

Springfield Collegiate

841 Cedar Avenue
Oak Bank, MB R0E 1J1
Telephone: 444-2404 Fax: 444-2533



Mr. Pat Ilchena
Principal

Mrs. Monica Biggar
Assistant Principal

Mr. Chris Szun
Assistant Principal

Mrs. Diane Van Damme
Mrs. Barb Zawada
Mrs. Chris Schofield
Secretaries

This agenda belongs to:

Name: _____

Address: _____

City/Town: _____ Postal Code: _____

Phone: _____

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IMPORTANT DATES – 2009-2010 - SEMESTER I

| | |
|---------------------|------------------------------------------------------------|
| SEPTEMBER | 8..... Administration Day (no classes) |
| | 9.....Classes for Grade 9 Students Only |
| | 10..... Classes for All Students (Day 1) |
| | 15..... School Pictures Taken |
| | 21.....Divisional P.D. Day (no classes) |
| | 29..... Walkathon (Birds Hill) |
| OCTOBER | 1..... Meet the Teacher/Awards Night |
| | 7.....Interim Reports |
| | 12.....Thanksgiving Day (no classes) |
| | 23.....S.A.G. Conference (No classes) |
| NOVEMBER | 4.....Mid Term Reports |
| | 11..... Remembrance Day |
| | 12..... Student/Parent/Teacher/Conferences |
| | 16....Divisional Admin/P.D. Day (no classes) |
| DECEMBER | 4Divisional Admin/PD Day (no classes) |
| | 11... Voluntary Withdrawal Final Date Sem1 |
| | 18 Early Dismissal - 2:30 p.m. |
| | 21–JAN. 1.....CHRISTMAS BREAK |
| JANUARY 2010 | |
| | 4.....Classes Resume (Day 1) |
| | 5-8 Gr. 12 ELA Standards Test |
| | 18-19 ...Gr. 12 Applied Math Standards Test |
| | 20.....Gr. 12 Pre-Cal. Math Standards Test |
| | 21..... Gr. 12 Consumer Math Standards Test |
| | Jan 28th – Feb 4thExamination Week |

IMPORTANT DATES – 2009-2010 - SEMESTER II

FEBRUARY 2010

- 5.....Divisional Admin/PD Day (no classes)
- 8..... Second Semester Begins (Day 2)
- 10.....Semester I Reports
- 15.....Louis Riel Day (no classes)

MARCH

- 10.....Interim Reports
- 19.....Divisional Admin/PD Day (no classes)

29 - Apr. 2 (Good Fri.)....SPRING BREAK

APRIL

- 5.. Classes Resume (Day 2)
- 12.....Divisional Admin/PD Day (no classes)
- 14..... Mid Term Reports
- 22.....Student/Parent/Teacher Conferences

MAY

- 17.....Divisional Admin/PD day (no classes)
- 21.. Voluntary Withdrawal Final Date Sem 2
- 24..... Victoria Day (no classes)
- 31 - June 3Gr. 12 ELA Standards Test

IMPORTANT DATES – 2009-2010 – SEM II (cont)

JUNE

- 7..... Gr. 12 Consumer Math Standards Test
- 8-9Gr. 12 Applied Math Standards Test
- 10.....Gr. 12 Pre-Cal. Math Standards Test
- 16 – 24..... Final Examinations**
- 25..... Graduation Day
- 28....Gr. 9-11 Pick up report cards 1-3:30pm
- 28 – 29.....Course Changes
- 30Administration Day (no classes)

Looking towards the future, the Board of the Sunrise School Division envisions that:

“Every student who experiences the joy of learning in the Sunrise School Division will be prepared for the future, with the knowledge, skills and values to achieve their personal life goals.” [Board Policy E1]

On behalf of the Sunrise School Division, I wish everyone a successful school year!

Sunrise CEO/Superintendent Wayne Leckie

STAFF LISTING

Teaching Staff

Ms. N. BaileyScience/Chemistry/Math
Mrs. H. Bethune.....Special Needs Resource
Miss D. Birch Mathematics
Mrs. L. Carriere.....English/Social Studies/Skills
Mr. J. ChagnonEnglish/History
Mrs. M. Collier.....Geography/History
Mr. C. CordeiroElectronics
Mrs. D. Delaronde.....English/History
Mrs. L. Duplak. Vocal Jazz/Drama/Choral/English
Mr. S. Faris English
Mr. K. Frederiksen World Issues/Soc. Stud./Geo/Law
Mr. W. Gluting Physical Education/Mathematics
Ms. T. Gordon.....Resource
Mrs. I. Guenther.....EAL
Miss C. Harasymec..... Staff Instructional Coach
Mr. D. Harper Woods/Metals
Mr. M. HumphriesGraphics/Talent Development
Mr. C. Hutchison.....Art
Mr. J. HuttonComputer Science/Computers
Mr. N. JacobsChemistry/Science/Math
Mr. N. JonkerMathematics/Science
Mr. K. Kitching Physics/Science/Math
Mr. B. LeClair Band/Jazz Band/Wind Ensemble
Ms. K. Lim.....Art/Family Studies/Skills
Mrs. T. Loureiro.....Accounting/Bus Ed/Counselling
Mr. D. MacLean.....English/Social Studies
Mr. K. McCorkle..... Counselling
Mrs. C. McCormick-Murta.....English
Ms. L. McKetchen Physical Education/Health
Mr. C. Milks.....Physical Education/Health
Ms. L. Nesmith.....Basic French
Mr. J. Osler Business Education/Social Studies
Mr. R. PariseauSpecial Needs
Mrs. J. Radchuk.....Home Economics

Teaching Staff (Cont.)

Mr. C. Serofin..... Power Mechanics/Electronics
Miss K. Sklepowich Mathematics
Mrs. H. St. George Bus Ed/Apprenticeship/Co-op Ed
Mrs. M. St. Pierre Geography/Science/Math
Mr. T. Stearns..... Math/Science/Biology
Ms. D. Stover..... Alternative Program Teacher
Mrs. S. Suffield Counselling
Ms. D. Sutherland..... Mathematics
Mrs. M. Tardiff..... English/Social Studies
Mr. Z. Thiessen..... Graphics/Math
Mr. B. Welsh Resource
Mr. S. Wojcik Physical Education/Health
Miss. M. Yarema Biology

School Administration

Mr. P. Ilchena.....Principal
Mrs. M. Biggar.....Assistant Principal
Mr. C. Szun.....Assistant Principal

Support Staff

Mrs. D. Van Damme Secretary
Mrs. B. Zawada Secretary
Mrs. C. Schofield Secretary
Mrs. C. Demontigny.....Librarian
Mr. J. McDonald Custodian
Mr. D. Boomer Custodian
Mr. J. Czosnek..... Custodian
Mrs. C. Sinclair Canteen
Mrs. D. Casson Canteen

Educational Assistants

Assignments will be announced in September.

ATTENDANCE

Regular attendance in a course is a Manitoba Education requirement and increases student academic achievement. Appointments during the school day, family trips, and other similar activities should be kept to a minimum during the school day and year. Springfield Collegiate students are accountable for their attendance and may lose credit in a course due to excessive absenteeism.

Where a student and parent have determined that an absence is necessary, the parent/guardian must inform the school (either by phone or in writing) prior to the absence or in the case of illness upon the student's return to school. The school phone number is 444-2404. Notification is extremely important as it prevents the student from being considered truant.

EXCUSED ABSENCES: Students who must leave before or during a regularly scheduled class must sign out at the office. They must present a note signed by a parent, or a phone call from the parent must be received at the office prior to the student's departure. **Students who will be away for three days or more are required to complete an *Extended Leave Form* in advance, or in the case of illness must provide a doctor's note.**

If a student is accumulating significant absences, or their progress is being affected by absences, the teacher will meet with the student to review the student's progress and the reasons for the absences. The teacher may refer the student to administration, if they have concerns regarding the student's progress and/or absences. At that time, reasons for the absences and current progress will be considered and further steps may be taken, including remedial support or removal from the course(s) in question.

FIELD TRIPS AND OTHER SCHOOL-DIRECTED ACTIVITIES: It is recognized that a well-rounded education includes opportunities to experience learning opportunities outside of what may be provided in a regular classroom. School-directed activities, such as field trips and extra-curricular events, are not considered absences from a course when determining a student's continued participation in a course. Teachers may recommend that a student not be permitted to participate in a field trip or activity, particularly those of several days duration, if they feel that participation may harm the academic progress of the student.

ILLNESS: Students who become ill during the school day must inform the office. Parents must be contacted before a student is allowed to leave the school. Students can then either go home or rest in the Medical Room.

ATTENDANCE (Cont.)

LATES cause disruption to learning. When students are late, they miss important instruction at the beginning of class and disrupt the learning of other students. Teachers may assign appropriate consequences for occasional lates. Frequent lates may result in further disciplinary measures by the teacher and then referral to administration and possible removal from the course.

TRUANCY is an absence without an acceptable reason. Truancies are a very serious breach of the attendance policy and may result in early removal from the course. Teachers are encouraged to assign additional consequences or detentions for students that are truant. Where a student is truant from a test or examination, he/she will receive a mark of zero for that test or examination. Our SynreVoice System will contact the home on the day the student has not been excused. If the absence has not been cleared up by the end of the following day, **the student will automatically be marked as truant. No follow-up call will be made to confirm this**, as this is the purpose of our SynreVoice System. Teachers are encouraged to contact parents when they have any concerns regarding student attendance or progress.

When a consultation with an administrator is requested by a teacher, to address behavioural, attendance or learning concerns, the administrator and teacher will explore the most appropriate course of action based on the student's needs, age, past history, teacher interventions, current performance in the course, and the student's opportunity for success in the course and in the school. Parents will be invited to assist the teacher in resolving the attendance issue. Some possible actions taken may include an attendance contract, alternative learning arrangements, or removal from the course. Other possible actions are listed in our "Behavioural Expectations – Consultation with Administration" section (p. 10).

BEHAVIOURAL EXPECTATIONS S.C.I. CODE OF CONDUCT

Responsible conduct in and out of the classroom is essential for a productive learning environment. All people are expected to be considerate and respectful of others. Students are assumed to be familiar with ordinary rules governing acceptable conduct, and it is expected that they will voluntarily observe these rules. All employees, students, volunteers and visitors have the right to work and learn in an environment supportive of their personal health, safety and well-being. When issues arise, each person involved will be dealt with on a case-by-case basis, bearing in mind their personal circumstances, history, and learning needs. Wherever reasonable, a mediation and/or restitution approach will be attempted to resolve issues.

Consultation with Administration

When a consultation with an administrator is requested by a teacher, to address behavioural, attendance or learning concerns, the administrator and teacher will explore the most appropriate course of action based on the student's needs, age, past history, teacher interventions, current performance in the course, and the student's opportunity for success in the course and in the school.

The administrator and teacher may

- continue to monitor the student's progress, with no immediate action taken;
- change instruction, delivery, or provide additional supports for the student (e.g. resource, counselling, peer tutoring, independent study program, alternative deliveries, etc.);
- change the overall programming to be more appropriate for the student (e.g. program changes related to academic needs or career path);
- recommend referral or consultation with the Student Support Services Team (Resource, Counselling);
- develop a contract and/or designate a case manager to work with the student, staff and family to increase the student's opportunity for success;
- develop an attendance, behaviour or learning contract for a specified period of time;
- remove the student from the course or place the student in an alternate learning environment.

BEHAVIOURAL EXPECTATIONS (Cont.) S.C.I. CODE OF CONDUCT

Contravening the Code of Conduct

When there is an infraction of the Code of Conduct, one or more of the following consequences/corrective measures may be employed (these are not listed in order of use).

- informal interview with students
- formal interview with students
- teacher/student/administrator conference
- mediation attempts with students involved
- phone call home by teacher or administrator
- meeting with parents
- involvement of school counsellor, divisional psychologist or social worker
- short “time out” period
- withdrawal of privileges
- making amends, either monetarily or through school-based community service
- implementation of a behavioural, attendance, or performance contract
- involvement of community agencies, including Mental Health, RCMP
- Individual Education Plan (IEP)
- Behaviour Intervention Plan (BIP)
- alternative educational settings
- out of class/in-school suspension
- immediate out of school suspension of up to 5 days to secure safety or allow for planning time before broadening any response
- suspension for the remainder of the school year
- expulsion: involvement of the school administration, Superintendent and Board of Trustees is required for expulsion to be determined

Serious offences

The following are more serious offences that may result in suspension, expulsion, or RCMP involvement:

- Possession, threat with, or use of a weapon, including bomb threats
- Physical violence, including assault or fighting
- Emotional or verbal abuse that threatens, demeans, offends or humiliates another person
- Drug and alcohol abuse
- Drug or alcohol trafficking
- Gang activity

BEHAVIOURAL EXPECTATIONS (Cont.)
S.C.I. CODE OF CONDUCT

Suspension

In response to high-risk behaviours, or when a “cooling off period” is needed before the student returns to school, an immediate suspension of up to 5 days shall be given to secure safety before broadening the response. The administrator will determine an appropriate location and time for the suspension, based on the circumstances and needs of the student. The isolation and disconnection felt by some high risk students during a suspension may be escalated if steps are not taken to keep the student connected to healthy supports. Enlisting parent/caregiver support, as appropriate, will be a first priority. In some cases, involvement of community based resources, such as Child and Family services, the RCMP or medical and psychological services may be required to keep the student and others safe. There will be a re-entry meeting on the day of the return from a suspension, when the administrator will determine if the student is ready to return to school and ensure that supports are in place for future success.

Suspension or Disciplinary Appeal Process

When there is a difference of opinion as to the corrective measures or consequences decided upon by the school personnel, the following procedures will be followed:

- 1) There will be discussion between the parents/legal guardian and the school administration.
- 2) If no resolution can be arrived at, the issue will be referred to the Superintendent’s office for further consideration.

SCHOOL PROCEDURES AND SERVICES

ACCIDENTS: Any accident occurring on the school premises should be immediately reported to the office where first-aid treatment and emergency services will be provided as needed. There is first-aid equipment available in the school, as well as staff with St. John's First Aid training and/or C.P.R. training. Parents, or the emergency contact, will be notified if a student needs to go home or to be seen by a physician in the case of a serious accident. If necessary, a ride will be provided to the hospital or an ambulance called.

CAFETERIA: Students are to eat either in the cafeteria or in other areas as designated by staff. Garbage is to be placed in containers provided. Failure to abide by these rules may result in loss of cafeteria privileges.

CLOTHING: Students are expected to dress appropriately and present a neat, clean appearance at all times. Clothing for school should be appropriate for a work-like atmosphere, similar to that of an office. Students who wear clothing with an inappropriate message or symbol or who wear clothing that is excessively revealing will be asked to cover up or change their clothing immediately. Bandannas are not to be worn at school. Shoes must be worn at all times. **HATS AND OUTER JACKETS ARE NOT TO BE WORN IN THE HALLWAYS AND CLASSROOMS.** Backpacks and bags are to be left in the lockers and are not to be brought into the classroom. Students may be requested to wear special clothing in the shop areas, laboratories, and gymnasium.

ELECTRONIC DEVICES should only be used in classrooms with the direct permission of the teacher. Cellular phones, PDAs, MP3 players, and other electronic devices are not to be used during instruction, or without direct teacher permission, as they are a distraction and their use may disrupt the learning of others. The teacher may limit the use of electronic devices in their classroom and assign consequences as appropriate.

HEALTH SERVICES: A Public Health Nurse from the local health unit will be available on a regular basis at SCI. A parental consent form was attached to timetable packages sent home in June and is also available from counsellors or the school office. Students may only consult with the Public Health Nurse at SCI if the parental consent form has been returned signed. Local health services are also available at Kin Place Primary Health Care Centre.

SCHOOL PROCEDURES AND SERVICES (cont.)

LIBRARY: The Library is a place for quiet study, student learning and research. Computers should be used for school work only. The library is open from 8:30 to 4:00 p.m. and closed for lunch from 1:00 – 1:30. Students are not to be in the Library unless supervised. Books are signed out for a 3-week loan period. Students are charged \$.25 per day fine for each overdue book. As well, they will be charged for the cost of any lost or damaged book. Library privileges may be suspended until books are returned and fines are paid.

LOCKERS: Students may not change locker locations once they have been assigned a particular locker. **Each locker user assumes full responsibility for the lock, the condition of the locker and its contents.** Students sharing a locker assume equal responsibility. At the end of the year, students must return the lock, which was issued to them at the beginning of the school year.

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| <p>CARE OF VALUABLES: Students are not to leave any valuables in their lockers or change rooms. We advise students to leave valuables, including cellular phones, MP3 players, expensive clothing or hats, at home. The school cannot assume responsibility for valuables lost or stolen.</p> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

LOST AND FOUND: Any articles found in or about the school should be turned in immediately to the office (or to a gym teacher's office when appropriate).

PARKING - STUDENT: No parking is permitted beside the school, in staff stalls (any spot marked "STAFF"), or in the visitor parking on the east side of the school. The doorways at the eastside must be kept clear in case of emergency, therefore parking is not permitted on the grass in that area. Any area along the school building is a "no idling zone". Cars may be ticketed and/or towed for parking in these unauthorized areas. Students are expected to drive carefully and not use cars for socializing. Infractions of safety rules will lead to loss of parking privileges and may result in RCMP being contacted.

PICTURES - SCHOOL (PRE-PAID PLAN): All students will be photographed for school records, yearbook, student I.D. cards, etc., on Picture Day in September. The cost for the student card is included in our student fees. Packages of coloured pictures may be requested and payment must be made when the picture is taken. Please bring a cheque or the exact amount of money.

SCHOOL PROCEDURES AND SERVICES (cont.)

SAFETY DRILLS: A distinct continuous ring indicates the fire alarm. If this alarm is sounded, students are to file out immediately through doors as directed by teachers. All persons shall leave the building on signal and remain outside until the return signal is given. Further procedures will be reviewed with students during the course of the year. Additional safety drills to prepare for possible tornadoes, evacuation of the school and lockdown due to dangerous situations will also be explained during the course of the year.

STUDENT FEES will be collected from students during the first day of school. Student Fees per student are as follows:

| | | |
|-----------------------|-----------|----------------------------------------|
| Mandatory Student Fee | - \$10.00 | - includes: locker, lock, SCI ID card |
| Optional Fees | - \$7.00 | - SCI Agenda book (limited quantities) |
| | \$18.00 | - SCI 09/10 Yearbook |
| | \$8.50 | - Student Discount Price Card |

A student card entitles you to participate in extra-curricular activities, use of the Internet and other student facilities. Students who are financially unable to pay the student fee should see a counsellor or administrator.

TELEPHONE: A pay phone is provided for student use at the school entrance. Office phones are reserved for school business only. Telephone messages to students will be relayed at break or at 3:30 p.m. Students will be charged \$.25 to use the office phone for private business. Monies collected from students using the office phone (charged less than the MTS payphone) are used towards Christmas Cheer Board hampers each year. Students may only use the office phone for private business after being given permission, and **not** during class time.

VISITORS must report to the office immediately upon arrival. Persons who fail to do so are trespassing and may be prosecuted. Please do not invite friends who are not students into the building or onto school grounds.

SCHOOL TIMETABLING, COURSE CHANGES, AND MARKS

EXAMS: All students write exams in January and June. Non-semestered courses may have a “shortened” exam. Some courses may be more suited for an exam that contains a practical component as part of the final examination (project, presentation, demonstration). The exam constitutes **30%** of the final mark, and term work the remaining percentage. This percentage is consistent with the percentage required for provincial standards tests.

GRADUATION REQUIREMENTS: Students must earn 30 credits to receive a provincial diploma in June 2010. It is the student’s responsibility to ensure that all the credit requirements are met when planning for graduation. Please read the registration guide and plan your course selections carefully.

HONOUR ROLL: To be considered for Honours status:

Grades 9 -10: Students must achieve an average of 80% or higher.

Grade 11: Students must achieve an average of 80% or higher in a minimum of 6 courses.

Grade 12: Students must achieve an average of 80% or higher on courses taken during their graduating year, one of which must be ELA Comprehensive Focus 40S. Any Gr. 12 courses taken in the Gr. 11 year will also be included in the average. Students must have a total of five Gr. 12 courses. Any failures in Gr. 12 will make a student ineligible for honour roll status.

Grades 9-12: All courses taken during the year (e.g. Adult Learning Centres, Independent Study, Special Language Credits, Private Music Options, etc.) are calculated in the final average for the year.

SCHOOL DAY:

| | | DAY 1 | DAY 2 |
|---------------|--------------------------------|-------|-------|
| 8:50 - 10:00 | 1st Period | A | B |
| 10:00 - 10:10 | Break | - | - |
| 10:10 - 11:20 | 2nd Period | B | A |
| 11:20 - 11:25 | Break | - | - |
| 11:25 - 12:00 | 3rd Period | E | E |
| 12:00 - 1:00 | Lunch (4 th Period) | - | - |
| 1:00 - 2:10 | 5th Period | C | D |
| 2:10 - 2:20 | Break | - | - |
| 2:20 - 3:30 | 6th Period | D | C |

Opening exercises and morning announcements begin at 8:50 a.m.

SCHOOL TIMETABLING, COURSE CHANGES, AND MARKS (cont.)

STUDENT PROGRESS REPORTS indicating academic progress and attendance in classes are issued in November, February, April, and June. Following distribution of the November and April reports, a Parent-Teacher Student Conference is held, by appointment. Parents may request a progress evaluation at any time by contacting the school. Final marks in semestered courses are indicated on progress reports issued in February and June.

TIMETABLE AND COURSE CHANGES:

- a) Only timetable changes necessitated by failure or program change will be accommodated after the beginning of each semester.
- b) Normally, timetable changes will be made only with parental permission.
- c) Students must continue to attend regular timetabled classes until changes have been completed and new teachers notified.

NOTE: Please be advised that not all course changes will be possible/ accommodated.

VOLUNTARY WITHDRAWAL must be made by December 11th for Semester 1 courses, and by May 21st for Semester 2 and non-semestered courses. Only Grade 10, 11 and Grade 12 students are allowed to voluntarily withdraw from a course, and then only with parental permission.

STUDENT ACTIVITIES AND CLUBS

ATHLETIC PROGRAMS:

Intramural Sports Program: Intramural sports are extra-curricular activities organized by the Physical Education staff. These sports are played during noon hour in the school. Each sport is run at a different time of the year.

School Teams: There are many teams for which any student may try out. There are two levels for most sports – junior varsity and varsity. Varsity consists of the highest skilled players; Junior Varsity consists of skilled players in Grade 9 and Grade 10. S.C.I. has male and female teams in most sports. In order to play on a school team, a student must maintain a good attitude and display positive behaviour. All students on school teams must maintain passing grades or they may be withdrawn from the team until their grades improve.

STUDENT ACTIVITIES AND CLUBS (cont.)

CLUBS AND ACTIVITIES: Last year, there were many clubs and activities in operation in the school, including international travel opportunities, fellowship clubs, and academic competitions. **Listen for announcements about sign-ups and meetings.**

CREDIT UNION – SCI BRANCH: is run as part of the *Management 40S* course. This course provides students with the opportunity to gain practical experience in the retail industry including customer relations, promotion techniques, banking and financial procedures, and cash and inventory control.

STUDENT COUNCIL: The SCI Student Council Association is organized for the purpose of sponsoring extra-curricular activities for students and for promoting school spirit in all school functions. All students become members of this students' association upon payment of their student fees. A student card is issued as evidence of membership.

Student Council meetings are held bi-monthly. Listen for announcements regarding sign-ups for committee work and committee meetings. Council members seek students' active support and enthusiasm for the development of a wide variety of programs and activities. Please seek out your **student council representatives** and work with them in order to develop a strong and vigorous student organization.

Mike Lawson, President

Felix Wastle, Vice President

Haley Boles, Spirit Rep

Kaitlyn McEachran, Secretary

Cassandra Kiernicki, Treasurer

Grade Representatives:

| | |
|------------------------|-------------------------|
| Alexandra Black | Katy Butland |
| Andrea Doerksen | Brittany Janoske |
| Brendan Kupiak | Paula Leclerc |
| Lindsey Rowan | Scott Schroeder |
| Robert Sonmor | Aren Teerhuis |
| Devin Walker | |

Grade 9 reps to be determined in September

Teacher Advisor: Mr. N. Jacobs

YEARBOOK: The yearbook is produced as part of the course *Desktop Publishing 35S/Digital Pictures 25S*. Students design, organize and plan the yearbook from cover to cover. In doing so, they learn about photography, special effects, layouts, design and many other skills which can be very useful in the job market.

SUNRISE SCHOOL DIVISION EXPECTATIONS

Sunrise S.D. Code of Conduct

All members of the Sunrise School Division community are expected to promote and practice attitudes and actions that provide a safe learning environment. The following behaviour standards identify the expectations we have of everyone, to ensure that such an environment is created and maintained.

- Staff will model and promote safe, responsible and respectful behaviour.
- Personal management and problem-solving skills will be taught and reinforced.
- Practices that enhance student participation in decision-making will be encouraged in all classes.
- Student support programs and interventions will be utilized to meet the unique academic and behavioural needs of students.
- Effective, ongoing communications between staff and parents will be strongly encouraged.
- The following are not acceptable in Sunrise: bullying and abusive behaviour of any kind; discrimination due to gender, race, age, ability, or culture; the use of illicit drugs or alcohol; weapons; and gang involvement.
- We recognize that students will make errors and as a result, specific consequences may be required that: ensure the maintenance of a safe environment, and address the continuing educational needs of the student(s). Potential strategies can range from informal meetings to expulsion from school.
- **To review the Sunrise Code of Conduct in its entirety, please obtain a copy at your child's school or download it from the divisional website at www.sunrisesd.ca .**

INDIVIDUAL EDUCATION PLANS

It is our intention to provide every one of our students an education that meets their individual needs. This may require the development of a specific Individual Education Plan (IEP) and/or a Behavioural Intervention Plan (BIP). If these plans are required, we involve the child's parent/guardian in the development and monitoring of the plan. These individualized plans, as well as all personal information of students is maintained in compliance with *Freedom of Information and Protection of Privacy Act* (FIPPA) and Personal Health Information Act (PHIA) guidelines.

SUNRISE SCHOOL DIVISION EXPECTATIONS (Cont.)

Sunrise ICT (Information and Communication Technology) Appropriate Use Policy

Any divisional use of the Internet and Sunrise computer resources must be in support of education and consistent with the educational objectives of the Sunrise School Division.

- We expect staff and students to exercise appropriate, respectful, and responsible use of computers.
- Students can be provided a computer network account on an annual basis for as long as they are students of Sunrise (age appropriate).
- In connection with inquiries into possible abuses, Sunrise School Division reserves the right to examine files, programs, passwords, accounting information, printouts or other computing material without notice. Privacy of any electronic or printed material examined during an investigation of abuse that is not relevant to the investigation is guaranteed.
- Inappropriate use, by staff or students, can result in a cancellation of these privileges and other disciplinary action as determined by the Sunrise School Division.
- **To review the Sunrise ICT AUP in its entirety, please obtain a copy at your child's school or download it from the divisional website at www.sunrisesd.ca .**

SCHOOL BUS TRANSPORTATION is a privilege, and therefore demands observance of the expectations outlined below. Passengers on school buses should:

1. Be on time and board promptly.
2. Remain seated until the destination is reached.
3. Keep heads, arms, and legs inside the bus at all times.
4. Refrain from eating and drinking on the buses.
5. Behave appropriately, as in a normal classroom at school.

Unacceptable behaviour on the buses will not be tolerated, and those who cannot meet these expectations will be reported to school administration for disciplinary action. **Further information about transportation services is available at <http://www.sunrisesd.ca/index.asp?sec=1297> .**

To contact the Transportation Department, call 444-2498 in Oak Bank.

SUNRISE SCHOOL DIVISION EXPECTATIONS (Cont.)
Sunrise Concern Protocol

The Sunrise School Division acknowledges that at times, members of our community will have concerns regarding division employees and/or practices. All concerns brought to the attention of our staff by identified individuals must be addressed. The following principles apply to all individuals involved in addressing a concern:

- All communications need to be conducted with decorum and respectfulness.
- Seek to understand each other's point of view.
- Communications need to be conducted in a timely fashion.
- All individuals involved have a right to confidentiality.
- An individual should express their concern directly with the staff member involved. Every reasonable effort should be made to resolve the concern at this level.
- If no resolution has been made with the staff member involved, the person with the concern should complete a *Public Concern Form* (available at the main office of all schools and at www.sunrisesd.ca) and contact the direct supervisor of the staff member.

To review the Sunrise Concern Protocol in its entirety, please obtain a copy at your child's school or download it from the divisional website at www.sunrisesd.ca .

SUNRISE SCHOOL DIVISION EXPECTATIONS (cont.)

WEATHER RELATED SCHOOL CLOSURE:

Sunrise schools may be closed due to weather as a result of:

- Extreme Road Conditions as indicated on the Manitoba Ministry of Highways 'Road Conditions' website and by a visual check of road conditions in a variety of areas within the division by Sunrise staff.
- Cold Weather Conditions of -35 degrees Celsius or colder (without wind chill) or a wind chill that is -45 degrees or colder. (For example, the mean temperature is -33 together with a wind speed of 15 km/h would result in a wind chill of -45 degrees).
- If we close due to cold weather or poor road conditions, parents and guardians will be asked to keep students at home or make alternative arrangements. School sites will be closed.
- If we close, every effort will be made to share the information by 6:15 a.m. However, conditions can deteriorate rapidly between 6:30 and 7:00 a.m. in select areas of Sunrise. Given their smaller geographic conditions and shorter runs, this is the time at which many of our neighbouring divisions make their decision. Realizing this will place tighter timelines on our parents and staff, during times of highly questionable weather, we may hold off on our final decision to approximately 6:45 a.m.
- Information will be shared using the following means: CBC 990 am and CJOB 680 am; posted on the divisional website - www.sunrisesd.ca; divisional bus drivers will use a telephone fan out to inform the parents of students on their respective bus, and; division office (268-6500) and individual school answering machines.

EMERGENCY PHONE NUMBERS

Ambulance 911
Fire Department..... 911
Poison Control Centre 787-2591
R.C.M.P. 444-3391

Child Abuse

Child and Family Services Intake..... 268-6232

Crisis Intervention

Aboriginal Crisis Support.....1-888-962-6294
Child Protection Centre 787-2811
Children’s Home of Winnipeg 786-7051
(See New Directions for Children’s Youth & Family Inc.)
Crisis Stabilization Unit1-866-427-8620
Families Affected by Sexual Assault..... 786-7051
Farm and Rural Stress Line1-866-367-3276
Facts of Life Line 1-800-432-1957 or 947-9222
Grief Counselling for Children..... 237-2344
Health Science Centre Adolescent Psychiatry 787-3334
Klinic Community Health Centre..... 1-888-322-3019 or 786-8686
Manitoba Adolescent Treatment Centre (psychiatric) 477-6391
Mental Health Crisis Centre
North1-866-427-8628
South 1-888-617-7715
Mobile Crisis Unit..... 482-5376
National Kids Help Line.....1-800-668-6868
St. Boniface Hospital Child and Adolescent Unit (psychiatric)... 237-2690
Suicide Prevention..... 786-8686
Teen Touch Line 1-800-563-8336 or 783-1116

Domestic Violence

EVOLVE..... 784-4070

Drugs and Alcohol

Alcohol Foundation of Manitoba..... Beausejour 268-6166
Winnipeg Youth Division (AFM) 944-6235

Employment Services

Y.E.S. – Youth Employment Services..... 987-8660

Family/ Personal Counselling

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|------------------------------------------------------------|----------|
| Adolescent Mental Health | 444-6118 |
| Aurora Family Therapy Centre (U of W) | 786-9251 |
| (Family Counselling, Grief Counselling, etc.) | |
| Family Centre of Winnipeg | 947-1401 |
| Family Therapist(Linda Gibson)..... | 268-7492 |
| Mount Carmel Clinic (Medical/Dental/Social Services) | 582-2311 |

Health

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|-----------------------------------------------------|----------------------------|
| Alcoholics Anonymous | 942-0126 |
| Al-Anon/ Alateen | 943-6051 |
| Addictions Foundation of Manitoba | 944-6200 |
| AIDS/ STD Information Line..... | 1-800-782-2437 or 945-2437 |
| Adoption Options | 774-0511 |
| Health Sciences Centre Adolescent Psychiatry | 787-3334 |
| Facts of Life Line | 947-9222 |
| Gay & Lesbian Info..... | 1-888-399-0005 |
| Klinic Community Health Centre Administration | 784-4090 |
| ➤ Medical Services..... | 784-4078 |
| ➤ 24-Hour Crisis Intervention | 786-8686 |
| ➤ Sexual Assault Counselling | 786-8631 |
| ➤ Suicide Counselling..... | 786-8686 |
| Manitoba Health Service Commission | 786-7101 |
| Sexuality Education Resource Centre..... | 982-7800 |
| Society for Manitobans With Disabilities..... | 786-5601 |
| St. Boniface Adolescent Psychiatry..... | 237-2690 |

Interpretation Services

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|--------------------------------------|---------------------|
| International Centre of Winnipeg | |
| Emergency Language Bank (Days) | 943-9158 |
| (Evenings and Holidays) | 943-4325 pager 4859 |

Sexual Assault

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| Klinic – Sexual Assault (Rape Crisis) Counselling | 786-8631 |
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Suicide Intervention

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| Klinic – Crisis Line | 786-8686 |
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