2019 - 2020

Student Handbook

Elkhorn School
112 Tralee St.
Elkhorn, MB Canada R0M 0N0
845-2118 (phone)
845-2476 (fax)
elkhorn.flbsd.mb.ca **or** lbarrate@flbsd.mb.ca

IMPORTANT PHONE NUMBERS:

Kids Help Phone…..……1-800-668-6868 (24 hr. counsellors man the phones)
Crisis Text Line……....Text HOME to 686868
Teen Touch…..……...1-800-563-8336 (24 hr. counsellors man the phones)
Suicide Counselling Services…..…….....1-877-435-7170 (24 hr. counsellors will accept collect calls)
Mobile Crisis Youth Stabilization Unit ..... ……..1-204-949-4777
Child & Adolescent Treatment Centre (Brandon)……..1-866-403-5459(staff available 24 hours)
Adult Mental Health.....…….748-2321
Children & Adolescent Mental Health….....…….748-2321
Family Services….....…….748-2321
Child and Family Services ……..……...1-800-483-8980
Westman Women's Shelter……..……1-877-977-0007 (24 hrs.)
(physical/sexual/emotional abuse including sexual assault)
Mental Health Mobile Crisis Unit ....……1-888-379-7699
(before 8:30 a.m. after 4:30 p.m. weekdays & 24 hrs. weekends)

Elkhorn School strives to be a "NUT FREE" school so PLEASE pay special attention to the meals and snacks that you send to school with your child. Someone's life may depend on it!

Elkhorn is a "SCENT SAFE" school. In response to health concerns related to scents we ask that staff, students, and visitors not wear or use scented products on school property.

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Welcome to Elkhorn School!

SCHOOL PHILOSOPHY

Elkhorn School's mission is to provide a positive educational environment, which encourages everyone to strive for personal levels of academic, physical, social and emotional excellence.

In order to achieve this mission, Elkhorn School's goals are:

- To maximize student achievement in academic, artistic and practical skill areas consistent with student abilities and skills.
- To provide a caring and safe environment which nurtures social and emotional growth leading to responsible behaviour and a positive self-concept.
- To develop habits which promote lifelong physical fitness, good nutrition and continuing physical activity.
- To have students develop positive attitudes towards self and others, the school and the community.
- To foster in students the ability to make responsible decisions related to work, family and society.

GENERAL RULES FOR ELKHORN STUDENTS

1. Show up on time and be prepared and ready to learn.
2. Do assignments and study.
3. Contribute creatively, productively, and responsibly.
4. Respect yourself, others, our school, and our community.

DAILY ANNOUNCEMENTS & NOTICES

Each day there are announcements over the intercom as part of our opening exercises at 8:50 AM. Announcements will also occur at 1:15 PM and 3:32 PM when necessary. Periodically, notices may be sent home to parents/guardians. As part of our effort to practice sustainability we send as many notes possible home via email in an attempt to reduced paper waste. We attempt to keep our website at elkhorn.flbsd.mb.ca and our Facebook page updated. We also use Remind to send out text message notices. You can sign up for Remind by following the instructions below.

ELKHORN SCHOOL STAFF

Teaching Staff:

Mrs. Rebecca Gamble	rgamble@flbsd.mb.ca
Mrs. Angie Stonehouse	astonehouse@flbsd.mb.ca
Mrs. Sue Canart	smulligan@flbsd.mb.ca
Mrs. Racquel Halland	rhalland@flbsd.mb.ca
Miss Courtney Howard	choward@flbsd.mb.ca
Ms. Julie Sabourin	jsabourin@flbsd.mb.ca
Mrs. Katrinka Johnson	kjohnson@flbsd.mb.ca
Mrs. Sandra Unger	sunger@flbsd.mb.ca
Mrs. Colleen Chapman	cchapman@flbsd.mb.ca
Miss Wanda Elliott	welliott@flbsd.mb.ca
Mr. Brock Speight	bspeight@flbsd.mb.ca
Mrs. Kristy Rasmuson	krasmuson@flbsd.mb.ca
Mr. Tyler Wood	twood@flbsd.mb.ca

Administrative Assistant:

Mrs. Marcy Rowan	mrowan@flbsd.mb.ca

Educational Assistants:

Mrs. Cynthia Kalyniak
Mrs. Coralie Rozak
Mrs. Jan Martens
Mrs. Cheryl Volk
Mrs. Leanne Rookes

Librarian:

Mrs. Tawnis McLeod	tmcleod@flbsd.mb.ca

Custodians:

Ms. Kelly Moar
Mrs. Jean McLoughry

Principal:

Mr. Lance Barrate	lbarrate@flbsd.mb.ca

DAILY TIME SCHEDULE

8:38 AM – Students are permitted into school
8:48 AM – Warning Bell for students to prepare for classes
8:50 AM – Registration, opening exercises and bell for start of Class I
9:23 AM – Start of Class II (no bell here)
9:55 AM – Bell for start of morning break K – 12
Students gather supplies for remainder of morning
10:04 AM – Bell for end of morning break for grade 7 – 12 and for the start of Class III
10:10 AM – Bell for end of morning break for K – grade 6 and for the start of Class III
10:41 AM – Start of Class IV (no bell here)
11:08 AM – Bell for end of Class IV and four minute transition time for grade 7 – 12 students
11:12 AM – Bell for end of Class IV for K – grade 6 and for the start of Class V
11:44 AM – Start of Class VI (no bell here)
12:16 PM – K – 12 Noon Hour dismissal
Town Students are allowed to go home
1:10 PM – Warning bell for students to prepare for classes
1:15 PM – Registration, afternoon announcements, and bell for start of Class VII
1:47 PM – Start of Class VIII (no bell here)
2:19 PM – Bell for start of afternoon break K – 12
Students gather supplies for remainder of afternoon
2:28 PM – Bell for end of afternoon break for grade 7 – 12 and start of Class IX
2:35 PM – Bell for end of afternoon break for K – grade 6 and start of Class IX
3:03 PM – Start of Class X (no bell here)
3:32 PM – Bell for bus students to dismiss
Non-bus students to dismiss once buses depart

ELKHORN SCHOOL ACCEPTABLE CONDUCT

This document endeavours to ensure that each pupil enrolled within this school is provided with a safe and caring environment that fosters and maintains respectful and responsible Behaviours. These are responsibilities we expect of all citizens (students, staff, parents, and visitors) of our school community.

1. Politeness, courtesy, and respectful behavior are expected from all members of our school community towards each other.

2. The students and staff must feel that the school is a safe and healthy place to be; that is why tobacco products, alcohol, and drugs will not be tolerated during school hours and school functions. Dangerous weapons (as outlined in section 2 of the *Criminal* Code (Canada) will be kept away from school.

3. The students and staff enjoy a friendly and peaceful school; that is why students will not hurt others on the school grounds and will be friendly to others.

4. The students like to work in a clean, neat and well-maintained school; that is why the students are expected to respect the property of others (including students, staff, and visitors), as well as school property.

5. **All** members of the Elkhorn School community are expected to behave in a respectful manner towards each other and comply with all aspects of this handbook.

Elkhorn School is a place where the rights of each individual are respected. One of these rights is "The right to learn." In a respectful environment of safety, trust and fairness, each individual can set personal and educational goals, can become involved and become a productive and contributing member of our school community and of our society.

As a result of these responsibilities and expectations, this school will not accept in any form any of the following:

- anti-social behavior (bullying, etc.);
- abusing physically, sexually, or psychologically – orally, in writing or otherwise;
- discrimination on the basis of any characteristic set out in subsection 9(2) of *The Human Rights Code*;
- unacceptable language - obscenities, etc;
- vandalism;
- violent behavior towards others;
- verbal harassment of fellow members of our school community.

These actions will be treated seriously and have consequences which may be related to the parents or guardians. The consequences for inappropriate behavior will be administered as per the *Fort la Bosse Student Discipline Policy*. Consequences may range from removal of privileges to suspension from classes and school, to expulsion. All infractions and consequences will be recorded.

Gang involvement or “gang style” activities in any form will not be tolerated!

In the case of using, possessing, or being under the influence of alcohol or illicit drugs, or matters of a criminal nature, parents will be notified immediately. R.C.M.P. **may** be notified.

In all cases where disciplinary measures are appropriate, these measures will be in accordance with *Fort La Bosse Policy JK & JK-R, Student Discipline*. All actions by school and division personnel in matters relating to discipline may be “followed up” by an appeal process. This process is also outlined in *JK-R:*

Appeal Procedure:

The Fort la Bosse School Division sees itself as partners with parents in the education process, and encourages parents or students who have questions or concerns about educational programs, procedures, or specific incidents to contact the teacher or principal involved as soon as possible. In most cases such direct and open communication will result in clarification of the issue, promote increased understanding and support between the home and school, and facilitate the resolution of any differences in an efficient manner.

In some instances, however, when parents of students feel their concerns have not been satisfactorily addressed, the following steps may be taken to reach a mutually satisfactory solution. It is anticipated that all parties will communicate in good faith and every effort will be made to resolve issues in as least confrontational manner as possible. Parents and students are advised to use the more formal steps when other, less formal measures, have not resulted in the resolution of the problem or difficulty, or when the severity of the issue necessitates such an action.

1. Contact the classroom teacher if this has not already been done.
2. Contact the school principal if this has not already been done.
3. Contact the superintendent.
4. Document your concerns in writing to the superintendent.
5. Make representations to the Board of Trustees.

ACCEPTABLE USE OF TECHNOLOGY & THE INTERNET

All members of the Elkhorn School community must adhere to all provisions within the Fort La Bosse ***COMPUTER / INTERNET ACCEPTABLE USE*** **POLICY – IJNDB, IJNDB-R, & IJNDB-E**.

It is a general expectation that Fort la Bosse School Division staff and students will use technology in a responsible, efficient, ethical, and legal manner. The following are not permitted:

- Sending, displaying, or soliciting offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Re-posting personal communications without the orginal author's prior consent
- Damaging computers, computer systems, computer networks, or software
- Violating copyright laws
- Using others accounts
- Trespassing in others folders, documents, or files
- Intentionally wasting limited resources
- Using portable storage devices without the permission of the teacher (virus control)
- Taking pictures of others without their permission

Any violation of these regulations will be considered grounds for disciplinary actions, which may include:

a) loss of network access
b) removal of technology from the student
c) suspension or expulsion
d) appropriate legal action.

Also in accordance with *FLB Policy JICFB:* Any form of harassment using electronic devices, commonly known as cyberbullying by students, employees or others is prohibited and will not be tolerated in the School Division. **Cyberbullying is the use of any electronic communication device including smart phones, cell phones, digital cameras, etc**. to convey a message in any form (text, image, audio, or video) that defames, intimidates, harasses, or is otherwise

intended to harm, insult, or humiliate another in a deliberate, repeated, or hostile and unwanted manner under a person's or group's true or false identity. In addition, any communication of this form that disrupts or prevents a safe and positive educational or working environment may also be considered cyberbullying. Students, employees and others will not use personal communication devices or division property to harass or stalk another.

The division will take any report of cyberbullying seriously and will investigate credible reports promptly. Students are encouraged to report an incident immediately to a teacher or principal. Students who make a report are requested to preserve evidence of cyberbullying. For example, a student may save or bring a copy of an email, text message, picture or other electronic transmission that the student believes was intended to harm, insult, or humiliate. Staff will take appropriate action and will bring it to the attention of the principal when students report an incident of cyberbullying. Staff will attempt to preserve evidence of the cyberbullying and will submit any evidence to the principal.
The division may revoke the privilege of a student, employee or third party, who uses division equipment or electronic communication system to engage in cyberbullying, to use any division electronic equipment. The division may revoke the privilege of a student or third party, who uses a personal communication device to engage in cyberbullying, to bring any personal communication device on division property or division-sponsored activities.

Students whose behaviour is found to be in violation of this policy will be subject to loss of privileges, discipline, up to and including expulsion. If there is a stated or implied threat towards student(s), staff member(s), a third party or property, the principal or designate will activate the Assessment of Threats/High Risk Student Behaviour Policy – JLDBB. Third parties and others whose behaviour is found to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the superintendent or school board. The School Division may also report individuals to law enforcement if necessary.

CELL PHONE AND ELECTRONIC DEVICE USE

Staff and administration at Elkhorn school recoginize that cell phones and personal electronic devices are an integral part of today's society. Our policy focuses on encouraging etiquette in the use of these devices, rather than prohibition. The expectation is that all students and staff will use devices appropriately with school related activities and student learning being the primary driving force.

Cell phones and electronic devices (including iPads, iPods, tablets, personal computers, MP3 players, etc.) are the responsibility of the student. They should be stored in lockers or carried by the owner.

Each teacher will determine **if** and **how** cell phones and electronic devices will be used within their classroom. At the start of each class the teacher will collect student cell phones. Teachers may elect to permit students to use their device to complete a teacher directed task. Each teacher will advise and supervise the use of electronic devices according to class assignments and expectations. Inappropriate behaviour with respect to cell phones and electronic devices will be defined by the classroom teacher and may consist of talking and placing phone calls, texting, using social media, etc.

Consequences for inappropriate behaviour

First Offence: The offender gives the cell phone or device to the teacher. The teacher will return the cell phone/device at the end of class.

Second Offence: The offender gives the cell phone or device to the teacher. The teacher will return the cell phone/device at the end of the day.

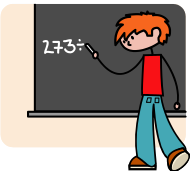
Subsequent Offence: The teacher will confiscate the cell phone or device and the offender will be sent to the office so that administration can deal with the insubordination.

There are certain **no cell or device areas** in which include:

- **Exams and Tests** – Having a cell phone can be a temptation to be academically dishonest. Cell phones and devices should be left in the students' locker or handed in to the teacher on duty before the exam or test begins.
- **Change Rooms** – Change rooms are areas of personal privacy. Camera/video phone use could lead to an invasion of privacy. Phones and devices should be left in the students' locker or handed in to the teacher on duty before entering the change room.
- **In School Suspension** – Students on in-school suspension will generally not be allowed to have their cell phones or electronic devices during their suspension time. Cell phones and electronic devices will be turned in to office staff at the beginning of the suspension time and returned at the end of the suspension.

ATTENDANCE

1. The school has a closed attendance policy. All students are to be at the school for the entire day. Absence will be viewed according to these categories:
   a) Excused absence - in this case the home as well as the School accepts an absence as valid and therefore excusable.
   b) Unexcused absence - in this case the home acknowledges the absence of the student, but, in the opinion of the school, the absence is not valid nor excusable.
   c) Truancy - in this case neither the home nor the school acknowledges "excusability" for the absence.



2. Students are expected to attend **all** scheduled classes and are expected to be in the designated location for each class on time and prepared to learn.

3. Students who know they are going to be absent from school are asked to bring a "*Request for Absence*" form from a parent/guardian before the absence. (See "Leaving the School" in "General Information"). This note should be taken to the office or given to a teacher.

4. **Students who are unable to attend school due to unexpected illness, injury or family matters must have a parent/guardian phone the school between 8:30 and 9:00 A.M. for morning absences, or between 1:15 - 1:30 P.M. for afternoon absences.**

5. The school will call the residence of any student who is reported absent without prior knowledge of the office.

6. Students who have been absent and have neither brought in a note prior to their absence nor had parent/school contact by phone are to bring a note explaining their absence upon their return to school.

7. Students who are absent from school for any reason are required to "catch up" on all notes and assignments. **This is a student's responsibility and not a requirement for the teaching staff.**

8. A student who is truant may be required to make up the time during unassigned time. A letter will be sent home informing the parents of the incident of truancy. Should a second incident of truancy occur, the student may be suspended from the missed courses. This may mean immediate loss of credit in the course. Parents, if there are extenuating circumstances, may appeal loss of credit.

9. Those students involved with activities outside the school during school hours (figure skating, hockey, etc.) are asked to advise the school of their absence. If approved, they will be responsible for all missed work and assignments and to make appropriate arrangements with their respective teachers.

10. **High School Attendance Expectations** *

    a) A maximum of ten (10) absences will be allowed for any one course per semester.
    b) Being late for a class will equal one-half (1/2) an absence.
    c) Being expelled from class will count as a full day's absence from that class. **Students serving suspensions are considered absent from each class missed during their suspension.**
    d) After a student has missed eleven (11) classes in a semester for any reason or combination of reasons the student may not be allowed to continue in that course, upon discretion of school administration.
    e) Extenuating circumstances will include extended sickness as verified by a doctor's certificate

* See the *Fort la Bosse High School Attendance Policy* for more detailed information**.**

LATENESS

1. **All** students are expected to be in their classrooms/homerooms before 8:50 A.M. and 1:15 P.M.
2. Students arriving late to school will be marked "late" by their homeroom / classroom teacher.

3. When a student arrives late they are to go immediately to the office, “sign in” to the late log, and pick up a late slip to give to their class teacher.
4. Students who are habitually late for school or class may be denied entry to class.
5. Students who are late for whatever reason are asked to join their classes with a minimum of disruption to the class and teacher.

STUDENT SUPPORT SERVICES

CAREER & COURSE GUIDANCE

Students who wish to discuss career options, post-secondary education, or course selections are encouraged to make an appointment with Mr. Speight or Mr, Barrate. Other staff members are also willing to provide help and guidance.

COUNSELING

Students who wish to discuss personal problems are encouraged to approach a staff member. Students or parents may also request the services of Division support services, which include a Speech Clinician, Division Psychologist, and division provided counseling services, as well as other clinicians and personnel.

RESOURCE

A resource teacher is available to help students who need special academic support. First, the student should speak to the classroom teacher who will make a referral. Referrals are usually handled by the classroom teacher or by parents, although self-referrals are also possible.

GENERAL INFORMATION

ARRIVAL AND LEAVING THE SCHOOL

Mornings

The entrances to the school will be open at 8:38 A.M.

Late Arrivals for Kindergarten to Grade 6 Students

Attendance is taken at the start of morning classes at 8:50 am and 1:15 pm for afternoon classes. If elementary students are late for class we ask that they are signed in by their parent/guardian.

Leaving the School

Students leaving the school early must sign out at the office.

Students who must leave the school during the course of the day are expected to submit a "*Request for Absence*" form, completed by their parents, before signing out. This form is not necessary if parents are picking up their child(ren). **Parents are asked to report to the office to pick their children up and to sign them out.**

Students from Grades 7-12 are allowed to leave the school grounds at noon hour provided they have a permission note signed by their parents/guardians.

Bus students from Kindergarten to Grade 6 are permitted to leave the school grounds **<u>if</u> they have a signed parental note given to their homeroom teacher for each occasion.**

COURSE CHANGES AND WITHDRAWALS

High School students wishing a course change/withdrawal can make a request during the first six (6) days of that semester. The student must complete a *Course Withdrawal/Change Form* indicating that a course change/withdrawal is preferred. Before this change can take place, approval is required from the subject teacher(s) involved, the student's parent or guardian, and the school principal.

OPEN CAMPUS POLICY

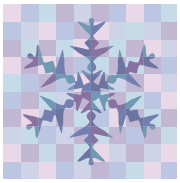
Students at Elkhorn School are encouraged to enroll in the variety of courses available to them each semester. Grade 11 & 12 students in good standing have the privilege of leaving the campus during unassigned time provided they have written parental consent to do so **and have signed out at the office**.

Students who have unassigned periods are expected to work quietly in assigned areas and not disturb classes that are in session. This "open campus" privilege may be withdrawn by school administration.

INDEPENDENT STUDY COURSES

1. Students are expected to enroll in courses offered at Elkhorn School during the school year.
2. ISO courses are available to Elkhorn School's students during the school year.
3. Students may only enroll in ISO's if special circumstances prevent their enrolment in the regularly scheduled program. Special circumstances will be determined as per Board Policy.

EMERGENCY CLOSURE OF SCHOOL



<u>Adverse Weather Policy</u>

Buses will not travel, schools will be closed, and all school functions will be cancelled when temperatures reach -40C, or when a combination of minus temperatures and wind speed create a windchill factor of -45C, or when visibility and or road conditions make it unsafe for travel. Conditions as reported through the Brandon Weather Station and Highways

Dept. at 6:20 a.m. will be the criteria used. The public will be informed of this decision through the following local radio stations: 96.1 FM, 101.1 FM, 94.7FM, CJRB, and CKLQ-880.
If all buses serving Elkhorn School are not running, classes at Elkhorn School will be cancelled.

BILLETS

In the event buses are unable to transport students home due to a sudden event, **students are required to have a town billet**. Parents or guardians of "out of town" students will include billet information on registration forms at the beginning of the year.

EMERGENCY CLOSURES

Closures due to unforeseen occurrences may result in early dismissal. **Students will not be sent home until the school has notified the parents/guardians.** The contact people on each route will be notified, and the school will not dismiss students on the individual routes until each parent has been notified. **If dismissal by bus is not possible at the end of the day, students will be sent to their billets.**

DRESS CODE

The purpose of our dress code policy is to promote respect for self and others. Students are encouraged to develop a sense of pride in themselves and in our school. We would like all stakeholders to consider school to be a place of business, where the business is learning. Students and staff are expected to dress accordingly. Dress and appearance should reflect cleanliness, appropriateness, and respect for self and others and not interfere with student learning.

Specifically:

- Students must wear clothing which covers their mid-riff (front and back) and cleavage area.
- Students must wear clothing which covers their undergarments.
- Dresses, skirts, shorts, and skorts must cover an acceptable portion of the legs at all times. They are expected to be to **mid-thigh**.
- Students will not wear gang related apparel or gang related colours
- Clothing with either a picture, slogan, or wording which either specifically, or suggestively is in poor taste, demeaning, or promotes alcohol, drugs, racism, or sex, etc. will not be acceptable
- **Hats** are not to be worn in Elkhorn School. Students are required to remove their hats upon entering the building.
- Footwear must be worn at all times

Styles in dress and grooming become unacceptable when they distract **or** are offensive to others. School staff will monitor the dress code and make students aware of any violations of the dress code. Students may be asked to remove, or turn the offensive garment inside out.

DRINK MACHINE

A drink machine offers a variety of drinks and juices to students in Grades 7 to 12 (non-caffeine). Students are asked to place all empty containers in the recycling containers throughout the school.

BIKES

All students riding to school on bicycles must place them in the bicycle racks. Bikes are to remain in the racks until the students are ready to leave school. **Bikes are out of bounds during the school day.**

FIRE DRILLS

Fire drills are held during the school year. Signs are posted to direct students to the appropriate exit. Teachers will review the fire regulations with students periodically.

LOCKERS

Students in Grades 2-6 have lockers that will be assigned by the teachers. These lockers will not use combination locks. Students may elect to use a caribiner to ensure that their locker stays closed.

Students in Grades 7-12 will be provided with locker space to accommodate textbooks and personal effects. Other students' lockers are out of bounds without permission. Lockers remain the property of the school and will/may be subject to periodic inspections by school staff. Students will be financially responsible for damage to lockers.

All Grade 7 to 12 students will be provided with a combination lock (as part of their student fees) and all lockers will be locked at all times.

LOST AND FOUND

The school will not assume responsibility for the loss of personal belongings. However, the staff will make every effort to assist the student in recovering lost or stolen belongings.

A lost and found bin is located in the school and students are encouraged to check there from time to time.

OUT OF BOUNDS

Student access to the following area(s) is limited to supervised activities: Gym, Home Economics Lab, Computer Labs, Library, Photocopier Room, and Band Room.

The following areas are out of bounds to all students: teachers' desks, cupboards and equipment storage rooms, heating, mechanical and electrical rooms and the staff room. The General Office area is open to **all** on official business.

PHOTOCOPIER

Extra photocopying needed by students will be charged at a rate set by the office and paid for by the student.

PARKING

All motor vehicles are to be parked in the student parking lot on the west side of Tralee Street (across from the school) Please be aware of no parking signs near the school. When buses are loading or in motion, the buses have the right of way and cars **must** wait until the flashers on the buses are disengaged.

TOBACCO PRODUCTS

In compliance with *The Non-Smokers Health Protection* Act and in the interest of creating a healthier learning environment, Fort La Bosse School Division prohibits all use of tobacco products on/in all school division property. We encourage our students to be "TOBACCO FREE!"

PROPERTY DAMAGE

Breakage or property damage should be reported to the Principal or designate. Damage to school property will be charged to the students responsible.

ACADEMIC DISHONESTY

Students are expected to properly cite the usage of other's ideas, information, language, writing, and images. As well, to ensure that course evaluations are valid, students are expected to create original works that are free of information from other students, "cheat notes", electronic sources or any other secondary sources.

Consequences of Misbehaviour

First Offence: The student will be required to redo the assessment/assignment within a reasonable time line set out by the teacher or receive a mark of 0% if they fail to complete it.

Second Offence: The student will receive 0% on the assignment/assessment and additional consequences as determined by the administrator. The student may be required to complete the assessment/assignment before they can return to class, but it will be worth no marks.

Subsequent Offences: The student will receive further consequences which will very likely include an out of school suspension. The student may be withdrawn from the class or will be required to complete the assignment before they can return to class, but it will be worth no marks.

STUDENT AND STAFF SAFTEY: FAIR NOTICE

Please be advised that in accordance with our Division Policies JLDBB and JICFB, we are providing Fair Notice that violence or threats of violence will not be tolerated in or around our school facilities, while individuals are transported for Fort la Bosse activities, or for the duration of participation in Fort la Bosse or related activities. Included are any digital activities which may be initiated off campus. All staff and students or any member of the school community having knowledge of high-risk student behaviour or having reasonable grounds to believe there is a potential for high-risk or violent behaviour should promptly report the information to the school principal and/or his/her designates. Our School Administrators, identified members of school staff and division office staff are trained to respond in these situations when called upon to do so. Both policies are available for you to access on our division web site.

TEXTBOOKS

For most courses, Elkhorn School supplies textbooks for use during the school year. Students will be assessed a fine for any textbooks lost or unduly damaged.

FOOTWEAR

Students must wear footwear at all times to prevent the spread of communicable diseases and in case of fire alarms. In wet or snowy weather, outer footwear must be removed or thoroughly cleaned at the entrances to the school.

SNACKS, TREATS, AND GUM

Throughout the year, special classroom activities may involve treats and/or drinks as part of the celebration. Generally, unless authorized by the classroom teacher, snacks and drinks will not be permitted in class. Sunflower seeds **are not** allowed in the school. Food and drinks are not allowed in the computer lab at any time!

STUDENT ACTIVITIES

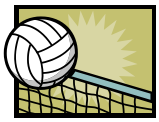
ACTIVITIES AND CLUBS

Depending on the interests of students and staff, several extra-curricular activities may be organized. All clubs and activities must be organized under the supervision of a staff member and should follow the general guidelines listed below (if applicable).

1. Observe all rules set down by supervisor or coach. Repeated offences against rules may result in dismissal from the activity.
2. Maintain accurate financial records, which must show all receipts and payments. All money must be maintained in a school bank account, administered by the office.
3. Clubs undertaking travel must ensure compliance with safety and transportation regulations, including all Fort La Bosse permission forms.
4. **Poor attendance, conduct, or academic effort may result in removal from an activity or organization.**

FEES

Some extracurricular clubs have membership fees. The fee is the responsibility of the student, and membership in these clubs is voluntary.



Transportation expenses for sports and field trips may be charged to students. The amount charged may depend on the length of travel and the form of transportation.

Each year, Elkhorn School students from Grades 1 through 12 pay a student fee of $20.00 (The fee for Kindergarten students is $10.00). Students in Grade 7 pay a student fee of $25.00, with $5.00 being reimbursed when their lock is returned to the office at graduation time (students in grade 8 – 12 have already paid their $5.00 “lock fee”). In order to properly enforce the Fort La Bosse Drug & Alcohol policies, each locker in the building must have a lock on it. These combination locks will be provided by the office so that an “override key” may be used by administration to gain access to the lockers if necessary.

INTRAMURAL PROGRAM

The intramural program was developed to provide all students in Grades 4 - 12 the opportunity to participate in a number of activities throughout the year. Participation is mandatory in Grades 4 – 6 and voluntary in Grades 7-12.

INTER-SCHOOL ATHLETIC PROGRAM

Elkhorn School believes that although every student has the right to try out for a team, it is a privilege and not a right to be a team member. Participation in athletic events requires regular class attendance and maintenance of sound academic effort. A student's first responsibility is school work. If a student is absent from school (for **any** reason other than a **pre-arranged** excused absence) the day of an extra-curricular event (i.e. game / tournament / competition) that student will not attend the activity.

STUDENT COUNCIL

The Student Council represents the student body as a whole, with elected representatives from Grades 7-12. The Student Council is responsible for organizing and coordinating various educational, social, and athletic activities throughout the year. Student Council elections for the executive positions of President, Vice-President, Secretary, and Treasurer are held during the first week in June. Room representatives are elected in September of each year.

The functions of the Student Council:

1. To maintain school spirit;
2. To provide practical experience in democratic government;
3. To arrange and encourage participation in extracurricular events;
4. To raise and spend funds for the welfare of the students and the benefit of the school community.

SUCCESS DAYS

Elkhorn School celebrates the academic, athletic, and personal successes of our students by providing special events throughout the year.

Participation in these events is a privilege that students earn.

TRANSPORTATION

VOLUNTEER TRANSPORTATION BY AUTOMOBILE

Volunteers may be asked to transport students. Drivers providing transportation must demonstrate a safe driving record and provide the office with a copy of the owner's registration and license prior to the activity and must be approved by school administration.

Under no circumstances are student drivers eligible to provide volunteer transportation for team or group members.

TRANSPORTATION BY BUS

Students travelling on school buses are under the jurisdiction of the bus driver and school personnel. Students are expected to follow the rules of common sense, deportment and common courtesy.

Students traveling to an event on a bus must return on the bus. If parents wish their child to travel by alternate transportation other arrangements must be made with the school prior to the event.

STUDENT FACILITIES

CANTEEN

Canteen services are offered to all students and staff throughout the school year. The canteen will be open at “noon hour” and often times during special events after school hours. The canteen is often open at AM break.

Students in grades K-6 may not go to the canteen. Orders are placed with the homeroom teacher in the AM homeroom period.

All Students will eat their lunches in assigned areas. Students are expected to keep eating areas clean and put waste in the garbage can, as well as be active participants in our recycling program.

LIBRARY RESOURCE CENTRE

The library will be open during regular classroom hours for all students doing individual work,

homework or research (with permission from a supervising staff member). The library is only "staffed" during certain periods therefore students are asked to cooperate in keeping the library neat and tidy.

All students must sign out books or magazines from the library and return borrowed materials, undamaged, by the due date.

GRADE 12 STUDY ROOM

The Grade 12 students in Elkhorn School have a room in which they may complete assignments, study, read, or meet. A special privilege to Grade 12 students, use of this room depends upon meeting the expectations of student conduct as outlined in this booklet.

STUDY HALL

Grade 7 to 12 students will have access to a supervised study hall during lunch hours. This room will be intended for students to catch up on any work that they are behind on or have missed or to study quietly in. Teachers will supervise this room for the duration of the lunch hour.

It is expected that students will quietly work while they are in study hall. Grade 7 to 12 students may elect to work in this room or may be required to report to this room if a teacher finds that there is incomplete homework in one of their classes. Students in Grade 6 or lower may only access this room if their teacher directs them to be there.

TESTS/EXAMS

Tests and exams are to be written when scheduled unless there are extenuating circumstances. Extenuating circumstances will include extended illness **(to be verified by a medical certificate)** or bereavement. In such cases, a make-up test or exam will be scheduled or, in extreme cases, term marks may be used. A mark of zero may be awarded if prior communication about the absence has not been made.

NOON HOUR

Students from K-6 are expected to spend the noon hour period outside on the playground as weather permits. Parents who prefer their child to stay indoors, because of illness, should indicate this on a brief note to their classroom teacher. Bus students from Kindergarten to Grade 6 are permitted to leave the school grounds **if they have a signed parental note given to their homeroom teacher for <u>each</u> occasion.**

Grade 7 - Grade 12 students have a variety of options available to them during the noon hour: Students with parental consent are permitted to leave the school grounds during the noon hour.

It is hoped that every member of the Elkhorn School Community feels that this building is their "home away from home" and, as such strives to be the very best family member they can be!

ElKhorn School

Elkhorn, MB

Safety is your right,
Kindness is your responsibility!

PLEASE FEEL FREE TO USE THIS FORM FOR ALL OF YOUR CHILDREN

CLIP-AND-RETURN FORM

Thank you for making time to review and share the ***Elkhorn School Student Handbook*** with your child(ren). This document forms the foundation for the expectations for our students. Familiarization and understanding of policies and routines is important to make communication clearer and to allow home and school to effectively work together throughout the school year.

Your comments and constructive suggestions are always welcome. Contact the school office at 845-2118 during the school day or use the space provided at the bottom of this page.

Please complete the form below and promptly return it to the school with your child(ren)'s registration forms and student fee.

Thank you.

- - - - - - - - - - - - - - - PLEASE CLIP AND RETURN - - - - - - - - - - - - - - -

Student (s) Name (s): _____ Grade (s) : _____

_____ Grade(s): _____

_____ Grade (s) : _____

_____ Grade (s) : _____

I have reviewed the contents of the ***Elkhorn School Student Handbook*** myself and have also taken time to review it with my child(ren).

_____ _____

Date Parent / Guardian Signature

<u>Constructive Comments, Suggestions, or Questions</u>: