

*Stony Mountain School*  
*2024-2025*  
*School Handbook*



## PRINCIPAL'S MESSAGE

Welcome to the 2024-25 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 prepare today's learners for tomorrow and to enable each student to realize their full potential as a contributing and responsible member of society.**

### SCHOOL PHILOSOPHY

While fostering a positive and creative climate for learning. Our team 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 with us to develop future school goals, please contact the school. 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/Aboriginal Studies, Physical Education/Health, and integration of Computer Technology. We offer Clothing/Textiles and a Life Skills program to our Grade 7 students. We also offer Foods/Nutrition (taken at Stonewall Centennial) and a Technology class for our grade 8 students. Finally, we offer Visual Arts, Drama, and Band to our Grades 5-8 students.

### Learning Support

Our Learning Support teachers Mrs. Austin (Mrs. Brad returning in March) (K-4) and Mrs. Agnihotri (5-8) 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 the concern to the Learning Support Teacher.

### Counselor

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

## School Psychologist

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

## Mental Health Clinician

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

## 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.

## Progress Conversations

In mid-October, students, parents and teachers meet to discuss progress and possible learning goals for the school year.

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

## Assessments

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 safe and inclusive. Being mindful of how we want our school to look, sound, and feel, can be demonstrated with respectful behavior.

## 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 the school building and its grounds
- Interact and play cooperatively with peers
- Serve/volunteer within the classroom and the school
- Demonstrate good citizenship



## ATTENDANCE (AP 3170)

1. Attendance is taken twice daily in the homerooms at 8:55 a.m. & 1:55 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. Please refer to AP 3170 for full details on the divisional attendance procedure.

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. Chronic absenteeism can have a negative impact on academic and social experiences, leaving children feeling left out and lagging in skill development.

The safety of our students is first and foremost. Our goal is to foster safe and responsible habits, that will offer routine and safety awareness for our students. 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. If a child arrives late, you may escort your child through the front door, or they can check in at the office on their own.

## 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.

## SCHOOL PATROLS: Drop-off/Pickup

Last year we started an organized plan to ensure student safety during morning and after school drop-off and pick up.

- a) Students who arrive to school in a vehicle, other than a school bus, should be dropped off and picked up in the Catholic Church parking lot.
- b) Students who walk to school should walk to the cross-walk located in-front-of the Catholic Church parking lot.
- c) Students will be directed across the road via the crosswalk by our trained crossing guards.
- d) After crossing the road, students will proceed along the east side of the building and enter the playground by the east cage.

Please educate your child on the importance of road safety. Many students walk and cycle behind cars, and often cross at uncontrolled locations on the street. Please help us keep your children safe.

## 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 outside of regular pickup/drop off times, **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.

## VOLUNTEERS (AP 2070)

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

## STUDENT ENTRY AND DISMISSAL

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

|                |                              |
|----------------|------------------------------|
| Grades 1/2     | south-east (middle) doors    |
| Grades K & 3/4 | south-east doors             |
| Grades 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 1:50 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 remain there until classes begin.

## Grades K-8 Nutrition/Outdoor Activity Times

|                  |                              |
|------------------|------------------------------|
| 10:40-11:00 a.m. | Outdoor Break 7/8 & 3/4      |
|                  | Nutrition Break 5/6 & K, 1/2 |

|                 |                              |
|-----------------|------------------------------|
| 11:00-11:20a.m. | Outdoor Break 5/6 & K, 1/2   |
|                 | Nutrition Break 7/8 & 3/4    |
| 1:00-1:25 p.m.  | Outdoor Break 7/8 & 3/4      |
|                 | Nutrition Break 5/6 & K, 1/2 |
| 1:25-1:55 p.m.  | Outdoor Break 5/6 & K, 1/2   |
|                 | Nutrition Break 7/8 & 3/4    |

End of day dismissal

|                              |           |
|------------------------------|-----------|
| Town Students                | 3:35 p.m. |
| Bus students (approximately) | 3:50 p.m. |

## PM NUTRITION BREAK

**Town students in grades 6-8 are encouraged to go home for the PM Nutrition Break.** Students who remain for the PM Nutrition Break will eat in their homerooms during their designated nutrition time. They are to remain seated while eating. Each student is responsible for cleaning up after they eat and ensuring the space is tidy. 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. Please refer to the office regarding specifics on out-of-bounds areas.

## DRESS CODE (AP3070)

In addition to AP 3070, Stony Mountain Schools acts in accordance with the following: 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 is expected. 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.

## 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, afternoon outdoor activity time and after school until the busses depart. 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 Grade 5-6 rack is in the courtyard, and the 7-8 students have use of the racks by the west 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 organized school sports, concerts, choirs, environmental clubs, leadership groups, etc. Being part of an extra-curricular activity is a privilege and may involve academic and/or behavioural rules that could limit access to the activity. The volunteering teacher/supervisor will provide full details prior to the start of the activity.

## ELECTRONIC DEVICES (AP 3150)

**(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 **put to sleep and stored** when a student enters school property (8:25am).
2. During school outings, field trips, or after-school activities, the use of electronic devices will not be permitted. A Written application (by a teacher) to use electronic devices may receive approval in rare circumstances. In such cases the teacher applicant must justify how the device will be used for educational purposes.
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 teacher. No pictures taken at school should be posted on any social media site or shared 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 in charge.
- The staff member will bring the student's electronic device to the office. It will remain in the office until the end of day.
- If a student's electronic device comes to the office on more than one occasion, the student's electronic device will remain in the office until a parent or guardian picks it up.
- If a student's electronic device continues to be an issue, they will be asked to leave it at home.
- If a student(s) violates the rights and/or privacy of other student(s) or staff and/or partakes in cyberbullying, they will be dealt with on an individual basis. This may involve the principal and a designated discipline review team. Some acts may involve RCMP intervention.

## 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.

## 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.

#### **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.
- During 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 (AP 4110)**

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 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

### **OUR SCHOOL IS ALLERGY AWARE**

In an effort to provide a safe environment to our students, our school is Allergy Aware, which means that through the cooperation of our school community and families, we will avoid bringing items to school which may be harmful to other students. Some of our students have life threatening allergies to some foods and food products. Some such foods are nuts, fish/seafood, eggs, and dairy products. While we cannot guarantee that these products are entirely eliminated from our building, we can teach students about the danger of sharing snacks and lunches. We can also remind them about the due diligence of handwashing, as well as sanitizing areas where food is consumed. The safety of our students, your children, is our number one priority.

### **PARENT ADVISORY COUNCIL (P.A.C.):**

The Parent Advisory Council works cooperatively with the school for the best interest of the students. We encourage you to become active with this group to become engaged in your child's education. Meetings are held monthly after school (6:30 pm) in the MEETING ROOM on the second THURSDAY of the month.

**STONY MOUNTAIN SCHOOL TIMETABLE  
2024-2025**

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<br>8:55-9:50 a.m.                                                                                                              |
| Class time<br>9:50-10:40 a.m.                                                                                                             |
| <b><u>A.M Nutrition Break</u></b><br><b>10:40-11:00 a.m. and</b><br><b>11:00-11:20 a.m. Outdoor activity</b><br><b>And Nutrition time</b> |
| Class time<br>11:20-12:10 p.m.                                                                                                            |
| Class time<br>12:10-1:00 p.m.                                                                                                             |
| <b><u>P.M. Nutrition Break</u></b><br><b>1:00-1:25 p.m. and</b><br><b>1:25-1:55 p.m. Outdoor activity &amp;</b><br><b>Nutrition time</b>  |
| Class time<br>1:55-2:45 p.m.                                                                                                              |
| Class time<br>2:45-3:35 p.m.                                                                                                              |

**Dismissal: 3:35 p.m.**

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

## **SMS CODE OF CONDUCT**

All students and employees at our school have a right to work and learn in an environment supportive of their personal health, safety, and well-being. We will work together to provide a safe and caring school environment that fosters and maintains respectful and responsible behaviours.

## **BELIEFS AND BOTTOM LINES**

### **SMS BELIEFS**

We believe that:

1. Everyone has the right to BE SAFE... mentally, emotionally, and physically.
2. Everyone has the right to be RESPECTED.
3. Everyone should always do their best TO BE RESPONSIBLE.

### **SMS BOTTOM LINES:**

- 1) Abuse of another student physically, verbally, in writing, sexually, psychologically, or otherwise.
- 2) Bullying another student.
- 3) Discriminating on the basis of any characteristic set out in the Manitoba Human Rights Code.
- 4) Using, possessing or being under the influence of alcohol, cannabis (marijuana) or illicit drugs at school.
- 5) Gang involvement • Possession of a weapon • Vandalism, damage or destruction of property

### **SMS TECHNOLOGY USE:**

Students and staff must adhere to school policies respecting the use of information and communication technologies, including social media, text/instant messaging, websites, apps, emails, digital cameras and cell phones/devices.

## **RESTITUTION**

A Behaviour Management Paradigm Shift at Stony Mountain School. School Behaviour management is an ongoing issue within all educational environments. Dealing with problem behaviours in the classroom and schools traditionally is often punishment focused which, in many cases, does not bring about sustainable, long term positive changes in behaviour. Compliance with rules does not address underlying issues and concerns that need to be dealt with. In order to reverse this trend and to deal with misbehaviours in a more positive way, the Interlake School Division has implemented a restitution program. With restitution, students are encouraged to take responsibility for their actions and to fix their mistakes. They are then returned to their class strengthened.

By engaging in the restitution process students learn better ways to be and become more self-disciplined. Instead of coercing students to behave through punishment, students are engaged in conversations that focus on ways they can get their needs met without disrupting the needs of others. Students are encouraged to behave in ways that support their values/beliefs rather than simply being compliant with rules.

## **INTERVENTIONS and DISCIPLINARY CONSEQUENCES**

Following the restitution model, early stage, minor, behavior issues will be dealt with internally between the student(s) and adult(s) involved.

If a pattern of behavior is identified and/or if the behavior(s) is serious the following actions may be taken:

- 1) Informal Discussion
- 2) Parent Involvement
- 3) School Counsellor and/or LST involvement
- 4) Formal Interview
- 5) Withdrawal from Classroom
- 6) Removal of Privileges
- 7) Detention
- 8) Restitution/Compensation
- 9) Behavior/Performance Contracts
- 10) Student Services
- 11) Outside Agencies/Community Involvement
- 12) Violent Threat Risk Assessment
- 13) Police Notification
- 14) Suspension
- 15) Expulsion

The principal maintains the authority to determine which consequence is appropriate in a given situation.

## **VIOLENT RISK THREAT ASSESSMENT (VTRA) (4200)**

The Interlake School Division (ISD) is committed to creating and maintaining school environments in which students, staff, parents and others feel safe. Schools cannot ignore any threat of violence. To this end, the ISD has established a Violence Threat Risk Assessment (VTRA) protocol for responding to student threats/high-risk behaviours.

Fair Notice, Appendix B in [AP-4200-Violence-Threat-Risk-Assessment.pdf](#) is an important part of the initial assessment procedure.

For more information on VTRA please refer to AP 4200 and or the above-mentioned link.