



ETHELBERT SCHOOL

Student Handbook

2018-2019

**BOX 241
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Table of Contents

PHILOSOPHY OF EDUCATION.....	4
Staff – Teaching/Support/Bus Drivers	5
Administration Staff/ Divisional Support Staff - Dauphin	5
Tone Signal Schedule	6
STUDENT SUPPORT SERVICES	7
Career Guidance.....	7
Guidance	7
Clinicians	7
Youth Support Worker.....	7
VOCATIONAL COURSES	7
Grade 7-Grade 9.....	7
GENERAL POLICIES.....	8
Damage Fees.....	8
Physical Education.....	8
Persons Coming To The School	8
Lockers.....	8
Fire Alarm/Drills.....	8
Lock-Down Drills	8
Notes	8
Noon Hour and Recess.....	9
Medication	9
Accidents.....	9
School Cleanliness	9
TRANSPORTATION PROCEDURES	9
Bus Ridership.....	9
GENERAL INFORMATION	9
Newsletters.....	9
Telephone.....	10
Canteen/Lunches.....	10
EXTRA-CURRICULAR ACTIVITIES	10
School Extra-curricular Activities	10

Student Council.....	10
ATTENDANCE PROCEDURES.....	10
Ethelbert School Attendance Policy	11
Admittance Slips.....	11
Signing Out.....	11
ASSESSMENT AND REPORTING	11
Reports	11
Procedures For Missed Tests or Examinations.....	11
Examinations.....	11
Provincial Standards Tests.....	12
Academic Dishonesty Procedure	12
HIGH SCHOOL PROGRAM	12
Transcript of Marks/High School Credit Form.....	12
AWARDS/CERTIFICATES.....	12
Ethelbert School Certificate of Achievement	12
Mountain View School Division	12
Athletic Awards	13
Parent Advisory Council Citizenship.....	13
STUDENT SCHOOL CODE OF CONDUCT	13
Mission Statement.....	13
Parent(s) and/or Guardian Expectations	14
Staff Expectations	14
Student Expectations.....	14
Disciplinary Consequences.....	15
DressCode.....	16
COMPUTER USE AND ACCESS PROCEDURE.....	16

Principal's Message

On behalf of the Ethelbert School staff I am pleased to welcome you to Ethelbert School. This handbook will serve as a resource of our school's services, operations and policies. Everyone involved in our school community is encouraged to be familiar with the schools policies and procedures. The school staff looks forward to working with the parents and community to make this a successful year for our students. We invite parents to take an active role in their child's education.

Together, may we create a positive educational experience for your child. Once again welcome to our school.

Mr. Warren Heschuk

Principal

PHILOSOPHY OF EDUCATION

Ethelbert School concurs with the general philosophy of education of the Mountain View School Division. In addition, this school maintains the following as educational objectives:

1. To help students to become creative, self-assured and self-directed.
2. To develop a sense of responsibility for both social and physical environment.
3. To promote curiosity of inquiry, reasoning and critical thinking.
4. To enhance the communication skills of reading, writing, listening and speaking.
5. To encourage the development of individual interests.
6. To help students become aware of and accept and respect others.

The school is guided by the Department of Education's curriculum. Recognizing that differences exist in students' abilities to learn, the school develops varied education programs to meet their needs.

Staff – Teaching/Support/Bus Drivers

Christine, Armstrong
Kindergarten

Collier, Megan
- Grade 7&8 English Language Arts and Science, English Language Arts 10F,20F,30S and 40S,
American History 20G, Interdisciplinary Topics in Science 40S

Fayant, Carrie
- Grade 5&6, Guidance, Resource

Grant, Daniel
- Grade 1 to 12 Phys. Ed, Grade 7&8 Social Studies, Canada and the Contemporary World 10F,
Life/Work Transitions 40S

Heschuk, Warren
- Administration, Grade 5&6

Mikolayenko, Twylla
- Grades 2&3, Reading Recovery

Rasenberg, Karen
- Grade 7&8 Math, Transitional Math 10F, Applied Pre Calculus Math 20S, Essential Math 30S,
Math 10F, Science 10F, Visual Arts 10S, Canadian History 30F, Psychology 40S

Watson, Alyssa
-Grade 3&4, Grade 1 to 6 Music and Art

Support Staff

Semeniuk, John	Head Custodian
Campbell, Jim	Assistant Custodian
Seniuk, Pat	Secretary
Halabisky, Paulette	Educational Assistant
Helash, Krista	Educational Assistant, Library Assistant
Stratuliak, Bev	Educational Assistant, Video Conferencing
Stratuliak, Chris	Educational Assistant, Speech and Language

Bus Drivers

Hykawy, Ivan	Pachkowski, Larry	Stratuliak, Roger
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Administration Staff/ Divisional Support Staff - Dauphin

Davidson, Donna	- CEO/Superintendent of Education
Michaleski, Bart	- Secretary-Treasurer

Ward, Dan - Assistant Superintendent
 Slepicka, Lori -Coordinator of Finance
 Mischuk, Jeane - Educational Services Coordinator
 Tritthart, Rick - Supervisor of Operations
 Hutsal, Ron - Assistant Maintenance Supervisor
 Karpiak, Ernest - Transportation Supervisor
 Knight Jacqueline - Coordinator of ICT

DIVISIONAL SUPPORT STAFF

Hammond, Lisa - Psychologist
 Lacquement, Danielle - Speech-Language Pathologist
 Kaleta, Jason - Computer Technician
 Flett, Nicole - Youth Support Worker

LOCAL TRUSTEES – Ward 2

Jim Dingwall and Tanis Murry

Tone Signal Schedule

8:50 Students Report to Homeroom O’Canada – Opening Exercises
 8:55 Period 1 - Classes Begin
 9:35 Period 2 (K-Grade 6)
 10:05-10:10 Break Grade 7-12 Start of period 2
 10:10-10:25 Recess K-Grade 6
 10:25 Period 3 (K-Grade 6)
 10:55 Period 4 (K-Grade 6)
 11:20 Break Grade 7-12
 Period 5 (K-Grade 6)
 11:25 Period 3 Grade 7-12
Noon 12:00-12:55
 1:00 Period 4 Grade 7-12
 Period 6 (K-Grade 6)
 1:30 Period 7 (K-Grade 6)
 2:00-2:15 Recess Grade K-Grade 6
 2:15-2:20 Break Grade 7-12
 2:20 Period 5 Grade 7-12
 2:15 Period 8 (K-Grade 6)
 2:45 Period 9 (K- Grade 6)
 3:30 Dismissal

STUDENT SUPPORT SERVICES

Career Guidance

Ethelbert School has a variety of resources to help students explore a wide range of career opportunities and become familiar with training routes and post-secondary education which provide that training. Application forms, pamphlets, calendars, bursary and scholarship information are also available. We strongly encourage students to explore this information so that their course selections will be meaningful and compatible with their career choices.

Guidance

The role of our guidance counsellor is to help students in such areas as career choices or personal and social development. The counsellor works collaboratively with teachers and parents to assist students in achieving personal, social, and emotional wellness.

Clinicians

A psychologist and a speech-language pathologist work in the school as scheduled. With parental consent, students needing assistance in academic programming or speech remediation have access to these resources.

Youth Support Worker

Assists with home/school connections.

VOCATIONAL COURSES

Grade 7-Grade 9

Students in Grade 7&8 attend Home Economics and Industrial Arts classes at Winnipegosis Elementary School on Day 1 (a.m.). They leave our school at 9:00 a.m. and return 12:30 p.m

Grade 9 students attend on Day 1(a.m). Their course electives include Metalwork Technology, Woodwork Technology, Clothing/Housing/Design, and Foods & Nutrition.

GENERAL POLICIES

Damage Fees

Proper care for textbooks and school property is expected from all students. If students deface or damage school property, they will be charged a replacement fee.

Physical Education

In order to participate in Physical Education classes all students will report to their physical education classes in proper attire as specified by the physical education teacher.

No food or drinks are permitted in the gymnasium or dressing rooms.

Persons Coming To The School

We welcome visitors to the school. Please use the gym entrance door. **Any visitors (former students, parents, sales people, etc.) to the school or playground must report to the general office about the purpose of their visit.** Visitors will be signed in and issued a visitors pass.

Lockers

Hall lockers for students from Grade 7-12 are allocated by homeroom teachers on opening day. Students may receive a combination lock from the office or bring their own. A \$5.00 deposit is required for school locks and is refundable upon return of the lock. All lock combinations or spare keys must be left in the office. **The school is not responsible for theft or loss from the lockers. Do not leave money or valuables in the lockers.**

School lockers are the property of Mountain View School Division and are subject to regular inspection. Locker searches will be conducted if the school has a reasonable belief that school rules have been broken.

Fire Alarm/Drills

There will be ten fire drills conducted throughout the year. Students should become familiar with the exit routes and drill procedures. It is important that everyone be prepared to participate in all drills. When the alarm sounds, students are to leave the school in an orderly fashion and have appropriate footwear on at all times.

Lock-Down Drills

There will be lock down drills conducted throughout the year. All students will become familiar with the drill procedure as outlined in our Emergency Response Plan.

Notes

Students in Kindergarten to Grade 6 who need to go up town at lunch time for mail, or to do errands etc., must have a daily note signed by the parent or guardian indicating the above. When the students leave the school grounds, the school does not assume responsibility for their safety.

Noon Hour and Recess

Students from Kindergarten to Grade 6 are expected to go outdoors during recess and noon hour if the weather conditions permit. They must wear appropriate outdoor clothing. There will be times when students are not feeling well and need to stay indoors. A daily note from their parents, indicating the reason for the request, should accompany students to school. A room will be designated for these students. Students from Kindergarten to Grade 6 start their lunch at 12:00 p.m. and are expected to be out of the school building by 12:25 p.m. They are not to leave the lunchroom until 12:25 and shall remain outside until 12:55p.m.

Medication

Assigned school personnel will administer prescribed medication upon completion of the required form. The form is available at the office and must be completed each school year and/or whenever the physician changes the prescription.

All medication including over-the-counter medication such as Aspirin or Tylenol must be kept in the office with a note of permission from the parents.

Accidents

All accidents/injuries must be reported immediately to staff and the appropriate accident form completed without delay. If a student is seriously hurt, parents or the second contact person will be notified. If a parent or second contact is unavailable to drive the child to the nearest hospital an ambulance will be called.

School Cleanliness

Outdoor footwear should be removed or thoroughly cleaned at the school entrance. Depending on the weather conditions, the teachers will request removal of outdoor footwear. Students are encouraged to have two pairs of shoes. Due to the danger of injury because of broken glass, the students are not allowed to bring glass containers/bottles to school. The appearance of our school is a reflection of the students of our school. Let's endeavour to keep our school and school yard clean and attractive.

TRANSPORTATION PROCEDURES

Bus Ridership

The school bus is an extension of the school and thus all rules and regulations apply. The driver is in complete charge of the bus and must report all misdemeanours to the principal. Safety is a priority and bus drivers must be able to devote their full attention to driving the bus. **Repeated incidents of inappropriate behaviour will lead to the removal of bus riding privileges.**

GENERAL INFORMATION

Newsletters

Newsletters will be forwarded by the school during the year. The purpose of this communication is to keep parents informed of current events at the school. The youngest student in each family will receive a newsletter to take home.

Telephone

No telephone calls will be accepted by students during class time unless in an emergency situation. As a general practice it is requested that parents call the school secretary and leave a message with her. The student may return the call at recess or during the noon hour.

Canteen/Lunches

Students, under the direction of a staff advisor, run a canteen which is open at noon hour. All students eat in the Multi-purpose Room which is equipped with microwaves. Healthy food/beverage choices will predominate our canteen, beverage vending machine, fundraising activities and classroom. We will reference the Manitoba School Nutrition Handbook 2006 when determining our food/beverage offerings.

Due to severe allergies of nuts and fish we request these items not be sent to school for lunch or snacks.

EXTRA-CURRICULAR ACTIVITIES

School Extra-curricular Activities

A variety of extra-curricular activities complement the school program. **When students participate in extra-curricular activities, it is expected that they will dress appropriately and conduct themselves in a respectable and appropriate manner.** All trips outside of the school require the consent of parents/guardians.

Students who take part in extra-curricular events may be required to pay a participation fee to help offset transportation and registration.

Ethelbert School believes that although every student has the right to participate in extra-curricular activities it is a privilege and not a right to be a team member. **Regular attendance at classes and the maintenance of sound academic studies and appropriate conduct are essential.** A student's first responsibility is school work.

Student Council

The Student Council of Ethelbert School consists of a number of students who wish to voluntarily serve the needs of the student body of our school. Many activities, social and other, are promoted by the Student Council during the school year.

ATTENDANCE PROCEDURES

Ethelbert School follows the Mountain View School Division Attendance Procedure (see 8.3)

In the case of wilful disobedience of school attendance expectations, unexcused absence, tardiness, truancy, skipping classes, Ethelbert School will follow MVSD guidelines (see 8.3)

Ethelbert School Attendance Policy

All students are expected to attend all classes, unless absence is necessitated by illness or other valid excusable reasons.

The parents of students who are absent will be contacted by telephone if the office has not received a call or note.

Admittance Slips

Students, who fail to report directly to their subject classes and arrive after the class is scheduled to commence, will not be admitted to the classroom by the teacher unless the student has an admittance slip. The student must obtain the admittance slip at the office. Students who know in advance that they will be unavoidably delayed for an important reason should notify the teacher in question to make arrangements for late arrival. In the event a student is detained by a staff member, a note from the teacher concerned will be a reasonable excuse for being late.

Signing Out

All students who must leave the school grounds prior to dismissal time must present to the homeroom teacher, upon arrival at the school, a note from a parent or guardian indicating the time the student is to leave the school. Students may leave after notifying the teacher with a note from parent or guardian and signing the "sign-out book" at the office or staffroom if the office is closed. Should students return to the school before dismissal they are expected to sign in at the office. If the office is closed please inform a staff member of your intentions. Students leaving the school grounds assume complete responsibility for their own safety.

ASSESSMENT AND REPORTING

Reports

During the school year K-8 students will have three official reporting periods - November, March and June. Grade 9-12 students will have four reporting periods - November, January, April and June. The school holds two parent-teacher interviews during the school year in November and March. Thursday night - parent-teacher night interviews will be held from 5:00-8:00 p.m.

Procedures For Missed Tests or Examinations

Students who are aware that they will be absent during a test or examination need to communicate with the subject teacher and school administration so alternate arrangements maybe made.

Examinations

Students of Grade 9-12 will write final examinations for selected courses at the end of each

semester. The value of the exam will not exceed 30% of the total value of the final mark. The minimum length of the examination is 2 hours and the maximum length is 3 hours. **Only upon consultation with the teacher will the student be allowed to write an examination on a day other than the originally scheduled day.**

Provincial Standards Tests

Provincial Standards Tests in English Language Arts and Mathematics are compulsory in Grade 12 and account for 30% of a student's final mark. Other assessments done at the school are Kindergarten - EDI, Kindergarten & Grade 1 - Early Numeracy, Grade 3 - Reading and Numeracy Assessment, Grade 5- Cat 4, Gr. 7 – Mathematics, Grade 8 - Writing and Engagement (Middle Years Provincial Assessment),

Academic Dishonesty Procedure

Teachers will communicate and reinforce expectations of academic honesty with students and will respond appropriately to academic dishonestly. Teachers could apply the following strategies to deal with academic dishonesty:

- Contact parents
- Document the incident in the student's file.
- Report this behaviour on the report card.
- Enforce loss of privileges for the student at the school.
- Deduct marks or redo the work honestly

HIGH SCHOOL PROGRAM

Transcript of Marks/High School Credit Form

Upon graduation, each student will be provided with three official school transcripts. If transcripts are required before graduation, a \$1.00 fee will be charged for each one. Please provide advance notice to the office. A fee of \$5.00 per transcript will be charged to former students requesting transcripts.

AWARDS/CERTIFICATES

Ethelbert School holds an Awards Day at the end of the year. The award will be presented upon criteria being met. The awards may include:

Ethelbert School Certificate of Achievement

Awarded to any Grade 7&8 with a 80% average in any core subject and Physical Education and Grade 9-12 - any credit course.

Mountain View School Division

Mountain View School Division recognizes the many gifts and talents of students. The division

will annually recognize students in each school from K-Grade 12, provided they meet the established criteria of strong academic performance, combined with good citizenship and extra-curricular participation.

Athletic Awards

Intramural Noon Hour Sports Program - Grade 3-12. Individuals who are part of a winning intramural team(s) will receive a certificate recognizing their accomplishment(s). Athlete of the Year - Grade 9-12 - A plaque may be given to a female and a male athlete of the year if criteria is met.

Parent Advisory Council Citizenship

The Ethelbert Parent Council would like to sponsor a citizenship award for each grade. The following criteria will be used to select the student receiving the award.

- X Always tries to do his or her best. This does not mean that the student is the highest academically of the grade.
- X Follows the rules
- X Treats both teachers and fellow students with respect and compassion.
- X Tries to help his or her fellow students academically and socially.
- X Has excellent playground etiquette. Kind and compassionate.

We hope that maybe this can encourage the children to be kind and give the recognition to the children that are trying really hard to make our school a really nice place to be.

STUDENT SCHOOL CODE OF CONDUCT

Mission Statement

The school mission statement states that Ethelbert School is committed to teaching for life by providing a safe and healthy environment that promotes individual excellence, responsibility, cooperation, and respect for self and others. In order to help develop responsible, respectful, and problem-solving citizens, we require the cooperative efforts of students in adhering to the following principles of our Code of Conduct:

- We will respect the learning environment through the display of appropriate language, attitude, and physical and verbal behaviour.
- We will come to class prepared to work, participate, and complete assignments.
- We will behave respectfully to all regardless of race, religion, gender, or age.
- We will solve conflicts through discussion or by seeking help.
- We will respect all personal and school property.
- We will dress in a respectful and appropriate manner.

As in every organization, there is a set of rules and procedures one is expected to abide by. The Code of Conduct applies to students, staff, parents, and visitors. This code is intended for the purpose of maintaining a safe and positive learning and working environment for all students and

staff. School safety and socially responsible student behaviour requires the cooperative undertaking of all educational partners.

Parent(s) and/or Guardian Expectations

- To become familiar with the Student Code of Conduct, school rules and routines, and to support the school by (a) encouraging and assisting students to follow the Code of Conduct, and (b) supporting consequences when necessary;
- To ensure that students arrive at school daily and on time, or to provide notice to the school when the student will be late or absent;
- To ensure that the student arrives at school well rested, nourished, dressed appropriately, and prepared to participate fully in learning by (a) ensuring that assigned work is completed when due, (b) ensuring that the student has an adequate lunch; (c) supervising homework and checking the student planner;
- To maintain a positive partnership with the school through regular communication by (a) regular review of the student planner, (b) reading school newsletters and other communication, (c) attending interviews as requested, (d) supporting school staff in developing student responsibility;

Staff Expectations

- To work with administration, Student Council, parents/guardians and students to enable all students to achieve their potential;
- To consistently demonstrate care and commitment to academic excellence;
- To provide a safe and respectful teaching and learning environment;
- To model and maintain consistent standards of behaviour and dress for all students, and to hold students accountable for their learning and behaviour;
- To communicate regularly and meaningfully with parents.

Student Expectations

The primary objective of requiring appropriate student behaviour is to create a safe and positive environment which is conducive to learning. Our vision for a safe and positive learning environment asserts that all will:

- Respect themselves and others
- Act as responsible, productive citizens
- Demonstrate the ability to problem-solve, predict consequences, and make appropriate choices

All students will assume personal responsibility for their behaviour and actions and accept the consequences of any inappropriate behaviour. It is important that the energy of staff and students are focused on learning and success and that there be little interruption of the teaching-learning environment. Homeroom teachers are expected to deal with the routine school wide discipline plan while subject teachers are responsible for the carrying out of the classroom discipline plan. For severe disruptions or misbehaviour the matter will be dealt with by the school.

Severe misbehaviour is classified as:

a) Disrespectful - abusive and/or profane language to staff members or other students, being in possession of obscene materials, or refusal to obey reasonable directives from any staff member.

All students disrupting the teaching/learning environment could be removed from the learning environment. Chronic offenders will be subject to a behavioural contract created between students, teacher(s), principal, parent(s).

b) Dangerous – verbal/written or physical abuse directed towards another student or a staff member. This includes psychological abuse, sexual intimidation or bullying, including cyber-bullying. Physical abuse includes threatening or striking with objects, and fighting.

c) Illegal - intended or actual behaviour contrary to School Policy, Division Policy or the law. This includes theft, vandalism, possession of weapons (real or imitation), using, possessing or being under the influence of alcohol, cannabis (marijuana) or illicit drugs at school, truancy and discrimination on the basis of any characteristic set out in the Manitoba Human Rights Code.

Severe misbehaviour may result in an in-school or out-school suspension. Depending on the severity of an incident, the principal may suspend a student for a period ranging from 1-5 days.

Gang involvement will not be tolerated in our school.

Disciplinary Consequences

The purpose of disciplinary consequences is to modify inappropriate behaviour. It is important for students to understand personal emotions, use that understanding to develop self-discipline and self-control, and learn from experience.

Our school supports pro-active strategies to improve student conduct. Guidelines for administration of student code of conduct as approved by the Board will be referred to as needed.

The consequences for inappropriate behaviour will depend upon the age of the student, and the **frequency** and **severity** of the inappropriate behaviour. Consequences **may** include **one or more** of the following:

- X verbal reprimand/warning to stop the inappropriate behaviour
- X teacher will conference with student to discuss the inappropriate behaviour
- X student will be required to have a time out or lose a privilege
- X detention
- X denial of participation in school activities
- X parents notified
- X the student, parents, teacher(s), and principal will hold a conference to discuss the student=s behaviour
- X intervention by professional school staff such as the psychologist or counsellor
- X in-school or out-of-school suspension
- X expulsion or referral to a divisional administrative panel

Dress Code

In establishing and providing for respectful, safe and secure school environments, the wearing of appropriate clothing by students is an important factor. Students are expected to wear appropriate clothing in the school at all times during the school day.

Appropriate clothing is that which is acceptable to the established norms of the school community, staff and school administration. Appropriate clothing is free from inappropriate words, phrases or images, not sexually explicit or revealing in nature. Inappropriate accessories that may cause potential harm to self and others are not allowed. Students with inappropriate clothing will be required to correct the problem immediately. Hats, toques, hoods and bandannas are not to be worn in the classrooms or during school assemblies.

COMPUTER USE AND ACCESS PROCEDURE

User Guidelines while using technology at school it is expected that students and staff will:

- Not reveal personal information about themselves and others, including their family name, address, picture, phone number and fax number;
- Follow the netiquette (network etiquette) rules establish by the classroom teacher;
- Respect the rights and privacy of other Internet users;
- Exit immediately from sites that are inappropriate (sites offering pornographic, racist, sexist, defamatory or otherwise objectionable material);
- Not attempt to gain unauthorized access to systems, programs or computer equipment;
- Respect copyright;
- Accept consequences of inappropriate Internet use which may include notification of parents, authorities and suspension of Internet privileges

Rights and Responsibilities

- Ethelbert School reserves the right to monitor all activities involved in the use of computer technology
- Ethelbert School reserves the right to deny access of computer technology to any individual who abuses this policy

Consequences for Inappropriate Use

- Discipline for violation of any part of this policy shall apply to all users. Disciplinary action may include, but not limited to: the loss of any or all computer privileges, termination for the user's network account, removal from class and loss of credit for secondary students, a suspension, expulsion or dismissal.
- Students and/or their parents/guardians shall be financially responsible for willful damage to equipment