

Treherne Collegiate Handbook

2009 – 2010 School Year

Welcome to the start of a new school. Treherne Collegiate is looking forward to a great school year. The purpose of this handbook is to provide some of the answers to many of the questions from students and their parents about the operation of our school.

1. Treherne Collegiate Staff:

Mrs. D. Cuddy	Alternate Delivery, Canada in the Contemporary World 10F
Ms. A. Delf-Timmerman	Home Ec. 10F, Home Ec 20F, Home Ec 30G, Science 10F, Guidance Counselor
Mr. J. Hoger	Career Technology Studies
Mr. D. Matskiw	Science 20S, Consumer Math 20S, Consumer Math 30S, Consumer Math 40S, Phys. Ed/Health 10G/20G, Biology 40S, Phys. Ed 40G
Mrs. E. Sampson	Print Communications 25S, Data Collection & Analysis 25S, Management Skills 40S, Seminar in Business 40S, Automated Office 40S, Accounting 30S, Relational Databases 35S, Desktop Publishing 35S, Digital Pictures 25S, Digital Film 25S, CTS school coordinator
Ms. W. Wirth	English Transactional 40S, English Literary 40S, ELA 20F, Phys-Ed/Health 10G, ELA 10F, ELA 30S Transactional, History 30S
Mr. J. Small	Principal, Pre-Calculus 40S, Pre-Calculus 20S
Mr. D. VanDenBussche	Math 10F, Physics 30S, Physics 40S, Applied Math 20S, Applied Math 30S, Applied Math 40S, Physical Education 30G
Mrs. K. Zeghers	ELA 30S Transactional, Geography 20G, Science 10F, Biology 30S
Mr. & Mrs. Jones	Caretakers
Mrs. J. Penner	Librarian
Ms. A. Hunt	Paraeducator

Mrs. Y. Groening	Paraeducator
Mrs. R. Birch	Paraeducator
Mrs. L. Warren	Administrative Assistant

2. Homework

The amount of homework will vary depending on the teacher, the subject and the semester. Further details will be provided by individual teachers in the course outlines handed out at the start of each course. It is important for parents to take an interest in student daily work. Communication is essential. If there are problems or concerns please address them to the source.

3. Vehicles

Vehicles driven to school by students should remain on the lot during school hours. Permission must be obtained before any vehicle may leave before 3:30. This includes noon hour. Parents must send a signed note and/or permission must be obtained from the principal.

4. Reporting System

Parents are encouraged to keep track of tests and assignments. Major reports will be sent home four times a year.

NOVEMBER REPORT: This is a progress report of the first semester. Parent/student/teacher interviews will be held Friday, November 13, 2009.

JANUARY FINAL: Exams will be written in the following courses:

- Grade 9: Canada in the Contemporary World 10F
- Grade 10: ELA 20F
- Grade 11: Applied Math 30S, Pre-Calculus 30S, Consumer Math 30S
- Grade 12: ELA 40S – Provincial, Consumer Math 40S - Provincial, Pre-Calculus Math 40S – Provincial, Biology 40S

APRIL REPORT: This is a progress report of the second semester. Please note that there will be parent/student/teacher interviews prior to this report on Friday, March 12, 2010.

JUNE FINAL: Exams will be written in the following courses:

- Grade 9: Math 10F
- Grade 10: Geography 20G, Science 20S, Consumer Math 20S, Pre-Calculus 20S
- Grade 11: Biology 30S, ELA 30S Transactional, Home-Ec 30G, Physics 40S
- Grade 12: Applied Math 40S - Provincial, ELA 40S – Provincial, Physics 40S

Please Note: Examinations are to be cumulative and will be worth 30% of the year's work.

5. Time Structure:

8:55 a.m.	Homeroom
10:20 a.m.	End of Period 1
10:29 a.m.	1 minute warning
10:30 a.m.	Beginning of Period 2
11:50 a.m.	End of Period 2
12:39 p.m.	1 minute warning
12:40 p.m.	Beginning of Period 3
2:00 p.m.	End of Period 3
2:09 p.m.	1 minute warning
2:10 p.m.	Beginning Period 4
3:30 p.m.	End of day

To minimize disruptions, phone calls to students should occur during breaks. Staff will be more than willing to pass on messages if you choose to leave them. Please note that students will not be called to the office to answer non-emergency phone calls.

6. Library Services:

Students are invited to use library materials and services for their class work and their own enjoyment. The library is open from 8:30 a.m. to 4:00 p.m. Students are responsible for all library books signed out to them. The student in whose name the book is signed out will pay loss or damage.

7. Course Changes

The deadline for student initiated course changes is as follows:

Semester 1	Friday, September 25, 2009
Semester 2	Monday, February 15, 2010

Please be advised that this is an extremely important deadline. Failure to change courses before the deadline could have serious consequences for meeting compulsory course requirements.

8. Computer Use Agreement:

Students and parents should read and sign the **School Division Acceptable Use Policy and Agreement**. This agreement regulates the use of computers and/or the Internet in Division Schools. Violating terms of this agreement can have serious implications on the students' course of studies. Please read this document carefully. For your information, student computers can and will be monitored from the school office using a software program called Synchroneyes.

9. Credit System:

Grades in high school are referred to as Grade 9, 10, 11, and 12. Courses in **ALL FOUR YEARS** will be required for graduation. A student must obtain 30 credits to graduate. Of these credits a student must have the following:

- 4 Credits in Language Arts
- 3 Credits in Social Studies
- 4 Credits in Mathematics
- 2 Credits in Science
- 4 Credits in Physical Education

A student who fails a course should try to obtain a credit in a required course before moving to the next level of that course. In case of timetabling conflicts the lower level course must be taken first.

For further information please refer to the Manitoba Education Website (k-12) under graduation requirements. (http://www.edu.gov.mb.ca/k12/policy/gradreq/grad_req_en_2009-10.pdf)

10. Student Assistance:

The student service program at Treherne Collegiate is here to help make your high school years more educational and enjoyable by offering you services to help you deal with concerns and questions about your high school program, your career interests and plans, and any other concerns you may have about life in general. The following page describes some of the services offered.

Academic Counseling: We can help you with course selection. Later in your senior years we will take time to find out which courses are required for your future college or university plans and help you design your timetable to ensure that you have all the courses you'll need. If you are running into difficulty with a course and aren't sure what to do we can get together to try to find solutions for you. These may involve talking about learning skills or getting you in touch with resource assistance

Career Counseling: To help you get career information we will do career interest inventories and class sessions to expand your awareness of the hundreds of career possibilities available to you. We will talk individually from time to time about your interests and get information together on careers you are curious about. Later in high school we can arrange for you to get in direct contact with people in career areas of interest to you through a career mentorship or job-shadowing program or through the Career and Technology Program (CTS).

Personal Counseling: There are a lot of situations in life that can make us feel upset. We may react to them with worry, fear, anger, sadness, anxiety, depression or any number of other kinds of feelings. Sometimes we don't know how to deal with a situation and would like to explore possible solutions. Other times we may have a solution and would like to get a second opinion on it. Sometimes, just talking about situations and solutions can make things better. If you are feeling like this and could use some time to talk to sort it out, stop in at the office.

A note about sharing information:

Personal Counseling: In all discussions between us you have the right to expect that anything we talk about will remain confidential. We will respect and guard your right to confidentiality very carefully, *but* you need to know that there are a few cases where that may not apply. These are the situations where information may be shared with someone else:

1. If you ask one of us to speak with someone for you, or to give someone information.
2. If one of us feels that you or someone else may be in danger or in need of protection.
3. If the court orders the release of information.
4. If require by law, as in cases of child abuse.

These situations are very rare, but it is important for you to know about them.

The Counselor: Ms. Delf-Timmerman is available for personal and career counseling and will provide group guidance classes as necessary. Career interest inventories, course selection, independent study programs, student initiated projects, and college and university information is included in her role. She will be available to students throughout the school day except when she is attending meetings.

11. Medical Conditions:

Treherne Collegiate would appreciate being advised of any existing medical condition that might have an impact on the welfare of the student. Such information will be kept in the strictest confidence. Parents who children require broncho-dilators, epipens, or other urgently required medications are required to complete the required forms.

12. Discipline Policy

Included in this handbook is the Discipline Policy for Treherne Collegiate. Students and parents/guardians are encouraged to read this information to understand the policies and guidelines that the school has developed. The detailed Discipline Policy can be found on page 7.

13. Treherne Collegiate Website

The schools of the Prairie Spirit School Division have developed websites to provide information to parents, students, and the general public. We encourage you to visit our websites and we hope you find the information useful and informative.

Prairie Spirit School Division www.prairiespirit.mb.ca

Treherne Collegiate www.tci.prairiespirit.mb.ca

Treherne Elementary School www.tes.prairiespirit.mb.ca

14. Message to Students and Parents:

To the students entering Treherne Collegiate, we extend a warm welcome. The school and staff are here to assist you in your development. It is our sincere hope that your school term will be enjoyable and rewarding. To parents, we encourage your active participation in your child's learning. Please feel welcome to contact or visit the school at any time. Treherne Collegiate is looking forward to a great year!

“WE CARE ABOUT KIDS”

SCHOOL CLOSURES

The basic premise of the policy is that buses will operate or not operate in a school catchment basis. A school catchment area is defined as the area from which all buses deliver students to a particular school (for example Treherne Collegiate).

Each area has a captain of the school buses. The captain will consider the following when considering cancellation of buses:

- Weather reports and warnings
- Wind chill factors in excess of 2300
- Temperatures below –35 degrees centigrade
- Current weather, visibility, and road conditions
- Any combination of the above which would make transportation hazardous

The area captain will contact and gather consensus of opinion from all drivers in the area. If the decision is made to not run the school buses in a catchment area then the school in that area will be closed for that particular day.

The area captain will advise the following:

1. Director of Operations so that radio stations can be advised as soon as possible.

Radio stations to advise include:

CKX Brandon	1150
CKLQ Brandon	880
CKMW Winkler	1570
CFRY Portage	920
CJRB Boissevain	1220
CBC Winnipeg	990
CFAM Altona	950

2. School principal so that staff may be advised as early as possible.
3. Area trustee who may be getting questions from parents.

Each bus driver will inform the parents on their individual routes that buses will not be running. If parents of town students are unsure if buses are running it is suggested they listen to the radio stations or phone a friend that is a bus student.

IMPORTANT : IF at any time you are wondering about the status of Treherne Collegiate in the event of inclement weather, please refer to the Prairie Spirit School Division website ([www. Prairiespirit.mb.ca](http://www.Prairiespirit.mb.ca)) as this website will be providing the most current information about schools and buses that have been affected by the weather conditions.

TREHERNE COLLEGIATE

DISCIPLINE POLICY

MISSION STATEMENT:

It is the mission of Treherne Collegiate Institute to provide all students every opportunity to reach their educational potential in a safe, caring environment so that they may better face the challenges of the future and become contributing, upstanding citizens.

PHILOSOPHY:

All students should conduct themselves with good sense, appropriate manners, and respect for the person and property of others at all times. Without these, the organization of our school would suffer, and with it, both the quality and excitement of good education. Students are at school, first and foremost, to engage in the pursuit of an education. All discipline will be in accordance with the policies of the Prairie Spirit School Division.

The following is the **CODE OF CONDUCT**, which is the official policy of the Prairie Spirit School Division.

This code of conduct is intended to provide a guideline and reference for parents or guardians, staff and students in determining acceptable behaviour in our educational environment.

STUDENTS

Have the right to expect that...

- ◆ all staff will treat them with courtesy, consistency and fairness;
- ◆ clear, relevant lessons will be presented, along with explanations for the evaluation procedures to be used;
- ◆ they will be able to work in a school climate which is safe, pleasant, orderly, respectful and conducive to learning;
- ◆ school personnel will be accessible to students for help concerning learning activities, personal and career decisions, in a manner and a time that suits the situation;
- ◆ teachers will prepare for class and mark and return assignments within a reasonable time;
- ◆ school administrators will monitor programs and instruction in the school;
- ◆ staff will adhere to and apply the Divisional Code of Conduct policy;
- ◆ they will have the opportunity to participate in activities;
- ◆ teachers will abide by the terms of their Professional Code of Conduct

Will be responsible for...

- ◆ attending school and classes regularly and on-time;
- ◆ being prepared for all classes by bringing required materials and completed homework assignments;
- ◆ making arrangements for any work missed due to absence;
- ◆ developing respect for self, others and property;
- ◆ making the most of education opportunities through active participation;

- ◆ taking pride in their work, their appearance and their accomplishments;
- ◆ resolving conflicts and difficulties in a manner that is mutually acceptable;
- ◆ obeying and observing the law and all school rules of conduct;
- ◆ taking pride in their school and community

SCHOOL STAFF

Have the right to expect that...

- ◆ parents/guardians/students will treat them with respect;
- ◆ students will attend classes regularly and on time, with assignments completed, and with appropriate materials;
- ◆ students' behaviour will promote a positive learning environment;
- ◆ schools administrators will provide leadership and support;
- ◆ they will have the support and cooperation of students, parents and colleagues in the performance of their duties;
- ◆ students will observe all school rules of conduct.

Will be responsible for...

- ◆ planning, teaching and supervising assigned courses;
- ◆ establishing and maintaining a learning environment which is pleasant, orderly, respectful and conducive to students' learning;
- ◆ evaluating student achievement and explaining assessment procedures to be used in each course;
- ◆ communicating information about student progress, attendance, behaviour, and special needs to students, parents and administration;
- ◆ providing an environment that will promote self-esteem;
- ◆ treating students fairly and consistently;
- ◆ respecting the rights of all individuals;
- ◆ maintaining open communication;
- ◆ striving to provide an optimum quality of education;
- ◆ ongoing personal and professional development

PARENTS/GUARDIANS

Have the right to expect that...

- ◆ teachers will provide effective instruction for students and will display enthusiasm for teaching and learning;
- ◆ school staff will respect others and property;
- ◆ students will be able to participate in activities;
- ◆ reasonable precautions will be taken to ensure the safety of students to and from school, and while in school;
- ◆ administrators will exhibit leadership and support for students and for staff;
- ◆ administrators will actively supervise programs and instruction in the school;
- ◆ teachers will teach the required Manitoba Education and Training Curriculum as well as provide the assigned programs and services using appropriate teaching practices and methods;
- ◆ clear, relevant learning activities will occur in the school, along with explanations for the evaluation procedures to be used;

Will be responsible for...

- ◆ treating school staff with courtesy and respect;
- ◆ instilling in their son or daughter
 - the desire to work to the best of his/her ability;
 - an understanding of the importance of education;
 - respect for property and resources;
 - respect for the rights of fellow students and staff;
 - recognition of the authority of the school staff to ensure a safe, secure, non-threatening learning environment
- ◆ contacting the school when there are areas of affirmation and concern;
- ◆ when possible, attending school events and meetings to give support to the school;

- ◆ their child's behaviour
- ◆ their child's regular attendance in classes;
- ◆ informing the school when their child will be absent

BEHAVIOURAL POLICY

Tied in with the Code of Conduct the Prairie Spirit School Division has also developed a behavioral policy. The following are highlights of this policy.

PROCEDURES

Each school shall make known to its students, parents/guardians, in writing the Division's **Code of Conduct, Behavioral Policy** and also the school's **Discipline Plan**.

GENERAL STATEMENT

The Board of **Prairie Spirit School Division** is responsible for the safety and well being of all its students and employees. The Board will support its staff in maintaining appropriate conduct in order to ensure a safe and orderly environment for all within its jurisdiction.

In accordance with the *Public Schools Act, after* all efforts have been made at the school level to maintain a safe and orderly environment, the Board will authorize the suspension or expulsion of those whose conduct, upon investigation, is deemed to be injurious to the welfare of others within its jurisdiction.

The intent of this Policy is to outline specific procedures to deal with serious offenses. It is expected that every school will have developed a **Discipline Plan** to respond to general student behaviour during the regular school day including after school functions. Such plans should outline student behavioral expectations and a consequence/discipline cycle.

GUIDING PRINCIPLE

Students and employees have the right to function in an environment free from physical, emotional, verbal and sexual abuse or harassment. Consequences for the following aggressive or abusive conduct are specified in this policy:

- ◆ abuse (physical, verbal and emotional, harassment, sexual harassment)
- ◆ weapons possession
- ◆ gang activity
- ◆ inappropriate dress
- ◆ vandalism/destructive behaviour
- ◆ inappropriate use of computers

In a general sense, however, **Zero Tolerance** will be applied in all cases. Concurrent with this principle, the following procedure will be applied:

- a) immediate removal of the offender from the situation;
- b) the aggressor should be withdrawn from the classroom, the length of the withdrawal depending on the severity of the situation;
- c) debriefing when calm, with a trained third party for both the aggressor and the victim (the trained third party could be the Principal, Guidance Counselor, Resource Teacher or Psychologist);
- d) the parents/guardians will be informed by the Principal and/or the Superintendent, of the incident and the consequences;
- e) victims should be advised of their legal rights to pursue charges, if applicable;
- f) repeat offenders should be withdrawn from the setting until they are able to work within the setting without incident. Intervention from outside of the school would be required in these cases.

ABUSE:

Definitions

Types of abuse may include but are not restricted to the following examples:

- a) **physical** – consists of acts of violence against students, employees, their families and/or property with the intent of causing hurt or harm. Examples would include hitting, slapping, biting, kicking, spitting, breaking belongings and throwing objects
- b) **verbal & emotional** – consisting of but not limited to derogatory comments and/or discriminatory actions directed against an individual or group based on gender, race, lifestyle, sexual orientation, religion, etc. Examples may include swearing, threats, name-calling, harassment/gestures, written abuse, wrongful allegations, abusive telephone calls, ostracism, etc.
- c) **harassment** – consists of behaviour/acts which intimidate or threaten a person in such a way as to deny the individual his/her dignity and respect, and results in a feeling of powerlessness. For examples see (b) OR consists of **stalking** which is the persistent following, contacting, watching, or any other such threatening actions that compromise the peace of mind or the personal safety of the individual.
- d) **sexual harassment** – consists of behaviour which includes any unwanted, unwelcome sexual advance or sexually oriented behaviour made by a person who knows or who ought reasonably to know that such attention is unwanted. Sexual harassment may include, but is not limited to, unnecessary touching or petting, suggestive or other sexually aggressive remarks and gestures, leering at a person's body, demands for sexual favours, or compromising invitations.

NOTE: Division employees, by virtue of their positions, have responsibilities and consequently, have certain expectations. Reasonable insistence upon compliance with these expectations will not be interpreted as harassment. Examples: meeting deadlines, behavioral/academic/procedural expectations, etc.

PROCEDURE:

The principal of each school is expected to document incidents of abuse. In the case of serious abuse committed by a staff member or student, a written report must be completed by the victim (or parent in lieu of student) and filed with the Principal. The Principal shall exercise judgment regarding appropriate procedures.

STUDENT CONSEQUENCES FOR ABUSE

The Principal may take one or more of the following actions:

- a) the Principal has the latitude to invoke consequences consistent with the school Discipline Plan;
- b) set up a conference involving the parent(s), student and staff member to resolve the problem;
- c) develop an individual behavioral contract which may include counseling services;
- d) set up a formal mediation process whereby, with their consent, the victim and the offender meet in the presence of a trained mediator;
- e) detention/suspension within the school;
- f) suspend from school for up to five days;
- g) recommend to the Superintendent that the student:
 - ◆ be reinstated under certain conditions, including referral to divisional support services or outside agencies;
 - ◆ be suspended for a longer period of time with re-entry subject to an appearance before the Board of Trustees;
 - ◆ be expelled from Prairie Spirit School Division schools;
- h) contact the police if deemed appropriate

NOTE:

- a) Parents will be informed by phone (if possible) and in writing when any of the preceding actions are taken.
- b) If the person is not a student of the Prairie Spirit School Division, the administrator (or designate) shall call the police and have the person removed from the premises
- c) Cases of sexual assault or indecent exposure shall follow the Divisional Child Abuse Policy which references prevailing legislation.

WEAPONS:

Definition

A **weapon** is any instrument designed or used to injure or intimidate another person. This includes items generally understood to be weapons as well as replicas of weapons. Any other item, if used to injure, threaten or intimidate, is also a weapon. **Possession** is defined as having a weapon on one's person, or in an area subject to one's control, on school property or at a school activity.

Each teacher shall seize or cause to be seized and take possession of any offensive or dangerous weapon that is brought to school by a pupil and hand over any such weapon to the Principal who shall notify the parent or guardian warning them that the pupil may be suspended or expelled from the school.

Consequences for Weapons Possession

No person shall bring onto any school property or into a school building or Division vehicle, or have in their possession or in a locker, any weapon or item intended to be used as a weapon. When a person is found or suspected to be in possession of a weapon under the school's jurisdiction or such weapon is discovered in that person's locker the following shall occur:

- a) The administrator (or designate) shall call the police to deal with the incident.
- b) If the person is a student, he/she shall receive a suspension from the class or school with the possibility that the suspension may be extended or that expulsion may be recommended to the Board. The latter shall be after consultation with the superintendent. Note that parents or guardians shall be notified when consequences for weapons possession need to be carried out.

When the offender is a student and a suspension has been imposed, readmission to school shall be contingent upon prescribed criteria for readmission being met by the student and his/her parent(s)/guardian(s).

GANG ACTIVITY

Definitions

Gangs are groups of youth who share common beliefs, attitudes and attire and exhibit unlawful and anti-social behaviour, and who associate with each other for mutual protection and/or profit.

Consequences for gang related activity like displaying gang insignia or soliciting students for gang membership etc.

See consequences outlined in Student Consequences for Abuse.

DRESS

Schools are expected to delineate standards of dress for the schools and inform students of expectations.

Consequences for inappropriate dress

Consequences can range from an informal interview on the first instance to withdrawal from the class or school setting.

VANDALISM/DESTRUCTIVE BEHAVIOUR

Vandalism is the willful damage or destruction of property. It includes:

- a) damage to property such as defacing ceilings, walls, school furniture, carpeting, textbooks, school materials, electronic equipment or computer software, fire extinguishers, smoke and heat detectors, fire alarms, lockers or any other property not belonging to the individual.
- b) destruction of private, personal or school property (one's own school or a school being visited).

Damage and destruction of property shall result in restitution for damages, as well as the application of one or more of the consequences outlined in Student Consequences for Abuse.

UTILIZATION OF COMPUTERS/NETWORKS/IITV

Students are expected to adhere to the terms and conditions of the **Computer Use Agreement** and the **IITV Student Agreement**, which they and their parents are required to sign. See consequences outlined in Student Consequence for Abuse for the inappropriate use of the above.

DISCIPLINE POLICY OF TREHERNE COLLEGIATE

The **Code of Conduct** and **Behavioral Policy** of the Prairie Spirit School Division form the foundation of the Discipline Policy of Treherne Collegiate. What follows is an explanation of some specific areas of concern:

GENERAL EXPECTATIONS:

CLASSROOM:

In order to provide the best learning environment for students, certain expectations and procedures will be in place throughout Treherne Collegiate.

At the beginning of class students are expected to:

- ◆ Enter the classroom on time with the material they need for the course. That includes appropriate textbooks, notebooks, and pens and pencils, etc.
- ◆ Stand for "O Canada" and listen to the daily announcements that follow.
- ◆ Be ready for the start of class – open the appropriate books and be prepared to work

During class students are expected to use behaviors which facilitate on-task learning. These expected behaviors include the following:

- ◆ Listening while others are speaking.
- ◆ Putting up hands to gain the teacher's attention.
- ◆ Completing assignments in the method outlined by the teacher (taking notes, answering questions, taking part in discussions, working in small groups, completing hands on work and doing the day-to-day tasks that are assigned).
- ◆ Completing all assignments on time and with care.
- ◆ Maintaining a focus on learning throughout the class.
- ◆ Responding in a thoughtful, on-task way by adding to and building on ideas presented by others.
- ◆ Organizing work in binders and notebooks.
- ◆ Asking for permission when leaving the classroom for any purpose.

LATE ASSIGNMENTS:

- Teachers will give appropriate amount of time to complete an assignment or project.
- Students will use their class time wisely and complete any unfinished work at home in order to meet any deadline.
- Assignments **MUST** be handed in on the due date. If not handed in, the student will be subject to the Treherne Collegiate "Intervention Plan".

- Should a student miss a due date due to illness. The student will be given an appropriate amount of time to hand in their work, but, the student must have the extension approved by the subject teacher or the school administration. The office will be keeping track of all late assignments.

Below is a detailed description of how Treherne Collegiate manages the Late Assignment issue:

Treherne Collegiate Student Learning Assessment Intervention Plan

Rationale: Assessment is an essential component of a student's education. Assessment is one of the strategies teachers employ to provide feedback on student performance. This feedback is also used by the teacher in order to make the right decisions about students. The records that teachers and students keep are the evidence that support decisions that are made about the students' learning. In order for proper decisions to be made, students must provide the teacher with the required assignments in a timely fashion. When learning is the goal, teachers and students collaborate and use assessment and pertinent feedback to move learning forward.

TCI Intervention Plan:

1. The teacher will provide the student with a completion contract when the student has not completed an essential assignment.
2. The student will sign the contract and the contract will be handed over to Mrs. Penner.
3. The student will have 7 calendar days to complete the assignment.
4. The student will be required to report to the library from 12:05 pm – 12:35 pm during this completion opportunity period until the assignment is completed or the end date arrives (whichever comes first).
5. Once the assignment has been handed in to Mrs. Penner, she will return it to the teacher for assessment purposes. The teacher will mark the assignment and record the mark in pencil (ie. a temporary mark). This mark will also be included on the completion contract.
6. In the meantime, the student will be given a copy of the completion contract to take home for parental signature. This will ensure the parents/guardians are aware of the incomplete assignment and also remain informed about the student mark on this assignment.
7. The student will be required to return the signed contract to the assigning teacher in order to change the temporary grade into a permanent grade.

PLEASE NOTE:

- A. Parents/Guardians will be contacted if the assignment has not been completed after 3 of the 7 calendar days have passed. At this time, the parents/guardians will be informed that their son/daughter has 4 more calendar days to complete the assignment or he/she will be given a "zero" on the assignment.
- B. If a student misses the first day of the completion opportunity, the teacher involved with this student will be notified. The teacher will meet with the student that day and issue a warning. If the student should miss a second time, the student will receive a "0" on the assignment. The parents/guardians will be contacted at this point, and the school will retain a copy of the contract for record keeping purposes.
- C. In order to ensure a positive learning environment for all students in the "opportunity hall", all students must follow the rules set for the room. If a student fails to adhere to these rules, he/she may be removed. A removal from "opportunity hall" will constitute the same penalty as not showing up for "opportunity hall".
- D. Since the assignment not completed is "essential", the student must hand in this assignment before the end of the course in order to qualify to receive a credit. It must be stated that even though the assignment gets handed in, the mark of "zero" will stand as the completion contract was not fulfilled.
- E. If students have a prearranged extension due to extenuating circumstances, the process above may still apply for assignment completion, but this will be assessed on an individual basis.

F. After two completion contracts have been issued in any classes, parents/guardians will be contacted and further intervention steps will be taken to improve assignment completion. Possible intervention steps may include removal of student from all intramural and extracurricular activities organized within the school.

LEAVING THE CLASSROOM:

Hallways are to be clear of students during regular class times. If a student must leave class because of illness, referral to the office, going to the library, going to the computer area, etc., he/she must have permission from the classroom teacher. The administration and teachers will monitor this situation so hallways are clear and quiet.

CHEATING AND/OR PLAGIARIZING:

Students caught cheating or plagiarizing on any test or assignment (either giving help or receiving help) will be given a “0” on that test/assignment. A letter will be sent home to inform parents of this infraction. If the student is caught cheating or plagiarizing on any other test/assignment in any courses, he/she will be given a **Compulsory Withdrawal** from that course.

MISSING TESTS:

A student with an excused absence who misses a test will be required to write a similar test at the earliest opportunity. An unexcused absence will result in a student receiving 0% on the test or assignment.

SWEARING AND PUTDOWNS:

Swearing by students on campus will not be tolerated. Minor offenses will be dealt with by the staff member at the site of the offence. Persistent offenders or flagrant offenders will be referred to the administration for disciplinary action. Swearing or put-downs directed at another person on campus will result in disciplinary action.

PUBLIC DISPLAYS OF AFFECTION:

Students are to refrain from inappropriate displays of affection in and around the school. For example holding hands is considered acceptable, while embracing and kissing are considered to be inappropriate.

SMOKING:

The Prairie Spirit School Division does not allow smoking in schools, on school grounds, in school vehicles, or at school sponsored activities. As outlined in the Division Policy Manual, students who break the Smoke Free Environment Policy are to be disciplined in the following manner:

- first offence – one day suspension
- second offence – three day suspension
- third offence – appearance before the Board for its disposition of the matter

ALCOHOL AND DRUGS:

Consuming or being under the influence of alcohol or non-prescription drugs in school or at a school sponsored function may result in a suspension of up to five days and the possible referral to the RCMP.

ASSEMBLIES:

Assemblies take place on a periodic basis during the school year. Students are expected to attend all assemblies, to sit quietly, and to show courtesy and respect during the program.

STUDENT LOCKERS:

Students will be assigned lockers. Lockers must be locked at all times, failure to do so will result in the loss of use of a school locker. In no case will Treherne Collegiate be responsible for articles lost or stolen from lockers. In addition, students must refrain from defacing lockers and from decorating lockers (inside or out) with offensive messages, words, or pictures.

The policy of Prairie Spirit School Division states: "in the interest of the safety and welfare of other students and of protecting school property the Principal may authorize, with reasonable cause, a search and inspection of student lockers and other student property in the school. However, in order to protect the students' rights to privacy, this authority shall be exercised with discretion. In most cases, a search will proceed in the presence of at least two school personnel authorized by the Principal."

GYMNASIUM USE:

While in gym class, intramural play, or in casual or recreational play, all students must wear proper footwear. Students taking gym class are expected to have an appropriate gym outfit and are encouraged to shower after each class.

TELEPHONE USAGE:

Telephone calls to students should be made during the class breaks outlined in the orientation day booklet. Students will not be called from class to answer the telephone, but a message will be taken so that they can return any important calls. Students making phone calls should do so during class-breaks and not during class time.

CELLULAR PHONES:

Cell phones are NOT allowed in any classroom or support room (computer room, library, etc.). Cell phones CAN be used before school starts (before 8:55 a.m.), during both school breaks, during the lunch period, and after school. Cell phones are to be locked in the student's locker when attending class.

- first offence – phone is held in the office for the day and returned to the student following a brief meeting.
- second offence – phone is held by the office for three consecutive days and then returned to the student after they sign a contract indicating that they have violated the policy for a second time and understand the consequences of further violations. Parents wishing to take possession of the phone during the suspension period will need to do so in person.
- third offence – as in "second offence" except that the phone will be withheld for a period of one full week.
- fourth offence – the Principal will suspend the student from school for an appropriate amount of time.

ATTIRE (DRESS):

Students are expected to dress in good taste. Items of clothing must not contain offensive messages or words or pictures. Under no circumstances should profanity appear on clothing. Caps or hats must not be worn in the school. The administration reserves the right to take appropriate measures to rectify concerns in this regard.

CO-CURRICULAR PROGRAMS:

Treherne Collegiate provides a number of co-curricular programs throughout the year. These programs are in addition to the academic requirements placed on students. Participation in these programs is a privilege not a right. The withdrawal of this privilege is possible if, in the opinion of the Principal and staff, the student is failing to make acceptable academic progress. In addition, the school reserves the right to revoke the privilege of participation if a student engages in activities deemed to be injurious to the welfare of the school.

SCHOOL FUNCTIONS:

When students attend any school function, including activities outside the school, they are expected to demonstrate responsible behaviour. School functions include athletic events, concerts, plays, trips, and any other activities

sponsored by the school. All school regulations apply at these functions. Students will be made aware of specific rules and expectations governing these events, and it is their responsibility to follow them.

STUDENT CONDUCT ON SCHOOL BUSES:

As provided by the regulations of The Public Schools Act, the Principal of a school whose students are being transported in the school bus has disciplinary authority over the conduct of the students during the period in which they are in, entering, or alighting from a school bus. The Principal shall take appropriate disciplinary action consistent with the requirements of the legislation, School Division policy, and the practices of the school.

TRESPASSING ON SCHOOL DIVISION PROPERTY:

Trespassing on Prairie Spirit School Division property by unauthorized persons is prohibited. Unauthorized vehicles, snowmobiles, and animals are prohibited from using School Division property. Principals shall report any violations to the local police.

RANGE OF CONSEQUENCES

The following range of consequences is designed to protect the rights of students. It is essential that all understand the consequences of unacceptable behaviour.

We believe that early contact with parents is essential in the school/home approach in dealing with unacceptable behaviour. In addition, at any time, the Guidance Department may become involved in the hope that early counseling can improve the situation. The consequences will also depend on the severity and the frequency of the behaviour and the age and history of the student.

- **Informal Interview** - A teacher or administrator talks with the student to reach an agreement regarding the student's behaviour. The parent may be contacted in some circumstances.
- **Formal Interview** - A conference is held with the student, the teacher and the Principal to develop a plan for changing the student's behaviour. The parent may be contacted if necessary.
- **Parental Involvement** - The parent is contacted to discuss the specific behavior of the student and steps, which must be undertaken to change the behavior. The nature of contact could vary from a telephone conversation to a formal conference at the school with parent, student and school personnel.
- **Suspension of Privileges** - In some situations a student may have certain privileges suspended for a period of time. For example, the privilege of using of the computer lab or the gymnasium during non-class time may be revoked for inappropriate behaviour.
- **Detentions** - Detentions may be assigned for infractions to school rules. During detentions, students may be required to make up missed work, or help improve the school premises by litter clean-up etc.
- **Behavioral Contract** - In some instances, the student is required to meet specific behavioral standards in order to avoid more severe consequences. Such standards are developed by the school, the parent and the student. Outcomes for failure to meet the behavioral standards are clarified. Such an agreement is documented and copies provided for all concerned parties.
- **In-School Suspension** - Students who serve in-school suspensions will be isolated from other students. Students will take breaks at a time assigned by the administration. These breaks will not coincide with normal breaks. Students will be expected to do school work during the day. Students will be responsible for any class work missed due to the suspension. The parent would be contacted.
- **Out-of-School Suspension** - Suspension from school is a serious consequence which is imposed in accordance with School Board Policy. In such cases the necessary documentation is forwarded to the Superintendent. Principals or their designates have the power to suspend up to five days. The parent would be contacted.
- **Withdrawal from a Course** - A student who continues to display negative behaviors may be withdrawn from a course. It would be expected that this action would occur only after a number of lesser consequences have been attempted without the desired success. The parent would be contacted.

- **Outside Agency Involvement** - In some circumstances, student misbehaviors have implications extending beyond the jurisdiction of the school. In such cases personnel from outside agencies (ex: Child & Family Services, R.C.M.P.) are involved. School personnel will inform parents of such referrals.
- **Expulsion** - Expulsion by the School Board is a serious consequence resulting when it is determined that a student's continued presence in the school is injurious to others. Expulsion requires an official action by the Board of Trustees and is completed in accordance with the guidelines laid out by the Prairie Spirit School Division Policy Manual. An expulsion means that the student may not attend that particular school.