

## **SCHOOL MISSION:**

To recognize, encourage and celebrate student learning

## **SCHOOL MOTTO:**

To make a difference through empowerment

## **School Focus for the Year:**

Academic improvement in ELA and Math

Independent Work

Assignment completion on time

Improve Attendance

Provide regular fair, accurate and current assessments

Collection of meaningful, relevant and useful supportive data

Covid 19 Response to School Operations

- To see the covid protocols refer to page 10

## **FREEDOM FROM VIOLENCE AND ABUSE OF ALL STUDENTS, STAFF AND PARENTS**

- All employees and students within the Turtle River School Division have the right to work and learn in a safe environment.
- Students, staff and employees of the School Division have a responsibility to behave toward other divisional employees, agents within the school, and students, in a courteous, respectful and non-abusive manner.
- The School Division and its employees have the responsibility to take those actions deemed necessary to maintain an environment free from physical violence and emotional abuse. (Public Schools Act 96(c)).
- Physical Abuse shall be defined as acts of violence against employees and/or students. In cases where families or property are

abused, those cases can and should be reported to legal authorities.

- Emotional Abuse shall include, but not be restricted to, the following:
  - the aftershock of physical abuse;
  - insults, obscene gestures, verbal abuse, ridicule or intimidation tactics.
  - harassment defined as discrimination and/or prejudice premised on race, culture, religion, ethnic background, gender, life style or physical appearance and/or disability.

Or

Repeat incidents of physical or emotional abuse demonstrated verbally, physically or electronically by individuals or groups of individuals

- Electronic Abuse shall include but not be restricted to, the following: Derogatory or inflammatory comments, statements, innuendo or threats posted, sent or retrieved electronically—phone, text, social media.
- Students are expected to avoid any and all forms of gang activity. This includes such displays as gang colors, bandanas, tattoos and tag signs.

## **Alonsa School Code of Conduct**

- Students will speak and act politely and respectfully at all times
- Students will resolve conflicts through discussion—in person or through mediation
- Students are to demonstrate respect for diversity at all times
- Students in the hallways/classrooms will walk in a safe and quiet manner and keep their hands and feet to themselves.
- Students will respect the authority of **all school staff** and comply with all reasonable requests.
- Students will arrive on time for classes with all required materials

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- Students will respect all property whether personal or school.
- Students will respect and maintain the learning environment of the classroom and the school for themselves and other students.
- Cell phone or music players in class are a privilege when allowed in class at the teacher's discretion. When devices are used, they are to enhance the learning environment not impede it.
  - \*\* Should a student be sent to the office for disciplinary reasons involving inappropriate use of the device, you will submit the device to the office to be held until notified otherwise.

### Bus Ridership

- As the school bus ride is the beginning of the school day, students are expected to conduct themselves appropriately. However, because the bus ride is a particular type of school activity it requires additional expectations even though it may be used infrequently for sports and field trips for some students.

Students are to

- Wear a mask at all times
  - Remain seated while the bus is moving
  - Speak quietly
  - Enter and exit the bus quickly and safely
  - Not distract the bus driver from his job of driving
  - Treat all students and property with respect.
- Consequences:
    - The bus is stopped until the student resumes expected behavior
    - A report is forwarded to the Principal
    - Parents are notified
    - Failure to follow Public Health Guidelines or repeated warnings lead to suspension of bus privileges for a time period determined by the Principal, Bus Driver and/or Head of Transportation.

- Any damage to the bus will be repaired by qualified people and the bill will be forwarded to the student/parents.

### HALLWAYS

- Students Gr. 4 to 12 are to wear masks in the hallways
- Students are to be in their assigned classes during class time. If they need to work in an alternate location, they are to be sent to a designated supervised work area.
- Students that are not assigned to a classroom for a period will work quietly in the Library if there are no classes available.
- Students are not to congregate by exits or in the hallway in a way that would impede student/staff or visitor traffic in the hallway.
- Grade 7 to 12 students should not to be in the elementary hallways or washrooms.

### SMOKING/ALCOHOL/DRUG POLICIES

- Turtle River School Division is a smoke-free environment. No smoking, including vaping or use of chewing tobacco, is allowed on school division property. Violators are subject to penalties up, to and including suspension.
- Turtle River School Division has a very clear policy on drugs and/or alcohol. Using, possessing or being under the influence of alcohol or illicit drugs in Alonsa School is prohibited. Students **suspected** or found using these substances will be subject to the penalties set out in the Division Policy. Violators are subject to a suspension of two weeks up to four weeks as per division policy.

### DISCIPLINARY ACTIONS

- Incidents of a disciplinary nature are investigated. This investigation includes all those with first-hand knowledge. This process takes time but will be undertaken.

Parents and students are only allowed to know the outcomes of the investigation as it directly pertains to themselves and/or their children. Confidentiality laws prohibit information about the other parties involved in the disciplinary actions.

### **PRIVATE VEHICLE USE**

- Students are not to be driving other students in vehicles during the regular school hours without the permission of the parents of both the driver and the passenger.
- Vehicles on school property are not to be used for purposes that will interfere with the school operations –loud music, late arrivals.
- Students must obey school rules and regulations when on school property regardless of being in a private vehicle.
- There is no student parking assignments.

Students bringing private vehicles to school are required to:

- Drive in a safe manner in the vicinity of the school. Students observed driving in an unsafe manner can lose the privilege of parking on school property or can be reported to the RCMP.
- Observe the bus loading area on their arrivals and departures.
- Obey the traffic laws regarding buses.

### **Protocol for Behavioural Infringements**

(Based on Division or Alonsa School Policies)

- Level 1 –Teacher warnings
- Level 2 –Teacher withholding of privileges
- Level 3 - Office withholding of privileges
- Level 4 – In-school-suspension
- Level 5 – Out-of-school suspension

Bus privileges follow the similar protocol

- Level 1 – Bus driver warnings
- Level 2 – Bus driver withholding of privileges
- Level 3 – Office removal of ridership privileges

### **School Bottom Lines for Behaviour:**

- Not following Public Health regulations
- Use or Possession of Drugs or Alcohol
- Violence, weapons or threats of use

- Repeat participation in incidents of direct or indirect harassment of other students or staff
- Reckless behavior or behaviors causing or potentially causing injury to another
- Creating an unsafe condition by breaching established safety protocols for secure and monitored entrances, unsafe substances or products
- Use electronic devices to harass, ridicule, threaten or violate the privacy and/or confidentiality of students or staff either in or out of school
- Blatant disrespect (ignoring requests by staff, swearing, name calling, insolence, insubordination, threats, intimidation, stalking) towards students, staff or the learning environment
- Failure to comply with reasonable requests by any staff member.
- Multiple Level 3 discipline issues: include  
Repeat classroom disruptions  
Repeat in-school suspensions
- Parents will be notified by either the Teacher or the Administration about behaviours
- Suspensions from class can be for up to 2 days, in-school and out of school up to 5 days.
  - From class for disruption of the learning environment or frequent non-participation in the class activity  
Parents are notified by the teacher
  - In-school: for repeated class suspensions or severe behaviour but not including bottom lines for behavior.  
Parents are notified by the Principal and a letter is forwarded to the Division Office
  - Out of school: for repeated in-school or for breaching the bottom lines.  
Parents are notified by the Principal and a letter is forwarded to the Division Office
  - The reason for the suspension determines

the number of letters regarding bottom line incidents before the Division Office may require the student to appear before the school board for re-instatement.

### **FIELD TRIPS**

There will be no scheduled field trips due to covid 19.

Students are to represent the school when away on field trips, sports trips or sporting events. They are to abide by all school and division policy with respect to acceptable behavior.

Teachers must be able to trust the behavior of students in their care for a student to be eligible to go on trips. On field trips, some students may need to be accompanied by an adult supervisor in addition to the trip supervisors to meet the conditions of the field trip.

- Consequences when behavior warrants action:
  - parents will be notified to pick up the student  
-if there are any costs associated due to the action of the student then the student will be assessed that cost
  - -suspension from field trips and sports will continue for the equivalent of one semester time period. Once the suspension is removed, the student must have parental supervision on any field trips or events involving over-night arrangements.

### **STUDENTS 18 YEARS AND OLDER**

Students over the age of 18 are notified that their roles and expectations change as an adult in the school. Adult students are to maintain a higher level of behavior than other students.

Contact about the students' progress must go directly to the students unless the student has provided written authorization for parents to be contacted.

### **DRESS CODE:**

Students are expected to wear clothing that is in good taste and shows common sense. Students wearing clothing with vulgar/innuendo statements or obscene or graphic pictures will be asked to remove/cover

them. Revealing clothing are not permitted in school.

The subject of student dress is a sensitive matter. While money is spent on clothes for school, school is to prepare our youth for the world of work. Therefore, it is an expectation that staff and students wear clothing that would be appropriate for the activity or the work place.

School is a public place and respect should be shown for all people's values. Clothing should not distract from the education process.

We ask parents and students to use discretion when selecting clothing for school wear. Should disagreement about the appropriateness of the clothing the office will make a determination.

- Consequences for inappropriate clothing are at the discretion of the office based on incident.  
Possible: counselling, other clothing or returned home

- Headwear (caps, toques, headbands, bandanas, etc.) are to be removed during opening exercises, at assemblies, presentations or upon request by staff
- Outdoor apparel (jackets, bush packs, skidoo boots, heavy boots, sunglasses, etc.) are not needed during class time and should not be worn in school. Lockers are provided for storage.
- Due to the covid 19 students will not be changing for PE until further notice. The school requires that students dress in appropriate attire for gym, such as gym pants, shorts and proper running shoes. No black soled runners. Jewelry and watches should be taken off before classes.
- During the cold weather season, students are expected to be dressed appropriately for the cold with coats, hats, gloves, and boots. When students are not dressed properly, bus drivers can refuse to admit the student on the bus.  
Students are expected to get fresh air and exercise outside during breaks.

### **LOCKERS AND PERSONAL PROPERTY:**

Students from Grade 7-12 will be assigned lockers by their home room teacher. Students will maintain

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their lockers in an acceptable manner.

Due to covid 19 there will be limited access to lockers during the scheduled class times.

School supplied locks are available for \$3.00. A \$2.00 refund is given at the end of the year.

Students are urged to use locks to deter theft.

The school is not responsible for loss of or damage to personal property brought to school by students. The school will investigate the incidents but any monetary settlements remain between parents, care-givers of students involved or through outside legal actions.

Lockers are school property and as such may be examined/searched at any time by the Principal should there be cause.

### **EXTRA-CURRICULAR ACTIVITIES:**

Students are encouraged to become involved in school activities which include things like clubs, yearbook, student council, and sports. These activities contribute to character and personality development.

### **EXTRA-MURAL SPORTS PARTICIPATION**

Sports participations are encouraged for all students of the school. This participation is outside the regular curriculum.

- Students are expected to maintain an acceptable performance and effort in their courses in order to remain eligible for participation. All participants are students first and athletes second.
- It is up to the student to prove eligibility by regular attendance and completed assignments. Unexcused absences and incomplete work can make a student ineligible for extra-curricular sports participation.
- Students are to attend scheduled practices and games.
- As sports are extra-curricular, students who conduct themselves inappropriately as representatives of this school whether on trips or during competitions will be removed from the competition. Depending upon the severity of the actions, consequences may

extend beyond the single sport season in addition to the school bottom line consequences.

### **TEACHER VOLUNTEERS**

- Teachers are expected to volunteer their time to coach and supervise activities.
- Should students not want to participate having the teacher volunteer then that sport or activity will be discontinued for that year.

### **GRADUATION**

In order to graduate, students must accumulate a minimum total of 30 credits made up of compulsory and optional courses.

#### **REQUIREMENTS:**

30 credits are required for Graduation.

#### **Students require:**

- 5 Grade 9 courses
- 5 Grade 10 courses
- 5 Grade 11 courses
- 5 Grade 12 courses

#### **Grade 9**

English  
Math  
Science  
Social Studies  
Physical Education

#### **Grade 10**

English  
Math  
Science  
Social Studies  
Physical Education

#### **Grade 11**

English  
Mathematics  
Social studies  
Physical Education  
1-grade level option

#### **Grade 12**

English  
Mathematics  
Physical Education  
2- grade level options

And 10 additional credits from the options offered ie. Business Courses, Science Courses, Technology Courses, Career Exploration, etc.

#### **University Requirements:**

For students going on to university most universities ask for:

- A minimum of 30 credits
- 5 credits at the Grade 12 level
- Three different subject areas

Check the admission requirements for the college or university you are planning to attend.

### **COURSE LOAD/TIMETABLING**

All students from k to 11 must be full time students with filled timetable of course slots. There are not unassigned classes (spares) for these students.

All students are regularly checked to ensure that all necessary courses are acquired for graduation in their designated school year

Only students in Grade 12 may select to not have a full schedule (have a spare period) provided the following conditions are met

- Class time is used to complete work in assigned subjects
- The student regularly attends the assigned area for the spare period
- The student maintains the learning environment of the school
- Timetables within grade levels are scheduled to not conflict. Individual student timetables between grade levels will probably conflict. In general, course conflicts will not be allowed unless there are extenuating circumstances and these exceptions will be at the administration's discretion. Should compulsory/elective courses conflict, the compulsory course will be taken first and any compulsory course at the lower level.
- Any student who has not successfully completed the Grade 9 math credit will have to repeat the course to attain the credit. If a student's final mark is between 30% and 49% the student will be able to enroll in Math Essentials 20S in the following term before completing Grade 9 math. If the student's mark is below 30% then the grade 9 course must be completed before the student can enroll in Math Essentials 20S course.

### **SCHEDULE CHANGES**

- Due to the heavy demands of most high school courses, students will have to the Friday of the first week of school. They will only be permitted one course change.
- Students must have written permission from their parents to change their selected

courses. All changes to either pick up a course or to drop a course must be made through the Principal and the teachers with whom they are switching courses.

### **MATURE STUDENT GRADUATION**

In order to graduate, students must

- accumulate a minimum total of 8 credits made up of compulsory and optional courses. (recommend 5-40 level courses
- be 19 years of age at the time of graduation

#### **Mature Student**

English 40

Mathematics 40

2- grade level options at 40 level

And 4 additional credits from the options offered ie. Business Courses, Science Courses, Technology Courses, Career Exploration, etc.

### **ATTENDANCE POLICY**

Parents of students under the age of 18 years are to send a note or to phone the school when a student is absent. Please make sure that the date and the reason for the absence are clearly given. The dates and the reasons for absences will be registered. An office note will notify the teachers affected.

- Students do not need a note from a doctor if the illness is short term. Students are not to attend school if they are ill or have flu/virus symptoms
- Parents should notify the school on the day of the absence if a test is scheduled or an assignment is due.
- In cases of long term medical (or other) absences, the student and/or parent should contact the office to have special arrangements made for pick-up and return of assignments.

Get a note from a doctor about medical condition

- Teachers and administration may refer students to counselors or the attendance officer if, in their professional opinion, the student would benefit from some form of intervention.

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- It is the responsibility of the student to complete all missed work, notes, and assignments assigned on the days of absences.
- Regular attendance at school and class is vital for a student's progress and achievement. All students are expected to be in class.
- Any students who arrive at school but do not attend class are considered to be skipping. Students who miss 10 classes in a semester course or 20 classes in a year course may be removed from the course. It is up to the students to inform the teacher with a valid reason if they cannot attend class.
- Lates contribute to unexcused absences.
- Valid reasons such as illness, medical or dental appointments are considered to be excused. **Most other reasons, regardless of parent consent are not excused.**
- If students are absent for unknown reasons, phone calls will be made to the home.
- Any absences are more than 20% in a month or over the year, letters will be sent to the home from the school or attendance officer. If you have any questions concerning your individual situation, come to the office.

The following procedure apply for skipping class:

- the teacher will call home to inform parents.
- teachers will send a letter to the parents.
- Teacher will contact parent and Principal will send an official notice of jeopardy.
- 10 skips - student may be withdrawn from the course. Depending on when the last day occurs, Principal, Teacher, parents and student may meet to determine if the student will remain in the course. If the student is to remain in the course, a contract will be prepared by agreement between the student, parents, teacher and Principal. This contract will specify the conditions the student is to meet in order to remain in the course.
- LATES: 2 lates equals 1 absence for attendance.

- Late is defined as after 3 minutes from the scheduled class change.
- Students arriving after the first 10 minutes of class will be considered absent unless there are extenuating circumstances.
- Lates will be dealt with by the classroom teacher.

### INTERNET USE

Students are required to sign a proper use of electronic equipment form. Improper use of equipment such as computers will result in the loss of privileges. Downloading music, games, or watching videos is NOT considered appropriate.

The use of private devices does not remove the expectation of appropriate use of the internet.

The use of electronic devices in places other than school and in inappropriate ways that affects students of this school falls under school disciplinary procedures.

Consequences:

- Reminder of appropriate use.
- Removed for the day from computer use
- Internet history will be retrieved by/from the tech personnel.
- Privileges of computer use revoked for the term
- Bottom line consequences apply

### DEPARTURE FROM SCHOOL GROUNDS AT LUNCH HOUR

It must be emphasized that leaving school grounds during the lunch time hours is a privilege granted to students in Grades 7 to 12 provided certain conditions are met. Because it is a privilege, the following conditions must be met for the privilege to continue.

- Students are not late for class
- Students demonstrate appropriate behavior
- Students sign out before leaving and

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sign in upon returning

- The privilege has not been revoked by staff for conduct in class
- Notes from Grade 7 and 8 parents are necessary for permission to be granted

Due to the different ages and maturities of students privileges vary.

- Grade 7 to 12 students may leave during lunch providing they have parental permission and sign out and in at the office. This privilege can be suspended for misconduct, poor academic achievement or by parental request.
- Grade K to 6 students are not to leave during lunch.
- Only Grade 12 students are permitted to leave school during unassigned timed during the regular class schedule.
- Gr. 9 to 11 students are expected to be in assigned rooms or locations if they have unassigned class periods.

### HOMEWORK

The amount of homework each student brings home will vary from year to year and from class to class. This is due partly because the nature of the courses vary as the students' progress through the school years.

### Course Expectations

Each course has a list of outcomes that students are expected to demonstrate throughout the time of the course. **Students are to demonstrate all outcomes of each course.** Assignments are given so that students can demonstrate those outcomes. When students do not complete assignments than outcomes are not demonstrated and a course credit may not be granted.

Students have options regarding how to make up for incomplete assignments in consultation with the teacher while the course is in session

- Complete the assignment as given
- Complete a different assignment

- Any missed catch up assignments that will contribute to the student mark are to be completed under the supervision of the teacher.

If a student does not receive a credit there are options based upon the student performance in the class

- A few outcomes to achieve or final marks of 46 to 49, assignments will be provided to complete the missed outcomes
- Several outcomes to achieve or final marks of 40 to 45. Students can take course recovery. They retake the parts of the course were performance was lacking. The time needed to complete course recovery will depend upon the student commitment.
- Many outcomes to achieve or final marks of 39 or less. The student must retake the course as a class, distance ed, or through course recovery when available.

### MARKS AND REPORTS

Students have a right to receive timely reports of marks for completed assignments and tests.

All marks are to be regularly entered in Maplewood so they are accessible to parents through the Parent Portal.

Any late assignments will be entered as zero until submitted for evaluation in that way it shows a mark reflective of performance.

- Formal report cards will be issued  
High School  
November  
January  
April  
June  
K to 8  
November  
March  
June
- Progress reports will be issued at the end of each month where there is no formal report  
September  
October  
December



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January for K to 8  
February  
March for High school  
April for K to 8  
May

At risk letters will be sent out all students who are at risk in their respective classes or grades. These letter can be at any time as needed.

### TEST AND EXAMINATION POLICY

Tests and examinations are part of the learning process. All students are required to write them.

- All tests and examinations are to be written when scheduled.
- Tests missed for a **valid** reason must be made up in consultation with the teacher. Students are to write the test during the agreed upon time and place. Failure to write the test during the re-arranged time will result in a “0” grade for the test. Students are **responsible** to notify their respective teachers of any extenuating circumstances.
- Students guilty of cheating will receive a 0 (zero) and their parents will be notified.
  - Grade 9 to 12 students are required to write final exams in all subjects with only a few exceptions in the option subjects.
  - No exemptions are given. All final exams written are weighted at 30%. The exception is the Essential Math 40S provincial examination which is 20%.
- All Grade 12 students will write Provincial Examinations as required by the Department of Education.
- There are no supplemental examinations.
- There are no scheduled mid-term exams. **Cumulative tests or assignments** will be scheduled at a convenient time for the course within 3 weeks of the first and second term mid-term reports times. Each teacher will make their own arrangements for the scheduling of the tests or assignments.

- Each course will have core assignments (Identified) that must be completed otherwise NO CREDIT will be issued.

### ALONAS SCHOOL AWARDS:

- Alonsa School has a number of awards to be given at the K to Grade 12 level. The awards are as follows
  - K to 6 awards are based on attaining individual or class goals for the year.
  - Plaque for Grades 7 to 11. One student per grade who has over a 90 average
  - Gold metal for an average over 80% and a silver medal for an average between 70 and 80%
  - Athlete of the Year – Junior, Junior Varsity and Senior Male and Female. Students to be considered for this award must have passing grades.

## **Covid 19 addendum**

**Due to the covid19 pandemic, there are changes to the operation of the school to accommodate for safety and academic success**

### **Bus:**

All students are expected to wear a mask at all times when riding the bus and upon entry into the school.

In the morning one bus at a time will have students exit the bus and get hand sanitizer

In the evening, students will be called to load each bus one at a time to avoid crowding in the hallways.

### **Vehicle Use**

If students arrive by personal/family vehicle, they are to enter the school through the south doors and to follow the entry protocol of hand sanitizing and masks.

Driving vehicles unless leaving to go home during scheduled school time or at lunch is not permitted.

### **Hand sanitizer/hand washing:**

Students are expected to use hand sanitizer

- After getting off the bus
- At scheduled times in class
- Before opening food containers
- After using food containers
- Upon Entry to the school after each recess
- After using washroom facilities
- After using any classroom manipulatives

### **Masks:**

Students should acquire their own supply of masks for use

Masks must be worn

- On the bus by everyone
- For Grade 4 to 12 when students are
  - When in the hallway by students
  - When using the washroom
  - When less than 6 feet from another student or staff member

### **School Entry**

All students must use the south doors for re-entry to the school and use hand sanitizer upon re-entry.

The exceptions are the PE classes and elementary recesses which are under the supervision of a teacher

### **Canteen**

The canteen will not be available for food purchases. No microwaves are available for use in the classrooms or canteen.

### **Breakfast Program**

Breakfast foods will be delivered to the classroom for the morning snack

### **Lockers**

Students in Gr. 7 to 12 will have lockers which will only be accessed in the morning on entry, at lunch break and at the end of the day prior to loading the bus.

### **Classes**

PE classes will be held outdoors.

There will not be any shop classes at this time for any grade

All students will have scheduled places to be during the school day. If high school students have no class scheduled then they will remain with the class in a room. No students will be sitting in the hallway.

There is no remote learning available unless a student has a doctor's note for a medical condition

### **Time schedules:**

Because of the staggered times for classes beginning and ending and to reduce the congestion in the hallways the bells will only be guidelines. Teachers will direct the movement of students for dismissal.

### **Lunch Break**

All students will eat their lunches in their homerooms.

There are no microwaves for heating foods so bring food that can be eaten without the need of warming.

High School students may leave the building at lunch time.

### **Protocols**

All students and staff are expected to follow the Manitoba Health Protocols at all times.

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- If students are not at school and no reasons are provided, a phone call home will be made
- If you have any symptoms of flu or are ill stay home
- If multiple symptoms call the Health Line
- If ill at school, inform a staff member
- Any student ill at school will be isolated in the sick room and parents will be called for a pick up

### **Attendance**

All students are expected to have regular attendance  
Registered students not attending will be marked absent

Homework will be kept from the day for students to work on when they return or at home after picked up at the end of the day.

### **NOTE:**

**Revised September 3, 2020**