



École Selkirk Junior High

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Student & Parent Handbook 2021-2022



Once this handbook has been read, please return this portion to the homeroom classroom teacher:

Student Name: _____

Parent Signature: _____

Date: _____

ÉCOLE SELKIRK JUNIOR HIGH SCHOOL MISSION STATEMENT

École Selkirk Junior High School strives to provide a safe and respectful environment with high expectations and meaningful opportunities. Our focus is to help build relationships that develops citizenship and promotes lifelong learning.

Administrative Message

Welcome to and Bienvenue à École Selkirk Junior High! At École Selkirk Junior High School, we are proud of the staff, students and programs that make our school a successful and desirable place to learn. We are always looking for ways to improve the learning environment so that 100% of students can be successful. Planning for school improvement is carried out at our school collaboratively with staff members, the Parent Advisory Council and student groups. This year, our goals are as follows:

1. Increased cultural and diversity awareness throughout the school.
2. Literacy – by engaging in meaningful daily literacy activities, students will become more successful, confident and proficient in their literacy skills such as organizing, composing and transcribing.
3. Numeracy – improve student capacity in Mental Math and reduce Math anxiety.
4. All students will be in class on time, prepared and ready to learn.

Every student and staff member should demonstrate respectful behaviour in all areas of the school. We expect our students to conduct themselves in an appropriate manner while at school, on their way to and from school, or at school sponsored functions.

At ESJH, we believe:

- We have the right to be safe at school and a responsibility to ensure that there is no physical or verbal abuse.
- We have a right to be respected and a responsibility to show respect to myself, others and my surroundings
- We have a right to learn and a responsibility to attend classes, follow school and classroom rules and complete assignments.

A ESJH, nous croyons:

- Nous avons le droit de se sentir en sécurité à l'école et la responsabilité d'empêcher l'abus verbal et physique.
- Nous avons le droit d'être respecté et la responsabilité de manifester du respect envers nous-mêmes, envers les autres et envers notre environnement.
- Nous avons le droit d'apprendre et la responsabilité d'être en classe, de suivre les règles de l'école et de la classe, et de compléter nos travaux.

We also recognize that the junior high years can sometimes bring unique challenges for students, parents and teachers. During this time of early adolescence, major physical and emotional changes occur. During this stage of development, children need caring, support, and understanding as well as structure and fair discipline if they are to succeed. We need to continue to work together diligently and include effective communication between home and school to make these goals a reality. Parents should feel free to contact the school at any time. Our wish for our students, parents and staff is for much learning, growth and success in the upcoming year.

Mr. Daryl Loepky, Principal

Ms. Belinda Hammond, Vice-Principal

Code of Conduct

STATEMENT OF PURPOSE

The purpose of the Code of Conduct is to establish and maintain a safe, caring and orderly environment for purposeful learning at École Selkirk Junior High School. School boards and schools are entrusted through the School Act with authority to establish codes of conduct. A Code of Conduct has been developed by the Lord Selkirk School Division and is available online as well as being attached to this document. This document is given to all students at the beginning of the year. It is the responsibility of every student to respect the rights and dignity of others in learning environments free from discrimination as set out in the Manitoba Human Rights Code (issues related to gender, race, religion and sexual orientation). It is also the responsibility of every student to be productive and actively involved in his or her academic and social growth.

STUDENT RESPONSIBILITIES:

All students are expected to follow the Code of Conduct in order to create and maintain a school environment that is orderly and purposeful and allows for maximum learning. Students are expected to behave in a way that ensures learning without interruption and safety. Although we encourage, teach and model self-control and self-discipline, conduct by any student that adversely affects a school's climate or operation, including disruption of the learning environment, shall be considered a breach of the Code of Conduct, warranting appropriate intervention that may include suspension.

At ESJH, students have the right to:

- **be safe at school and a responsibility to ensure that there is no physical or verbal abuse.**
- **be respected and a responsibility to show respect to myself, others and my surroundings**
- **learn and a responsibility to attend classes, follow school and classroom rules and complete assignments.**

Academic Honesty

Students are expected to demonstrate integrity, ethical conduct, and academic honesty in all assessments, research, and class work and homework assignments. Students must understand that the tests/exams they complete and the assignments they submit as evidence of learning must be their own work and that cheating and plagiarism will not be tolerated. Aspects of academic dishonesty include copying other's work, using cheat notes, misrepresenting circumstances to obtain extensions, and submitting or representing someone else's work as one's own. Consequences will be determined by the Administration of the school and parents will be involved.

Acceptable Conduct:

Acceptable conduct is conduct that:

- Respects self, others and the learning environment
- Puts forth the best effort into school work and makes effective use of class time.
- Makes the school a safe, caring and orderly place
- Engages a student in purposeful learning experiences as directed by the teacher
- Informs a staff member of incidents of bullying, harassment and/or intimidation
- Acts in a manner that brings credit to the school

Being Prepared for Class is important and involves consistently:

- having books, completed assignments and materials with you for each class
- bringing gym clothing to class and participating in gym.
- being rested and free from the influence of substances that could negatively affect your performance at school.
- being in class on time.

Unacceptable Conduct:

- Behaviours that interfere with the learning of others or with the learning environment and/or create an unsafe environment including:
 - Damage to property
 - Abusing another individual physically, sexually or psychologically, verbally, in writing, or otherwise
 - Discriminating unreasonably on the basis of any characteristic set out in subsection 9(2) of *The Human Rights Code*.
 - Acts of bullying/cyber bullying, harassment and/or intimidation
 - Retribution against a person who has reported incidents
 - Using, possessing, or being under the influence of alcohol or illicit drugs at school, on school property or school sponsored events
 - Gang involvement will not be tolerated on school sites
 - Possessing a weapon, as “weapon” is defined in section 2 of the *Criminal Code* (Canada)
 - Not adhering to school policies respecting the appropriate use of
 - The internet, including social media, text messaging, instant messaging, websites, and email; and
 - Digital cameras, cell phones, and other electronic or personal communication devices identified in the code of conduct or the policies of the school board.

Consequences:

1. Staff members will address behaviour of a minor nature as soon as it occurs. Students will be made aware of how their actions were inappropriate and discuss how a better choice could have been made. A discussion with the student about an appropriate consequence or restitution will be done at this time.

2. More serious offences include:

- Behaviour that interferes with or threatens the orderly functioning of the school or adversely affects the well-being of others.
- Behaviour that is injurious to the safety and/or dignity of any student(s) or staff member.
 - This includes physical abuse, open opposition to authority, stealing, vandalism and continuous disruptive behaviour. The severity, frequency and repetition of unacceptable behaviour will be considered in determining appropriate disciplinary action.
 - Responses to unacceptable conduct are consistent and fair and take into account what is best for the student and the school body as a whole. Students, as often as possible, are encouraged to participate in the development of meaningful consequences for violations to the code of conduct. For major offences consequences may involve in-school or out of school suspensions.

Consequences for serious offences will result in disciplinary action including loss of privileges, detentions, and in-school and out-of-school suspension at the discretion of administration who will investigate the situation taking into account many variables. Parents will be contacted and will be invited to be involved in the restorative process.

Smoking, Illicit Drugs and Alcohol

The Lord Selkirk School Division is committed to the promotion of environments that are healthy and safe for the students and staff of the Division. Efforts are focused on encouraging healthy lifestyles, through policy, instructional programs, modeling and procedures at Division schools.

Smoking is not allowed:

1. In Division buildings or vehicles (24 hours a day, 7 days a week)
2. During school or Division sponsored activities
3. On Division Property

There will be consequences for those who do not follow this policy.

Drugs/Alcohol

Students must be free of the influence of substances that could affect their performance at school. The following are all covered under the Divisional drug/alcohol guidelines:

- Suspected use
- Under the influence
- In possession of drugs, alcohol, paraphernalia

CONSEQUENCES:

- 1) Immediate five-day suspension from school.
- 2) Mandatory referral to Addictions Foundation of Manitoba.
- 3) Possible R.C.M.P. involvement.

Subsequent offenses carry more serious consequences including:

- 1) Meeting with the Superintendent's Office.
- 2) Further suspension of up to 5 weeks at the discretion of the Superintendent's office.
- 3) Possible loss of participation of school-related activities.
- 4) Possible expulsion from school at the discretion of the Board.

Trafficking, distribution of drugs, alcohol and paraphernalia

- 1) Possibility of an indefinite suspension with recommendation for expulsion from school.
- 2) R.C.M.P. involvement
- 3) Parental contact

According to Lord Selkirk School Division policy, drug offences will accumulate over the entire period that a student is in a particular grade level section: K-6, 7-9, and 10-12. All suspected use or incidents of drugs or alcohol will be investigated.

There are three categories:

1. Suspected Use of Drugs/Alcohol:

Possible Actions:

- Referral to Administrator/Counselor/AFM
- Parental contact
- Review policy/regulations with parent
- Removal from school.

2. Under the Influence/Use of/Possession/Purchasing of Drugs or Alcohol:

First Offence:

- Immediate 5-day suspension
- Parental contact
- Immediate removal from school
- RCMP contact
- Mandatory referral to Addictions Foundation of Manitoba
- Must make arrangements for drug/alcohol assessment before re-entry to school
- Loss of participation in school related activities during suspension.

Second Offence:

- Immediate 5-day suspension
- Parental contact
- Immediate removal from school
- RCMP contact
- Mandatory meeting of student and parents with Superintendent's Department
- Further suspension of up to 6 weeks at the discretion of the Superintendent
- Loss of participation in school related activities during suspension.

Third Offence:

- Immediate 5-day suspension
- Parental contact
- Immediate removal from school
- RCMP contact
- Further suspension of up to 6 weeks at the discretion of the Superintendent
- Referral to the Board for expulsion, suspension and/or alternative education placement/plan.

3. Trafficking/Distribution of Drugs or Alcohol:

- Parent contact
- Immediate removal from school
- RCMP involvement
- Indefinite suspension with recommendation for expulsion from school.
- Referral to Addictions Foundation of Manitoba.
- A student expelled must meet with the Board in order to justify possible reinstatement.
- Pupils 18 years of age or older are required to complete an Access To Pupil Information Consent form in order to allow disclosure of personal information to parents/guardians.

SCHOOL ORGANIZATION

Warning Bell (students to make their way to homeroom)	8:50
Home Room	8:55 - 9:00
Period 1	9:00 - 9:40
Period 2	9:40 - 10:20
Break	10:20 - 10:25
Period 3	10:25 - 11:05
Period 4	11:05 - 11:45
Lunch	11:45 - 12:00
Talent Development	12:00 - 12:30
Warning Bell (students to make their way to period 5)	12:40
Period 5	12:45 - 1:25
Period 6	1:25 - 2:05
Break	2:05 - 2:10
Period 7	2:10 - 2:50
Period 8	2:50 - 3:30

Please note: Students need to be in their classes by 8:55 a.m. and 12:45 p.m.

Programs

École Selkirk Junior High is a dual track school. In addition to the regular English language program, our school offers French Immersion. The French Immersion program provides a minimum of 50% instruction in French.

Grades 7 and 8:

Students take the following courses in Grades 7 and 8:

Language Arts	Social Studies	Math
Science	Phys. Ed. /Health	Basic French/Français
Human Ecology/Tech. Ed.		

**Students also select either Band or Art in grade 7 and either Band or Art and Aboriginal Studies in Grade 8.*

Grade 9 is considered a part of the High School system in Manitoba. Each course is worth 1 credit toward the total number required to graduate from Grade 12. The following courses are required:

Language Arts	Social Studies	Ready is Thinking
Math	Science	Phys. Ed/Health

English program students must also select two of the following options courses:

Human Ecology	Tech. Ed.	Curling
Art	Band	Aboriginal Studies
French	Drama	

French Immersion students must take Français and then select two of the above options courses.

Student Services

E.S.J.H. and the Lord Selkirk School Division have many supports in place that students and their families can access if a student is experiencing some difficulties in the classroom with the work, problems with friends or getting back to speed after being ill or injured for a prolonged time. These supports are designed to meet student needs both academically and socially/emotionally.

RESOURCE SERVICES – The school’s two resource teachers assist in identifying students with academic concerns and collaborate with teachers to develop programs and instruction strategies to address the needs of these students. Educational Assistants are a part of this program. The Resource department also offers noon hour assistance (Homework Club) to help organize and get students caught up in their work.

COUNSELING SERVICES – There are two counselors available in the school to meet with students and parents to provide assistance in the areas of personal and social development. Counseling can be individual or in a small group. Services are provided in a wide variety of areas including family and peer relationships, career development, goal setting and referrals to outside agencies. When needed outside agencies (e.g. Child and Family Services, RCMP, Mental Health, Addictions Foundation of Manitoba) may be called to offer assistance.

INDEPENDENT SELF-PACED LEARNING - I.S.P.L. is designed to assist students who are struggling in math. A teacher and Educational Assistant are assigned to this program. Help is given to other grade levels if room allows. This program works in co-ordination with the resource team.

LORD SELKIRK STUDENT SERVICES CENTRE - The S.S.C. is housed in Daerwood School. The Center provides a variety of services for students and their families, including testing, social work, psychological services and speech and hearing assistance. They act as a resource for our resource, counseling, ISPL and teaching programs. Students and parents looking for these services can so through ESJH’s Student Services team members – counselor, resource, ISPL, etc.

Parent Advisory Council

The council is open to any parent or guardian of a student at ESJH. In addition, there are representatives from administration, the teachers, and the student council. The council meets on a monthly basis. Please check the school website for upcoming meeting dates. The council also sponsors two awards to most improved students at the Grade 7 & 8 level. The PAC at ESJH does not participate in fundraising. They are an information-sharing group.

“ESJH Gazette Newsletter”

The ESJH Gazette Newsletter is École Selkirk Junior High’s monthly publication that is published each month beginning in October. We post these on the school website and also send these electronically through parent emails. Paper copies will be made available to those who either prefer a paper copy or who do not have an available email address. The EJSJH Gazette Newsletter includes articles about activities at the school and is intended to be one source of communication between the school and parents. Parents: please regularly check your email for this publication or encourage your sons and daughters to remember to bring these newsletters home.

Student Evaluation/Reporting

Three report cards are sent home each year. Student progress is evaluated on a continual basis in all subject areas. Methods of assessment include tests, daily work, projects, written assignments, and oral presentations. We encourage all parents to attend student conferences with their child as research shows that the more parents are involved, the better a student will do.

Parents are encouraged to communicate often with teachers and administration (either by phone, email or in person) if problems are being encountered either in the classroom, in the halls or at home. Email addresses for staff are posted on the school website.

Library

The library is open from 8:30 am until 4:00 pm (except from 11:30 - 12:00 pm). The library is an area for serious study, research or quiet reading. The library contains print and non-print materials, books may be borrowed for 2-3 weeks. Any library books lost by students must be paid for at the original cost. A student who has overdue books may not borrow library materials until those overdue problems are cleared. The Librarian is available to assist students find answers to reference questions and provide guidance to students looking for particular recreational reading material or information. All incoming grade 7's will have an orientation to the library and its services.

Extra-curricular Activities

École Selkirk Junior High provides students with many activities students can take part in outside of their regular classes. Extra-curricular activities such as: volleyball, basketball, cross-country running, badminton, track and field and cheerleading occur during the year. There are usually teams representing all grade levels in these major sports. Practices for these sports are held before and after school. We also offer other clubs, music programming and other interesting opportunities to engage students. The actual range of offerings can change from year to year thus students are encouraged to listen to announcements as the year progresses.

Transportation

Riding on the bus is a privilege; improper conduct on the bus will result in the withdrawal of bus riding privileges will begin on the third bus report.

1 st & 2 nd reports	-warnings
3 rd report	-5 days bus suspension
4 th report	-20 days bus suspension/meeting with Board
5 th report	- suspended from bus indefinitely

An immediate suspension may be implemented if the bus report is of a very serious nature.

Students riding school buses must have a single designated drop off and pick up point on a specific bus route. Variations to this (such as using a different bus or getting off at a different stop) may be granted once or twice per year, and only for exceptional circumstances.

Permission for such variation is given by a school administrator, provided a written note with the following information – regular bus # and requested bus #, destination with reason signed by the parent, is submitted to the school by noon of the requested day. In such cases, a Bus Boarding Pass will be given to the student, allowing the variation to occur.

Bus rules apply during field trips and students who are inappropriate on the bus may lose field trip privileges as well as bus ridership privileges.

GENERAL SCHOOL PROCEDURES (Alphabetical)

Agendas

Agendas are considered a personal choice for each student and their parent(s). Therefore, if a student needs an agenda, they are encouraged to purchase one when they are buying school supplies.

Students are encouraged to talk to their teachers about how to best stay organized. All teachers have a variety of methods and means to help students stay organized (e.g. web pages, homework boards, etc.). Parents are encouraged to talk to their child's teachers to help their young person get organized and stay on top of their work.

Assemblies

Assemblies of the entire student body are held on a regular basis – usually the first teaching day of each week beginning at 9:00 a.m. Assemblies consist of general announcements, special presentations, and occasional guests and band performances.

Attendance and Late Arrivals

Regular student attendance is required in order to assure the greatest opportunity for a successful year. All students are expected to attend all classes regularly and punctually. 20 days absent without just cause will put the student's promotion at risk. Students who do not regularly attend increasingly struggle academically and socially.

If a student is unable to attend school, a **phone call to the office is required prior to 9:00 A.M.** There is a callback system in place at our school. If a student is absent and we have not had a call from a parent informing us of the absence, the school will call (or email) parents at home or work to verify the reason for the absence.

Any student required to leave the school during the day *must* report to the office in order to sign out. Parental consent must be given prior to any student signing out.

Parents, who know their child will be late arriving at school, should contact the school (785-8514). Students are encouraged to remain at school through the lunch hour as our records show that too many students who leave the school grounds return to school late. Over time this negatively affects their learning and disrupts the learning of others. Attendance records and report cards record a student's absences as well as students arriving late as part of their permanent records.

Students are expected to be in their homeroom by 8:55 am and in afternoon class by 12:45 p.m.

Bicycles

Students who bring their bicycles to school do so at their own risk. We recommend that all bicycles be locked securely. **The school cannot be responsible for loss or damage.**

Dances

Dances are for the students enrolled in École Selkirk Junior High. The doors will be open for 30 minutes at the beginning of the dance. NO students are admitted after the doors close unless previous arrangements have been made and the late sheet has been signed at the office. Students should ensure they know the start time of dances and let their parents know when the dance is scheduled to end.

Dress Code

Students will dress in clothing appropriate for being in a learning environment and with common sense for school and school functions. Students cannot wear hats, caps or bandanas in the building. Student attire should not be offensive or disruptive to other persons in the school. Students wearing T-Shirts displaying inappropriate slogans or artwork will be asked to change into more appropriate attire. Clothing or items (e.g. bandanas) associated with gang activity will not be allowed in the building.

Electronic Devices – Cell Phones, iPods, MP3 Players, Games

Personal cell phones can be a distraction in the learning environment. All electronic devices will only be used during class time under the direction of a teacher. Cell phones can be used prior to the morning warning bell; at lunch and breaks, excluding Talent Development times; and after the 3:30pm bell. Students who cannot work within this policy will be asked to bring their phone to the office and parents will be contacted. ESJH is not responsible for lost or stolen cell phones.

Electronic devices such as iPods, MP3 Players and other devices are only to be used in accordance with the posted policy of the teacher or staff member in charge of the learning situation. When being spoken to, ear buds or headphones will be removed as a sign of respect for the speaker whether it is a fellow student, staff member or guest speaker. ESJH is NOT responsible for lost, stolen or damaged items.

Holidays

Families that plan holidays which involve some time for their child to be out of school will contact their child's teachers and make arrangements at least two weeks in advance to help the student keep up with work. Arrangements can then be made to have the student work ahead on courses before leaving, to take some work along on the holiday, or to "catch-up" after returning.

Locks and Lockers

For security reasons, only locks issued by the school may be used on lockers, and "lock switching" and "locker trading" with fellow students are not allowed. Students are expected to keep lockers neat and tidy and to regularly throw out unwanted food and drinks. If a student thinks that others have found out their combination, they can come to the office to exchange their lock for a new one.

School administration reserves the right to open student lockers.

Lost and Found

A lost and found is set up in the main office. Any student finding articles, materials, or books should turn them into the office. The lost and found will be cleaned out at the end of each term and items are donated to outside agencies. Please make sure to check for lost items regularly.

Lunch Hour

Students who choose to leave the school at noon hour are not supervised by staff and may find themselves in unwanted situations. Several students return late to school when they leave at lunch hour, which becomes disruptive to their classroom and the learning of others. Realizing the potential issues, E.S.J.H. encourages all students to engage themselves in noon hour activities that are supervised by staff. These activities are called "Talent Development". Each lunch hour, from 12:00 – 12:30, the school offers a wide variety of activities that are outside of curricular areas and are engaging, fun activities created to meet the needs of students with a particular interest. Each activity is organized and supervised by teachers of E.S.J.H.

Teaching ESJH Students to be a Good Neighbours:

ESJH works hard to maintain a positive and respectful relationship with all our neighbours – residential, schools and businesses. As such, we ask students to use sidewalks and cross walks, collect their garbage and dispose of it in a nearby receptacle, and only walk or play on school property. Students are not to be going to the high school at lunchtime to hang out.

We also ask students to refrain from using the back lane by the Knight's Centre housing complex and the back lane between the Lord Selkirk Education Centre and Dairy Queen. This will help reduce community concern and perception about smoking and drug use and allegations of damage to parked cars and property.

Lunch Rooms

Students are permitted to bring their lunch to school and eat from 11:45 – 12:00 noon. Lunch items may be purchased from ‘The Sunshine Inn’ (e.g., pizza, pasta bake, etc) or on special occasions from other locations from 11:45-12:00. Announcements are made regularly for upcoming sales.

Pay Phone

A pay phone is available for student use. Phone calls will not be forwarded to students unless it is for an emergency. Pay phones are not to be used during class time.

Safety and Security

Illness

Should a student become ill at school, or be involved in an accident, he/she should tell this or the subject teacher. Students may not leave the building without first reporting to the office. Parental consent must be given prior to a student signing out. There is no ‘sick room’ at École Selkirk Junior High.

Accidents and Injuries

Students who are injured should notify a teacher immediately. Staff with first aid training and medical help will be provided where necessary. In severe cases, an ambulance will be called for students. ESJH highly recommends parents to purchase student accident insurance.

Student Violence Threat/Risk Assessment

All threats and threat related behaviours are taken seriously and assessed in a timely fashion to not only ensure the safety of staff and students but also to provide supports to those who have made these same threats. When an individual’s behaviour poses a potential threat to safety, LSSD utilizes the violence threat risk assessment (VTRA) model to comprehensively assess the unique situation. This multidiscipline process involves interview and data collection to form a comprehensive support plan to keep our community safe.

Fire Drills/Code Red, Green and Homeroom

At least ten fire drills, 1 Lockdown and 1 Evacuate (explained below) will be held during the school year. Evacuation procedures are explained to students early in the year and escape route signs are posted in each room. Fire extinguishers and alarm boxes are located at strategic locations throughout the building for use in the event of a fire. **It is a serious offence to tamper with this equipment.**

Lockdown: In the case of a dangerous intruder, it may be necessary to call a Lockdown. Students will remain in secure areas until lockdown is lifted.

Hold and Secure: In the case of a potential threat in the community outside the building, exterior doors are locked, with no entry or exit of the building. However, classes will continue as usual.

Evacuation: An evacuate drill is used when it is deemed that the school building is not safe to be in. An announcement will be made to signal evacuation and students will leave the building and proceed to Robert Smith School gym where they will remain until an ALL CLEAR has been announced.

Code Homeroom: Students remain where they are until cleared by the office to move to their next class.

- Shelter in Place:** A shelter in place drill will be called when hazardous material is released into the atmosphere. Students will take refuge inside the building with all the doors and windows closed and the ventilation system turned off.
- Bomb Threat:** If a bomb threat is made information is immediately reported to a supervisor.
- Tornado:** Should a tornado become a threat, students will gather in identified safe rooms, stay away from windows and exterior doors and large open or high roof areas.
- Social Media Threat:** Should staff, students or parents become aware of a social media threat, take a screenshot of the threat if possible and immediately notify a supervisor.

School Photographs

Student photographs will be taken at the beginning of the year. No payment is required on picture day. Proofs are ready in about a week and families can order online or with a paper order form dropped off at the office paying with cash or cheque (the office does not provide change). The cost will vary, depending on which package is chosen.

A date for “retakes” will be scheduled later in the fall and students will be notified. Retakes will be provided in cases where there are defects in the pictures that are the direct responsibility of the photographer. Those students absent in September will be photographed at that time.

All students need to have their pictures taken in the fall regardless of whether they are purchasing a package or not.

Farewell Pictures are taken of all Grade 9 students in March each year.

Transfers (courses, classes, homerooms)

On occasion, requests are received for students to be transferred from one homeroom or class to another or from one course to another. When the request is initiated it should be done so in writing and forwarded to administration. The student is to remain in the existing homeroom, class, or program until contacted by an administrator. We are reluctant to change students’ homerooms or classes and will do so only if we feel learning conditions warrant it.

What does a successful ESJH student look like?

Attendance - all students are expected to attend all classes regularly and punctually. (20 days absent without just cause will put the student’s promotion at risk). Students who do not regularly attend increasingly struggle academically and socially.

Being Prepared for Class is important and involves consistently:

- having books, completed assignments and materials with you for each class
- bringing Gym clothing to class and participating in gym.
- being rested and free from the influence of substances that could negatively affect your performance at school.
- being in class on time

Effort: All students are expected to put forth their best effort into their work and make effective use of class time.

At ESJH, we believe:

- We have the right to be safe at school and a responsibility to ensure that there is no physical or verbal abuse.
- We have a right to be respected and a responsibility to show respect to myself, others and my surroundings
- We have a right to learn and a responsibility to attend classes, follow school and classroom rules and complete assignments.

Lord Selkirk School Division

Code of Conduct

Mission Statement

The Lord Selkirk School Division is committed to providing quality educational programs and opportunities for its community of learners.

The Lord Selkirk School Division is committed to creating a safe and respectful learning environment to support and enable learners to develop the knowledge, skills and values to reach their full potential.

Safe and Caring School Environment

As citizens, we share a responsibility to work together to provide school environments where all students feel safe and respected, thereby allowing them to reach their full potential. The Lord Selkirk School Division endeavors to provide educational care and excellence for all students. We recognize there are socially acceptable standards of behaviour, and accept responsibility to promote and maintain these standards in each school. Students, parents and teachers share the responsibility of creating a positive school climate. We believe that the schools of the Division provide a learning environment that is orderly, supportive and safe.

Responsibilities and Rights regarding Student Discipline

Students:

Responsibilities:

To attend school and classes regularly and punctually.

To comply with school and school division discipline and behaviour management policies.

To behave in a respectful manner and comply with the school code of conduct.

To complete assignments and other related work required by teachers or other employees of the school division.

To treat with respect school property and the property of others who are employed at or attending the school.

To assume responsibility if he or she destroys, damages, loses, or converts by an intentional or negligent act, school or division property.

To dress appropriately for classes and activities.

To resolve conflicts peacefully through discussion or by seeking help.

To adhere to divisional policies respecting appropriate use of technology.

To strive for academic excellence and honesty.

To follow this Code of Conduct and any code the school may have.

To adhere to the Safe Schools Charter of Manitoba.

To adhere to the Lord Selkirk School Division Transportation Policy.

To report incidences of bullying and/or cyber bullying.

To adhere to school policies respecting the appropriate use of the Internet, including social media, text messaging, instant messaging, websites, email, digital cameras, cell phones, and other electronic or personal communication devices identified in the code of conduct or the policies of the school board.

Rights

To be accompanied by a parent/guardian or other adult to assist and make representations to the school board before a decision is made to expel.

Parents/Guardians:

Responsibilities:

To cooperate fully with and show respect to teachers and school/division employees to ensure their child complies with school/division disciplines, behaviour management policies and the school's code of conduct.

To assume responsibility with the child, where school/division property is damaged, lost, or converted by the intentional or negligent act of that child. (Note: Staff and students whose personal property is damaged or lost may bring action under *The Parental Responsibility Act*).

To recognize the responsibility of the school staff to provide a safe, respectful and caring environment.

To follow established protocols for expressing concerns (see Appeals of Disciplinary Decisions).

To instill in their child an understanding of the importance of education and to work to the best of their ability.

To instill in their child the respect for the rights and properties of others.

To ensure their child attends all classes regularly, arrives at school on time, and completes homework.

To ensure the school is aware of all student medical and social emotional concerns.

To communicate and work collaboratively with school personnel to ensure their child's success and appropriate behaviour.

To encourage the peaceful resolution of conflict and discourage disrespect, violent or aggressive behaviour to solve a problem.

Rights:

To be informed regularly of the attendance, behaviour, and academic achievement of his or her child in school.

To be informed of the discipline and behaviour management policies of the school or school division, and to be consulted before the policies are established or revised.

To accompany his or her child and assist him or her to make representations to the school board regarding a suspension of more than five days or before a decision is made to expel the child.

Staff:

Responsibilities:

To communicate student progress, attendance and behaviour to students, parents/ guardians and administration.

To show respect to all adults and students.

To respect all confidential information.

To dress appropriately for the working environment.

To provide relevant learning experiences based on the diverse needs of all students.

To participate in creating a positive school climate and safe environment.

To implement intervention strategies offered through a continuum of supports and services.

To assist in resolving conflicts peacefully and use the Code of Conduct to encourage appropriate behaviour.

To adhere to the Safe Schools Charter of Manitoba and follow established protocols for expressing concerns.

To adhere to divisional and school policies respecting the appropriate use of the Internet, including social media, text messaging, instant messaging, websites, email, digital cameras, cell phones, and other electronic or personal communication devices identified in the code of conduct or the policies of the school board.

To maintain order and discipline among students attending or participating in activities that are sponsored or approved by the school, whether inside or outside the school.

To ensure that the interventions and responses used or implemented in carrying out duties to maintain order and discipline in school are appropriate, given the frequency and severity of the disciplinary violation, and take into account the student's state of development.

To report to the principal unacceptable student conduct while at school or at a prescribed school-approved activity as soon as is reasonably possible*.

To report to the principal as soon as reasonably possible that a student may have engaged in cyberbullying or been negatively affected by cyberbullying, whether it occurs during school hours or not*.

To seize or cause to be seized and take possession of any offensive/dangerous weapon brought to school by a student and hand over same to the principal.

To suspend a student from the classroom for up to two days when a student engages in disruptive behaviour and suspension is the consequence for that behaviour under school policy or the school code of conduct.

To promptly document and report a student suspension to the principal.

**The duty to report to the principal also applies to employees of a school board, school division, and persons who have care and charge of one or more pupils during a prescribed school-approved activity.*

Responsibilities and Authority of Principals

- To establish, in consultation with staff, the school's advisory committee, a school code of conduct for students and staff, and to review that code of conduct at least annually.
- To ensure that a school's discipline and behaviour management policies - including disciplinary consequences for violations of the school's code of conduct - are consistent with any Ministerial directives concerning appropriate disciplinary consequences for unacceptable behaviour.
- To supervise buildings and grounds during school hours, including safety, repairs, cleanliness, et cetera.
- To remove, or cause to be removed, persons from school premises who are causing a disturbance or interruption, trespassing, or who are present for a purpose not reasonably associated with the normal functioning of the school.
- To provide disciplinary authority over the conduct of each student of a school from the time the student arrives at the school until the student departs for the day, except during any period that the student is absent from school at the request of his or her parent/guardian.
- To provide disciplinary authority over students on their way to and from school, in terms of their conduct towards one another, while travelling to and from school on school division transportation, and while on school-prescribed activities
- To ensure that the interventions and responses used or implemented in carrying out duties to maintain order and discipline in school, are appropriate, given the frequency and severity of the disciplinary violation, and take into account the student's state of development.
- To notify parents/guardians, as soon as reasonably possible, if the principal believes that a student has been harmed as a result of the unacceptable conduct.

- To suspend a student for up to one week for engaging in conduct that the principal considers injurious to the school environment.
- To inform the student's parent/guardian of the suspension and the reasons for the suspension.
- To give the school board or designate, within 24 hours of a student being suspended, a written report setting out the pupil's name, the period of suspension, and a description of the disruptive behaviour for which the pupil was suspended.
- To keep a record of each suspension of a student.
- To develop categories of the reasons for which a student may be suspended, and to ensure that each suspension is accordingly categorized and that the total number of students suspended and the duration of suspensions are tabulated.
- To ensure that educational programming is available to a student who has been suspended for more than five days.

Responsibilities and Authority of Superintendents

- To suspend a student from school for up to six weeks for engaging in conduct that the superintendent considers injurious to the school environment.
- To inform the student's parent/guardian of the suspension and the reasons for the suspension.
- To give the school board or designate a written report setting out the student's name, the period of suspension, and a description of the disruptive behaviour for which the student was suspended.

Responsibilities and Powers of School Boards

- To establish written policy respecting the appropriate use of
 - (i) the Internet, including social media, text messaging, instant messaging, websites, and e-mail, and
 - (ii) Digital cameras, cell phones and any other electronic or personal communication devices identified by the board.
- To establish written policy on respect for human diversity and ensure that the policy is implemented in each school. The policy must promote and enhance a safe and inclusive learning environment, the acceptance of/respect for others, a positive school environment. The policy must also include the training of teachers and other staff on bullying prevention and respect for human diversity.
- To permit the student and his or her parent(s)/guardian(s) to make representations to the school board about a suspension of more than five days.
- To confirm or modify the suspension or reinstate the student after receiving such a representation.
- To suspend or expel any student who, upon investigation by the school board, is found to be guilty of conduct injurious to the school environment.
- To ensure that educational programming is made available for students under the age of 16 who are expelled.
- To **limit** or place conditions on the teacher's right to suspend, either with respect to an individual student or generally, if the board is of the opinion that the teacher has repeatedly
 - (a) suspended an individual student for reasons that are not justified, or
 - (b) Suspended students for reasons that are not justified.

Unacceptable and intolerable student behaviour includes but is not limited to the following:

Abusing another student physically, sexually or psychologically, verbally, in writing, or otherwise

Harassment

Threats to self or others

Bullying/cyberbullying another student

Discriminating unreasonably on the basis of any characteristic set out in subsection 9(2) of *The Human Rights Code*

Using, possessing, or being under the influence of alcohol or illicit drugs at school
 Gang involvement
 Possessing a weapon, as "weapon" is defined in section 2 of the *Criminal Code* (Canada)
 Inappropriate use of the Internet and electronic communication.

Definitions:

Bullying: Bullying is behaviour that is intended to cause, or should be known to cause, fear, intimidation, humiliation, distress or other forms of harm to another person's body, feelings, self-esteem, reputation, or property. It is also behaviour that is intended to create, or should be known to create, a negative school environment for another person.

Bullying takes place in a context of a real or perceived power imbalance between the people involved and is typically (but need not be) repeated behaviour.

It may be direct (face to face) or indirect (through others); it may take place through any form of expression, including written, verbal, physical, or any form of electronic communication (referred to as cyberbullying), including social media, text messages, instant messages, websites, or e-mail.

Cyberbullying: Cyberbullying is bullying by means of any form of electronic communication, including social media, text messaging, instant messaging, websites, or e-mail.

Unacceptable conduct: Unacceptable conduct includes abusing another student physically, sexually, or psychologically, verbally, in writing, or otherwise. It also includes bullying another student.

Appropriate Interventions and Disciplinary Consequences

The following interventions and disciplinary consequences emphasize positive and proactive strategies that foster student learning, as opposed to punitive and reactive strategies. Negative consequences may be necessary when other approaches to problem behaviour are unsuccessful; however, they are not effective when overused.

The principal must ensure that the school discipline and behaviour management policy, including the consequences for violating the school code of conduct, are consistent with these interventions and disciplinary consequences. The principal maintains the authority to determine which consequence is appropriate in a given situation.

Teachers and principals must ensure that interventions used are appropriate given the frequency and severity of the disciplinary violation and the student's age or state of development. In every situation, when selecting appropriate consequences, school staff should be sensitive to any student who has been the victim or target of unacceptable behaviour, as well as to the student who committed this behaviour. Reasonable accommodation is required for students with exceptional learning needs that affect their behaviour, taking into account the student's ability to comply with disciplinary measures.

Interventions and consequences may be applied as appropriate to the context, and need not be applied in the order they appear in this document. Schools may expand upon the list of appropriate interventions and disciplinary consequences as long as the additional items are consistent with this Ministerial directive.

Informal Discussion

A teacher or administrator speaks with the student to reach an agreement regarding the student's behaviour. Parent(s)/guardian(s) may be contacted in some circumstances. Students who are 18 years of age or older must give their consent to contact parents.

Parental/Guardian Involvement

Contact is made with the parent/guardian(s) to discuss the student's specific behaviour and the steps that must be undertaken to change it. The contact could vary from a telephone conversation to a formal conference at the school with parent(s)/guardian(s), student, and school personnel.

School Counsellor/Resource Teacher

A school counsellor and/or resource teacher meets with the student with the specific goal of developing a plan for changing attitudes and improving student behaviour. Parent(s)/guardian(s) should be informed.

Formal Interview

A conference is held with the student, the teacher, and an administrator and/or school counsellor and the parent(s)/guardian(s) to develop a plan for changing the student's behaviour. As one example of a plan, it may be useful to conduct a functional behavioural assessment to guide the development of effective positive interventions based on the function of the behaviour.

Withdrawal from Classroom Setting

Where specific student conduct is deemed to have a negative impact upon the classroom learning environment, the student is withdrawn to a supervised alternate location to complete his or her assignment. Such withdrawal would normally be temporary, but when a prolonged withdrawal is recommended, parent(s)/guardian(s) will be informed.

Removal of Privileges

Privileges such as access to the playground, cafeteria, library, extracurricular activities, and/or bus transportation are removed under certain circumstances. Parent(s)/guardian(s) will be informed.

Detention

The student is detained at the school for specific unacceptable behaviour. Should a detention extend beyond regular school hours, parent(s)/guardian(s) will be informed.

Restitution/Compensation

The student and/or parent(s)/guardian(s) are required to compensate for damages incurred to school division property by the intentional or negligent act of a child. Such compensation may be monetary in nature, but could take alternative forms such as community service.

Behavioural/Performance Contract

In some instances, the student is required to meet specific behavioural standards in order to avoid more severe consequences. Such expectations are developed among the school, the parent(s)/guardian(s), and the student. Outcomes are clarified in order to meet the behaviour standards agreed upon. Such an agreement is documented, with copies provided for all concerned parties.

Student Services

A referral may be made to school division student services personnel who can assist school personnel in the remediation of inappropriate student conduct. Such involvement may include a level of counseling or clinical supports for the student that is beyond the school's capabilities. Parental/guardian permission must be obtained for assessments and/or interventions.

Outside Agency/Community Involvement

A referral to an outside agency or a community resource may be necessary to address a student's behaviour (e.g., a physician, adolescent or adult mental health services, Addictions Foundation Manitoba, the anxiety clinic at St. Boniface Hospital, the Lighthouses and Turnabout crime prevention programs, Boys & Girls Clubs, Big Brothers Big Sisters, or Aboriginal Elders). In all cases, parental/guardian permission must be obtained.

Threat Assessment

The school will respond to all student threats to self or others through administrative action and/or school division threat assessment protocols or through critical incident preparedness plans. Outside agency and/or police involvement may be requested. Parent(s)/guardian(s) will be informed.

Police Notification

Police notification does not mean that police will lay charges in every situation; however, police should be notified for serious incidents that happen at school, during school-related activities in or outside school, or in other circumstances if the incident has a negative impact on the school environment. School boards should identify the types of incidents that require mandatory and discretionary police notification and ensure that principals are aware of protocols respecting police notification. Parents/guardians will be notified unless police direct otherwise.

Student Suspension

- Alternatives should be considered before suspension (e.g., classroom strategies, in-school alternatives, school-wide programs, and alternative and/or off-site locations).
- A teacher may suspend a student from the classroom for not more than two days.
- A principal may suspend a student from the school for not more than five days.
- A superintendent may suspend a student from the school for not more than six weeks.
- A parent/guardian and/or pupil may make a request to appear before the school board to make representations about a suspension. The school board may confirm the suspension, modify it, or reinstate the student.

Student Expulsion

A school board may expel from a school any student who, upon investigation by the school board, is found to be guilty of conduct injurious to the school environment.

APPEAL PROCESS**Appeals of Disciplinary Decisions**

Students and parents/guardians must follow the school board's established appeal process. Typically this involves an appeal to the teacher who made the disciplinary decision, then to the school principal if not resolved, then to the superintendent of schools if not resolved, and finally to the school board. Exceptions are suspensions in excess of five days and expulsions; in these cases, the appeal goes directly to the school board. These are explained below.

Appeals of Suspensions

In the case of a student who has been suspended for more than five days, the school board must permit the student and his or her parent/guardian to make representations to the school board about the suspension. The school board may confirm the suspension, modify it, or reinstate the student.

Appeals of Expulsions

A student expulsion may be appealed to the school board. If a parent/guardian (or a student 18 years of age or older), wishes to appeal the board's decision, the school division's appeal process shall be followed.