

**Shoal Lake School will provide a safe and caring atmosphere
and by involving all partners (students, parents, staff, and community)
will provide the best education possible for all students.**

Handbooks/Planners

We hope these books continue to be useful to students, teachers, and parents in several ways - policies and information on how things are done are contained in this section, the monthly calendars show events planned during the school year, the weekly calendars allow students to keep track of assignments, tests, and other important information, the handbook can also be a good way for teachers, parents and students to communicate, there are pages with equations and useful facts,

Communication to/from Home

Newsletters will be published on a regular basis to share general school information. The anticipated publication dates are listed in the monthly calendar section. They will be sent home with students and some will be distributed through the Nursery School; we will try to get them to interested community members as well. Information interesting to students, parents, or teachers is welcome!

Letters and notes conveying information about some specific school events will be sent home with students. It is hoped that the students will ensure that these get home promptly and that replies also come back quickly.

The handbook can be an effective way for parents, teachers and students to communicate back and forth. Parents and teachers may use the handbook calendar to communicate on a regular basis with the student transporting the handbook back and forth. This may be especially useful when frequent communication is important. Notes from parents to the school or to an individual teacher are also effective.

Telephone messages may be left at any time of the day at the office. **Students and teachers should only be called to the phone or return messages outside of class time.** Interruptions from calling people out of class can really affect learning and we try to avoid them.

Assemblies

Assemblies for K - Grade 8 students will be held as scheduled in the gym at 9:05. Assemblies for Grade 8 to Senior 4 students will generally be held in the foyer when the need arises. In addition, assemblies of all students will be held in the gym when there are items of interest and importance to all students. Visitors are always welcome at assemblies.

Announcements

Announcements will be made before classes begin at 9:05, occasionally at 11:50, 12:40, or at the end of the day. The whiteboards at the main entrances will be used to share information.

School Planning

Our school plan is the result of an on-going process involving students, parents, staff, and community. The survey administered in the spring of 2005 is being used to identify strengths and weaknesses and to set priorities to guide planning over the next several years. The survey results will be communicated as widely as possible to everyone who was surveyed (a real challenge) and the Planning Team will coordinate a process to identify the priorities. Goals for next year will be developed by staff, Student Council, and the Planning Team and communicated through the newsletter.

Problem Solving / Solution Seeking / Decision Making Model

Problems are a part of life. Recognizing there is a problem, describing it, and understanding it is 90% of the job of solving it. Solving problems and seeking solutions means making decisions. Sometimes a 'problem' is not a problem at all, it may be an opportunity, a change,

The model is based on these ideas:

1. Any member of our school community may encounter problems, having a common problem solving model is beneficial to all,
2. Success in solving problems depends on the attitude of the problem solvers and decision makers,
3. Using a process to solve problems can improve solutions and decisions,
4. Skills for solving problems can be learned, and
5. Some problems are "simple", some problems are "complex".

"Simple" problems:	"Complex" problems:
Are well-defined,	Are poorly-defined,
Have only a few possible solutions,	Have many possible solutions,
Solutions are usually based on experience and know-how, and	Solutions are usually complex and may have several elements,
Can often be solved individually.	Can often best be solved by a team,
	May require interim measures, and
	A good solution may require several tries.

Problems are best solved as close to the problem, by the people who the problem involves, if possible. Knowing when that is not possible and knowing who should be brought into the process is critical. This requires a knowledge of protocol or 'chain of command'.

Here is an example of a protocol or ‘chain of command’ that is well established. If there is a problem that a parent wishes to address with a teacher:

- the parent and teacher meet to solve the problem,
- if not successful, the principal would become involved,
- if not successful, the Superintendent would become involved,
- if not successful the Trustees and the Board would become involved,
- if not successful, the Minister of Education would be involved.

Here is an example for students. Two students have a disagreement on the playground. Hopefully, they can resolve the disagreement safely, respectfully, and in a caring way. If not, they need to involve someone else. An older student, an adult, a staff member, or the principal might be able to help them reach a solution; not solve the problem, help them reach a solution.

Sometimes an objective third party is needed. For example, it *could* be difficult for a student to address a problem with a teacher. Asking the principal to facilitate the process might be helpful. The third party must be objective and must only facilitate the process, the student and teacher would still need to solve the problem themselves. This could be true in other situations also.

Discipline Policy

We believe:

- That the endeavours of all partners (students, parents, and staff) are required to ensure positive student behaviour and conduct.
- That all partners have responsibilities in fostering the development of student self-discipline.
- That our mission statement contains a guiding principle that is essential in discipline policy - "Shoal Lake School will provide a safe and caring environment".
- That the focus should be on positive behaviour that supports learning for all students, that this behaviour should be taught explicitly whenever possible, and that it be recognized and supported by all partners.
- That respect is a guiding principle (for self, others, and property).
- That unacceptable behaviour be defined as clearly as possible when deemed necessary and that appropriate, fair, and consistent consequences should follow.
- That discipline procedures should provide opportunities for students to learn.

Code of Conduct

Students at Shoal Lake School are expected to:

- show respect for authority in the school.
- respect the rights of other students and staff to a safe environment free of threats, intimidation, harassment, abuse, or violence.

- respect ethnic, racial, religious, gender, and individual differences.
- dress appropriately for a school setting; Student Council has initiated discussion about clothing that is respectful of the school as a place of learning, we expect this to continue.
- attend class regularly, on time, with homework completed, and with the necessary equipment and materials.
- maintain an attitude and effort in class that fosters learning.
- participate in activities that contribute in a positive way to the atmosphere and learning in Shoal Lake School.
- realize that school expectations extend to the playground, the sports fields, and to the location of any school-sponsored activities.
- project a positive image of the school and community when involved in extra-curricular and school-sponsored activities.

Rules

The Golden Rule - do unto others as you would have them do unto you - that is, treat others as you would like to be treated - is a good guideline to apply to behaviour.

There are some "special" rules that are required:

- Hats are not worn in the school during school hours.
- Sunflower seeds are not allowed in the school.
- Food is not to be eaten in the classrooms during class.
- Food or drinks are not allowed in the gym.
- Food or drinks are not allowed around the computers.
- Gym shoes must be worn in the gym.

Smoking is regulated by policy: ***"All school buildings and grounds are designated smoke free"***. Our school policy extends to all school sponsored events including athletic events, field trips, ... no smoking.

Conflict must be handled in ways that do not result in violence. Learning skills to deal with conflict and peer mediation are effective ways to reduce and prevent violence. This is addressed in several areas in school curricula. Parent involvement in and support of school efforts to deal effectively with conflict has a tremendous effect on their success. Violent acts or assaults will not be tolerated. This includes, but is not limited to, shoving, pushing, causing bodily harm, hitting, and swearing at someone.

Three words, **safety, caring, and respect**, provide a focus for all we do at Shoal Lake School. If we truly live these words then bullying behaviour becomes extremely unlikely. **Bullying is any behaviour intended to inflict injury or discomfort and to impose a power imbalance upon another person.** Bullying typically consists of direct behaviours - such as teasing, taunting, name-calling, threatening, hitting, and stealing - that are initiated by one or more

students against one or more others. Bullying may also be indirect - such as spreading rumours that cause someone to be socially isolated through intentional exclusion. Whether direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment or abuse. Our focus in the school will be on prevention by emphasising safety, caring, and respect. Where intervention is required, a team approach will be implemented.

Attendance

Regular attendance is an expectation as outlined in the code of conduct. A note, or telephone call before a planned absence will constitute parental permission. If an unplanned absence occurs, a note to the home room teacher or a call to the office will constitute permission. If students have to leave during the day they are asked to sign out at the office before leaving.

Attendance will be taken daily by the homeroom teacher and Senior teachers will also keep track of attendance in their courses. We will ask teachers in shared courses to do the same and report attendance concerns so they can be dealt with as early as possible. Non-legitimate absences, i.e., those that are not with parental permission and are not for a legitimate reason (illness, attending a funeral, medical appointment, dental appointment, Autopac business, driver's tests, hospitalization, school activities, family vacations, family emergencies, essential family work such as farm work, and confidential absences that have administrative knowledge are legitimate reasons) will be seen as skips. Parents will be notified of a skip with a meeting of student, parent, and teacher being expected with a second absence. Any recurrence will be cause for concern. **In Senior courses our guideline is a maximum of 10 absences in a semester** - achievement is usually jeopardized if more than this number occur. Staff, parents, and students will together address attendance problems.

Punctuality

Students are asked to be at school before 8:50 in the morning. Students are expected back at school by 12:40 after lunch. Students arriving late for any reason need to sign in at the office. Buzzers after break are the signal for students that classes are about to begin. Homeroom teacher's concerns about students being late will be dealt with directly with the student; administration and parents will become involved if it continues.

Discipline Procedures

The primary source of discipline are teachers, staff members, or responsible adults in the classrooms, hallways, playground, gym, on the buses, It is important that discipline be carried out in such a way that it is consistent with our common belief statements. We recognize that there will be differences in individual approaches but everyone's approach should reflect our beliefs and stress student responsibility and consequences for choices.

It is expected that classroom teachers will develop a set of classroom rules or behavioural

guidelines. Depending on the age of the students and the classroom situation, student input into the development of classroom rules or behavioural guidelines is very beneficial. These should be clearly communicated to students and parents and consequences should also be clearly communicated.

Record keeping is vital in dealing with discipline issues. The person dealing with discipline issues that repeat or are serious must document them. Personnel involved are encouraged to inform others who 'need to know'. Most discipline issues will be dealt with satisfactorily at this level. Where this does not occur a meeting with the student and contact with the parent would be indicated. Where a satisfactory resolution of a discipline issue cannot be arrived at, or if the issue is serious, then the responsible adult and the student will confer with the principal or vice-principal. The Shoal Lake School Solution Process is available to help arrive at solutions. If the issue persists parental involvement will be indicated. The involvement of other school or divisional resource personnel or outside agencies may also be required; a team may be formed with input from all the people involved.

In the case of shared courses, where discipline is required in the "other" school, it is expected that the responsible person in that school will deal with the situation. Consequences should be determined by the "other" school even though the "home" school may sometimes need to carry them out, for example, detentions, suspension of privileges, Documentation and communication with parents and the "home" school will be done by the responsible person. In serious situations or where an issue recurs administration of one or both schools will be involved.

Illegal activities will be dealt with by referred to the police. These could include but are not limited to assault, theft, arson, illegal possession or use of drugs, The school may independently decide on consequences for illegal behaviour.

Consequences

Failure to meet the expectations for behaviour and conduct shall result in some or all of the following consequences depending on the severity and the circumstances:

- **solution-seeking, monitoring, modelling, role-playing, or reviewing expectations with the student.**
- **parental involvement.**
- **attending a workshop or session to learn more appropriate ways of dealing with a situation.**
- **behavioural contract with the student.**
- **temporary or permanent suspension of privileges.**
- **restitution for property damage or loss that a student is responsible for according to PWSD policy.**
- **temporary exclusion of the student from class or from school.**

- **detention according to school policy.**
- **suspension according to Division policy.**
- **expulsion according to Division policy.**

School Detention Policy

Detention is available as a discipline method at any point in the discipline process but would normally be used when attempts to deal directly with a problem have not been successful. Detention could involve a student being asked to remain at recess or lunch hour with a teacher or supervisor and could be handled independently by the teacher and student. Detention is most effective if it is the student who is responsible for ensuring the detention is served and if it is the student's own time that is being used for the detention. Considering the above, the following detention policy is available for use in Shoal Lake School:

- X Detentions may be assigned by teachers, supervisors, or administrators; they will tell the student.
- X Detentions *should* be reported to the office.
- X Detentions given under this policy will be served on the next school day that the student attends and will be served from 8:10 to 8:50 or from 3:50 to 4:30 (there are buzzers at each of those times). It is the responsibility of the student to make the arrangements required to serve the detention.
- X Failure to serve the detention or being late will result in the time being doubled. A second failure to serve a detention will result in it being dealt with at the next step.
- X Detention will be served in an assigned room and will require the student to do useful school related work.
- X Detention is not seen as a method of repeatedly dealing with a behaviour issue, if an issue persists other methods will be used to arrive at solutions.

Suspension Policy - part of PWSD policy JICDA, Code of Conduct

“Suspension” is defined as a temporary exclusion of a student’s right to attend an assigned class during which the student is required to attend elsewhere in the school or remain at home when so imposed by a school principal. The principal is the sole authority in a school with the power to suspend students from school.

A teacher may suspend a student from the classroom for a period of not more than two days. Teachers who suspend students from the classroom retain their responsibility for that student. The principal and teachers in each school will have developed a process that provides for the safety of all students. The process will also ensure that learning in other teacher’s subjects is not affected. It will be the suspending teacher’s duty to see that this process is followed. The principal shall also be notified immediately.

Parent(s) or guardian(s) must be informed of a suspension and the cause of the suspension within 24 hours, or as soon as possible.

Principals are urged to consider various forms of student suspensions from classes other than suspensions from school. In the event of an “in school” suspension, the student will attend school during regular hours but will not attend classes. They will be assigned to perform school and/or community service tasks under the supervision of a responsible adult. In the event of an “out of school” suspension, students will not be permitted to attend school until the suspension has ended.

The suspended student along with the parent(s) or guardian(s) may be asked to appear before the “discipline committee”. A meeting with the discipline committee will be required when:

- 1) conduct is deemed injurious to the welfare of the school
- 2) a joint recommendation of CEO and principal is made.

The discipline committee will then re-admit the student or recommend to the Board of Trustees to expel the student. If the student is re-admitted it is with the understanding that any further suspensions would require another meeting with the discipline committee. This could mean an expulsion.

Expulsion Policy - part of PWSB policy JICDA, Code of Conduct

After all other avenues for discipline have been implemented without success, the student’s continued presence in the school system clearly endangers the safety of other students and staff, or continuously destroys the learning environment, a recommendation for expulsion may be considered. Expulsion is a very serious matter.

Breaks, Recesses and Lunch Hour

All students from K to Grade 8 are expected to go outside at recess. If a child must stay in, a note should be sent to the homeroom teacher. In case of bad weather a decision to stay indoors may be made. Students are expected to come in promptly at the bell and prepare for their next class. Senior students should use the breaks to prepare for their next class so they can start promptly after the buzzer sounds.

All students from K to Grade 7 who stay at school will eat in their homerooms. Students are asked to remain seated until they are finished eating. Cleanup should begin at 12:05. Each person is responsible for cleaning up after lunch. Students are asked to go outside promptly (before 12:20), or to the gym on intramural days, when they have finished eating. Senior students who eat lunch at school are to eat on the stage. Cleanup is a responsibility shared among all those who eat there. Food and drink are not allowed in the gym.

Students who do not live in town are asked to provide parent's permission if they have to leave the school grounds at lunch hour. A note to the homeroom teacher is a good way to do this. Out of town Senior students may ask their parents to provide a waiver allowing them to leave the school grounds at lunch time.

Supervision at recess will be provided by teachers and at lunchtime by educational assistants with teachers on call. Supervisors have authority to deal with any discipline matters that arise, more serious matters will be referred to the teacher on call or an administrator, as required.

Senior students might bring cars to school for a number of reasons. Board policy sets out the expectation that cars not be driven during the school day. While we realize that cars may need to be driven at lunch hour, they are not to be driven at breaks, there is not enough time to go anywhere anyway. In all cases students must drive in a careful and safe manner - the safety of students being paramount.

Intramurals/Gym Use

Supervised lunch hour use of the gym is provided for students in Middle and Senior Years for intramurals. Practices may sometimes be scheduled. When the gym is being used by one group other students are expected to spend their lunch hour elsewhere. The schedule is:

Middle Years: Tuesday and Thursday

Senior Years: Monday, Wednesday, and Friday

Shoal Lake School House System

Purpose: House systems are traditionally used to promote a sense of belonging in schools, to promote cross-grade activities, to organize school spirit building activities, and to organize intramural activities.

Organization: After much planning and discussion by staff and students a new house system was organized for 2006/2007 and beyond. All students from K-S4 now belong to one of four houses: Case, Massey, New Holland, and John Deere. Under the direction of Mrs. Mills, new banners were made and now hang prominently on the north wall of the gym. It is a hope that shared activities involving all SLS students will be a tradition in our school.

Point System: It is usual for points to be awarded to house members for activities and for house point totals to be determined and to be communicated regularly. The sense of competition between houses can be a school spirit builder. This is already being done for Middle Years intramurals, processes for other activities will be developed over time.

Extreme Weather or Mechanical Problems

In extreme conditions or in case of mechanical problems in the school, when school is being *closed* for the day, the Brandon radio stations will be used to get the message out as early as possible. If the school is *closed* students will not attend, even though teachers may be, depending on the situation.

The Supervisor of Transportation may call off all transportation across the division and will use the Brandon radio stations to get this message out to parents as early in the morning as possible. When a bus is not running, it is the driver's responsibility to notify the students on that route. If weather is the reason for the cancellation parents are asked to consider their safety when deciding whether to bring students to school. If weather prevents a bus from running in the morning it will not run in the afternoon.

Parents of bused students are asked to arrange a billet in the event that the buses cannot run in the afternoon and notify the school who it is. This will ensure that all students have somewhere to go and will not require parents to take undue risks to pick up their children in bad weather.

Fire/Tornado/School Evacuation

Fire drills must be conducted on a regular basis (monthly) to ensure we would react promptly and appropriately in the event of a fire. Teachers are responsible for ensuring that students know the evacuation procedure, that their classes exit the building on the proper route and remain together in a safe location outside the school. There may be other reasons to evacuate the school; the same procedure as for a fire would be used except that the intercom would likely be used to call the alarm.

In some emergencies it might be necessary to get students away from the vicinity of the school. Depending on the situation, students will either be taken north to the United Church (first choice) or across the highway to the Shoal Lake Farm Equipment building. In a situation like this it is extremely important that no children be taken away from the site until teachers are sure that ALL are accounted for, otherwise rescue workers might be put into unnecessary danger looking for someone who has left. Teachers must report this to the person in charge. When that person is sure that everyone is accounted for, then, only then, will permission be given for students to leave.

Students will periodically practise their response to the unlikely threat of a tornado or other severe windstorm. Their response will consist of an orderly, calm movement to the closest inside hallway or room, as far as possible from windows and doors, where students will sit with their backs to the walls and with their arms linked. In the event of a tornado, severe weather watch, or sighting, students will be alerted to respond in this matter and will remain there until the all clear is announced. It would be very important for everyone to stay in the building and in position until the danger is judged to have passed. In the event of a damaging wind storm it is very important that an accurate student count follow as soon as possible afterward to assist emergency response personnel if searches would have to be conducted.

Bus evacuation drills will be conducted for all students during the school year. Since many students ride the bus at some point during the school year it is important that everyone participate.

Traffic, Parking & Patrol

The location of the school along the highway near the edge of town means there are safety concerns related to traffic. In order to ensure the safety of students arriving and leaving on foot, on bikes, in cars or by bus everyone needs to be careful.

Drivers need to be aware that the speed limit is 50 km/hr along the highway in front of the school, that the pedestrians crosswalks give the people using them the right of way, that traffic must stop when buses are displaying their flashing red lights, and that extreme caution should be used whenever students and the safety patrols are out in front of the school. Children need to be protected from danger

and traffic represents an extreme danger to children. Please be careful!

Parking areas are designated to avoid congestion. Staff are asked to park on the south side of the school where the plugs are. Students are to park in the parking lot to the south of the school. It really helps the after school congestion to the east of the school if students use the street west of the school if they are leaving the school to the north. The area in front of the school is for visitor parking. Please observe the no-parking zones in front of the school.

Students on patrol contribute greatly to the safety of children arriving at school, leaving the school for lunch, and leaving at the end of the day. Their responsibility is to control the students crossing the highway and the street north of the school so students do so only when it is safe. They have no control over traffic. Control of student traffic at other locations and times may be provided to enhance their safety. All students are expected to cooperate with the students on patrol. Failure to do so will result in those students being required to stay in school until after the safety patrols have dealt with the heavy student traffic, then they will be allowed to leave.

Cleanliness of the School and Grounds

The responsibility for the cleanliness of our school is a responsibility that is shared by all who use it - students, staff, teams, user groups, We are very fortunate to have staff who do the daily cleaning as well as the major cleaning that takes place at Christmas, over Spring Break and over the summer. They do a good job and deserve everyone's cooperation in keeping the school clean!

Students are responsible for the general neatness and tidiness of their homeroom and will be expected to help keep it clean on a daily basis. Everyone will be expected to clean up after themselves if they make a mess. The school has a recycling program; please support it.

Lockers

Lockers will be assigned to Grade 8 and Senior students. Locks will be assigned and students are encouraged to use them to ensure the security of their belongings and to ensure the doors are kept shut - fire regulations require it. Part of the student fee will be for the rental of the locker and lock. Misplaced or broken locks will have to be replaced by the student. Students are responsible for keeping their lockers in order.

Lost and Found

We expect students to keep track of their things while understanding that they are sometimes misplaced. Items left at the end of the school year will be donated to a worthy cause.

Use of School Equipment

The student phone is available for **all** students to use before school, during breaks, at lunch hour and after school. It is also available to groups using the school after hours. Students should not use the phone for personal reasons during class times. Students may not use the other school phones without permission. School groups like Student Council, Yearbook, etc. will have long distance phone calls billed to their group.

Some equipment, like the fax machine, the photocopier, etc. is not for student use. Students

should not photocopy missed or lost notes, articles from magazines, books or encyclopaedias for projects, etc.. Missed notes should be borrowed from another student and copied by hand. Notes have to be made from resource materials which cannot be borrowed. Teachers may decide to photocopy research materials that a number of students need. Personal photocopying can be done at cost to a student. Photocopy costs are quite significant and an effort to keep costs in line is necessary on an ongoing basis.

Sports equipment should be removed from the equipment rooms and used with the permission of teachers only. Everyone who uses equipment is responsible for returning it to its proper place.

All textbooks are the property of the school and must be returned without undue wear and tear at the end of the year. Students will be assessed a fee to repair or replace damaged or lost books.

Computers/The Internet

The school computers are for the use of the staff and students for educational purposes. **Computers are not provided for personal use including personal communication through services like MSN.** Community groups may wish to rent them for educational purposes. Computers are often in demand - a booking system for the labs helps avoid conflicts and ensures that if booked, they will be available.

Students are not to copy or download programs on to school computers without permission. Changes should not be made to software since these often cause unforeseen problems. If the printer setup is changed on a computer for a particular print job, please ensure that the setup is returned to the default setting.

Food and drinks are not allowed in the computer room. Students who are careless or irresponsible will be prevented from using the computer lab.

The library computers are for research and project work. The office computers are normally for staff use only. If a student does need to use them getting permission is essential.

Internet access is available anywhere in the school. While a great resource for learning and research, the Internet is also a repository of all kinds of garbage and offensive material. ***Park West School Division has developed an Internet Use Policy IJNDB.*** Students will receive an application for the use of the Internet in the fall which must be completed and returned to the school. The use of the Internet is a privilege; inappropriate use will result in suspension of that privilege.

Student Supplies

Students are responsible for providing supplies for their course work. Supply lists were provided to students at the end of the school year and we would expect students will arrive with most of those materials although some may not be required immediately. We have found that some supplies such as Sticky Tac, tape, graph paper, BandAids, Kleenex, ... are being used in very large quantities from our school stock and this becomes quite a significant cost. It is hard to strike a balance between what the students/parents and the school needs to provide and not stretch the budget of either too much. We would ask students and parents to monitor supplies and replenish them as required.

Assessment, Evaluation and Reporting

- ✓ Teachers will use a variety of assessment tools.
- ✓ Assessment must be based on the outcomes of the appropriate curriculums.
- ✓ *Formative assessment* tools should be used to determine student progress in meeting student outcomes and to decide when it would be appropriate to use summative assessment tools.
- ✓ *Summative assessment* tools will be used to determine a student's final standing.
- ✓ Students may be given the opportunity to redo activities that are part of the summative assessment provided that they can clearly demonstrate effort to meet the outcomes being assessed.
- ✓ The weighting of various aspects of the assessment that determine a final standing will be communicated to students and parents at the beginning of a course and will be indicated on the report. This will be more applicable in the courses at the higher grades.
- ✓ All test marks must be reported as percents.
- ✓ All summative assessment results must be reported to parents and students. Formative assessment results do not have to be reported but must be recorded.
- ✓ Results of assessments must be reported in the grades below Grade 6 but the main part of the final standing need not be a percent.
- ✓ Final standings must be reported as percents from Grade 6 to Senior 4.
- ✓ Shoal Lake School will report four times a year, mid November, at the end of January, mid April, and at the end of June.
- ✓ Reports will contain summative assessment results based on the outcomes of the appropriate curriculums, summary comments, and personal and social development information.
- ✓ The marks on provincial standards tests will be reported separately on all reports and will be incorporated into final standings as directed by Manitoba Education.
- ✓ Reports shall have a common front page.
- ✓ Reports will be on a standard paper size - 8½ x 11.
- ✓ Teachers will collaborate in the reporting process to ensure uniformity and consistency while still allowing enough flexibility to allow teachers to meet their individual needs. This collaboration will take place at two levels - the whole staff, and the three area groups, early, middle and senior years.
- ✓ Conferences will be part of the process at the end of each reporting period. These conferences may be formal or informal in nature. Whenever possible conferences should involve all three partners; students, parents, and teachers.
- ✓ Senior students will be provided with transcripts of at the end of the year. Senior 4 students will receive five (5) copies at the end of January and at the end of June. Other transcripts will cost \$1 each.

Shoal Lake School Library

The library mission statement is as follows: ***Our goal is to provide an environment where children are encouraged to use research skills and technology to enhance learning, to acquire a love of learning, and to learn the value of reading for enjoyment***

The library is expected to be used for research, reading or study. Mrs. Borody is available as a

resource person for any students requiring information. The computers in the library are to be used only for research purposes. Books that are available for loan can be signed out for a two week period. If this is insufficient time to complete a project the loan may be renewed if the book is not required by anyone else. All books must be returned by Friday, June 15, 2007. Some resource materials, such as encyclopaedias are to be used only in the library and cannot be signed out.

All books now have a purchase price on the sign out card. If a book is lost or abused the individual may be required to remit the replacement cost.

Shoal Lake Advisory Council for School Leadership

According to the constitution the mandate of the Advisory Council is to:

- Advise principal and staff, presenting parental and community concerns and perspectives on issues relating to programs, school planning, budgeting, and the management of the school.
- Disseminate information about the school and parental priorities and promote community understanding and involvement in the school.
- Act as a liaison between school, parents, community and other school support organizations for the purpose of information sharing and cooperation.
- Advise the school board in matters relating to the School Division.

Two committees have been active:

- Playground Equipment Committee - planning and fund raising for playground equipment
- Shoal Lake Band Association - coordinating Band events and fund raising.

Shoal Lake School Planning Team

The Planning Team was formed as a result of our school piloting the Annual School Plan initiative set out in New Directions. The Planning Team consists of students, staff and parents. The Planning Team completed work on all three goals that were originally set. The Discipline section of this handbook resulted from the Team's work on Goal 1. The Planning Team completed work on our second goal - to develop a plan for teaching and learning in our school during the 1998/1999 school year. Our third goal was to develop a plan to optimize the well being of students in Shoal Lake School. Since the concerns that came from our original surveys were expressed by Senior students the action plans developed pertain to Middle and Senior students.

The surveying done in the spring of 2000 resulted in very useful data showing improvement in our school in many areas that we had identified after the initial survey and other areas that still require attention. The Planning Team identified these areas that need to be addressed:

- * Providing more opportunities for students to deal with personal problems,
- * Continuing to improve discipline in Shoal Lake School,
- * Adequately involving students in decision making,
- * Safety in our school, and
- * Developing and implementing a problem solving process for Shoal Lake School.

Planning Team members in 2006/2007 include: Chris Hogg, Matthew Chastko, Janice Waddell, Tara Patterson, Teri Nicholson, Candace David, Scott Martin.

Student Organizations

The **Shoal Lake Student Council**, the **Yearbook Committee**, **Teens Against Drinking and Driving (TADD)**, and the **Peer Helpers** are some of the groups that Senior students can belong to. Which groups are active in any school year will depend on the interest shown by students. These groups contribute greatly to our school and provide opportunities for students to develop their leadership skills.

Extracurricular Activities

Many after-school activities are provided by the school depending on interest and the availability of organizers, coaches, chaperones, etc. These activities provide opportunities for recreation, entertainment, skill building in various areas, socializing, etc. and are a very important part of school life. Appropriate behaviour and good sportsmanship is expected during all such activities. Coaches and supervisors will discuss specific details of their programs and their expectations at the beginning of the season. Fees to offset some of the costs of running the programs will generally be charged.

Student Fees

A \$6 student fee will be collected at the beginning of the school year. The student fees will be used for the cost of the student handbook, \$1 to cover the costs of the Advisory Council if active, and for locker rentals for Senior students. This is consistent with PWSD policy JQ.

Pictures

Pictures will be taken on September 21, 2006 in the afternoon. Two pictures of each student will be taken. In about two weeks the proofs will be returned to the students. They will go home where one of the two shots and one of several packages may be chosen. Orders will be returned to the school with payment, picked up by the photographer, then the packages will be returned to the school. Retakes will be scheduled for a later date if the original photo did not turn out.

The School Day

Time/Bell	Event
8:10	Before school class starts.
8:50	Before school class ends. Strathclair bus leaves.
8:55	Just Reading
9:05	O'Canada & announcements. Classes begin.
10:15	Morning Break starts for K to Gr. 8 students.
10:20	Morning Break starts for Senior students.
10:30	Classes resume.
11:50	Lunch Break.
12:05	K – 7 students clean up and go outside
12:40	Home room. Strath bus leaves.
12:45	Classes resume.
2:00	Afternoon Break begins for K to Gr. 8 students.
2:05	Afternoon Break begins for Senior students.
2:15	Classes resume.
3:35	Classes end.
3:45	After school class starts.
4:25	After school class ends.