

## **TABLE OF CONTENTS**

- MISSION STATEMENT
- 2022-2023 STAFF
- 2022-2023 CALENDAR AND IMPORTANT DATES
- SCHEDULE OF DAILY ROUTINE
- GENERAL INFORMATION – PART A
- VISITORS
- VOLUNTEERS
- GUARDIANSHIP
- REPORTING TO PARENTS
- STUDENT ARRIVALS AT SCHOOL
- SUPERVISION
- REPORTING STUDENT ABSENCES
- ILLNESS DURING SCHOOL HOURS
- ACCIDENTS RESULTING IN INJURY
- FIRST AID SUPPLIES
- FIRE DRILLS
- LOCK DOWN DRILLS
- DESIGNATED AREAS
- PHONE CALLS FOR OR BY STUDENTS
- LOCKERS
- VALUABLES
- ELECTRONIC EQUIPMENT
- EXTRA-CURRICULAR ACTIVITIES
- FIELD TRIPS
- GYM USE
- LIBRARY
- DOWNTOWN AND OTHER LEAVES
- DRESS CODE AND WINTER DRESS CODE
- STUDENT PRIVATE VEHICLE USE TO AND FROM SCHOOL
- WHEN STUDDENTS FACE PROBLEMS AT SCHOOL
- TAKING POSITIVE ACTION THAT WILL AFFECT SOLUTIONS AND HELP YOUR CHILD
- CREDIT SYSTEM
- SUBJECT TRANSFER
- ATTENDANCE POLICY (Grade 9 to Grade 12)
- GENERAL INFORMATION – PART B
- EXCERPTS FROM BORDER LAND SCHOOL DIVISION POLICY
- FAIR NOTICE – THREAT ASSESSMENT

## **MISSION STATEMENT**

We at Shevchenko School, in partnership with students, families, community and Border Land School Division believe that all children can and will learn. Through a positive, nurturing environment we will maintain high expectations and promote academic excellence for all students, which will foster lifelong learning and responsible citizenship.

<b>2022-2023 STAFF</b>	
<b>Administration</b>	<b>Administrative Assistants</b>
Penelope Hovorka-Alcock (Principal)	Laurie Mateychuk
Aaron Klassen (Vice-Principal)	Kelly Flaten
<b>Resource</b>	<b>Educational Assistants</b>
Holly Mark Grades 7 to 12	Brooklyn Ascoli
Melanie Mattson Grades K to 6	Sheradin Ascoli
	Christine Badiuk
	Jennifer Boyechko
<b>Teaching Staff</b>	Heather Budey
Lesley Berg	Pat Gawronsky
Joelle Boese	Gail Horobec
Abigail Cross	Betty Klassen
Mary Chalmers	Crystal Melnychuk
Donovan Cruise	Andrea Smith
Yvonne Fehr	Michelle Thibodeau
Dean Hardern	Bertha Shastid
Tara Hamilton	
Aaron Klassen	
Hal Lavery	
Holly Mark	<b>Library Clerk</b>
Sarah Michalski	Elsie Bugera
Melissa Nogier	
Sheena Rohne	<b>Cafeteria Manager</b>
Cindy Sanchez	Sherry Gawronsky
Yannie Sanchez	
Garth Schick	<b>Maintenance</b>
Kim Schick	Scott Kompelien
Caitlyn Shaw	
Kelly Stadnyk	<b>Caretakers</b>
Christine Storoschuk	Sandra Andresen
Pamela Storoschuk	Greg Bugera
Julia Wheatley	Terry Hiebert
Samantha Wiens	Wayne Korchak
Cindy Johnson-Sanchez	

**Shevchenko School  
2022-2023 Calendar**

September 6, 2022	Administration Day – No Classes
September 7, 2022	Classes resume
September 9, 2022	First Day of classes RRTVA Semester 1
September 19, 20, 2022	School Pictures
September 23, 2022	Terry Fox Run
September 30, 2022	Reconciliation Day – No Classes
October 7, 2022	Half Day Professional Development, No classes PM
October 10, 2022	Thanksgiving Day
October 21, 2022	Manitoba Teacher’s Professional Development No classes
November 10, 2022	Administration Day – No Classes
November 11, 2022	Remembrance Day – No Classes
November 24, 2022	K-12 Parent Teacher Interviews from 4PM to 8 PM
November 25, 2022	K-12 Parent Teacher Interviews from 9AM to 3PM No K to 12 classes
December 7, 2022	Half Day Professional Development, No PM classes
December 20, 2022	K to 6 Christmas Concert
December 21, 2022	Last Day of Classes
December 22, 2022, to January 4, 2023	Winter Break
January 5, 2023	Classes Resume
February 2, 2023	Last Day RRTVA busing Semester 1
February 6, 2023	First Day of classes Semester 2
February 7, 2023	First day of RRTVA classes Semester 2
February 20, 2023	Louis Riel Day
February 24, 2023	Half Day Professional Development, No PM classes
March 2, 3, 2023	Professional Development Days No classes
March 27, 2023, to March 31, 2023	Spring Break
April 3, 2023	Classes resume
April 6, 2023	Administration Day – No Classes
April 7, 2023	Good Friday, No classes
April 25, 26, 2023	Spring pictures + Kindergarten Grad pictures - Dates may change
April 20, 2023	K - 12 Parent Teacher Interviews from 4PM to 8 PM
April 21, 2023	K - 12 Parent Teacher Interviews 9AM to 12PM
May 3, 2023	Half Day Professional Development – No PM classes
May 22, 2023	Victoria Day
June 23, 2023	RRTVA last day of busing Semester 2
June 23, 2023	Grade 12 Graduation
June 26, 2023	Administration Day, No classes
June 27, 28, 2023	Kindergarten Graduation
June 30, 2023	Administration Day, No classes

## **SCHEDULE OF DAILY ROUTINE**

8:40 a.m.	Teachers report to homerooms.	12:35 p.m.	20-minute Shevchenko Reads – K to 12
8:50 a.m.	Students report to homerooms.	12:55 p.m.	Begin Period 5.
9:00 a.m.	Opening exercises begin.		
9:05 a.m.	Begin Period 1	1:30 p.m.	End Period 5 – elementary (K-6).
9:40 a.m.	End Period 1-elementary (K-6)	2:05 p.m.	Elementary (K-6) end Period 6. Begin Afternoon Break.
		2:10 p.m.	7 – 12 end Period 6. Begin Afternoon Break.
10:15 a.m.	Elementary (K-6) end Period 2. Begin Morning Break.		
10:20 a.m.	Grade 7 – 12 end Period 2. Begin Morning Break.	2:20 p.m.	End Afternoon Break. Begin Period 7.
10:30 a.m.	End Morning Break. Begin Period 3.		
		2:55 p.m.	End Period 7 – elementary (K-6).
11:05 a.m.	End Period 3 – elementary (K-6)		
		3:30 p.m.	K-6 end Period 8. Dismissal.
11:40 a.m.	K-6 end Period 4. Begin Lunch.	3:35 p.m.	7 – 12 end Period 8. Dismissal.
11:45 a.m.	Grade 7 – 12 end Period 4. Begin Lunch.	3:40 p.m.	Buses leave.
12:30 p.m.	Warning. Students report to next class.		

## **GENERAL INFORMATION – PART A**

### **VISITORS**

Visitors are welcome at Shevchenko School and are asked to report to the office upon arrival at the school. Students are discouraged from having outside friends meet them at school when classes are in session.

### **VOLUNTEERS**

Volunteers are of great importance at Shevchenko School. A comprehensive volunteer sign-up form is sent out at the beginning of the year.

Volunteers are required to have:

- 1) A criminal record check.
- 2) A child abuse registry check.

As a volunteer, please remember that confidentiality is important. Please do not discuss student performance or staff conversations with anyone other than the classroom teacher.

### **GUARDIANSHIP**

Guardianship issues and court orders must be provided to the school in order for us to respond appropriately. Non-custodial parents should inform us of their need for information such as newsletters and report cards and we will be pleased to forward these to them.

### **REPORTING TO PARENTS**

Two basic forms of reporting your child's progress are:

1. by written reports
2. through Parent/Teacher Conferences.

Some other means of reporting are by telephone, incidental meetings, agenda books, and memos. Parents are also encouraged to inquire when they have a concern. Please refer to "When Kids Face Problems at School" and "Taking Positive Action that will Affect Solutions and Help Your Child" found later in the handbook.

The schedule for formal reporting is as follows:

November 24, 25, 2022 - K to 12

April 20, 21, 2023 - K to 12

\*Dates are subject to change

## **STUDENT ARRIVALS AT SCHOOL**

Students should arrive after 8:40 a.m. Students are expected to dress appropriately for the weather.

All students are dismissed by 3:35 p.m. Please ensure that your child is aware of pickup arrangements before coming to school to avoid unnecessary telephone calls. Parental written permission is necessary for students to leave the school premises during the day.

## **SUPERVISION**

Supervision is provided by teams of 4 teachers at times when classes are not in session. Students are expected to respect all staff members whether they have them as classroom teachers or not.

Parents should note that supervision teams start at 8:40 a.m. **UNTIL THAT TIME NO SUPERVISION IS PROVIDED AND THE SCHOOL ASSUMES NO RESPONSIBILITY FOR STUDENTS ARRIVING EARLY.** Unless you make prior arrangements to have someone responsible for your child, your child may not come to school before 8:40 a.m. Supervision teams end their duty as soon as buses leave at 3:40 p.m. No supervision is provided after that time unless prior arrangements have been made. The school will not provide supervision for students awaiting community sports functions.

The school is not responsible for supervision of students on the school yard after school hours

## **REPORTING STUDENT ABSENCES**

Parents are asked to notify the school of their child's absence by calling the school at 425-3535 between 8:00 a.m. and 9:00 a.m. Students who are absent must bring a note signed by a parent when they return the next day, or the student's parent or guardian must phone the school to give the reason for the absence.

When telephoning please state the name of the person calling; the student you are calling about, the date(s) of absence and the reason for the absence. If possible, phone in advance if you know that your son/daughter will be away. In the event of an unaccounted student absence, the school will phone you.

## **ILLNESS DURING SCHOOL HOURS**

Students who are ill are asked to inform their teacher and teacher/staff member will help them to the office. Office staff will then contact parents and arrange for the student to be taken home.

## **ACCIDENTS RESULTING IN INJURY**

Students are asked to report injuries to the supervising teacher or to the Office immediately.

Shevchenko School recommends the following procedure:

- In case of serious injury, the injured person should not be moved (unless necessary due to safety reasons) until proper help arrives.
- Use common sense at all times. If the injury is not of a serious nature and this can easily be recognized, then use regular first aid procedures.
- If the injury is of a serious nature or is such that the seriousness cannot be recognized, then immediately arrange to have the child taken to a doctor.
- If time and circumstances permit, contact the parents and inform them of all particulars, and decide with the parents who will be taking the child for the medical attention required. If the injury is such that, in your discretion immediate medical attention is required, get the child to a doctor and phone the parents later.
- In all cases, submit a written report of accidents involving injury to the Division Office. This report is to be completed by the supervising teacher.

## **FIRST AID SUPPLIES**

First Aid supplies are kept in the General Office and in the Gymnasium. These may be obtained upon request at the Office. An AED is located in the gymnasium. An Administration of Medication form must be completed for ANY medication including over the counter medication. ALL medication must be in its original container.

## **FIRE DRILLS**

At least 10 drills will be held during the school year. Students are asked to familiarize themselves with escape routes and the following procedures:

1. When the fire alarm rings, first wait for evacuation orders on the intercom or the alarm ringing a second time or the alarm ringing continuously for more than 5 seconds.
2. Proceed from your location along the RED PRIMARY ROUTE marked on the wall chart posted in the room.
3. If the red route is blocked, follow the green secondary route.
4. Procedure: DO NOT PANIC.
  - i. Teacher first to check route.
  - ii. Students follow in orderly manner - no running or talking.
  - iii. First students to the door hold doors open until student flow is past.
  - iv. Assemble in homeroom groups on the west side of bus loop so that teachers can check that all are present
  - v. Teachers signify all clear when students are all accounted for. If any are missing, report to administrators immediately.
  - vi. Await instructions to re-enter the building or to move farther away.

In the event of fire, fire extinguishers and alarm boxes are located at strategic locations throughout the building. IT IS A SERIOUS OFFENCE TO TAMPER WITH THIS EQUIPMENT.

## **LOCK DOWN DRILLS**

A minimum of 2 lock down drills will occur each school year. The purpose of this drill is to ensure that students and staff know what to do in the event that a threat or intruder has compromised school safety. Training will be provided to students and staff each year.

## **DESIGNATED AREAS**

Certain areas such as the Boiler Room, Janitor's Room, Teacher Preparation Area, Staff Room, etc. are off-limits to students unless they have specific teacher permission to be in these areas and are escorted by a teacher.

The Early Years section is out-of-bounds to Grades 5 to 12 students except in cases of emergency or scheduled classes in the area.

Certain doors, hallways, and playground areas have been designated for use by particular grade levels in order to avoid congestion, prevent disruption, and promote safety. All students note the following procedures regarding:

1. Music Room, Library and the Gym are not to be used by students unless supervised by a staff member.
2. The Gym Changing Rooms will be used by students only during their Phys. Ed. Classes and Intramurals.

## **PHONE CALLS FOR OR BY STUDENTS**

Parents are asked to limit incoming calls to emergency calls only. Please call at noon or during breaks (see the Daily Routine Schedule for suitable times). Students will be called to the telephone during class time in exceptional circumstances only. Students are only able to call or text on their personal electronic devices during school breaks, not during spares if they have one - refer to Shevchenko School Electronic Device Policy.

## **LOCKERS**

Parents will receive the BLS D Student Locker use form that is accessible on the parent portal that is agreed to with an electronic signature. Lockers are assigned at the beginning of the school year. Since the school assigns and provides lockers and locks, the administration has unlimited right of access to all lockers. Each student has the right of access only to his/her own locker, or to the locker that he/she has been authorized to share with another student. The school will regard tampering with other students' lockers as a serious offense. Students are expected to keep lockers clean and neat and to keep the locker locked with a school always issued lock. To avoid disruption during class time, students are allowed to use their lockers only during "break" times unless given permission by the teacher.

## **VALUABLES**

Students are asked to exercise caution in bringing valuables (money, watches, wallets, electronic equipment, etc.) to school. The school WILL NOT BE RESPONSIBLE for any valuables lost, stolen, or misplaced. Students taking Physical Education may have the teacher lock valuables in the office. NEVER leave valuables in the Change Rooms. Parents are urged to limit the amount of money their children bring to school.

## **ELECTRONIC EQUIPMENT**

### **BLS D ICT Use Agreement/Fair notice policy**

When Shevchenko students use school and personal electronic devices during the school day or after school events, they must follow the Shevchenko School electronic policy and the BLS D ICT Use Agreement/Fair notice policy. Parents and their child/children will have reviewed the BLS D ICT Use Agreement/Fair notice policy on the parent portal in the beginning of the school year and signed that it has been reviewed. Home room teachers review the policy with students in the beginning of the school year. The policy is available on the Shevchenko school website.

## **Shevchenko School Electronic Policy**

K to 6 students **are not** permitted to bring personal electronic equipment to school. For Grade 7 to 12 students who bring personal electronic devices to the school, such as cellphones, they may only be used on the school grounds during school breaks, spares, and after school. Personal electronic device use is prohibited in the classrooms, bathrooms, and school offices. During the instructional day (8:50am - 3:35pm), personal electronic devices must remain out of sight and in silent mode. At no time during the school day is a student allowed to record, share, or post personal information about themselves or others on any online environment (last name, address, phone number, pictures, audios, videos, passwords, or school name, etc.).

For the **first** offense, the personal device will be taken to the office for the remainder of the day and may be picked up by the student before exiting the school at the end of the day. Parents/legal guardian will be notified of the incident.

For the **second** offense, the personal device will be taken to the office and for the next five school days the choice is either the personal device is to be left at the front office each morning for the entire school day or left at home. Parents/legal guardian will be notified of the incident.

For the **third** offense, the administration will set up a meeting with the student and their parents/legal guardian to decide on the next steps to follow for the remainder of the school year.

## **EXTRACURRICULAR ACTIVITIES**

Students at Shevchenko School are encouraged to participate in as many extra-curricular activities offered by the school as possible. To ensure that these programs run smoothly, students are expected to adhere to the same rules as in regular school programming. If your son/daughter is involved in an illegal activity or inappropriate behavior during extra-curricular events, he/she will be given a consequence pertaining to school policy.

A student activity information sheet will be sent home for each extra-curricular activity that your child participates in. Parents or guardians are required to read and sign the form and return it to the school prior to your child participating. Handwritten notes and phone calls are not acceptable.

## **FIELD TRIPS / SPORTS TRIPS**

School sponsored field trips may be scheduled during the school year. Permission slips, signed by a parent/guardian will be required before going on the trip. Handwritten notes and phone calls are not acceptable.

A student whose behavior has been unacceptable may be required to remain at school. The parent/guardian will be informed.

Students will not be allowed to smoke or vape on any school related trip.

## **GYM USE**

The Gym is strictly out-of-bounds unless a supervising teacher is present. Proper gym clothing must be worn at all times. A different outfit (e.g. a change of clothes) must be worn for physical education period.)

## **LIBRARY**

A Library is provided in the school as a place for doing schoolwork and private reading. All students are asked to respect the rights of others to read and work in a quiet atmosphere in the library.

Students are responsible for the timely return of library books. If a book is overdue for more than one week, the student's library borrowing privileges will be suspended. Books that are returned damaged, a fine will be given. Class groups using the library for research or project work must be accompanied by their assigned teacher. The teacher is expected to make prior arrangements with the Librarian.

## **DOWNTOWN AND OTHER LEAVES**

Leaves may be secured by presenting a note from your parent or legal guardian. Notes from brothers, sisters, relatives, etc. are NOT VALID as these people have no legal responsibility for you.

During class time, leaves will be granted for exceptional reasons - doctor's appointment, driver's license appointment, etc. - only. At lunch time, leave will be granted for whatever reasons parents wish to stipulate.

In all cases, the student leaving must sign the sheet in the Office and leave the note before he/she may leave. He/she must also sign in upon return. Students leaving for home early must bring a note and sign out before they leave. Students who live in town and are not transported by bus may go home at lunch time; however, they are asked to sign out in the Office before they leave and to sign in when they return.

Parents who pick up children during the day are asked to sign them out in the Office before they leave. This applies to children of ALL grades.

**Only Grade 9-12** Students may pick up a form in the Office which can give them permission for the year according to the conditions on the form. No other grades are allowed to go uptown during the school day unless going with their classroom teacher for an event.

## DRESS CODE – STUDENTS in K to 12 – POLICY

The following guidelines and definitions shall prevail.

### All clothing shall be NEAT and CLEAN.

Students must wear clothing appropriate for a school setting that covers parts of the body which should not be on display in an educational climate.

Clothing that displays wording, pictures, graphics, symbols, or slogans must be school and AGE appropriate.

Industrial Arts students should provide shop coats or other suitable protective clothing to safeguard their other apparel from grease, oil, sparks, etc.

People must wear appropriate footwear in school, as they may have to evacuate the school immediately in case of an emergency.

Any student who does not follow the dress code will be given alternative clothing to wear.

## WINTER DRESS CODE

We encourage students to dress warmly and go out for recesses because it is important to get fresh air during the day. Remember germs, not cold air cause illness. Please consider keeping your child at home if he/she is too ill to function at school.

Our cold weather recess policy is to keep students inside at recess when the wind-chill factor is below  $-30^{\circ}\text{C}$ . Outdoor recesses will be reduced to 15 minutes when wind-chills exceed  $-25^{\circ}\text{C}$  with heavy snow or wind.

## DEFINITION OF CLOTHING DISPLAY OFFENSIVENESS

- I. any wording, symbols, or depiction with sexual connotations.
- II. any wording, symbols, or depiction related to substance-abuse (including pictures of bottles of liquor, marijuana leaves, etc.); and/or
- III. any wording, symbols, or depictions which offend reasonable community standards.

The Division recognizes the possibility of multiple interpretations of a "Definition of Offensiveness". Appeals of school administrators' decisions shall be via the Superintendent and the School Board (in that order). Pending the outcome of appeals, students shall comply with school administrators' requirements.

## STUDENT PRIVATE VEHICLE USE TO AND FROM SCHOOL – POLICY

Transported students shall ride to and from school on the buses the Division assigns. Some transported and non-transported students may wish to use private vehicles to and from school. Such usage shall be subject to restrictions that appropriately safeguard the Division from liability.

Students traveling to and from school in private vehicles require prior written parental consent, which specifies:

- I. the driver's name and the names of other car-pool participants.
- II. the dates and times during which parent(s) intend allowing each student to use private transportation.

Schools' administrators shall notify the RCMP of all instances in which students use or drive vehicles recklessly and/or hazardously. This notification is independent of any other disciplinary actions, which administrators should take.

If drivers and/or passengers use or drive vehicles recklessly, school administrators shall select appropriately from the following disciplinary options:

- I. Warn the student(s) and inform the parent(s) of the consequences of future infractions.
- II. Require students to surrender their vehicle keys on arrival each day and retrieve them only at the end of each school day.
- III. Require students to travel to and from school only via their assigned school bus(es).
- IV. Suspend students from school pending a meeting with parents and the Superintendent, and a satisfactory resolution of student's(s') behaviour.

Divisional employees have first claim on available parking-spaces at each school. If divisional employees require parking spaces, students shall surrender them.

Private vehicles use forms for both drivers and passengers are located in the office.



## WHEN STUDENTS FACE PROBLEMS AT SCHOOL

At some point in time, every child experiences a problem at school.

Common problems center around the following things:

- I. A child may experience problems in an academic subject area.
- II. A child may have problems with behavior at school. This could be because of other children harassing your child or your child exhibiting aggressive or disrespectful behaviors toward others.
- III. A child may experience a personality clash with a teacher. The child may feel the teacher does not understand.
- IV. A child may experience problems with peers. The child may feel left out or picked on all the time. At times, a child may feel unable to relate to peers.

Keep in mind something can be done to help in a very specific way! You are NOT alone. Remember, these are common problems that require action.

The manner in which you, as a parent, react or the actions you take, can do much to empower you as an advocate for your child and empower your child to achieve success in school!

## TAKING POSITIVE ACTION THAT WILL AFFECT SOLUTIONS AND HELP YOUR CHILD

1. ACT QUICKLY ... before the problem gets out of hand and escalates.
2. Phone the teacher, explain the situation, then listen politely to what the teacher has to say. (Often the teacher has a different perspective of the problem.)
3. When you have all the facts, then begin to explain your views and why you feel that way.
4. Do not be concerned about assigning blame. Concentrate on a solution. Together solutions can often be reached because communication lines are open.
5. In the event that barriers are up, and a solution cannot be reached, the principal needs to become involved. Always be calm and courteous. Open discussion often leads to a solution that is right for everyone.
6. There are times when even after going through the steps of meeting with the teacher and the principal, things cannot be worked out. Then your principal can advise you on what steps to take next.
7. Ultimately, parents must know they are the strongest advocates for their children. Others will have impact

upon their children's school experience, and influence them to a degree, but parents will have their children for the rest of their lives. The role of the parent cannot be underestimated.

Parents need to feel empowered where their children are concerned. Too often parents feel at a disadvantage. They need not feel this way. An effective partnership involves parents, teachers, administrators, principals and community members working together to help our children be successful in school.

## CREDIT SYSTEM

The credit system requires that students who wish to graduate after Grade 12 meet the following conditions:

1. A total of 30 credits:
  - Grade 9 = 7 or more credits
  - Grade 10 = 7 or more credits
  - Grade 11 = 5 or more credits
  - Grade 12 = 5 or more credits
2. Required subjects must be taken at each level. An outline of the required courses will be provided to students and their parents when students register for courses in the spring. Parents and students are welcome to inquire about specific requirements at any time.

## SUBJECT TRANSFER

Students may not transfer or drop subjects after September 30 for Semester 1 and March 1 for Semester 2 unless exceptional circumstances dictate otherwise. Before a student drops or transfers courses he must obtain administrative and parental permission.

## ATTENDANCE POLICY- Grade 9 to Grade 12

### Attendance Requirements – Grade 9 to Grade 12

In order to be eligible to receive credit for a course offered to students in Grade 9 to Grade 12, the student must attend a minimum of 85% of the classes offered in the course.

Based on 90 periods per semester for a single credit course (this excludes in-service days, examination days, reporting days, etc.), the student would need to attend a minimum of 76 classes for a minimum of 101 hours of instruction. Individual teachers are responsible for keeping daily attendance in their classrooms.

Students will not be penalized for an extended absence resulting from illness, as verified by a doctor's note.

# GENERAL INFORMATION PART B

These are excerpts from Border Land Policy. For a complete list of all policies and their content, please go to the Border Land website at [www.borderland.ca](http://www.borderland.ca)

## EXCERPTS FROM BORDER LAND SCHOOL DIVISION'S POLICY MANUAL

### Border Land School Division Vision Statement:

Empowering responsible citizens within our communities.

### Border Land School Division Mission Statement:

BLSD is committed to fostering inspiring educational opportunities, meaningful relationships, and engaged citizens.

**Statement of Commitment:** Border Land School Division is committed to ensuring equal access and participation for all people, regardless of their abilities. We are committed to treating all people in a way that allows them to maintain their dignity and independence. We believe in inclusion. We are committed to meeting the needs of people who face accessibility barriers by identifying, removing, and preventing these barriers and by meeting requirements of The Accessibility for Manitobans Act.

The actions and activities of the Board are guided by core values and beliefs identified in consultation with the Border Land community. Local values and beliefs provide the foundation for Board policy.

The actions and activities of the Border Land School Division are guided by the following core values and beliefs

### Border Land School Division Core Values:

- Empathy
- Integrity
- Openness
- Respect
- Responsibility

### Border Land School Division Belief Statements:

We believe that:

- Everyone can learn and deserves appropriate and meaningful education.
- Ownership, relevance, and engagement form the basis for quality learning.
- Diversity creates a strong community.
- Relationship building is the foundation for creating positive environments.

### INDEPENDENT STUDY/DISTANCE EDUCATION

When a course is not available to a student at his/her home school and the student chooses to enroll in a course from the Independent Study Branch, Distance Delivery Education Unit, through web-based courses or any other distance delivery providers within the province, the Border Land School Division shall reimburse the student for the costs of the course, provided that:

The course is required to complete the grade and is not available in the school timetable.

The principal has approved the enrolment of the student in the course.

The course is required for entrance requirements at a post secondary institution, training, or work situation the student intends to pursue.

The student provides proof of successful completion of the course to the Division Office.

The initial cost shall be borne by the student/parent/guardian, unless the course is offered only as an alternative form of program delivery, (i.e.) web-based courses initiated by the school. Then the cost of the course will be borne by the Division.

Schools are to monitor all independent study courses so as to enhance the prospect of successful course completion. The mentoring is expected to include the assignment of a staff advisor for every student on independent study.

## DISCIPLINE POLICY

Border Land School Division has an Administrative Procedure 1.A.10 Code of Conduct. This procedure was written to align with the Manitoba Education Provincial Code of Conduct that was distributed in the Spring of 2014. The BLS D Code of Conduct will be used as the guide for our school. You can refer to the Border Land School Division website, under divisional procedures, to read the code in full.

### Fair Notice – Threat assessment

This serves as Fair Notice to the parents/guardians of BLS D that all incidents of threat to self-harm or to harm others will be actively investigated. After a threat is made, this investigation will begin even if parents/guardians cannot be informed immediately. Continued efforts will be made to contact the parents/guardians of the student who made the threat that a threat assessment is being done.

Why am I getting this information?

Every parent needs to know how schools respond to threats including technology-based threats.

Why am I getting it now?

All schools have been trained to respond to threats and assess risks in order to keep students safe.

What should I do with this information?

Make sure you understand the threat/risk assessment process and keep this notice in mind should you hear about investigations of threats.

### Grade 9 to 12 S Team Sport Information

Coaches for each Grade 9 to 12 sport will be asking for a form to be signed by parents that includes this information to indicate parent approval of his/her taking part and to show that you are aware that:

1. participation may involve inter-school competition, trips to other schools for games, home games, and after school practices.
2. you may be required to provide transportation for your son/daughter.
3. you are asked to provide notice if your son/daughter cannot attend a practice or game.
4. you are required to provide a cheque for **\$100.00** as a deposit for a uniform. The cheque will be kept at school and returned if the uniform is returned on time.
5. each player is required to pay a fee of; **\$50.00** each for; soccer, volleyball, basketball and **\$25.00** each for

What is a Threat?

A threat is communicating intent to do harm or act out violently against someone or something. Threats may be verbal, written, drawn, electronic (email, Facebook, cell phone, etc.), or made by gesture.

Duty to Report

Because of the serious nature of a threat, school staff, parents, students and community members must report all threat related behaviours.

Who is Involved in a Threat/Risk Assessment?

Each school team has a Threat/Risk Assessment Team which is multi-disciplinary. The team may include the principal, vice-principal, guidance counsellor, school division clinicians and other agencies including the police.

Other Agencies and Partners

Schools have connections with partners and agencies including local police, RCMP, Mental Health, and Child & Family Services. These partners may participate in gathering information, analyzing information, and developing and implementing intervention plans.

**Threats will be taken seriously, investigated, and responded to.**

all other sports to help offset the cost transportation and officiating for league games and two tournaments (any additional tournaments will be at the players expense).