- Placement of certain conditions on the offender as deemed necessary, including a recommendation for counselling and/or referral to student services

VERBAL AGGRESSION AND HARASSEMENT

Verbal aggression or harassment may include threats to another individual, intimidation, name calling, teasing, and verbal put-downs directed at an individual. Consequences may include:

- Consultation with parents/guardians
- In-school suspension
- Placement of certain conditions on the offender as deemed necessary, including a recommendation for counselling and/or referral to student services
- Out-of-school suspension up to three days
- Violence Threat Risk Assessment
- For repeat offenses, or if the offence is of a serious nature (e.g. racist comments), out-of-school suspension up to five days and a recommendation to the Superintendent/CEO for further disciplinary action if warranted

USE OF SCHOOL TECHNOLOGY, CELL PHONES AND ELECTRONIC DEVICES

Inappropriate use of technology is accessing, uploading, downloading, sharing, or distributing information or material that is objectionable. Inappropriate use of the internet includes social media, text messaging, instant messaging, websites, email, and emerging communication technologies, digital cameras, cell phones, or any other electronic or personal communication device. Students are expected to use school technology and their personal electronic devices/cell phones in a mature and respectful manner. Consequences may include:

- Confiscation of electronic device and return to parents/guardians
- Consultation with parents and/or guardians
- Out-of-school suspension of up to three days
- Illegal activity will be reported to appropriate law enforcement agency

NON-COMPLIANCE AND INSUBORDINATION

Non-Compliance/Insubordination may include a student being disrespectful to staff, and/or oppositional behaviour that is compromising to the learning environment of others. Consequences may include:

- Consultation with parents and/or guardians
- In-school suspension
- Out-of-school suspension of up to three days
- Intervention strategies which emphasize restitution and restorative practices
- Placement of certain conditions on the offender as deemed necessary, including a recommendation for counselling and/or referral to student services.

SMOKING/VAPING

Smoking includes the use of any product made or derived from tobacco and the use of Electronic Vaporizer Devices ("vaping") is prohibited on school grounds or during a school event including field trips. Consequences may include:

- Consultation with parents/guardians
- Out-of-school suspension of up to two days
- Placement of certain conditions on the offender as deemed necessary, including a recommendation for counselling and/or further education on the health effects of tobacco use

STANDARD OF DRESS

Students are expected to come to school dressed appropriately. Dress should be in good taste. Students are prohibited from wearing clothing with printing or pictures that are obscene, or which suggest obscenity. Hats, caps, and headgear are prohibited in certain learning areas. Consequences may include:

- Consultation with parents and/or guardians
- Repeated dress code violations may be considered as a Non-Compliance/ Insubordination violation

TRUANCY

Truancy includes instances when students are absent from school without a valid reason. Consequences may include:

- Consultation with parents and/or guardians
- Student referral to alternate programming if necessary and/or available
- Removal of privileges

ALCOHOL AND CANNABIS

Alcohol and/or cannabis violations include the consumption, possession or sale of alcohol and/or cannabis, or being under the influence of alcohol and/or cannabis, on school grounds or during a school event. Consequences may include:

- Out-of-school suspension up to five days with a recommendation to the Superintendent/CEO for further disciplinary action if warranted
- Offenses involving alcohol may be reported to the appropriate law enforcement agency
- Placement of certain conditions on the offender as deemed necessary, including a recommendation for counselling (such as AFM) and/or referral to student services
- Consultation with parents/guardians

ILLICIT OR NON-MEDICAL USE OF DRUGS AND INTOXICATING SUBSTANCES

Drug violations include the use, possession or trafficking of illicit drugs and/or being under the influence of such drugs, or being in possession of drug related paraphernalia on school grounds or during a school event. Consequences may include:

- Parental/guardian involvement shall be immediate in all drug related offences, including suspected cases of student involvement with drugs
- Out-of-school suspension up to five days with a recommendation to the Superintendent/CEO for additional disciplinary action if warranted
- For trafficking offenses, a recommendation to the Superintendent/CEO for further disciplinary action
- Principals must report trafficking offenses involving drugs to the appropriate law enforcement agency
- Placement of certain conditions on the offender as deemed necessary, including a recommendation for counselling (such as AFM) and/or referral to student services

THEFT

Theft is the unauthorized taking, conversion or use of another's property. Consequences may include:

- Parent/guardian involvement
- Restitution
- In-school suspension
- Out-of-school suspension of up to five days
- At principal's discretion a report may be provided to the appropriate law enforcement agency
- Placement of certain conditions on the offender as deemed necessary, including a recommendation for counselling and/or referral to student services

WEAPONS

Weapons offences include the use of any object that is designed or intended to threaten, intimidate, cause injury or death to any person to any person. Weapons are strictly prohibited. Consequence may include:

- Parental/guardian involvement shall be immediate in all weapons related offences
- Out-of-school suspension of five days and a recommendation to the Superintendent/CEO for further disciplinary action
- Reports to the appropriate law enforcement agency
- Placement of certain conditions on the offender as deemed necessary, including a recommendation for counselling and/or referral to student services
- Violence Threat Risk Assessment
- The Superintendent/CEO may recommend student expulsion to the SVSD Board of Trustees

TRESSPASSING, VANDALISM, DESTRUCTION OF PROPERTY, STUDENT PARKING

Vandalism is the willful damage or destruction of property, including deliberate damage or defacement of buildings, grounds, vehicles and/or equipment on division property regardless of ownership. Only students and staff have the right to enter upon school property. Other persons wishing to enter upon school property require permission or invitation. Consequences may include:

- Restitution (including monetary compensation)
- Offenses involving vandalism may be reported to the appropriate law enforcement agency
- Out-of-school suspension of up to five days with recommendation to Superintendent/CEO for further disciplinary action if warranted
- When school property is willfully damaged or destroyed, the principal shall complete a vandalism report and submit it to the Superintendent/CEO
- Placement of certain conditions on the offender as deemed necessary, including a recommendation for counselling and/or referral to student services
- Student cars must only be parked in the student parking lots. There is no student parking anywhere else on the SVRSS Campus, HD Shop etc.

GANG INVOLVEMENT

Gang involvement includes association, affiliation, wearing colours or symbols, tagging, initiation, recruitment or any related gang activity. Consequences may include:

- Consultation with parents/guardians
- Out-of-school suspension up to five days and a recommendation to the Superintendent/CEO for further disciplinary action if warranted
- Placement of certain conditions on the offender as deemed necessary, including a recommendation for counselling and/or referral to student services
- Violence Threat Risk Assessment
- Referral to RCMP/law enforcement

SAFE AND CARING SCHOOLS APPENDIX

APPENDIX 1 – SVRSS: Code of Conduct

APPENDIX 2 – SVRSS: Smoke and Vapor Free

APPENDIX 3 – SVRSS: Smoking and Vaping consequences for repeat offenders

APPENDIX 4 – SVSD: Violent Threat Risk Assessment (VTRA) Fair Notice & Practice

SVRSS CODE OF CONDUCT FOR A SAFE AND CARING SCHOOL

All students, staff, coaches and volunteers must behave in a respectful manner and comply with the Code of Conduct.

The Code of Conduct serves to establish the behaviors necessary to support a safe learning environment. The Code of Conduct applies at school and all school-related activities such as field trips and sporting events. Staff, students, parents and community share the responsibility for creating and maintaining a safe learning environment. For more detailed information go to: SVSD Policy 10.50 – Safe and Caring Schools, 01.03 – Respect for Human Diversity and other related policies available at www.svsd.ca

UNACCEPTABLE BEHAVIOUR	DESCRIPTION OF UNACCEPTABLE BEHAVIOUR
ABUSE	Unacceptable behaviour is any behaviour which interferes with learning • <i>Abuse</i> is any action that causes intentional harm or injures another person, including students, staff and visitors to our building. • <i>Abuse</i> may be physical, sexual, psychological, verbal, in writing, or with social media. • <i>Abuse is unacceptable and may lead to criminal charges.</i>
POSSESSION OR DISTRIBUTION OF ALCOHOL, DRUGS, SMOKING OR VAPE PRODUCTS	• <i>Alcohol and Drug possession is unacceptable and illegal.</i> • <i>Distribution/Selling of alcohol and drug is unacceptable and illegal and SVRSS will coordinate with local RCMP.</i> • <i>Smoking and the use of all tobacco products, including electronic devices</i> is prohibited on all school property including off campus school activities. • <i>Refer to SVRSS Vaping Policy</i> • <i>Smoking and the use of all tobacco products is unacceptable and illegal for minors.</i> • <i>Alcohol and Drug use</i> hinders learning. Students must be fit for learning. • <i>Alcohol and Drug use is unacceptable and illegal.</i>
BULLYING CYBERBULLYING HARRASSMENT	• <i>Bullying</i> is behavior that causes fear, intimidation, humiliation, distress or other forms of harm to another person's feelings, self-esteem, body or reputation and creates a negative school and work environment for another person. • <i>Bullying</i> may be direct (face to face) or indirect (through others) and it may take place through any form of expression – including written, verbal, physical or electronic • <i>Cyberbullying</i> is bullying by means of any form of electronic communication, including social media, text messaging, instant messaging, websites, e-mail, etc. • <i>Hazing</i> is bullying. • <i>All forms of bullying, whether by students, parents or staff in or out of school at any time is unacceptable and may lead to criminal charges.</i>
COMPROMISING THE SAFETY OF THE SCHOOL	• <i>Compromising the safety of the school</i> occurs when students wander, loiter, leave school without permission, fail to sign out or in, skip school or class or fail to take direction from a person in authority. • <i>Compromising the safety of the school environment is unacceptable.</i>
DISCRIMINATION	• <i>Discrimination</i> is treating someone differently on the basis of a protected characteristic such as age, ethnic origin, ancestry, culture, socio-economic status, gender identity, sexual orientation, religion, family status, mental and physical ability. • <i>Discrimination</i> may include failure to make reasonable accommodations for the special needs of any individual or group. • <i>Discrimination violates the Human Rights Code and is unacceptable.</i>

INAPPROPRIATE DRESS	Inappropriate dress is the wearing clothing that interferes with learning by not meeting safety requirements nor the decorum and dress of the learning and working environment. Inappropriate dress is unacceptable.
INAPPROPRIATE USE OF TECHNOLOGY INAPPROPRIATE USE OF SVSD NETWORK CELLPHONE USE AT SVRSS	Inappropriate use of technology is accessing, uploading, downloading, sharing or distributing information or material that is objectionable or not in keeping with the maintenance of a positive school learning environment. Inappropriate use of the internet includes social media, text messaging, instant messaging, websites, email and emerging communication technologies, digital cameras, cell phones or any other electronic or personal communication devices. Taking and distributing a person's photo or video image without permission is unacceptable. Taking/Distributing nude or partially nude photos is illegal and prohibited and can result in criminal charges of creating and possessing pornography. Inappropriate use of technology or SVSD Network is unacceptable Phones will only be used in a classroom under the direction of the teacher.
THREAT OF VIOLENCE	Threat of violence is any threat of harm uttered, written or communicated electronically. The risk of the threat is assessed by a team consisting of principal, superintendent, psychologist, mental health, RCMP and any other agency with whom the student is involved. Threat of violence is unacceptable and may lead to criminal charges.
TRESPASSING and STUDENT PARKING	Only students and staff have the right to enter upon school property. Other persons wishing to enter upon school property require permission or invitation. Anyone entering without invitation or permission is trespassing. Trespassing is unacceptable and may lead to charges. Student cars must only be parked in the student parking lots. There is no student parking anywhere else on the SVRSS Campus, HD Shop etc.
PHYSICAL AGGRESSION FIGHTING BYSTANDERS	Physical aggression is the use of force against one or more person and includes fighting and assault. Physical aggression is unacceptable and is illegal. - Students who actively watch (bystanders), encourage, record, promote, or participate in fighting are subject to consequences. - Any recording or distribution of recordings are prohibited. Students are encouraged to report any shared recordings to SVRSS Staff. - It is expected that students who are aware of possible fights will exercise maturity and report (anonymously, if need be) the potential conflict / assault.
THEFT/DAMAGE	Theft and damage to school division property including busses or to the property of any person is unacceptable. Students and staff whose personal property is damaged or stolen may bring action under The Parental Responsibility Act- Provincial Code of Conduct Page 12.
GANG INVOLVEMENT	Gang involvement includes association, affiliation, wearing colours or symbols, tagging, initiation, recruitment or any related gang activity. Gang involvement is unacceptable and illegal.
POSSESSION OF WEAPON	Weapon means any thing used, designed to be used or intended for use: ▪ in causing death or injury to any person ▪ for the purpose of threatening or intimidating any person ▪ Replicas of weapons are considered weapons ▪ Possession of weapons or replicas of weapons is unacceptable and illegal

Students and staff are to comply with all other behaviour expectations and rules of the school!

Revised March 3, 2025

REGULATIONS AND PROCEDURES

1. All school property, buildings, parking lots and vehicles owned or leased, at all times and for all events, are subject to this policy unless it is an approved designated smoking area.
2. No Smoking/Smoke Free signs shall be posted and made visible in appropriate areas. Utilization of other forms of information to promote a Smoke Free Lifestyle is encouraged. (Posters, Media, Announcements, Presenters)

ENFORCEMENT**EMPLOYEES**

It is the expectation that all employees will not smoke/vape on school property and will follow the division's Policy AP: 211 on Smoking and Vaping. Any employees in violation of this policy are subject to discipline.

STUDENTS

School Principals are responsible for ensuring the implementation of the Smoke and Vaping Free policy in their schools. In addition to the regular school day the Smoke Free policy applies to all activities and events organized or sponsored by the school.

Principals in collaboration with staff shall ensure educational programming on Smoke and Vape Free life styles is made available to students. This is to be achieved through the prescribed curriculum and supplemented by information and resource personnel representing various care agencies (ie.) Canadian Cancer Society, Heart and Lung Foundation.

- a. A first offense will result in an in-school suspension, which will be supervised by a member of the learning support team, the student will be required to research the impacts of vaping and smoking. The student will be provided with cessation information and meet with a member of the learning support team to learn about addictions.
- b. A second offense will result in a one-day out of school suspension from school. The student shall be required to meet with the principal accompanied by parent or guardian, addictions counselling will be provided, and provincial regulations around smoking indoors will be presented to the student and parent. This suspension shall be communicated by a letter advising the student of the consequences of further offenses of the policy. The superintendent will be informed of this disciplinary action.
- c. A third offense will result in a two-day suspension from school as well as a referral for smoking/vaping indoors may be issued to the local RCMP who have the authority to impose possible fines. Prior to the student's return to regular classes he/she is required to meet with the principal accompanied by a parent or guardian. The superintendent shall be informed of this disciplinary action.
- d. Further offenses will result in a 3-day suspension from school. A future breach of the Smoke-Free policy may result in serious disciplinary action including the possible recommendation to the board of an expulsion from classes in the school for the remainder of the school year or semester.

COMMUNITY AND OTHER USER GROUPS

All groups applying for use of the school's facilities shall be notified of the Smoke and Vape Free policy through communication in their rental agreement.

Groups are expected to enforce the policy and advise its members of the Smoke and Vape Free requirement. Any offense committed must be reported to the principal.

- a. First Offense-Suspension or denial of the use of the facility for one function. A letter to the group informing them of further consequences if the contract is breached again.

- b. Second Offense-Loss of privilege for the use of the facility for three functions.
- c. Third Offense-A third offense shall result in a termination of the use of the facility for the remainder of the school year. Any future functions requested by the group will be denied.

SVRSS: SMOKING AND VAPING CONSEQUENCES FOR REPEAT OFFENCES

APPENDIX 3

Vaping and smoking inside the school building is strictly prohibited. In addition to the suspension being issued to students there are fines that are associated with vaping or smoking indoors.

SMOKING INDOORS

The Smoking and Vapour Products Control Act.

Fines for vapour products are as follows:

- (a) for a first offence, to a fine of not less than \$100. and not more than \$500.;*
- (b) for a second offence, to a fine of not less than \$200. and not more than \$750.; and*
- (c) for a third or subsequent offence, to a fine of not less than \$300. and not more than \$1000*

Additionally, there are fines associated for providing minors with smoking/vaping products.

SUPPLYING TOBACCO TO CHILD PROHIBITED

7(1) - No person shall supply or offer to supply tobacco or a tobacco-related product to a child.

SUPPLYING VAPOUR PRODUCT TO CHILD PROHIBITED

7.0.1(1) - No person shall supply or offer to supply a vapour product to a child.

The definition of *child* in provincial legislation is inclusive of anyone under the age of majority.

GENERAL OFFENCE AND PENALTY

8(1) - A person who contravenes a provision of this Act other than section 2, 5 or 5.2, or a provision of the regulations, is guilty of an offence and is liable on summary conviction,

- (a) for a first offence, to a fine of not more than \$3,000.;*
- (b) for a second offence, to a fine of not more than \$5,000.;*
- (c) for a third or subsequent offence, to a fine of not more than \$15,000.*

Please be advised that if your son/daughter is found to be repeating this behavior on school property we will be referring the incident to our local RCMP for the implication of further consequences.



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.

START YOUR SKILLS TRAINING IN HIGH SCHOOL



SVRSS COURSE OPTIONS

TECHNICAL-VOCATIONAL EDUCATION

Automotive Technology*
Carpentry*
Culinary Arts*
Electrical Trades Technology*
Graphic Design
Hairstyling*
Health Care Assistant
Heavy Duty Equipment Technician*
Industry Applied Technology
Microsoft Office Certification
Resources and Environmental Management
Welding Technology*

HIGH SCHOOL APPRENTICESHIP PROGRAM

Up to 8 high school credits

HUMAN ECOLOGY EDUCATION

Applied Family Studies
Family Studies
Food and Nutrition
Human Ecology
Textile Arts and Design

APPLIED COMMERCE EDUCATION

Accounting Essentials
Accounting Systems
Business Communications
Business Management
Creative Promotions
Economic Principles
Entrepreneurship
Marketing Perspectives
Personal Finance

Contact Jennifer Barabash for details
jstimpson@svsd.ca - 204.734.4511

Skills Training + High School Credits = Job Readiness

Accredited Trades (*) have 4 pathways:

#1 - High School Credit - No Level 1 Technical Training - No Practical Hours

Students can explore the trades by choosing one or more courses to complement their academic choices or to discover which trade they have interest in.

#2 - High School Credit - Level 1 Technical Training - No Practical Hours

Students receive between 8-12 high school credits. They also receive *Level 1 of Apprenticeship Manitoba* technical training. They still require Level 1 on-the-job practical hours. (an employer/trainer is required)

#3 - High School HSAP Credit - No Technical Training - Practical Hours

Students receive *HSAP* credits as opposed to specific cluster credits. They also receive on-the-job practical hours toward Level 1. They still need to complete Level 1 technical training requirements. (an employer/trainer is required)

#4 - High School Credit - Level 1 Technical Training - Practical Hours

Option four is the combination of 2 and 3. Students receive between 8-12 high school credits, *Level 1 of Apprenticeship Manitoba* technical training, Level 1 on-the-job practical hours. (an employer/trainer is required)

For more information, visit the Manitoba Education websites:

Technology Education: www.edu.gov.mb.ca/k12/care/tech/index.html

Career Development: www.edu.gov.mb.ca/k12/care/caredev/index.html

High School Apprenticeship Program: www.edu.gov.mb.ca/k12/care/tech/ty_app_option.html