

***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

Rob Thornton – Vice Principal

**GENERAL INFORMATION  
AND  
REGULATIONS  
FOR  
YELLOWQUILL STUDENTS**

**DAILY SCHEDULE  
Grades K-5**

<b>08:40</b>		<b>- Students enter school</b>
<b>08:55 – 09:00</b>	<b>5 min.</b>	<b>- Opening exercises &amp; announcements</b>
<b>09:00 – 09:38</b>	<b>38 min.</b>	<b>- Period 1</b>
<b>09:38 – 10:15</b>	<b>37 min.</b>	<b>- Period 2</b>
<b>10:15 – 10:30</b>	<b>15 min.</b>	<b>- Recess</b>
<b>10:30 – 11:08</b>	<b>38 min.</b>	<b>- Period 3</b>
<b>11:08 – 11:45</b>	<b>37 min.</b>	<b>- Period 4</b>
<b>11:45 – 12:40</b>	<b>55 min.</b>	<b>- Lunch</b>
<b>12:40 – 12:45</b>	<b>5 min.</b>	<b>- Attendance &amp; announcements</b>
<b>12:45 – 01:22</b>	<b>37 min.</b>	<b>- Period 5</b>
<b>01:22 – 02:00</b>	<b>38 min.</b>	<b>- Period 6</b>
<b>02:00 – 02:15</b>	<b>15 min.</b>	<b>- Recess</b>
<b>02:15 – 02:52</b>	<b>37 min.</b>	<b>- Period 7</b>
<b>02:52 – 03:30</b>	<b>38 min.</b>	<b>- Period 8</b>
<b>03:30</b>		<b>- Dismissal</b>

**Total instructional time 300 minutes  
Recess time 30 minutes**

**Grades 6 – 8**

<b>08:40</b>		<b>- students enter school</b>
<b>08:55 – 09:00</b>	<b>5 min.</b>	<b>- Opening exercises &amp; announcements</b>
<b>09:00 – 09:41</b>	<b>41 min.</b>	<b>- Period 1</b>
<b>09:41 – 10:21</b>	<b>40 min.</b>	<b>- Period 2</b>
<b>10:21 – 10:30</b>	<b>9 min.</b>	<b>- Break</b>
<b>10:30 – 11:08</b>	<b>38 min.</b>	<b>- Period 3</b>
<b>11:08 – 11:45</b>	<b>37 min.</b>	<b>- Period 4</b>
<b>11:45 – 12:40</b>	<b>55 min.</b>	<b>- Lunch</b>
<b>12:40 – 12:45</b>	<b>5 min.</b>	<b>- Attendance &amp; announcements</b>
<b>12:45 – 01:26</b>	<b>41 min.</b>	<b>- Period 5</b>
<b>01:26 – 02:08</b>	<b>42 min.</b>	<b>- Period 6</b>
<b>02:08 – 02:15</b>	<b>7 min.</b>	<b>- Break</b>
<b>02:15 – 02:52</b>	<b>37 min.</b>	<b>- Period 7</b>
<b>02:52 – 03:30</b>	<b>38 min.</b>	<b>- Period 8</b>
<b>03:30</b>		<b>- Dismissal</b>

**Total instructional time 314 minutes  
Break time 16 minutes**

**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.

**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:**

a) Students in Portage la Prairie residing in the area bounded by:

West of, but not including, 16<sup>th</sup> Street SW

South of Saskatchewan Avenue to the western city limits

Crescent Road to the south

b) Rural students in the area bounded 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.

Grade 7 and 8

a) Students in Portage la Prairie residing in the area bounded by:

5<sup>th</sup> Street NW and west of 4th Street  
SW  
The railway tracks  
The western city limits  
Crescent Road West

b) Students from all of the rural areas included for Grades K - 6

## SCHOOL SUPPORTS

Resource services include:

1. Provide consultative services to the classroom teacher.
2. Carry out student assessment to determine academic strengths and weaknesses.
3. Assist classroom teachers in developing strategies to use with students who are experiencing academic difficulties.
4. Provide assistance to students either individually or in groups.
5. 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.
6. Conduct hearing and vision screening with target groups.
7. 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.
8. Prepare funding applications for students having special needs, and work with team members to prepare the Individual Education plans.
9. Act as case manager for support teams for funded students.
10. Make application for selected students for the special education programs offered within the division in conjunction with classroom teachers and parents.
11. 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.
12. Assist the Learning Assistance Program teacher in providing strategies to meet individual students' needs.
13. Arrange for, provide, or support remedial reading programs such as Precision Reading, Later Literacy and the Reading Recovery program.

14. 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. She helps 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 Y.Q.S 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 the **Conflict Manager** and **Peer Connector** 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 and organizing the **Respect 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:**

1. Read to your child.
2. Show an interest in the child's education. Ask each day how things went at school..
3. 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.
4. 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.
5. Insure that the student attends school regularly. If they say they don't have to go to school the next day and you have received no notice from the school, call the school. Regular attendance is a key to academic success. Student attendance is required on special events days.
6. 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.
7. 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.
8. 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.

9. 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.
10. Go through the student handbook and encourage your child to follow the school's rules for behavior.
11. 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.

## CODE OF CONDUCT

### 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 throughout this year 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 otherwise---any person 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.

Snowballs or throwing of articles are not allowed.

(See School Division *Weapons* policy pg. 4).

Laser pointers are not allowed.

**GANGS**  
Gang involvement will not be tolerated on school sites.

**RESOLVE CONFLICT PEACEABLY**  
Access various resources to help resolve conflict: personal conflict resolution skills as taught in class, Conflict Managers, Peer Connectors, and staff including guidance counsellor and administration.

**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.

**ACADEMIC RESPONSIBILITY**  
Be responsible for adequate equipment, preparation and participation.

**PROPER DRESS**  
Wear clean, appropriate clothing. (See School Division Dress Code policy, pg 6) Hats and dirty footwear are to be removed at the entrance door.

**INTERNET, CELL PHONES AND OTHER ELECTRONIC DEVICES**  
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.

**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 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 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. The school is not to be used as a baby-sitting agency. 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. The student will be under the supervision of the 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.

## **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 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.

## THE PORTAGE LA PRAIRIE SCHOOL DIVISION

### *INTERSCHOOL SPORTS ACTIVITIES*

### MIDDLE YEARS GUIDELINES 2010-11

Revised June 25, 2010

**\* All current changes are in bold\***

The Portage la Prairie School Division recognizes and supports the need to coordinate 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:

**CONFLICT MANAGERS** – 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. 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. Where circumstances indicate removal of exemptions is imminent, parents are notified.

**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 is done through the school administration or the guidance counselor 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.

## SCHOOL REGULATIONS

### 1. SCHOOL ENTRY:

For security reasons, the middle years and elementary entrance area doors may be locked between:

9:15 – 10:15 am  
10:45 – 11:40 am  
1:05 pm – 2:15 pm  
2:45 pm – 3:15 pm  
after 4:15 pm

Be advised that the main entrance doors on the east side of the school and next to the parking lot

will remain open during the day. Visitors are

## 2. NOON HOUR REGULATIONS

- a) Early years students staying for lunch will remain in their areas until 12:05 pm; middle years students will remain until 12:00 pm. Lunch is eaten in homeroom areas.
- b) Students obtaining 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. The canteen is open at morning break for grades 6 to 8 only.
- c) No food or drinks are allowed in the library, gym, lower steps of the multi-purpose room or computer room.
- d) Grade 6-8 students leaving the school will not be allowed to re-enter until 12:00 pm.
- e) Transported students **MUST** have written and dated parental permission to leave the school grounds for each day required.
- f) Students who are uncooperative during noon hours may lose noon hour privileges and will have to find other noon hour accommodations.
- g) Homeroom teachers may allow snacks prior to recess in early years.

### **NOON HOUR RULES FOR STUDENTS HAVING LUNCH AT YELLOWQUILL SCHOOL IN THE GRADES 6-8 WING.**

1. All students are to stay in their appropriate homeroom classroom.
2. Students are to remain in desks. Permission to sit at someone else's desk is at the discretion of the lunch supervisor assigned to the specific homeroom. It would be expected that if there were discipline issues, students would be required to remain in their own desks. Students may get up to deposit garbage at dismissal by the supervisor.
3. Throwing of any articles including food is not allowed and may result in suspension of the privilege to stay at school for lunch.

required to report to the office upon arrival.

4. Desks must be put back where they belong and the classroom must be tidy before dismissal.
5. Directions by the lunch room supervisor are to be followed.
6. Noise levels are to be kept down.
7. Students are allowed to leave the homeroom classroom when dismissed by the supervisor, and then students are to leave the Grade 6-8 wing quickly and quietly, unless scheduled to meet with a specific teacher. Dismissal would normally be at 12 noon if students were well behaved. Classes may be retained if there are problems.
8. Students are not allowed to spend the period from 11:45-12:00 noon in the vestibule. They must be in the homeroom classroom.
9. Students are to order lunch from the canteen prior to 9:00am in the homeroom classroom. Late orders must be in by 9:30. For lunch purposes, the canteen is available to students **only at 12:05pm until about 12:20 p.m.**

### 3. EARLY YEARS PLAYGROUND RULES

- 1) Students will not throw or kick balls against the school in the paved area.
- 2) Grades 1 and 2 students stay on the school side of the road in the playground. Grades 3 and 4 have diamonds that are designated as their area.
- 3) Students are not allowed to play with sticks.
- 4) No snowballs! Students snowballing will be reported to the office.
- 5) No piggy back riding!
- 6) All students are encouraged to play safely on the playground equipment by:
  - a) Being courteous and taking turns when playing on all playground equipment;
  - b) Not pushing, standing in the way or trying to poke students while sliding.
- 7) Grade K to 3 can play on the equipment next to the school. Grades 4 to 5 play only on the larger slide. Running and

- tag games are not allowed on playground equipment.
- 8) Please report any damaged or unsafe equipment on the playground.
  - 9) Pushing, shoving, kicking and play fighting will not be tolerated.

**KEEP YOUR HANDS AND FEET TO YOURSELF.**

**4. SAFETY GUIDELINES FOR PLAYGROUNDS**

**GENERAL RULES**

1. No pushing
2. No running
3. Take turns
4. No fighting
5. If someone is injured, report this to the supervisor immediately.  
**DO NOT MOVE THE PERSON.**
6. No throwing stones, sticks or other objects.
7. No chewing gum while on the playground equipment.
8. No eating while on the playground equipment.

**Weather Conditions**

Rainy weather - playground equipment is off limits.

Icy weather - playground equipment is off limits.

**Clothing**

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

**Slides**

1. Students to travel down the slide, no walking up the slide.
2. No pushing.
3. Take turns.
4. Before sliding down be sure no one is at the bottom of the slide.
5. Students must sit while sliding.
6. No playing at top of slide.

**Creative Play Structure**

1. Walk, no running.
2. No pushing.
3. Take turns.

4. Travel down the slides on your seat, no walking up the slides.
5. No climbing on railings.
6. Before accessing an activity, be sure no one else is at the bottom.
7. No jumping off platforms.
8. Tag games are not allowed.

**5. 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. In some cases 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.

**6. STUDENT FEES**

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

Actual costs:	Locks	\$ 5.50
	IA/Home Ec	\$ 15.00
	Band	\$120.00
	(for rentals from YQS only)	
	Art	\$ 20.00

A list of actual costs will be sent home at the beginning of the school year.

The Portage la Prairie School Division has generously supported each student with \$20.00 towards the cost of student fees/activities.

**7. BREAKS DURING SCHOOL DAY**

No student may leave the school grounds during the morning or afternoon break.

The Canteen is open for morning break for grades 6 to 8 only.

Noon Break: 11:45 – 12:45 pm. Middle Years rural students may **not** leave the school grounds during noon break unless they have provided the principal with a signed and dated parental permission note for each occasion. This permission note is not required from city students who normally go home for lunch unless they stay for lunch.

NOTE: Movement in hallways and classrooms: Running, pushing, shoving and play fighting in hallways and classrooms will not be tolerated. **KEEP YOUR HANDS AND FEET TO YOURSELF!**

When moving in the hallways, walk on the right hand side, single file.

Middle Years students require hall passes to leave the classroom during class times.

**8. ADMISSION TO SCHOOL BUILDING BEFORE 9:00 AM** - Outside doors will be unlocked at 8:40 am. Students having reason to come to school early may enter the building by way of the east doors. No students may enter the teaching area until the 8:40 am and the 12:40 pm bells rings.

## **9. LATES**

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

## **10. EARLY DEPARTURE**

A student wishing 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 when the student signs out. Such students should depart by way of the east doors after writing their name in the 'sign-out' book, located in the office.

**11. CLASSROOM HOUSEKEEPING** - Students are requested to hang up their outdoor wear in the lockers provided. All articles of clothing and footwear should be labeled with the student's name for easy identification.

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.

Students are discouraged from sitting on desks, 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 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 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.

## **12. PROTECTION OF PERSONAL PROPERTY**

All articles of clothing and footwear should be labeled 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. 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. The school will not be held accountable for lost or stolen items if not properly labeled and secured. Report immediately to the office any loss of personal property, texts, notebooks, etc. The school is not responsible for lost or stolen items.

Each child will be assigned a locker. Please note that there are a few additional lockers available in the middle years entrance vestibule for storage of winter boots. In all cases, students are advised to purchase a school lock at the school office. Students who feel others have learned their combinations may exchange a school lock for another school lock at any time during the year. The office keeps track of the combinations on all school locks.

### 13. TEXTBOOKS

Authorized textbooks will be used on loan to all students on the understanding that they will be handled with care. On the 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.

### 14. 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 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 should 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 and Grade 1 and 2 children are not allowed to bring bikes. Safety programs may be conducted by the teachers in the spring when the children are in Grade 2. 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. A list of rules are given out along with a permission form to ride your bike. These will be passed out to the students in the first week of school.

Skateboards must be carried on school property and then placed in lockers. Rollerblades, roller shoes or 'heelines' are not to be worn on school property. K - 3 are not allowed to bring boards, blades or scooters to school due to storage problems.

### 15. AGENDAS

All students, grade one to eight, are required to have an agenda which is included in student fees.

Parents are asked to check the agenda on a regular basis.

### 16. PAY TELEPHONE

There is a student telephone and a pay telephone near the office for the convenience of students. However, students will not be allowed to leave classes to use the telephone. There should be no student cell phones in class. All phones should be turned off and left in lockers during class time.

### 17. TELEPHONE

- a) ONLY EMERGENCY TELEPHONE MESSAGES WILL BE ACCEPTED ON BEHALF OF STUDENTS.
- b) STUDENTS ARE NOT PERMITTED TO MAKE TELEPHONE CALLS DURING CLASS TIME OR IN BETWEEN CLASSES.

IN CASE OF AN EMERGENCY, ASK FOR PERMISSION TO COME TO THE OFFICE TO HAVE A CALL MADE.

### 18. GETTING MESSAGES TO STUDENTS

Parents are encouraged 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 child care 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.

### 19. 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 home telephone number must be reported as well.

### 20. REQUEST TO PARENTS

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. Please notify school immediately if phone numbers including cell phone numbers have changed. It is imperative that the school can contact parents at all times so please ensure that parent land line and cell phone numbers are correct and cell phones are activated.

## **21. ACADEMIC PROGRESS OF STUDENTS**

### **Student Evaluations and Exemptions**

Student progress is evaluated according to the degree which students meet the requirements of the curricula. Progress is continuous by means of daily work, projects, 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. All middle years schools throughout the division will not be writing January or June exams. At Yellowquill, Grades 6 - 8 students will write the English Language Arts Essay during January. In June, the required students write Learning Modules. They may be exempt from writing modules in a particular subject if they have a cumulative average of at least 75%. Students who persist with inappropriate behaviour, who have missed too many days of school, who have been late too many times, or who have failed to complete all assignments may forfeit the right to an exemption in a subject.

## **22. EXEMPTIONS**

A student may gain an exemption from writing the modules in any subject by:

- a) Maintaining an average mark of 75% or more in that subject prior to the final module.
- b) Maintaining good work habits throughout the year.
- c) Proving the ability to write a multi-paragraph long answer.
- d) Cooperating in class and in school.

Exemptions will be awarded or removed by the subject teacher.

## **23. HONOUR ROLL**

Students may achieve Honour Roll status by producing a cumulative mark of 85% or better in all subjects with one exception being allowed for a mark in the 75 - 84% range. The names of honour roll students are posted annually in the main hallway based on the final cumulative June mark.

## **24. STUDENT AWARDS**

At the end of June an Awards Ceremony is held to honour students. Awards have taken on a new format to involve as many deserving students as possible. The format for academic awards will be Gold - Silver - Bronze in all subject areas. Gold: 90% plus; Silver: 80 – 89%; Bronze: 75 – 79%. The following awards are presented:

- 1) Top Male Athlete
- 2) Top Female Athlete
- 3) YQS Athletic Award
- 4) YQS Academic Awards in Grade 5 - 8
- 5) Top Academic Awards in Grades 5 - 8 using the highest overall average in all subjects as criteria.
- 6) Special Awards in Leadership, Yearbook, Peer Connector
- 7) YQS Awards for:
  - Citizenship
  - Quill Award

Each month at assembly, awards are presented for academic, athletics, and the four pillars of RESPECT. We would be very pleased to have parents attend our student-led RESPECT assemblies.

## **25. 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.

## **26. PHYSICAL EDUCATION**

- a) Dress for physical education classes is shirt, T-shirt, shorts or sweat pants (any color) and non-marking runners for gym use only.
- b) Only those students who present a doctor's certificate will be excused from participating in physical education classes.
- c) For a limited number of classes a student may be excused from physical education by

bringing to the instructor a note from home with the reason for the non-participation.

- d) The instructor will give students other tasks to do who appear for physical education classes without the proper dress.
- e) Any student who comes to 2 consecutive physical education classes without proper dress will be requested to phone home to their parents.
- f) All valuables must be given to the instructor. (please review **sports activities guidelines** found under Divisional Policies)

## **27. ACCIDENTS OR ILLNESS**

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

## **28. 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.**

## **29. 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.

## **30. SPLIT CLASSES**

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 May 31 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.

## **31. 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 have these pictures taken or to purchase these pictures. 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.

## **32. PRIVATE MUSIC LESSONS**

Students making 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 concerned are required to sign out at the office when leaving.

## **33. 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.

## **34. 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) every day 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 the school grounds will model respectful behaviour. Unless volunteering as a supervisor with clear guidelines established by the classroom teacher, parents are requested to refer any concerns involving student behaviour to a member of the staff.

### **35. PROPER PROCEDURE FOR COMPLAINT**

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

### **36. 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 the pet is 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.

## **EMERGENCY PROCEDURE**

### **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**

1. As soon as the fire alarm sounds, students are to proceed in single file and in an orderly fashion to the nearest exit.
2. Students will not run or push but walk quickly to within a safe distance from the school.
3. Monitors for each section of the school are appointed to hold open the exit doors while students are leaving the building.
4. 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.
5. 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.
6. Students will stand quietly in lines and at a safe distance until a signal is given to re-enter the school.
7. 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.

### **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 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.

**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.**

## **SCHOOL GROUPS**

### **CONFLICT MANAGERS**

Conflict Managers 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.

## **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.

## **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 **70% overall average** 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.

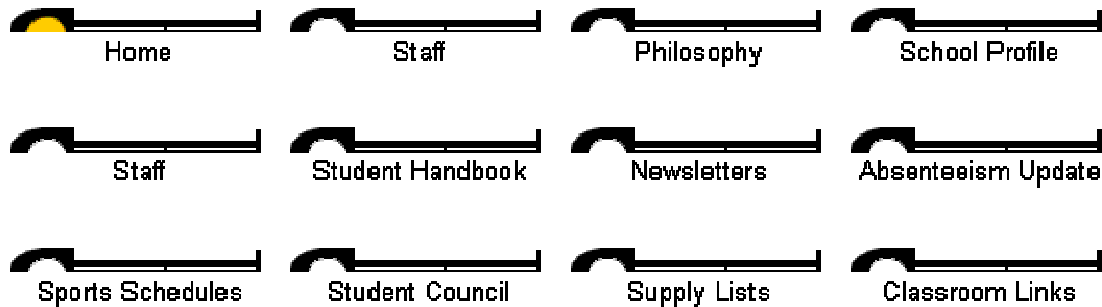
## ***SLOT IN THE ELEMENTARY HALLWAY.***

***WATCH FOR THE YELLOWQUILL SCHOOL NEWSLETTER CURRENTLY PUBLISHED THE FIRST FRIDAY OF EACH MONTH. IT WILL BE SENT HOME WITH THE YOUNGEST CHILD FROM EACH FAMILY AND EXTRA COPIES ARE ALWAYS AVAILABLE AT THE OFFICE OR IN THE MAIL***

## School Information For Parents

We are asking that parents access information on our school web site by Googling Yellowquill School. There are a number of links that provide information on individual classroom blogs, calendar of dates, canteen menu and school activities. Please help us reduce the cost of our precious paper resource.

## Yellowquill School



## STAFFING 2010 – 2011

PRINCIPAL	Mr. S. Harkness	LITERACY RECOVERY	Mrs. S. Shaw-Lyons
VICE-PRINCIPAL	Mr. R. Thornton	ADMIN ASST.	Mrs. A. Hancock
KINDERGARTEN	Mrs. D Schaub	CLERICAL	Mrs. L. Rushton
GRADE 1	Mrs. C. Keep	EDUCATIONAL ASSISTANTS:	
GRADE 1	Mrs. M. Hodge		Mrs. C. Bedard
GRADE 2	Mr. B. Calder		Mrs. C. Braden
GRADE 2	Mrs. D. McLeod		Mrs. P. Grantham
GRADE 3	Mrs. L. Gamache		Mrs. B. Moffatt
GRADE 3	Ms. A. Brown		Mrs. M Murray
GRADE 4	Mr. B. Moore/ Miss A. Hodge		Mrs. S. Peters
GRADE 4	Mrs. W. Wylie		Mr. G. Rennie
GRADE 5	Mrs. M. Sloik		
GRADE 5	Mrs. D Diggle		Mrs. R. Roy
GRADE 6	Mrs. C. Rodgers		Mrs. L. Rushton
GRADE 6M	Mrs. K Moar		Mrs. Trimble
GRADE 7M	Mrs. L Sherritt		Mrs. K. Vivier
GRADE 7S	Miss. Moorhouse	LIBRARY ASSISTANTS	
GRADE 8H	Mrs. J Adamson		Mrs. M. Draycott
GRADE 8S	Mrs. Shwaluk		Mrs. L. Szumilak
GUIDANCE	Mr. M. Harkness	CANTEEN	Ms. R. Williams
ELEM. MUSIC	Mrs. S. Shaw-Lyons	COMPUTER TECHNICIAN	
BAND	Ms. S. Ross		Mr. D. Citulsky
FRENCH	Miss. A. Hodge	DAY CUSTODIAN	Mr. H. Hay
HOME ECONOMICS	Mr. C. Dressler	NIGHT CUSTODIAN	Mr. R White
PHYS. ED.	Mrs. M. Shwaluk		Mr. I. Penner
LAP/RESOURCE	Mrs. K. Moar		
	Mrs. L. Sherritt		
	Mr. T. Laing		
	Mr. D. Moar		
	Mrs. L. Carlson- Judson/Mrs. J. Mynott		
	Mrs. J. Adamson		
Speech Language Pathologist	Miss. A. Jack		

## Staff Email

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