

Killarney School

School Handbook



Revised September 2017

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This handbook has been designed to be of assistance to Killarney School staff, substitute teachers, E.A.'s, student teachers, students and parents.

We would like to make your experience with us rewarding and enjoyable.

Our hope is that this handbook will assist you in your work and your experience in our school.

Please feel free to bring your suggestions for improvement of this handbook to the administration of Killarney School.



Introduction

Killarney School is a Kindergarten to Grade 12 school with approximately 450 students, 35 teachers, 15 educational assistants, 2 secretaries, 5 custodians, one librarian and two cafeteria staff. Our school gives students a safe and caring environment and the opportunity for an excellent education.

Academics are stressed in Killarney School and the school encourages and supports students in their academic endeavors. Our teachers are of the highest quality and have a genuine interest in the educational and social education of our students. Teachers are available for extra help before school, at noon or after school. We also have a guidance counselor, peer helper program, and a career education program.

Students and staff are also encouraged to take part in our many extra-curricular activities such as sports, leadership, recycling, and volunteerism. This aspect of one's education is critical when it comes to becoming well rounded and socially adjusted.

Our students are expected to behave in a mature age-appropriate manner and to be good citizens of the school community. RAIDERS ARE RESPECTFUL is the title of our Behavior Matrix and can be found posted all over the school.

Student Social Contract:

*I declare that I will resolve
conflicts peacefully.*

*I will treat others with the
same respect I wish to receive.*

*I pledge to celebrate the individuality
in everyone and myself.*

*I accept it as my responsibility
to encourage others to do the same.*

Staff Social Contract:

*At Killarney School,
we promise to foster
a positive environment
by treating people with respect and kindness,
listening actively to each other
and valuing everyone's contributions equally.*

"Speak kind words and you will hear kind echoes."

Administration and Staff

Principal	Mr. Terry Beazley
Vice Principal	Mme. Giselle Beaupré
Secretary	Miss Melisa Bylo
Secretary	Mrs. Taryn Lamont

Early Years Student Services – Mrs. Terry Simpson
 Reading Recovery – Mrs. Candace Wanless
 Middle Years Student Services – Mrs. Lisa Blixhavn
 Senior High Student Services – Mrs. Xanthi Hatzis
 Guidance Counselor - Mr. David Riley
 Early Years Literacy – Mrs. Linda Lyons
 Speech Language Pathologist – Mrs. Corrie Wiesner
 Social Worker – Ms. Erin Sawatsky
 Literacy Coach: Mrs. Val Kachur
 Numeracy Coach: Mrs. Felicia Billaney

Kindergarten	Mrs. April Millan
Kindergarten	Mrs. Sandy Witherspoon
Grade 1	Mrs. Christi Magwood
Grade 1	Mrs. Kim Riley
Grade 2	Mrs. Terell Korman
Grade 2	Mrs. Margot Forsythe
Grade 3	Mrs. Lisa Shiels
Grade 3	Mrs. Jana Little
Grade 4	Miss Kat Moody
Grade 5/6	Ms. Naureen Grant
Grade 5/6	Mrs. Paula Opperman
Grade 5/6	Mr. Jim Bartley
Grade 7	Mrs. Jen Thiessen-Kramer
Grade 7/8	Mrs. Katrina Nichol
Grade 8	Mr. Mike Pugh
K-5 Music	Mrs. Lisa Campbell
Gr. 4-8 French	Mlle. Kristel Mangin
K-8 Phys Ed	Mrs. Stephanie Outhwaite

Senior High

Mrs. Kendall Campbell-Jonsson – Physical Education
 Mr. Patrick Hudson – Biology, Chemistry, Science
 Mr. Greg Forsythe – Industrial Arts, Graphic Technology, Law, Technology
 Mrs. Sandra Freeman – English, Psychology, Geography, Social Studies
 Mrs. Erica Hilhorst – Home Ec., Business, Life/Work Exploration, Clothing, Family Studies
 Mr. Rick Korman – Apprenticeship, CTS
 Mr. Darren Knight – Math, Art
 Mrs. Lisa Campbell – Drama
 Miss Meagan Lawson – Band, Math
 Mrs. Wendy Lovett – English, Canadian History, Drama, Social Studies, Cinema
 Mrs. Stephanie Outhwaite – Physical Education
 Mr. Terrill Outhwaite – Math, Physics, Science

Librarian

Mrs. Trudy Gray

Educational Assistants

Mrs. Jeanne Brown

Ms. Jennifer Bylo

Mrs. Shelley DeBacker

Mrs. Sheila Jansen

Ms. Melissa Hillman

Mrs. Jacquie Kowal

Mrs. Sherri Mason

Ms. Maureen McPhail

Mrs. Vania Nunes-Halldorson

Mrs. Lezlie Scebenski

Mrs. Kelly Strange

Mr. Lloyd Webster

Mrs. Laurie Young

Head Custodian

Mr. Ray Enns

Custodians

Mr. Ken Bowers

Mr. Michael Kowal

Mr. Greg Martin

Mrs. Joanne Garrow

Cafeteria

Mrs. Bev Lunn

Mrs. Myrna Wolf

Turtle Mountain School Division Information

Located in the southwestern corner of the Province of Manitoba, Turtle Mountain School Division encompasses an area beginning at the US border and extending approximately 30 miles north.

To Contact:

Phone: (204) 523-7531

Fax: (204) 523-7269

Mail: P. O. Box 280

Killarney, MB, R0K 1G0



Turtle Mountain School Division Board Office
435 Williams Avenue, Killarney, MB,
Hours of operation: 8:30 a.m. - 5:00 p.m. (Closed 12-1pm)
Monday to Friday.

Tim De Ruyck, Superintendent/CEO

Responsible for all activities related to teaching and the provision of education programs and services in Turtle Mountain School Division, the Superintendent is one-half of the Senior Administrative Team.

Kathy Siatecki, Secretary Treasurer

Responsible for all activities related to non-teaching and/or support services in Turtle Mountain School Division, the Secretary Treasurer makes up the other half of the Senior Administrative Team.

Grant Wiesner, Assistant Superintendent of Student Services

Reporting to the Superintendent, the Coordinator of Student Services provides leadership and support required to develop and maintain all aspects of exceptional education programs and services to the Division.

Manitoba Teacher's Society Code of Professional Practice

The Code of Professional Practice establishes the required standards of conduct for all members of the Manitoba Teacher's Society. A teacher's professional behaviour must reflect the spirit as well as the letter of the Code.

1. A teacher's first professional responsibility is to his or her students.
2. A teacher acts with integrity and diligence in carrying out professional responsibilities.
3. A teacher avoids involvement in a conflict of interest, recognizes that a privileged relationship with students exists and refrains from exploiting that relationship for material, ideological or other advantage.
4. A teachers speaks and acts with respect and dignity, and deal judiciously with others, always mindful of their rights.
5. A teacher respects the confidential nature of information concerning students and may give the information only to authorized personnel or agencies directly concerned with the student's welfare.
6. A teacher's conduct toward colleagues is characterized by consideration and good faith.
7. A teacher first directs any criticism of the professional activity of a colleague to that colleague in private. Only after informing the colleague of the intent to do so, the complainant may direct in confidence the criticism to appropriate officials through appropriate channels of communication.
8. A teacher shall not be considered in contravention of the Code in:
 - a) Consulting with the Society or the president of the member's local association;
 - b) Reporting reasonable grounds for suspected child abuse according to legal requirements.
8. A teacher does not bypass immediate authority to reach higher authority without first exhausting the proper channels of communication.
9. A teacher makes an ongoing effort improve professionally.
10. A teacher adheres to collective agreements negotiated by the professional organization.
11. A teacher neither applies for nor accepts a position which is included in a Society in-dispute declaration.
12. A teacher or group of teachers makes only authorized representations to outside bodies on behalf of the Society or its local associations. Without the express permission of the Society, no member (s) conferring with outside bodies may explicitly or implicitly claim that they represent the Society or its local associations.

(Violation of the Code shall be addressed through application of MTS bylaws.)
(Revised, Annual General Meeting, 2007)

Overview of E.A. and Teacher Teamwork

A team consists of people with a common purpose. Our school exists to meet the needs of our students. Teachers and Educational Assistants form powerful partnerships in this effort to meet diverse student needs. There are many important factors in becoming an effective team. Some of the ones most important to us are:

- Each of the partners must know and understand her/his role and responsibilities in the education of students.
- Each person is expected to be prepared and to demonstrate the effort and attitude to do their job effectively.
- Members of the team need to communicate regularly in order to support and inform each other. Effective teams are based upon trust and respect.
- Each person does his/her share to develop a positive learning environment for students.
- The contributions of each member should be valued and appreciated by the other.

Guidelines for Collaboration and Communication

In every EA/Teacher partnership in our school, we expect the following:

- Teachers will provide an Orientation for the EA at the start of the year. As part of this orientation, the EA will be informed of class routines, student IEP (if applicable), health plans, fire drill rules, general expectations, discipline procedures, role of EA in the room with regards to individual student vs. small group vs. general help, communication procedures (both regular and as need arises), required record keeping, etc.
- A clear message is given to students at the start of the year regarding the respect they should show towards the EA and the role that they play in the room.
- There will be a regularly scheduled meeting time to share information regarding program progress, upcoming assignments, events that may disrupt routines, things that are working, things that are not, etc.
- There should be the opportunity for timely communication regarding changes in student mood and behaviour or things that may cause changes in student mood and behaviour.
- Concerns or conflicts are to be dealt with promptly and professionally. Issues both big and small are to be dealt with by **talking to the appropriate person first** and **only** then, if not resolved, brought to the next level.

DAILY SCHEDULE**Kindergarten to Grade 6**

Period	Time
Period A-B	8:55am – 10:40am
Recess	10:40am – 10:55 am
Period C-D	10:55am – 12:05 pm
Lunch	12:05pm – 12:50pm
Period E-F	12:50pm – 2:00pm
Recess	2:00pm – 2:15pm
Period G-H	2:15pm – 3:20pm



Grade 7 to Grade 12

Period	Day 1	Day 2	Day 3	Day 4
Period 1 8:55 am – 9:30 am	A	B	A	B
Period 2 9:30 am – 10:10 am	B	A	B	A
Break 10:10 am – 10:15 am				
Period 3 10:15 am – 10:50 am	C	C	C	C
Break 10:50am – 10:55am				
Period 4 10:55 am – 12:05 pm	D	E	D	E
Lunch 12:05pm – 12:50pm				
Period 5 12:50 pm – 2:00 pm	F (G)	H (I)	F (G)	H (I)
Period 6 2:10 pm – 3:20 pm	H (I)	F (G)	H (I)	F (G)



General Rules and Procedures

Accidents / Insurance

All injuries that occur at school should be reported immediately to the supervising teacher and office staff so that appropriate action may be taken. Please ensure that you are fully covered either through your family insurance policy or by taking out extended accident insurance. This extended coverage is mandatory for those wishing to participate in any trip outside Canada.

Advisor Groups

Students in grades 9-12 are divided into advisor groups, which are led by high school teachers. The students are split into groups of twelve to fifteen and they meet with their advisor every couple of weeks. During these get togethers, students and their advisors discuss things like course selection, school policies, student-led conferencing, and leadership projects. The SLC Portfolio is also put together within the advisor group with course work from the various courses each student is enrolled in.

Apprenticeship

Please see Mr. Korman to discuss the High School Apprenticeship Program.

<https://sites.google.com/a/tmsd.mb.ca/career-development/>

http://www.edu.gov.mb.ca/k12/cur/teched/sy_app_option.html

Attendance

Regular school attendance is a significant contributing factor to student learning. Along with other academic requirements, we feel that grades should reflect daily student participation and course work.

Aside from academic considerations, we care about the welfare of students, as you do, and we want to know if they are going to be away. Please contact the office and homeroom teacher when something is coming up. Killarney School has an automated attendance dialing system in effect. If students are absent without being excused, you will receive an automated phone call from the system. Please remember this is to ensure the safety of our students.

There are several options for reporting student absences:

- call the office at (204)523-4696 at any time (we have an answering machine)
- email ksoffice@tmsd.mb.ca
- call the toll free number 1-844-288-7626
- or login to you Parent Portal account

You can avoid many problems with attendance by scheduling appointments, holidays, etc. around school closures.

The staff at the school, with input from parents, has developed an attendance policy to encourage responsibility and appropriate work habits in students as well as foster good communication with parents.

Awards

Our most prestigious award category is the Academic Honor Roll. The opportunity is there for any student in Gr. 7-12 who meets the following standard:

Cum Laude	80% average or higher on all of their subjects
Magna Cum Laude	90% average or higher on all of their subjects

We have a Win-it Award Program for all students in K-8. In June, each student receives a certificate with stickers describing things that they did particularly well during the school year. We have over 300 types of stickers to choose from so each certificate is different and personal for each child in the class.

Under-Grad Awards are given to students that excel in grade 7 - 11. There are awards at each grade level for top marks and academic improvement. There are also awards for citizenship, student council work and perseverance. In their graduating year, our students have the opportunity to win dozens of scholarships worth thousands of dollars for post-secondary programs.

Each week the teachers select a Student of the Week from their class. Students can be selected for a variety of reasons such as improvement in performance or attitude, excellent work on a project or test, helping a classmate, being a leader, etc. Each student of the Week has their picture posted in our main hallway along with a brief description of their accomplishment.

Buses

Bus ridership is a privilege that is governed by the Division Code of Conduct (see Appendix D). Misbehaviour may result in the loss of bus-riding privileges for a period of time. Families can also refer to the Raiders are Respectful matrix.

Cafeteria

The cafeteria is open in the morning before school starts in order for students to place orders for lunch. It remains open at morning recess time for juice, muffins, etc. Gr. 1 - 3 students wishing to order a hot lunch must do so by 10:30 and then it would be ready for pick-up at the side window at 12:05. Gr. 4 - Sr. 4 students place orders beginning at 12:05. The lunch menu is served from 12:05 - 12:20 and all students are to eat their lunch in the North Gym by the cafeteria.

Cell Phones

Cell phones are not banned at Killarney School but are to be used respectfully and legally in halls and on breaks. Within classrooms, each teacher sets up their own classroom rules.

Change of Address

Please notify us as soon as possible if there is any change of address, phone number (at home or work) or living arrangement for your children.

Clubs and Activities

Killarney School offers a wide variety of options for students outside of class. The commitment of time and energy to one of these pursuits leads to an enriched school experience. Some of the clubs and activities are: School Band, Middle and Senior Years Student Governments, French Club, Peer Helpers, Peer Tutoring, Drama and a huge variety of athletic activities.

Community Use of Facilities / Equipment

It is possible to use space and equipment here at the school for meetings, presentations or recreational activities. It is also possible to rent tables, chairs or other equipment for use outside of the school. If you would like to set something up, pick up a form at the school office.

Conflict Resolution

With so many students, teachers, other staff and parents working together each day, occasionally there are disagreements. We expect people to make an honest effort to work things out with each other directly. If that doesn't work out to your satisfaction, bring the concern to the administration. If you are still not satisfied, discuss the matter with the superintendent. These steps should be taken in the right order and issues can be resolved respectfully.

Correspondence Courses

Correspondence courses from the Dept. of Education are available to Gr. 9-12 students, subject to administration approval. Students will be authorized to register in the case of a timetable conflict, if an additional credit is needed to graduate or if a course is not offered here. See our Guidance Counselor, Mr. Riley for more details and to purchase said programs.

Dress Code

Staff and students are expected to dress in good taste and in a professional, work worthy manner. The midriff must be covered, as well, shorts and skirts must be of mid-thigh length and shirts should not reveal excessive cleavage. No tank tops with spaghetti straps, tube tops, halter tops, muscle shirts, or crop tops are allowed. Underwear should not be showing. Items of clothing may not contain offensive messages (explicit or implied), words or pictures. Clothing with alcohol, drug, or cigarette products/advertising is not allowed. Under no circumstances should profanity appear on clothing. Sunglasses are not to be worn in school. Hats and other head coverings may not be worn in the school. Shoes are to be worn at all times. Gym shoes and a change from classroom clothing are required for Physical Education classes. If a student chooses to dress improperly he/she will be asked to change or will be offered more suitable clothing from the school office.

Driver's Education

This course is offered both in the fall and spring. It is open to any student at least fifteen (15) years and six (6) months old at the start of the course on a first come, first served basis. The course consists of both in class and in car training. Participation is a privilege, and requires good behaviour on the part of students while in the school building after hours. Sign-up for Driver's Ed. is at Lewis & Jones or any MPI building.

Dropping a Course

Students may withdraw from a grade 9-12 course, without academic penalty, up until the day after mid-term exam marks come out.

Emergency Evacuation and Fire Drills

Teachers: Please refer to your copy of the emergency plan. The escape route map is to be posted in each classroom by the door. Teachers are to inform substitute teachers about specific responsibilities in the event of an emergency evacuation.

Fire Drills are practiced regularly and these procedures are followed regardless of the emergency. Students are expected to move quickly and quietly in their groups out of the building and to remain in their group with their teacher outside. In the event of a real emergency in bad weather, students and teachers walk to the New Life Assembly church at 411 Findlay Street (523-7300) and await transportation home.

We have a phone tree system to notify parents. Up to date information about how to contact you is very important. Please notify us promptly of changes to your address or phone number at home or work.

Extra-curricular Eligibility

At Killarney School, we have an extra-curricular eligibility form for students. The purpose of this form is to make sure that students are looking after their studies first before they take on other things, and **only applies to students who are at risk**. The way that the form works is as follows.

Each Monday:

1. The student will fill in their name, the date, the activity they're interested in and the name of the coach or instructor.
2. Students then have to go to each of their teachers to get signatures.
3. Teachers have to give a check mark or "thumbs up" on each of the categories of attendance, attitude and effort and sign the form in order for the student to be eligible to participate in that activity.
4. After the student has all of their teachers' signatures, they come to see an administrator for final approval.
5. Students take their completed form to the next practice and show them to the coach or instructor.

If for some reason, a teacher doesn't sign a form, they are to inform the student as to what the problem is and to explain exactly what the student needs to do in order to be reinstated. The student must be given a reasonable path to follow and then it is up to them to make the necessary adjustment.

This procedure is not about preventing students from experiencing and enjoying extra-curricular activities. We wish to draw clearly the connection between students doing their work, behaving themselves and getting to do the fun stuff. Our number one priority is providing our students with an education and we do not want them to fall behind. These expectations are not unreasonable and almost all of our students do these things everyday. Most students will never have a problem getting their sheet signed.

As long as each person involved does their job and is reasonable there are many benefits to this approach. For example, this requires students to take face-to-face responsibility for their work habits and behaviour in every class. It forces students and teachers to have regular contact regarding academic progress. Usually there won't be a problem and this procedure will offer many opportunities for teachers to provide positive feed-back. If there are problems, they will be identified early and a clear plan to improve things will be put in place. This opportunity to negotiate and resolve problems in a mature manner can be very positive.

As guardians of the academic and behavioural standards of the school and strong supporters of extra-curricular programs, the administrators will oversee the whole program and help resolve conflicts if necessary.

This form applies to all grade 7-12 sports teams, as well as leadership development. These are high profile activities that require a large commitment of time and we want to make sure that students are both keeping up with academics and are strong representatives of our school and community. To be eligible to participate, the student must attend all classes the day of the activity.

Sample form:

Killarney School Extra-curricular Eligibility Form

Date: _____ Student: _____

Activity: _____ Coach: _____

Course Attendance Attitude Effort

Teacher's
Signature

Administrator: _____

Extra-Curricular Fees

The student fee is intended to cover transportation to games and tournaments. Where a team uses regular non-volunteer transport, students will pay these costs in their fees.

Fees for each sport will be determined by the travel schedule at the beginning of each season.

Killarney School Extra-Curricular Fees must be paid by the first organized match/game or the student does not participate.

Accommodation costs will be extra.

Senior High Extra Curricular Activities

The Senior High Student Government will provide Senior High students with a variety of activities and events geared at improving and adding to student life, as well as citizenship awareness and training. They do so with funds raised on Community Service Day as well as canteen sales and beverage machine sales.

Senior High Student Government pays for tournament fees and referees.

Extra Curricular participation fees are to cover the remainder of the costs including travel.

Killarney School also covers the MHSAA Zone fees. Leftover EC participation fees can be put toward this \$740 annual fee.

Fire Drills and Evacuation Procedures and Emergency Procedures

Please refer to your copy of the emergency plan. The escape route map is to be posted in each classroom by the door. Teachers are to inform substitute teachers about specific responsibilities in the event of an emergency evacuation.

First Aid

All of our staff members are expected to have valid first aid certificates. The school division run a session every three years to keep staff current. The staff also receives epi-pen (allergic reactions, bee stings), asthma, and seizure training every year.

Graduation Requirements

The Province or Manitoba's graduation requirements are listed on their website at:
<http://www.edu.gov.mb.ca/k12/>

General Student Behaviour

Please refer to the TMSD Standard of Behaviour document.

Guidance Counselor

Mr. David Riley is the school guidance counselor. He is available to all students in grades Kindergarten to Grade 12 to assist in career exploration and planning, school related and personal issues.

Mr. Riley's specific responsibilities include: guidance curriculum, responsive services, individual planning, and student support. He is also the coordinator of the Peer Helper program.

The guidance office is located in the Junior High hallway, next to the library. Please feel free to contact the counselor with any questions or concerns.

Health Plans

Student health plans are available for staff to view in the red binder in each classroom and the bulletin board in the staff room.

Homework Policy

Rationale: Current research studies point to the value of homework as part of the learning process. Some of the benefits of home work are: improving students' study skills and habits, developing self-direction and responsibility, relating classroom learning to the real world and involving parents in their child's education.

Homework assignments should provide students with practice in essential skills as well as opportunities for extension and enrichment. The benefits gained from time spent on homework increases as students pass from middle years to high school and as a result, we assign increasing amounts accordingly.

Responsibilities: If homework is to be used successfully, teachers, students, parents and administrators must assume certain responsibilities.

Teachers will:

- establish routines for assigning homework.
- provide homework that is at the student's level of ability.
- assign tasks which require the use of only those resources known to be available to students.
- give clear directions to ensure that students understand assignments.
- hold students accountable for homework assignments by reviewing and properly evaluating the work with recognition given for a student's efforts.
- inform the parent of persistent non-return of homework.
- provide reasonable time to complete in-class assignments.

Students should:

- record homework assignments in their agendas.
- understand the directions necessary to complete the assignments.
- complete homework assignments by the established due dates.
- use class time wisely, thereby avoiding a lot of uncompleted work.

Parents should:

- provide a quiet, well-lit study area where their child can concentrate.
- establish family rules and routines regarding homework.
- monitor homework to ensure that it is being recorded in the agendas and completed.
- check with the teacher if homework assignments are not coming home.

Administrators:

- are responsible for ensuring that homework guidelines are developed and published.
- will monitor homework guidelines to ensure that they are followed.

GRADE

K – 3

4 – 6

7 - 8

9 - 12

Homework Time (per week guideline)

Generally not applicable; home reading programs serve this purpose.

2 - 3 hours

4 - 6 hours

7 - 10 hours

Internet Use

All two computer labs, the library, guidance office, main office and most classrooms are hooked up to the internet. It is used widely in the school. Students have to sign an agreement stating that they will only use appropriate sites. They lose the privilege if they abuse it.

Keys for Staff

See Mr. Tyler Shiels at the TMSD office.

Keys for Substitute Teachers

Keys are available in the office to sign out.

Leaving School Grounds

When parents send us their children, they expect us to look after them. We are responsible for what happens to them while in our care. As a result, we do not want K-6 students leaving the grounds without us knowing where they are off to. We would appreciate it if parents would send a note to the teacher if students are permitted to leave or have an errand or appointment.

Leveled Reading Books

Our Resource teachers have compiled a list of books of increasing difficulty as suggestions for home or summer reading. The corresponding grade level is included and our early years teachers use these lists as a guide for teaching, assessing and reporting on reading levels. Ask your child's teacher about this process or to obtain the list if you want.

Library

Classes have regularly scheduled time in the library and each student may check out two books for up to two weeks. No new books will be issued until outstanding books are returned. Any lost or damaged books must be paid for. The library is open for Gr. 5 - 12 students to use at lunch time and there are computers available with internet access. There are two book fairs held each year. They usually correspond with the student-led conferences in November and March.

Lockers

Lockers are assigned to students based upon availability. All students are required to pay a student fee. Part of this fee is a caution deposit for their lock and locker.

Some things to consider:

1. Tell students to guard their combination carefully and to not attempt to save time by leaving the lock partially closed. While we will help students try to find missing items, we are not responsible for them. It is very difficult to track down wayward items and many things stay missing.
2. Use only locks issued by us. Other locks will be cut off.
3. Locks and lockers are property of Killarney School and as such may be opened at any time by administration for inspection.
4. We expect students to keep their lockers fairly tidy and to clean them out at year's end.
5. Graffiti and pornography are prohibited.
6. Locker privileges may be lost if lockers are abused or used for illegal purposes.
7. The administration reserves the right to re-assign student lockers.

Lost and Found

We have large bins located by the office and in the K-4 section of the school for unclaimed items. Please look through these bins from time to time to see if you recognize anything. At student-led conference times, we set up tables for parents to claim what is theirs. If still unclaimed, items are then donated to local charities. Any small items like rings or watches should be turned into the office.

Medication

While the school staff is willing to help out where we can with a student's medical problems, we are not medical professionals. As a result, the protocol for administering medication to students is quite formal and strict. There are a number of forms to fill out and procedures to follow closely. If your child has any condition that requires monitoring by us, please come into the school and we will set up a plan for them.

Opening Procedures

The doors open at 8:00 am for students. K-6 students can drop their things off at the classroom and head outside if the weather is nice or they can stay in the room if it is not. There is a supervisor on the playground from 8:30 – 8:55 am. Gr. 7 - 12 students can stay in or out in any kind of weather.

School begins at 8:55am. The office staff will begin the day by playing the national anthem over the intercom, followed by the morning announcements, which are found online and read by the teachers. Attendance is to be taken. All absences are to be reported to the office immediately using Maplewood Technology.

Attendance for Substitute Teachers: Written attendance forms are available from the classroom teacher. This form must be completed and handed in to the office at the end of each day. Please notify the office if there are specific attendance concerns during the day.

Sign In Procedures for Substitute Teachers: Substitute teachers must sign the substitute sheet in the office before beginning the day.

Parent Advisory Council (PAC)

Our school has a very active and supportive parent advisory council. They discuss and give advice to us on a variety of issues surrounding the school as well as work on projects that benefit the students. You are welcome to attend. Current president, Jane Ireland, can be reached at killarneyparentadvisorycouncil@gmail.com

Parking and Drop Off Zones

Student safety is always a concern for staff at Killarney School. One area that we have identified to improve students safety is the need for a designated drop off zone for students. The drop off area is located along King Avenue, in between Finlay Street and Fletcher Street. No students are to be dropped off in either the north or south parking lots between 8 a.m. and 4 p.m. Monday to Friday.

There are designated areas in the south parking lot for staff parking. Please take note of these areas, and park in the appropriate location.

Peer Helpers

The Peer Helpers program is a group of grade 9-12 students who receive training on how to listen to and help their peers on a variety of issues. They care about others and are available to classmates that may be struggling. They are chosen by their peers in grade 8 and work in the program over the next four years.

Reading Recovery Program

All of our Kindergarten students have their reading skills assessed throughout the year. Students who are lagging behind at the end of Kindergarten are selected for the Reading Recovery Program. This program is designed for students that are six years old and in Grade 1. Each student is given thirty (30) minutes of highly structured, individualized reading and writing instruction daily for a maximum of twenty (20) weeks. For more information or references from former parents whose children benefited from the program, ask our Reading Recovery or Early Years Student Services teacher.

Reporting on Student Progress

Killarney School follows provincial procedures and uses the Manitoba provincial report card on dates chosen by the division.

Student-led conferences are an opportunity for students to go over their course work with parents and discuss areas they plan on improving upon. The preparation for this process places a lot of responsibility on the students' shoulders. Students, with direction from their teachers, spend quite a bit of time selecting pieces of work, thinking about how they learn best, deciding what they need to work on, setting short and medium term learning goals and planning how best to share this with parents. Thinking about how we learn, analysing how to improve and then putting it into words are examples of metacognition. Educational research shows that this process is a very powerful way to increase student learning.

Teachers are encouraged to communicate with parents regularly and you are welcome to contact us anytime. Parents are encouraged to use Maplewood. Please contact the office for information regarding your Maplewood accounts.

Smoking

Smoking is banned on school property. If a student violates this policy they will be assigned a community service project in the school, as outlined in the TMSD Standard of Behavior.

Speech / Language Services

Our school has a speech language pathologist working in our school two days per week. We also have a full-time educational assistant delivering the speech program.

Staff Meetings

A staff meeting for all staff (K-12) will be held at 8:00 am on the first Tuesday of every second month. 9-12, 5-8 and K-4 teachers will meet bi-monthly on the 1st, 2nd and 3rd Tuesdays as well.

Storm Closures

The Turtle Mountain School Division Board Procedure E-3 outlines the procedure followed for the cancellation of buses / classes due to inclement weather. A brief summary of the procedure is as follows:

At 6:20AM, division personnel gather information from visual inspections, contact with Environment Canada and the Highways Department about weather and road conditions. A recommendation is made to the Chairperson of the Operations Committee based upon information and observation of road conditions, visibility, temperature and wind-chill readings.

When a decision is made to cancel classes, an announcement will be made over radio stations CJRB 1220 AM, CKLQ 880 AM, KIX 101.1 FM, KX 96.1 FM, CBC 990 AM, CJOB 68 AM, and STAR 94.7 FM and updates will be posted on the Division website.

Each September, parents from out of town are to notify the school with the name, address and phone number of an in-town storm billet for their children in case of a bus cancellation while classes are in. Buses will not be sent out early

Student Agendas

All students from Grade K-8 receive a personal agenda which they use to record homework, assignments, test dates, timetables, set and keep track of their goals, etc. The agendas are full of study skill hints and other useful information. They are also used as a way for parents and teachers to communicate. Ask your child's teacher how they are utilized in class, check your child's agenda regularly and encourage them to use it.

Student Fees

Grade 5-8	\$15.00 (covers printing costs, agenda, presentations)
Grade 9-12	\$25.00 (covers printing costs, presentations)

Student Telephone

There is a phone for student use located in the main hallway by the office. Students are encouraged to use it during their break times if possible and only for school-related calls.

Supervision Duty

All teachers have assigned supervision duties. They should make these clear for substitutes. Their duties are listed in various locations; such as, the staffroom, and the office.

Textbooks

Textbooks are assigned to students free of charge at the start of the year and are expected to be looked after. Textbooks, library books, other equipment and resources are to be returned in June. Textbooks that are lost or damaged must be paid for before the final report is given out in June. We take into consideration the age of the book when determining the bill.

Timetable Changes

Students have until the end of the second four day cycle of classes to change a course. If they wish a change, they must pick up the form, have it signed by a parent, the teacher, then the administration.

Visitors

All visitors to the school are to report in at the office before continuing with their business.

Volunteers

Why Volunteer?

- Research shows that your presence in the school enriches students' learning experiences.
- Your understanding of what happens in the school is increased by volunteer work.
- Staff value your assistance.
- Your special talents, skills and experiences enrich life in our school.

What's Involved?

- Be realistic about the time you can afford - an hour a week? a half day? full day?
- Do your best to live up to your commitment. Students will be counting on you.
- You work in the school under the guidance of the staff and administration.
- The role of instruction belongs to the teacher.
- Confidentiality is an important part of being a volunteer in the school.

Thoughts for the Volunteer:

- Bring your sense of humour and lots of patience.
- Use your imagination, tact and discretion.
- The best way to find yourself, is to lose yourself in the service of others.
- Great opportunities to help others seldom come along but small ones surround us every day.
- Service to others is the rent you pay for your space on Earth.
- You are the rainbow between a child and learning.
- Volunteers are paid in six figures... S-M-I-L-E-S!!!

Interested? Speak to your child's teacher or see the administration.

Websites

Turtle Mountain School Division – tmsd.mb.ca – please visit for more information regarding assessment policies, RTI and Standard of Behavior.

Killarney School – killarneyschool.ca

Email address for KCI office – ksoffice@tmsd.mb.ca
tbeazley@tmsd.mb.ca
gbeaupre@tmsd.mb.ca

Raider Athletics Policy

Killarney School offers many opportunities for our students to be active in both team and individual sports. We offer programs in the following activities: x-country running, volleyball, golf, hockey, basketball, curling, badminton, track and field, girls fastball, boys baseball and beach volleyball. In some sports, like basketball and volleyball, we have teams for both boys and girls in the following age groups: Gr. 5-6, Gr. 7-8, Junior Varsity for Gr. 9-10, and Senior Varsity for Gr. 11-12. This situation is sometimes modified depending on the number of interested players or the availability of coaches.

The athletics program at Killarney School is based on a pyramid model. The base of the pyramid is our physical education program. All K-12 students develop physical fitness, movement skills, basic sport skills and positive attitudes towards physical activity as a major part of a healthy lifestyle. Major focal points are fun, fitness, fair play and safety. Above that layer is our intramural program where mass participation is encouraged and students are able to try games and sports at a recreational level. Many of the activities are non-competitive and are meant to be a fun way for students to spend a lunch break. Intramurals are also an equal opportunity for all students to further develop their skills in hopes of making a varsity team.

The next level of the pyramid is our developmental system in Gr. 5-6 and Gr. 7-8. At this stage, everyone that demonstrates good effort and attitude, in practice and at school, makes the team and gets to play. There are more practices than games against other schools. At Gr. 7-8, there is a restriction on the number of players that there can be on a provincial team roster. In that case, there may need to be player cuts made for that tournament only.

Our Junior Varsity teams are for students in Gr. 9-10 who want to play in a higher level of competition than intramurals. There may be player cuts and more variation in playing time as roles become more specialized. The pinnacle of the program is the Sr. Varsity team for students in Gr. 11-12, where there is a higher level of competition and a greater emphasis placed upon a player's physical ability and skill level. Team success is a major goal and all players have important but different roles in reaching it. Playing time is not equal but is fair when a player's effectiveness, physical ability, skill level, work ethic, attitude, commitment to team play, etc. are taken into account.

Generally, the players will stick to their age groups as much as possible, in order for them to get playing time with and against players of similar physical ability, the team to grow as a unit and experience success. We are trying to avoid having young players sit on the bench and not develop or play in situations where they are likely to be over-matched. A stronger J.V. player may be called up to play with the Sr. Varsity team if the team is short of players. J.V. players may also be called up for the Sr. Provincial Championships if there is room on the roster.

We hope that being involved in school athletics is a positive and rewarding experience for everyone. This requires the co-operation of players, coaches and parents.

To help explain this, we've developed this **RAIDER ATHLETICS** slogan:

- | | |
|-----------------|---|
| Respect | - Show respect for the sport, yourself, your teammates, your opponents, the coaches, referees and officials. |
| Attitude | - Be co-operative with the coach and the other players. Try to have a positive outlook regardless of the circumstances. |

- Improvement** - You should work at improving your skills a little everyday both inside and outside of practice.
- Determination** - Persevere through any frustrating situations you find yourself in, both large and small.
- Effectiveness** - This determines playing time. When on the floor, make the best of it. Do all you can to score, defend, execute plays, contribute.
- Responsibility** - Keep up with your studies, represent our school well, behave yourself.
-
- Atmosphere** - Attitude and effort are two of the things that you have control over. Focus your attention and energy in those areas.
- Teamwork** - Everyone has a part to play in the success of the team. Ask the coach what yours is and do it to the best of your ability.
- Honesty** - Coaches and players need to be up front with each other about goals and roles so that trust can develop.
- Leadership** - Lead by example in games, at practice, at home, on the road, win or lose.
- Effort** - Give the extra effort that it takes to improve. Dig deep, then deeper.
- Technique** - Use practice time wisely. Form good habits and your fundamental skills will be really solid.
- Integrity** - Players and coaches will be treated with fairness, dignity and respect. Matters of concern should be handled appropriately.
- Commitment** - Be on time for practices and games and always give 100% effort to your team.
- Success** - Doing the above things on a regular basis will lead to success for the Raiders and for you.

“Individual commitment to a group effort is what makes a team work, a company work, a society work, a civilization work.” Vince Lombardi

“Teamwork: less me and more we.” Unknown

Athletic Travel Allowance

When division transportation is not used, owners of vehicles transporting students to athletic events will be reimbursed (*) according to the following chart:

Distance (km)	Amount Reimbursed	Sample Destination
0-50	\$15.00	Boissevain
50-100	\$20.00	Wawanesa, Glenboro
100-150	\$30.00	Brandon, Minnedosa, Morden
150-200	\$40.00	Sioux Valley, Virden
200-250	\$50.00	Winnipeg, Ste. Anne, Morris
250-300	\$60.00	Gimli, Dauphin
300-350	\$70.00	Russell
350-400	\$80.00	Roblin
400-450	\$90.00	Swan River
450-500	\$100.00	The Pas

*Coaches are responsible for the collection of fees and the budgeting of their account. They will keep a record of vehicles used and the distance traveled. This information will be used in calculating reimbursement amounts.

*Drivers of vehicles will be responsible for their accommodation costs for overnight stays.

*Administration reserves the right to refuse reimbursement to owners based on the number of players being transported.

Extra-curricular Eligibility

At Killarney School, we have an extra-curricular eligibility form for students. The purpose of this form is to make sure that students are looking after their studies first before they take on other things, and **only applies to students who are at risk**. The way that the form works is as follows.

Each Monday:

1. The student will fill in their name, the date, the activity they're interested in and the name of the coach or instructor.
2. Students then have to go to each of their teachers to get signatures.
3. Teachers have to give a check mark or "thumbs up" on each of the categories of attendance, attitude and effort and sign the form in order for the student to be eligible to participate in that activity.
4. After the student has all of their teachers' signatures, they come to see an administrator for final approval.
5. Students take their completed form to the next practice and show them to the coach or instructor.

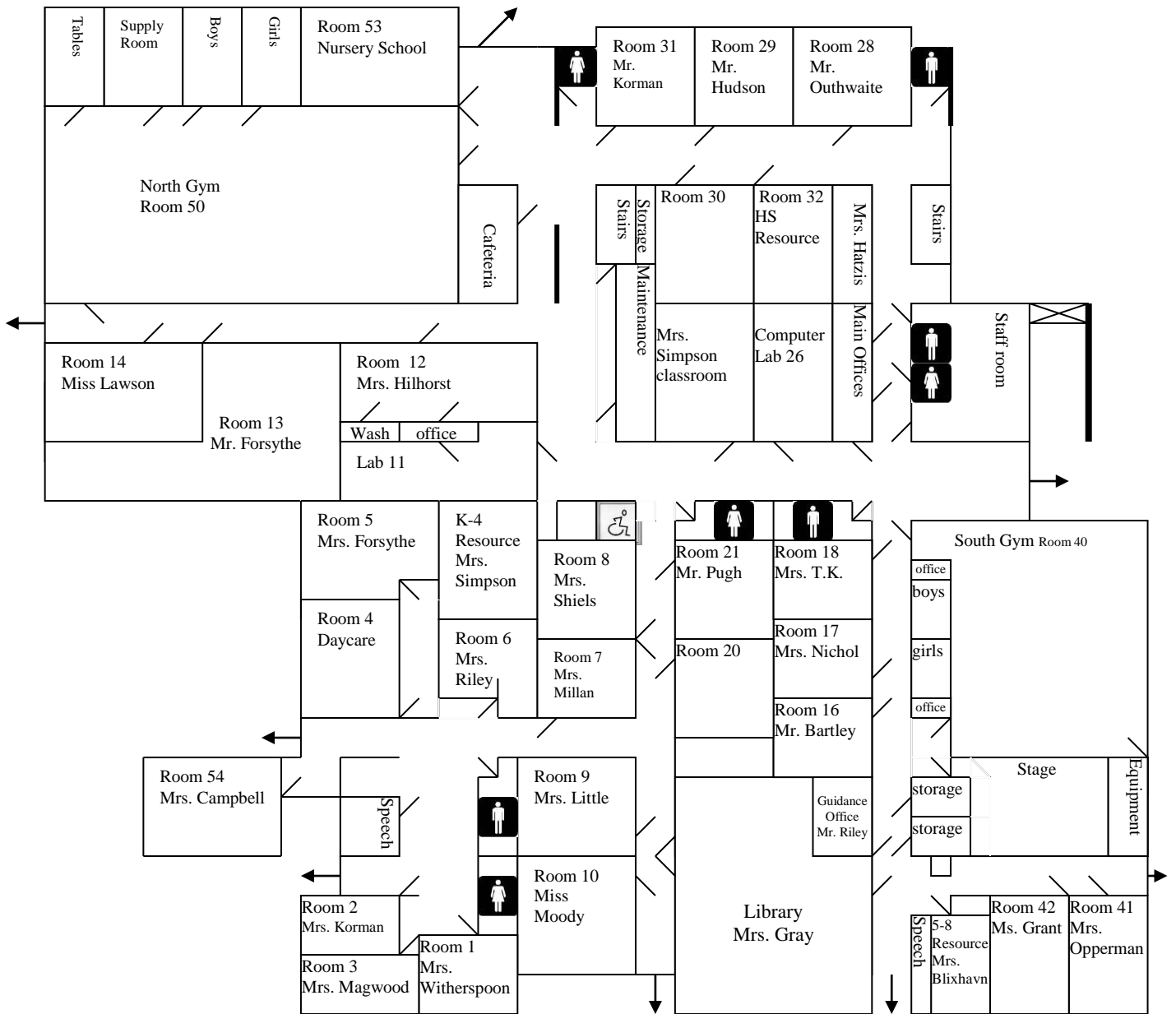
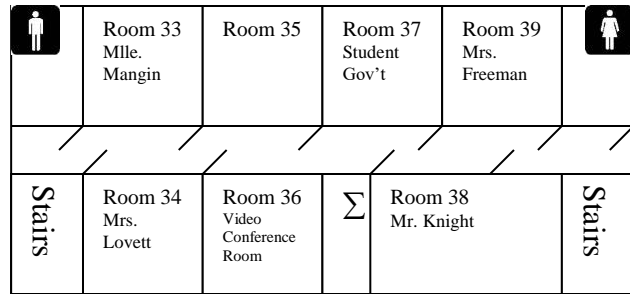
If for some reason, a teacher doesn't sign a form, they are to inform the student as to what the problem is and to explain exactly what the student needs to do in order to be reinstated. The student must be given a reasonable path to follow and then it is up to them to make the necessary adjustment.

This procedure is not about preventing students from experiencing and enjoying extra-curricular activities. We wish to draw clearly the connection between students doing their work, behaving

KILLARNEY COLLEGIATE
2017-2018

Legend:

-  Washroom
-  Wheelchair accessible washroom
-  Door
-  Entrance/Exit
-  Elevator
-  Fire Exit



General Rules and Procedures

Each teacher is responsible for his/her students at all times unless responsibility for supervision has been delegated to another staff member. Close supervision in all areas of the school (including the hallways) is required and is the responsibility of every staff member at all times. Students are not to be left unattended. Every staff member of Killarney School shares this responsibility in general areas throughout the day. All staff are responsible for all students:

Raiders are Respectful...

- ~ **Of Ourselves** ~
- ~ **Of Others** ~
- ~ **Of Learning** ~
- ~ **Of Environment** ~

Expectations:

1. Students are to respect staff and use good manners at all times.
2. Students are to be discouraged from going to their lockers during class times.
3. Teachers are to keep students until the buzzer.
4. At lunchtime lunch is to be eaten in the lunchroom.
5. Any person damaging school property is expected to make restitution and should be reported to the Administration.
6. Unless attending Kids Club or participating in a supervised activity students should not arrive before 8:30am as teacher supervision is not in place.
7. Students should leave the building shortly after dismissal unless they are remaining for a supervised activity or have special permission from staff.
8. Primary teachers are to escort their classes to the door at recess and ensure that all students go outside.
9. Students are expected to be in class on time.

Procedures for Handling Problems

Minors:

- Individual teachers are expected to deal with the first few instances of minor discipline infractions on their own by speaking to and advising the student(s) in question.
- Should the problem persist the teacher should advise the administration and the teachers should contact the parent/guardian and relate the problem/concern to them.
- In the event the problem persists, after step 2, the teacher should actively involve the administration in seeking a solution to the problem. The teacher and administration will jointly seek to find a solution(s) for the problem and may meet with any, one or all, of the following together or separately – parent/guardian, student, advisor, guidance counselor, and student services teacher.
- Teachers must write up a yellow incident sheet to record the discipline infractions so that the documentation is available. Blank incident sheets are available in the office. Yellow

incident sheets are for minor incidents requiring no further attention, and the Red incident sheets are for more serious incidents requiring further attention by the administration.

Majors:

- Major discipline problems should be referred to the administration immediately. Such things as physical threats to students and staff, disrespect toward staff, etc. are considered to be major breaches of discipline. Also refer to the Turtle Mountain School Division Code of Conduct Policy at the end of this document.
- Students referred to the administration are required to have an incident form completed by the reporting staff member.

DESCRIPTION OF SUPERVISION DUTIES

PLEASE REFER TO RAIDERS ARE RESPECTFUL MATRIX FOR ALL SCHOOL AREAS AND SITUATIONS

- 8:35-8:50 Outside: Supervision of students arriving to school and going outside. It covers the north and west parts of the playground. Please encourage safe and respectful play. Students are to enter the school after the first bell.
- Recesses 10:40-10:55 and 2:00-2:15 and 12:25-12:45 Supervision in two parts: Primary and 5-8 hallways (covered by one person) as well as the outside playground (covered by two people and three people at noon). Students are allowed to play in the following areas: K-2 in north plus play structures, 3-5 in center/west plus play structures and 5-6 in west/south and play structures. Students can play with others who are one grade up, one grade down. Each supervisor has these pieces to contend with and can share or divide the area. Again, please encourage respectful, safe play. Bigger games, older students are expected to play and move their games and activities farther off in the field. There should be NO playing in the tree lines or use of tree branches for forts or weapons. Please wear orange vests that are available in the staff room and assist students in re-entering the school when the bell goes. Be sure to fob doors on way out.
- Lunchroom Duty: 12:05-12:25 Supervision of students in the North Gym lunch room which houses our K-12 students eating lunch at school. Two teachers are assigned to this space. There are 4 grade 8 volunteers assisting at the kindergarten tables. Our 1-8 classes are assigned to tables, 9-12 are mixed up in the south-east corner. One teacher is designated to leave with students at 12:20 as they head back to the elementary area and prepare to head outside to the playground while the other teacher stays back to empty the gym. K-6 students are to wait to be dismissed by the supervisors. Students are to remain seated during lunch, they should use the garbage and recycle bins on their way out after being dismissed. The change rooms also serve as washrooms. Line ups at the microwave should be respectful and orderly.

- South Gym: 12:20-12:45 Students are allowed to spend time in the gym at noon hour as long as they have a change of shoes or they leave their street shoes off at the door. The gym should not be opened until the supervising teacher has arrived and has unlocked the door. Spectators are also welcome without street shoes.
 - Library: 12:25-12:45 Students are allowed to use the library for quiet reading, homework and project work. Computers are allowed for the above purposes.
 - K-8 Lunch Hallway Duty : 12:25-12:45 Supervision of students as they exit for noon hour recess and making sure they do so in an orderly fashion as well as seeing them stay outdoors or wherever else they need to be during that particular time. Grade eights in Mr. Pugh's room may spend free time at their lockers but this should be respectful and safe.
 - Other Hallways: 12:25-12:45 The remaining hallways are divided into two areas, one being the Grade 5-8 L-shaped hallway, the south foyer and the south step/pad and the second being the up and down senior high hallways including the band, Industrial Arts and Home Ec hallway, the north foyer and the east step/pad. Staff members are asked to encourage respectful, safe behavior and activities. Students will not be allowed to play "red bull" against any walls nor will they be able to play other "ball" games right at the entrances to our school. All staff are encouraged to communicate this to students in class as well as when they themselves are coming or going to school.
 - Bus Duty: 8:35-8:50 / 3:20-3:35 Supervisors here are responsible for the safety of our students around busses but also and just as importantly for assisting students who need extra help getting to where they need to be and getting there respectfully and safely.
- ❖ Please see the administration about any concerns or questions you may have regarding the duty or duties you have been assigned.
 - ❖ Please be clear with your substitutes about the supervision duties they are covering for you during your absence. If trades are made, please clarify for substitutes.
 - ❖ If you are away and a substitute is not required, please be sure to get coverage for any supervision duties you are responsible for.
 - ❖ Please try to be on time for your supervision duties. Please communicate and share with those you share with and feel free to compare notes with teachers who share your duty on different days.
 - ❖ Please refer to the Raiders are Respectful matrix. These are to be posted in all classrooms as well as hallways and gyms for easy access and referral.

Staff Room

1. The staff room is off limits to students and non-staff members
2. Staff will abide by the social contract of the school and the Manitoba Teacher's Society Code of Professional Practice and therefore should not partake in negative talk about students, parents or each other.

Teachers Requiring Substitute Teachers

Teachers are to contact their own substitutes when they require them. A list of substitute teachers, along with telephone numbers, will be supplied to each teacher. There will be periodic updates of the substitute list. *Leaves **must** be entered online on Employee Connect (CIMS) if you are away from Killarney School or away from regular classroom activity for any reason.*

Substitutes to be employed for a period of longer than five days will be the responsibility of the administration (long term in conjunction with the superintendent). Only substitutes approved by the Division may be employed in the school.

Telephone Calls for Teachers and/or Students

As a general rule, secretaries will not call teachers or students from class to answer the telephone. Exceptions may be made to this rule in the event that:

1. There is an emergency.
2. The secretary has prior knowledge from the teacher that they are expecting an important call.

All visitors must report to the office.**Lunch Procedures**

Killarney School has a cafeteria, which opens on the first day of school.

Students and staff are encouraged to pre-order their lunch with the cafeteria at break.

The school cafeteria has three lunch lines:

Pre-ordered lunches can be picked up at the east side window of the cafeteria. This line is mainly for grades 1-4 students.

The daily special line is located by the cafeteria south window.

The line on the opposite side the daily special line is dedicated to the purchase of the food that is placed on the tables between the two lines.

Students in K to 11 are to eat lunch in the north gym only. There are high school classrooms available upon request to each teacher. When the weather permits, high school students may be allowed to eat outside on the front lawn or at the picnic tables, provided they keep the area clean. Grade 12 students may eat in the Grade 12 hallway if they wish.

Lunchroom Rules

1. Classes are assigned to tables and they must sit where assigned.
2. Students are to clean up their messes.
3. Students are to remain seated unless they are using the microwave or waiting for the microwave.
4. Students are to throw trash into the garbage can when they have been dismissed (on their way out).
5. Recyclable items should be placed in the proper containers.
6. Students are to eat their own lunch – do not share.

7. Persistent breaking of lunchroom rules may result in expulsion from the lunchroom.
8. All students should be finished their lunch by 12:25 p.m.
9. Grades 1 to 6 students are required to stay in the gym until 12:20, and then they will be dismissed by the supervising staff. The tables and floor in the area of the table must be clean before they are dismissed. Once dismissed, the Grade 1-6 students must go outside.
10. Grades 7 – 12 students may leave the lunchroom when they are finished their lunch.

Lunch Hour Rules

1. Middle year's students may go to the library, the south gym for intramurals or outside.
2. If the weather is inclement, students will remain indoors.
3. Students in Grades 1-6 are not allowed off school property unless they are going home for lunch. Grade 1-6 students must be accompanied by an adult or have written permission to leave the school grounds at lunchtime.
4. Grade 7 and 8 bus students must have permission from a parent or guardian to leave the school property at noon. Please stress this to students!
5. Raiders are Respectful throughout their lunch hour.

Killarney School Library Rules for Students

1. No food or drinks.
2. Respect the library property.
3. Respect fellow students and staff by remaining quiet in the library.
4. Use appropriate language.
5. Do not loiter.
6. Do not tilt chairs.
7. Return books, magazines and newspapers to their proper places.
8. Raiders are Respectful

Killarney School Library TV/VCR Bookings

The sign out book for TVs and VCRs is located in the library photocopy room on the south shelf. Please book well in advance of when the unit is needed. Promptly return the unit to the library so that it is available when others need it.

Videos are also available for booking from the librarian, Mrs. Gray.

Computer Lab Use

1. At the beginning of each year teachers are asked to sign up for regular computer lab time.
2. Extra lab time is available and posted on the lab door. You can sign upon the schedule if there are any openings.
3. Teachers are to supervise their classes when in the computer room and ensure that all lab policies are followed. Any problems should be reported in writing to the school technology leaders. Teachers are responsible to ensure that the lab is left neat after use. Please follow the end of day instruction if you have the last scheduled class of the day (stack chairs, shut down computers, tidy up around printers/computers).
4. If the lab is needed when it is booked by another teacher or by a regular class, check with that teacher – sometimes there are computers available.
5. Students are not to download or listen to music in the lab unless instructed by teachers as part of a course.
6. No headphones or music devices, unless permission is granted by the individual teacher.

Printing

All computers in the school can access the Internet and network printers throughout the school. All computer labs have at least one networked printer. In an effort to be contentious about printing, all students and staff are given a certain amount of printing money each month. Color copies will cost them \$4, black and white copies to a printer will cost 40¢ and black and white copies to the photocopier will cost 10¢.

PRIMARY



Morning Snacks

1. Healthy morning snacks are to be brought from home or purchased when pre-ordered lunch is ordered. Primary students are not to go to the cafeteria during morning recess.
2. Snacks are to be eaten in the classroom during the scheduled snack time.

Lunchroom

1. Lunches are to be eaten in the lunchroom.
2. No food in the halls.
3. Early years students are to stay in the lunchroom until 12:20.

Classrooms

1. Students staying inside due to medical reasons or to finish homework must be reported to the inside duty person by the classroom teacher.
2. The classroom teacher must supervise groups of students staying inside the classroom at lunch.

Hallway Rules

1. Snacks are **not** to be eaten in the hallways.
2. Boots must be taken off in the porch area and carried into the coat and boot area.
3. Outside clothing and boots must be put away neatly.
4. No running in the hallways.
5. Early years students need the classroom teacher or duty teacher's permission to go anywhere other than outside during recess and lunch hour.

Student Services

Mrs. Terry Simpson is responsible for the Early Years Resource Program.

Computer Lab

1. K- 4 students can go to the primary computer lab during lunch on the scheduled open days.
2. Students cannot be in the computer lab more than two open lab days in a row unless they have special permission from their teacher or the lab supervisor.
3. iPad carts are available for sign out.

Primary Procedures

1. Toys of a dangerous nature such as cap guns, slingshots, knives etc. are not allowed on school premises.
2. It is important that parents of students who will be absent from school to notify us the day of, or before the absence. We use a call-back system for the students in K-Grade 12 to help ensure the safety of the students and to determine the legitimacy of student absences.
3. Students should be encouraged to visit the water fountain and to go to the washroom before going outside for recess.

Primary Outside Rules

1. Students are expected to be considerate and tolerant of others' rights and feelings and must be good citizens of the school.
2. Primary students are not to go past the gate on the north side of the school and they must play near the school.
3. Students are to play with children their own age (their grade or one grade above or below)
4. Primary students are not to play on the south side of the school. (visibility)
5. No name calling or put downs
6. If a problem arises on the playground, students are to get one of the teachers on duty immediately. The teachers who are on duty will be wearing bright orange vests.
7. No throwing snowballs.
8. Grade 3 and 4 students are not allowed to go past the soccer field during breaks.
9. No rough play (fighting, tackling or play-fighting)

Recess and Lunch Hour Outdoor Supervision

1. See the above list of rules
2. Clipboards with notepaper and yellow/red incident sheets are on the wall by the telephone near the kindergarten room.
3. The duty teacher is to handle minor offences while on duty. Yellow Incident sheets are to be written up and given to the classroom teacher.
4. Major offences like physical aggression are to be written up and given to the administration. Classroom teachers will be notified by the administration.
5. Only Kindergarten to grade 1 students are allowed to play in the area behind the hut to the east fence.

Middle

Years



General Information – Middle Years

Student Services Grades 5 to 8

Mrs. Lisa Blixhavn is responsible for the resource program from Grade 5 to Grade 8.

Student Lockers

Students in grades 5 to 8 will be assigned lockers. Under no circumstances should students leave valuables in their locker. Students are required to use the locks that they receive when payment of their student fee is received. In any case, the school is not responsible for articles lost or stolen from lockers. Students are required to keep their locker clean. Students must not deface lockers. Students are allowed to decorate the inside surfaces of their lockers. Decorations must be in good taste and of a temporary nature (no alcoholic, drug, or cigarette products or scantily clad or nude people).

Food and Beverages

Beverages may be allowed in the classroom at the discretion of the teacher. Other than that, food and beverages are restricted to the lunchroom.

IPad carts are available for classroom sign outs.



Senior

High



Student Services - Senior High

Mrs. Xanthi Hatzis is responsible for the resource program from Grade 9 to Grade 12.

Raiders are Respectful**Student Lockers**

Students in Grade 9 to Grade 12 will be assigned lockers. Students are required to use school issued locks. In any case, the school is not responsible for articles lost or stolen from lockers. Students are required to keep their locker clean. Students must not deface lockers. Students are allowed to decorate the inside surfaces of their lockers. Decorations must be in good taste and of a temporary nature (no alcoholic, drug, or cigarette products or scantily clad or nude people). If abused, locker privileges may be revoked. Administration can enter any given locker at any time.

Spares

Only grade 12 students may have open class times on their schedule because they might not need a full slate of courses to graduate. They are encouraged to use their time productively by studying or volunteering but, they may also choose to quietly use the hallway, library or leave the building.

Every effort is made to give grade 9-11 students a full schedule. If a student is taking a course by correspondence or has a homework block, the student will be assigned the student services room to attend during that time and attendance will be taken.

Class Changes and Conflicts

Students will not be allowed to change classes, to add, or delete courses without written permission of the administration, teacher(s) of the course(s) affected and their parents. The deadline for course changes is October 12th for non-semestered (all-year) courses and October 1st and March 1st for semestered courses (semester 1 or semester 2).

Food and Beverages

Beverages may be allowed in the classroom at the discretion of the teacher. Food and beverages are not allowed in the computer labs.

Lunches are to be eaten in the lunchroom only, with the exception of Grade 12 students. They may eat in the Grade 12 hallway. The upstairs hallway is off limits to students from 12:05 to 12:10.

Attendance Policy Grade 9 to Grade 12**Clarification of Absences:**

School supported absences **are not** counted in reporting periods as they are school events and the student is therefore not absent from school.

All other absences are counted. Parents are asked to notify the school when their child will not be in attendance. Killarney School has an automated attendance dialing system in effect. If students are absent without being excused, you will receive an automated phone call from the system.

There are several options for reporting student absences:

- call the office at (204)523-4696 at any time (we have an answering machine)
- email ksoffice@tmsd.mb.ca
- call the toll free number 1-844-288-7626
- or login to you Parent Portal account

Teachers of individual courses will make contact with parents regarding attendance between 3 and 6 absences. After six absences and before twelve the teacher will notify the administration who will do the follow up with student and parents. Students who miss 12 classes in any particular course are very much at risk of not achieving their credit.

Attendance will be reported for each class on Maplewood (to which all parents have access.) Students missing tests or assignments because of an excused absence will be required to do the test or assignment at a time arranged with the subject teacher.

Consequences for unexcused absences may include after school detention, in-school suspension, and if the problem persists, out of school suspension, or loss of credit opportunity.

Exceptional cases will be reviewed by staff and administration.

Late Policy

A student is late if they enter the room after the class start buzzer. Students held back by a teacher will be given a late slip for that late. Each teacher will keep track of student lates and will assign his/her appropriate consequence. When lates become an overwhelming issue for a particular student, the teacher will notify the administration.

Consequences for unexcused absences may include after school detention, in-school suspension, and if the problem persists, out of school suspension, or loss of credit opportunity.

Missed Assignment Due Date

Due dates and deadlines are an important aspect of school life and life beyond the classroom. When submitting assignments for evaluation, care must be taken by the student to do the best job possible, within the timeframe allotted. There are numerous instances when circumstances prevent students from meeting assignment deadlines, however, we strive as a staff to eliminate the pattern of tardiness that some students can fall into. In most cases, due dates are known a long time in advance and assignments may be submitted early.

If you are receiving this letter, it means you missed a deadline for an assignment, but don't despair, you still have an opportunity to submit your assignment for full credit. You will be required to have your parent or guardian sign and date this document, acknowledge your missed due date. You must submit this completed document with your late assignment in order for it to be accepted. These documents will be kept on file and shared with fellow staff members at staff meetings. If we notice a pattern developing, it is our intention to develop an action plan as to how we can help you stay on track.

Please refer to the provincial assessment document for further details about late and missing assignments: http://www.edu.gov.mb.ca/k12/assess/docs/policy_k12/full_doc.pdf

Assignment Title: _____

Date Assigned: _____

Original Date Due: _____

Last Date for Late Submission: _____

Student Signature Agreeing to Last Date: _____

Comment: (teachers may provide additional details in this section)

Parent/Guardian Signature: _____

Date: _____

Advisor Groups

Killarney School senior high teachers will select students for their advisor group when they enter high school. Advisory groups meet at least once a month to discuss issues and interact with one another.

The advisory group's purpose is to advise students, communicate information, set student goals, build self-esteem, address student concerns, and prepare students for their educational and future goals and plan service projects and events throughout the year.

The SLC Portfolio is set up with Advisor Groups. Selection of learning evidence takes place in courses.

Graduation Committee

The graduation class shall have a general grad meeting early on in the school year. At this time, the graduates and their parents will form the various committees that are needed to organize the parts of Graduation that they are responsible for. Each committee shall be chaired by a member of the graduating class, as well, a parent chair will be there for support. The committees shall meet throughout the year to plan and prepare. They will report their work at general meetings, which will be held monthly. Their budget shall begin with individual grad fees which students can earn with fundraising activities or pay straight up. Any leftover funds shall be donated to a legacy project chosen by the class. The school advisor to this committee is the vice principal.