



**ECOLE ARTHUR
MEIGHEN SCHOOL
HANDBOOK
2006 / 2007**

ECOLE ARTHUR MEIGHEN SCHOOL

201 River Road, Portage la Prairie, Manitoba, R1N 3W2

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Principal

Ron Goodale

Directeur

Vice Principal

Marie Gauthier-Patenaude

Directrice Adjointe

MISSION STATEMENT

We, at Ecole Arthur Meighen School, believe

- Our primary role is to educate in partnership with staff, students, family and community.
- In respect for each other, self and the environment.
- Communication is essential.
- That children should develop respect for learning (work ethics/value of education).
- Students need learning opportunities to achieve goals in life.

Learning

- Learning occurs best when students are actively involved and enjoy what they are doing.
- Learning is a life long process that includes all facets of an individual's growth and is not necessarily school based.
- Learning should take place in a safe environment (physical, social and emotional).
- Learning is a co-operative effort involving school, family and community.
- Learning is facilitated when subject matter is presented in many different ways.

Teaching

- Teaching should be at the students' level.
- Teaching should be a shared process.
- Teaching facilitates the learning process.
- Teaching should take place in a safe environment (physical, social and emotional).
- Teaching involves skill and flexibility.



PORTAGE LA PRAIRIE SCHOOL DIVISION

535 -3rd Street N.W., Portage la Prairie, Manitoba R1N 2C4

Telephone (204) 857-8756 Fax 239-5998

<http://www.plpsd.mb.ca>

STATEMENTS OF PURPOSE, MISSION AND VALUES

The **PURPOSE** of The Portage la Prairie School Division is:

To provide, or make provision for, appropriate schooling opportunities for students eligible to attend Portage la Prairie School Division.

The **MISSION** of Portage la Prairie School Division is:

To recognize the individual needs and potential of our students and to provide these students with the opportunity to undertake schooling experiences that will contribute to the development of their full potential. Schooling experiences will give consideration to the future demands that will be placed upon society by our rapidly changing world.

The following **VALUES** have been identified as a high priority and are therefore expected to be incorporated into the decision making of the staff and students of the Portage la Prairie School Division:

- 1. HONESTY**
- 2. COMMITMENT**
- 3. DIGNITY**
- 4. COMPASSION**
- 5. COOPERATION**
- 6. EQUALITY**

SCHOOL/TEACHER PROGRAMS AND ROUTINES

ECOLE ARTHUR MEIGHEN SCHOOL TEACHING AND SUPPORT STAFF

ADMINISTRATIVE STAFF

Principal	-	Mr. Ron Goodale
Vice-Principal	-	Mme Marie Gauthier-Patenaude
Secretary	-	Mrs. Tracy Waldvogel
Clerical Assistant	-	Mrs. Marla Maly

TEACHING STAFF

Grade Five	-	Anette Diboll
Five	-	Dianne McLean
Grade Five F.I.	-	Anita Warsaba
Grade Six	-	Lou Collett
Six	-	Liz Sherritt
Grade Six F.I.	-	Natalie Guimond-Low
Grade Seven	-	Bob Beaudry
Seven	-	Paul Lucko
Seven	-	Ashleigh Fletcher / Nicole Green
Grade Seven F.I.	-	Natalie Guimond-Low / Megan Sloik
Grade Eight	-	Connie Toney
Eight	-	Cynthia Kelly
Eight	-	Ed Goertzen
Grade Eight F.I.	-	Natalie Guimond-Low / Megan Sloik
Basic French	-	Paul Lucko
Learning Assistance Program	-	Kristin Zwarich
Junior Life Skills	-	Angela Mills
Music & Band	-	Ed Goertzen
Physical Education	-	Smitty Smith
Resource	-	Donna Mueller
Learning Behavior Program	-	Todd Boychuk
School Counsellor	-	Trudy Chapallez

SUPPORT STAFF

Teacher Assistants:	Linda Green	Yvette Hauser	Alison Kerchak
Susan Cooper	Linda Thompson	Danielle Dumas	Marla Maly
Dayne Mekkes	Bonnie Sawatzky	Helene Hoggarth	Sean Kliewer
Jennifer di Dio	Susan Palmer	Karen Erickson	Margaret White
Sue Legault	Roberta Muirhead	Debbie Copeland	

Custodians	-	Jim Kowerchuk	-	Jennifer Knott
	-	Keith Carruthers	-	Greg Ryyppo

2006-2007 SCHOOL CALENDAR

SEPTEMBER 4 **Labour Day – Schools Closed**
5 Admin Day (Frist Day Fall Term)
6 First Day for Students – Day 1
29 Division Wide – Professional Development Day – No Classes

OCTOBER 9 Thanksgiving – No School

NOVEMBER 17 Parent – Teacher – Day – all schools
24 S.A.G. Inservice day

DECEMBER 22 Last Day Fall Term
25 - **January 5** **Christmas Break – Schools Closed**

JANUARY 8 First Day of Spring Term Classes - Day

FEBRUARY 9 Division Wide Professional Development Day - No Classes
16 Parent – Teacher – Day – all schools

MARCH 2 School-based P.D. with ½ day as Grade Group
26-30 **School Spring Break – School Closed**

APRIL 6 **Good Friday – Schools Closed**
20 School Based - PD

MAY 21 Victoria Day - No School

JUNE 22 Administration Day – No Classes
28 Last Day for Students – Report Cards go home
29 Administration Day – No Classes

SCHOOL YEAR 2006-2007

FALL TERM The official opening date of school is September 6th for students.

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

September	18	days
October	20	days
November	20	days
December	16	days
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Total Fall Term	74	days

The following are holidays and vacations during the Fall term:

1) Thanksgiving Day: Monday, October 9

Special Area Group (SAG) Conference: Friday, November 24

The last teaching day before Christmas vacation is Friday, December 22

SPRING TERM The official opening day of school is Monday, January 8

The number of school days for the Spring term is as follows:

January	18	days
February	18	days
March	16	days
April	19	days
May	22	days
June	19	days
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Total Spring Term	112	days

The following are holidays and vacations during the Spring term:

1) Spring Vacation: Monday, March 26 - 30

2) Good Friday: Friday, April 6

3) Victoria Day: Monday, May 21

Education Week: April 16 - 20

The last teaching day before Summer vacation is Thursday, June 28

INFORMATION FOR STUDENTS AND PARENTS OF E.A.M.S.

Ecole Arthur Meighen School is your school. We want you to be proud of being a part of it. Pride in your school comes about through your concern for yourself and your fellow students. If you are willing to become involved in school activities and special functions, bring forward ideas that may assist your school in becoming a better place of learning, then you will feel that you have contributed to the betterment of your school. It is through positive involvement that pride is developed. Ecole Arthur Meighen School is a complex school offering many different educational programs to students of varied interests and abilities. No one program is more important than another is. Through mutual understanding and co-operation, we can make a good school a great school.

GOOD SCHOOL CITIZENSHIP

You should:

- a) be courteous and fair at all times
- b) build your reputation for personal responsibility
- c) complete your lessons properly each day
- d) take pride in your scholastic achievement
- e) take an active part in your school
- f) be a good sport

Bully-Proofing

‘Bully-Proofing our School’. This means eliminating behaviours that make students feel unsafe.

Bullying is:

- ◆ When a person is the target, over time, of repeated negative actions
- ◆ When one person has more power, so the person being victimised feels that they can’t defend him/herself.
- ◆ When a person, who is a target, may feel embarrassed, hurt, scared, and/or angry.

Bullying will not be tolerated. Unacceptable behaviours that interfere with the respect, responsibility, and safety of students include all aspects of bullying:

- **Physical Aggression:** pushing, grabbing, hitting, pinching, spitting, tripping, etc.
- **Social Alienation:** gossiping, embarrassing others, ethnic slurs, excluding from a group, etc.
- **Verbal Aggression:** mocking, put downs, swearing at others, etc.
- **Intimidation:** threatening others to do something, threatening with a weapon, playing a dirty trick, etc.
- **Sexual Harassment:** remarks, gestures or actions of a sexual nature

SCHOOL WIDE EXPECTATIONS OF STUDENTS

1. I am expected to show consideration, courtesy, and respect to others and their property.
2. I am expected to be responsible for any missed assignments due to tardiness, truancy or illness.
3. I am expected to walk quietly and safely to, and from all activities in an orderly manner. Common sense and safety are my guides.
4. I am expected to avoid the use of profane and inappropriate language and gestures.
5. In poor weather, I may enter the building and wait in the regular entrance area until the bell at 8:30 AM or 12:40 PM.
6. I am expected to wear clean, dry footwear in the school. If I have boots or wet footwear I will remove or clean them. I will put on suitable footwear for use in school. Fire regulations state that students should always have footwear on at all times.
7. If I remain at school for lunch, I am expected to eat lunch in the supervised lunch area only and behave appropriately by showing due respect for others.
8. I am expected to remove headgear upon entering the school and not wear it at all in the school.
9. If I must leave the school during the school day, I will notify my teacher and sign out at the office. When coming in late, I am to report to the office staff to sign in on my arrival at school.
10. I am expected to leave school promptly at dismissal time, unless involved in a supervised activity, and report home or to a location determined by my parents or guardian.
11. I am expected to treat all school property (walls, desks, lockers, books, etc.) with care and respect and if I do not I am expected to pay for the damage.
12. I am expected to be in my designated classroom during class time. To leave the room, I require the teacher's permission.
13. I am expected to report any vandalism or damage of school property to the school office or classroom teacher immediately upon discovery.
14. I am expected to keep all tobacco products at home and not have or use them on school property. The schools in Portage are all smoke free and violations of this policy are treated seriously.
15. I am expected to avoid inappropriate shows of affection. This includes avoiding physical contact in this respect.
16. I am expected to behave responsibly and appropriately on the school premises, on the way to and from school, on out-of-school activities that are part of the school program; and while travelling on a school bus or in a vehicle being used as part of a school program.
- 17. I am expected to be diligent in pursuing my studies, attend school regularly and punctually, cooperate fully with everyone authorised by the school to provide educational programs and other services, comply with the rules of the school, account to my teachers for my conduct and respect the rights of others at all times.**

STAFF EXPECTATIONS

Staff is expected to carry out their responsibilities by:

1. Setting and modelling good examples of behaviour, demonstrating respect for authority and due process, and being respectful of parents, colleagues and students;
2. Acquiring the skill and techniques necessary to deal effectively with a wide range of student academic and behaviour needs;
3. Establishing and maintaining a pleasant, safe, orderly and respectful learning environment throughout the school;
4. Communicating information about student progress and achievement to students and parents.

PARENT EXPECTATIONS

Parents are expected to be partners with E.A.M.S. and the Division in achieving a high quality education for their children in a safe and secure environment by:

1. Being aware of School Division policies concerning standards of behaviour, attendance, and procedures for dealing with inappropriate behaviour and remediation;
2. Communicating with school staff concerning the scholastic achievement and personal deportment of their children/wards at scheduled student-led conferences and on other occasions as requested by either party;
3. Being supportive of good learning through a home environment that encourages good study habits, completion of assignments on time and enthusiasm for learning;
4. Encouraging students to be respectful of Division staff, students, and property.

⇒ ARRIVAL, DEPARTURE, SIGNING IN AND OUT

Remember - the doors are locked until 8:30 am.

Students arriving late must report to the office, sign in and get a late slip before proceeding to class.

For signing out/early leaving - At times throughout the school year students may have to leave school early for appointments, etc. Please send a note to school explaining the early leaving to the teacher or phone the school beforehand.

⇒ ATTENDANCE

Regular and punctual attendance is of paramount importance to all students. This is not only basic to satisfactory achievement but it is an important factor in June for determining exemptions. All student absenteeism must be covered by an explanation from the parent/guardian. This can be done either through a telephone call from the parent or guardian or a written explanation sent to the school. For lengthy absences, it is expected the home will contact the school prior to the start of the absence, whenever possible.

⇒ BICYCLES

When riding to or from school, obey all traffic signs and rules. When you have reached the school grounds, get off your bike and WALK with it to the bicycle racks provided. **DO NOT ride your bike on the school grounds.** Students who persist in riding on the grounds during school hours will not be allowed to bring their bikes to school. If you bring your bike to school, be certain that you safeguard it with a **good lock**. The school cannot be responsible for bikes lost or stolen. **It is recommended that skateboards and roller blades not be brought to school.** If brought to school they fall under the above same guidelines.

⇒ BUS LOADING AND UNLOADING/EVACUATIONS

- a) This will be done on the North Side of the school only. (Bus loop)
- b) Supervisors will be present both in the morning and at dismissal.
- c) There is to be neither fooling around nor "horseplay" at these times.
- d) Loading and unloading must be done in a prompt and orderly fashion. Please impress upon your child to catch the bus immediately after dismissal. With the "shuttle" system now being used, the bus driver cannot wait more than 5 minutes at pick-up time.
- e) Give all drivers your complete co-operation at all times.
- f) Parents will be contacted by the Principal or Vice Principal if any student is causing a problem. If the problem continues, the student may lose the privilege of riding on the bus.
- g) Bus evacuation drills are held once a year for all students.

⇒ CARE OF SCHOOL PROPERTY

- a) All students are expected to respect school property. The cost of any damage caused through student carelessness or through disobedience of school regulations will be charged in full to the student or students involved.
- b) Students who wilfully damage property will be charged for necessary repairs and will suffer serious disciplinary action.
- c) Where applicable students will also clean up any damage or defacing that they have done.
- d) Where damage occurs and responsibility for this damage cannot be discovered, the cost of repairs may be charged to the Student Council.
- e) Note - Students are asked not to bring the following items to school: a Disc-man, MP3 or iPods, roller blades, skateboards, whiteout, sunflower seeds, Game Boys, pagers or cell phones. These will be confiscated for the day and returned to the student at dismissal. Continued violations may result in the student losing the item for longer periods of time.

⇒ **CLASSROOM EXPECTATIONS OF STUDENTS**

Each teacher has developed a set of reasonable expectations and consequences that contribute to the instructional program, to classroom harmony and to the development of student responsibility.

⇒ **CLASSWORK / HOMEWORK EXPECTATIONS**

All assigned class work is expected to be completed by students either in school or as homework. Homework is assigned on an as needed basis. If students allow themselves to get behind in their work, they may be put on **probation**. This means they will be given one calendar week to complete all assignments. If assignments have not been completed at that time, students may be suspended from class or school until the work is completed.

⇒ **CONDUCT POLICY - DISCIPLINE CYCLE**

The following statements reflect the philosophy of Ecole Arthur Meighen School regarding student discipline.

1. We believe that student discipline is a continuing process, the ultimate aim of which is the development of self-discipline on the part of the student within the school community and the community as a whole.
2. While it is the collective responsibility of all staff members to discipline students in the building, the goal of student self-discipline is more attainable when there is on going communication and Co-operation among parents, students, and school.
3. Most discipline problems should be addressed by teachers on a daily basis in their classrooms through effective classroom management techniques.
4. Teachers shall exercise such discipline as would be exercised by a kind, firm, and judicious parent.
5. Teachers and staff members will also concern themselves with character development and will give input (praise, criticism, guidance, direction, discussion, broadening of perspective, etc.) as regularly as necessary in such areas as respect for others, respect for property, manners, honesty, thoughtfulness

⇒ **EXTRA-CURRICULAR ACTIVITIES/CLASS TOURS**

Ecole Arthur Meighen School offers a variety of activities to provide students with opportunities to develop their interests and to make school experiences more enjoyable. Please note that parents may be responsible for any extra costs involved. Parents are encouraged to participate and "get involved". Some of the activities we offer are:

basketball	volleyball	track & field	choir	student council
badminton	gym nights	dances	yearbook	curling
downhill skiing	noon activities	swimming		

A teacher or some other responsible adult will supervise all extra-curricular activities and class tours. Parental permission forms will be sent home, explaining the details of any tour or class trip. These **must** be returned signed by a parent or guardian. A student may be asked to withdraw from extracurricular sports if these are interfering with proper academic progress.

⇒ **EXEMPTIONS FOR GRADES 7 & 8**

Students may earn an exemption from writing the final exam in June by:

1) achieving a final mark of 75% or better in a subject

AND 2) maintaining a proper standard of work until the end of the year in that subject.

AND 3) regular attendance and proper behaviour in that subject.

All three conditions must be met to receive an exemption.

⇒ **FIRE DRILLS**

Fire drills will be held during the year, on a regular basis - ten per year.

⇒ **INAPPROPRIATE BEHAVIOURS**

All unacceptable behaviours and the actions taken will be recorded on a database in the office. Our discipline policy is progressive. Students are expected to learn from their mistakes and not repeat them, but if the student continues to show inappropriate behaviour, the seriousness of the discipline consequence is increased.

⇒ **ILLNESS**

When a student is ill and cannot attend school, we request that the parent/guardian send a note to school explaining the absence when the student returns to school. If a student develops an illness during school hours, the student or someone from school will phone home and report the situation. At that time a decision on the course of action will be made - either to send the child home, arrange for pick-up or make other arrangements.

⇒ **LIBRARY - LIBRARY BOOKS**

The Library will be open from 8:30 am to 4:00 PM including most noon hours. It is an interesting and quiet place in which to do research. Our library is equipped with computers, CD ROM system and internet to assist you. Please do your share to keep it clean and make certain to follow our procedures for signing out books. Return borrowed books on time as others may wish to use them also. Remember, you must pay for damaged or lost books.

⇒ **LOST AND FOUND**

Each year a great number of articles of clothing, jewellery, watches, keys, etc. are turned into the lost and found area in the office. Many of these articles are of value and are never claimed. Students are reminded to continually check for articles they may have lost. We would encourage parents to mark their children's property, where possible, so belongings may easily be returned. When parents are in the school, please check the lost and found area for any article your child may have lost.

⇒ **LUNCH ROOM**

We strongly encourage parents who live within walking distance of the school to have their children return home for lunch.

- a) Students in grades 5 to 7 will eat in their classrooms. Grade 8's will eat in the canteen room. Students are to remain in the lunchrooms until 12:10 PM.
- b) Students must leave the lunchrooms clean and tidy.
- c) Students who stay for lunch are not allowed to leave the school grounds unless a note is received from parents.
- d) **BECAUSE STAYING FOR LUNCH IS A PRIVILEGE, STUDENTS WHO CONTINUALLY MISBEHAVE OR ABUSE LUNCHROOM RULES, WILL BE REFUSED PERMISSION TO EAT LUNCH AT SCHOOL.** Parents will be notified if this course of action is to be taken with their child. **CANTEEN PROCEDURES WILL BE DECIDED AT A LATER DATE.**

⇒ **NEWSLETTERS**

Newsletters are published on a monthly basis and sent home with the youngest child of the family in the school, and can also be found on the school website <http://www.plpsd.mb.ca/eams/>

⇒ **PERSONAL APPEARANCE**

Dress and grooming are important to the Student Body at any school. We ask that the students use common sense in their personal appearance and not wear clothing that can be hazardous in learning situations such as labs, shops, or gym. Students must wear shoes at all times. If situations arise where teachers and administration make a judgement that any apparel is offensive and/or inappropriate, students and/or parents will be notified and asked to correct the problem. **Students will not be allowed to wear jackets in class and are not allowed to wear hats in school.** As well, students are requested to have two pair of shoes: one pair for wearing in the school gymnasium; a second pair for class and outdoor wear.

Heavy chains on wallets or worn as jewellery are not allowed. Students will be asked to remove them and keep them in the office until dismissal.

EAMS DRESS CODE CLARIFICATION	
In general, students are requested to dress in such a manner that would indicate that they have pride in themselves and in their school.	
-Sunglasses can not be worn in the school	-No halter-tops, tube tops or spaghetti straps
-No underwear showing: tops or bottoms	-Skirts or shorts must be mid-thigh or longer
-Midriff and back are to be covered	-No muscle shirts
-No gang paraphernalia	-Footwear must be worn at all times
-No head coverings may be worn inside the school	-No chains, which could be used as weapons are allowed
-No shirts with objectionable material, including promotional references to:	
-drugs	-alcohol
-swear words	-violence
-degrading others or oneself	-gangs
	-or any other unwholesome ideas

⇒ **PERSONAL PHONE CALLS**

A student phone is available to students for personal phone calls, to be used only at breaks. School policy is that we will not call students from class to the office phone, unless it is an emergency. Only calls from immediate family will be forwarded.

The school secretaries will take phone messages for students and have them return a call at break or noon hour if necessary.

Students will **NOT** be permitted to use the office phone except for emergencies.

⇒ **PLAYGROUND EXPECTATIONS FOR STUDENTS**

1. I am expected to observe the no contact rule.
2. I am expected to play safe games that will not harm or potentially endanger others or myself. Some examples of dangerous games are tackle football, tackle soccer, throwing snowballs, and play fighting.
3. I am expected to use school and recreational equipment appropriately.
4. I am expected to respect the rights of participants in organized games and not to disrupt the activity.
5. I am expected to play in the designated areas.
6. I am expected to ask permission of the supervising teacher before re-entering the school.
7. I am expected to leave all snow, ice, stones, bricks, branches on the ground and never to throw them at anyone or anywhere on the school grounds.
8. I am expected to show caring behaviors towards others.

⇒ **PROGRESS REPORTS - VISITATION DAYS**

Three major written reports will be sent home. In the fall, spring, and at the end of June. Two Student Led Conference days will be arranged; one in the fall and one in the spring. In addition to this, interim progress reports may be sent out to parents who should be informed of specific weaknesses or problems. We would be pleased to discuss your child's progress with you at any time.

NOTE: Parents are encouraged to bring their child to all interviews.

⇒ **PUBLIC HEALTH NURSE**

The Public Health Nurse visits our school monthly. If you have any concerns, she may be contacted at 239-3073.

⇒ **PUNCTUALITY**

Students: are expected to be punctual. If a student arrives late (after registration either in the morning or the afternoon,) the student must sign in at the office. If it is determined that the late is not due to a legitimate reason the student may be denied access to class. Note parents and guardians will be informed and expected to be part of an action plan to solve the problem.

⇒ **RESOURCE TEACHERS**

The services of the Resource Teachers are available to all teachers and students. The principal duty of the Resource Teacher is to assist in the teaching of students who are having difficulty learning. Students may be referred to resource by their teachers, their parents, or by the School Administration.

Referrals to student services (Psychology, Speech & Language, Reading, Hearing) should be made through the Resource Teacher or Guidance Counsellor.

⇒ **SCHOOL ACCIDENT INSURANCE**

Accident insurance forms will be available to all students in September. It is the responsibility of the parent to apply for this coverage if they wish. Note: insurance is required for all students who wish to participate in school field trips, most importantly the annual Ski Trip. (Blue Cross is acceptable)

⇒ **SCHOOL SAFETY PATROLS**

Each year, grade five and six students volunteer to act as crossing guards for our School Safety Patrol. This is a very responsible position requiring these students to remain outdoors in all kinds of weather to assist and protect our students. We expect that all students will give them their complete co-operation.

⇒ **SMOKING**

The Portage la Prairie School Division is a smoke free division. As such smoking is not allowed in any building, on any grounds belonging to the division, or at any school-sponsored event. At Ecole Arthur Meighen School, smoking is not allowed on the grounds, or any side of the street bordering the grounds. If a student can be seen smoking within sight of the school they will be given the penalties outlined by the School Division's policy, i.e. a one day out-of-school suspension the first time caught, a two day OSS the second time, etc.

⇒ **STUDENT COUNCIL**

At the Gr. 7 & 8 level, the student body has the opportunity to participate in student council. The student council organises social activities, and assists with sports programs and house leagues. It is important that conscientious students be involved in the council. The council will be formed early in the school year.

⇒ **SUBSTITUTE TEACHERS**

Substitute teachers have a very difficult job. When they come to work in our school, they do not often know the students and class situations. It is our expectation that each student will fully co-operate at all times with a substitute teacher. Any violations will result in the student being removed from class. It may result in phoning a parent and being sent home for the remainder of the day.

⇒ **TEXTBOOKS**

Textbooks issued to students become their responsibility. **Students will be expected to pay for texts damaged or lost.** Textbooks will be checked periodically by the homeroom teacher.

⇒ **TRESPASSING AND LOITERING**

Trespassing on personal property will not be allowed. Students must keep to public walkways coming to school and returning home.

Loitering in-groups on the street corners, or private properties around the school will not be tolerated. (You may meet in groups on the school grounds.)

Trespassing and loitering will result in detentions or suspensions.

⇒ **TRUANCY**

Truancy is defined as the absence from school for reasons not covered by the Public School's Attendance Act [260.1(2)]. This Act states, "that for short periods of time, children may be legally absent from school because of sickness or other unavoidable cause...e.g., school sponsored activities; court appearances; death in the family; or because of a religious holiday." All other reasons for absenteeism could be considered as truancy.

Truancy shall be dealt with in the following manner:

- ◆ Student may be required to make up missed time - morning, at noon, or after school. (Maximum detention time shall not exceed one hour/day unless special arrangements have been made with the parent/guardian).
- ◆ For frequent or chronic truancy, the student will be placed on a special monitoring list and shall be reported to the School Division's Attendance Officer. Parents can be prosecuted for not ensuring their child attends school on a regular basis. In School or Out of School Suspensions may result from chronic truancy.

In all cases of tardiness or truancy, the student is responsible for missed work. The assignments missed must be made up before the beginning of the next class.

⇒ **VALUABLES AT SCHOOL**

Students are asked **NOT** to bring valuable items or large sums of money to school. If they are lost or stolen the school cannot and will not replace them. If for some reason, students must bring large sums of money to school, the student should ask the teacher or the office to care for it.

NOTE - Students are asked **NOT** to bring the following items to school: **Disc-man, MP3, Ipod, game boy, roller blades, skateboards pagers or cellular phones.**

Locks are available from the office for \$ 5.00. We encourage students to purchase a lock from the school because we can guarantee the lock (if it breaks).

⇒ **VISITORS TO THE SCHOOL**

All visitors to the school are most welcome. We would ask that you first report to the office so that we are able to properly monitor who is in our school at all times.

BEHAVIOUR OFFENCES
AND
CONSEQUENCES

BEHAVIOUR OFFENCES AND CONSEQUENCES

Following is a description of behaviour offences listed according to level of seriousness, consequences, and personnel involved.

1. MINOR CLASSROOM MANAGEMENT INFRACTIONS (TO BE HANDLED BY STAFF):

Behaviours (academic/conduct) which are not deemed injurious to other people or property. Each teacher has developed classroom expectations (rules), consequences, and rewards to deal in a consistent manner with day to day incidents. A student plan, time-out, individual counselling, or parent contact approach to discipline is encouraged.

Examples:

- < Late for class or missing class.
- < Work not done or not done satisfactorily or no equipment.
- < Disorderly in classroom, hallways, assemblies, etc.
- < Non-compliance or Disrespect - failing to follow rules or instructions.
- < Less serious forms of physical incidents (e.g., play wrestling).
- < Name calling – including put-down's, teasing. Etc.
- < Bringing inappropriate personal items to school.
- < Littering on school property.
- < Other minor infractions.

Consequences may include:

- < Verbal reminder/conversation
- < Time-out
- < Removal from play area (sit in office)
- < Community service specific to infraction
- < Recess, noon hour or after-school detention
- < Confiscation of property for a day
- < Phone home
- < Parent(s) notified

Caring Behaviours:

- < Note of apology
- < Written reflection about the incident
- < Teaching opportunity (eg: student prepares a lesson for a younger grade)
- < Community service
- < Project Work

2. MAJOR INFRACTIONS (MAY REFER TO THE OFFICE):

The following behaviours are considered serious.

- < Persistent violation of class rules resulting in major continuous disruption of the teaching and learning process. (Referral may be made to the School Support Team).
- < Defiance
- < Fighting, major hitting, roughhousing, intimidation, bullying, and extortion.
- < Threatening and/or extreme abusive language/gestures; racism; intimidation; stalking; gang insignia or activity.
- < Skipping school, detentions, or other consequences.

- < Transportation conduct violations (bus, car, etc.).
- < Smoking or possession of tobacco products, matches, lighters, etc. on school property and neighbouring properties or while attending a school function.
- < Not leaving a classroom, or assembly, or any other school function, or the school grounds when asked by supervising personnel.
- < Trespassing or loitering (students are not allowed to congregate on neighbouring lawns or street corners).

Consequences may include: (a record of all incidents will be kept on school file.)

- < warning,
- < counselling,
- < detention,
- < detention and working on letter, picture, or assignment related to the incident)
- < parent conference,
- < behaviour contract,
- < suspension,
- < behaviour management plan,
- < restitution (work or money),
- < loss of privileges,
- < transfer to another school,
- < home study,
- < expulsion
- < and possible prosecution.

Caring behaviours:

- < Note of apology
- < Written reflection about the incident
- < Teaching opportunity
- < Community service
- < Project work

3. ILLEGAL OFFENCES (SHOULD BE REFERRED TO THE OFFICE):

Behaviours in this category are considered extremely serious.

- < Threats, physical assaults, sexual harassment, interference, assault, mental abuse of students or staff on or off school grounds.
- < Possession or sale of explosive devices.
- < Possession of a dangerous weapon (or replica) or use of an object to inflict bodily injury or death.
- < Use, possession or sale of alcohol, narcotics, or other controlled substances.
- < Stealing or damaging property (including destruction or defacing school property).
- < Bomb threats, crank phone calls, false fire alarms, etc.

Consequences may include: behaviour management plan, suspension, transfer to another school, home schooling, restitution, special counselling or treatment, expulsion, placement in a group home or treatment centre and possible prosecution. RCMP and/or CFS may be contacted.

Mandatory Five Day Out of School Suspensions result from weapon offences.

Mandatory Four Day Out of School Suspension for Drug and Alcohol offences. (Three days if counselling is agreed to.)

**SCHOOL PROGRESSIVE DISCIPLINE
(PLAN FOR DEALING WITH OFFICE REFERRALS)**

The Discipline Cycle is intended to serve as a guideline in dealing with office referrals for MAJOR or ILLEGAL offences. Staff should use the Discipline Referral Form when sending students to the office. A student may be given consequences that are more serious. This decision is made based on – student age, seriousness, and frequency of the misbehaviour.

STEP #1: STUDENT ACTION PLAN

Students referred to the office are invited to develop a corrective plan to resolve their problem. They will be taught problem-solving techniques to assist them in this process. Students refusing to assume this responsibility for their actions may have a consequence set for them. A decision is made by the seventh office referral to either extend Step #1 or move the student to the next level (Step #2).

Note - Persistent violations of classroom rules may be referred to the School Support Team, which will utilise a team approach for resolution.

Exceptions To Step One (Action Plan): If the actions of the student are severe enough the following exceptions will apply to Grades 4-S1. They may also be applied to lower grades in special instances.

- ✓ **Exception A.** Swearing at or in the presence of staff; bullying; threats; fighting; gang activity or related paraphernalia, tobacco products & other illegal acts, can result in immediate suspension.

First Offence: One to three days.

Second Offence: Two to five days.

Additional Offences: Five or more days

- ✓ **Exception B.** Students referred to the office by a Substitute Teacher for non-compliant behaviour may be required to immediately contact their parent/guardian and may be sent home for the balance of the day.

STEP #2: IN-SCHOOL SUSPENSION (ISS) / OUT-OF-SCHOOL SUSPENSION (OSS)

If the student continues to demonstrate an unwillingness to comply with school behaviour expectations he/she may be suspended either in-school or out-of-school from one to five days (possible extension by Superintendent's Department). On the twelfth referral, a decision is made to either extend Step #2 or move the student to the next level (Step #3).

STEP #3: BEHAVIOUR MANAGEMENT PLAN

The student will be placed on a Behaviour Management Plan (BMP). Development of this plan will largely be the responsibility of the parent/guardian with input from the school, Superintendent's Dept. and possibly outside agencies (counselling, etc.). The BMP may include provision for temporary removal of the child from regular class, e.g. half-day out of class, half-day in. Full re-entry to class is based on demonstrated acceptable attendance and behaviour by the student on a regular basis.

STEP #4: PERMANENT REMOVAL

Final resort when all efforts have been exhausted and the student continues to remain a high risk to the learning and/or safety of others. The Superintendent's Department and/or the School Board may decide to transfer, place on home schooling, issue a school-leaving certificate (age 15 1/2-yr.), place on an extended suspension, or expel the student.

EMERGENCY PLAN

EVACUATION

If for some reason during the school year an emergency of severe magnitude prevents our students from remaining in the school, the following evacuation procedure will be used.

EVACUATION PROCEDURES (All Grades 5-8)

1. At the sound of the fire alarm or P.A. announcement, all the students and school personnel will leave the building by means of a predetermined evacuation plan.
2. If, for any reason, the normally used exit is obstructed (i.e. flames, debris, etc.), the designated alternate route will be used.
3. Students and staff will assemble outside in a specified area that is 'safe' and will not obstruct emergency vehicles and work
- 4.

ALTERNATE ACCOMMODATION

In case the weather is inclement or if the nature of the hazard demands it, the students will be sheltered at these location(s): (in this order)

- | | | |
|----------------------------------------------------------|-----------|----------------------------------------------------------------|
| 1. Crescentview School
751 Crescent Rd. E. (857-3475) | OR | 2. Victoria School
32 – 5 th St. S.E. (857-8746) |
|----------------------------------------------------------|-----------|----------------------------------------------------------------|

COMMUNICATION TO PARENTS

1. If the evacuation is temporary and the building re-entered after it is declared safe, a 'notice to parents', indicating briefly the cause for the evacuation and procedures used, will be sent home with each K-S1 student. Fire Drills are **NOT** considered an evacuation.
2. If the nature of the evacuation is such that the students would not be able to return to the building before the normal dismissal time, then the following steps will be followed:
 - * CFRY (857-5111) and Cable TV 9 (239-1333 or 239-1113) would be contacted by the superintendent or designate and provided with the following information:
 - a) purpose of the school evacuation
 - b) the location(s) where the students are sheltered
 - c) directions regarding the pick up of the students
 - d) if made necessary, information regarding the relocation of the students to an alternate location
 - e) naming of a contact person(s) and phone numbers during the 'state of emergency or evacuation'
 - f) other pertinent details regarding the emergency situation
 - * If it's necessary to send selected students home before the usual dismissal time, parents of elementary students will be contacted prior to the students being dismissed. Grade 7-S1 students may be dismissed at the discretion of the principal, unless advised otherwise by the parent.

MAJOR DISASTER

In the event of a major disaster (i.e. toxic fumes from a train derailment, burning building, explosion, highway accident, or an airplane crash, tornado, etc.), the city's 'Emergency Plan' would immediately take effect.

If the nature and/or magnitude of the emergency requires the warning of the general public, the city bell will ring for 5 minutes to advise the public to tune to CFRY (920AM) or Cable 9 (Ref. City Manual S1.0.2).

DIVISION POLICIES

HARASSMENT POLICY

The Portage la Prairie School Division affirms its commitment to maintain a learning and working environment that is free from harassment and at all times supports the dignity and self-esteem of individuals. Harassment of any individual will not be tolerated. A student or employee, who believes she/he is being harassed by a person in a position of authority or by a co-worker or another student or by any other person associated with the school division, should 1) *if possible, make it clear to the harasser that his or her actions or comments are unwelcome*, 2) *report the incident immediately*. It is the responsibility of Division employees and students to report incidents of harassment when they are aware of them. Reports of harassment will be treated with confidentiality and efforts will be made to provide assistance as necessary. False reports of harassment may result in disciplinary action being taken against the complainant by the School Division. The Portage la Prairie School Division affirms its belief that prevention of harassment is necessary and will provide opportunities for students, parents, and staff to become more knowledgeable about the issues of harassment.

DEFINITION:

Consistent with the Human Rights Act (Manitoba), harassment includes but is not limited to - conduct which has the purpose or the effect of interfering with a person's work or academic performance or which creates an intimidating, hostile or offensive employment or learning environment. Harassment can also include retaliation against an individual who invokes the Policy; or participates or cooperates in an investigation under the Policy; or associates with a person who invokes the Policy or participates in the complaint procedure under the Policy. Specifically, this conduct may take a course of abusive and unwelcome actions or comment directly related to any of the following:

- ancestry, including colour and perceived race;
- nationality or national origin;
- ethnic background or origin;
- religion or creed, or religious belief, religious association or religious activity;
- age
- sex, including pregnancy, the possibility of pregnancy, or circumstances related to pregnancy;
- gender-determined characteristics or circumstances other than those included in clause (vi);
- sexual orientation;
- marital or family status;
- source of income;
- political belief, political association or political activity;
- physical or mental disability or related characteristics or circumstances, including reliance on a dog guide or other animal assistant, a wheelchair, or any other remedial appliance or device.

For the purposes of this Policy, harassment includes conduct or comments which occur in the school environment or anywhere else as a result of employment or school-related responsibilities or relationships. It includes but is not limited to harassment which occurs:

- at a school or the Division office;
- outside of a school or the Division office;
- at a school or Division-related social function;
- in the course of an employment or school assignment outside of a school or the Division office;
- at an employment or school-related conference or training session;
- during employment or school-related travel; or
- over the telephone.

SEXUAL HARASSMENT MAY INCLUDE:

Sexual harassment is one of the types of conduct that is prohibited under The Human Rights Code. It is prohibited in areas of employment, housing and services.

Sexual harassment is defined as a course of abusive, unwelcome conduct or comment made on the basis of gender; or, any sexual solicitation or advance that is unwelcome, especially if it may reasonably be seen to be putting a condition on employment, or the receiving or withholding of any benefit or service. The unwanted behavior may be either physical or verbal. It may also include one or more of the following:

- Unnecessary physical contact, such as touching, patting or pinching,
- Demands for sexual favors in return for a promise of a reward or a threat of reprisal,
- Unwelcome sexual remarks or jokes that denigrate one's gender,
- Displaying derogatory materials such as pictures, cartoons or printed matter.

COMPLAINT FORMS: Available from - Division Office, Staff Rooms, Guidance Counsellors, Principal's Office, and all Supervisors.

B. COMPLAINT PROCEDURES - STUDENTS*To be referred to School Administration*

1. A complaint by a student(s) received by staff either orally or in writing must be referred *immediately to the school's administration for investigation*. All complaints will be dealt with in a confidential manner. Where a report is received orally, the principal or designate will complete the Complaint Form and have the complainant sign it.
2. All statements and other investigative information shall be carefully documented by the principal or designate. It is recommended that the actual investigation be done through a team approach, i.e., if the disciplinary decision is to be made by the school principal, another individual(s) in the school such as the guidance counsellor, should be designated as the investigator(s).
3. The school's administration will take steps to ensure that the complainant will be free from harassment while the investigation is in progress.
4. The school's administration shall take appropriate disciplinary action where such is found to be warranted. This can include (in order of increasing severity)
 - Warning:** All parents/guardians notified. Student(s) warned;
 - Counselling:** Counselling and/or individualized intervention programming;
 - Suspension:** In-School or Out-of School suspension (up to 5 days). Reinstatement conditions may be required. Recommendation may be made to the Superintendent's Department for possible extension of suspension of up to twenty (20) days or to the Board for a longer period of time as per Section 58.9(2)(c);
 - Expulsion:** Recommendation may be made to the Board through the Superintendent's Department for an expulsion from school as per Section 33 of Regulation 468/88.
5. In writing, inform the complainant, the accused, and parents/guardians of the outcome of the investigation.
6. If through the investigation, the administration finds there were no grounds for the complaint and that it was done willfully or maliciously, disciplinary action may be taken against the complainant.
7. Students and staff new to the school are to be advised of this policy as part of the registration and orientation procedure and reference to the policy is to be included in all future Staff, Parent and Student Handbooks. Copies of the policy are available upon request.

Adopted: January 28, 1988
Revised: April 9, 1992
Revised: May 26, 1994
Revised: August 21, 1997

PORTAGE LA PRAIRIE SCHOOL DIVISION

535-3rd Street N.W., Portage la Prairie, Manitoba R1N 2C4

Telephone (204) 857-8756 Fax (204) 239-5998

HARASSMENT COMPLAINT FORM

All reports of harassment are taken very seriously. False reports may result in disciplinary action being taken against the complainant by the School Division.

Submitting Reports: - *Students refer complaint report to the school principal.*

- *Staff to Staff, Staff to Student(s), Student(s) to Staff refer report to the Superintendent's*

Department

Name: _____ School or Work Site: _____

Address: _____ Phone Number: _____

Date and Time of Incident: _____

Location of Incident: _____

Person(s) Involved: _____

Describe the Incident in Detail (*use back of form if necessary*): _____

Witness(es) to the Incident: _____

Students, have you discussed this problem with your parents? Yes No

Date: _____ **Signature of Complainant:** _____

TO BE COMPLETED BY THE STAFF MEMBER RECEIVING THIS REPORT:
Date report received: _____ Time: _____
Signature: _____

BEHAVIOUR MANAGEMENT PLAN

FILE: CBB

A Behaviour Management Plan shall be implemented by the principal and incorporated into the progressive discipline plan for all cases where the principal anticipates the school's progressive discipline plan may not be adequate to resolve the situation.

The Behaviour Management Plan shall have input from those involved with the student, including the major involvement of the student and his/her parent(s) or guardian(s). The Behaviour Management Plan shall include the expectations and responsibilities of all parties involved in carrying out the plan.

STAGE ONE:

- Involvement of the appropriate school staff and parent(s)/guardian(s).
- Involvement of support services; counsellor, social worker, psychologist, etc.
- Involvement of outside agencies; CFS, Mental Health, etc.

STAGE TWO:

- Involvement of the Superintendent Department.

STAGE THREE:

- Involvement of the School Board.

The following actions are available to school administrators and supported as appropriate responses for addressing student misbehaviour. The consequences are to be considered in conjunction with the age, grade level and other factors affecting the individuals to whom this process is applied. Although it is expected that most cases will progress through the sequence listed, it may be necessary, because of the seriousness of a situation, to move immediately to a subsequent stage.

The consequences that may be utilized by school based staff include:

- detention
- probation
- suspension; either in-school or out-of-school with conditions and expectations for return to school
- alternate placements; i.e. home based

The consequences that may be utilized by the Superintendent's Department include:

- extended suspension of up to twenty days with conditions and expectations for return to school
- alternate placements; i.e. home based or institutions

The consequences that may be utilized by the Board include:

- extended suspension up to thirty days with conditions and expectations for return to school
- expulsion for a duration determined by the Board

Adopted: August 26, 1993

PROGRESSIVE DISCIPLINE PLAN GUIDELINES

FILE: CBC

These guidelines are intended to be the basis for the progressive discipline plans that are to be developed and utilized at each school.

The primary purpose of a progressive discipline plan is to bring about improvement in behaviour. This is accomplished by establishing a set of clearly understood expectations, that are fair and reasonable, along with a series of consequences for those who choose not to follow the expectations.

The stated consequences should have a clear relationship between the misbehaviour and the nature of the consequence. Relevant consequences enhance the likelihood that the misbehaviour will change.

In dealing with chronic and/or serious discipline problems, the principal is expected to incorporate an individualized Behaviour Management Plan into the progressive discipline plan.

Adopted: August 26, 1993

The Board of Trustees recognizes that there are certain behaviours that, if tolerated, would quickly destroy the type of learning environment to which the students and staff of the Division are entitled. These behaviours, categorized as violent and aggressive, will not be tolerated and shall therefore result in immediate action being taken by the Division.

All acts of violence and aggression shall result in those involved being placed on a compulsory Behaviour Management Plan. In addition to this BMP each situation shall result in specific consequences, determined by the seriousness of the act, including consideration of expulsion from school for acts of a serious or chronic nature.

Acts of violence and aggression must be well documented and communicated to the school principal and the Superintendents’ Department. The Board of Trustees will be informed and involved where necessary. The immediate involvement of the parent(s) or guardian(s) is also essential.

Serious consideration is to be given to the involvement of the R.C.M.P. and other agencies in such cases. It is mandatory to involve the R.C.M.P. if there is any violation of the law.

The following behaviours are defined as violent and aggressive.

1. Possession, Threat With, or Use of a Weapon

Weapon is any firearm, whether loaded or not loaded, any device designed as a weapon or, through its use, capable of producing bodily harm or death, or any device or instrument which is used to threaten or cause bodily harm or death. Possession is defined as having a weapon on one’s person, or in an area subject to one’s control, on school property or at a school activity.

NOTE: A student who finds a weapon and immediately advises a teacher or other adult, shall not be considered in possession of a weapon. Students who find a weapon are advised to seek adult assistance and are advised not to touch the weapon. Legal reference – PSA 96 (f) “Each teacher shall:

Seize or cause to be seized and take possession of any offensive or dangerous weapon that is brought to school by a pupil and hand over any such weapon to the principal who shall notify the parent or guardian warning him that the pupil may be suspended or expelled from the school.”

2. Physical Assault

Physical assault is the act of striking or touching a person or that person’s property with a part of the anatomy or any object, with the intent of causing hurt or harm.

3. Verbal Abuse

Verbal Abuse shall include but is not limited to swearing, screaming, obscene gestures or threats when directed, either orally, including the telephone, or in writing, at an individual, his/her family or a group.

4. Intimidation

Intimidation is an act intended to frighten or coerce someone into submission or obedience.

5. Extortion

Extortion is the use of verbal or physical coercion in order to obtain financial or material gain from others.

6. Bullying

Bullying is the use of physical or verbal coercion to obtain control over others or to be habitually cruel to others who are weaker.

7. Gangs

Gangs are groups of youths who share common beliefs, attitudes and attire and exhibit unlawful and anti-social behaviour, and who associate with each other for mutual protection and/or profit.

8. Sexual Harassment

Sexual Harassment is behaviour which includes any unwanted, unsolicited sexual advance or sexually oriented behaviour made by a person who knows or who ought reasonably to know that such attention is unwanted. Sexual harassment may include, but is not limited to, unnecessary touching or petting, suggestive or other sexually aggressive remarks, leering at a person’s body, demands for sexual favours, or compromising invitations.

9. Stalking

Stalking is the persistent following, contacting, watching, or any other such threatening actions that compromise the peace of mind or the personal safety of the individual.

10. Defiance

Defiance is the act or instance of defying or opposing; insubordination.

11. Racial Slurs

Racial Slurs are insulting, disparaging or derogatory comments made directly or by innuendo regarding a person's racial origin.

Adopted: August 26, 1993

GANG-RELATED INSIGNIA

FILE: JBFA

1. Gang-related insignia includes any article of clothing, jewelry, or other similar item that is intended to communicate an association with a gang or gang-related activity. One example of gang-related insignia is a bandana.
2. Gang-related insignia are not to be displayed:
 - in the school,
 - on school grounds,
 - to and from school,
 - at/during all school related activities.
3. Violation of this division-wide expectation will result in disciplinary action by the school.
 - a) This disciplinary action will be a one day suspension for the first offence.
 - b) Repeat offenders will be disciplined according to the school and division Progressive Discipline Plan.
4. Students new to the school are to be advised of this expectation as part of the registration/orientation procedure and information is to be included in all future Parent & Student handbooks.
5. First offence suspensions are "out-of-school" suspensions and are to be reported on the divisional Student Suspension form.

Adopted: April 28, 1994

WEAPONS

FILE: JBFB

1. A "weapon" is any instrument designed or used to injure or intimidate another person. This includes items generally understood to be weapons as well as replicas of weapons. Any other item, if used to injure, threaten or intimidate, is also a weapon.
2. Weapons are not allowed:
 - in the school
 - on the school grounds
 - on the way to and from school
 - at any school-related activity.
3. The division will not readily accept excuses or explanations for being in possession of a weapon or potential weapon. Excuses such as "I forgot I had it" or "it's not mine" will not be accepted.
4. All knives, including pocket knives, knives with fixed blades or switch blades are classed as weapons.
5. The division reserves the right to confiscate any knife or other item that could be used as a weapon.
6. Violation of this policy will result in the following disciplinary action:
 - a) an immediate five day out-of-school suspension, and
 - b) referral to the superintendent's department for review and possible extension of the suspension of up to 20 days, and
 - c) referral to the school board for review and possible extension of the suspension and/or expulsion from school.
7. Students new to the school are to be advised of this expectation as part of the registration/orientation procedure and information is to be included in all future Parent & Student handbooks.

Adopted: May 12/94

Revised: May 9/96

POSSESSION OF A WEAPON**FILE: JBFC**

When a student is determined to be in possession of a weapon the following procedures should be considered:

1. The principal/designate shall promptly take possession of the weapon when it is safe to do so. Students shall not be requested or encouraged to deliver the weapon to the principal/designate if they locate it.
2. The principal shall contact:
 - the R.C.M.P.
 - the parents/guardians
 - the Superintendent's Department
3. The student who brought the weapon to school shall remain under the guidance of the principal or designate until his/her parents collect him or until other suitable arrangements are made for a safe exit. If the R.C.M.P. plan to investigate, the student shall remain at the school pending their arrival.
4. The student who brought the weapon to school and/or was in possession of the weapon shall be suspended from the school for five (5) days.
5. The principal shall conduct a complete investigation and issue a report, as soon as is practical, to the Superintendent's Department, including copies of all documentation.
6. The student and the parents/guardians shall meet with a member of the Superintendent's Department prior to the student being allowed to return to school.
7. Students who bring weapons to school are subject to suspension and/or expulsion from school.

Adopted: September 10, 1998**SEARCH AND SEIZURE****FILE: JCABA**

All student lockers are the property of the Portage la Prairie School Division No. 24 and are made available for students use at no cost to the student subject to the following conditions:

1. Portage la Prairie School Division reserves the right to inspect lockers. Lockers may be searched at any time. No search of lockers will proceed without at least two (2) school personnel authorized by the principal being present. If articles and/or substances are found that are deemed to be injurious to the welfare of the students or the school, the principal will determine the appropriate course of action. Consideration is to be given to the immediate involvement of the police.
2. Use of school lockers may be denied, if in the opinion of the principal, a locker is abused or utilized for any purpose that is contrary to division policy or violates the law.
3. Where school personnel have reason to believe that a student is in possession of illegal articles and/or substances, the student may be requested to display the contents of clothing, purse, gym bag, etc. This action will be under the direction of at least two school personnel as authorized by the principal.
4. Where illegal articles and/or substances are discovered, the student may be detained by the school authorities and the police may be summoned. Incidents involving firearms and/or drugs must be reported to the RCMP. The student will be under the supervision of school authorities until such time as the appropriate action is taken.
5. A copy of this policy is to be posted on the school bulletin board and included in the Student Handbook.

Adopted: October 11, 1990
Revised: November 24, 1994

STUDENT CONDUCT**FILE: JCDA**

The board expects student conduct to be such as to contribute to a productive learning climate.

The board endorses the following principles for student conduct:

1. Respect for the rights of others shall be expected of all students.
2. Respect for the law, board policies, administrative and school regulations and those given the authority to administer them shall be required of all students.
 1. Respect for school and personal property, pride in one's work, achievement within the range of one's ability and exemplary personal standards of courtesy, decency and honesty shall be maintained.
 2. Respect for individual worth to the end that every student shall be assisted to develop his full potential is an obligation of the school division. Diligence and a sincere desire to profit from the opportunities offered is an obligation of the student.

Students have a responsibility to know and respect the regulations of the school. Toward this end students shall receive annually, at the opening of school, a publication listing the regulations to which they are subject. These regulations are to be developed cooperatively by the school staff, and filed with the board for information.

Adopted: June 23, 1977

DRUG AND ALCOHOL USE BY STUDENTS

FILE: JICH-R

The following guidelines are to be followed in dealing with students who violate the drug and alcohol policies of the Division.

1. Violation of drug and alcohol policies is cause for disciplinary action according to Division and School progressive discipline procedures.
2. Students who are suspected of being in possession of, and/or under the influence of alcohol or other drugs must not be left unattended. If this situation arises in class, the teacher will summon an administrator to the class for assistance.
3. The principal will be responsible for conducting an investigation of the situation and documenting all relevant information.
4. The principal will contact the parents immediately upon completion of the investigation and, if appropriate, contact the R.C.M.P. The superintendent is to also be informed.
5. **TRAFFICKING:** Where there is sufficient cause to believe a student(s) is supplying alcohol or other drugs to students, a 5-day suspension will result with a possible recommendation for further action, including expulsion, by the Board.
6. **SUSPICION OF USE:** Any cases of “suspected” use of alcohol or other drugs by students during the school day or during any school function, must be reported to the school’s administration immediately by staff members.
7. **1st OFFENSE:**
 - Impose a 4-day suspension.
 - A 4-day suspension may be reduced to a 3-day suspension if both the parent and the student agree to an assessment with the school AFM counselor.
 - The 4-day suspension will stand if the parent and/or the student do not agree with the assessment.
 - Follow-up will be determined by the school administration in this case to ensure that the student does receive counseling services.
8. **2ND AND SUBSEQUENT OFFENSES:**
 - 5-day suspension and mandatory referral to AFM services for an assessment.
 - If refusal occurs – referral to Senior Administration.
 - At any time, if residential treatment is the option taken by a student and his/her family, the school will continue supports and connections with the student or will be available for such when called upon to do so.
9. In the event the policies are violated while the student is on a field trip or at a school-sponsored event outside of the school, the supervising staff member will contact the principal. The principal will be responsible for finalizing a plan to deal with the student(s), including contacting the parents. If the student is to return home, the parent will be responsible for all arrangements, including the cost of public transportation, if required.
10. In the event a search reveals alcohol or illicit drugs; the principal shall secure the items until such time as release has been authorized by the R.C.M.P. The student(s) involved shall not be left unattended.

Adopted: October 27, 1994
Revised: March 21, 2002

Portage la Prairie School Division

Internet Acceptable Use Policy

The Portage la Prairie School Division is pleased to bring Internet access to the students and staff of the Division. We believe the Internet offers a wide variety of unique resources to both students and staff. Our goal in providing this service to teachers and students is to promote educational excellence by encouraging resource sharing, innovation, and communication.

The Internet is an electronic highway connecting thousands of computers and millions of individual users. Students and staff have access to:

1. Electronic mail with people all over the world.
2. Information and news from government sources, research institutions, and other sources.
3. Public domain software and shareware of all types.
4. Selected discussion groups on a wide range of topics.
5. Many public and private libraries and educational resources.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value. We firmly believe that the valuable information and interaction available on the Internet far exceed the possibility that students may access material that is not consistent with the educational objectives of the Division.

Teachers who wish to use the Internet with their classes are responsible for guiding student access to appropriate sections of the network and for ensuring that students understand the consequences of misusing this privilege.

Students are responsible for accessing network services and for using the network appropriately according to school policy.

Parents are responsible for reinforcing the school goals of promoting responsible Internet use.

Conditions of Use

Students using school computers for Internet access must agree to the following conditions.

1. Acceptable Use -

I will use the Internet at school

- a) to conduct research
- b) to communicate with others about school work.

I will be responsible for how I use the Internet at school.

2. Unacceptable Uses -

I will not use the school computers and/or the Internet for unacceptable uses. These include (but are not limited to):

- a) vandalizing computer hardware, software, or data of other users
- b) gaining unauthorized access to computer systems
- c) using accounts of other users
- d) downloading information onto school computers without approval from the teacher
- e) subscribing to e-mail lists using division accounts.
- f) accessing controversial material which is inappropriate or offensive
- g) transmitting copyrighted, obscene or illegal material.
- h) threatening anyone or committing illegal acts.
- i) using school computers and the Internet for commercial purposes.

2. Network Etiquette -

- a) I will be polite, and I will not swear or use inappropriate language.
- b) I will not reveal personal information, such as addresses phone numbers, or passwords of anyone.
- c) I understand that electronic mail is not private and can be read by system operators.
- d) I understand that all information available on the network is the private property of others.

3. Accuracy of Information -

- a) I understand that information from the network may not be accurate or true.
- b) I understand that the division does not make any guarantees about the truthfulness of information found on the network.
- c) I will cite in my research any information (text video, graphics etc.) found on the network, the same as I would any material found in printed materials.

Division teachers and administrators will deem what is inappropriate use, and their decision is subject only to confirmation by the Portage la Prairie School Board. Student privileges to use the Internet may be revoked for violating any of the above conditions of use.

CyberSchools Access Policy

CyberSchools Manitoba Internet Portal (the "Portal") is made available to educators and students in Manitoba public schools. The Portal is intended to provide a safe and secure environment for Manitoba students to develop their skills in using the Internet in order to communicate easily and effectively with others in the electronic age. The Portal is made available to all K-S4 students, teachers, administrators and other School Division staff. It provides qualified users with a personal email account, online calendar, network file storage, web space and other services.

CyberSchools services are made available to students and staff who agree to act in a considerate and responsible manner. In order for students to qualify for CyberSchools services, parents must complete the attached Parent Permission Section. Students over the age of 18 and School Division staff need only complete the Student/User Responsibility and Commitment Section. Users are responsible for safeguarding and protecting their user access identification and for their behaviour and communications over the CyberSchools network.

Portal access is provided by Manitoba Education Research and Learning Information Networks ("MERLIN"), a Special Operating Agency of the Government of Manitoba. In order to maintain system integrity and to ensure that users are using the system responsibly, content filters may be used which scan for obscene or threatening language. By agreeing to this Acceptable Use Policy, users and their parents/guardians consent to the disclosure by MERLIN of certain "personal information" as defined in *The Freedom of Information and Protection or Privacy Act (Manitoba)*, (including the user's name, home address, e-mail address, school division, school and any other information that may be relevant to the particular case), to the appropriate authorities. This may include the school, the School Division, the user's parents, affected persons or their parents and, in extreme cases, the police.

The Portage la Prairie School Division Acceptable Use Agreement

Parent Permission Section

As the *parent or legal guardian* of the minor student signing below, I have reviewed this Acceptable Use Policy with my child and agree to the terms and conditions contained herein. I *hereby give permission* for my son/daughter to have access to:

- | | | |
|----------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| • Internet Access | Yes | No |
| • CyberSchools Access
(including personal email account,
online calendar, network file storage,
web space and other services) | Yes | No |

Parent/Guardian Name Parent/Guardian Signature Date

School Name Homeroom Teacher/Advisor Grade

Student/User Responsibility and Commitment

As a *user* of the computer network, I agree to communicate over the network in a responsible manner while honouring all relevant laws and restrictions. I have read and agree to the terms and conditions contained in this Acceptable Use Policy.

Student Name /User Student/User Signature Date

Student Userid

Please complete and return to your child's school.

For additional information about the Portage la Prairie School Division technology programs, or to seek answers to specific questions regarding this Acceptable Use Agreement, please contact any School Principal.

STUDENT ATTENDANCE

1. All student absenteeism (Kindergarten to Senior 4) must be covered by an explanation from the parent, guardian or responsible adult. Students over the age of 18 years and living away from home shall be responsible for their own attendance.
2. Each principal will establish procedures for receiving explanations of student absenteeism from parents or guardians.
3. Explanations of student absenteeism must include:
 - a) The date,
 - b) Information pertaining to the reason for the absence,
 - c) If in written form, the signature of the parent, guardian or responsible adult.
4. Unexplained student absenteeism, chronic tardiness and cases of truancy are to result in a home contact by the teacher or principal. Such contacts are to provide information and to solicit support to resolve the problem. Students who are chronically tardy may be denied access to class. Truancy cases shall be handled individually, utilizing a progressive discipline approach, based upon the circumstances of each situation.
5. Absences not covered by a satisfactory explanation that have not been resolved by the school staff are to be immediately referred, in writing, by the principal to the appropriate member of the school division staff or outside agency. Cases of chronic tardiness may also be referred in the same manner. (i.e. school counsellor, Division Attendance Officer, Superintendent's Dept., R.C.M.P., Child and Family Services, etc.)
6. Students who are required to be absent due to chronic medical conditions or ongoing medical treatments shall make the necessary arrangements with the principal.
7. Arrangements for family holidays, work schedules, camps etc. during the school year should take into account school schedules such as exams. Parents are expected to discuss planned family activities that interfere with school with the principal at least one week prior to the start of the activity. Students who miss school for such activities will be expected to complete the work they miss and be ready to resume regular class work upon their return.
8. Students in Senior 1 to Senior 4 who are absent from an examination, due to illness, must immediately advise the principal and may, under exceptional circumstances, be required to provide a medical certificate to verify the illness.

Adopted: June 28/79
Revised: August 27/92
March 24/05

FILE: JCBA

CELL PHONE/PAGING DEVICE/ELECTRONIC COMMUNICATION DEVICES

The Board of Trustees recognises that it may be necessary for some students to be in possession of cellular phones or other devices for communication with family and/or for safety reasons while at school. However, the educational integrity of the school, privacy of others and safety during school emergencies must be protected at all times. Therefore, the following conditions will apply:

1. All communication devices must be turned off when the student arrives at the school. These devices must not be activated or used in school during the school day or any other time designated by a staff member.
2. For safety reasons, the student must turn off all communication devices prior to getting on a school bus. Permission to use the communication device must be given by the staff member in charge of the bus.
3. The school division assumes no responsibility in any circumstances for the loss, destruction, or theft of any communication device brought to school or to any school related activity by a student.

The consequences for violation of this policy will be in accordance with the school discipline cycle. This could include suspension and expulsion.

The Portage la Prairie School Division appreciates the cooperation of parents/guardians in the implementation of this policy.

Adopted: June 23, 2005