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The purpose of this handbook is to acquaint students and parents of Yellowquill School with its personnel, facilities, instructional goals, school programs, standards and evaluation, school practices and procedures and to provide any information that may be of interest and useful to both students and parents. Active involvement in your child's education is important. A cooperative effort between the home and the school is essential to help ensure that your child achieves to the best of his/her ability.

MISSION STATEMENT

To recognize the individual needs and potential of our students and to provide these students with the opportunity to undertake schooling experiences that will contribute to the development of their full potential. Schooling experiences will give consideration to the future demands that will be placed upon society by our rapidly changing world.

VALUES:

Honesty
Dignity

Cooperation
Equality

Commitment
Compassion

AT YELLOWQUILL SCHOOL, WE BELIEVE

- our primary role is to educate in partner with staff, students, family and community.
- in respect for each other, self and the environment.
- communication is essential.
- that children develop respect for learning (work ethics/value of education).
- students need varied learning opportunities to achieve goals in life.

LEARNING

- Learning occurs best when students are actively involved and enjoy what they are doing.

- Learning is a lifelong process that includes all facets of an individual's growth and is not necessarily school based.
- Learning should take place in a safe environment (physical, social and emotional).
- Learning is a co-operative effort involving school, family and community.
- Learning is facilitated when subject matter is presented in many different ways.

TEACHING

- Teaching should be at the students' level.
- Teaching should be a shared process.
- Teaching facilitates the learning process.
- Teaching should take place in a safe environment (physical, social and emotional).
- Teaching involves skill and flexibility.

STUDENT EXPECTATIONS

Students should:

- Be courteous and fair at all times.
- Be responsible for their learning, behaviour and personal belongings.
- Complete their school work every day to the best of their ability.
- Take pride in their achievements and their school.
- Take an active part in their school.
- Be a good sport.

PARENT EXPECTATIONS:

Parents are expected to be partners with the school and the division in achieving a high-quality education for their children in a safe and secure environment by:

- Being aware of the school and division's policies concerning standards of behaviour, attendance and procedures for dealing with inappropriate behaviour.
- Communicating with the school staff the scholastic achievement and personal development of their children/wards at scheduled parent-teacher conferences and on other occasions as requested by either party.
- Being supportive of good learning through a home environment that encourages good study habits, completion of homework and enthusiasm for learning.
- Encouraging students to be respectful of other students, staff and school property.

STAFF EXPECTATIONS:

Staff is expected to carry out their responsibilities by:

- Setting and modeling good examples of behaviour, demonstrating respect for authority and due process and being respectful of parents, colleagues and students.
- Acquiring the skills and techniques necessary to deal effectively with a wide range of student achievement and behaviour needs.
- Establishing and maintaining a pleasant, safe, orderly and respectful learning environment throughout the school.
- Communicating information about student progress and achievement to students and parents.
- Communicating and sharing information with staff and administration.

OUR PHILOSOPHY OF INCLUSION

Manitoba Education, Citizenship and Youth is committed to fostering inclusion for all people. Inclusion is a way of thinking and acting that allows every individual to feel accepted, valued, and safe. An inclusive community consciously evolves to meet the changing needs of its members. Through recognition and support, an inclusive community provides meaningful involvement and equal access to the benefits of citizenship.

In Manitoba, we embrace inclusion as a means of enhancing the well-being of every member of the community. By working together, we strengthen our capacity to provide the foundation for a richer future for all of us.

EDUCATIONAL PROGRAM

Yellowquill School is an Early and Middle Years school. All teachers are responsible for the educational and social needs of our students. Emphasis is placed on developing the skills necessary for future learning. A variety of programs and teaching techniques are used to accommodate individual student needs. For the most part, students are assigned to a specific teacher who is responsible for that student's total educational program.

RESOURCE PROGRAM

Yellowquill School has the services of two full-time resource teachers. When students encounter difficulty, classroom teachers may wish to involve the resource teacher. Parents will be informed when testing is required. Working together, both teachers look for ways to overcome the difficulties. It may be necessary for a student to spend short periods of time away from the classroom to work with a resource teacher. Sharing information with parents is part of this process.

VISION AND HEARING SCREENING

Each year, the school conducts vision screening with Grade three students and hearing screening with Kindergarten and Grade One students. These screening tests are also conducted with any student who may be new to the school. Teachers may also refer students for screening. Parents are informed if there are any concerns arising from the tests. Parents may call the school to request their child be excluded from the screening if they so wish. Screening may move toward targeted groups and/or on an as needed basis.

PHYSICAL EDUCATION

Physical Education plays an essential role in providing a balanced, quality education for students. The goal of the physical education program is to offer a planned program of instruction and activity that develops students' skills, knowledge, and attitudes, in order to make active living a valued part of their daily life, both now, and in the future.

MUSIC PROGRAM

Music classes are offered at all grade levels from K-6. The goal of the music curriculum is to support, nurture and inspire the growth of every student as a music maker.

FRENCH CULTURE AND COMMUNICATION

The Portage la Prairie School Division offers the basic nine-year French Communication and Culture Program from Grades 4 to 12. At Yellowquill School this program provides the equivalent of five French classes per cycle for Grade Four. There is no French program at the K-3 grade levels.

EARLY LITERACY INTERVENTION

The early literacy intervention program is designed to provide extra support to children in Grade 1 experiencing difficulty getting on the path to literacy. Students participate in intensive daily lessons in reading and writing skills with the Early Literacy Intervention teacher. Students are selected based on a reading and writing assessment and the decision of the school team.

SCHOOL COUNSELLOR

A school counsellor will be available to provide individual counselling to students who desire or require such a service. The counsellor will also be available to provide advice and guidance in program planning and will generally be responsible for providing relevant information to students and staff on topics of interest and concern. Parents are welcome to contact the school counsellor for advice or assistance.

SPECIAL SERVICES

The services of an Educational Psychologist and a Speech Clinician are available on a part-time basis to the school.

RTI – RESPONSE TO INTERVENTION

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

POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS (PBIS)

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

Being respectful:

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

Being responsible:

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

Being safe:

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

CANTEEN

- Students requesting lunch from the canteen must send their order to the canteen with the class order in by 9:30 a.m.
- Students who fail to do so must refer their order to their homeroom teacher or the administration.
- Students arriving late who wish to order lunch must go to the office for attendance and then **go immediately to the canteen and place an order.**
- **Students who did not order in the morning will not be allowed to order food items until after 12:15 pm** as we limited personal
- **Repeated abuse of this privilege will not be tolerated.**
- The canteen is open to all students during morning and afternoon breaks.

NOON HOUR REGULATIONS

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

NOON HOUR SUPERVISION

- All students are to stay in their appropriate homeroom classroom.
- Students are to remain seated in chairs at their desks.
- Students may get up to deposit garbage only when dismissed by the supervisor.
- Throwing any articles including food is not allowed and may result in the suspension of the privilege to stay at school for lunch.
- Desks must be put back where they belong, and the classroom must be tidy before dismissal.
- Directions by the lunchroom supervisor are to be followed at all times.
- Noise levels are to be kept at a reasonable level.
- Students are only allowed to leave the homeroom classroom when dismissed by the supervisor, and then students are to leave quickly and quietly unless scheduled to meet with a specific teacher.
- Dismissal would normally be at the halfway point of the noon hour if students were well-behaved. Classes may be retained if there are problems.
- Students are not allowed to loiter in the vestibule or washrooms. They must be eating in the homeroom classroom or leaving the school grounds for lunch at home.
- Grade 5-8 students leaving the school grounds will not be allowed to re-enter the school until 12:55 pm.

EARLY YEARS PLAYGROUND RULES

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

- Inappropriate language will not be tolerated
- No piggy-back riding

SAFETY GUIDELINES FOR THE PLAYGROUND & STRUCTURES

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

Playing on The Slides

- Travel down the slides on your seat, no walking up or down the slides
- Students must sit while sliding
- Before sliding down be sure no one is at the bottom of the slide
- No playing at top of slide (tag games)

Playing on the Creative Play Structures

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

Clothing

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

Weather Conditions

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

STUDENT PRIVILEGES

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

STUDENT FEES

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

Student Fees	K – 8	\$ 25.00
Recorder		\$ 9.00
Locks		\$ 9.00
IA/Home Ec.		\$ 30.00
Band		\$ 40.00
Art		\$ 40.00

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

STUDENTS' PERSONAL SUPPLIES

Kindergarten to Grade 8 parents to provide the following (please label all personal items with permanent marker):

- Kindergarten & Gr 1 – *Headphones & painting smock*
- Kindergarten to Gr 2 – *change of clothes in a plastic bag with name on it to leave at school*
- Gr 3 to 8- *gym clothing and storage bag*
- water bottle
- indoor/gym shoes
- backpack
- lunch kit

BREAKS DURING SCHOOL DAY

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

ADMISSION TO SCHOOL BUILDING BEFORE 9:00 AM

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

LATES

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

EARLY DEPARTURE

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

CLASSROOM HOUSEKEEPING

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

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

PROTECTION OF PERSONAL PROPERTY

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

BICYCLES, SKATEBOARDS, ROLLERBLADES & SCOOTERS

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

SKATEBOARDS

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

AGENDAS

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

GETTING MESSAGES TO STUDENTS

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

CHANGE OF HOME ADDRESS OR TELEPHONE NUMBER

- A student changing his/her home address during the school year but continuing to attend Yellowquill School is requested to notify the office as soon as the change takes place so that records can be amended.
- **A change in telephone numbers or a email address must be reported immediately for safety/health reasons.**
- In the case of a legal change of name of the student, or a change in custody of the student, please notify the administration of the school immediately.
- In addition, the school should be advised of the presence of a non-custodial parent and should be provided with legal documentation of **any court orders limiting** the rights on a non-custodial parent.
- It is imperative that the school can contact parents at all times, so please ensure that parent phone numbers are correct **and cell phones are activated.**

ACADEMIC PROGRESS OF STUDENTS

Student Evaluations

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

STUDENT AWARDS

- At the end of June, a *Celebration of Learning* is held to honour students.
- Kindergarten will have their own separate "graduation" assembly.
- Grades 1 to Grade 4 students will continue to have a celebration assembly.
- The Grades 5-8 assembly will be held to celebrate academics and a few individual sports awards will be awarded.
- Extra-curricular sports awards are presented throughout the year at student assemblies. In past years we have had the following award categories:

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

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

ADAPTED COURSES

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

ACCIDENTS OR ILLNESS

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

ACCIDENT INSURANCE

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

CHARITABLE DONATIONS

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

CLASS PLACEMENT

- There are several criteria that dictate into which class a child should be placed.
- Each class includes students that represent the whole range of ability. Grouping within individual classrooms occurs in order that individual needs in that class are better met. It is possible that an individualized program will be provided for a student to meet his/her needs.
- School personnel make the final decision for class placement.
- We **DO NOT** accept requests from parents **regarding student placement.**
- For general information, in the majority of cases, students placed in a split class remain there for the grades represented by the split. This does not however mean that all do, and there can be moved out of and into split classes.

SCHOOL PICTURES

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

PRIVATE MUSIC LESSONS

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

IN-SERVICE, ADMINISTRATION AND PARENT-TEACHER CONFERENCE DAYS

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

PARENTS ENTERING SCHOOL AT THE END OF THE DAY

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

PROPER PROCEDURE FOR COMPLAINT

- If there is a concern regarding what is happening in a specific classroom, a definite process must be followed.
- Step #1 - parents must meet directly with the teacher, and express those concerns. Preference would be for those concerns to be written and presented to the teacher.
- Step #2 - the teacher then has the opportunity to respond and address the situation.
- Step #3 - if the concern persists after a reasonable period of time for resolution has elapsed, then the parent should make an appointment with administration for further discussion.
- Polite respectful behaviour by all adults involved is expected and requested at all times.

PETS AT SCHOOL

- **Pets are not allowed in the school or on the school grounds unless permission has been granted by the administration.**
- **Pets cannot be brought for a classroom activity such as "Show and Tell" due to allergies and safety issues.**
- **Division Policies will be reviewed in exceptions where service animals are present in Student Specific Programming.**

STUDENT ILLNESS

- From time to time, a child comes to school when too ill to function well in the classroom. Please be advised that we do not have a medical facility or qualified staff to look after your child at school. Only a small room is available which is used for emergencies only. Please keep your child at home or make alternate arrangements. In the event that your child becomes ill after arriving at school, parents will be phoned to pick them up.

SCHOOL GROUPS

POSITIVE PATROLS

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

PEER CONNECTORS

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

SCHOOL PATROL

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

STUDENT COUNCIL

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

ADVISORY COUNCIL FOR SCHOOL LEADERSHIP

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

EMERGENCY PROCEDURES

FIRE DRILLS

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

FIRE DRILL PROCEDURE

- As soon as the fire alarm sounds, students are to proceed in single file and in an orderly fashion to the nearest exit.
- Students will not run or push but walk quickly to within a safe distance from the school.
- Monitors for each section of the school are appointed to hold open the exit doors while students are leaving the building.

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

EMERGENCY EVACUATION

- When emergency evacuation of the school is necessary, fire drill procedures will be followed.
- If this occurs during inclement weather, the students will be conducted to the bus garage immediately north of Yellowquill School where they will be placed in school buses or the building proper.
- Fort la Reine School is an alternate emergency evacuation location for Yellowquill students.

STORMY WEATHER

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

NOTE:

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

WATCH FOR THE YELLOWQUILL SCHOOL NEWSLETTER CURRENTLY PUBLISHED THE FIRST FRIDAY OF EACH MONTH. IT WILL BE SENT HOME WITH THE YOUNGEST CHILD IN EACH FAMILY

EXTRA COPIES ARE AVAILABLE AT THE OFFICE, IN THE NEWSLETTER OR ON-LINE AT PORTAGE SCHOOL DIVISION / YELLOWQUILL

STAFFING 2022-2023

PRINCIPAL Mr. D. Patterson
VICE-PRINCIPAL Mrs. E. Mauws

KINDERGARTEN Ms. J. Pauch
GRADE 1K Mrs. L. Krynski
GRADE 2S Mr. D. Slobodzian
GRADE 2Z Ms. K. Zwarich
GRADE 3H Mrs. S. Hocken
GRADE 3F Ms. A. Findlater
GRADE 4W Ms. H. Warman
GRADE 4CW Mrs. C. Wood
GRADE 5G Mr. C. Goyak
GRADE 5L Ms. M. Laing
GRADE 6K Mr. D. Kruk
GRADE 6MJ Mrs. M. McLean-Janz
GRADE 7D Ms. Kathryn Despaties
GRADE 7K Ms. K. Kusie
GRADE 7T Ms. K. Thompson
GRADE 8PR Mr. S. Preun
GRADE 8P Ms. S. Pokotylo
GRADE 8S Mr. R. Skinner

EY MUSIC Mrs. L. Mackedenski
GUITAR Mr. S. Preun
HOME EC. FOODS Ms. K. Moar
GRAPHIC ARTS Mrs. S. Larson
EY PHYS ED Mr. Brendon Brydges
MY PHYS ED Mrs. J. Calder
GUIDANCE Mrs. T. Johnson
RESOURCE Mrs. T. Turko
Mr. A. Duykers

READING RECOVERY Mrs. S. Hocken
SPEECH PATHOLOGIST Ms. A. Jack
SCHOOL PSYCHOLOGIST Ms. C. Mirza
ADMIN. ASSISTANT Ms. N. Zaragosa
CLERICAL ASSISTANT Mrs. C. Irwin
COMPUTER TECHNOLOGIST Mr. D. Patel
OUTREACH FACILITATOR Mrs. J. Mulvey
LIBRARIAN Mrs. C. Irwin
CANTEEN Mrs. J. Moar

EDUCATIONAL ASSISTANTS

- Mrs. A. Hays
- Mrs. T. Rathwell
- Mrs. A. Robinson
- Mrs. C. Jadeske (speech)
- Mr. R. Willson
- Mrs. E. Plett
- Mrs. B. Sharpe
- Ms. J. Lambert
- Mrs. T. Adams
- Mrs. T. Brugger
- Mr. A. Fishley
- Ms. H. Mcleod

CUSTODIANS

- Mr. E. Ortiz – Day Charge
- Mr. R. Talavera – Night charge
- Mrs. N. Ortiz – Cleaner
- Mr. M. Penaflores - Cleaner

Daily Schedule

Grades K – 6	
Period	Time
Opening exercises	8:47 - 8:50
Period 1	8:50 - 9:25
Period 2	9:25 - 10:00
Period 3	10:00 - 10:35
Recess	10:35 - 10:50
Period 4	10:50 - 11:25
Period 5	11:25 - 12:00
Lunch	12:00 – 1:00
Period 6	1:00 - 1:35
Period 7	1:35 - 2:10
Recess	2:10 - 2:22
Period 8	2:22 – 2:55
Period 9	2:55 - 3:30
Dismissal	3:30
Grades 7 & 8	
Period	Time
Opening exercises	8:47 – 8:50
Period 1	8:50 - 9:25
Period 2	9:25 - 10:00
Period 3	10:00 - 10:35
Recess	10:35 - 10:42
Period 4	10:42 - 11:25
Period 5	11:25 - 12:00
Lunch	12:00 – 1:00
Period 6	1:00 - 1:35
Period 7	1:35 - 2:10
Recess	2:10 - 2:18
Period 8	2:18 – 2:55
Period 9	2:55 - 3:30
Dismissal	3:30

School Calendar 2022-2023

September 5 (Monday)

September 6 (Tuesday)

September 7 (Wednesday)

September 8 (Thursday)

September 14 (Wednesday)

September 16 (Friday)

September 19 (Monday)

September 21 (Wednesday)

September 30 (Friday)

October 10 (Monday)

October 12 (Wednesday)

October 19 (Wednesday)

October 21 (Friday)

October 24 (Monday)

November 4 (Friday)

November 11 (Friday)

November 16 (Wednesday)

November 23 (Wednesday)

December 7 (Wednesday)

December 21 (Wednesday)

December 22 - January 4

January 5 (Thursday)

January 11 (Wednesday)

January 13 (Friday)

January 18 (Wednesday)

January 30 – February 3

February 6 (Monday)

February 8 (Wednesday)

February 15 (Wednesday)

February 17 (Friday)

February 20 (Monday)

February 22 (Wednesday)

February 24 (Monday)

March 6 (Monday)

March 8 (Wednesday)

March 15 (Wednesday)

March 27 – March 31

April 7 (Friday)

April 10 – April 14

April 12 (Wednesday)

April 19 (Wednesday)

April 21 (Friday)

April 24 (Monday)

May 17 (Wednesday)

May 22 (Monday)

May 24 (Wednesday)

June 7 (Wednesday)

June 30 (Friday)

LABOUR DAY - SCHOOLS CLOSED

K -12 Administration/Professional Development

K-12 Professional Development in AM - No Classes / School Meet and Greet PM

First Day for Students

Principals' Council

Strong Beginnings (K-9)

Strong Beginnings (K-9)

Administrators' Council

NATIONAL TRUTH & RECONCILIATION DAY – SCHOOLS CLOSED

THANKSGIVING - SCHOOLS CLOSED

Principals' Council

Administrators' Council

MTS PD Day - No Classes

Divisional Professional Development - No Classes

K-12 Administration Day

REMEMBRANCE DAY – SCHOOLS CLOSED

Principals' Council

Administrators' Council

Administrators' Council

Last Day Fall Term

CHRISTMAS BREAK - SCHOOLS CLOSED

First day of Spring Term

Principals' Council

K- 12 Administration – Student Led Conferencing/ -No Classes

Administrators' Council

High School Exam Week

Second Semester begins at High School

Kindergarten Registration

Principals' Council

Divisional Professional PD Day - No Classes

LOUIS RIEL DAY - SCHOOLS CLOSED

Administrators' Council

Divisional Professional PD Day - No Classes

K-12 Administration Day No Classes

Principals' Council

Administrators' Council

SPRING BREAK - SCHOOLS CLOSED

GOOD FRIDAY – SCHOOLS CLOSED

Education Week

Principals' Council

Administrators' Council

K to 12 Student Led Conferencing - No Classes

K -12 Professional Development – Year Reflection

Principals' Council

VICTORIA DAY - SCHOOLS CLOSED

Administrators' Council

Principals' Council/Admin Council

Last Day for Students AM/ Administration PM -No Classes PM

<p>K to 8 Report Cards</p> <ul style="list-style-type: none">• November 17/182022• March 23/24 2023• June 28/29, 2023
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SCHOOL DIVISION POLICIES

Students are the first concern of the Portage la Prairie School Division. Policies affecting students have been developed with the belief that the welfare, learning, and development of students are of prime importance. The Board and the staff shall work together to establish the best possible learning environment in the schools.

COMMUNICATION DEVICES

The Board of Trustees recognizes that it may be necessary for some students to be in possession of cellular phones or other devices for communication with family and/or for safety reasons while at school. However, the educational integrity of the school, privacy of others, and safety during school emergencies must be protected at all times. Therefore, the following conditions will apply:

1. All communication devices must be turned off when the student arrives at the school. These devices must not be activated or used in school during the school day or any other time unless designated by a staff member.
2. For safety reasons, the student must turn off all communication devices prior to getting on a school bus. Permission to use the communication device must be given by the staff member in charge of the bus.
3. The school division assumes no responsibility in any circumstances for the loss, destruction, or theft of any communication device brought to school or to any school-related activity by a student.

The consequences for violation of this policy will be in accordance with the school discipline cycle. This could include suspension and expulsion.

The Portage la Prairie School Division appreciates the cooperation of parents/guardians in the implementation of this policy.

STUDENT CONDUCT AT SCHOOL EVENTS – OFF CAMPUS

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

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

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

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

NOON LUNCHES (Board Policy File JGHB)

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

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

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

SEARCH AND SEIZURE

All student lockers are the property of the Portage la Prairie School Division #24 and are made available for student use at no cost to the student subject to the following conditions:

1. Portage la Prairie School Division reserves the right to inspect lockers. Lockers may be searched at any time. No search of lockers will proceed without at least two (2) school personnel authorized by the principal being present. If articles and/or substances are found that are deemed to be injurious to the welfare of the students or the school, the principal will determine the appropriate course of action. Consideration is to be given to the immediate involvement of the police.
2. Use of school lockers may be denied if, in the opinion of the principal, a locker is abused or utilized for any purpose that is contrary to division policy or violates the law.
3. Where school personnel have reason to believe that a student is in possession of illegal articles and/or substances, the student may be requested to display the contents of clothing, purse, gym bag, etc. This action will be under the direction of at least two school personnel as authorized by the principal.
4. Where illegal articles and/or substances are discovered, the school authorities may detain the student and the police may be summoned. Incidents involving firearms and/or drugs must be reported to the RCMP.
5. The student will be under the supervision of the school authorities until such time as the appropriate action is taken.
6. A copy of this policy is to be posted on the school bulletin board and included in the student handbook.

DRUG AND ALCOHOL USE BY STUDENTS

Guidelines

The following guidelines are to be followed in dealing with students who violate the drug and alcohol policies of the Division.

1. Violation of drug and alcohol policies is cause for disciplinary action according to Division and school progressive discipline procedures.
2. Students who are suspected of being in possession of, and/or under the influence of alcohol or other drugs, must not be left unattended. If this situation arises in class, the Teacher will summon an administrator to the class for assistance.
3. The Principal will be responsible for conducting an investigation of the situation and documenting all relevant information.
4. The Principal will contact the parents immediately upon completion of the investigation and, if appropriate, contact the R.C.M.P. The Superintendent is to also be informed.
5. Drug offences will accumulate over the entire period that a student is in a particular grade level section (e.g., 5-8, 9-12). Students will not get a fresh start each year.

Trafficking

When there is sufficient cause to believe a student(s) is supplying alcohol or other drugs to students, a 5-day suspension will result in a possible recommendation for further action, including expulsion, by the Board.

Suspicion of Use

Any cases of “suspected” use of alcohol or other drugs by students during the school day or during any school function, must be reported to the school’s administration immediately by staff members.

1st Offence (other than trafficking)

- School Administration will **suspend for 5 days**;
- the 5-day suspension may be **reduced to 3 days** if both the parent and the student agree to an assessment with the school’s Addictions Foundation of Manitoba (AFM) Counselor;

- the 5-day suspension will stand if the parent and/or the student do not agree to complete the AFM assessment;
- re-entry conditions and follow-up will be determined by the School Administration, which may include referral for alcohol/drug assessment and/or counselling services.

File JEM-R

2nd Offence (other than trafficking)

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

3rd Offence (other than trafficking)

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

At any time, if residential treatment is the option taken by a student and his/her family, the school will continue support and connections with the student or will be available for such when called to do so.

School-Related Activities

In the event the policies are violated while the student is on a field trip or at a school-sponsored event outside of the school, the supervising staff member will contact the Principal. The Principal will be responsible for finalizing a plan to deal with the student(s), including contacting the parents/guardians. If the student is to return home, the parent/guardian will be responsible for all arrangements, including the cost of public transportation, if required.

Searches

In the event, a search reveals alcohol or illicit drugs, the Principal shall secure the items until such time as the release has been authorized by the R.C.M.P. The student(s) involved shall not be left unattended.

WEAPONS

1. A “weapon” is any instrument designed or used to injure or intimidate another person. This includes items generally understood to be weapons as well as replicas of weapons. Any other item, if used to injure, threaten or intimidate, is also a weapon.
2. Weapons are not allowed:
 - in the school
 - on the school grounds
 - on the way to and from school
 - at any school-related activity
3. The division will not readily accept excuses or explanations for being in possession of a weapon or potential weapon. Excuses such as “I forgot I had it” or “It’s not mine” will not be accepted.
4. All knives, including pocket knives, knives with fixed blades or switchblades are classed as weapons.
5. The division reserves the right to confiscate any knife or other item that could be used as a weapon.
6. Violation of this policy will result in the following disciplinary action:
 - a) an immediate five-day out-of-school suspension, and
 - b) referral to the superintendent’s department for the review and possible extension of the suspension of up to 20 days, and

- c) referral to the school board for review and possible extension of the suspension and/or expulsion from school.
7. Students new to the school are to be advised of this expectation as part of the registration/orientation procedure and information is to be included in all future parent and student handbooks.

GANG-RELATED INSIGNIA

- 1) Gang-related insignia includes any article of clothing, jewelry, or other similar items that is intended to communicate an association with a gang or gang-related activity. One example of gang-related insignia is a bandana.
- 2) Gang-related insignia are not to be displayed:
 - in the school
 - on the school grounds
 - to and from school
 - at/during all school-related activities
- 3) Violation of this division-wide expectation will result in disciplinary action by the school.
 - a) This disciplinary action will be a one-day suspension for the first offence.
 - b) Repeat offenders will be disciplined according to the school and division Progressive Discipline Plan.
- 4) Students new to the school are to be advised of this expectation as part of the registration/orientation procedure and information is to be included in all future Parent & Student handbooks.
- 5) First offence suspensions are “out-of-school” suspensions and are to be reported on the divisional Student Suspension form.

HARASSMENT POLICY

The Portage la Prairie School Division No. 24 affirms its commitment to maintain a learning and working environment that is free from harassment and at all times supports the dignity and self-esteem of individuals. Harassment of any individual will not be tolerated. A student or employee who believes she/he is being harassed by a person in a position of authority or by a co-worker or another student or by any other person associated with the school division, should 1) *if possible, make it clear to the harasser that his or her actions or comments are unwelcome*, 2) *report the incident immediately*. It is the responsibility of Division employees and students to report incidents of harassment when they are aware of them. Reports of harassment will be treated with confidentiality and efforts will be made to provide assistance as necessary. False reports of harassment may result in disciplinary action being taken against the complainant by the School Division. The Portage la Prairie School Division affirms its belief that the prevention of harassment is necessary and will provide opportunities for students, parents, and staff to become more knowledgeable about the issues of harassment.

COMPLAINT PROCEDURES FOR STUDENTS:

- 1) A complaint by a student (s) received by staff either orally or in writing must be referred immediately to the school's administration for investigation. All complaints will be dealt with in a confidential manner. Where a report is received orally, the principal or designate will complete the Complaint Form and have the complainant sign it.
- 2) All statements and other investigative information shall be carefully documented by the principal or designate. It is recommended that the actual investigation be done through a team approach, i.e., if the disciplinary decision is to be made by the school principal, another individual(s) in the school such as the guidance counsellor, should be designated as the investigator(s).
- 3) The school's administration will take steps to ensure that the complainant will be free from harassment while the investigation is in progress.

- 4) The school's administration shall take appropriate disciplinary action where such is found to be warranted. This can include (in order of increasing severity):

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

Counseling: Counseling and/or individualized intervention programming.

Suspension: In-School or Out-of-School suspension (up to 5 days). Reinstatement conditions may be required. A recommendation may be made to the Superintendent's Department for a possible extension of the suspension of up to twenty (20) days or the Board for a longer period as per Section 58.9(2)(c);

Expulsion: Recommendation may be made to the Board through the Superintendent's Department for expulsion from school as per Section 33 of Regulation 468/88.

- 5) In writing, inform the complainant, the accused, and parents/guardians of the outcome of the investigation.
- 6) If through the investigation, the administration finds there were no grounds for the complaint and that it was done willfully or maliciously, disciplinary action may be taken against the complainant.
- 7) Students and staff new to the school are to be advised of this policy as part of the registration and orientation procedure and reference to the policy is to be included in all future Staff, Parent and Student Handbooks. Copies of the policy are available upon request.

SCHOOL DIVISION DRESS CODE

The Portage la Prairie School Division expects that students shall be dressed appropriately for school and all school-related activities.

- No gang paraphernalia or gang-related insignia
 - No clothing with objectionable material including references to drugs, alcohol, profanity, violence, gangs, degrading others or oneself or any other unwholesome ideas
 - No headwear (i.e. hats, ball caps, hoodies, or bandanas)
 - No outdoor clothing in the classroom
 - No heavy chains
 - No roller shoes or "heelies"
 - Purses and valuable items must be placed in a locked locker
- 1) Students are also expected to dress in a manner that does not pose a health or safety hazard (i.e. warm outerwear for bus travel in winter, suitable attire for physical education and vocational classes, footwear at all times).
 - 2) Students who are dressed in clothing viewed as unacceptable by the school administration will be asked to change or cover that clothing.

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

SCHOOL ATTENDANCE

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

STUDENT ATTENDANCE

It is generally accepted that activities that take place in school are a vital part of the teaching/learning process. A day lost from class can never be recaptured and the dialogue that has taken place between the Teacher and students cannot be duplicated. It is therefore important for each student to accept responsibility for his/her regular, punctual attendance at each assigned class period. It is the responsibility of the parent, guardian, or

responsible adult to ensure that each child attends school regularly and punctually in accordance with the provisions of The Public Schools Act and the Policies and Regulations of the Portage la Prairie School Division. All student absenteeism (Kindergarten to Grade 12) must be covered by an explanation from the parent, guardian, or responsible adult. The Principal is responsible for ensuring the regular reporting of attendance to parents

TRUANCY

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

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

SMOKING

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

BULLYING

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

DEFINITION:

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

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

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

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

- at a school
- while students are going to and from school
- at a school or Division-related functions
- in the course of a school assignment outside of school.

- during school-related travel
- over the telephone
- through emails and/or the internet
- through improper use of all other electronic communication devices

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

INTERSCHOOL SPORTS ACTIVITIES- MIDDLE YEARS GUIDELINES

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

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

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

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

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

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

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

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

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

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

This applies to instances when you have non-teaching staff or community members coaching a middle years' team. Supervision expectations extend to after all games until all students from that team have been picked up and have left the school venue.

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

Chain of Communication (June 2010)

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

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

CONSEQUENCES:

MEDIATION

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

There are a number of different avenues available for mediation:

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

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

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

FAMILY GROUP CONFERENCE

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

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

PROGRESSIVE DISCIPLINE PROCEDURE

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

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

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

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

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

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

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

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

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

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

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

12. OUTSIDE AGENCY INVOLVEMENT – Where involvement of an outside agency is initiated by the school, it done through the school administration or the guidance counsellor with the full knowledge of the school administration. When the assistance of such an agency is deemed necessary, parents are informed prior to this involvement when possible.

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

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

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