

*Stony Mountain School*  
*2022-2023*  
*School Handbook*



## PRINCIPAL'S MESSAGE

Welcome to the 2022-23 school year at Stony Mountain School. I hope this handbook answers some of the questions you may have as the year progresses. If not, please contact the school.

At Stony Mountain school we believe everyone needs to:

**BE SAFE**

**BE RESPECTFUL**

**BE RESPONSIBLE**

Building relationships with students, parents, and staff is an important goal at Stony Mountain School. We believe educating students is everyone's responsibility and by working as a team we will create the best possible learning environment for all students.

**Mr. B. Olson**

**Website updated regularly**



## INTERLAKE SCHOOL DIVISION # 21

### VISION STATEMENT

**To enable each student to realize his/her full potential as a contributing and responsible member of society.**

### SCHOOL PHILOSOPHY

While fostering a positive and creative climate for learning, the staff will work to:

1. Develop a positive self-concept in students.
2. Develop in each student, the ability to think critically, read, communicate, and compute.
3. Encourage each student to adopt a healthy lifestyle which will enable him/her to become a valuable, contributing member of society.
4. Develop in each student understanding, tolerance, and a sense of responsibility towards others.
5. Cultivate interests in each student that may be the basis for personal development and leisure pursuits.

### SCHOOL PLAN

Each year our school develops a school plan of two or three goals that we would like to develop throughout the year. Input is requested from all staff members, parents, and students. If you would like to work on a goal committee, look for the information in the fall school newsletter. It is important that parents take an active part in assisting to develop the plan.

### PROGRAMS

Stony Mountain School offers the prescribed curriculum established by Manitoba Education and Training. This includes Language Arts, Math, Science, Social Studies, Music, Art, French, Physical Education/Health, and integration of Computer Technology. We offer Clothing/Textiles and a Bike Works program to our Grade 7 students and Foods/Nutrition (taken at Stonewall Centennial). We also offer Visual Arts, Drama, and Band to our Grades 6-8 students.

### Resource

Our resource teachers work collaboratively with classroom teachers to provide individual programming for students as needed. If you have academic concerns with respect to your child, please contact the classroom teacher and they will forward a referral to the resource department.

### Counselor

Ms. D. Bartholomew is our school counselor. Ms. Bartholomew teaches classroom-based guidance classes and works with individual or small groups of students. Please contact Ms. Bartholomew directly if you require counseling services.

## School Psychologist

The school's psychologist is available for academic testing. The school support team will request services when needed.

## Social Worker

The school may contact a parent about a referral to our social worker or parents can contact our school social worker directly. Please contact division office at 204-467-5100 to reach our school social worker.

## Physiotherapy & Occupational Therapy

This program is available under the direction of the divisional physiotherapist and occupational therapist.

## Speech/Language

Speech/Language assistance is a program designed to assist students with speech and articulation and is implemented under the direction of the divisional speech pathologist.

## Goal Setting & Progress Conversations

In mid-October, students, parents and teachers meet to discuss learning goals for the school year. Information about goal setting will be sent home prior to our goal setting evening.

A follow-up to our goal setting is our progress conversations in early February. At this time, students, parents and teachers meet to review their goals and create new goals.

## Assessments

Teachers will provide students and parents with course outlines and assessment frameworks before the end of September.

Student progress is evaluated on a continuous basis in all subject areas. Methods of assessment may include observations, daily work samples, year-end assessments (Grade 7-8), conferencing, projects and oral presentations. Parents are encouraged to contact the subject or homeroom teacher if they have questions or concerns.

## Year-End Assessments

Year-end assessments will be created and administered by classroom teachers. Year-end assessments may account for up to 15% of a student's yearly mark. The format and timing of year-end assessments will be outlined by classroom teachers in their course outlines. Year-end assessments will be conducted at the Grade 7-8 level in English Language Arts, Math, Science, and Social Studies.

## Reporting

Report cards are sent out three times a year – December, March and June.

## Respect

At Stony Mountain School we believe that being a respectful citizen is essential to making our school a safe and accepting building for all. Areas where respectful behaviour can be demonstrated include:

### Respect for Self

- Develop awareness of your strengths
- Develop awareness of your area for growth and development

- Feel good about yourself and be confident
- Speak respectfully
- Attend school regularly and arrive on time
- Be prepared to learn
- Complete work on time and with care
- Pursue a healthy lifestyle
- Make choices that show respect for self and others
- Work independently

### Respect for Others

- Speak respectfully
- Honour classroom and school agreements
- Respect the thoughts and opinions, diverse backgrounds and cultures, and property of others
- Consider the immediate and long-term effects of choices and actions on others
- Respect school building and grounds
- Interact and play cooperatively with peers
- Serve/volunteer in classroom and in the school
- Demonstrate good citizenship



## ATTENDANCE

1. Attendance is taken twice daily in the homerooms at 8:55 a.m. & 1:50 p.m.
2. Please call the school by 8:55 a.m. if your child is not at school for any reason. If you are calling after school hours please leave a message on the answering machine indicating the name and grade of your child.
3. Attendance issues are noted by the teacher and reported to the Principal. The Principal will contact parents to discuss their child's attendance issues.

It is important for your child to attend school on a regular basis. Students who miss a lot of work often struggle to catch up with the work that is missed. A lot of learning happens during in-class discussions and this learning is lost to a student when they are absent.

The safety of our students is first and foremost. Although things may have been done differently in the past, moving forward, our goal is to foster safe and responsible habits, that will offer routine and safety awareness for our students. The front parking lot receives much traffic with staff, maintenance and delivery vehicles. All of our doors will be locked throughout the day to help monitor an awareness of who is in our building. Students should arrive at school before 8:45 am and enter the school at their assigned door where staff are able to greet and aid those in need. Should a student be late, please use the parking lot at the south side of the school to drop your child off and have them enter the garden doors at the back of the school. These doors will remain open until 9 am. If a

student is arriving later than 9 am, please escort your child through the front door, and check them in at the office. On days we have indoor recess, have students enter through the garden doors before 9 am. After 9 am, escort and sign them in. When picking your child up at the end of the day, we encourage you to use the south parking lot or far east end, as these are the safest options.

### **SCHOOL VISITORS**

Parents and visitors are always welcome at the school and we look forward to seeing many guests visiting on a regular basis. For the safety and security of all students and staff, we request that when picking up children, dropping off children or dropping off items for your children, **please report to the office**. Your child will be called down to the office to be picked up or to retrieve any items you send. If you wish to meet with the teacher, we will call them to the office for you. This procedure allows us to maintain a safe and less disruptive learning environment for your child.

Please do NOT use the bus loading parking lot to park in. Parents are more than welcome to wait for their children by their child's exit doors.

### **VOLUNTEERS**

Volunteers are always welcome at our school. As per division policy all volunteers working with students must have a criminal record check and child abuse registry completed. Please obtain a volunteer package from the school office early in the school year and remember to sign in at the office.

### **STUDENT ENTRY AND DISMISSAL**

Students enter the school at 8:45 a.m. and 1:55 p.m. as follows:

Grades K - 3	- south east doors
Grades 4, 5, 6	- south doors by picnic tables
Grades 7, 8	- south west door

**Town students are encouraged not to arrive before 8:40 a.m. and 1:45 p.m. unless they are participating in a supervised extra curricular activity.**

During very cold or wet weather, doors will be unlocked before 8:45 a.m. Students are expected to go directly to their classroom and to remain there until classes begin.

#### **Grades K-8**

Nutrition time 10:35-10:55 a.m.

10:55-11:15a.m. Morning Outdoor Activity Time and Daily Physical Education Initiative for Grades 7 and 8.

Nutrition time 1:00-1:25 p.m.

1:25-1:55 p.m. Outdoor activity and intramural time.

End of the day dismissal is 3:40 p.m. for town students and 3:50 p.m. for bus students.

### **PM NUTRITION BREAK**

**Town students are encouraged to go home for PM Nutrition Break.** Students who remain for PM Nutrition Break will eat in their homerooms between 12:55 a.m. and 1:20 p.m. They are to remain seated while eating. Each student is responsible for seeing that his/her eating area is left neat and clean. Students are to remain seated until dismissed by a

supervisor. Students who choose not to abide by these rules will lose their privilege to stay at school for lunch. **Remember, eating lunch at school for non-bussed students is a privilege.**

### **SCHOOL SAFETY**

Certain areas have been designated out-of-bounds to help ensure the safety of our students. These areas are as follows: furnace rooms, storage rooms, the science lab (without supervision), the parking lot, the front of the school, the ditch along the west side of the school, beside and behind the Kinsmen Hut, the rec-centre parking area, and the school roof. Students are expected to stay on the school property, which is clearly marked off by the fence.

### **DRESS CODE**

Appropriate clothing is expected to be worn by all students in all school and school related activities. These activities would include extracurricular activities unless otherwise specified. In general, clothing deemed to be "appropriate" would be based on the following guideline: Casual clothing that would be acceptable in a professional learning environment in which the student may interact with the general public. It is the intent of the Dress Code Policy that in addition to the above "general guidelines" the following will filter all decisions:

- Clothing must allow for safe participation in all school activities.
- Unacceptable print or images will not be allowed.
- Hats and head covering are not to be worn inside the building, with the exception of those wearing head covering for religious or health reasons.
- In order to maintain our school, it is a requirement for students to change into indoor shoes! It is the expectation that all students have a change in footwear. Only non-marking shoes are allowed for inside the school. (We want to respect the great job that our custodian does of keeping the school clean).

In a case where a student's clothing is deemed unacceptable their teacher will privately assist the student in making the appropriate arrangements to fix the situation.

### **ABSENTEE CALL-IN PROCEDURE**

Parents/guardians are asked to notify the school office at 204-344-5459 by phone when their child(ren) will be absent from school. If a student is late for school, he/she is asked to check in with the office before going to class.

### **PLAYGROUND SUPERVISION**

To ensure the safety of our students, playground supervision is provided from 8:30 a.m. - 8:45 a.m., morning outdoor activity time, and afternoon outdoor activity time. Students who behave in a fashion that could prove dangerous to themselves and others may have outdoor activity time privileges suspended for a period of time.

### **BICYCLES/SCOOTERS/SKATEBOARDS**

Although racks are provided, students bringing their bikes to school do so at their own risk. All bicycles should be locked to prevent theft. Bicycles that are brought to school must be parked in the racks and designated areas provided. There is a

rack by the primary doors for students in Grades 1-4. The Grades 5-8 students have use of the racks by the basketball court. Any students not being responsible with their bikes will not be allowed to bring them on the school grounds. Bikes, scooters, skateboards are not to be used on school grounds at any time during the school day.

## **EXTRA CURRICULAR PROGRAMS**

Staff run extra-curricular programs before school, at noon and after school. Activities could include volleyball, basketball, badminton, concerts, sports days, school choirs, cross-country, track and field, environmental clubs, student voice, etc.

## **ELECTRONIC DEVICES**

**(e.g. cell phones, MP3 players, iPods, Smart Watches etc.)**

The schools in the Interlake School Division recognize that it may be necessary for students to be in possession of electronic devices for personal use or for communication with family. However, the educational integrity of the school and privacy of others must be protected at all times; therefore, the following conditions will apply:

1. All electronic devices should be **turned off and stored** when a student enters the school. Electronic devices used for educational purposes or for listening to music may only be used with teacher/school permission.
2. During school outings, field trips, or after-school activities, permission to use electronic devices must be given by the staff member in charge.
3. The school assumes **NO RESPONSIBILITY**, in any circumstances for the loss, destruction, or theft of an electronic device brought to school or to any school-related activity.
4. Students are not to be using personal electronic devices to take pictures or record videos while in school or during school outings. Pictures/videos may be taken with approval of a staff member. No pictures taken at school should be posted on any social media site without prior approval.

If students violate the above rules, the following consequences will occur:

- Students will turn over their electronic device to the staff member who has determined its use inappropriate. The electronic device will be returned by the staff member (who removed the device) when they feel it will no longer be an issue.
- Upon repeated removal by a staff member, the student's electronic device will be brought to the office. It will remain in the office until the end of day.
- If a student's electronic device comes to the office a third time the student's electronic device will remain in the office for one week unless picked up by a parent or guardian.
- If a student's electronic device continues to be an issue they will be asked to check it in at the office daily or leave it at home.

## **USE OF PHONE**

In the case of an **emergency** or a student is not feeling well and

wishes to go home, the teacher will contact the office to have the administrative assistant call and make arrangements for the student to be picked up. If you wish to get information to your child, please give the message to the administrative assistant and she will forward it on to your child. Please try not to send texts to your child during the day as this can be a distraction to their learning.

Students should set up afterschool activities with friends the previous night from home. Students will not be permitted to make phone calls at school to set up play dates.

## **HOMEWORK POLICY**

The completion of homework is important to ensure academic success. Should students not complete their assignments, they may be requested to complete assignments before school, during activity breaks or after school. Parents will be contacted by the teacher if multiple assignments have not been completed.

## **ACCIDENT PROCEDURE**

Any student who receives a minor scrape, cut, or bruise, will be attended to by our staff. Should a student incur a more serious injury, the following procedure is followed:

1. Parents/guardians, or the designated emergency contact person will be phoned. When necessary, they will transport their child to see the family doctor or to the hospital.
2. Should no one be available for us to contact, we will transport the child to the nearest hospital for medical assistance.
3. Should we feel that an ambulance is required, one will be called.

## **LEAVING SCHOOL PROPERTY**

Students are expected to remain on school property during the entire day, including the PM Nutrition Break (except town students who go home for PM Nutrition Break). If a parent provides permission, exceptions may be made; however, leaving school property is not recommended due to lack of supervision.

**Students in Grade 7 & 8 may be granted year-long permission. A note is sent home with students early in September to explain this.**

## **SCHOOL CLOSURE**

In the event of extreme cold weather or dangerous driving conditions, the school may be closed. An automated phone message will be sent out by the Interlake School Division to notify parents of such closures by 6:30 a.m. Winnipeg radio stations will also announce division-wide closings. If the school will not be open in the morning, these stations will announce "**No school for the Interlake School Division Schools**" at regular intervals beginning at 6:30 a.m. Schools close when the wind chill is  $-45^{\circ}$  or lower, temperature below  $-40^{\circ}$  or when roads are in poor driving conditions.

## **BUS CONDUCT**

For everyone's safety and comfort, it is important that students behave in a responsible manner when loading, riding on, and

unloading from a school bus. The bus driver is responsible for the safety of passengers, and students are expected to respect his/her instructions.

Students are expected to behave responsibly when waiting for buses. Running to and from a school bus is not permitted because of the danger posed by moving buses. Students should form a line to board their bus.

Students who behave in a dangerous or disruptive manner may be denied the privilege of riding a school bus for a period of time. In such cases, parents are notified and will be responsible for transportation to and from school during the period of the bus suspension. NOTE: Any student not taking his/her regular bus **should bring a note** indicating such to the teacher and parents should notify the bus driver or the transportation office at 204-467-8730. If a student is going on a different bus, the student **must** also bring a note.

Canada weather office [www.weatheroffice.gc.ca](http://www.weatheroffice.gc.ca) or local weather station to determine the “windchill hazard/temperature” at that time.

- Having determined the windchill/temperature, the direction of the wind and how exposed the playground is, the principal will decide whether an outdoor activity break takes place.
- Divisional Guidelines to be followed:
  - a) temperature/windchill of -30 degrees C or lower, indoor activity
  - b) Temperature/Windchill of -25 degrees C to -29 degrees C, outdoor activity for 15 minutes maximum

### **Lockdowns:**

- All personnel have been trained in lockdown procedures. They will be doing their best to ensure that all students are being supervised in a safe location at school. Our goal is safe care, custody, and accountability of children.
- In a lockdown we will not be able to answer incoming phone calls or make outside calls. Within minutes we will be assisted by police, who will secure the neighbouring streets and the building perimeter. No one, including parents/guardians will be allowed to enter the school during a lockdown.
- Students will be kept inside locked classrooms with the blinds/drapes drawn. No one will be allowed to leave the classrooms/secure areas until the lockdown is over. All students and staff will remain in the lockdown mode until the police department lifts the lockdown.

### **ADMINISTRATION OF MEDICATION**

If a child is required to take prescription medication during school hours, it must be **sent to the office** with the following:

- ✓ Written authorization by parent/guardian.
- ✓ The medicine bottle must carry the official label from the pharmacist stating the child's name, the physician's name, the name of the drug, the dosage to be administered, and if possible, the time of the day it is to be given.

**NO MEDICATION WILL BE GIVEN  
WITHOUT WRITTEN PERMISSION  
STAFF ARE NOT PERMITTED TO  
ADMINISTER NON-PRESCRIPTION  
MEDICATION**

### **OUTDOOR PHYSICAL ACTIVITY BREAKS FOR STUDENTS**

- Outdoor activity breaks will take place out-of-doors whenever possible.
- When the weather is questionably cold, principals or their designate will contact the nearest Environment

**STONY MOUNTAIN SCHOOL TIMETABLE  
2022-2023**

Buses arrive 8:25 a.m.

Students outside from 8:25-8:45 a.m.

Students enter school 8:45 a.m.

Morning announcements 8:55 a.m.

<b>Balanced Day Timetable</b>
Class time 8:55-9:50 a.m.
Class time 9:50-10:40 a.m.
<b><u>A.M Nutrition Break</u></b> <b>10:40-11:00 a.m. Nutrition time</b> <b>11:00-11:20 a.m. Outdoor activity</b> <b>and</b> <b>Physical Education Initiative</b>
Class time 11:20-12:10 p.m.
Class time 12:10-1:00 p.m.
<b><u>P.M. Nutrition Break</u></b> <b>1:00-1:25 p.m. Nutrition time</b> <b>1:25-1:55 p.m. Outdoor activity</b>
Class time 1:55-2:45 p.m.
Class time 2:45-3:35 p.m.

Town students depart: 3:40 p.m.

Bus students depart: 3:50 p.m.

Buses leave Stony Mountain: between 3:50-3:55 p.m.



# INTERLAKE SCHOOL DIVISION STUDENT CODE OF CONDUCT

## INTRODUCTION

The Interlake School Division Student Code of Conduct is written with the intent of improving and maintaining appropriate student behaviour throughout the division and in all areas of a student's life. The Code of Conduct outlines the expectations of the Interlake School Division, the responsibilities of all stakeholders in fulfilling these expectations and the ways in which schools can assist students in adhering to the Code of Conduct. It is all encompassing and does not refer to specific situations. Instead, it is a guide that gives ideals and methodologies that will pertain to situations that may occur. Students are expected to fulfil the Division's expectations, parents are encouraged to support the Code of Conduct, and school staffs are expected to promote and encourage positive behaviour whenever possible.

To support this procedure, schools will develop and implement a code of behaviour consistent with the divisional Code of Conduct objectives, will review it annually, and will revise it as required.

As policy and procedures cannot cover all possible circumstances, some discretion will be used by administrators with consideration given to the age of the child and special circumstances surrounding an incident.

Notwithstanding the above, violent incidences will receive serious consequences and no violent incident shall be ignored. Cumulative or multiple offences by the same student will be considered when administering the consequences outlined in this document.

## Mission Statement

Stony Mountain School will work:

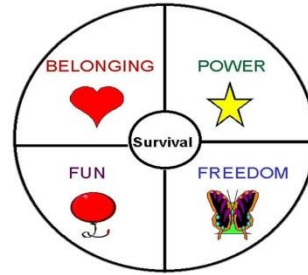
- to provide a safe, caring environment which enables each student to achieve his/her potential.
- to promote positive relationships.
- to encourage students to be responsible, self-disciplined members of society.
- to develop an awareness of and respect for all people.

We believe that, with guidance, students can learn to manage their own behaviour. Mistakes are an opportunity to learn. Restitution, as part of discipline, creates a balance that allows students to fix their mistakes in order to be strengthened, develop resilience, and learn from the experience.

Important goals of our responses are:

1. to correct the misbehaviour
2. to support the student in making appropriate choices
3. to make right what was wrong
4. to foster healthy personal relationships in the future
5. to protect and foster self-worth, acceptance, and success

## How Do We Make Mistakes?



### Needs

A restitution school believes that we behave in a certain way to meet one of our needs:

Survival, Freedom, Belonging, Power, & Fun.

### Mistakes

When we try to meet our needs, we choose certain behaviour. When that choice hurts another person, or takes away from another person's needs, we've made a mistake.

## How Do We Fix Mistakes?

### Restitution Triangle



The process of fixing a mistake is something called the Restitution Triangle with three parts:

1. We recognize that we made a mistake
2. We identify what we really wanted or needed
3. We make two plans a) to make the situation better  
b) plan to make a better choice next time a similar situation arises.

### What about Consequences?



At Stony Mountain School, we believe that when we make a mistake, we should have the opportunity to fix it and learn from it.

Ideally, when mistakes are made, the offending member will take responsibility, own it, and fix it. However, sometimes, the same mistake is repeated several times, without an effort to



correct it. When this happens, consequences will be the next course of action.

## WHAT IS THE CODE OF CONDUCT?

The Student Code of Conduct consists of the expectations that are set forth by the Interlake School Division with regard to the behaviour of all students. Thus, this document is based on the following expectations as set forth by the Division and subsequently goes on to include ways in which all stakeholders can assist in meeting these goals.

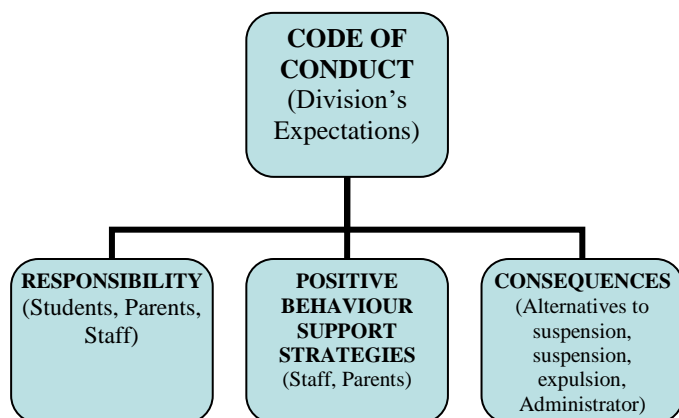
Every student shall conduct him/herself with:

- Moral integrity.
- Academic and social responsibility.
- Respect for the rights and values of others.
- Respect for property.
- Responsibility for the safety of themselves and others.

In addition, the following actions will not be tolerated:

- Bullying or abusing physically, sexually, or psychologically, orally, in writing, electronically (Cyber-Bullying) or otherwise.
- Discriminating unreasonably on the basis of any characteristic.
- Gang involvement of any kind.
- Inappropriate use of the Internet and electronic mail.

While students are expected to behave in a positive manner at all times, they are not expected to accomplish the above goals alone. All caregivers have a part in the teaching of appropriate student conduct and thus, through a combination of personal responsibility, positive behaviour support and consequences, the Division's expectations can be met. The following diagram illustrates this concept:



## RESPONSIBILITIES:

Everyone in a school division has responsibilities with regard to fulfilling the Division's expectations. Accordingly, each stakeholder's responsibilities with regard to the Interlake School Division Student Code of Conduct are listed below. It is expected that every person shall do his or her best at all times to uphold their own particular responsibilities so that the school division as a whole will be a safe and positive environment.

**THESE RESPONSIBILITIES ALSO APPLY ON THE**

## WAY TO AND FROM SCHOOL, ON ALL SCHOOL-RELATED ACTIVITIES, ON SCHOOL BUSES OR OTHER VEHICLES BEING USED FOR SCHOOL EVENTS.

### Students are expected to:

- Attend classes and be punctual.
- Follow the rules of conduct established by the school and the expectations of the Interlake School Division.
- Support a positive and safe school climate.
- Respect all persons and property.

### Parents/guardians are encouraged to:

- Take an active role in their children's learning in ways such as attending meetings or assisting with homework if necessary.
- Ensure that their children follow the school rules of conduct and the expectations of the Interlake School Division.
- Reinforce respectful language and behaviour, appropriate dress and respect for all persons and property.

### Staff members are expected to:

- Promote a safe school environment.
- Promote a positive atmosphere and pride in the school and school activities.
- Encourage respectful language, appropriate dress and regard for others.
- Inform students and parents/guardians of the school rules of conduct and the expectations of the Division.
- Assist students in learning and maintaining appropriate behaviour.

## POSITIVE BEHAVIOUR SUPPORT STRATEGIES:

While it is expected that students will endeavour to fulfil their responsibilities with regard to appropriate behaviour at all times, it is recognized that assistance, practice, and correction are also necessary in the development of contributing members of society and of children in particular. Therefore, whenever possible, staff members are expected to use positive behaviour support strategies that are designed to teach and reinforce good behaviour. Some examples of positive behaviour support strategies are as follows:

- Student-developed plan for changing behaviour in the future.
- Student-developed plan for alternative response to peers with teacher and counsellor.
- Participation in conflict resolution.
- Participation in anger management sessions.
- Oral or written demonstration of understanding of rules and behaviour expectations in specific area of concern.
- Participate in anti-bullying or bullying prevention activities.
- Student-developed plan for long- or short-term course completion.
- Peer/helping/mentoring.

Many other positive behaviour support strategies exist or can be created by schools in an effort to teach and assist students in learning and maintaining appropriate behaviour. Schools are encouraged to employ methodologies of this nature, but must ensure that consequences are appropriate and meaningful. Schools will also make expectations of students clear to all, and shall therefore develop individual school codes of conduct that use this document as an overall guide.



## CONSEQUENCES:

It is also recognized that there are times when positive behaviour support may be inadequate or inappropriate to certain situations and that additional consequences may be necessary. At those times, positive behaviour support strategies may be combined or substituted for one or more of the following:

### Alternatives to suspension:

Examples of suspension alternative include such strategies as:

- Consequences options such as loss of recess break time or other privileges.
- Isolated setting for limited period of time.
- Time missed made up at other free times.
- Socially responsible activities such as area clean-up.
- Restitution for damages to physical property.

Again, many more alternatives to suspension exist or can be created and schools are encouraged to employ such methods. However, alternatives to suspension must be appropriate to the situation and have as their goal the promotion of positive behaviour.

### Guidelines for Suspension:

Suspension should be considered for one or more of the following reasons:

- The infraction is of a serious enough nature that behaviour support strategies and alternatives to suspension alone would be insufficient or inappropriate.
- The incident has safety issues and removal from school is a practical action in a given situation.
- Incidents have become cumulative in nature and other methods have thus far been ineffective.

If either or any of the above circumstances exist, suspension should be used in one of the following forms:

- In-school suspension at the discretion of the administrator.
- Teacher suspension from class for up to two school days – Manitoba Regulation 68/97, Public Schools Act 40.3(1).
- Administrator suspension from school for up to five school days – Manitoba Regulation 68/97, Public Schools Act 40.5(2).
- Superintendent suspension from school for up to six weeks – Manitoba Regulation 68/97, Public Schools Act 40.6. This will occur by request, in writing, by the principal of the school to the superintendent.
- The Board may suspend a student for an extended period or expel upon the recommendation of the superintendent.
- When students are suspended from school, they are also suspended from any school-sponsored activities that occur in any school or on any grounds in the division during school hours and any school-sponsored activity regardless of venue (i.e. hockey rink).

**The following actions will result in consequences ranging from a minimum 5-day up to 6-week suspension, including expulsion. Exceptions will be cases that require administrators to consider the age of the student or special circumstances that may be present.**

- Possession or use of drugs, drug paraphernalia or alcohol.
- Possession or use of weapons.

### Notification of Suspension:

Notification of a suspension shall be made to:

- The Superintendents Department using the *Notification of Suspension* form D-4(R3-F1) along with a copy of the letter to the parent. In cases where the suspension involves a violent incident a *Violent Incident Report Form* D-4(R3-F2) will also be completed and submitted.
- The parent/guardian and to the student if the student is an adult, verbally and then by letter.
- The letter to the parent shall contain the following information:
  - Duration, beginning and ending dates of suspension.
  - A description of the conduct for which the student was suspended.
  - Any other extenuating circumstances which may exist.
  - An explanation of what a school suspension encompasses [refer to 5.2(f)]

### Appeal of Suspension:

- An appeal of a suspension of five (5) days or less shall only be heard by the school principal.

- An appeal of a suspension greater than five (5) days shall be heard by the Interlake School Division Board of Trustees.
- The student will be required to remain out of school for the duration of the suspension or until the appeal is satisfied.

### **Protocol for Exceptional Students**

It is recognized that students with an exceptionality may have unique academic, social/emotional and self-management needs. Students with exceptional needs may react in unexpected ways to their environment and stimuli and may require supports in order to regulate themselves and respond appropriately to their surroundings and situation. Accordingly, principals are expected to promote an inclusive environment and employ strategies to help support students with exceptional needs. If self-regulation, intervention, curriculum modified plans or IEPs are in place for certain students, principals should, after consultation with their Student Support team, act in accordance with these pre-arranged plans.



### **Expulsion:**

Further to suspension is the act of expulsion. Expulsion will be used in the Interlake School Division in extreme situations and may only be invoked by the Board of Trustees. Expulsion will be considered by the Superintendent in consultation with the school administrator and possibly the Student Services Department and given to the Board as a recommendation. The Board of Trustees will then hold a Hearing for Expulsion which may be attended by the student and his or her guardians and legal counsel if desired. The Board shall rule on the decision and inform the student and guardians after all discussions ensue. The decision of the Interlake School Division Board of Trustees shall be final.