

MINITONAS SCHOOL

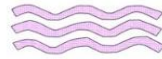


www.svsd.ca/minsch

Student Handbook 2020-2021

Now it's time for you to ...

**Catch the Energy.
&
Release the Potential.**



PLAY **BE THERE**
MAKE THEIR **CHOOSE YOUR**
DAY **ATTITUDE**

This agenda belongs to:

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

2020-2021 YEAR AT A GLANCE

FALL TERM:

The official opening of schools is Tuesday, September 8th, 2020.
Students begin on Thursday, September 10th, 2020.

The number of school days for the Fall Term is as follows:

. September	17 days
. October	21 days
. November	20 days
. December	<u>14 days</u>
TOTAL	72 days

The following are holidays/vacations during the Fall Term:

Thanksgiving – Mon., Oct. 12th, 2020
SAGE (Special Area Groups) Conf. – Fri., Oct. 23rd, 2020
Remembrance Day – Wed., Nov. 11th, 2020
Last day before Christmas Break – Fri., Dec. 18th, 2020

SPRING TERM:

The official opening day of school is Mon., January 4th, 2021
The number of school days for the Spring Term is as follows:

. January	20 days
. February	19 days
. March	20 days
. April	20 days
. May	20 days
. June	<u>22 days</u>
TOTAL	121 days

The following are holidays/vacations during Spring Term:

Louis Riel Day – Mon., Feb. 15th, 2021
Spring Vacation – Mon., Mar 29 to Fri., Apr. 2, 2021
Good Friday – Fri., Apr. 2, 2021
Victoria Day – Mon., May 24th, 2021

Total Number of School Days = 193 days

Education Week: Apr. 19-23, 2021
Last day of Classes: Tues., June 29, 2021
Official closing date of schools: Wed., June 30, 2021

NO SCHOOL DAYS:

Administration Days...

Sept. 2nd, 2020
Nov. 13th, 2020 (Parent/Teacher Conf. K-12)
Feb. 1st, 2021
Mar. 19th, 2021 (Parent/Teacher Conf. K-8)
June 30th, 2021

PD Days

Sept. 3rd & 4th, 2020
Oct. 23rd, 2020
Apr. 16th, 2021
May 25th, 2021
May 31st, 2021

Core Values & Structure

We believe in:

A supportive environment;

Fairness for all;

Dignity and respect;

Being principle centered.

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.

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

Safe and Caring Schools

Minitonas School Code of Conduct

Our Priorities

Create a School Climate where there are high expectations for students and staff – improving outcomes for all learners.

ACTIONS:

- Classroom Assessment with Purpose in Mind – working towards a consistent approach school wide; Assessment for/as/of Learning
- Ensure that inclusive appropriate and challenging learning opportunities exist for all learners.

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.

ACTIONS:

- FISH! For Schools, is a program that helps us create richer, more effective learning environments! It will help us create a harbor of hope. It is a set of simple, interconnected principles that everyone can tailor to their own life and work. School improvement is as much an act of the heart, as it is an act of the head.

Promote physical activity and good nutrition practices, wellness and healthy school environments as part of being an APPLE School.

ACTIONS:

- Quality daily physical education/health program
- Adherence to the new divisional nutrition policy
- Participation for all



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,
- ~ implementation of the FISH! Philosophy,
- ~ development of the FISH! Behavior Matrix,
- ~ 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
- .. Possession or being under the influence of an illicit drug
- .. 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' is 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.

Minitonas School requires all employees (administrative, teaching and support) or persons in charge of students (volunteers) who become aware that a student may have engaged in unacceptable conduct at school or at school-approved activities, to report the matter to the principal as soon as is reasonably possible. Where the principal believes that a student of the school has been harmed as a result of the unacceptable conduct, the principal must, as soon as is reasonably possible, notify the student's parents or guardians. Staff who become aware of cyberbullying are required to report the situation and to act upon it, even if it takes place outside of school hours.

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.

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

Appeal Process

Students and parents must follow the school board's established appeal process. An appeal begins with the teacher who made the disciplinary decision; then to the school principal if not resolved; then to the superintendent of schools if not resolved; and finally to the school board.

Exceptions are suspensions in excess of five days and expulsions; in these cases, the appeal goes directly to the school board.

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

APPLE SCHOOLS PROGRAM:

A Project Promoting healthy Living for Everyone in schools. APPLE Schools transforms school communities to lead, choose and be healthy. We have a School Health Facilitator (SHF) trained in nutrition, physical activity and community development. The SHF works with students, parents, school staff and community members to develop a school action plan to meet the specific needs of our school. APPLE Schools equips students with the knowledge necessary to be confident, empathetic leaders and take ownership of their own health and social behaviors.

ARRIVAL TIME:

Please do not send your children to school before 8:35 as they will be required to wait in the lobby. Adequate supervision is not available before 8:35.

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. Truancy is not acceptable.

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.

CAUTION FEES:

A fee of \$30.00 will be assessed each year. \$20.00 of this fee will go towards the purchase of a Student Agenda. We hope this will be helpful in organizing various activities at home, school and in the community. A refund of \$10.00 will be made at the completion of the school year, if there is no damage or loss of school property.

DRESS CODE:

>Students are expected to dress in a manner that reflects pride and respect for themselves and the school. While at school, it is expected that students will dress neatly and modestly. Students considered to be dressed in an unacceptable manner will be asked to correct the problem.

>>When temperatures are cold, students are expected to come appropriately dressed as well: coat, ski pants, hat and mittens. Our buses are well maintained, but there are occasions when students may be on the bus for longer periods of time than normal.

ELECTRONIC DEVICES:

Devices may be utilized in an appropriate, respectful manner **only** during class time. Wellness Breaks are not a suitable time for device usage. Electronic Devices may be utilized in the classroom by students with permission from the teacher. If utilized on the school premises in an inappropriate, disrespectful manner or in a classroom without permission:



- Staff will confiscate the device. The student may pick it up from the office at the end of the school day.
- Failure to surrender the device will result in a school suspension.
- Subsequent situations will require parents/guardians to pick up the device.

FIRE DRILLS:

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.

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.



MILK PROGRAM:

We are fortunate to have a school milk program. Order forms are sent home near the end of each month. Students may order 2% white or chocolate milk. Program begins in October of each school year.

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 to the classroom teacher or school office. Town students who bring lunch to school must stay at school during the noon hour.

>>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.

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

>>>>An Intramural Program is offered for students in Grades 3 to 8. Emphasis is always on sportsman-ship, exercise and fun.

PARENT ADVISORY COUNCIL:

We are fortunate to have an active Parent Advisory Council (P.A.C.). Meetings are usually held on the first Tuesday of each month beginning at 6:30 p.m. All are welcome to attend these meetings.

PERMISSION TO LEAVE:

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

VISITORS TO THE SCHOOL:

All visitors are required to report to the office and sign in/out upon arrival at the school. Just a reminder for parents who drop off their children here at school. ALL pick ups and drop offs are to happen on the **WEST** side of the school. 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.

USE YOUR WITS:

- W - walk away
- I - ignore
- T - talk it out
- S - seek adult help

LOCKDOWN PROCEDURE

Minitonas School (updated June 2017)

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.

For students and staff INSIDE the school:

- Go to the closest room
- In the Gym, go to the Girls’ change room
- Close the locked door
- Turn off electronic devices and hand to teacher
- Get into safe zones
- 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):

- 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

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.

IF SIGNALLED TO ENTER SCHOOL (threat is outside of school):

- Intercom announcement of **“HOLD AND SECURE”**
- School bell rang repeatedly requires students to be moved into the school expeditiously (outdoor supervisors/teachers will also carry a two-way radio for communication purposes)
- Lock all outside entrance doors
- Students proceed to homerooms, close and lock the door – carry on with regular class instruction
- Stay away from exterior door



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.