

Miami School

Prairie Rose School Division



Student / Parent Handbook

Revised August, 2016



Miami School



***“Learning for Life...Doorways to the Future!
Shared Pathways to Excellence!”***

Our Mission:

At Miami School, our mission is... to support and educate our community's children with engaging, relevant, and stimulating programming which successfully prepares students to grow and develop into:

- confident, capable, kind, respectful, responsible individuals and citizens who... strive for excellence and contribute in a positive way to their local and global communities.

Our Vision Statements:

- *Students are the centre of everything we do as a school.
- *Students are actively engaged in relevant, challenging/intellectually stimulating opportunities.
- *Students who have difficulty achieving excellence are assisted through interventions such as individual assistance plans, differentiated instruction, direct individual instruction, behaviour plans, and clear communication.
- *Parents, students, and staff work together as a community of respectful, positive, honest, actively involved learners who strive to ensure all students receive a well-rounded education in a safe, healthy, and stimulating environment.
- *Miami students achieve academic excellence, make positive contributions to society, nurture and help one another, and take responsibility for their own learning, actions, and choices.
- *Miami School is recognized and valued by students, parents, staff and the community as their education institution of choice

Our Value Statements

Miami School students and staff value:

- > Input and involvement of parents, community members, students and staff
- > Professional development that provides relevant well-rounded learning opportunities for students including: Literacy, Numeracy, Technology, The Arts, Athletics & Social-emotional well-being
- > Extra time given to assist students

- > A positive school climate where participants are encouraged to be adaptable, respectful, confident, productive, and environmentally responsible.

Our School

Principal: Mrs. Lise McNair lmcnair@prsdmb.ca

- **Grade levels:** Kindergarten – Grade 12
- **Enrollment:** (K-4): 111 students (5-8): 74 students (9-12): 78 students = 262
- **Staff:** 1 Administrator, 15 Teachers, 1 Resource Teacher, 1 part-time Social Worker, 1 part-time Counsellor, 8 full-time Educational Assistants, 1 full-time Librarian, 1 full-time Secretary & 2 full-time Custodians

Curricular Programs:

- Early, Middle and Seniors Years English Programs
- Basic French (Grades 4-12)
- Music, Art & Drama
- Outdoor Ed
- Technology
- Career and Technology Studies
- Internship
- Student Support

Athletics/Co-Curricular Programs:

- Student Council (junior and senior)
- Sports Council
- Intramurals
- Drama/Concerts
- School Sports:
Cross-Country, Golf, Soccer (co-op),
Volleyball, Curling, Hockey (co-op),
Basketball (coop), Badminton,
Track and field, Baseball (co-op)

Contact us at:

125 Scott Street,
Miami Manitoba
R0G 1H0
Phone: 435-2441
Fax: 435-2464

Email: bfrost@prsdmb.ca

Miami School Staff

Administration:

Principal: Lise McNair
Secretary: Beverly Frost

Teaching Staff

Kindergarten: Sara Cantlon
Grade 1: Shirley Mac Aulay
Grade 2: Theresa Knox
Grade 3: Kendra Gaudet
Grade 4: Heather Klassen
Grade 5: Angela McCullough
Grade 6: Elaine Owen
Grade 7: Nathan Strange (Gr 7 Homeroom, SY Media & Events)
Grades 8-12: Curtis Janzen (Gr 8 Homeroom, Gr 7-12 Fre, Gr12 Psychol & History)
Grades 9-12: Wil Kalinowski (Gr 9 Science, Biology, Chemistry, Topics Sci/OutEd)
Grades 9-12: Craig Blagden (Gr 9 SS, Geo, History, EMath, Internship)
Grades 9-12: Kiera Sigurdson (ELA, Lifeworks, Middle & Senior Years Drama)
Grades 8-12: Wanda Stockford (Gr 8 & 9 Math, AppMath, Pre-CalcMath,)

K-12 PhysEd: Brent Unrau (K-12 PEd, 9-12 Health, Gr 9 Art, Athletic Director)
K-4 Music: Steve Doell
SY Student Support: Steve Doell

Resource: Nicole Nitsche

Social Worker/Counsellor: Tina Buus

Support Staff:

Educational Assistant: Anne Hiebert
Educational Assistant: Brenda Klassen
Educational Assistant: Karen Maxwell
Educational Assistant: Annette Pederson
Educational Assistant: Darlene Reimer
Educational Assistant: Joy Jackson
Educational Assistant: Avril Kitchen
Educational Assistant: Brea Rempel

Librarian: Leann Friesen

Maintenance Staff:

Head Custodian: Lorne Klassen
Night Custodian: Sean Graham

Bus Drivers

Alex Cox
Martha Martens
Robert Martens
Sharon McFadden
Laverne Rowson
Claire Smart

Miami School Bell Schedule (2016 - 2017)

	K - 1	K - 6	Gr. 7 - 8	Gr 9-12
Transition Bell	8:50	8:50	8:50	8:50
EY/MY Homeroom Attendance	8:55-9:00 am			-----
Period 1	(9:00 - 9:30) (9:30- 10:00)	(9:00 - 9:30) (9:30- 10:00)	(9:00 - 9:30) (9:30- 10:00)	8:55 - 10:00
EY Recess / Snack MY/SY Nutritional & Literacy Break/ Advisory Period	10:00 - 10:25 K PhysEd Gr 1 Recess/Snack	10:00 - 10:15 10:15 - 10:25 Coats/Transition/Snack	10:00 - 10:25	
Period 2	(10:25 - 10:55) (10:55 - 11:25)	(10:25 - 10:55) (10:55 - 11:25)	(10:25 - 10:55) (10:55 - 11:25)	10:25-11:25
MY/SY Break	-----	-----	11:25-11:30	
Period 3	(11:25 - 12:00) (12:00 - 12:30) (12:30 - 1:00)	(11:25 - 12:00) (12:00- 12:30)	(11:30 - 12:00) (12:00- 12:30)	11:30- 12:30
Lunch	1:00 - 2:00	12:30 - 1:25	12:30 - 1:25	
Period 4	(2:00-2:50) (2:50-3:10)	(1:30 - 2:00) (2:00 -2:30)	(1:30 - 2:00) (2:00 -2:30)	1:30 - 2:30
EY Recess / MY/SY Break	3:15-3:30	2:30 - 2:45	2:30 - 2:35	
Period 5	3:30- 3:40 Dismissal Transition (Outdoor wear stays on) Bus & Library Drop-offs	(2:45 - 3:15) (3:15 - 3:40)	(2:35 - 3:15) (3:15 - 3:40)	2:35 - 3:40
Dismissal	---	3:40	3:40	

Industrial Arts / Home Economics Classes: (Carman Collegiate)

Day 2 - Grade 7 (am)

Day 3 - Grade 10 (am)

Day 4 - Grade 8 (am)

Day 5 - Grade 11 & 12 (am)

Day 6 - Grade 9 (am)

Prairie Rose Divisional School Year Calendar 2016-2017

(Linked to Divisional and School Websites:

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School Hours

- Doors open: 8:40 am
- Bus Drop-off: 8:40 -8:50 am
- Supervised morning playground time: 8:40-8:50
- Classes begin: 9:00 am
- Morning recess/break: 10:00 am
- Lunch Hour: 12:30-1:25 pm
- Afternoon recess/break: 2:30 pm
- Dismissal: 3:40 pm

Early Dismissal Days

A reminder that all students in the division will be dismissed early on the following days for the purposes of Staff Professional Development:

Wed, Sept 21	Wed, Oct 26	Wed, Dec 7
Wed, Jan 18	Wed, Feb 15	Wed, Mar 15
Wed, April 26	Wed, May 17	

Miami students are dismissed from classes at **2:10 pm**. Buses depart at approximately: 2:15 pm to return students home.

For working parents with young students, please ensure that appropriate after-school child-care arrangements have been made in advance.

Attendance

A reminder that a call-back system is in effect. Please ensure that parents notify the office as soon as possible if your child is going to be absent or any changes in pick-up time or arrangements are required.

Parents or caregivers picking up students during the school day must report to the office to sign the student out first.

Student Supplies and Fees:

Families are reminded that the school takes responsibility for purchasing the majority of student classroom supplies for Grades K-6

- Detailed Supply Fee information and School Supply lists were provided in June and/or at the time of registration. This information is also linked to the school website if you need to refer to it again.
- Fees will be collected by each student's Homeroom Teacher (K-8) and/or Teacher Advisor (Grades 9-12) during the first week of classes.
- Marlin PhysEd T-shirt orders will be organized during the first weeks through the PhysEd Dept.

Extra-Curricular Sports Fees:

Extra-curricular sports require funding to operate. This cost is shared by the school and by the parents who choose to have their children participate.

Examples of the expenses associated with extra-curricular school sports include:

- Transportation Costs
- Referee Costs
- Facility Rentals (when required)
- Tournament Entry Fees
- Equipment Costs
- Substitute Teacher Costs

The school covers the cost of substitute teachers when coaches and managers are away from school to assist with these activities.

The remaining costs are estimated at the beginning of each sport's season based on all the variable factors for that sport (eg. number of tournaments and games, need for equipment, need for referees, need for facility rentals, etc) and then divided by the number of players who are participating in the sport subtract one. (This accommodates the possibility of a student withdrawing from the activity once fees have already been set). No additional fees will be requested once the season has begun. Refunds will be provided if the original estimate was higher than actual cost.

Miami School's Athletic Director/PhysEd Teacher, Mr. Unrau, will communicate the estimated cost for each sport to students and parents as each season approaches.

All extra-curricular sports fees must be paid before the first game of the season.

(Note: A variety of flexible financial arrangements can be discussed with the office to help assist families in this area including spreading the amount into multiple payments using post-dated cheques if needed. Please be sure to contact the Principal if you have any questions or concerns, or special needs regarding fee payments).

Teams who qualify for Provincial Competition are eligible for funding from Prairie Rose School Division. The funds will cover a set amount of transportation, hotel and substitute costs depending on the location of the championships.

What you can Expect as a Student, Staff Member or Visitor at Miami School

At Miami School we believe in the power of ...

Working Hard

Playing Hard

Giving Back to our Community

Celebrating our Accomplishments

All of our school policies, procedures and expectations reflect these values and the following core principles...

Safety

Mutual Respect

Participation

Personal Best

Striving for Excellence

Miami School

Basic Rights and Responsibilities:

At Miami School all Students, Staff, and Visitors...

Can expect to:

- Be able to attend school in a **Safe, Healthy** and **Welcoming** learning environment (free from physical, emotional, verbal, or sexual abuse and harassment).
- Be treated with **Respect**
- Be regarded and treated as **Valuable, Equal** and **Without Discrimination** in every aspect outlined in the Human Rights Code (no matter of age, gender, sexual orientation, disability, race, culture, religion or otherwise)
- Be provided with the opportunity to **Participate** in programs which appropriately meet and develop students' academic, physical, and social-emotional needs
- Be challenged to perform at your **Personal Best** and **Strive for Excellence**

Are expected to:

- Be **Responsible, Positive** and to carry themselves as outlined in the following School Code of Conduct, Safe School Procedures and School Policies:

Code Of Conduct

Safety

- Always conduct yourself in a manner which does not intimidate, bully, threaten or harm the **physical, sexual or emotional well-being** of yourself or others. (this includes physical actions, non-verbal actions, verbal, written, cyber/media or any other forms of bullying or harassment)
- Report all incidences of **bullying and harassment** to a trusted adult/supervisor as soon as possible so that we can put a stop to it. *(All staff are required to report and act on information regarding bully and harassment including inappropriate and hurtful use of the internet, social media, text, messaging, etc even if it is taking place outside of school hours. See the Principal for support as soon as a problem is identified).*
- Refrain from **pushing, grabbing and hitting** at all times, even it is meant in fun.
- Bring into the school only **appropriate and safe materials**. The following items are not permitted at school: (such items are subject to immediate confiscation and/or further, serious disciplinary action)
 - Lighters, matches, firecrackers
 - Cigarettes, alcohol, drugs, or drug paraphernalia
 - Toy/replica or real weapons of any sort
 - Gang related paraphernalia
- Gang involvement, promotion or related behaviours of any kind will not be tolerated.
- **Leave** the following items **in your storage area/locker** during classes unless you have your teacher's permission: Backpacks, Outdoor jackets
- **Lock** bikes to the rack at the front of the school if you choose to ride your bike to school. Bikes must remain at the rack during recess.

- **Skateboards** should be safely stored in your locker or other assigned location and should not be used on school grounds during school hours.
- **Vehicles** driven by students over 16 must follow all appropriate parking, speed and traffic rules. Permission of the Principal is required for students to be in their vehicles during the instructional day. Unless otherwise authorized by the Principal (in consultation with parents), only the driver/owner is allowed in the vehicle.
- Avoid leaving **money or valuables** in your locker or change room. (Keep your locker locked and your combination private).
- Shoes must be worn at all times (fire regulations). An indoor only pair of proper gym shoes (non-marking soles) must be worn for PhysEd.
- Familiarize yourself with the **School Emergency Safety Procedures** outlined in this handbook and carry yourself accordingly during any drills or real situations

Respect

- **Always treat others the way you would like to be treated yourself**
- Guide your words and actions with **kindness, tolerance** and **good-will**
- Speak to all persons in a **polite** and **respectful** manner
- Keep your **language** free from insults, swearing, vulgar, derogatory or racist comments
- Follow all Adult/Supervisor directives quickly and **cooperatively**
- **Participate** in a manner which does not disrupt the learning of others
- **Wait patiently** for your turn to participate
- **Listen politely** when others are speaking
- **Ask for permission** before touching or using the property or supplies that belong to someone else
- Apply the **Problem-Solving Model** to make decisions
- Work to **resolve conflicts** in as **positive** a manner as possible
- **Take good care** of your school and of all **school property and equipment**. (You will be expected to clean, repair, and/or replace any property you purposely or carelessly damage or lose)
- **Clean up** after yourself (Reminder: Sunflower seeds are not permitted)
- **Dress Code:** Dress in a manner appropriate to a learning and business environment. The school reserves the right to be very specific about its expectations and for the Principal to direct students to make immediate changes. (Note that Divisional Policy supports consequences ranging from informal interview to withdrawal from class or school if necessary as determined by the circumstances. Dress Code expectations include:
 - ✓ Wearing shoes at all times
 - ✓ Removing hats, toques, bandanas and other head wear upon entering the building
 - ✓ Ensuring that clothing is free from references to swearing, violence, alcohol, drugs, gangs, or any other inappropriate sayings or images
 - ✓ Ensuring that clothing does not leave breasts/cleavage, buttocks, bellies or undergarments exposed
 - ✓ Changing into a school-issued Marlin T-Shirt and shorts/sweats for PhysEd activities

Responsibility and Personal Best

- **Attend** school every day,
 - All student absences must be excused by a parent/guardian
 - You are responsible for making up missed work

- Get to school and classes **on time**.
- **Cooperate** fully with all adult/school instructions and directives.
- **Get permission** from the supervising adult **before leaving the room** during classes.
- Come to classes prepared with all necessary **supplies**.
- Complete your **homework** and have it in class with you.
- **Hand in all assignments** and projects on time. (Find an appropriate time and place to respectfully discuss extenuating circumstances and discuss potential extensions if nec)
- Hand in work that reflects your **personal best**. **Strive for excellence**.
- Use your **class time** well.
- **Ask for help** if you do not understand.
- **Study** for tests and exams.
- Be prepared to be assigned work **extension/detention times** outside of regularly scheduled classes if you have been identified with missing or incomplete homework, handing in work that does not illustrate that you are striving for excellence and/ or ineffective use of class time
- Promptly **bring home** to parents all permission slips, memos, newsletters, report cards, etc.
- Take advantage of the many school teams/activities/clubs available for you to **participate** in.

Participation

- All students are encouraged to take responsibility for making their school year as interesting and fun as possible by joining some of the wide range of extra-curricular activities offered:

Sports Teams

- Cross-country running
- Soccer (coop)
- Golf
- Hockey (coop)
- Volleyball
- Badminton
- Track & Field
- Fast Pitch (coop)

Clubs

- Drama
- Choir
- Art Mentorship
- Others (TBA)

Committees

- Junior Student Leadership Team
- Student Council Exec/Grade Reps
- Healthy Schools/Sports Council
- Literacy /Library Revitalization
- Social Justice Committee
- Environmental Sustain/ & Recycling
- Media & Special Event Planning
- Grad Committee

Reminder:

- Students participating in extra-curricular activities/sports are expected to ensure that this participation does not interfere with their school work.
- Unsatisfactory academic standing or behaviour can result in the withdrawal of right to participate

Miami School Code of Conduct Behaviour Management Plan

At Miami School, we believe that decisions regarding effective student management and discipline always need to be considered within the following framework:

What needs to happen in order to...

- a) Maintain a safe learning and working environment for everyone?

- b) Help teach students appropriate behaviour and/or more positive and healthy social-emotional skill sets?

As such, the consequences that need to be applied in any given situation will depend on such factors as:

- the severity of the incident
- the frequency of the behaviour
- the age and/or cognitive ability level of the student
- the unique social, emotional and/or academic needs of the student
- school, divisional and/or provincial policy guidelines (including the Division's Violence and Threat Risk Assessment –VRTA-Protocol)

In general, in the case of **minor or first-time incidences** (regarding behaviour, conflicts, language, preparation for school/classes, storage of personal items, attendance, lateness, dress code, etc) staff would begin by:

- a) Talking with the student to more clearly understand what may have triggered the behaviour/incident, and then reaching a mutual understanding/agreement about how to correct the situation and or provide restitution.

This would include:

- the staff member clearly identifying the inappropriate behaviour
- modelling or explaining what the student should be saying or doing instead
- checking to make sure that the student understands what is expected and is capable of meeting the expectations
- teaching the student how to meet these expectations if necessary
- warning the student as to what they can expect if the inappropriate behaviour continues

School staff will encourage and train students to monitor and reflect on their choices and behaviours using cues such as:

How is My Behaviour?

- Is it SAFE? LEGAL?
- Is it RESPECTFUL
 - ...of others?
 - ...of property?
 - ...of myself?
- Is it FUN/FAIR for everyone involved?

If the inappropriate behaviour re-occurs, staff may choose to apply one or more of the following consequences or supports:

- b) Temporary withdrawal from the classroom or activity setting
- c) Removal of a privilege
- d) Detention (as outlined in Divisional Policy JHA)
- e) Contacting the parent/guardian and involving them in the problem-solving
- f) Involving the Student Support Team
- g) Involving the Principal
- h) Restitution or Compensation (if damages to property have been incurred)

Further options for more serious concerns could include:

- i) Formal Interview (conference held with the student, the student support Team, and the parent/guardian to plan for changing the students' behaviour.
- j) Involving external support personnel (such as divisional consultants, psychologists, mental health workers, etc)
- k) Behavioural Performance Contracts (written agreements between the student, his or her parents/guardians, and the school)

If a student's behaviour has violated the law (eg. drugs, theft, uttering a threat, assault...) **or has potentially put their own or anyone else's safety at risk** (eg. disclosure of abuse, threat of self-harm, threat of harm to others, ...) the school may need to:

l) Involve an outside agency (eg. Social Services, VTRA Team, RCMP)

In the event that a student's behaviour is interfering with the safety, well-being or learning of other students, it may become necessary for the school to initiate:

m) Formal withdrawal from the classroom setting

n) In-school suspension

o) Out-of-school suspension

p) Expulsion

Infractions which compromise student or staff safety and well-being including: discrimination, harassment, bullying, cyber-bullying, threats, weapons, and drugs and alcohol will result in immediate and serious disciplinary follow-up and reporting as per divisional policy.

Note:

- A Teacher has the authority to suspend a student for up to 2 days
- The Principal has the authority to suspend students for up to 5 days.
- The Superintendent may authorize suspensions for up to six weeks.
- The 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.

NOTE: All decisions regarding out-of-school suspensions will be communicated to and discussed with the Superintendent and parents informed.

Process for Appealing Disciplinary Decisions (or discussing any school-related concerns):

Students or parents with concerns or questions are expected to follow the school and the division's appeal protocol.

In the case of students suspended for more than 5 days or expelled, protocol dictates that appeals go directly to the school board.

In all other matters, school and divisional protocol dictates that arrangements be made at an appropriate time and place to respectfully discuss the matter and attempt to resolve the issue with school and divisional personnel in the following order:

- 1) The Teacher and/or Staff Member most directly involved
- 2) The Principal
- 3) The Superintendent's Department
- 4) The Board of Trustees

Safe School Procedures

Allergy Alerts:

- A number of students/staff members have indicated that they suffer from significant allergic responses to: both certain food types and pets

- If a student wishes to bring in a live pet for show-and-tell or some other activity, prior approval and arrangements need to be made through the Teacher/Office
- **Due to identified life-threatening allergic responses, the following foods (and any products which contain them) are not to be brought into the school at any time:**
Nuts, Kiwi
- Please read ingredients carefully and be as conscious as possible when sending baking for fundraisers, etc 0-pas
- All students/staff should wash hands thoroughly before leaving home if they have been in contact with nuts (eg. peanut butter sandwich).
- All students/staff need to follow all safety and clean-up guidelines outlined for snack and lunch time
- Students are not permitted to trade lunch or snack items with one another.

Health Plans/Medication

- All students with specific health conditions that may require monitoring or assistance (eg. anaphylactic allergies, asthma, diabetes, etc) must complete the confidential Health Information portion of the yearly registration form. Details and procedures will then be shared with the necessary staff and supervisors as appropriate and required.
- Before medication will be administered by school staff, a divisional form (available at the office) must be signed by both a physician and the parent/guardian. The forms for students requiring regular or administration of prescribed medications must be completed and re-signed each year. New forms must be signed for each non-regular medication need (eg. anti-biotics) as they occur.
- Students who require prescribed rescue medications such epi-pens or inhalers are required to carry them on their person at all times (including field trips).

Student Supervision

- Active staff supervision is scheduled for each of the following activities during the school day:

Open Gym
 Bus drop-off and pick-up
 Playground (before school, morning, lunch and afternoon recess)
 Lunch (circulating in classrooms –EY/MY, canteen-SY)
 Hallways (lunch)
 Intramural sports
 Extra-curricular activities/practices

- Students are not permitted to arrive at school **before 8:40 a.m.** except for supervised extra-curricular and co-curricular activities.
- Students must have permission from and be under the supervision of a teacher to be in the school after 3:40.

Lunch Hour Supervision:

- K-6 students eat lunch in their classrooms from 12:30-1:00 pm. Supervisors circulate through the hallways and classrooms throughout the meal period.
- Playground Supervision is provided for the K-6 students from 1:00 pm-1:25.
- Town students who choose to walk home for lunch do so on their own (Town students who regularly go home to eat are not required to sign out at the office at lunch time).

- All bus students (K-10) are expected to remain on school grounds throughout the school day, including over the lunch hour, unless the office has received parent permission and they have signed out at the office prior to leaving.
 - Grade 11-12 bus students may leave the school grounds for lunch without signing out at the office (open campus).
- Reminder: At all other times in the school day, all students (including Gr 11-12 students on spare) must sign in and out at the office prior to leaving and upon return to the school grounds.

Visitor Access to the School

- Early Years parents escorting their children into the school in the morning may enter through the Early Years doors from 8:40 am-9:00 am. (After 9:00 am, these doors are locked and will remain locked for the remainder of the day).
- After 9:00 am, all parents/visitors are expected to enter through the front doors and to check in at the office before proceeding into the halls or classrooms.

Before/After School Traffic:

- Please drive north on Scott Street when driving to and from school to facilitate safe travel of students who walk or ride bikes to school.
- Parents dropping off or picking up students, must park in the front of the school. Do not drive through the bus drop off and pick up lane.
- Student vehicles are to be parked in the designated parking area in front of the school.
- Crossing Guards are in place at the school corner at end of the school day to assist K-4 and town students dismiss prior to buses leaving.

Picking up Students from School

- Older siblings attending Miami School may pick up their younger brother/sister after school.
- Please provide a note in advance if someone other than a sibling or the parent/guardian will be picking up your child. (If a non-parent/guardian does not have a signed note they will be required to report to the office in order to verify parent/guardian permission).
- Please ensure that you give the office as much advance notice as possible if changes need to be made to a student's regular pick-up schedule. It can be very challenging for the office to field and communicate large numbers of messages between 3:30 and 3:40 pm.

Important:

For student safety, and to help decrease congestion and the interruption of classes at the end of the day,

- **Parents/Adults picking up Kindergarten and Early Years children at the end of the day (or at lunch hour) are directed to wait in the Library (rather than in the hallway outside classroom doors).**
- The Library will be open for this purpose **5 minutes** before dismissal: 12:25 and 3:35 pm
- K-4 students will be brought to their waiting parent/adult in the Library when they are ready to be dismissed.

Extreme Weather/Storm Conditions: (Buses cancelled)

a) Before School Starts:

School Closure and Cancellation of bus (Divisional policy):

- When temperatures fall to -45°C or lower, or hazardous weather or road conditions prevent buses from safely transporting students, the superintendent will

communicate the order to cancel buses and close all schools. This decision will be made prior to 7:00 am.

- Closures are announced on the divisional website (www.prsdmb.ca) and on the following radio stations:
CBC 990, CJOB 680, CFAM 950, CKMW 1570
- If school is not cancelled, bus drivers have the discretionary responsibility not to drive a hazardous route and will notify parents.

b) During the School Day:

Guidelines for Outdoor Activities:

- It is the school's expectation that students will report to school appropriately dressed to be outside in normal winter weather conditions. **Please ensure that students come to school dressed to spend time outside except under the most extreme conditions.** (This applies to Gr 7-10 students when walking to the Arena/Curling Rink, etc)
- The decision to cancel or reduce time for outdoor recess/lunch/or other school activities (eg. walking to curling rink for PhysEd) will rest with the office in consultation with the scheduled outdoor supervisor(s).
- This decision will be based on such factors as the raw outdoor temperature, windchill index, and/or any other relevant local weather conditions

General Guidelines/Plan:

Temperature (raw or Windchill equivalent)	AM/PM Recess	Lunch
Up to -29°C	Regular 15 minute recess	Regular 30 minutes outdoors
Between -30°C and -34°C	Recess shortened from 15 minutes outside to approx 5 minutes outside. <ul style="list-style-type: none"> • Students get dressed at: 10:05 am and 2:35 pm • Re-enter with regular recess bell at 10:30 am and 2:45 pm 	Time outdoor decreased to between 10-15 minutes <ul style="list-style-type: none"> • Students get dressed at: 1:10 -1:15 pm • Re-enter with regular afternoon bell at 1:20 pm
-35°C or colder	Outdoor recess cancelled <ul style="list-style-type: none"> • replaced with 15 minute indoor recess in individual classrooms 	Indoor lunch recess <ul style="list-style-type: none"> • 12:25pm-12:55 pm (lunch in indiv classrooms) • 12:55pm-1:25 pm (variety games, movies, etc)

Blizzard or reduced travel visibility: (during school day)

- Should adverse weather conditions present while students are in classes, schools will remain open until the end of the school day.
- **Students will not be transported or sent home early.**
- Schools will be notified by 3:00 p.m. if buses will not operate.

If buses are not able to operate at the end of the school day:

- All staff and students will be required to remain at school until dismissed by the Principal according to the procedures outlined in the Emergency Billet Plan.

Miami School Emergency Billet Plan:

At the start of each school year, **all families are required to complete a Family Emergency Billet Information Form** indicating an appropriate plan/billet for their child(ren) in the event that buses cannot return students home at the end of the school day.

Once the school is contacted by the Superintendent with the decision not to run bus transportation the following procedure will be followed:

- Staff will be alerted and preparations for contacting parents/billets will begin immediately.
- All students will remain in regular classes until the office announces that emergency billet procedures are now in effect.
- All students (including town students) must remain in the building in their assigned locations until they have received permission from the office to leave.
- K-6 students report to your regular classroom and homeroom teacher.
 - All Grade 7-12 students will report to the Gym.
- **No student (town or bus) is allowed to leave the school until the school has made contact with the parent and/or the student's designated billet.** (Confirmation of this contact will be provided to the supervising teacher in the form of a written student release form from the office)
- Prior to town students and their billets walking home from the school, the following steps must be followed:
 1. The parent/billet has been contacted to confirm that they believe it is appropriate and safe for the student(s) to walk home in the current weather conditions.
 2. Student(s) are appropriately dressed for the weather conditions
 3. Students are walking in groups. (No student should be walking alone)
- **As parents/billets arrive to pick-up students, they will be directed to the sign-out room (Office) where they will need to sign their child(ren) out.**

NOTE: In the event that a safe ride cannot be secured for a student(s), arrangements will be made to have student(s) remain in the school with designated staff until the storm passes and travel is once again safe.

If students will need to remain overnight in the school, a minimum of 2 staff members must be designated to supervise (1-40 students). Additional staff member(s) should be assigned for every additional 15 students.

School Lockdown Practice: Important Parent Information

As you will already be aware, it is important for schools (and all public venues) to have protocols and plans in place that help building occupants and the community respond to all kinds of potential urgent and emergency situations as safely and efficiently as possible.

Lockdown Practice Drill, like fire drills, are a mandatory component of school emergency response procedures.

What is a lockdown drill?

- A lockdown drill involves having all students and staff practice what they should do in the event that there is ever a lockdown announcement directing everyone to move as quickly as possible to the nearest, safest and most secure location available and to remain there until an “all clear” is issued.

What kinds of situations might put a school into a lockdown situation?

- It is important to know that lockdown situations can be called within a school for a variety of reasons. We have taught our students that there are two kinds of lockdown announcements that could be made depending on the urgency of the situation:
 - a) **CODE YELLOW LOCKDOWN: (Proactive Precautionary)**
 - ✓ Indicates to students and staff that there is a situation of some kind occurring within the school, (most likely in a hallway or common area), that would be made less complicated and potentially safer with fewer people coming through the area.
 - ✓ Examples might include an accident or medical emergency.
 - ✓ It might also include someone in an agitated or angry state who needs a chance to be re-directed to a more private setting to help resolve the problem.
 - b) **CODE RED LOCKDOWN: (Extreme Emergency- Armed Intruder)**
 - ✓ Indicates to students and staff that there is an armed and dangerous intruder in the building and alerts everyone to seek immediate safety in the manner that they have been trained to think about during lockdown practice drills.

What do parents and community members need to know about school lockdowns?

- ❖ It is most important to remember that although we have all heard accounts on the media of incidences of violence and shootings in schools and public places, this is still an extremely rare and unusual occurrence. Most lockdown scenarios that occur in schools are of the CODE YELLOW proactive variety and are in response to situations which are reasonably easily de-escalated if traffic flow is reduced and everyone follows directions and stays safely away from the source.

In the event that parents and community members ever become aware that the school is in a lockdown situation for any reason the following protocols are essential for everyone’s safety and for the effectiveness of our emergency support systems:

- 1) **DO NOT TRY TO CALL THE SCHOOL FOR INFORMATION.**
 - Any and all calls and inquiries should be made instead directly to the PRSD Division Office (745-2003) or the RM of Thompson Office (435-2114).
 - The school has procedures in place to ensure that both of these contacts are part of the school’s lockdown plan and community support team and they will be able to provide you with whatever information and directions you will need.
- 2) **DO NOT TRY TO CALL YOUR CHILD’S CELL PHONE TO CHECK ON THEM.**
 - All students will have been trained to immediately turn their phones to silent as a ringing or vibrating phone could potentially put your child or others unnecessarily at risk depending on the situation.
 - Students have also been trained that they need to follow all Teacher Supervisor directives with regards to using their phones during lockdown and understand that what communications are permitted will depend on the specific situation.
- 3) **DO NOT TRY TO COME TO THE SCHOOL.**
 - As part of our school lockdown community support plan, the RM Office will take responsibility for opening up the Miami Community Hall to serve as a central

command and information center for parents and school division staff to gather away from the school itself.

- Emergency personnel including police, first responders and firefighters are also part of the school's lockdown community support team and will move in to contain the situation at the school and assist as required.
- For everyone's safety, it is imperative that the school and surrounding area remain as clear and uncongested as possible.

School lockdown drill practices include reviewing our procedures with students ahead of time in age-appropriate groups and language and debriefing afterwards if needed to help answer questions and/or address any anxiety or concern students may have experienced.

Other Important School Policies and Procedures:

Bus Regulations:

- Prairie Rose School Division is committed to providing a safe and efficient student transportation system for students, parents and schools.
- At the beginning of each school year, bus drivers will distribute the division's School Bus Ridership policy booklet outlining the division and the school's expectations for all students, parents and schools (copies are also linked to the Division's website and in the school office if you did not yet receive one for review).
- Yearly bus evacuation drills are also done twice every year with all students and staff to review safety procedures and expectations with all bus travellers.
- **All schools and bus drivers are expected to follow the same policy guidelines outlined in this guide. Some key reminders for parents and students in the following categories include:**

Appropriate bus behaviour:

- Remain seated and keep the aisle clear at all times
- Keep the noise level down
- Avoid any behaviour that might distract the driver from the road
- No eating or drinking on the bus**
- Be respectful of others and cooperative with the driver at all times

*Bus ridership is a privilege which can and will be removed for students who are unable to carry themselves in a calm, safe and respectful manner.

Transporting items on the bus:

- Backpacks, books, etc must be kept on lap or under the seat
- Only items which fit on a student's lap or under the seat may be transported on the bus.** (Unfortunately this does limit students from bringing some types of band instruments back and forth to school on the bus. Please discuss the situation regarding transporting musical instruments home for practice with the music teacher and the Principal if there is a need).
- Hockey sticks, broomball sticks, hockey bags, skateboards, scooters, toboggans (all types) are not allowed to be transported on the bus.**
- Ice skates** may only be transported if they are in a skate/duffle bag and held on the lap or placed under the seat.

Transporting students on a bus other than their own regular bus:

- Students may only receive permission to ride on a bus other than their own, (or be dropped off at another drop-off on the same route) if the bus driver receives a written note authorized by the Secretary or Principal.**
- In order to receive authorization from the Secretary or Principal, a signed parent

note requesting permission for the student to ride along with a particular student to that student's place of residence **must be submitted to the office for approval prior to 2:00 pm.**

Important:

- The division recognizes that on rare or emergency situations extenuating circumstances such as after-school child-care arrangements may necessitate these types of requests (eg. need to be dropped off at a cousin or friend's house because parents will not be home).
- For student safety and system efficiency, the divisional policy does not permit buses be used as an after-school taxi service for incidental events such as birthday parties, play parties, or homework sessions, etc). **Authorization from the office will be denied for these types of requests.**
- Parents wishing to host another student(s) after school for these types of events are respectfully requested to make alternate transportation arrangements in advance.

Note: All requests are also subject to bus driver confirmation that there is room on the bus.

Attendance:

- Regular school attendance is compulsory, not only because it is the law, but because research has proven that students who attend school regularly have a greater rate of long-term success than those who do not.
- Regular class attendance is also essential to achieve one's personal best, and to responsibly contribute to the success of the whole class and the teacher's efforts to keep the course moving at an appropriate pace. (Missed classes often cause problems with homework, assignments and failed courses. Not only does the student miss valuable instruction but he/she also misses the questions, explanations, and class discussions which promote thinking, learning and social interaction.)

a) Absences

- **All student absences must be verified and excused by a parent/guardian.**
 - When a student will be absent for all or any portion of the day the parent/guardian should call the school before 8:30 a.m. (435-2441) and leave a message on the answering machine or send a note to communicate the absence and the reason for being absent.
 - K-8 Attendance will be reported to the office for call-back confirmation twice a day (first thing in the morning and immediately after lunch)
- In cases of continued **unexplained absences**, various members of the Student Support Team (Classroom Teacher, Teacher Advisor, Resource/Guidance, Administration) will become involved with the student and parent as needed to assist.
- A reminder that students are always **responsible for work missed** during an absence. It is the student's responsibility to make arrangements with respective teachers with regards to assignments missed. (Unexcused absences on test or major assignment deadline days can result in disciplinary action).
- In order to complete course requirements, students may be required to put in additional time outside of regular school hours
- Students who are **absent from an examination** due to illness, or are absent from classes for an extended period of time should be prepared to provide a medical certificate to verify the illness.
- If need for an **extended absence** (eg. family vacation) presents itself, please make arrangements to meet with the classroom teacher and/or Principal as early as possible to discuss the circumstances and to work together to determine the most appropriate plan to help support continuity of student learning).

b) Lates

- If a student is **late for school**, they are expected to sign in at the office before moving on to their regularly scheduled class so that their attendance can be update in Maplewood.
- If a student is **late for a particular class**, they are expected to follow the procedures outlined by that particular classroom teacher regarding respectful entry.

- Students who are late for a particular class should be prepared to **make up the time** outside of regular class time (as directed by the teacher).
- In cases of **repeated lates**, various members of the Student Support Team (Classroom Teacher, Teacher Advisor, Resource/Guidance, Administration) will become involved with the student and/or parent as needed to assist.

c) Leaving School Early

- All students (including Senior Years students on spare) must sign out at the office before leaving the building during class time.

If you fall sick during school hours:

- a Have your teacher to inform the office
- b Report to the office to make arrangements to go home

If you are being picked up for an appointment:

- a Bring a note from home stating what time you need to be dismissed
- b Show the note to your classroom teacher and have them sign it
- c Bring the note with you to show the office when you sign out

d) Leaving School Premises

- **Town Students** – May go home over the lunch hour without signing in or out at the office
- **Gr 7-10 Bus Students** – May not leave the school grounds during the lunch hour unless the office has received a signed permission note from the parent which must be presented when the student signs out at the office. (Student must also sign back in upon return).
- **Gr 11-12 Students** – Students may leave the school premises during noon hour and spares (Open Campus). No sign-out is required for the noon hour, however for safety and attendance purposes, all students must sign in and out at the office during spares.
- **After Exams** – Gr 9-12 students are encouraged to go home or to an alternate study location upon completing an exam. Gr 9-10 students will require a signed parent note.

Lunch Hour:

- Town students have the option to go home for lunch or to remain at school
- K-6 students eat lunch in their classrooms
- Gr 7-12 students have access to their classrooms and/or the canteen/lounge area

Food and Drink:

- A School Canteen and Drink Machine is currently being provided for Gr 5-12 students and staff through the Student Council (Mid-Sept to Mid-June)
- K-4 Hot Lunch opportunities will be communicated by the canteen as they are available
- A memo will be sent out early in the school year to inform students and parents of canteen programs, hours, menu choices, and prices.
- Food is allowed in the classroom at the discretion of each classroom teacher.
- Food and beverages are strictly prohibited in the internet labs

Student Vehicles and Transportation in Student Vehicles:

- Students who have their driver's license may drive themselves (and other authorized passengers) to and from school
- Student parking is in the front of the school
- Safe and respectful driving is expected at all times. (Incidences which jeopardize the safety of others can result in removal of permission to park at school)
- Minor students should not be leaving the school premises during the school day in a vehicle being driven by a student unless permission has been communicated by the parents of both the student driver and the student passenger to the office in writing (and verbally confirmed by the Principal).
- Divisional Policy discourages regular use of student drivers to transport themselves or others

to extra-curricular events. (Under appropriate circumstances, the Principal may authorize the use of student drivers with written and verbal permission from the parents of the student driver and the parents of any student passengers).

Lockers/Desks

- Students from Grades 5-12 will be issued school lockers
- For security and privacy reasons lockers should not be left unlocked, and combinations should not be shared.
- All students are required to use a school-issued combination lock. (The school office retains a master list of combinations).
- Lockers and student desks/cubbies remain school property. As such, per divisional policy, the school reserves the right to open them or to search them if the Principal deems it necessary.

Textbooks:

- At the beginning of the year/course, students may be assigned textbooks. These books are very important and they are also very expensive. Students are expected to treat school textbooks (and all school property with care and respect).
- At the end of the year/course, it is the student's responsibility to return the specific textbook (coded by number) which was assigned to him/her in comparable condition to when it was received. – Lost or damaged textbooks are subject to be paid for.

Acceptable Use of Technology:

- Access to computers and the internet is an important learning tool.
- All K-12 students will have access to school computers for school-related activities upon returning the signed attached Divisional Acceptable Use of Technology Guidelines and Contract
- As outlined in the guidelines and "Technology Acceptable Use" contract, students are expected to use the computers for appropriate uses and in a safe and respectful manner at all times. **Violating the divisional guidelines will result in removal of computer use privileges and/or further disciplinary action.** Inappropriate use of technology is taken very seriously.

Computer Lab and Library Access

- Students wishing to work in the library or computer lab, before, during, or after school, must have permission from a supervising teacher.

Personal Electronic Communication Devices

- K-5 students are not permitted to have or use personal electronic communication devices at school, nor access Facebook or any other social network, chat-room or messaging sites.
- Gr 6-12 student use of personal electronic communication devices for personal messaging must not interfere with student learning, safety or respectful conduct in any way. Similar guidelines and etiquette to that which is expected in a work, conference or other public setting is expected in the school, classroom and at all school-sponsored events:
 - **Student personal communication devices are expected to be visible but silent during class time** (unless otherwise authorized by the Teacher). Teachers will each communicate their own directions regarding what the visible "phone zone" means in their classroom. (This includes the authority to house devices in a secure central location during class time if they wish).
 - Specific phone visibility and use guidelines are in effect for the gym. These include:
 - No phones in the gym during class time (must be safely stored elsewhere)
 - the same rule applies to participants of intramurals/team sports
 - If spectators have a phone with them, no pictures or video is permitted at any time unless specifically authorized or requested by the Teacher
 - Teachers have the authority to permit **supervised student use** of electronic communication devices in their classroom as a learning tool when they deem it appropriate, as well as on field trips for communication with parents.
 - Teachers and Support Staff have the authority to **confiscate a device** until the end of the

school day if it is creating a distraction or its use is in violation of policy. Confiscated devices will be sealed into an envelope to protect privacy and/or evidence. (Uncooperative responders and repeat offenders will immediately be referred to the Principal for follow-up.

- If students or staff have a need to **check personal messages**, this is permitted **during break times (10:00am-10:20 am; 11:25-11:30; 2:25-2:30) or over the lunch hour (12:30-1:30)**. Parents are also reminded and requested to please respect the importance of these time frames for uninterrupted student learning.
- **Reminder:** The privilege of carrying or using a cell phone or personal electronic device at school can and will be suspended if a student is found to have used any form of personal messaging which disrespects or violates the rights of another person or has interfered with their own learning or the learning of others

Recording Devices/Cameras

- Permission from the other person is always required before a picture or recording (audio or video) can be made of another person.
- A reminder that it is both disrespectful and unlawful to make and/or post any type of picture or recording of someone to any format (particularly the internet) without their knowledge or consent.
- Recording devices of any kind (including cell phones) are not permitted to be used in the change rooms or washrooms at any time.

iPods/Electronic Music Devices

- K-6 students may use only with Teacher permission.
- Gr 7-12 students may use during the lunch hour/spares and as permitted during class time at Teacher discretion. (Students who challenge or disrespect teacher directives regarding the use of music devices will be immediately referred to the Principal).
- Volume must always be monitored to ensure that it does not interfere with the learning or comfort of others (and is at a healthy personal decibel level ie: cannot be heard by others).

Personal Electronic Game Devices

- K-6 students are not permitted to bring to school or use game devices during school hours- including recess or lunch (unless it has been approved by the Teacher and/or Student Support Team –in consultation with parents- as part of a students learning assistance plan).
- Use of game devices on the bus must be approved by the bus drivers and/or the Principal or Student Support Team
- Gr 7-12 students may use appropriate personal game devices/games during the lunch hour (location to be approved by the supervising teacher). Game use at any other time (classes) must be approved and supervised by a Teacher. Games with violent/offensive content or language are not permitted at any time.
- School computers in any location (computer lab, library, classrooms) may not be used for gaming during class time or breaks. Permission to use the school computers or devices for gaming during the lunch hour would fall under the extra-curricular club guidelines (which include having a designated Teacher Leader, club participation guidelines, and direct supervision). Application for this kind of extra-curricular club must be made directly through the Principal.

Smoking

- Smoking is not allowed on school property or during school organized events and activities at any time.

Alcohol and other drugs

- Being under the influence of alcohol or illegal drugs, or in the possession of alcohol, illegal drugs, or drug paraphernalia is prohibited at school and at all school-sponsored activities.

Adding/Dropping or Changing Courses

- All Gr 9-12 students are required to meet individually with their assigned Teacher Advisor

during the first week of classes in each semester to review their timetable and discuss/confirm their course selections

- Students wishing to add or change courses must submit a signed “Add/Drop Course Form” following the Course Change Request Guidelines available from their Teacher Advisor.

NOTE:

- If dropping a course, students must stay in class until the withdrawal process is complete. The office will notify the student when approval is given.
- Courses that have not been officially dropped by the student will be reflected on the student’s transcript.

ITV Course Registration and Participation

- In order to help facilitate student access to a wider variety of options, particularly for smaller schools, a variety of senior years courses are offered by the division in ITV format each year. (See this year’s timetable for options).
- The receiving classroom for ITV courses is located in various locations within the school, including the canteen/lounge.
- The canteen/lounge area may be used by non-ITV students during breaks, lunch hour, and whenever there is no scheduled ITV class.
- When an ITV class is in progress, non-ITV students may still use the canteen/lounge area for quiet independent activities such as studying, reading, eating...provided that there is no distraction to the registered ITV students.
- A privacy reminder to all students that whenever the indicator light is on, the ITV camera is also on and audio and visual can be viewed remotely by authorized staff connected to the ITV program.

Independent Study Courses

Students are encouraged to take advantage of the instructional time and courses offered at the Miami School. Students who wish to take independent study courses are encouraged to discuss their plans with their Advisor and Administration. Courses may be approved for any of the following reasons:

1. Course not offered at the school
2. Desire for extra credit(s)
3. Course conflicts / timetable conflicts
4. Extenuating circumstances

Students cannot be enrolled in a school course and registered with the Distance Education Branch for that course for credit purposes at the same time. Students are responsible for the payment of registration fees for all regular correspondence courses. Our School Division policy states that:

- A student may study a course through correspondence from the Department of Education and Citizenship Distance Education Branch if such a course is not taught in the school that the student is attending. A student shall pay the fee for the independent study course and be reimbursed by the Division upon successful completion of the course.

All students eligible for graduation with Independent Study Courses will be considered for scholarships only if their final mark is available two weeks prior to graduation.

Home/School Communication

Regular, open communication between the home and school is an important component to student success.

To help facilitate this, a number of important communication links are in place at Miami School to help parents remain informed and communicate with the staff:

Divisional Website: (<http://www.prsdmb.ca>)

- Can be accessed via the internet to connect parents and students with the following types of information:
 - School Closure Announcements
 - Divisional Policies
 - Board Minutes
 - Information on all schools
 - General parent information

School Website/Wiki: (<http://www.pbworks.com>)

- Also available on-line to provide students and parents with convenient access to the following:
 - Daily announcements
 - Notice of memos/information sent home with students
 - Links to general school information and policies
 - Links to co-curricular and extra-curricular clubs and events
 - Links to Learning Resources, individual subject areas
 - Links to individual teacher course information/email

School Email links:

- All school staff have a divisional email which can be very helpful in direct communication between school and home.

Newsletter: (MiaMedia in a Splash)

- Linked to the School Website on a monthly basis
- Reminder: We will be pleased to include relevant and appropriate community announcements if submitted.

School Twitter:

- Also linked to the School Website and run through the School Media Program

Homework Reminder Apps:

- A variety of email and text homework reminder apps for parents are used by different teachers in a variety of courses and ways. Sign-up details will be communicated to parents as these options become available.

Memos, Letters, Permission Slips:

- Students are responsible for bringing home various types of important information for parents on a regular basis.
- Notice of memos sent home will be posted on the website.

Student Agendas:

- All students in Grades K-5 receive a school agenda to use to keep track of homework assignments and for daily communication between the school and home.
- Individual Teachers/Grade levels will use them in different ways.

Fall Open House/Meet-the-Teacher:

- Opportunity to meet staff and tour school/classrooms in conjunction with a Parent Advisory sponsored BBQ

Reporting Periods:

K-8 Students:

- In Prairie Rose School Division, there are currently three formal reporting periods when student progress will be communicated to parents via report cards.
- These occur in **November, March and June**. (Specific dates when parents can expect the report cards to be sent home will be communicated through the newsletter as soon as they are finalized).

Grade 9-12 Students:

- Progress will be formally communicated with parents via report cards/transcripts two times per semester:
Semester I: (Sept 8-Jan 29)
Semester II: (Feb 1-June 30)

Parent-Student-Teacher Conferences:

- The Division has scheduled two division-wide interview times for Parent-Student-Teacher Conferences: Thurs, Nov 24 (eve) & Fri, Nov 25 (day)
Thurs, April 6 (eve) & Fri, April 7 (day)
- All parents are encouraged to make arrangements to attend with their child.
- Additional individually scheduled conferences may also be scheduled at other times of the year based on parent and/or teacher request at any time a need is identified.

Telephone/Answering Machine:

- The school phone number is: 435-2441. Parents are encouraged to contact the school directly with any concerns or inquiries they may have.
- An answering machine is place before and after school hours, during the lunch hour, and at various times throughout the day when Mrs Frost may be required to leave the office temporarily. Please leave a clear and concise message and we will return your call as soon as possible.

Calls for Students/Teachers:

- In order to limit interruptions to student learning time, messages will be taken and communicated to students/teachers at the next appropriate break time.

Email messages to the School Secretary:

- Email messages are a very convenient way for parents to leave messages.
- The Secretary will respond to messages as quickly as is practical and possible.
IMPORTANT REMINDER: If your email request is time-sensitive message regarding end of day transportation change that needs to get to child before the end of the day, please do not assume that your message was received and passed on to your child unless you receive a reply email confirming this. (Internet issues and other factors can sometimes interfere with email accessibility. If you have not received a reply to your email by 2:00pm, please call the school.

Communicating with Teachers:

- Parents wishing to contact individual teachers are encouraged to leave either a phone message with the office, or to email the teacher directly. (Teacher email addresses are available on our school website.)
- A reminder to parents that depending on their teaching schedules, teachers may or

may not have an opportunity to check or return phone or email messages during school hours.

- Staff will make every effort to respond to messages in a professional and timely manner. Please be prepared to allow for a minimum 24 hour response time during the work week.
- Please use email if you feel you need to contact a teacher on a school-related matter during the evening, or on weekends or holidays. (We respectfully remind parents and students that teachers' time at home during the evenings and on weekends and holidays is an important time for our teachers to be involved with their own families and to re-energize. An email message respects this need while still allowing you to get your message through and ensure a timely response upon the teacher's return to work.)

Child Custody and Guardianship information:

- It is essential that the school is kept up-to-date on custody and guardianship changes
- Please ensure that the school has the most accurate and detailed information possible regarding who a child is currently living with and all parent custody situations. (Supporting legal documentation may be required).
- If more than one person shares legal guardianship/custody of a child, but do not live together in the same home as the child, it is essential that the school is clear about who has primary care and control, who can and should be contacted when required, who and where to send information home to (and whether or not there are any legal restrictions or limitations on contact with a student).

Student/Parent Contact Information:

- It is also essential that the school maintains current and accurate student contact information.
- Upon registration (new students) and at the start of every school year (returning students), parents will be asked to provide detailed information and updates regarding such essential student contact information as:
 - home phone number
 - mailing and physical address
 - emergency contacts
 - parent/guardian contact information (cell, work, email)
- Please ensure that this is updated and returned to the office immediately.

What to do if you should ever have a concern?

Open, honest and mutually respectful communication which strives to ensure that the concerns of everyone involved can be addressed in a collaborative manner characterized by consideration and good faith is the cornerstone of healthy home-school-community relationships.

To help facilitate this, consider the following guidelines and protocols:

- Always begin by arranging to share your concern with the person most directly involved (eg. subject area teachers for academic concerns, an administrator or school counsellor for most other concerns)
- Keep in mind that the goal of any meeting should be to arrive at a satisfactory resolution of the concerns raised
- If raising the concern with this first person does not result in satisfactory resolution, consult with the next most appropriate party available to assist
- Within the school division, the appropriate order / hierarchy of persons available to assist you is as follows: Teacher, Administrator, Superintendent, Board of Trustees

The staff at Miami School and in Prairie Rose School Division are committed to supporting

student, parent and community needs in professional, positive, collaborative and solution-focused manner.

We look forward to working with you and your child to best meet his/her needs, the needs of the school, the division and our local and global communities.

Appendix: **Please read carefully.*

Prairie Rose School Division

TECHNOLOGY ACCEPTABLE USE Policy

File IHB

Prairie Rose School Division is pleased to offer students and employees of the School Division with access to Divisional technology networks for Internet, electronic mail and other services. We believe that the use of such services in the School Division will greatly enhance the ability of teachers and staff to provide new and exciting learning opportunities for our students. **Access is a privilege and not a right.** When starting to attend a school, to gain access, all students under the age of 18 must obtain parental permission and must have their parent/guardian sign and return a Technology Acceptable Use Contract to the school. School Division employees and students over the age of 18 may sign their own contract.

School Education and Training

Regular instruction will provide orientation and information to students regarding web awareness, web safety and acceptable use of technology and the Internet.

School Division Network and Internet Access Policy

School Division technology, software, networks, electronic systems and access to the Internet are intended for educational or research purposes and for conducting valid school business. It is presumed that all School Division technology resources will be used in a responsible, efficient, ethical and legal manner, in accordance with the mission statement and the stated policies and regulations of the School Division. *See also policies JF, Student Rights and Responsibilities, JG, Student Conduct, AE, Code of Conduct, AF, Behavioural Policy, EDE, Vandalism, Break-Ins and Thefts, and GBB Staff Ethics.*

In order to maintain system integrity and to ensure that users are using the system responsibly, network administrators may, as part of their authorized responsibilities, access any user's network storage area at any time. It is important to note that user activity may be monitored by

the Division. Users should not expect that files stored on Division servers will remain private.

The following activities are not permitted:

- Sending or displaying offensive messages or pictures
- Harassing, insulting or attacking others
- Damaging technology, technology systems or technology networks
- Making unauthorized repairs or additions, adding software or reconfiguring systems
- Violating copyright laws
- Using another's password or attempting to access another's folders, work or files
- Intentionally wasting limited resources or introducing a virus into the network
- Employing the network for commercial or illegal purposes.

Users who exhibit inappropriate behavior will be subject to appropriate discipline, which may include but not be limited to loss of technology privileges, suspension from classes or school and, in extreme cases, legal action.

CyberSchools Access Policy

CyberSchools Manitoba Internet Portal (the "Portal") is made available to educators and students in Manitoba public schools. The Portal is intended to provide a safe and secure environment for Manitoba students to develop their skills in using the Internet in order to communicate easily and effectively with others in the electronic age. The Portal is made available to all K-S4 students, teachers, administrators and other School Division staff. It provides qualified users with a personal email account, online calendar, network file storage, web space and other services.

CyberSchools services are made available to students and staff who agree to act in a considerate and responsible manner. In order for students to qualify for CyberSchools services, parents must complete the attached Parent Permission Section. Students over the age of 18 and School Division staff need only complete the Student/User Responsibility and Commitment Section. Users are responsible for safeguarding and protecting their user access identification and for their behavior and communications over the CyberSchools network. IHB

Portal access is provided by Manitoba Education Research and Learning Information Networks ("MERLIN"), a Special Operating Agency of the Government of Manitoba. In order to maintain system integrity and to ensure that users are using the system responsibly, content filters may be used which scan for obscene or threatening language. By agreeing to this Acceptable Use Policy, users and their parents/guardians consent to the disclosure by MERLIN of certain "personal information" as defined in *The Freedom of Information and Protection or Privacy Act (Manitoba)*, (including the user's name, home address, e-mail address, school division, school

and any other information that may be relevant to the particular case), to the appropriate authorities. This may include the school, the School Division, the user's parents, affected persons or their parents and, in extreme cases, the police.

These regulations support the implementation of the Prairie Rose School Division Technology Acceptable Use Policy.

1. Student Personal Safety and Privacy

Users will not post personal information about themselves or others. Personal contact information includes, address, telephone, home address, work address, etc. School address and e-mail may be used, when it is necessary to receive information. Students will not agree to meet with someone they have met on-line without their parents' approval and participation. Unauthorized use of instant messaging software such as MSN Messenger or Yahoo Messenger for non-educational purposes is strictly prohibited. Users will not re-post a message that was sent to them privately, without permission of the person who sent them the message. Students will promptly disclose to their Teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

2. Illegal or Destructive Activities

The network and Internet are to be used as an educational tool, and must not be tampered with in any way. Users will not attempt to gain unauthorized access to the school or Division network, or to any other computer system through the school network, or go beyond their authorized access. This includes attempting to log in through another user's account or access another user's files. Users will not make deliberate attempts to disrupt any computer system performance, or destroy data. Users will not use the school network to engage in any illegal act.

3. System Security

Students must have permission from a staff member to use a computer/Internet lab if the lab is not staff supervised. Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions will a user provide a password to another user. Users will immediately notify the school if they have identified a possible security problem. Users will not go looking for security problems, because this may be construed as an illegal attempt to gain access. Users will avoid the inadvertent spread of computer viruses by not downloading/uploading any files without first having checked with the supervising Teacher and scanning files with a virus checker.

4. Inappropriate Conduct

Students are to restrict their access to educationally appropriate sites. Chat lines are only to be used at the discretion/permission of school staff. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. Users will not post information that, if acted upon, could cause damage or a danger of network disruption. Users will not engage in personal attacks, including prejudicial or discriminatory attacks. Users will not harass another person. Harassment is acting in a manner that distresses or annoys another person. If a user is told by another person to stop sending the messages, the user must stop. Users will not post false or defamatory information about a person or organization.

5. Respecting Resource Limits

Users will only use the network for educational activities. Hard drive space and system resources are limited. Users will not download any files or install any programs without the permission of the supervising Teacher. Specifically, students will not download programs like Kazaa or game applets or download .mp3 or video files unrelated to educational use. Users will not post chain letters or engage in 'spamming'. Spamming is sending an annoying or unnecessary message to a large number of people. Users will subscribe only to high quality discussion group mail lists that are relevant to their education. Users will unsubscribe to discussion groups before any vacation, break, or other extended absence from school.

6. Plagiarism and Copyright Infringement

Users will not plagiarize work they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user. Users will respect the rights of copyright owners.

7. Inappropriate Access to Materials

Users will not use the network to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards others. If a user inadvertently accesses such information, he/she should immediately disclose the access in a manner specified by the school.

8. Web Publishing

The school and its users will not include any reference to Division personnel or users without permission from the person. If a person or a class Web page is created, a notice must be included to inform the public that the opinions expressed on the page are those of the creator, not the school or Division. A statement on the web page must acknowledge the authorship of the page.

9. Restitution for Damage

Students and their parent(s)/guardian(s) will be jointly and severally liable to the School Division for damage to property resulting from intentional or negligent acts.

10. Due Process

In the event there is an allegation of a significant violation by a student of the Acceptable Use Policy and Agreement, the student and parent will be provided with a written notice of the alleged violation and the opportunity to present an explanation before an Administrator. Disciplinary actions will be tailored by each school to meet the specific concerns related to the violation and to assist the student in gaining self-discipline necessary to behave appropriately on an electronic network.

IMPORTANT:

An annual Technology Appropriate Use Contract is part of the school-start-up paperwork that goes home and needs to be signed and returned.