

PURPOSE:

It is the intent of Yellowquill School to provide a handbook to keep the parents and students aware of the rules, regulations and special programs.

ADMINISTRATIVE TEAM MESSAGE

A great school is more than just a collection of books, classrooms and equipment. The students who attend the school, the teachers who instruct at the school, the people who maintain the school and the community that support the school, all have an impact on making a school great.

Welcome to Yellowquill School, a great school which is “dedicated to the pursuit of excellence.”

Whether you are a new student to Yellowquill or a returning student, we look forward to working with you to make this school year a success.

Welcome also to the new staff members who will be joining us this year. We are optimistic your talents and expertise will add to the positive school climate that already exists at Yellowquill.

The administration team is committed to working with students, parents and the community members to ensure that Yellowquill School is the best school possible. Topics such as school safety, school-parent communication, student leadership, student achievement and quality programs are high on our list of priorities.

We believe that every student is capable of learning and achieving greatness. Our challenge as teachers and parents is to seek out each student’s interests and talents in order to motivate them to perform to the best of their abilities. Our purpose is to prepare students for the future. However, it is tough to prepare students for the future when we are uncertain what the future holds. That is why it is imperative that all students approach their education with a *continued commitment to learning*. That ongoing commitment to improving yourself now will go a long way to ensuring success in the future.

Enjoy the Yellowquill experience!

Shawn Harkness – Principal Al Patterson – Vice Principal

PORTAGE LA PRAIRIE SCHOOL DIVISION PURPOSE, MISSION, AND VALUES:

PURPOSE:

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

MISSION:

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.

VALUES:

Honesty
Dignity
Cooperation
Equality
Commitment
Compassion

PHILOSOPHY OF INCLUSION

Manitoba Education, Citizenship and Youth 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. Through recognition and support, an inclusive community provides meaningful involvement and equal access to the benefits of citizenship.

In Manitoba, 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 for a richer future for all of us.

SCHOOL DIVISION POLICIES

COMMUNICATION DEVICES

The Board of Trustees recognizes 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 unless 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.

STUDENT CONDUCT AT SCHOOL EVENTS – OFF CAMPUS

The schools in the Portage la Prairie School Division at times conduct activities and programs off campus. Activities are also held during non-school hours and on non-school days.

The Portage la Prairie School Division considers these activities to be school activities.

When attending these activities the students of the Portage la Prairie School Division are expected to conduct themselves according to school and division policies and procedures. Students of the Portage la Prairie School Division who do not comply with school and division policies and procedures are subject to school and division authority and discipline practices.

All students are to be advised of this policy at the beginning of each school year and at other times deemed appropriate by the principal.

NOON LUNCHESES (Board Policy File JGHB)

Students residing within reasonable walking distance of their school are expected to return home for the noon break. Students are allowed to remain at school during the noon break if:

- the weather is unfavourable,
- the student is involved in school activities;
- additional tutoring is being provided;
- other extenuating circumstances warrant.

The principal shall have the authority to prevent the abuse of lunch hour privileges.

SEARCH AND SEIZURE

All student lockers are the property of the Portage la Prairie School Division #24 and are made available for student 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 school authorities may detain the student and the police may be summoned. Incidents involving firearms and/or drugs must be reported to the RCMP.
5. The student will be under the supervision of the school authorities until such time as the appropriate action is taken.
6. A copy of this policy is to be posted on the school bulletin board and included in the student handbook.

DRUG AND ALCOHOL USE BY STUDENTS

Guidelines

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. Drug offences will accumulate over the entire period that a student is in a particular grade level section (e.g., 5-8, 9-12). Students will not get a fresh start each year.

Trafficking

When 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.

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.

1st Offence (other than trafficking)

- School Administration will **suspend for 5 days**;
- the 5 day suspension may be **reduced to 3 days** if both the parent and the student agree to an assessment with the school's Addictions Foundation of Manitoba (AFM) Counselor;
- the 5 day suspension will stand if the parent and/or the student do not agree to complete the AFM assessment;
- re-entry conditions and follow-up will be determined by the School Administration, which may include referral for alcohol/drug assessment and/or counseling services.

File JEM-R

2nd Offence (other than trafficking)

- School Administration will suspend for 5 days, and where appropriate, recommend to the Superintendent additional disciplinary action;
- Superintendent may suspend for a minimum of 5 additional days;
- Re-entry conditions and follow-up will be determined by the School Administration and Superintendent's Department, which will include
- referral for alcohol/drug assessment and/or counseling services.

3rd Offence (other than trafficking)

- School Administration will suspend for 5-days;
- Further suspension of up to 6 weeks at the discretion of the Superintendent with the possibility of referral to the Board for expulsion from school;
- Must make arrangements to complete AFM drug/alcohol assessment and counseling before re-entry to school.

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 to do so.

School-Related Activities

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/guardians. If the student is to return home, the parent/guardian will be responsible for all arrangements, including the cost of public transportation, if required.

Searches

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.

WEAPONS

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 pocketknives, knives with fixed blades or switchblades 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 the 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 and student handbooks.

GANG-RELATED INSIGNIA

- 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 the 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 offense.
 - 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.

HARASSMENT POLICY

The Portage la Prairie School Division No. 24 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.

COMPLAINT PROCEDURES FOR STUDENTS:

- 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 counselor, 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):

Warnings: All parents/guardians notified.
Student(s) warned,

Counseling: Counseling 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.

SCHOOL DIVISION DRESS CODE

It is the expectation of the Portage la Prairie School Division that students shall be dressed appropriately for school and all school related activities.

- 1) Students are to dress in a manner that would indicate that they have pride in themselves and in their school:
 - No halter tops, strapless tops, spaghetti straps, revealing clothing, muscle shirts
 - No underwear showing (tops or bottoms)
 - Skirts, skorts, and shorts must be mid-thigh or longer
 - Midriff is to be covered
 - No gang paraphernalia or gang-related insignia
 - No clothing with objectionable material including references to drugs, alcohol, profanity, violence, gangs, degrading other or oneself or any other unwholesome ideas
 - No headwear (i.e. hats, ball caps, hoodies, or bandanas)
 - No outdoor clothing in the classroom
 - No heavy chains
 - No roller shoes or "heelies"
 - Purses and valuable items must be placed in locked locker

- 2) Students are also expected to dress in a manner that does not pose a health or safety hazard (i.e. warm outerwear for bus travel in winter, suitable attire for physical education and vocational classes, footwear at all times).
- 3) Students who are dressed in clothing viewed unacceptable by school administration will be asked to change or cover that clothing.

The above expectations shall be dealt with at the discretion of the principal on an individual basis.

March, 2003

Revised: October, 2003

DRESS AND GROOMING

Dress and grooming often reveal a great deal about a student's values and attitude. The backing of parents in seeing that their children are suitably groomed for classes is requested.

Students wearing clothing judged unacceptable by the school administration will be asked to change or cover that clothing.

SCHOOL ATTENDANCE

Under the system of continuous evaluation, a student who does not attend classes regularly will have difficulty in obtaining passing grades. Students who arrive late to school in the morning or afternoon without either written or verbal parental permission will be required to make up the lost time at noon hour or after school.

ABSENCE

Students who have been absent from school must bring to the home area teacher a note stating the reason for the absences, except for absence due to stormy weather or bereavement in the immediate family. Any student who delays bringing a note will be sent to the office for checking.

TRUANCY

Students absent from school without acceptable reason will be investigated by the school authority and required to make up the lost time outside of regular school hours. Parents will be notified when their son or daughter is truant.

In chronic cases, the school attendance officer will be notified.

SMOKING

The Portage la Prairie School Board prohibits smoking on all school property. With permission from the superintendent's department, Yellowquill School bans smoking within a block of the school. Students who are smoking or eating near our neighbours' yards are reminded to respect their homes and private areas. Do not loiter or leave garbage in the vicinity. Use the refuse containers provided at all times. Any student caught breaking this regulation during school hours will be suspended from school

BULLYING

The Portage la Prairie School Division affirms its commitment to maintain a learning and working environment that is free from bullying and at all times supports the dignity and self-esteem of individuals. Bullying of any individual will not be tolerated. A student who believes she/he is being bullied by another student, should 1) if possible, make it clear to the bully that his or her actions or comments are unwelcome, 2) report the incident immediately to the teacher, principal or person on supervision. It is the responsibility of Division employees and students to report incidents of bullying when they are aware of them. Reports of bullying will be dealt with as necessary. The Portage la Prairie School Division affirms its belief that prevention of bullying is necessary and will provide opportunities for students, parents, and staff to become more knowledgeable about the issues of bullying.

DEFINITION:

A student is bullied when he/she is exposed, repeatedly and over time, to negative actions on the part of one or more students. It is aggressive behaviour intended to do harm to the victim that is carried out repeatedly over time. It occurs within an interpersonal relationship characterized by an imbalance of power between the victim and the bully.

Bullying is comprised of, but not limited to, the following direct and indirect behaviours:

- Taunting
- Threats
- Acts of intimidation
- Punching
- Beatings

- Teasing
- Name calling
- Spreading harmful rumors
- Gossiping
- Deliberate social exclusion
- Swarming
- All forms of psychological intimidation
- All acts intended to embarrass or humiliate others

For the purpose of this policy, bullying includes conduct or comments which occur in the school environment or any school-related activities. It includes but is not limited to bullying which occurs:

- at a school
- while students are going to and from school
- at a school or Division-related functions
- in the course of a school assignment outside of school.
- during school-related travel
- over the telephone
- through emails and/or the internet
- through improper use of all other electronic communication devices

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

INTERSCHOOL SPORTS ACTIVITIES

MIDDLE YEARS GUIDELINES 2020-21

The Portage la Prairie School Division recognizes and supports the need to co-ordinate the various interschool sports activities.

The establishment of a divisional set of operational guidelines, endorsed by the Administrative Council will be the basis upon which interschool sports at the middle years' level shall be conducted.

The Middle Years Physical Education teachers will be responsible for preparing recommendations for the basic guidelines and for subsequent revisions. These are to be submitted to the Administrative Council for approval as a divisional document.

The Middle Years Physical Education teachers shall make recommendations to address:

- Grade requirements
- Eligibility
- Awards
- Officials fees
- Penalties and protests
- Schedules and location of championships
- Specific rules for each of the following sports:
 - Cross-country
 - Volleyball*
 - Basketball*
 - Badminton
 - Track and field

*Volleyball and basketball shall require the use of rosters. These rosters shall be submitted to the convener of that sport, who in turn will submit a copy of each teams' roster to each school in the league.

The Portage la Prairie Physical Education Teachers Association shall select a chairperson to liaise with the chairperson of the Principal's Council and the Superintendent's Department.

Issues that are not resolved by the Physical Education teachers shall be referred to the Principal's Council for resolution.

24 Hour Rule (June 2004): A parent/guardian may not approach a teacher and/or coach regarding a concern that involves their child and his/her participation in an athletic event until 24 hours after the concern was noted. Examples of a concern that would fall under the 24 hour rule would be playing time, coaching techniques, disciplinary issues etc. Concerns that involve the direct safety of the child do not fall under the 24-hour rule. At the end of the 24-hour period the parent may contact the schools' administration in consultation with the schools' physical education department to express their concerns

All teams who do not have a teacher as a coach are expected to have a teacher on the bench to act as a supervisor for that team.

This applies to instances when you have non-teaching staff or community members coaching a middle years' team. Supervision expectations extend to after all games until all students from

that team have been picked up and have left the school venue.

Failure to do so will result in that team/player not being allowed to participate.

Chain of Communication (June 2010)

The correct method for communicating concerns or requests from one school to another school is for the requesting school's Phys. Ed. teacher to approach the home schools' Phys. Ed. teacher regarding the concern or request.

The PLPPETA does not support members from one school community personally contacting another school's Phys. Ed. teacher regarding a request or concern. Should this happen that person shall be requested to follow the appropriate chain of communication before the concern or request will be addressed.

CONSEQUENCES

MEDIATION

Mediation techniques with student disputes NOT involving weapons, drugs, or injuries will be used whenever possible, often as a preliminary measure. However, mediation and restitution may be used at any point in the discipline cycle.

There are a number of different avenues available for mediation:

POSITIVE PATROLS – Selected students from grades 4 – 5 are trained to handle minor disputes usually on the playground at recesses. They are readily visible by their vests.

PEER CONNECTORS – Students from grades 5 - 8 are selected by peers and screened by staff to train in the areas of listening skills, effective communication, and more developed mediation techniques. These students are frequently used to mediate disputes involving their peers. (Our student mediators are role models for the other children, a higher standard of behavior is required of them.)

Where peer mediation is not suitable or successful, staff trained in mediation may become involved in a number of scenarios involving students, staff and parents.

FAMILY GROUP CONFERENCE

In the event of a serious offense, another form of mediation, the Family Group Conference, may be arranged. This would involve offenders, victims and family members in an attempt to resolve conflict and address the offense.

Yellowquill School prides itself in being a leader in school mediation and utilization of the Positive Behaviour Interventions & Supports (PBIS) program and the RESPECT program. Studies have found that “mediation improved the self-image of the student mediators, as it did student attitudes toward school involvement, school discipline, and school problem solving.”

PROGRESSIVE DISCIPLINE PROCEDURE

1. INFORMAL INTERVIEW – A teacher, administrator or guidance counselor talks with a student to reach an agreement regarding the student’s behavior. Parents may be contacted in some circumstances.

2. DETENTION – The student is detained at the school by a teacher or administrator for specific unacceptable behavior. Where such detention extends beyond 4 pm, parents are informed. Transported students are dismissed in time to catch their buses unless prior arrangements have been made with parents.

3. WITHDRAWAL FROM CLASS – Where behavior is deemed to have a negative effect upon classroom environment, the student is withdrawn to a supervised alternate location. Such withdrawals would normally be temporary but when a prolonged withdrawal is recommended, the parents will be notified.

4. ADMINISTRATION AND/OR GUIDANCE INVOLVEMENT – An administrator and/or the guidance counselor meet with the student to develop a plan to correct an unsatisfactory behavior pattern. Parents are contacted if necessary. Such meetings are documented.

5. FORMAL INTERVIEW – A conference is held with the student, the teacher and an administrator or guidance counselor to develop a plan for changing the student’s behavior. Parents are informed and a copy of the behavioral plan will be sent home.

6. PARENT CONFERENCE - The parent is contacted to discuss the specific behavior of the student and corrective measures that must be taken. Contact could vary from a phone conversation to a formal meeting with school personnel.

7. REMOVAL OF PRIVILEGES – Privilege(s) such as social activities, sports events and participation, canteen privileges, student council events, etc., may be removed for a short term or extended term.

8. IN-SCHOOL SUSPENSION – The student is placed in a supervised area away from other school activities. Upon arrival at school the student picks up necessary books and reports to the suspension area. Assignments are sent to the office prior to 9:00 am. The student leaves the suspension area during the school day only with permission from the supervisor. Parents are contacted when suspensions are in effect. Such a suspension is not to exceed three days.

9. RESTITUTION – The student or parent is required to compensate for damages incurred.

10. PROBATION – Where remediation of a problem is resisted by a student, a period of probation may be instituted. This probationary period is not less than one month and follows procedures stated in the policy manual of this school division. Parents are to be informed prior to instituting this probationary period.

11. SUSPENSION – Suspension is a serious consequence that may arise in dealing with a serious breach of discipline or behavior adversely affecting the learning environment. In such cases the student loses the right to attend school including all school functions and activities up to a maximum of five school days. Parents are notified immediately of such an action occurring and a written explanation detailing the student’s behavior is sent to the parents and to the Superintendent of schools. Students in middle years who have been suspended may not attend the next dance and/or scheduled school event.

12. OUTSIDE AGENCY INVOLVEMENT – Where involvement of an outside agency is initiated by the school, it done through the school administration or the guidance counsellor with the full knowledge of the school administration. When the assistance of such an agency is

deemed necessary, parents are informed prior to this involvement when possible.

13. INTER-SCHOOL TRANSFER – In cases where a change of environment and peer group could be advantageous to a student, a transfer to another school in the division may be arranged. This is done only in consultation with parents.

14. RECOMMENDATION FOR EXPULSION – Where the continued presence of a student is deemed injurious to other students or where an act is deemed of such a nature as to warrant it, the administration of the school recommends the expulsion of the student from the school. Such a recommendation is made to the Board of Trustees of Portage la Prairie School Division #24, Parents are notified immediately of such a recommendation,

15. INVOLVEMENT OF STUDENT SERVICES – Where a student's behavior or progress requires more expertise than is available in the school, assistance may be sought from the Student Services of Portage la Prairie School Division #24. This assistance can range from counseling to psychological testing. Parents are notified prior to involvement of personnel from this department.

**YELLOWQUILL SCHOOL
GENERAL INFORMATION &
REGULATIONS**

DAILY SCHEDULE

Grades K-6

08:40 **Students enter school**
08:47 **Opening exercises &
announcements**

08:50 – 09:25 35 min. **- Period 1**
09:25 – 10:00 35 min. **- Period 2**
10:00 – 10:46 46 min. **- Period 3**
Cohort 2, 4, 6 – 10:00 – 10:12 **- Recess**
Cohort 1, 3, 5 – 10:34 – 10:46 **- Recess**
10:46 – 11:20 34 min. **- Period 4**
11:20 – 11:55 35 min. **- Period 5**

11:55 – 12:55 60 min. **- Lunch**

12:55 – 01:30 35 min. **- Period 6**
01:30 – 02:15 45 min. **- Period 7**
Cohort 2, 4, 6 – 1:30 – 1:42 **- Recess**
Cohort 1, 3, 5 – 2:03 – 2:15 **- Recess**
02:15 – 02:50 32 min. **- Period 8**
02:50 – 03:25 35 min. **- Period 9**
03:25 **Dismissal**

**Total instructional time is 305
minutes. Lunch is 60 minutes.**

Grades 7-8

08:40 **Students enter school**
08:47 **Opening exercises &
announcements**

08:50 – 09:25 35 min. **- Period 1**
09:25 – 10:00 35 min. **- Period 2**
10:00 – 10:46 46 min. **- Period 3**
Cohort 7 – 10:38 – 10:46 **- Break**
Cohort 8 – 10:38 – 10:46 **- Break**
10:46 – 11:20 34 min. **- Period 4**
11:20 – 11:55 35 min. **- Period 5**

11:55 – 12:55 60 min. **- Lunch**

12:55 – 01:30 35 min. **- Period 6**
01:30 – 02:15 45 min. **- Period 7**
Cohort 7 – 2:08 – 2:15 **- Break**
Cohort 8 – 2:08 – 2:15 **- Break**
02:15 – 02:50 35 min. **- Period 8**
02:50 – 03:25 35 min. **- Period 9**
03:25 **Dismissal**

**Total instructional time is 320
minutes. Lunch is 60 minutes.**

YELLOWQUILL SCHOOL PHILOSOPHY

- Our philosophy is one of being child centered; that is to bring out the best in the child by direction and guidance.
- It is our intention to pursue a policy of assisting each child to his maximum potential and also to give each child the opportunity to grow and become the most useful and responsible citizen possible.
- Our intentions are to offer the student the basic skills and as wide a variety of learning situations, extracurricular activities, and other interests, as our facilities will allow. We hope to instill in our students a pride in the school and sense of self-esteem in his/her personal accomplishments.
- Through a flexible teaching program, in a regular classroom setting, it is our aim to provide for the needs of all students in a well-disciplined, but relaxed atmosphere.

YELLOWQUILL CATCHMENT AREA

K - 6 inclusive:

- Students in Portage la Prairie residing in the area bound by:
West of, but not including, 16th Street SW
South of Saskatchewan Avenue to the western city limits Crescent Road to the south
- Rural students in the area bound by:
The northern boundary of the school division to Lake Manitoba, to the north.
The western boundary of the school division, to the west.
- A line drawn north and south through the junction of Highways 249 and 26, to the east and Highway #1 and the Assiniboine River to the south (east of the City of Portage)
- The southern boundary of the school division, east to the Assiniboine River, and north east to a point halfway between Bridge Road and Yellowquill Trail.

Grades 7 and 8

- Students in Portage la Prairie bounded by 4th Street N.W. & 4th Street S.W. (west side of the street). The railway tracks, the western city limits Crescent Road West.
- Students from all of the rural areas included for Grades K - 6

SCHOOL SUPPORTS

Resource services include:

- Provide consultative services to the classroom teacher.
- Carry out student assessment to determine academic/social emotional strengths, challenges and next steps for improvement.
- Assist classroom teachers in developing strategies to use with students who are experiencing academic difficulties.
- Provide assistance to students either individually or in groups.
- Prepare referrals to School Division clinicians such as school psychologist, or speech/language pathologist. Meet with the clinicians and parents to discuss the results of the assessment.
- Conduct hearing and vision screening with target groups.
- Make referrals to outside agencies including Manitoba Education and Training, Vision and Hearing specialists, Community Mental Health, as well as the Audiologist and Optometrists, the Physiotherapist and Occupational Therapist.
- Prepare funding applications for students having special needs, and work with team members to prepare the Individual Education Plans (IEP).
- Act as case manager for support teams for funded students.
- Make application for selected students for the special education programs offered within the division in conjunction with classroom teachers and parents.
- Meet with teachers and parents of students who are at risk and explore the student's program needs and/or placement options available. Coordinate, oversee and evaluate home study programs.
- Assist the Learning Assistance Program teacher in providing strategies to meet individual students' needs.
- Arrange for, provide, or support remedial reading programs such as Precision Reading,

Later Literacy and the Reading Recovery program.

- Provide professional development information for teachers and educational assistants that will benefit students with special needs.

Guidance Counselor

- The Yellowquill School guidance counselor works with students in Grades K-8.
- Individual and group counseling is available to students. Individual and group counseling may include issues such as self-esteem, anger management, friendship, school success, and bullying and respect.
- The guidance counselor is available for consultation with staff members to help students achieve successes. They help to ensure student safety and is involved with referrals and communications with outside agencies when necessary.
- Administration, teachers, parents, and students may make referrals to the counselor.

The counselor at YQS also provides the following services.

- Provide mediation and problem-solving strategies for students
- Provides small groups for Kindergarten and primary students to help them with school readiness and success.
- Implements the **Rainbows Program** for students who are suffering a loss through divorce or death.
- Implements and facilitates Indigenous support programs
- Facilitates **The Roots of Empathy Program** in designated classrooms
- *****Roots of Empathy** is a classroom program which has shown dramatic effect in reducing levels of aggression and violence among school children while raising social emotional competence and increasing empathy.
- Facilitates the **Taking Care of Each Other Program** in designated classrooms
- ***The **TCEO Program** helps students feel better about themselves and care for others, follow adult direction, connect with others in positive ways, work together as a team, in total – to get along better with others!
- Crisis counseling

- Member of Y.Q.S. administrative team and Portage la Prairie School Division Crisis team
- Assist in administrating the **Positive Behaviour Interventions & Supports (PBIS)** and **Response To Intervention (RTI)** program.
- Provide guidance resources to teachers
- Assist grade 8 students with course selections for high school
- Organizes year end awards days

PARENTS AS PARTNERS

- As partners in education parents play an important role in the development of their child(ren).
- By being actively involved in a child's schooling, the parent greatly increases the chance of him/her experiencing academic success.

The following are some suggestions that may be helpful:

- Read to your child.
- Show an interest in the child's education. Ask each day how things went at school.
- Provide a quiet area for your child to do his/her homework and study for tests. Encourage good study skills. Parents and the school both play an important role in teaching and sharing study skills.
- Make sure your child has and uses a student agenda. Check the agenda each day for notes from the teacher, homework assignments, and dates of important events and tests. Connect to their teacher's REMIND communication system.
- Insure that the student attends school regularly. If they say they don't have to go to school the next day and you have not received a notice from the school, call the school. Regular attendance is a key to academic success. Student attendance is required on special events days including track and field day.
- Notify the school of any changes that may affect the child's education. These would include changes in custody, employment, medical status and phone number.
- Get and read the school newsletter. These come the first week of each month. If one doesn't come home, extras are available at the school and on the school web site.

- Know what your child is doing on the computer. It is a great tool for research and word processing. However, it does have inappropriate material/activities which should be restricted.
- Attend student led conferences. Don't wait for the conference day if you have questions or need information about the child. A good rule of thumb is if in doubt, contact the school.
- Go through the student handbook and encourage your child to follow the school's rules for behavior.
- Support the school in disciplinary actions while retaining your role as your child's advocate. Remember that you set your child up with unrealistic expectations if you take the position that he/she is always without fault or never makes mistakes.

RTI – RESPONSE TO INTERVENTION

- Response to Intervention (RTI) is a three-tier approach to the early identification and support of students with learning and needs.
- At Yellowquill we have built in an RTI period, called *Rajah Reach Back*.
- During this period, students will receive targeted instruction and support with any essential curricular outcomes they may have difficulty with. www.rtinetwork.org is a website that will provide more information on RTI.

CODE OF CONDUCT

POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS (PBIS)

- PBIS is an approach that schools use to improve school safety and promote positive behaviour.
- At its heart, PBIS calls on schools to teach students about behavioural expectations and directly teach social emotional skills just as they would teach any other subject.
- The following are the goals that are taught and reinforced each day

Being respectful:

- Listen to adults the first time
- Use school appropriate language
- Use a quiet voice

Being responsible:

- Actively participate in school activities and lessons
- Build positive relationships
- Walk on the right side of the hallways
- Lock cellphones in your locker (except for lunch hour)

Being safe:

- Keep hands and feet to self
- Hoods down/hats off

RESPECT FOR ALL PROGRAM

- All students and staff at Yellowquill School have the right to a safe and caring school environment that fosters and maintains respectful and responsible behaviour.
- The RESPECT model that we are continuing to implement is designed to create that safe and caring learning environment through the development of a respectful culture and climate within our school and community.
- It will enhance the success of children by helping them to develop a strong sense of self, self-respect, and responsibility which will ultimately increase their academic achievement and create respectful, responsible, resilient citizens.
- Respect yourself, other students, school personnel, family and visitors, and school rules.
- Bullying, abusing physically, sexually or psychologically ...orally, in writing or electronically is unacceptable.
- Everyone has a right to a safe learning environment free from fears, prejudices and distractions. Discriminating unreasonably on the basis of any characteristic set out in subsection 9(2) of The Human Rights Code is unacceptable.

The Four Guiding Principles of **RESPECT FOR ALL** are:

- Every human being is unique and has a contribution to make.
- Every human being has strengths which must be nurtured and supported.

- Every human being has the right to be respected and the responsibility to respect others.
- Service to others performed with caring and love makes a difference.

EXPECTATIONS:

- Pupils and staff must behave in a respectful manner and comply with the Code of Conduct.

HANDS AND FEET TO YOURSELF

- Physical aggression, even in play, will not be accepted. Abusing physically any person is unacceptable.

WEAPONS

- Possessing a weapon, as “weapon” is defined in section 2 of the Criminal Code (Canada), will not be tolerated on school sites. (See School Division *Weapons* policy pg. 5).
- Snowballs or throwing of articles are not allowed.
- Laser pointers are not allowed at school.
- Lighters/matches are not allowed at school.

GANGS

- Gang involvement and paraphernalia will not be tolerated on school sites (refer to Division Policy *Gangs* pg. 6)

RESOLVE CONFLICT PEACEABLY

- Access various resources to help resolve conflict – Teacher, Guidance Counsellor, Administration
- Personal conflict resolution skills are taught in class (PBIS & RESPECT) as well as Positive Patrols, Peer Connectors

RESPECT FOR PROPERTY

- Respect your own property, the property of other students, staff and the school.

ATTENDANCE

- Attend school and all required activities.
- A note from parents or a phone call to the office by the parents is required in the case

of a student’s absence or the student will be recorded as truant.

PUNCTUALITY

- Be on time for classes and all required activities.
- Students arriving after attendance has been taken in the morning or afternoon must report to the office before going to class.

ACADEMIC RESPONSIBILITY

- Be responsible for adequate equipment, preparation and participation.

PROPER DRESS

- Wear clean, appropriate clothing. (See School Division Dress Code policy, pg. 7).
- Hats and dirty footwear are to be removed at the entrance door.
- The bottom hem of shorts must meet the end of a student’s finger tips with their arm fully extended at their side.

CELL PHONES, OTHER ELECTRONIC DEVICES & INTERNET

- **Student cell phones are not required or requested to be at school.**
- Cell phones must be shut off and placed in a locked locker upon entering the building unless otherwise directed by staff.
- First offense will be a removal and warning.
- Second offense will require removal and a parent/guardian will have to pick it up, not to be returned to school.
- Phone calls can be made to parents/guardians using the student phone in the office during break times.
- Student will not be allowed to use the office phone during class time unless it is an emergency.
- Students requiring immediate use of a cell phone while on school grounds, during all school activities (during or after regular school hours) or while travelling on a bus **must ask a supervising staff member for permission** and then shut it off after using it.
- Pupils and staff must adhere to school policies respecting appropriate use of electronic mail and the Internet, including the prohibition of material that the school has determined to be objectionable.

- All electronic devices including cell phones must be shut off and placed in a locked locker.
- **The school is not responsible for lost or stolen electronic devices.**

SUBSTANCE ABUSE

- Using, possessing or being under the influence of alcohol or illicit drugs at school is unacceptable. Smoking of cigarettes on school grounds is not allowed.

MORAL/ETHICAL

- Be honest and truthful.
- School rules are in effect both on the school grounds and off the school grounds when students are participating in an activity related to school (e.g. field trips, sports tournaments).
- Students are also accountable for their behaviour to and from school.
- “The principal also has disciplinary authority over all students of his/her school while at school and in their conduct towards one another on their way to and from school.”
- Section D1 Administrative Handbook for Schools -- Manitoba Education and Training

SCHOOL ENTRY:

- For security reasons, all entrance area doors will be locked.

Be advised that the **main entrance** doors on the east side of the school next to the parking lot will be accessible through the intercom located to the right of the doors during the day. All visitors and students arriving late are required to report to main entrance doors upon arrival to check in with the office.

CANTEEN

- Students requesting lunch from the canteen must send their order to the canteen with the class order in by 9:30 a.m.
- Students who fail to do so must refer their order through their homeroom teacher or the administration.
- Students arriving late who wish to order lunch must go to the office for attendance

and then **go immediately to the canteen and place an order.**

- **Students who did not order in the morning will not be allowed to order food items until after 12:15 pm** as we have limited personal
- **Repeated abuse of this privilege will not be tolerated.**
- The canteen is open to all students to pre order for morning breaks.

NOON HOUR REGULATIONS

- Lunch is to be eaten in homerooms only
- Kindergarten to Grade 8 students staying for lunch will remain in their areas until dismissed to go outside.
- Students going home for lunch must do so immediately – not loitering in the hallways, washrooms or entrance ways
- No food or drinks are allowed in the library, gym, lower steps of the multi-purpose room or outside during breaks due to choking hazards and animal/insect concerns.
- Any students that stay for lunch on a regular basis are **not** to leave the school grounds during noon/recess break.
- Students who are uncooperative/defiant during noon hours may lose noon hour privileges and will have to find other noon hour accommodation which may include being picked up by a parent/guardian for the lunch period.

NOON HOUR SUPERVISION

- All students are to stay in their appropriate homeroom classroom.
- Students are to remain seated in chairs at their desks.
- Students may get up to deposit garbage only when dismissed by the supervisor.
- Throwing of any articles including food is not allowed and may result in suspension of the privilege to stay at school for lunch.
- Desks must be put back where they belong, and the classroom must be tidy before dismissal.
- Directions by the lunch-room supervisor are to be followed at all times.
- Noise levels are to be kept at a reasonable level.
- Students are only allowed to leave the homeroom classroom when dismissed by the supervisor, and then students are to leave the

- quickly and quietly, unless scheduled to meet with a specific teacher.
- Dismissal would normally be at the half way point of noon hour if students were well behaved. Classes may be retained if there are problems.
- Students are not allowed to loiter in the vestibule or washrooms. They must be eating in the homeroom classroom or leave the school grounds for lunch at home.
- Grade 5-8 students leaving the school grounds will not be allowed to re-enter the school until 12:55 pm.

EARLY YEARS PLAYGROUND RULES

- Play safely at all times**
- Pushing, shoving, kicking and play fighting will not be tolerated.
- Students must stay on school property and in designated play areas. Students must stay on the inside of the north and west tree line.
- Students will not throw or kick balls against the school in the paved area.
- Students are not allowed to play with sticks.
- No snowballs! Students snowballing will be reported to the office.
- Inappropriate language will not be tolerated
- No piggy-back riding

SAFETY GUIDELINES FOR THE PLAYGROUND & STRUCTURES

- Include others in your games and play
- Be courteous and share equipment and take turns
- Pick teams fairly
- Keep your hands and feet to yourself
- No pushing, tripping or fighting/play fighting
- No throwing stones, sticks or other objects.
- No chewing gum while on the playground equipment
- No eating while on the playground equipment
- If someone is injured, report this to the supervisors immediately. **DO NOT MOVE THE PERSON**
- Report any damaged or unsafe equipment on the playground immediately

Playing on The Slides

- Travel down the slides on your seat, no walking up or down the slides

- Students must sit while sliding
- Before sliding down be sure no one is at the bottom of the slide
- No playing at top of slide (tag games)

Playing on the Creative Play Structures

- Walk, no running
- No tag games
- No climbing on railings
- Before accessing a structure, be sure no one else is at the bottom
- No jumping off platforms

Clothing

- Scarves should not be worn when playing on playground equipment.
- Loose strings can get caught on equipment - they should be tied securely or removed.

Weather Conditions

- Rainy weather - playground equipment is off limits.
- Icy weather - playground equipment is off limits.

STUDENT PRIVILEGES

- Extra-curricular activities carried out during and after school hours are **privileges that students earn.**
- These privileges are made available to students through teachers organizing, chaperoning and supervising these activities. For some activities, parents are also involved.
- The privilege of participating in these activities may be revoked for reasons of lack of cooperation, unacceptable behavior, and/or poor academic effort.

STUDENT FEES

- The Portage School Division is looking for consistency across the division so each child will be charged \$25.00 for school supplies at the beginning of each school year.
- The supplies will be purchased by the school for each homeroom.
- The School Board is providing \$25.00 per student which will cover the rest of the cost for supplies

Student Fees	K – 8	\$ 25.00
Recorder		\$ 9.00
Locks		\$ 9.00

IA/Home Ec.	\$ 30.00
Band	\$ 40.00
Art	\$ 40.00

- If student fees (I.A., Home Ec., Band) are not paid, students may not be allowed to participate in fun activities such as the ski trip, dances or year-end activities.

STUDENTS' PERSONAL SUPPLIES

- **Kindergarten to Grade 8 parents to provide the following: (label all personal items with permanent marker)**
 - Kindergarten & Gr 1 – *Headphones & painting smock*
 - Kindergarten to Gr 2 – *change of clothes in a plastic bag with name on it to leave at school*
 - Gr 3 to 8- *gym clothing and storage bag*
 - water bottle
 - indoor/gym shoes
 - backpack
 - lunch kit
 - pencil case

BREAKS DURING SCHOOL DAY

- No cell phones at break/recess times, **only during the noon hour.**
- No student may leave the school grounds during the morning or afternoon breaks
- **Movement in hallways and classrooms:** Running, pushing, shoving, bumping and play fighting in hallways and classrooms will not be tolerated
- When moving in the hallways, walk on the right- hand side, single file. **No talking in hallways when classes are in session.**
- Middle Years students require hall passes to leave the classroom during regular class times.
- During morning and afternoon breaks Grade 6-8 students will be supervised in the multi-purpose room.
- Multi is a place where students can visit and spread out which will reduce the congestion and noise in our hallways and front entrance area. Students can still:
 - make use of the canteen and library

- use the beginning of break at their locker to prepare for the next class
- meet with available teachers about coursework
- go to the office to use the phone, get information or seek assistance in solving a problem

ADMISSION TO SCHOOL BUILDING BEFORE 9:00 AM

- Outside doors will be unlocked at 8:30 am.
- Students having reason to come to school early may enter the building by way of the main entry (east doors).
- No students may enter the teaching area until the 8:40 am and the 12:55 pm bell rings.

LATES

- Students must be in their areas by 8:40 in the morning and 12:55 in the afternoon.
- Students who arrive late at school must sign-in at the office and receive a late slip for presentation to the home area teacher.
- Students arriving late without an acceptable reason will be required to serve a detention at noon recess or after school.

EARLY DEPARTURE

- A student needing to leave classes early must bring a parental note requesting permission.
- This note must be dated and indicate the requested time of departure. It will be shown to the teacher concerned and then presented at the office at time of departure
- The parent/guardian must sign-out their child in the *record of attendance* book in the main office.
- Such students should depart by way of the east doors after their parents have signed them out

CLASSROOM HOUSEKEEPING

- Students are requested to hang up their labelled outdoor wear in the lockers provided
- Lockers are school property and may be inspected by teachers or administration to ensure neatness and cleanliness.

- A school administrator will accompany other persons authorized to inspect student lockers when a concern arises.
- Students are discouraged from sitting on desktops, putting their feet on seats of chairs, and from teetering on chairs.
- Students must not mark or deface school property or books in any way. Do not write on desks. Students detected willfully damaging school property must pay for such damage.
- GUM AND SEEDS OF ANY KIND ARE NOT ALLOWED IN THE SCHOOL.
- At afternoon dismissal, texts and notebooks should be stacked neatly in the book compartments.
- Waste-paper and other debris must not be left on the carpet, in desks or on tops of desks.
- Chairs must be placed on desktops or piled so that vacuum cleaning can be done quickly.
- Students are urged to store lunches, gym clothing and shoes, mathematical instrument sets, pencils, pens, rulers, and other valuables (except money) in their **locked** lockers.
- **While in gym, all valuables must be left with the Phys. Ed. teacher.**
- Hats and wet footwear are to be removed upon entering the building.

PROTECTION OF PERSONAL PROPERTY

- **Purchase a padlock at the division office & do not tell anyone your combination. If someone learns your combination return your pad lock to the office and a new one will be provided free of charge.**
- All articles of clothing and footwear should be labeled with permanent marker with the student's name for easy identification.
- Sums of money and any other valuables should be left in the office for safekeeping. **Never should money or valuable items be left unattended in change rooms...give it to your teacher! Purses must be placed in a locked locker.**
- All electronic devices and games should be left at home, placed in a locked locker or brought to the office for safekeeping.
- Report immediately to the office any loss of personal property, texts, notebooks, etc.
- **The school will not be held accountable for lost or stolen items if not secured.**

TEXTBOOKS

- Authorized textbooks will be on loan to all students on the understanding that they will be handled with care.
- On the first day each text is received, every student must place his/her name, the date, and the condition of the text in the area provided at the front of each book.
- Students must pay for texts, which they lose, abuse or willfully damage during the school year.
- Replacement value of texts is according to the condition of each text when issued; new-full value; good – one half value; fair – one-third value.
- When the condition or value of a text is in doubt, the principal or vice-principal will act as the final judge.
- Mending tape for minor repairs is available without charge at the office.

BICYCLES, SKATEBOARDS, ROLLERBLADES & SCOOTERS

- The school will not be responsible for any lost, stolen or damaged equipment that students bring to school.
- Students must have a signed bicycle form indicating make, model, colour, serial number that the rules of the road are being observed.
- Students are also expected to walk bikes when on the sidewalks, beside or in front of the school.
- Bike racks are to be used and students **must** lock their bikes.
- Students not following the rules of biking will be asked to leave their bikes at home or may have their bike impounded until a parent/guardian picks the bike up.
- Kindergarten, Grade 1 and 2 children are not allowed to bring bikes.
- Safety programs may be conducted by the teachers or authorized personal.
- Also, because of the lack of parking spaces, students who live 3 or 4 short blocks away from the school are asked not to bring their bikes to school.
- Bicycle permission forms will be available at the main office.
- Student are required to wear a helmet

Skateboards

- Used to transport students to and from school but must be carried while on school property and then placed in lockers.
- Rollerblades, roller shoes or 'heelies' are not to be worn on school property.
- K - 3 are not allowed to bring boards, blades or scooters to school due to safety and storage concerns.

AGENDAS

- All students, grade one to eight, will have access to an agenda which is included in student fees. Parents are asked to check the agenda on a regular basis.
- All teachers are now using the REMIND electronic communication system to keep parents informed on a daily basis. Parents are requested to sign up for this free service.

GETTING MESSAGES TO STUDENTS

- **PRIOR TO 3:00 PM!!!** Parents are requested to limit their messages to be delivered through the school office. However, in the event that a child must receive a message, particularly about alternate transportation or childcare arrangements, **contact by the parent to the school MUST be made PRIOR TO 3:00 p.m. on the day the message is to be delivered.**
- We cannot guarantee delivery of a message after that time. Occasionally, even with our best efforts, we are unable to deliver messages.
- If buses need alternate direction (including taking extra students), it is absolutely necessary for the **parent to contact the bus garage** well in advance. There is an answering machine at the bus garage to take early morning calls.

CHANGE OF HOME ADDRESS OR TELEPHONE NUMBER

- A student changing his/her home address during the school year but continuing to attend Yellowquill School is requested to notify the office as soon as the change takes place so that records can be amended.
- **A change in telephone numbers or a email address must be reported immediately for safety/health reasons.**

- In the case of a legal change of name of the student, or a change in custody of the student, please notify the administration of the school immediately.
- In addition, the school should be advised of the presence of a non-custodial parent and should be provided with legal documentation of **any court orders limiting** the rights on a non-custodial parent.
- It is imperative that the school can contact parents at all times, so please ensure that parent phone numbers are correct **and cell phones are activated.**

ACADEMIC PROGRESS OF STUDENTS

Student Evaluations

- Student progress is evaluated according to the degree which students meet the requirements of the curricula.
- Progress is continuous by means of formative and summative assessments which include daily work, projects, oral assessment chapter tests, and cumulative testing throughout the academic school year with test scores counting for no more than 50% of the total evaluation in any subject for the term in which they are written.
- Grades 1-6 students will not have percentage grades...but rather a provincial competency scale of 1 through 4 representing a student's level of achievement in their skill development in a large number of areas particular to that subject.
- Grade 7 & 8 students will have the same 1-4 competency scale as well as percentages which represent a range of grade marks.
- Teachers have prepared comprehensive course outlines and assessment rubrics for students and parents which are available at the beginning of the fall school term.
- All students will continue with their studies until the final teaching day in June.

STUDENT AWARDS

- At the end of June, a *Celebration of Learning* is held to honour students.
- Kindergarten will have their own separate "graduation" assembly.
- Grades 1 to Grade 4 students will continue to have a celebration assembly.
- The Grades 5-8 assembly will be held to celebrate academics and a few individual sports awards will be awarded.

- Extra-curricular sports awards are presented throughout the year at student assemblies. In past years we have had the following award categories:

Academics	Quill Awards
Ambassador	Special Awards for Leadership
Art	The Come-Back Kid
Athletics	Top Female Athlete
Citizenship	Top Male Athlete
Music/Band	Vocational

- During our school RESPECT assemblies, awards are presented for the four pillars of RESPECT and academics and athletics. We would be very pleased to have parents attend our student-led RESPECT assemblies that are held every other month.

ADAPTED COURSES

- A teacher may adapt courses for a student who is experiencing difficulties in his/her course and who is enrolled in the regular program.
- The essential learning outcomes will be maintained, and parents will be kept informed of their child's progress.

PHYSICAL EDUCATION

- A change of clothes for physical education class (shirt, T-shirt, shorts or sweatpants) is optional.
- Non-marking indoor runners for gym use will be required.
- Only those students who present a doctor's certificate will be excused from participating in physical education classes.
- For a limited number of classes, a student may be excused from physical education by bringing a signed note from home to the instructor with the reason for the non-participation.
- The instructor will give students other tasks to do who appear for physical education classes without the proper clothing.
- All valuables must be given to the instructor.
- (please review **sports activities guidelines** found under Divisional Policies)
- Participation in the year-end Track and Field Day is a culminating activity and is part of each student's academic progress report and recorded on their final report card.

ACCIDENTS OR ILLNESS

- Treatment for cuts, bruises, burns, etc. is available at the office.
- Aspirin/Tylenol, etc. is NOT available from the office. Students should bring their own.
- Ill students can be accommodated in the sick room for a short period of time until they feel better or their parents arrive to take them home.
- Ill students wishing to go home or to a relative's house during school hours must report to the office and a telephone call will be made to arrange transportation.
- Students who suffer injuries requiring medical attention will be transported to the Portage la Prairie Hospital via ambulance. Every effort will be made to notify parents immediately. An accident report will be filed with the Division Office.

ACCIDENT INSURANCE

- Accident insurance is made available annually to students on a voluntary basis. Details of the plan, instructions covering enrollment procedures and application forms will be sent home with students from school.
- **NOTE: All students who wish to take part in the ski trip or any of our sports teams will be required to have either Student Accident Insurance coverage, Blue Cross coverage, or similar facsimile before being allowed to participate.**

CHARITABLE DONATIONS

- Anyone wishing to make a charitable donation to the school may gain access to the school division's charitable donation number by contacting the division office and a receipt will be issued at the Division Office.

CLASS PLACEMENT

- There are a number of criteria that dictate into which class a child should be placed.
- School personnel make the final decision for class placement.
- All written requests from parents **must be received by April 30** stating clear reasons for requests for students to be placed in certain classes.

- Written requests will be given some consideration, however the school team retains the final decision on placement.
- For general information, in the majority of cases, students placed in a split class remain there for the grades represented by the split. This does not however mean that all do, and there can be movement out of and into split classes.

SCHOOL PICTURES

- Each year, class or individual pictures at the early years level and individual pictures at the middle years level are taken.
- Students are under no obligation to purchase these pictures but their school photo (free to the office) is required for their computer file and report card.
- A notice will be sent home in our first newsletter with the date(s) for picture day. Information can also be found on our school web site.

PRIVATE MUSIC LESSONS

- Students who have made arrangements for private music lessons during the school day are responsible for work missed as a result.
- A note is required from a parent or guardian giving permission to leave school for this purpose.
- Students participating are required to sign out at the office when leaving.

IN-SERVICE, ADMINISTRATION AND PARENT-TEACHER CONFERENCE DAYS

- Of the two hundred school days, the Department of Education has authorized local School Boards to use up to ten school days for teacher in-services, administration and Parent-Teacher conferences.
- Parents will be advised of such impending school days. Students will not be attending school on such days.
- The Portage School Division has authorized schools in the division to implement the **Strong Beginnings Program** in early September to provide early assessment data for teachers.
- A scheduled time for *individual student testing* over the 2-day period will be sent home for all K-8 students.

- Only students being tested at a particular time will be at school during that designated 2-day period.

PARENTS ENTERING SCHOOL AT END OF DAY

- Throughout the Portage la Prairie School Division signs are posted on external doors of schools **requiring all visitors to report to the office on arrival.**
- This is done for the safety and security of all children. We do ask all parents to report to the office when visiting the school.
- The exception is special occasions when large groups are entering on invitation. Even then, we prefer that you enter via the Main Entrance.
- If you are picking up kindergarten students at the end of the day, **please wait in the early years entrance vestibule or the area just inside the vestibule by the fountain--- not in the hallway outside the classroom.**
- We especially do not wish to have parents entering the classroom unannounced, which can disrupt a class. If we lost a few minutes (for example, 3 minutes) everyday as a result of such disruption, then the children end up with an overall loss of two full days of school.
- Parents are free to meet with teachers after the hallways are cleared of students at the end of the day.
- Like teachers and support staff, the expectation is that parents in the school and on school grounds will model respectful behaviour.
- Unless volunteering as a supervisor with clear guidelines established by the classroom teacher, parents are required to refer any concerns involving student behaviour to a staff member.

PROPER PROCEDURE FOR COMPLAINT

- If there is a concern regarding what is happening in a specific classroom, a definite process must be followed.
- Step #1 - parents must meet directly with the teacher, expressing those concerns. Preference would be for those concerns to be written and presented to the teacher.
- Step #2 - the teacher then has the opportunity to respond and address the situation.

- Step #3 - if the concern persists after a reasonable period of time for resolution has elapsed, then the parent should make an appointment with administration for further discussion.
- Polite respectful behaviour by all adults involved is expected and requested at all times.

PETS AT SCHOOL

- **Pets are not allowed in the school or on the school grounds unless permission has been granted by the administration.**
- **Generally, pets can be brought for a classroom activity such as "Show and Tell" as long as students do not have allergies and the pet is on a leash and accompanied by an adult.**
- **It would be expected that the pet would be taken out of the school when the classroom activity came to an end.**

SCHOOL GROUPS

POSITIVE PATROLS

- Positive Patrols are students in grades 4 - 5 who have been selected by fellow students and staff to assist in monitoring conflicts on the playground during recesses.

PEER CONNECTORS

- Peer Connectors are students in grades 6 - 8 who are also selected by their peers as persons who are good listeners and are able to maintain confidentiality.
- Peer Connectors are involved in various functions in the school including acting as a positive role model, presenting information to their peers, and being involved in conflict mediation in a variety of circumstances.

SCHOOL PATROL

- Grade six students are chosen to act as street crossing guards for all students at Yellowquill School.
- Other students are required to follow the direction of School Patrol members when crossing the lane east of the school.

STUDENT COUNCIL

- Grade 7 and 8 students may run for Student Council executive provided they have a **score of 3 in the four core subject areas (ELA, Math, Science & Social Studies)** and are well behaved.
- Elections for the various student council positions are held in September each year. Grade 5-8 students will elect room reps
- Student Council is involved in planning and running a number of activities throughout the year.
- A student may be removed from office if he/she is not performing his/her duties or if the student has been involved in disciplinary issues

ADVISORY COUNCIL FOR SCHOOL LEADERSHIP

- The Advisory Council performs a number of functions in the school, both in a supportive and advisory role.
- Parents may attend any meeting and are invited to let their names stand for positions on the executive.
- The Advisory Council regularly publishes minutes of Council meetings in the school newsletter and on the YQS web site

EMERGENCY PROCEDURES

FIRE DRILLS

- Ten fire drills will be held each school year to ensure that students become accustomed to safe and orderly evacuation in case of emergency.

FIRE DRILL PROCEDURE

- As soon as the fire alarm sounds, students are to proceed in single file and in an orderly fashion to the nearest exit.
- Students will not run or push but walk quickly to within a safe distance from the school.

- Monitors for each section of the school are appointed to hold open the exit doors while students are leaving the building.
- The washrooms in the elementary wing, the junior high wing, the hall west of the multi-purpose room and in the gymnasium change rooms are to be checked by the teacher nearest to them.
- Roll call or a count of the pupils should be taken by the teacher in charge to ensure that no one is left in the building. If possible, the class register should be taken by the teacher.
- Students will stand quietly in lines and at a safe distance until a signal is given to re-enter the school.
- The EXITS from the school are posted in each room.
- Other emergency drills such as violent weather lockdown and school evacuation will be practiced throughout the year.
- In such cases, students will be given specific instructions and will be expected to follow them quickly and quietly.
- The purpose of these drills is to have children calm and prepared for any eventuality.

EMERGENCY EVACUATION

- When emergency evacuation of the school is necessary, fire drill procedures will be followed.
- If this occurs during inclement weather, the students will be conducted to the bus garage

WATCH FOR THE YELLOWQUILL SCHOOL NEWSLETTER CURRENTLY PUBLISHED THE FIRST FRIDAY OF EACH MONTH.

IT WILL BE SENT HOME WITH THE YOUNGEST CHILD IN EACH FAMILY

EXTRA COPIES ARE ALWAYS AVAILABLE AT THE OFFICE OR IN THE NEWSLETTER BOXES LOCATED IN THE EARLY YEARS & MIDDLE YEARS OR ON-LINE AT PORTAGE SCHOOL DIVISION / YELLOWQUILL

immediately north of Yellowquill School where they will be placed in school buses or the building proper.

- Fort la Reine School is an alternate emergency evacuation location for Yellowquill students.

STORMY WEATHER

- In the event of stormy weather, please be advised to listen to CFRY radio at 920 on the AM dial, or MIX 96.5 on the FM dial.
- Buses may be cancelled. If so, the schools usually remain open.
- Busses will never be sent home early

NOTE:

- **When buses are not running and the school is open, students must be dropped off and picked up at the main entrance which is next to the east parking lot.**
- **When parents are picking up students on a day when buses are not running, they are asked to come into the school and sign the student(s) out.**
- **If someone other than the parent/legal guardian is picking up the student, please notify the school of the alternate transportation arrangements.**
- **Although there may be a slight waiting time this procedure is done with the idea of maximizing student safety.**

STAFFING 2021-22

PRINCIPAL	Mr. S. Harkness	
VICE-PRINCIPAL	Mr. A. Patterson	
KINDERGARTEN	Ms. J. Pauch	READING RECOVERY Mrs. N. Harley
GRADE 1P	Ms. A. Findlater	SPEECH PATHOLOGIST Ms. A. Jack
GRADE 1K	Mrs. L. Krynski	SCHOOL PSYCHOLOGIST Ms. C. Mirza
GRADE 2S	Mr. D. Slobodzian	
GRADE 2Z	Ms. K. Zwarich	ADMINISTRATIVE ASSISTANT
GRADE 3H	Mrs. S. Hocken	Ms. N. Zaragosa
GRADE 3W	Mrs. C. Wood	
	Mrs. T. Rellinger-Moar	CLERK
GRADE 4C	Mrs. A. Christianson	Mrs. C. Braden
GRADE 4W	Ms. H. Warman	
GRADE 5K	Mr. D. Kruk	COMPUTER TECHNOLOGIST
GRADE 5L	Ms. M. Laing	Mr. D. Patel
GRADE 6B	Mrs. M. Bosiak	
GRADE 6MJ	Mrs. C. Chabot	OUTREACH FACILITATOR
GRADE 7P	Mrs. J. Pallister	Ms. L. Minister
GRADE 7S	Mr. R. Semchuk	
GRADE 7ST	Mrs. S. Strachan	EDUCATIONAL ASSISTANTS
GRADE 8H	Mrs. N. Harley	• Mrs. C. Braden
GRADE 8P	Mr. S. Preun	• Mrs. A. Hays
GRADE 8S	Mr. R. Skinner	• Mrs. A. Robinson
MY ART/S.S.	Mrs. D. Belinski	• Mrs. C. Irwin
EY MUSIC	Mrs. L. Mackedenski	• Mrs. C. Jadeske (speech)
BAND	Mr. S. Preun	• Mr. R. Willson
HOME EC. FOODS	Ms. K. Moar	• Mrs. E. Plett
GRAPHIC ARTS	Mrs. S. Larson	• Ms. H. LaBossiere
EY PHYS ED	Mrs. J. Schrader	• Mrs. T. Verwey
MY PHYS ED	Mrs. J. Calder	• Mrs. B. Sharpe
GUIDANCE	Mrs. T. Johnson	
RESOURCE	Mrs. T. Turko	LIBRARIAN
	Mrs. M. Sloik	• Mrs. C. Irwin
	Mr. A. Duykers	
		CUSTODIANS
		• Mr. E. Ortiz – Day Charge
		• Mr. N. Jose – Night charge
		• Mr. M. Penaflo - Cleaner

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