

MAJOR PRATT SCHOOL



EARLY & MIDDLE YEARS (K-8) HANDBOOK

2015 - 2016

We act to create a safe and caring learning community.

Revised: August 2, 2016

PURPOSE

This handbook is intended to communicate the rules, routines and procedures specific to our school to students and parents.

MISSION STATEMENT

We act to create a safe and caring learning community.

CORE VALUES

Safety
Caring
Respect
Learning
Responsibility

VISION STATEMENT

A school characterized by a sense of community, high standards, collaboration and cooperation, changing roles and an array of services, partnerships with families and community, flexible learning environments, strategies based on research, forms of accountability, and continuing professional development.

MAJOR PRATT SCHOOL

STAFF DIRECTORY 2015 - 2016

Email Addresses: first initial last name @pwsd.ca

Principal (K-12)
Vice-Principal (K-12)

Mrs. Tammy McCulloch - t m c c u l l o c h @ p w s d . c a
Mr. Ron Cole - r c o l e @ p w s d . c a

Early / Middle Years

Kindergarten
Grade 1
Grade 1/2
Grade 2
Grade 3
Grade 4
Grade 4/5
Grade 5
Grade 6
Grade 7
Grade 7/8
Grade 8
K - 8 Phys. Ed
Music

Teaching Staff (K-8)

Mrs. Sarah Reichmuth / Mrs. Danielle LaFarriere
Mrs. Kim Bell
Miss Pam Gobert
Mrs. Joan Steinwalt
Mrs. Leane Bily
Mrs. Marie Schappert
Mrs. Jennifer Rice/Ms. Patti Haliuk
Miss Suzy Paradine
Mr. Gord Baskerville
Ms. Laurie Schulz
Mr. Mark Reichmuth
Mrs. Tammy Garnett
Ms. Patti Haliuk
Miss Pearl Friesen

Senior Years

Teaching Staff

Mrs. Teresa Boucher
Mrs. Tammy Edwards
Mr. Bryan Foley
Mr. Duane Klimack
Mrs. Lana Miller
Mr. Daryll Stelmach

Mr. Greg Clark
Mr. Ross Fahlm an
Ms. Patti Haliuk
Mrs. Birgit Lavallee
Mrs. Bonnie Morris
Mr. Jay Thiesen
Mrs. Sherisse Ziprick

Mrs. Kyla DeGroot
Mrs. Carla Falkevitch
Mrs. Janna Kehler
Mrs. Karalyn Main
Mr. Gord Nixon
Mrs. Christine Ushey

Support Staff

Secretaries

Mrs. Ann Csada

Mrs. Symantha

Dunn Mrs. Anne Main

Reading Recovery/Later Literacy

Ms. Arla Marshall

Art

Mrs. Robyn Nerbas

Resource/Guidance

Mrs. Iris Furman
Mrs. Michelle Loewen

Ms. Joanne Hamilton

Ms. Betty Senger

Librarians

Mrs. Donna Herechuk

Mrs. Bev Roszell

Educational Assistants

Mrs. Kris Brown
Mrs. Megan Kowalchuk
Mrs. Tara Mushumanski
Mrs. Janet Stelmach

Mrs. Karen Cochrane
Mrs. Bev Layh
Mrs. Rhonda Nemez
Mrs. Amy Tweet

Mrs. Bev Doubleday
Mrs. Sonya McNair
Mrs. Gloria Zimmer
Mrs. Debbie Wilkinson

OFFICE INFORMATION

Telephone - 842-2812 (Toll Free- 1-877-418-2829)

Fax - 773-3470

Email - mps@pwsd.ca

MAILING ADDRESS - 404 Russell St. E., Russell, MB, R0J 1W0

IMPORTANT NUMBERS

CRISIS SUPPORT

Kids Help Phone	1-800-668-6868
Sexual Assault (24 hr. help line)	1-888-292-7565
Crisis Pregnancy Line	727-6161
Crisis Services	725-4411
Ma Mawi Wi Chi itata Centre Aboriginal Crisis Support	1-888-962-6294
Temporary Housing (Youth for Christ - Dean Munchinsky)	727-1251, 725-5941 (cell)
Farm & Rural Stress Line	1-866-367-3276
R.C.M.P.	773-2105
Hospital	773-2125
Domestic Violence Crisis Line	1-877-977-0007
Crisis Line for Abused Women	1-800-362-3344
Suicide Prevention Center	1-888-379-7699 (Brandon)
	1-888-322-3019 (Winnipeg)
Brandon Mobile Crisis Unit (available 24 hrs.)	1-888-379-7699

HEALTH & WELLNESS

Teen Touch	1-800-563-8336
Child & Adolescence Mental Health	759-2336
A.F.M. (Addic. Found. Of Man.) - Rossburn, Don Bowden	859-4000
A.F.M. (Gambling Help Line - 24 hrs. Service)	1-800-463-1554
AL-ANON (support for friends/family affected by addictions)	571-3684
Gay and Lesbian Info	1-888-399-0005
Aids/STD information (free & confidential Mon-Fri, 8:30 - 8:00)	1-800-782-2437
Public Health Nurse	773-2761
Manitoba Lung Association (Smoking Cessation)	725-4230
Health Links (24 hr. Registered Nurse Service)	1-888-315-9257
Canadian Mental Association	727-5425
Canadian Red Cross Society (Brandon)	729-4970
Gang Information	1-800-691-4264
Westwind Eating Disorder Recovery Center	728-2499
Sexuality Education Resources Center	727-0417
Facts of Life Line	1-800-432-1957
Children=s Advocate Office	1-800-263-7146

SUPPORT GROUPS

Suicide Bereavement Group	729-8883
Eating Disorders Support Group	571-1645
Mood Disorders Association	725-8550
Anxiety Disorders Association	725-8555

WEBSITES

www.teentouch.org (teen issues)	www.ceys.mb.ca (employment)
www.cyberisle.org (teen issues)	www.psychosissucks.ca (mental health)
www.kidshealth.org (teen issues)	www.getontop.org (mental health)
www.mherc.mb.ca (mental health)	www.tops.org (mental health)
www.acde.org (drugs & alcohol)	www.openthedoors.com (schizophrenia)
www.al-anon.alateen.org (alcohol abuse)	www.afm.mb.ca (addiction issues)
www.facetheissue.com (teen issues)	www.suicideinfo.ca (suicide prevention)
www.cmha.ca/highschool (teen issues)	www.westwind.mb.ca (eating disorders)
www.kidshelp.sympatico.ca (teen issues)	www.serc.mb.ca (sex education)
www.aadac.com (alcohol/drug issues)	

LOCAL RELIGIOUS/SPIRITUAL SUPPORT

Russell

Alliance Church	773-3551
Anglican Church	773-2096
Roman Catholic Church	773-2924
Ukrainian Catholic Church	773-2579
Knox United Church	773-2071
Grace Lutheran Church	773-2217

Inglis

Trinity Lutheran church	564-2559
Bethany Lutheran Church	564-2283

Binscarth

Anglican Church	773-2096
United Church	532-2476
Christian Assembly Church	532-2251

Message to Students

Welcome to Major Pratt School. We are excited about our new school year and look forward to new learning experiences and social events throughout. It is our sincere hope that your school year will be enjoyable and rewarding. The information in this book is to familiarize you with services, policies, and programs of your school. This handbook, in association with daily planners/ calendars, is used to improve communication and organization. Have a great year!

Message to Parents

This handbook, with the daily planners/ calendar, contains essential information concerning Major Pratt School and in particular, about some rules and policies pertinent to the Early and Middle Years areas. Please read the information over with your child. Through use of the handbook/ planner, we hope to help your child organize daily work and to record any upcoming tests and major events. It is important that you ask periodically to look at your child's planner to ensure they are using them properly. We are all looking forward to a great year.

ACADEMIC EXPECTATIONS

Assessment, Evaluation and Promotion

Assessment is a continuous process. In order to determine a final standing teachers use:

- formal tests, quizzes, projects, written and oral reports, homework assignments, participation in class, student effort

Homework/ Assignments

- **Classwork** - Classwork is regular class assignments to which class time has been given. Students making ineffective use of class time are expected to complete the work on their own time in order to be successful. There will be a wide variety of teaching and learning experiences for *all* students to learn the curricular outcomes. However, we encourage all students (and parents) to take full advantage of the school experience to improve student engagement.
- **Assigned Homework** - Occasionally teachers will assign work to be completed outside the regular classroom time. Homework is not viewed as punishment, but as a tool to enrich and reinforce specific skills.

Test Writing Policy

All tests, should be written on the date and time scheduled. Students will receive advance notice of any scheduled tests. The only exceptions to the above will be:

- In cases of severe illness, a doctor's note must be presented upon student's return.
- An appointment that has been scheduled prior to the test being set, such as an orthodontics appointment, will be an acceptable reason for missing the test. In such a case, the student must notify his or her teacher prior to the test date.

BEHAVIORAL EXPECTATIONS

The Major Pratt School is an excellent educational facility with a dedicated professional staff, educational assistants and support staff. Our teaching staff is committed to offering our students outstanding educational opportunities which will open the doors to further learning, ease their entrance into the workforce and make them constructive members of society. In return, our students are expected to recognize these efforts of our staff towards their education by fulfilling school to the best of their ability, by displaying respectful courteous behaviour, and by following school rules and regulations. Students shall:

- Behave reasonably and responsibly, and show courtesy to all people in the school setting.
- Take pride in their work, appearance and accomplishments.
- Attend school regularly and punctually.
- Show respect for school property and materials, and the personal property of others.
- Be prepared to catch up on work missed due to absences.
- Make the most of educational opportunities provided by participating and involving themselves in classroom and school activities.
- Represent their home school with pride and responsibility whenever they are involved in extra-curricular activities.

Disciplinary Actions

Non-Negotiable/ Bottom-Line behaviours

There are certain infractions that are non-negotiable, where disciplinary actions must be more concrete and serious than negotiable misbehaviours. These infractions often challenge the authority of the school, endanger the student or others around them. They include violence/fighting, weapons, harassment, skipping classes, smoking, vandalism, substance abuse, threats, swearing, obscenity and theft.

Consequences include possible suspension from school and in the most serious of cases, RCMP intervention and request for expulsion. When a student is suspended, he/she may not return to the school for any reason during the period of suspension (no where on school grounds at any time during the school day). Periods of suspension may vary according to the seriousness of the offence and at the discretion of the administration. Parents are also required to return to school, with their child on the first day after a suspension.

School Attendance

Excellent attendance is one of the most direct contributors to school success; a main factor in meeting curricular outcomes. When assignments are missed, it is the duty of the STUDENT to complete the work in due time.

GENERAL INFORMATION

ABSENCES (student)

Notify the school office, AS SOON as you know of an absence from the school (planned or otherwise). Students are then entered into our school administrative system as excused (school activity, medical appointment, court, sick with doctor's note) or unexcused.

ADMINISTERING MEDICATIONS

Medications will not, under normal circumstances, be dispensed by school personnel. Exceptions are in policy JLCD-R. (General students need parental permission for a staff member to provide medication such as Advil)

AEP/ IEP/ BIP (TEAM) MEETINGS

Occasionally, the school may organize team meetings to suit the special learning needs of a student (AEP, IEP, BIP). Parent attendance at these meetings is imperative for student success.

ALLERGIES

MPS is a nut-safe and fish-safe school. If a student accidentally brings these foods to school, they may be asked to eat in a (separate) classroom; away from the common area. The desk/ table should then be cleaned properly.

Epi-pens should be on the student and in the office.

ARRIVAL AT CLASS

Students should arrive at class promptly and prepared.

ASSEMBLIES

There are regular monthly assemblies in all three areas (often called birthday assemblies) for communication, fun activities, presenters, school spirit, etc.

AWARDS

To recognize outstanding academic, athletic and citizenship achievement, MPS holds awards in High School (end of September) and Middle Years (end-of-June).

BELL TIMES

Early Years

Period 1- 8:55 – 9:34
Period 2- 9:36- 10:15
Recess- 10:15- 10:30
Period 3- 10:30- 11:07
Period 4- 11:09-11:45
Lunch- 11:45- 12:25
Period 5- 12:30- 1:09
Period 6- 1:11- 1:45
Recess- 1:45-2:00
Period 7- 2:00-2:34
Period 8- 2:36- 3:15
Dismissal (bus students) - 3:15
Dismissal (town students) - 3:20

Middle Years

Period 1- 8:55 – 9:34
Period 2- 9:36- 10:15
Recess- 10:15- 10:30
Period 3- 10:30- 11:07
Period 4- 11:09-11:45
Lunch- 11:45- 12:25
Period 5- 12:30- 1:09
Period 6- 1:11- 1:50
Recess- 1:50-1:55
Period 7- 1:55-2:34
Period 8- 2:36- 3:15
Dismissal (bus students) - 3:15
Dismissal (town students) - 3:20

BICYCLES

Bikes can be brought to school, however, they must be placed in the bike racks that are provided and (preferably) locked.

(ANTI-) Bullying Initiatives

Major Pratt School does a number of initiatives and speakers regarding the issue of bullying. If a child feels that they are a victim, they are encouraged to notify an adult in the school (teacher, Resource, Guidance, Principal/Vice Principal) to deal with the situation. Students who are identified as bullies will receive consequences as per the code of conduct, and possibly be entered into a *Bullying program*.

Also, to avoid the exclusion of some students, we ask parents to NOT distribute birthday cards through the school.

BUSES

The bus drop-off area is on the East side of the school. Students should be dropped off between 8:35 and 8:45 and picked up at 3:15. Failure of students to behave properly on Divisional buses will result in temporary suspension of services to the student.

COMPUTER USAGE

Student- Policy is described in the Divisional computer usage forms. Forms are signed by the student, teacher and Principal/Vice Principal. Students may lose computer networking privileges if they are using the computer and/ or Internet inappropriately. Also, occasional checks are completed by the network administrator for inappropriate usage, files, swearing, threats, etc.

CONFIDENTIALITY (PHIA/ FIPPA)

The confidentiality of school issues, especially sensitive student concerns, are strictly enforced by legislation. Information is shared on a “need-to-know” basis by the Principal/Vice Principal and Resource/ Guidance. No personal or medical information is shared to “outside” sources. For example requests for birthday dates are not given out of the office, addresses, phone numbers, etc).

COUNSELLING

As a comprehensive School, Major Pratt offers a counselor (Betty Senger) who need additional social/ emotional support in the K-8 area.

CRIMINAL CODE/ RCMP

Administration will often use the RCMP as support for disciplinary incidents that break the Criminal Code.

CRISIS RESPONSE PLAN

Major Pratt School has an outlined crisis response plan in place to deal with various emergencies.

DISMISSALS

Buzzers are only reminders that classes have ended. Teachers dismiss students, not buzzers. In the K-8 area, bus students are dismissed at 3:15 and town students at 3:20.

DOORS (entrance)

Major Pratt School has many entrance/ exit doors. To assist with student safety, these (entrance) doors are locked for the majority of the school day. Parents should use the main (west) doors and all visitors should “check-in” with the office.

DRESS CODE

Students- Students should dress appropriately for school, as it is considered a professional setting. No midriffs showing, or clothing that is offensive or inappropriate to students and/ or staff (Cutoffs, mesh shirts, halter tops, short shorts, etc.). Clothing with profanity, and /or inappropriate or suggestive slogans/symbols will also not be allowed. Students will be asked to turn the clothing inside-out or cover with another piece of clothing.

ELECTRONICS (mp3s, Ipods, cell phones)

These items are not allowed in the classroom. No picture taking or recordings are allowed with cell phones at any time. Should a device be visible during class time it will be confiscated, turned into the office and a parent/guardian will then need to pick it up. Repeated violations will result in increased days held before pick-up is allowed.

EXAMS

There are no formal school-based exams in the Middle Years area.

EXTRACURRICULAR (Middle Years)

Major Pratt School has a broad range of extracurricular sports and a tradition of excellence. Students are encouraged to participate.

GUM CHEWING AND FOODS

- *Early and Middle Years* students eat lunch in their classrooms
- Gum Chewing will be allowed providing privilege is not abused. i.e. throwing gum on floor or placing on walls, desks, etc.
- No sunflower seeds are allowed in the school.

HALLWAY PASS

To leave the classroom (in normal situations) students must:

- ask the teacher for permission
- only leave the classroom one-at-a-time

HEADWEAR

No hats, headwear, “colours” or bandanas in school. For the purpose of visibility and safety, students are not to wear hoods on their head.

HONOUR ROLL CRITERIA

Middle Years- - The Honor Roll is intended to honor students who have high academic standing. The following criteria must be met in order for a student to be placed on the Honor Roll in 7-8:

- At least an 80% average.
- Students must have grades 80% or greater but will be allowed one course with a mark equal to or above 70% as long as the average is 80% or more.
- No more than seven unexcused absences in a semester.

The following courses will be used when calculating averages:

- English and
- Math and
- SS and
- Science and
- PE/ Health and
- Average of Foods, Clothing, Metals, Woods and
- Average of Art, Music, French.

INTRAMURALS (Middle Years)

From early October to late May, Intramurals are organized in the Junior Gym. Students should wear appropriate footwear and comply with the noon-hour supervisor. There will be a rotation of various sports and activities for interested students.

LICE (Pediculosis)

Students (and their siblings) who contract lice may be asked to remain home until the condition is treated (properly shampooed, cleaned, etc). It is recommended that students do not return to school until at least 24 hours after treatment.

LOCKS/ LOCKERS (mostly Middle Years)

Teachers will assign locks and lockers for their homeroom. Students do not pay for locks, nor can they bring their own locks. Both locks and lockers remain property of MPS and can be searched by school Administration. At the end of the year, students clean out their locker and return the lock to their homeroom teacher with the combination attached (masking tape, label).

MIDDLE/EARLY YEARS ASSESSMENTS

During the school year, grades 3, 7 & 8 teachers are required to assess and report the following competencies to the Provincial Government (reading, writing, engagement and mathematics). For more information, go to www.edu.gov.mb.ca/k12/assess/myreporting.html.

NOON HOUR AND LUNCH

Town students can go home for lunch, however, bus students MUST have parental permission to leave the school grounds at noon, and they must sign out at the front office.

OUTDOOR EDUCATION

Starting in 2009, Park West School Division, in association with Riding Mountain National Park, arranges for all grade sixes in the Division to attend a 3 day outdoor education trip.

PARENT ADVISORY COUNCILS (PAC)

The PAC group is an important part of the Administrative team. Interested parents meet throughout the school year to discuss school issues and support. Parents and community members are welcome.

PARENT VOLUNTEERS

Parents and community members are encouraged to volunteer at the school.

PARK WEST SCHOOL DIVISION WEBSITE

The PWSD website (www.pwsd.ca) has many useful resources, including Senior Administration information, Press Releases, Online forms, employment opportunities, PWSD schools, policy manual and the Employee purchase plan.

PARKING

Parents must use the visitor parking lot area and students are to use the student parking lot (towing enforced).

PEER-ASSISTANCE PROGRAMS

MPS has a number of programs where students help other students

- *Student tutoring*- In the past, we have made arrangements for older students to tutor younger students who are struggling with a particular subject area. To arrange, contact your area resource/ guidance staff member(s)
- *Peacemakers*- Grade 6's are trained in conflict mediation and assist with Early Years recesses.
- *Peer Helpers*- High School students who are trained and trusted as first-line-support of students in need. These students work in close association with the Guidance staff member.

PERMISSION FORMS (EXTRA CURRICULAR, FIELD TRIPS)

Any student to be transported by bus or other means, must have an informed consent form signed by his/her parent/guardian prior to the trip. Students who do not turn in a signed consent form will not be permitted to travel with the team or group involved.

PHONE (student)

There are phones for student use outside the office (provided by the student council), in the Early Years area and in the hallway (payphone).

PHOTOCOPIER

Students can only use the photocopier (upstairs preferred) with a staff member's permission. In addition, if the copying is for student use, they may be asked to pay the standard photocopying fee.

EARLY YEARS TABLOID

Near the end of June, a "field day" is organized as an athletic event for Early Years students. Grade 5 students assist staff members run the various events.

READING RECOVERY

To assist with the reading skills of (mostly) grade 1 students, struggling readers are often enrolled in the reading Recovery Program (Arla Marshall) as a remedial resource.

REGISTRATION FORMS

At the start of the year, students receive a registration package to review with their parents (if under 18) to complete, sign and return to school.

SCHOOL PLANNING DAY

This PD Day is a rare opportunity at the beginning of May to discuss the priorities of the current/upcoming school year. Members of the Parent Advisory Council are invited to attend.

SICK ROOM

Bus students who become ill during the school day may use the sick room. Check in at the office for permission. Town students will be asked to go home if parents can be contacted.

SKI TRIP (middle Years)

Traditionally, the Middle Years students attend a one-day ski trip at Asessippi as a fun activity and to build Phys. Ed. Hours.

SPEECH AND LANGUAGE

Students who need assistance with their Speech and Language skills are placed in a “pull-out program as a remedial resource.

STORM POLICY

Students: When the buses are cancelled during a school day, students are asked to return to their homeroom while the office calls the parents of billeted students for confirmation (parent pickup or town billeting). It is important that all students are accounted for and that the billet forms are correctly completed.

(The weather network road report is quite often inaccurate. The Manitoba Govt. site is www.gov.mb.ca/mit/roadinfo/ and the number is 1-877-MBRoads (1-877-627-6237)).

STUDENT COUNCIL

Both Middle and Senior Years areas have student councils who serve as a student voice and representatives of the respective student bodies. Activities such as fundraising, charities, spirit week, dances, birthday assemblies, etc. improve the quality of school life.

STUDENT INVOLVED CONFERENCING

Major Pratt School and Park West School Division encourages the movement towards student-involved conferencing; whereas student input towards their own learning is promoted.

SNOW FORTS

Forts must be “open-air” and accessible by everyone.

TEXTBOOK Policy

Students are required to look after the textbooks provided for each course. **Lost or damaged books will have to be paid for by the student to whom the book was assigned.** If a textbook is abused by a student, they will be assessed 50% of the textbook replacement cost.

USE OF FACILITIES AFTER SCHOOL HOURS

Students are not allowed to use facilities - gymnasiums, classrooms, etc. - after school hours unless they are under the supervision of the teacher responsible for the activity. Students loitering on school grounds from dusk to dawn may be charged with trespassing.

WALL OF FAME

This display (located in the main Foyer) honors MPS graduates who have gained provincial, national or international recognition.

WEBSITE (MPS)

To enhance communication, MPS has a school website: <http://fc.pwsd.ca/MPSweb/>