

École SOMERSET School



Phone: 744-2751
Fax: 744-2054
Email: somerset@prspirit.ca

Somerset School is a K-S4 school with approximately 150 students, offering instruction in French and English. Somerset School is one of 29 schools in the Prairie Spirit School Division. We have two computer labs, a large gym and stage, two multi-purpose rooms with canteens/kitchens, a science lab, and a modern Industrial Arts facility. Our staff and students provide a friendly, inviting atmosphere.

School Mission Statement:

École Somerset School believes that all students can become successful learners. As we strive to respond to the diversity within the school community, we will initiate and implement plans within the school for students. The plans will involve all stakeholders in the school community, including: administration, educators, and students support staff, parents and community members

Somerset School's Belief Statements

The school should...

1. endeavor to promote the moral, physical, and intellectual growth of students in the context of life-long learning.
2. provide a stimulating, healthy and enjoyable learning environment where everyone feels welcomed and accepted.
3. promote a sense of pride in oneself, family and community.
4. provide a variety of cultural, athletic, and artistic programs.
5. promote individual academic excellence through the use of technology and competent staff.
6. provide a discipline strategy that promotes fairness, encourages individual responsibility, and ensures that everyone is treated with respect and dignity.
7. work cooperatively and in partnership with the community to ensure accountability to the community as a whole.

RESPECT

Respect means showing regard for the worth of someone or something. It's the quality that presses us to treat others with consideration and to value human life.

Respectful Actions of École Somerset School Students

1. Use manners such as raising hands and talking in turn.
2. Help others.
3. Reorganize the classroom (put the room back to the way it was found).
4. Listen attentively to announcements.
5. Stand quietly for O Canada.
6. Are on time for all classes.
7. Return loaned materials.
8. Address all staff members as Mr./Mrs./Miss or M./Mme/Mlle.
9. Respond when spoken to (Good Morning, Hello).
10. Care for all property - yours, the school's and that of others'.
11. Demonstrate good listening behaviour.
12. Dress appropriately.
13. Work to their full potential.
14. Use appropriate language.
15. Ensure the safety of others in the classroom (avoid throwing objects, pushing, etc.).

The Principal is responsible for the overall administration of the school and its program. The administrator will use discretion and due diligence when dealing with matters as outlined in the Handbook. The École Somerset School Handbook is subject to review each year.

SECTION 1: ACADEMIC PROGRAM

1. SCHOOL PROGRAM AND CURRICULA:

Programmation des écoles – School Program

	École Somerset School												
Cours / Courses	K	1	2	3	4	5	6	7	8	S 1	S 2	S 3	S 4
Language Arts	E	E	E	E	E	E	E	E	E	E	E	E	E
Math	E	E	E	E	E	E	E	E	E	E	E	E	E
Phys. Ed.	E	E	E	E	E	E	E	E	E	E	E	E	E
Français	F L 2	F L 2	F L 2	F L 2	F L 2	F L 2	F L 2	F L 2	F L 2	F L 1	F L 1	F L 1	F L 1
Sciences humaines – Social Studies	F L 2	F L 2	F L 2	F L 2	F L 2	F L 2	F L 2	F L 2	F L 2	F L 1 & E	F L 1 & E	F L 1 & E	F L 1 & E
Sciences naturelles - Science	F L 2	F L 2	F L 2	F L 2	F L 2	E	E	E	E	E	E	E	E
Hygiène - Health	F L 2	F L 2	F L 2	F L 2	F L 2	F L 2	F L 2	E	E	E	E	E	E
Dessin - Art	F L 2	F L 2	F L 2	F L 2	F L 2	F L 2	F L 2	E	E	E	E	E	E

E = English curricula – anglais

FL2 = French as a Second Language – Français immersion

FL1 = French as a First Language – Français langue première

2. SCHOOL CALENDAR:

The school calendar for each school year is distributed to all students with their June reports. It is also posted in the Treherne Times at the end of August.

3. TIMES AND BUZZERS FOR CHANGE OF CLASSES:

The first bell occurs at 8:50 in the morning when Grade K-12 students report to classrooms, announcements, and O Canada. The first class officially begins at 9:00 a.m. and the last class ends at 3:30p.m.

The K-6 times are as follows: The K-6 staff members consult and establish a timetable for the elementary grades. The timetable reflects the requirements of French and English time allotments. The elementary grades recess and lunch coincide with the Grade 7 to Grade 12 times.

For Grade 7 to Grade 12:

The periods are organized into 40-minute blocks. Most of these blocks are double-periods of 80-minute classes. This scheduling is uniform throughout the high schools of Prairie Spirit School Division in order to facilitate the timetabling of ITV courses.

Period 1	9:00 - 9:40	Period 5	12:40- 1:20
Period 2	9:40 - 10:20	Period 6	1:20 - 2:00
Recess	10:20 – 10:30	Recess	2:00 – 2:10
Period 3	10:30 – 11:10	Period 7	2:10 - 2: 50
Period 4	11:10- 11:50	Period 8	2:50 - 3:30
LUNCH	11:50- 12:40		

4. SENIOR YEARS HIGH SCHOOL PROGRAM:

The High School Program consists of accumulating 30 credits throughout 4 years in order to graduate. One credit is the length of a typical course of about 120 hours of instruction or 80 minutes daily for one semester. A half-credit course is equivalent to about 60 hours of instruction or 40 minutes daily for one semester.

**** The grades 11 and 12 PE/HE curricula will be implemented in September 2008 and will focus on developing active, healthy lifestyles through in-class and out-of-class activities. Students will be encouraged to take greater ownership of their own physical fitness and find activities suited to their interests and abilities.**

Students entering Grade 12 in 2008 will only have to earn the Grade 12 PE/HE credit to graduate with a minimum of 29 credits. Students graduating after 2008-09 will require 30 credit. Those entering Grade 11 in the 2008-09 school year will have to earn one PE/HE credit in Grade 11 and one in Grade 12.

The Grade designation is the first number after Grade, the course follows, the first and second characters are numbers which denotes the Senior year, and whether the course is a full credit or half-credit course, the last letter denotes the type of course. For example: Grade 9 English 10F

First Character, after course denotes:

- 1-for courses developed for Grade 9
- 2-for courses developed for Grade 10
- 3-for courses developed for Grade 11
- 4-for courses developed for Grade 12

Second Character, after course denotes:

- 0-developed or approved by Manitoba Education and Youth for 1 credit
- 5-developed or approved by Manitoba Education and Youth for ½ credit
- 1-developed by school, division or student (SIP/SIC)
- 2-developed elsewhere, such as university, out-of-province, and out-of-country

Third Character, after course denotes:

- G-General
- F-Foundation, or basic
- S-Specialized for post-secondary entrance
- A-Advanced, or academically challenging
- M-Modified, where the curricular outcomes have been changed by at least 50% of the regular curriculum to fit the student's level and needs
- I-Individualized, where the course has been completely individualized to suit the student's level and needs

5. GRADUATION REQUIREMENTS:

FREEDOM 60 PLAN

Our school believes that all students can become successful learners. As we strive to respond to the diversity within the school community, we are initiating and implementing a plan within the school for students to assist them to reach this goal. This plan involves all stakeholders in the school community, including administrator, educators, students, support staff and parents.

- ❑ **The majority of our students can achieve a mark of 60 % or higher in any course in which they are enrolled.**
- ❑ **There will be exceptions to Freedom Sixty for students who are on individualized school plans, those who are working to their full potential and those who are deemed exempt by staff.**

FREEDOM 60 PROCESS

The priority of the school is for students to succeed in academic courses. As a student enters into the Freedom 60 Action Plan, a systematic process for responding to students is followed to assist him/her with their studies.

École Somerset School's Response involves:

- Increased levels of time and support when student is not being successful
- Response is increasingly directive, not invitational
- Response is timely
- Response is systematic

The following chart provides information on the process the school will use when responding to students.

Steps/Activities initiated in our school	Responsibility for initiation and/or phases	Timeline for steps and/or phases	Assessing the Effectiveness
<ul style="list-style-type: none"> - Teacher course outline-notify students of due date for assignments - Prompt assessment/evaluation results returned to student - Set up appt. times at regular intervals - Students obliged to be there - Timely: Interim Reports : Close monitoring between reports - Systematic: Markbook - Directive : Not giving students opportunity to opt out of remedial help - Staff meetings - Extra help from teacher, peers - Parent involvement responsibility - Adaptations, modifications, IEP - Midterm reports - Have students realize standards are important - Student L.C. - Classroom one-on-one - Lunch hour to assist students - After school or come early to assist - Student may be asked to attend study sessions during exam week 	<ol style="list-style-type: none"> 1. Teacher/Student 2. Teacher/Student/Principal/Parent 3. Teachers/Student/Principal/Parent/Resource/Learning Centre 	<ul style="list-style-type: none"> - A few days max. - Monthly - Ongoing - Daily or weekly monitoring - Until concept is understood or improvement - After parent involvement – teacher support & L.C. - Depends on individual student - Some need support all year, some for a couple of days to a couple of weeks - As long as needed for support or achievement of “60” - Flexibility – every situation is different 	<ul style="list-style-type: none"> - Student outcomes - # of students on/off Freedom 60 - Pre-post evaluations (i.e. cloze reading, tests) - Testing – re-test - Another attempt at assignment - Parent logs (agenda) - Homework/assignment complete - Student achievement assessed continuously - Review Freedom 60 to see if there is success - Monitor progress, results - Assessing concrete work - Ongoing communication b/w teachers, Resource, paras, Principal & parents re : improvement - Marks/attitude towards improvement

FREEDOM 60 PRIVILEGES

There are many school privileges, which a student can participate in at school. These school privileges include sports, student council, yearbook and other extra-curricular activities or special school events. At times when a student does fall behind or has trouble in a course, they need to spend more time working on the course(s). **A student may have school privileges revoked during** the time period in which they are on the Freedom 60 Plan. One or more of the following may occur:

- 1) Removal from all or some extra-curricular activities;
- 2) Loss of computer usage;
- 3) Loss of permission to leave privileges;
- 4) Loss of Fitness Room;
- 5) Loss of lounge privileges.

In all cases, parents will be notified of the actions taken by the school by phone and/or mail.

- ❖ “enhance the child’s self esteem”;
- ❖ “prepare the child for a changing world, while instilling a strong work ethic”;
- ❖ “provide fair and equitable opportunities for students to reach their highest potential in a safe, respectful, and caring environment”
 - PSSD Educational Philosophy

STUDENT STUDIES AT HOME

The school recognizes that at times students will be asked to complete assignments outside of school. The reasons for “homework”:

- good practice for students to regularly complete assigned work as it develops sound study skills for the future.
- are purposeful, learning, experiences, which may extend or enrich the student’s learning program;
- provides an excellent opportunity for parents to know what is happening in their child’s education:

The importance of completing class work is essential to all students. Current studies indicate most failing grades are a result of not completing assignments and homework.

The amount of homework children receive usually depends on the age, grade level and individual needs. In the early years students usually get a set of homework tasks, which may include the following: spelling to learn, stories to write and books to read. This is an important opportunity for parents to involve themselves in their children’s homework habits and routines. One of the aims for establishing a homework pattern in the elementary school is to give them a good foundation for further studies in school. Parents can assist in developing these attitudes and habits that will benefit their children in later years.

Students in the Grade 7-12 area can expect a set pattern of time, 1 to 3 hours, daily on completing homework. This will depend on their Grade Level and course. This study may involve completion of assigned work, review and revision, and/or research for projects and assignments.

“Life for students should not be all study. There should be a balance of time for schoolwork, for leisure and for just having fun.”

HOMEWORK TIPS:

- Set a regular time and a quiet place to do homework
- Plan the work to be done and the time to be spent on each task
- Take short breaks between assignments
- Set realistic goals for the completion in each subject
- Avoid long periods of studying for exam. Take a break every 40 minutes.
- If you are experiencing difficulty, talk to the teacher
- Read to young children and ask them to read to you
- Encourage your children/students. Praise them for their efforts, not just the results.

COURSE CHANGE: A student may, at his or her own request, transfer to or drop a course, as long as they have completed a Student Course Change Form. This form includes signatures from the student, parent, course teacher, guidance counsellor and principal. Upon changing/dropping a course, the student in consultation with the **guidance department** must arrange an alternative course, which will enable them to fulfill their credit requirements for graduation.

DISTANCE EDUCATION:

Students will need a certain level of maturity and must be able to work independently before registering for any Distance Education courses.

ISP: ISP refers to the Independent Study Program that the Department of Education and Training offers to all Manitoba students. This is an alternative to take courses when the school cannot offer them because of staffing and/or timetabling conflicts. The usual costs are approximately \$124 plus materials and books. The registration forms and an information booklet are available at the school office or the library. Because the students work on their own without any help from a teacher, the school, in cooperation with parents, monitors the student's hours of work. The student must show that he or she has worked for at least 110 hours for each course (55 hours for a half-credit course). Upon successful completion of an ISP course, students are reimbursed monies from the Division

IITV – All Prairie Spirit School Division High Schools have specialized IITV classrooms from which a teacher can teach a course from one school and students from any school can enroll in. These courses are usually specialized courses in which there is usually low enrolment. Students should have a high work ethic and motivation to complete these courses.

WEB-BASED CT COURSES: Prairie Spirit School Division has developed and offers courses which students may enroll via the internet. These courses are recommended for students who can be committed to staying on task.

IITV, WEB CT and ISP exams will be written as scheduled by the course administrators. Again, only certified absences because of medical reasons or family emergencies are acceptable.

****HONOUR ROLL CRITERIA**

80% or higher average using English, Math, and the next 3 highest academic courses at the same level, not counting Phys. Ed., I.A., Art, etc.

****EXAMS:** . All students from Grades 7 – 12 write final exams in January or June. School-based exams are worth 25% of their final mark, whereas provincial/divisional based exams are worth 30% for the Grade 11 and 12 students. Re-writes are subject to MECY criteria/guidelines. Absences during the time of writing the exam will result in a mark of "0" for that exam.

Absences due to medical reasons or family emergencies are acceptable provided the student has a letter from a medical doctor, in which case, a re-write will be granted.

Teacher Mediated and ISP exams will be written as scheduled by the Distance Education Branch. Again, only certified absences because of medical reasons or family emergencies are acceptable.

A student who fails a final exam with a mark less than 30% will be considered to have failed the course.

****PLAGIARISM/CHEATING:** A student who is found plagiarizing/cheating on an assignment, test or exam will receive a mark of "0". This pertains to all subjects taken by the student (school, IITV, Web-CT, Distance Education). A letter explaining the circumstances will be sent to the parent and a copy of the letter placed in the student's file.

STUDENT REVIEW OF FINAL MARK

The course teacher and a review committee will initiate a review process for a student who receives a final course mark of 47 - 49 %. **A student who fails a final exam with a mark less than 30% will be considered to have failed the course.**

The review committee will be composed of some or all of the following: the course teacher, the administrator, and two other teachers, who will meet to review the student's exam mark and his/her course work. The committee might wish to meet with the student. He/she will be accompanied by his/her parent(s). The student will be expected to bring his/her notebooks and assignments to the meeting.

The following factors or material will be considered when a student has their final mark reviewed:

A student may be on an IEP (individual education plan)

Teacher's records on the student's assignment completion and marks

Student's notebooks and assignments - the student's completed assignments and notebooks illustrate to what degree the class work was completed thoroughly and carefully. The assignments would include those completed for marks and the day to day assignments done as material is being learned

Teachers' notes regarding listening and class discussions.

Mark statements - often marks are rounded up throughout the year. The mark statement will be reviewed to determine to what degree the rounding up process has already raised the student's mark.

Initiative by the student - has the student taken the initiative to obtain assistance from the teacher (to ask the teacher for extra help after hours or at noon hour) and taken advantage of extra study sessions, review sessions or after school classes thus perhaps learning more than the final mark indicated?

Student's progress through the Freedom 60 process.

Student's behavioral record while in class will be considered in this process.

After the review process, the course teacher will inform the student of the results of the review within 24 hours. As a result of the review a student may have the following consequences:

- a rewrite of the final exam
- completion of missing assignments
- additional assignments to be completed
- additional time before /after school
- **the final mark may stand as was given**

***** This review does not include Provincial Exams.*****

TESTS/ASSIGNMENTS: Teachers regularly assign tests and assignments worth marks. The student is responsible for being present at the time of writing the test, and for ensuring that all assignments are given in by the due date. **Students may receive "nm" (no mark) for incomplete assignments. A student may receive a "nm" for their final report. This signifies an incomplete for the course regardless of his/her mark. (This POLICY is under review for the 2008-2009 School Year.)**

GRADES/MARKS: Students accumulate marks from all tests/exams and some assignments. The final grade is given as a percentage as opposed to a letter grade. All marks reported are cumulative. The passing mark is 50%. The school's **FREEDOM SIXTY POLICY** is in effect for all students.

REPORT CARDS: Each student receives a report card in mid-November, mid-March, and the end of June. The marks reported are cumulative. Prior to receiving these reports, an "Interim report" will be given to the student to update the parents of their progress. The November and March report cards have to be signed by a parent and returned to school one week after distribution.

LINES OF COMMUNICATION: *When issues arise, it is expected that the parent contact the teacher or vice versa, so that a meeting can be scheduled. The parent and/or teacher will record a summary of what had been discussed. If problems continue, a second meeting will be set up and will include the parent(s), the teacher, and the principal. The discussion held at the meeting will be recorded. If the problem persists, a third meeting will be set up. It will include participants from the second meeting plus the superintendent, and it will generate a third recording of the discussion. Failure to resolve the situation at this time will oblige the superintendent to notify the Board of School Trustees and ask it for a final ruling.*

REQUEST FOR RESOURCE, SPEECH & LANGUAGE, PSYCHOLOGIST

Although a teacher initiates most of the referrals, a student or a parent may make a request for help from the resource teacher, the Speech and Language Pathologist, or the Psychologist. Forms are available from the school office.

GUIDANCE: The guidance counselor at the high school provides career and general guidance for all students. There is special emphasis on Career Explorations for the Senior students. A student can ask to see the guidance counselor for advice during the year without an official request being made. A parent or teacher can also make a referral for the student to see the guidance counselor.

FAMILY LIFE EDUCATION: Parents will be notified before teachers begin teaching these units. This is usually taught to Grades 5, 7 and 9. AIDS Education is usually taught at the Senior level during Biology or Health.

GENERAL STUDENT SUPPLIES: A list of supplies will be included in the June report card for the next school year. Generally, students must supply their own supplies. This includes: pens (black or blue & red), pencils, erasers, red pens, geometry set, ruler, loose leaf, graph paper, binders, regular scribblers or notebooks, scissors, glue stick, safety goggles and hearing protection for Industrial Arts students. Students will find that a scientific calculator is very valuable beginning in Grade 9. Students should also have a towel for Physical Education and runners with non-marking soles. Pointers and devices with laser light are not allowed. Suggestions for Dictionaries: English – Canadian Oxford or Merriam Webster; Français - Le Français Plus is very good (Petit Larousse and Petit Robert are excellent, but very expensive); English/Français - Harrap's. A specific list of items will be included in all report cards in June.

ATTENDANCE: Attendance is mandatory according to the Public Schools Act. Students are expected to attend all classes. A parent must report all absences by phoning the school between 8:30 and 9:00 a.m. If a parent/guardian does not phone the school to report the absence, the school will phone the parent at home or at work to confirm the absence. Students are expected to catch up on missed assignments/notes by contacting a classmate or the teacher. Students are expected to write a missed test and hand in missed assignments as soon as they return to school.

STUDENT ABSENCES: The school policy about absences is that a student may forfeit a course if he/she misses 10-80 minute classes. After 4 absences, the teacher will notify the parent, after 7 absences, the principal will notify the parent, and after 10 absences. Absences due to extended hospital stay and exchange trips are considered excused absences, but they still count as “absences.” A student who misses their 10th absence will be under review by the principal or school team to determine whether or not he or she will obtain the credit for that course. If there is no valid reason for chronic absenteeism, the student will be removed from class and will not obtain credit for the course. A letter will then be sent to the parents. A student who is late for 3 classes will be considered to be absent for one class. Students who are habitually late for class maybe assigned to the library for the remainder of the class. All students absent or late are required to complete all assigned work.

LEAVING SCHOOL: The school is responsible for all students during the school day. If for some reason a student has to leave the school for a doctor/dentist appointment or other reason, the school should be informed via note from parent giving their child (ren) permission to leave the school. The student(s) must also sign out and back into the school upon their return. At lunch, town students are allowed to go home for lunch. Any bus student wishing to go for lunch must have a note signed by their parent giving them permission to do so. A similar routine will be followed during exams.

The school recognises the Grade 12 students as maturing young adults. An “Open Campus” will exist for the Grade 12 students. The “Open Campus” allow Grade 12 students to come and go throughout the school day as long as they sign in and out of school. The “Open Campus” is a privilege given to Grade 12 students and can be withdrawn at anytime from individual students. **Whether a student is entering (late)/leaving (early), he/she must sign themselves in/out of the school at the office.**

PARENTS NEED TO CONTACT CHILD (REN): If you need to speak to your child (ren) during the day, please call during the following times unless it is an emergency.

Before 9:00 a.m. ; between 10:20 and 10:30; during lunch 11:50 to 12:40; and between

2:00 and 2:10.

TEXTBOOKS: The school will provide most of the textbooks the student will require during the year. Students will have to pay for lost books or damages incurred.

SCHOOL POLICIES AND GUIDELINES

LIBRARY: A reasonable **QUIET, COURTEOUS ATMOSPHERE** must be maintained. **DAMAGE, DESTRUCTION, or THEFT** of library materials or property is not permitted. Students are responsible for any books or magazine checked out in their names. Students are expected to pay for lost or damaged books. Books may be borrowed for a period of two weeks, magazines for one week and reference books for one night only. A notice will be issued to the student and a fine of 10 cents per day will be charged on all overdue books, up to the replacement value of the book. **Please alert the librarian to any special circumstances.** All beverages **MUST** be covered. The librarian will handle all minor discipline problems and has the authority to assign noon-hour and recess detentions. The principal will address all serious problems.

COMPUTERS: All students have access to the computers during selected library periods, noon hours, recess and scheduled times after school hours. Internet access will be restricted to only those who have parental permission and have signed an Internet Use Agreement.

TELEPHONE: Students can use the hallway phones without permission during recess and noon hour. Long distance calling has been disabled from these phones. Students will not be allowed to use the phone during class time unless it is urgent.

CELL PHONE USE: The school discourages cell phones as they are distracting and disruptive to the school environment. If a student must have a phone for after school arrangements, it must be turned **off** upon entering the school and stored in the student's locker out of sight for the whole day. If any student is seen in possession of a cell phone during the school day, the phone will be confiscated and returned to the student at the end of the day. Those students who show continuous disregard for cell phone use will forfeit their privileges of bringing them to school.

DIGITAL CAMERA USE: Students are asked to use digital cameras in an appropriate way. Any misuse of digital cameras will result in confiscation of camera. The student(s) will be asked to refrain from further use of digital cameras in school activities.

IPODS/MP3 PLAYERS & OTHER LISTENING DEVICES: Students are not allowed to use any listening devices in any classrooms during class or course teaching. Students may use these devices while in study periods or completing assignments with permission of the supervising staff member. Students may use devices at recess or lunch. Students may be asked to leave devices in locker if they are distracting others or music is deemed inappropriate. At no times should a student be listening to music while in class or in school activities.

CONFISCATION: Any teacher has the right to confiscate items from students that are deemed dangerous, disruptive or unnecessary. In serious cases, the item(s) will be held in the principal's office and must be picked up by a parent at the school. Otherwise, the student can reclaim the item from the teacher or at office at the end of the school day.

LUNCH: All students have lunch beginning at 11:50 and ending at 12:35. The K-6 students eat in a separate Multi-Purpose Room from the 7-S4 students. Both lunchrooms have microwave ovens for students to use. The school does not provide cutlery or utensils for students. Canteen services will be provided for the K-6, 7-S4 students. It is usually open during the first half of the lunch hour. **Students are not allowed to fold or unfold the lunch room tables. They are also not allowed to share lunches because of potential allergies and general cleanliness.**

AFTER SCHOOL: Students who are in school after 3:30 must have a staff member supervising the extra-curricular activity or be a member of group who has permission to be in the school at that time.

DRINK MACHINES: The school has a vending machine available to students.

FOOD/DRINKS: No food or drinks are allowed, in the computer room, the library, the gym, the gym change rooms, the ITV class or in regular classes at any time, unless permission is granted and supervision is provided by a staff member.

PHYSICAL EDUCATION CHANGE ROOMS: Change rooms are to be used by students for changing into appropriate gym wear. Only students who have classes immediately before or after gym class are allowed in the change rooms. Students must leave the change room in proper order when leaving.

LOCKERS: Lockers are provided free of charge for each student from Grades 5 to S4. Students can provide their own locks if they wish. The student must provide a spare key or lock combination to the office. We strongly encourage students to keep their lockers locked, as we cannot be responsible for lost or stolen items.

Students from Grades K – 6 each have a cubicle in their classrooms.

The principal has the right to inspect lockers and when there are reasonable grounds, to conduct a search with a witness. When possible, the student shall be present.

PRIVATE MUSIC LESSONS: The school is fortunate to have one or more music teachers for students taking piano, voice, or guitar lessons. Students are allowed to miss only half an hour of class time per week to take music lessons. Parents make arrangements directly with the music teacher in lieu of through the school office.

NB: Students are not allowed to move pianos on their own.

BUSSED STUDENTS: Students transported to school may not leave the school grounds during lunch hour unless a letter signed by a parent is brought to the school. The parent may also phone the school to give such permission. All bussed students must complete a storm billet form at the beginning of each year.

RECESSES: Recesses are 10 minutes long for all students.

It is expected that the Grade 7 to Grade 12 students use this time to drink water and go to the washrooms. They can use the gym, or go outdoors. They are asked to stay away from the playground structure and the swings.

K-6 students have outdoor recess. Only K-6 students are allowed to play on the playground structure and the swings during school recesses. Parents may request that their child remain indoors in case of a serious or chronic illness.

During adverse weather conditions, (snowstorm, heavy rain, high wind-chill, etc.), students will remain indoors for recess at the discretion of the supervising teacher/principal.

VISITORS: All visitors, including parents, staff, and students, must report to the office and state their business. The front door of the school is equipped with a monitoring camera. All access doors except the front entrance to the school remain closed during the day for safety reasons.

PARKING AND THE USE OF VEHICLES

While we recognize that it may be necessary for a student to bring a vehicle to school from time to time, we generally discourage this practice. The registered owner of the vehicle could be liable if an accident should occur.

Students are permitted to park along the south side of the school. If these spots are full, the student must park on the main street. There is no parking for anyone between the two buildings or on the asphalted play area. No parking is allowed by the propane tanks (fenced area) and by the driveway to the Industrial Arts delivery pad.

Consequences for students parking or driving in non-designated areas (including staff and visitor parking areas) will be as follows:

- 1st time – verbal warning
- 2nd time – written letter home
- 3rd time – one day in-school suspension

BUS LOOP and DROP-OFF AREA: No one is to drive on the bus loop between the hours of 8:00 a.m. and 4:00 p.m. during the days when the school is open. Parents or other drivers can drop off students in the parking lot or on Main Street along the sidewalk.

BICYCLES: Students are asked to park their bicycles in designated areas only. The school cannot be held responsible for stolen bikes. Students should provide appropriate safety measures (locks). Students are allowed to have access to their bikes only when coming and going from school.

SKATEBOARDS AND ROLLERBLADES ARE NOT ALLOWED DURING THE SCHOOL DAY

EXPRESSIONS OF FRIENDSHIP:

It is the decision of the staff that the rules of public courtesy will apply. Therefore, any behaviour beyond holding hands will be considered inappropriate.

SMOKING and DRUGS: Prairie Spirit School Division is a smoke-free division, meaning that no one is allowed to smoke inside buildings or on any property of Prairie Spirit School Division. During recess, students are not allowed to leave the school grounds for the purposes of smoking. If students are caught in possession of any other drugs, including alcohol, parents will be contacted and the students will face a suspension. The police may be contacted at the discretion of the principal.

Prairie Spirit School Division has a “Student Alcohol / Drug Use Policy” which also states that students suspected of selling alcohol or drugs will be reported to the police. The principal or staff member will confiscate the alcohol or drugs and the student will not be left unattended. The principal will ask for the student’s cooperation in emptying pockets, purses, lockers, school bags, etc.

DAMAGES/VANDALISM: Students are expected to pay for damaged or lost books and property.

GRADUATION: Every year near the end of June, the school will organize a grad ceremony where awards and senior years diplomas are distributed. It is up to the graduates and parents of graduates to organize, if they wish, a banquet, dance and or safe grad party. The parents will keep an account separate from the school’s account for these purposes. It is expected that there will be no financial profits derived from the net balance of the grad account. The grad account should be left with a balance of \$600.00. One suggestion is the monies remaining are placed in the Marina Pittet Spirit Award Foundation. (annual Scholarship Fund)

FUNDRAISING: The principal must approve **all** fundraising events. This includes fundraising organized by the student council, parent committee, grad committee, or any group acting on behalf of the school. The monies collected from fundraising cannot be used for personal reasons or used for alcohol related activities. All monies must be deposited as soon as possible in a bank account. All expenses must be paid for in the form of checks as opposed to using cash.

STUDENT FEES: The Senior Student Council sets General student fees. These fees cover a number of Student Council Activities including guest speakers, prizes, bussing and donations. The School sets the student sports fees. These fees cover the costs of officials, replacing equipment, uniforms and transportation. (Note: Many of these costs are subsidized by monies raised through school activities and the school division.)

SWIMMING LESSONS: Organized by the Parent Advisory Council and held at Manitou Swimming Pool. Surveys, registration and payments are conducted and overseen by the Parent Advisory Council.

DIVISIONAL/SCHOOL CLOSURES DUE TO ADVERSE WEATHER CONDITIONS:

FULL CLOSURE-ENTIRE SCHOOL DIVISION (PSSD EEA-R POLICY)

In specific circumstances where uniform factors affect all of the Division’s areas, a decision may be made to cancel bus transportation and to close all schools for the entire Division. The Superintendent and/or the Director of Operations will take such decision.

PARTIAL CLOSURES:

At certain times, conditions in specific areas will dictate that buses will not run and that schools will be closed in those areas only.

Area 8-Swan Lake-Somerset

Schools: Westmount, Ste. Marie, Valleyview, Somerset, Kamsley, Evergreen

Include: Westmount and Somerset Shuttle Busses

DECISION MAKING PROCESS for PARTIAL CLOSURES

- a) The Area Captain of each school catchment area shall consider the following factors which, by themselves or in consideration with others, indicate that transportation may be hazardous.
 - Weather reports and warnings
 - Current adverse weather, visibility, and road conditions (i.e. Snow or ice accumulation) in relation to the knowledge of day to day operations.
Excessively low temperatures and/or high winds that render travel dangerous.
- b) Considering the criteria, the Area Captain(s) will contact and gather opinion from Drivers and the School Principal(s) in the catchment area. The decision to run or not will be based on the opinion of the Drivers.

NOTIFICATION PROCEDURES

- a) Full closure-entire School Division.
The Principals shall be so notified by Division Office. Radio stations will be advised as per list below.
- b) Partial closure.
Should the decision be made that buses for a particular catchment area not run, the schools in that particular catchment area will be closed for the day. It then becomes necessary for the Area Captain to notify the following persons of this decision.

- 1. Director of Operations and/or Superintendent Department

This must be done as early as possible so that radio stations can be advised about schools closed for the day. Radio stations to advise include:

CKX Brandon	-	1150
CKLQ Brandon	-	880
CKMW Winkler	-	1570
CFRY Portage	-	920
CJRB Boissevain	-	1220
CBC Winnipeg	-	990
CFAM Altona	-	950
CKSB Winnipeg	-	1290

- 2. Catchment area School Principal(s) who will also be notified as soon as possible, in order that appropriate information may be given to parents/guardians and staff.
- 3. Catchment area Trustee(s)
- 4. Parents/Guardians

Bus drivers shall inform the parents/guardians on their individual routes that buses will not be running.

*Staff members will be contacting town students of school closure

DRESS CODE: The École Somerset School general guidelines for appropriate dress code include the following:

- Students, parents and teachers will respect all aspects of the dress code.
- The administrator will address any questions/concerns with the guidelines.
- Appropriate clothing, footwear and head coverings will be required and allowed for specialized activities such as Physical Education, Industrial Arts, Field Trips, and so on.
- Safety will always be of prime concern: apparel must be appropriate and safe for all school activities.
- Appropriate clothing and footwear will be required for Physical Education classes.
- Clothing is to be clean and in good repair.

APPROPRIATE DRESS

- Head coverings are to be worn for medical or religious reasons only.
- All items designated as underwear are to be kept undercover (including when bending down). Skirts and shorts are worn at a length no shorter than mid-thigh
- Tops must have sleeves covering the shoulder.
- Jewelry, piercings, and tattoos are allowed as long as they don't distract the student or other students.
- Tops or shirts must come down to cover the top of pants, skirts or shorts at all times.
- Any clothing with school logos can be worn.
- Quilted vests without hoods/fur.

INAPPROPRIATE DRESS

- Clothing with inappropriate or negative language or symbols that condone or promote drugs or alcohol.
- Sexually suggestive or aggressive language; obscene language or phrases that put people down.
- See-through blouses, skirts or pants.
- Blouses or shirts that show the belly button or any part of the bare back or stomach.
- No bare feet.
- Outdoor jackets and boots.

GYM CLOTHES: Students must wear proper gym shoes (non-marking soles), a T-shirt and gym pants or shorts in all their Physical Education classes. Showers are available to students and they will be allowed to use them if they get permission to leave the class early.

SCHOOL SPORTS: School t-shirts, shorts, pants or uniforms are to be worn at all sport related activities.

SPORTS AND HIGH SCHOOL ATHLETICS: All students participating in sports and representing the school in various interscholastic events, must follow the high standards of courtesy, fair play, and sportsmanship as outlined by MHSAA – Manitoba High School Athletic Association.

A CODE OF ETHICS FOR ATHLETES

The school requires the athlete to:

- conduct themselves at all times with honor and dignity
- treat visiting teams, spectators, and officials as honored guests
- faithfully complete school work as practical evidence of their loyalty to school and team
- show that it is a privilege to represent your school
- remember that there is no place in school athletics before, during or after competition for the use of drugs or alcohol of any kind; this includes the use of tobacco products and smoking
- remain in school or the play area during the whole match or tournament

The game requires the athlete to:

- maintain a high degree of physical fitness
- be fair at all times no matter what the cost
- believe in the honesty and integrity of opponents and officials
- play the game for the game's sake
- accept peacefully and without question the decision of the **officials**

Sportsmanship demands that the athlete:

- recognize and applaud honestly and wholeheartedly the efforts of their team or opponents regardless of colour, creed or race
- give opponents full credit when they win and learn to correct their faults through failures
- play hard and to the limit of their abilities regardless of discouragement. True athletes do not give up, nor do they quarrel, cheat, bet or show off
- accept both victory and defeat with pride and compassion, never being boastful nor bitter

DISCIPLINE PROCEDURES, CONSEQUENCES AND RELATED COMMUNICATION

DISCIPLINE: We expect the students to have self-discipline and behave properly without direct supervision. In a K-S4 school, all students are expected to have respect for all adults. This means that any staff from any grade can deal with any student with discipline issues and with consequences. The consequences for inappropriate behaviour are varied depending on the circumstances and the seriousness. Below is a list of usual consequences ranging from minor to serious.

Minor: The staff or substitute teacher will deal with the situation on the spot. Consequences can range from a warning to a time-out, sitting in the hallway by the classroom door, detention at recess, contacting a parent, doing extra work, or writing out a behaviour plan. Examples of minor offenses include: tardiness, absences, incomplete assignments, coming to class without books or materials, failure to follow class or hallway rules, play wrestling, foul language, or other minor infractions,

Major: The staff, substitute teacher or principal will deal with the situation on the spot. For a major offense, there is an immediate consequence. This can range from detention, parent conference, in-school suspension, sent home for the remainder of the day, out-of-school suspension, police contact, and expulsion. **A teacher can suspend a student from the class for two days, or for the next class of that course.** The principal will be involved in in-school and out-of-school suspensions. The superintendent can lengthen any suspension or expel a student from school based on the recommendations of the principal or school team. Examples of major offenses include: unwillingness to comply with normal expectations, repetition of minor offences, persistent violent behaviour, repeated class disruptions, bullying, intentional hitting, skipping detentions, smoking or possession of harmful substances, uttering threats, extreme abusive language/gestures, direct defiance or insolence, vandalism, disrespect of any staff, student or parent.

DEFINITION AND EXPLANATION OF CONSEQUENCE AND SUSPENSIONS

CONSEQUENCE: The teacher, substitute teacher or principal can (initiate, impose, authorize) a variety of consequences. They can have the student report to a designated area and he or she will be obligated to do some assigned work. Failure to comply with a consequence will result in the student facing double the consequence or an in-school suspension.

It is usually more effective when the consequences suit the offense wherever possible. Some examples of appropriate duties might include: cleaning chalkboards and brushes, rubbing black marks off the gym floor, shoveling snow, sorting garbage from recyclable, sorting paper products from cans and bottles in the recycling bags, rinsing empty Pepsi cans and bottles, removing labels from Pepsi bottles, removing staples and labels from recycled paper, removing packing tape and labels from cardboard boxes, tearing cardboard boxes into square pieces for recycling, picking up garbage around the school (and outside during Spring and Fall), sanding wooden desks, wiping or scrubbing graffiti from furniture and walls, or cleaning glassware in the lab.

IN-SCHOOL SUSPENSION: When a student faces an in-school suspension, he or she is placed in a separate room and is only allowed to leave to go to the washroom. The student will have lunch in this room and will be given homework assignments. The teachers will bring the work to the student. This type of suspension can last from a portion of a day to 3 days.

OUT-OF-SCHOOL SUSPENSION: When a student is suspended out-of-school, the parents are notified by phone and in writing. The principal fills out a suspension report and forwards this to the superintendent. The suspension can be anywhere from 1 to 5 days. Upon returning to the school, there may be an agreement signed by the student and parent(s) stating exactly what the expectations from the student are, and the student's plan to meet these expectations.

LONGER SUSPENSIONS AND EXPLULSIONS: When a student faces an out-of-school suspension and after consultation with the principal, the superintendent may extend the suspension to a maximum of 6 weeks or expel the student from the school.

Examples of behaviour that warrant a consequence without warning are disregard for, or defiance of, authority, rudeness, lying, cheating, chronic tardiness, truancy, and chronic neglect of schoolwork. There will be more serious consequences for physical violence, such as fighting. Parents are notified when serious problems occur or when certain misbehaviour continues.

SPECIAL CLAUSE FOR DISRUPTIVE STUDENTS: When a student whose behaviour affects the safety or learning of other students, the teacher will immediately remove that student from class with or without warning, and notify the office. The student will be placed in a separate room where he or she will do assigned work. Such withdrawal would normally be temporary but when a prolonged withdrawal is recommended, the parent will be notified. A teacher may suspend a student from his or her classes for a maximum of 2 days, upon which the teacher will notify the parents. If the student continues to be disruptive, the student will face an in-school suspension or an out-of-school suspension.

BUS SUSPENSION: Considering that the school bus is an extension of the school, if a student misbehaves on a school bus, the bus driver will fill out a Misconduct Report and submit it to the principal. If a decision is made to suspend the student from transportation, the principal will advise the local trustees and the parents. Parents will have to arrange for other means of transportation to and from school for the designated length of time. The Misconduct Report will be forwarded to the Secretary-Treasurer. Further consequences may range from recess detentions to in-school suspensions.

FREEDOM FROM VIOLENCE: In accordance with the Prairie Spirit School Division's "Freedom From Violence – Abuse / Harassment Policy", it is expected that all students, staff and volunteers are free from the threat of abuse, harassment or assault, whether it be physical, emotional, verbal or sexual. A person who has a complaint should clearly and directly inform the alleged offender that the action is offensive and will not be tolerated. In addition, that person may choose to discuss the situation with the principal, a teacher, or one of the senior administrators. In all cases, the principal shall be informed and will record the circumstances.

If the informal process does not resolve the issue, a formal complaint should be registered, where a form is filled in. This report is filed with the principal and then forwarded to the Superintendent or the Secretary-Treasurer. Once the written complaint is received, the appropriate senior administrator will make an investigation or board designates. The appropriate disciplinary action, if warranted, will be initiated. The consequences range from a parent meeting, to setting up a behaviour plan, a suspension, or an expulsion. The police will be contacted if deemed necessary.