

# **MINTO SCHOOL Handbook**



**2017 – 2018**

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# INTRODUCTION

The Minto School Handbook has been prepared to assist parents in familiarizing themselves with the general procedures and objectives of Minto School. It is designed to present the details that are essential in the daily operations of the school. We encourage parents and students to contact teachers and school administration if they ever have any concerns.

## ABOUT OUR SCHOOL

Minto School is a Kindergarten to Grade 8 school with approximately 35 students, 3 teachers, and 2 support staff. The school offers its students the opportunity to acquire a sound education in a safe and caring environment. The responsibility for acquiring this education is shared by students, parents, and school staff, with the majority of that responsibility resting with the individual student.

Academics are stressed at Minto School and the school encourages and supports students in putting forth their best efforts. Teachers are available for extra help at noon hour or after school, at their convenience. We also have a resource teacher, guidance counselor, career education program, and other service workers shared throughout Turtle Mountain School Division.

We value characteristics such as originality, honesty and hard work, and expect students to strive towards these characteristics. All students are expected to behave in a mature, age appropriate manner and to be good citizens of the school community.

## STAFF LIST

Landon White (Principal)	Grades 4-8
Lisa Bos	Grades K-4
Maggie Andres	K-8/Resource
Holly Laing	Guidance
Kate Forbes	Speech
Karen Fraser	EA Level 2
Sharlene Thio	EA Level 1
Dale Robertson	Custodian
Lindsay Campbell	Bus Driver
Allyson Workman	Bus Driver

# CALENDAR OF EVENTS

## 2017-2018

Parent Information Night .....	September 5	Classes Resume .....	January 8
Picture Day .....	September 11	Skate-a-Thon (Pledges Due) .....	January 10
Soccer Tournament .....	September 22	Skate-a-Thon .....	January 12
Early Dismissal .....	September 27	Ski Trip .....	January 19
Swimming Lessons (PM) .....	September 28	Early Dismissal .....	January 24
Terry Fox .....	September 29	Bonspiel .....	January 29
Swimming Lessons (PM) .....	October 5	Admin. Day (No School) .....	February 5
Mom's Pantry (Information) .....	October 6	PD Day (No School) .....	February 12
Swimming Lessons (PM) .....	October 12	Winter Spirit Days .....	February 13-15
Swimming Lessons (PM) .....	October 19	Lake Adam Valentine's Day .....	February 16
PD Day (No School) .....	October 20	I Love to Read Week .....	February 26-March 2
Early Dismissal .....	October 25	Early Dismissal .....	February 28
Swimming Lessons (PM) .....	October 26	Admin. Day (No School) .....	March 2
PD Day (No School) .....	October 30	Artist in the School .....	March 12-16
Halloween Parties .....	October 31	Report Cards .....	March 15
Mom's Pantry (Forms Due) .....	November 1	Student Led Conferences .....	March 20
Swimming Lessons (PM) .....	November 2	Early Dismissal .....	March 21
Admin. Day (No School) .....	November 3	Spring Break .....	March 26-30
Swimming Lessons (PM) .....	November 9	Spring Spirit Days .....	April 16-20
Remembrance Day Service .....	November 10	Town Clean Up .....	April 20
Report Cards .....	November 16	Early Dismissal .....	April 25
Swimming Lessons (PM) .....	November 16	Early Dismissal .....	May 30
Student Led Conferences .....	November 21	Year-End Field Trip .....	June 1
Swimming Lessons (PM) .....	November 23	Minto School Showcase .....	June 21
Early Dismissal .....	November 29	Minto School Awards Night .....	June 22
Swimming Lessons (PM) .....	November 30	Report Cards/Souris Swim/Last Day .....	June 28
Skate-a-Thon (Information) .....	December 15	Admin. Day (No School) .....	June 29
Christmas Concert .....	December 21		
Last Day of Classes .....	December 22		

TURTLE MOUNTAIN SCHOOL DIVISION CALENDAR FOR THE 2017-2018 SCHOOL YEAR

**SEPTEMBER 2017**

MON	TUES	WED	THURS	FRI
				1
4	5	6	7	8
Labour Day	Admin Day			
11	12	13	14	15

Day 4	Day 1	Day 2	Day 3	Day 4
18	19	20	21	22
Day 1	Day 2	Day 3	Day 4	Day 1
D. 2.25 Colony Early D	26 Early D	27 Early D	28 Day 1	29 Day 2
Day 3	Day 4	Day 1	Day 2	

**JANUARY 2018**

MON	TUES	WED	THURS	FRI
1	2	3	4	5
		Break		
8	9	10	11	12
Day 3	Day 4	Day 1	Day 2	Day 3
15	16	17	18	19
Day 4	Day 1	Day 2	Day 3	Day 4
22	23	D. 3.24	25	26
Day 1	Day 2	Early D	Day 4	Day 1
29	30	Exams 31		
Day 2	Day 3	Day 4		

**MAY 2018**

MON	TUES	WED	THURS	FRI
	1	2	3	4
	Day 3	Day 4	Day 1	Day 2
7	8	9	D. 2.10	11
Day 3	Day 4	Day 1	Col PD	Day 3
14	15	16	17	18
Day 4	Day 1	Day 2	Day 3	Day 4
21	D. 1. 22	23	24	25
Victoria Day	Col. Ad			
Day 2	Day 3	Day 4		
D. 1. 28	29	30	31	
Colony Early D	Day 2	Early D	Day 3	Day 4

**OCTOBER 2017**

MON	TUES	WED	THURS	FRI
2	3	4	5	6
Day 3	Day 4	Day 1	Day 2	Day 3
9	10	11	12	13
Thanks-giving				
16	17	18	19	20
Day 4	Day 1	Day 2	Day 3	Day 4

Day 4	Day 1	Day 2	Day 3	Day 4
D. 4.23 Colony Early D	24 Early D	25 Early D	26 Day 3	27 Day 4
30 D.M. PD	31 Day 1			
Day 1				

**FEBRUARY 2018**

MON	TUES	WED	THURS	FRI
5	6	7	8	9
Admin Day	Day 3	Day 4	Day 1	Day 2
12 D.M. PD	13	14	15	16
Day 3	Day 4	Day 1	Day 2	Day 3
19	20	21	22	23
Louis R.	Day 3	Day 4	Day 1	Day 2
D. 3.26 Col. ED.	27 D. 1.28	28 Early D		
Day 4	Day 1	Day 2		

**JUNE 2018**

MON	TUES	WED	THURS	FRI
				1
				Day 1
4	5	6	7	D. 2.8
Day 2	Day 3	Day 4	Day 1	AE Grad
11	12	13	14	15
Day 3	Day 4	Day 1	Day 2	Day 3
D. 4.18 9:12 am	D. 1. 19 9:12 am	D. 2.20 9:12 am	D. 3.21 9:12 am	22 Day 4
25 D. 2.26 Killamey Grad	D. 4.27 Boiss Grad	D. 4.28 Killamey Grad	D. 4.28 K-12 RC	29 Admin Day

**NOVEMBER 2017**

MON	TUES	WED	THURS	FRI
				3
		1	2	3
		Day 2	Day 3	Adm. D
6	7	8	9	10
Day 4	Day 1	Day 2	Day 3	Day 4

13	14	15	16	17
Day 1	Day 2	Day 3	K-12 RC Day 4	Day 1
20	21	22	23	24
Day 2	Day 3	Day 4	Day 1	Day 2
D. 3.27 Colony Early D	28 Early D	29 Day 1	30 Day 2	
Day 4	Day 1	Day 2		

**MARCH 2018**

MON	TUES	WED	THURS	FRI
				2
			1	2
		Day 2	Day 3	Adm. D
5	6	7	8	9
Day 3	Day 4	Day 1	Day 2	Day 3
12	13	14	15	16
Day 4	Day 1	Day 2	K-8 RC Day 3	Day 4
D. 1.19 Colony Early D	20 Early D	21 Day 3	22 Day 4	23 Day 1
26	27	28	29	30
Spring Break				G. Fri.

**DECEMBER 2017**

MON	TUES	WED	THURS	FRI
				1
				Day 3
4	5	6	7	8
Day 4	Day 1	Day 2	Day 3	Day 4
11	12	13	14	15
Day 1	Day 2	Day 3	Day 4	Day 1

D. 2.18 Colony Early D	19 Day 3	20 Day 4	21 Day 1	22 Day 2
25	26	27	28	29
Break				

**APRIL 2018**

MON	TUES	WED	THURS	FRI
				6
			4	5
	D. 2.2 Col PD	3 Day 1	4 Day 2	Day 2
9	10	11	12	13
Day 3	Day 4	Day 1	Day 2	Day 3
16	17	18	19	20
Day 4	Day 1	Day 2	9:12 RC Day 3	Day 4
D. 1.23 Colony Early D	24 Early D	25 Day 3	26 Day 4	27 Day 1
30				
Day 2				

**PD Days (5):** Killamey, Boissavan, Minto: Oct. 20, Oct. 30, Feb. 12 (plus 8 early dismissals)

Colonies: Oct. 20, Oct. 30, Feb. 12, April 2, May 10

Killamey/Boiss/Minto: Sept. 5, Nov. 3, Feb. 5, March 2, June 29

Colonies: Sept. 5, March 2, April 3, May 22, June 29

September 27, October 25, November 28, January 24, February 28, March 21,

Boissavan, Minto) April 25, May 30

September 25, October 23, November 27, December 18, February 26, March

19, April 23, May 28

**Colony Killamey/Boiss/Minto All Schools**

# MISSION STATEMENTS AND SCHOOL PLAN

MINTO SCHOOL, WHERE DOING *YOUR* BEST IS MORE IMPORTANT THAN BEING *THE* BEST, AND EVERYBODY IS A SOMEBODY!

The Turtle Mountain School Division Mission Statement is “The students are the focus of all our efforts. The Division strives to provide an education that prepares individuals for a meaningful life in a changing world. We promote a learning environment that begins in the home, continues in the school and is supported by the community.”

The Turtle Mountain School Division Vision Statement is “Empowering all students to succeed.” The Belief Statement of TMSD is “We believe all students can learn and are the focus of our efforts.” Minto School supports this vision and belief for all our students.

The Minto School Plan is intended to be our central planning document. It outlines a number of priorities and outcomes established for Minto School.

The Minto School Plan reflects the priorities established by the Turtle Mountain School Division Board in support of our mission statement as well as the provincial curriculum and implementation documents. It highlights the goals of the school, which were created with the input of staff.

## MINTO SCHOOL PRIORITIES

1. Quality literacy/numeracy instruction and learning.
2. Fostering a safe and caring school environment.
3. Social, emotional, and mental health identification and intervention.
4. Enriched learning experiences by utilizing the 6 C’s (creativity, communication, collaboration, critical thinking, citizenship, and character).
5. Student preparedness and transition to Boissevain Collegiate.

## TURTLE MOUNTAIN SCHOOL DIVISION PRIORITIES

1. Encourage students to be active, motivated, and fully engaged learners.
2. Facilitate improvements in literacy and numeracy achievements for all students.
3. Enhance communication across all stakeholder groups.
4. Align student experiences to facilitate success in an ever-changing world.

# CODE OF CONDUCT

Students of Turtle Mountain School Division will be expected to behave in an age appropriate manner and to cooperate fully in the teaching/learning process with teachers, their fellow students and all others involved. All school personnel will strive to ensure that the educational process is accomplished as efficiently and with the least disruption possible. School personnel will be expected to follow the guidelines below when dealing with students who interfere with this process.

Everyone engaged in the educational process in Turtle Mountain School Division, students and school personnel alike, will be expected to treat each other with respect and consideration.

## TURTLE MOUNTAIN SCHOOL DIVISION – CODE OF CONDUCT SUMMARY

TYPE OF OFFENCE	RESPONSIBILITY	PROBABLE CONSEQUENCE(S)	PROBABLE CONSEQUENCE(S) FOR PERSISTENT OFFENCES
<b>Minor Offences</b> <i>Examples include but are not limited to:</i> <ul style="list-style-type: none"> <li>• Lack of cooperation</li> <li>• Unacceptable dress</li> <li>• Swearing</li> <li>• Class disruption</li> </ul>	Teacher/Adult Observer <ul style="list-style-type: none"> <li>• Refer to administration if deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• Verbal reprimand by teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Parental contact</li> <li>• Loss of privileges if deemed necessary</li> <li>• Persistent behaviour will be referred to administration.</li> </ul>
<b>Property Offences</b> <i>Examples include but are not limited to:</i> <ul style="list-style-type: none"> <li>• Vandalism</li> <li>• Theft</li> </ul>	Teacher/Administration <ul style="list-style-type: none"> <li>• Refer directly to administration if acts are severe or wilful</li> <li>• Handled by administration</li> </ul>	<ul style="list-style-type: none"> <li>• Parental contact</li> <li>• Loss of privileges</li> </ul>	<ul style="list-style-type: none"> <li>• Parental contact</li> <li>• Loss of privileges</li> <li>• Financial restitution</li> </ul> <i>(May result in suspension and/or contact of the RCMP)</i>
<b>Lack of Respect/Academic Misconduct</b> <i>Examples include but are not limited to:</i> <ul style="list-style-type: none"> <li>• Defiance</li> <li>• Lying/Cheating</li> <li>• Inappropriate use of technology</li> <li>• Racist/Sexist remarks</li> </ul>	Teacher <ul style="list-style-type: none"> <li>• Refer to administration if deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher reprimand</li> <li>• Loss of privileges/marks</li> <li>• Handled by administration, if severe</li> <li>• Possible suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Parental contact</li> <li>• Counselling</li> <li>• Possible suspension</li> <li>• Administration involved</li> </ul>
<b>Offences Endangering Others</b> <i>Examples include but are not limited to:</i> <ul style="list-style-type: none"> <li>• Acts of violence</li> <li>• Bullying/Harassment</li> <li>• Threats</li> </ul>	Teacher/Administration <ul style="list-style-type: none"> <li>• Refer directly to administration if acts are severe or wilful</li> <li>• Handled by administration</li> </ul>	<ul style="list-style-type: none"> <li>• Parental contact</li> <li>• Counselling</li> <li>• Refer to outside agency</li> </ul>	<ul style="list-style-type: none"> <li>• Referral to superintendent</li> <li>• Possible long term suspension or expulsion</li> </ul> <i>(May result in suspension and/or contact of the RCMP)</i>

### NOTE:

1. In all cases, the adult observer will deal with the incident in the most appropriate fashion whether by dealing with the problem themselves or referring it up the chain of command.
2. Issues of classroom discipline are always directed to the classroom teacher. Follow-up can be directed to administration, with further concerns directed to the Superintendent.
3. Policy K-5 deals with concerns regarding Division staff and outlines the process parents or others should follow if they have concerns regarding disciplinary or other issues. Generally, parents should appeal most matters to the classroom teachers first, then Principal, then the Superintendent or Secretary-Treasurer and finally a review by the Board of Trustees.
4. Illegal acts will be referred to the RCMP.

# GENERAL INFORMATION

## STUDENT ACCEPTABLE USE POLICY

- The Turtle Mountain School Division's Acceptable Use Agreement (H-5/H-7) focuses on the appropriate use of technology by students in schools. At Minto School, students may use personal or school devices when given permission by their teacher and only for educational purposes. Any form of inappropriate use of technology will not be accepted, and could result in a loss of privileges and further disciplinary action.
- Each student and their parents/guardians of Minto School will be asked to sign the Acceptable Use Agreement ensuring compliance of appropriate use of all technology. This agreement also includes a media release form for student work, photos, and names.

## DRESS CODE

- Students are expected to dress in good taste. The midriff must be covered and shorts must be of mid-thigh length. (No spaghetti straps, tube tops, halter tops, muscle shirts, or crop tops.)
- Items of clothing may not contain offensive messages (explicit or implied), words, or pictures.
- Hats are not to be worn in the school.
- Students who are not suitably attired will be required to change immediately.

## LOCKERS

- Students in grades 4, 5, 6, 7 and 8 will be assigned lockers. Under no circumstances should students leave valuables in their lockers. Students are encouraged to place locks on their lockers as the school will not be responsible for lost or stolen articles.
- Students are allowed to decorate the inside surfaces of their lockers. Decorations must be in good taste and of a temporary nature. It is important to remember that lockers are the property of the school and are subject to search by school personnel, under the direction of the school administration. Abuse of locker privileges may result in the loss of locker use.

## BUS CANCELLATIONS

- Turtle Mountain School Division has implemented a policy regarding the cancellation of school buses prior to the beginning of the school day. Please listen to CJRB (1220 AM), The FARM (101.1 FM), or CKLQ (880 AM) to determine whether buses and school have been cancelled for the day.
- You may also subscribe to receive notifications via email. This can be done at [www.tmsd.mb.ca](http://www.tmsd.mb.ca).
- Should school buses be cancelled when school is in session, parents will be contacted and students will be released to their storm stations, as per school procedure.

## BUS RIDERSHIP

- The code of conduct for TMSD buses can be found online at [www.tmsd.mb.ca](http://www.tmsd.mb.ca).

## STUDENT PICK-UP

- Parents are asked to contact the school when picking up their children during school hours.
- Students (or parents) will be asked to sign out when leaving and returning during the school day.



# STUDENT SERVICES

## **Resource Teacher**

The model for providing student services in our school is based on the collaborative-consultative model as recommended by Manitoba Education and Training.

Our emphasis at Minto School is on a team approach with the classroom teacher and student services personnel working together to provide opportunities for all children to achieve success. Through consultation, the classroom teacher and student services personnel determine the most effective way to address individual student needs. Some students' needs will be addressed within the regular classroom setting, while other students' needs may be addressed in a one-on-one or small group setting.

The Resource teacher will be the contact person through whom all referrals for clinical assistance (psychologist and/or speech/language pathologist) are made. Additional responsibilities of student services personnel include monitoring special programs, setting up hearing and vision screenings, apply for necessary funding for special needs students, and to supervise and coordinate instructional assistants in the primary area.

Other areas of responsibility include: individual testing of new students and special needs students; joint planning, with the school team, of individual programs for students with severe academic and/or emotional/behavioural difficulties; and implementation of divisional initiatives of assessments.

## **Guidance Counselor**

A guidance counselor is available to all students from kindergarten to grade eight. The counselor will be on site. The guidance counselor's role includes:

1. assisting students with career exploration and planning
2. providing student support
3. addressing school related and personal issues as requested
4. providing guidance curriculum for the school
5. providing responsive services as required

# AWARDS NIGHT

Minto School's annual awards night is hosted near end of June each year. The event is planned and organized by the grade 7 parents and the Parent Advisory Council. This provides the staff an opportunity to recognize and acknowledge student achievement alongside family, friends, and community members.

Students from kindergarten to grade 8 are eligible to win the following awards for their respective grade group. Kindergarten students are now at school all day and while they are not necessarily expected to possess all these qualities as of yet, we encourage them to learn from our older students and begin to display citizenship, sportsmanship, perseverance and determination, and leadership.

- **Citizenship Award**  
Presented to the student who consistently shows compassion and empathy towards all others.
- **Sportsmanship Award**  
Presented to the student who consistently shows respect and fair play inside and outside of the school.
- **Perseverance and Determination**  
Presented to the student who continually strives to be their best and do their best.
- **Leadership Award**  
Presented to the student who takes initiative to guide and be a positive role model to other students.

Grade 7 and 8 students are also eligible for Academic Medals. These are presented to the student in each grade who has shown academic excellence through a combination of hard work, cooperation, and final marks. A minimum 85% average will be necessary to be eligible for an academic medal.