



STUDENT HANDBOOK 2017-2018

Phone: 204-467-2501

Email: balschool@isd21.mb.ca

Interlake School Division
Preparing Today's Learner for Tomorrow



PRINCIPAL'S MESSAGE

Dear Students/Parents/Guardians,

Welcome to the **2017-2018** school year at Balmoral School. My name is Mrs. Dawn Fenske and I am the principal of Balmoral School. I am excited to be a part of a team of teachers who are committed to seeing your child grow and learn as individuals. We will work hard to make this school year successful. Go Bandits!

This handbook outlines an array of important information to help you understand the operations of our school. We would like you to take the time to read it carefully and keep it handy for reference, or find it online at <http://www.isd21.mb.ca/bal/index.html>

**Please note the changes, especially new policy on awards and assessment as well as electronic devices.*

If you have any questions, comments, or concerns about the school or your child, please call us at 204-467-2501.

Sincerely,
Mrs. D. Fenske

MISSION STATEMENT

Balmoral Elementary School will work to:

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

INTERLAKE SCHOOL DIVISION VISION STATEMENT

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

BALMORAL SCHOOL STAFF

Principal	Mrs. D. Fenske	dfenske@isd21.mb.ca
Admin. Assistant	Mrs. K. Kelpin	kkelpin@isd21.mb.ca
Kindergarten	Ms. K. Stoesz	kstoesz@isd21.mb.ca
Grade 1/2	Mrs. D. Buchan	dbuchan@isd21.mb.ca
Grade 2/3	Mrs. A. Hyde	ahyde@isd21.mb.ca
Grade 4	Mrs. T. Tervoort	ttervoort@isd21.mb.ca
Grade 5/6 a.m.	Ms. K. Deline	kdeline@isd21.mb.ca
Grade 5/6 p.m.	Mrs. L. Blowers	lblowers@isd21.mb.ca
Grade 7/8	Mr. C. McLean	camclean@isd21.mb.ca
Music	Mrs. T. Tervoort	
Phys. Ed. /Health	Mrs. S. Schaeffer	sschaeffer@isd21.mb.ca
Band	Ms. C. Novakowski	cnovakowski@isd21.mb.ca
Resource	Mrs. L. Blowers	lharrison@isd21.mb.ca
Guidance	Ms. K. Deline	sbobrovich@isd21.mb.ca
Educational Assistant	Mrs. L. Iverson	
Educational Assistant	Mrs. J. Meads	
Educational Assistant	Mrs. S. McMurtry	
Library Technician	Ms. B. Beyko	bbeyko@isd21.mb.ca
Custodian	Mr. K. Knor	

INTERLAKE SCHOOL DIVISION

Acting Superintendent/CEO

Mrs. M. Ward

Acting Assistant Superintendent

Mr. T. Moran

Student Services Administrator

Mrs. M. Procter

Board Member (Ward 4)

Mrs. D. Loehmer

Programs

Balmoral School offers the entire prescribed curriculum established by Manitoba Education and Training. This includes Language Arts, Math, Science, Social Studies, Music, Art, French, Physical Education/Health and Computer Literacy (ICT). We also offer Band to students in Grades 6 to 8 and Sewing and Graphic Communications to our Grade 7 and 8 students.

In addition to these programs we offer the following on a referral basis:

Resource Teacher

Mrs. L. Blowers is our resource teacher until Mrs. Harrison's return. She works with individuals or groups of students developing individual or adapted programs. If you have any academic concerns, please contact the classroom teacher and they will forward a referral to the resource department.

Guidance Counselor

Ms. K. Deline is our half time guidance counselor. She provides individual counseling, as well as small group and whole class programs. If you have any questions or concerns regarding these programs, please call Ms. Deline at 204-467-2501.

Reading Recovery

Mrs. D. Buchan is our trained reading recovery teacher one hour each day. This program assists grade 1 students experiencing difficulty in reading. Students will be referred by the classroom teachers for a 30-minute daily individual lesson with Mrs. Buchan.

School Psychologist

The school's psychologist is available to assess student's needs. The school support team will request services when needed.

Physiotherapy & Occupational Therapy

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

Social Work Clinician

Our school social worker is Ms. Vicky Brzuskiwicz. The school may contact a parent about a referral to our social worker or parents can contact Vicky directly at 204-461-0650.

Speech/Language Pathologist

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

Parent Advisory Committee (P.A.C.)

Parents and community members are invited to be a part of the Parent Advisory Committee. This group meets every second month with the principal and a teacher in attendance. Minutes from the P.A.C. meeting can be found on the Balmoral School Web page or on the P.A.C. bulletin board at the front entrance of the school.

P.A.C. is an important way for you to be involved in your children's education. Your involvement shows your children that education is important. When parents are involved with their children's education at an early age the benefits persist throughout the child's academic career.

School Plans

Each year our school develops a plan of three or four goals that we would like to develop throughout the year. Input is requested from all staff members, parents, and students. Goals may sometimes arise out of the "Tell Them from Me" survey that students and parents complete once a year.

General School Procedures

The following guidelines are designed to provide a framework for an orderly and safe school environment.

1. **Absentee Call-in Procedure:** If your child is going to be absent, you should inform the school by phoning 467-2501 prior to 9:00 a.m. If the school has not received a phone call by 9:30 a.m., we will try to contact the parents.
2. **Accident Procedures:** Any child who receives a minor scrape, cut or bruise will be attended to by our staff. Should a child receive a more serious injury, the following procedure is followed:
 - a) Parents/Guardians or the designated emergency contact person will be phoned. If possible they will transport the student to the family doctor or hospital.
 - b) Should we feel that an ambulance is required, we will not hesitate to call one.
3. **Allergy Aware:** At Balmoral School, there are students with life-threatening allergies that could result in an anaphylactic reaction. Several classrooms have been designated as "reduced risk zones" due to life threatening allergies to peanuts, nuts, sesame seeds and nut products. In addition to knowing how to respond in an emergency, parents and staff also need to be pro-active in avoidance techniques:
 - Avoid peanuts, nuts and products with nut extracts within the confines of the school.
 - Keep lunchroom and eating areas clean.
 - Instruct students in proper hand washing both before and after eating.
 - Teach children not to trade or share food.
 - Monitor carefully food coming in for special celebrations.
 - All parents, staff and students need to be aware about anaphylaxis, the appropriate action in an emergency and avoidance.

4. **Assessment and Awards:** Students' progress will be communicated at three reporting times throughout the year, using the Provincial Report Card (November, March and June). PowerSchool will be used to view progress reports for grades 5-8 online.
 - **Portfolio Showcase and Celebration of Learning:** Balmoral students will gather evidence of their ongoing achievement and present evidence of their growth and progress on portfolio night. These student-led conferences, held in April, will be an occasion to showcase and celebrate learning.
 - **Initial Assessment:** Teachers will be conducting assessments in September in order to determine a profile of students' strengths, readiness and learning preferences.
 - **Progress Conversations:** This year, students, parents and teachers will meet together to talk about the learning that has taken place and share learning goals. These meetings will occur on a date in October and February.
 - **Final Assessments:** Balmoral School will conduct final assessments in ELA, Math, Social Studies and Science in Grades 7 and 8. These assessments shall count for no more than 15% of the final grade. The results of the final assessment add evidence to the reporting categories on the provincial report card.
 - **Parent Meetings:** Should the need arise, parents are welcome to schedule an individual time to meet with teachers throughout the school year.
 - **Grade 8 Recognition and Farewell:** Balmoral School will celebrate the experiences of all grade 8 students in a recognition and farewell ceremony. Teachers and students will present profiles of student experiences with speech, images, and artifacts. Photographs, stories and accomplishments (sports, art, academic, field trips...) will be shared throughout their Balmoral journey. All students will be represented in the presentation.

5. **Bicycles:** Although racks are provided, students bring their bikes at their own risk. Bicycles that are brought to school must be parked and locked to prevent theft in the racks in the designated areas provided. They are not to be used on school grounds at any time during the school day.

6. **Community Use of Facilities:** The facilities of Balmoral Elementary School are available for community groups for such purposes as recreational activity and meetings. Bookings may be arranged on an occasional or regular basis by contacting the division office at 467-5100.

7. **Digital Citizenship:**
 - Be aware of what you post online. Social media venues including wikis, blogs, photo and video sharing sites are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want peers, parents, teachers, or a future employer to see.

- When writing online it is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
- Be safe online. Never give your personal information, including but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone besides your teachers and parents.
- Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
- Do your own work! Do not use other people's intellectual property without their permission. It is a violation of copyright law to copy and paste other's thoughts. When paraphrasing another's idea(s) be sure to cite your source with the URL. It is good practice to hyperlink to your sources.
- Be aware that pictures may also be protected under copyright laws. Verify you have permission to use the image. Students are encouraged to utilize images through Creative Commons, (<http://creativecommons.org>).
- How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
- Blog and wiki posts should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work be sure it is in the spirit of improving the writing.
- If you run across inappropriate material that makes you feel uncomfortable, or is not respectful, tell your teacher right away.
- Share your digital footprint with your parents and consider their suggestions. Get your parents' input about what information they feel should remain private and what is fine to post publicly. Your parents are responsible for what you do online if you are a minor and may want your passwords and usernames to monitor your social media use. Additionally, because technology is constantly changing, you may know more about social media than your family, so you may also want to show your parents and other family members how to create an online presence themselves.

Protect yourself

- There are many ways to protect yourself online. For example, only accept friend requests from people you know. You may interact online with people you have never met in person, and tell a parent if you are considering meeting one of these people face to face. Additionally, while it is important to be yourself online, it is also important to remember not to post too many identifying details (such as where you live or your social insurance number) because revealing that information can be potentially dangerous or compromise your identity in some way. Do not share passwords with friends and be sure that the computers do not automatically save passwords. Always log off when you have finished using a site – do not just click out of the browser.
- Privacy settings are automatically set by social media providers governing who can see your posts, how information is linked, and what

data is available to the public. Each social media platform has different privacy setting defaults and some change those settings without making it obvious to you. As a user of social media, you should determine whether to change the default settings to make access to postings more or less private. For example, if you are creating a personal site to promote a social or political issue, you likely want to make that site open to everyone. However, if you want to discuss a project you are doing in class, it may be better to limit access only to a small group of classmates.

- Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or access to future use of online tools.

Cyberbullying takes many forms

- Cyberbullying is the use of electronic technologies to hurt or harm other people. Examples include:
 - Sending offensive text messages or emails,
 - Posting statements that are not true and create rumors,
 - Circulating embarrassing photos of a classmate online,

Sometimes, it may be difficult to draw the line between a harmless joke and one which goes too far and becomes hurtful.

The proposed Federal Bill C-13 has a comprehensive definition of the behavior that constitutes cyberbullying.

Report the behaviour and get help

- If you are being cyberbullied or hear about/observe someone else being cyberbullied, or you become aware of harassing or discriminating behaviour, including behaviour conducted online report the behaviour and get help. You can tell a parent, school staff, another adult family member, or a trusted adult. If no adult is available and you or someone else is in danger, call 911. Students who violate these rules may be subject to discipline.

Know what to do

- It is important not to respond to, retaliate to, or forward any harassing, intimidating, or bullying content. “De-friend,” block, or remove people who send inappropriate content. It may also be a good idea to save harassing messages, as this evidence could be important to show an adult if the behaviour continues. If the behaviour is school-related, print out the messages and provide them to the school when you report the incident.

8. **Dress Code:** Short skirts or shorts, halter tops, crop tops or extremely low rise pants are not considered appropriate dress for school. Spaghetti or thin straps are not allowed and students’ undergarments must be covered by tops and pants at all times. Shirts must cover student’s mid-section. Hats, caps, or other head coverings are not to be worn in the school. Outer wear must not be worn in classrooms and indoor shoes are to be worn at all times in the building. Two pairs of shoes are required, one pair to be worn outside. Proper outdoor footwear is important to avoid injury. Only non-marking shoes are allowed for inside the school. Any clothing depicting drugs, alcohol, tobacco, or inappropriate language is not allowed.

9. **Early Dismissal:** As part of an ongoing effort to improve achievement for our students, the Interlake School Division will be implementing one hour early dismissals eight (8) times during the 2017-2018 school year. Early dismissals will provide the opportunity for regular teacher group meetings at the school level. These meetings will focus on further development of instructional strategies to enhance student learning in all our schools. On early dismissal days, students will be dismissed one hour earlier than the school's normal dismissal time. Early dismissals will be scheduled the third Wednesday of each month, except in December and June.

2017-2018 Early Dismissal Schedule

September 20, 2017	October 18, 2017
November 15, 2017	January 17, 2018
February 21, 2018	March 21, 2018
April 18, 2018	May 16, 2018

Thank you for your support as we continue to strive to meet our goal of educational success for all students.

10. **Electronic Devices:**

Schools in the ISD recognize that it may be necessary for students to be in possession of electronic devices for personal use or for communication with family. (e.g. cell phones, MP3 players, iPods, etc.) However, the educational integrity of the school and privacy of others must be protected at all times; therefore, the following conditions will apply:

- All electronic devices must be **turned off and stored** when the student arrives at school. Electronic devices may only be used in specific circumstances with teacher/school permission.
- During school outings, field trips, or after-school activities, permission to use electronic devices must be given by the staff member in charge.
- 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.

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

1. **First occasion:** Students will lose their electronic device until their departure that day.
2. **Second occasion:** Parent will need to come to school to pick up the electronic device.
3. **Third occasion:** Loss of electronic device.

11. **Emergency Contact Alternate:** In the event we are unable to contact the parents or guardian, the school administration requests that all parents leave the name and phone number of someone to contact in the event of sudden illness, accident or other emergency situation. This may or may not be the same person that is your "storm day" alternate.

Please update phone numbers if they should change throughout the year.

Fees:

12.	Agendas	\$9.00	Classroom fee	\$36.00	Kindergarten	\$35.00
	Art	\$15.00	Life skills	\$30.00	Grade 5/6	\$20.00

13. **Field Trips:** During the school year, classes may participate in field trips. You will be notified of impending trips and costs involved.
14. **Fire Drills:** The school is evacuated at least 10 times during the year to familiarize the students with fire procedures. This necessitates that students wear shoes at all times.
15. **Gum, sunflower seeds** and **aerosol cans** are not allowed at school.
16. **Homework Policy:** The staff of Balmoral School feels that the completion of homework is important to ensure academic success. Should students in middle years not complete their assignments, they will be subject to the following plan:
 - Incomplete assignments will be completed either during activity breaks or after school.
 - Parents will be contacted by the teacher if multiple assignments have not been completed.
17. **Illness and Communicable Diseases:** We expect students to go outside for activity breaks. If students are too sick to go outside, they are probably not well enough to be at school. Occasionally, we find that cases of communicable diseases occur in the school, (e.g. lice, pink eye). When we discover such cases, we immediately inform the parents. If you wish to contact the public health nurse on any communicable diseases you may do so at 204-467-5514. Please notify the school immediately if your child is absent with a communicable disease.
18. **Leaving School Grounds:** Grade 7 and 8 students are allowed to leave the school premises at the second Nutrition Break (1:05 – 2 p.m.) providing their parent(s) have signed the school contract for granting permission. Grades 1 to 6 will remain at school. Should problems occur this privilege will be revoked.
19. **Lockdowns:** School lockdown procedures are in place as a response to immediate danger in and around the vicinity of the school. Periodic lockdown practices are held to ensure that students and staff are familiar with the procedures should an event occur.
20. **Lockers:** School lockers will be allocated to Grade 7 & 8 students. Students are expected to utilize **combination locks** and lockers are to be **locked at all times**. Lockers are school property and the school reserves the right to search lockers and seize illegal or dangerous material.
21. **Lost and Found:** The lost and found box is located by the back door. Unclaimed items will be sent to appropriate agencies at the end of each reporting period.
22. **Medication:** Prescription medicine may be administered by the principal (or designate) if:
 - a) written permission is given by a parent/guardian

- b) the medication is in an official container from a pharmacy stating the child's name, the drug's name and the dosage to be given
 - c) the medication as given at home previously and was well-tolerated
All medication will be stored in the office.
23. **Notes from Home:** Notes from home are required for the following:
- a) to stay in during outdoor activity breaks
 - b) to leave school before dismissal
 - c) to give permission for a student to be picked up by someone other than a parent/guardian
 - d) to change buses
24. **Outdoor Activity** will take place on breaks, out-of-doors whenever possible. When the weather is questionable, the principal or a staff member will contact Environment Canada Weather Office and determine the "wind-chill" at the time. Outdoor breaks will not take place if the wind-chill is at or below -25 C.
25. **Outdoor supervision** will be provided from 8:25 – 8:50 a.m., 11:00 – 11:25 a.m. & 1:25 – 2:00 p.m. 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.
26. **Parking**-please use east side parking lot for parking. Parking and student pick-up **is not permitted along the highway.**
27. **Picking up Students:** Please report to the office first and your child will be called to the office. We will not send students outside of the building to meet parents/guardians.
28. **Reporting Periods:** All students will receive reports in December, March and June. Middle Years results are reported as percentages. Portfolio Night and student-led conferences are held in April.
29. **School Schedule-Balanced Day**
- | | |
|-------------|--|
| 8:25 | Buses arrive/doors open |
| 8:40-8:50 | Students walk outside (weather permitting) or in hallways |
| 8:50 | Students enter building |
| 9:00 | Opening Exercises |
| 9:00-10:40 | Block I Learning |
| 10:40-11:00 | First Nutrition Break |
| 11:00-11:25 | Outdoor Activity Grade K-6 ,
7+8 Activity (gym or outdoors) |
| 11:25-1:05 | Block II Learning |
| 1:05-1:25 | Nutrition Break |
| 1:25-2:00 | Outdoor Activity Break |
| 2:00-3:45 | Block III Learning |
| 3:50 | Bus students dismissed |
| 4:00 | Town students dismissed |
30. **School Closure:** In the event of storms, which may require that the school be closed, a procedure has been set up for the entire school division. Winnipeg radio stations will announce division-wide closings. If the school will not 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° or lower, temperature below -40° or when roads are poor. Parents will receive an automated call from Synervoice on their home phone by 6:30 a.m. **If school is closed the buses will not run.**

31. **Storm Day Procedure:** If it should become necessary to close the school and send the students home early, we ask that parents be sure the school has the name of a person (preferably on the same bus route), to whom we can send their child in case parents are not home.
32. **Student Evaluation:** Students are evaluated on a continuous basis using observation, daily assignments, test results, participation in class, notebooks, and special projects.
33. **Use of School Phone:** Students will be allowed to use the school phone only with the classroom teacher's permission.
34. **Vandalism and Damage:** All students are required to respect public and private property. And acts of vandalism (e.g.: writing on desks, books, walls etc.) and/or loss of a supplied text/library books or damage to school property will be dealt with accordingly and restitution shall be required.
35. **Volunteers** are needed during the year to assist in various school activities. Your support will make Balmoral School a better place for your child. A Criminal Record Search and Child Abuse Registry check is required by all volunteers in the Interlake School Division.
36. **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, you are requested to sign in/out at the office before proceeding to the classrooms.

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. This document 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 which gives ideals and methodologies that will pertain to situations which may occur.

Students are expected to fulfill 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 should 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 taken into account when administering the consequences outlined in this document.

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.

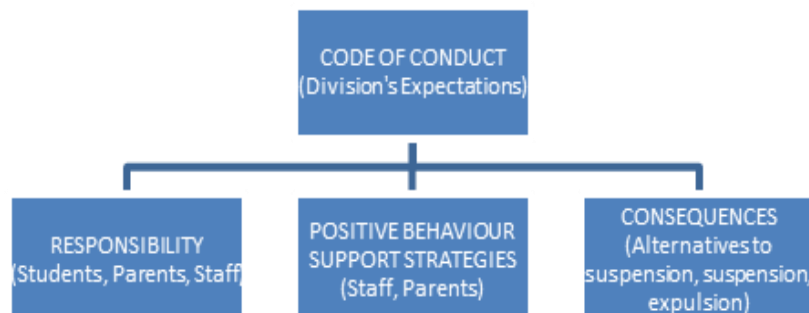
Every student shall conduct him/herself with:

- . 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 regards 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 fulfill 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 behavior 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 behavior 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.

Consequences for Special Education Students:

It is recognized that special education students sometimes act in inappropriate ways due to the nature of their disability or their impaired emotional state. Accordingly, principals are expected to have knowledge of these special circumstances and to employ support strategies or use consequences that are appropriate for the situation. If behavior plans and IEPs are in place for certain students, principals should act in accordance with these pre- arranged plans.

Expulsion:

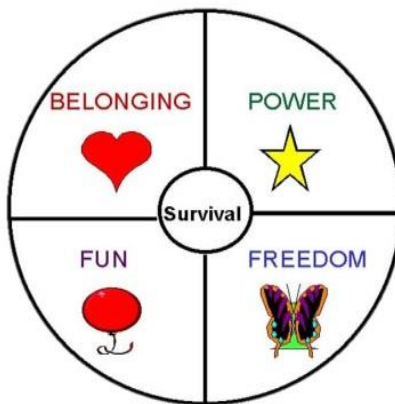
Further to suspension is the act of expulsion. Expulsion will be used in the Interlake School Division in extreme situations and may only be invoked by the Board of Trustees. Expulsion will be considered by the Superintendent in consultation with the school administrator and possibly the Student Services 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.

Balmoral School

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
4.
 - a) to make the situation better
 - b) to make a plan to make a better choice next time a similar situation arises.

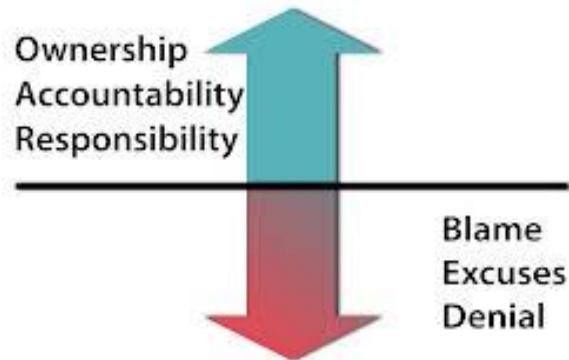
What about Consequences?



At Balmoral 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.

Bottom Lines



Bottom lines are a list of behaviours that are considered totally unacceptable. Should these behaviours occur, staff will deal with the student in a timely manner.

Beliefs	Bottom Lines
Be safe	violence of any form verbal, physical, cyber bullying, weapons, intoxicating substances
Be respectful	cursing, threats
Be responsible	theft, vandalism

At Balmoral School we believe in being safe, respectful, and responsible.

Above all, school should be fun!

Rules for Transported Students

1. Students shall obey the driver promptly and respectfully. The driver is in full charge of the conduct of students on the school bus.
2. Students shall be held responsible for the condition of their seats. The driver has the authority to assign seats
3. Students shall be at their designated stop five minutes prior to scheduled bus arrival time. (The bus shall wait if ahead of schedule.) Students shall follow all road safety rules.
4. Classroom conduct is to be observed. Students shall sit facing forward, and shall not stand or move about the bus while the vehicle is in motion. Ordinary conversation is appropriate. Loud or vulgar language will not be tolerated.
5. Students shall not throw garbage on the floor of the bus or out of the windows.
6. a) Students shall not get on or off the bus except at designated points unless a note signed by their parents(s)/guardians or school office requesting a different stop has been given to the driver.
b) Extra students may only be transported at the discretion of the bus driver and will be transported only with prior approval of the driver.
7. Students shall not eat or drink on the bus unless permission has been granted by the driver and/or supervising teacher.
8. Carry-on items for regular school programs must be transported safely and shall ONLY be carried with the permission of the driver.

If you require transportation please contact the transportation department at 204-467-8730.



IMPORTANT DATES FOR THE 2017-2018 SCHOOL YEAR

September	20	Early dismissal
October	6	Administration/Divisional P.D.-No Classes
October	9	Thanksgiving
October	18	Early dismissal
October	20	Provincial MTS PD Day--No Classes
November	15	Early dismissal
November	20	Administration/Divisional P.D.-No Classes
December	22	Last day of classes before Christmas Break
January	8	School resumes, Day 2
January	17	Early dismissal
February	2	Administration/Divisional P.D.-No Classes
February	19	Provincial Holiday (Louis Riel Day)-No Classes
February	21	Early dismissal
March	5	Administration/Divisional P.D.-No Classes
March	21	Early dismissal
March	24	Last day of classes before Spring Break
April	2	School resumes Day 6
April	18	Early dismissal
April	23	Administration/Divisional P.D.-No Classes
May	7	Administration/Divisional P.D.-No Classes
May	16	Early dismissal
May	21	Victoria Day-No Classes
June	26	Last day of classes for Grade 7 & 8 students
June	28	Last day of classes for Grade K-6

BALMORAL
BANDITS



**Balmoral School
Handbook
2017-2018**