

***Morris School  
Handbook  
2010 – 2011***



***Home of the Mavericks!***

Our mission is to facilitate student success by providing programming to meet the educational, social-emotional and physical needs of students.

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**We believe. . . .**

If children live with criticism,  
They learn to condemn.

If children live with hostility,  
They learn to fight.

If children live with shame,  
They learn to feel guilty.

If children live with tolerance,  
They learn to be patient.

If children live with encouragement,  
They learn to be confident

If children live with praise,  
They learn to appreciate.

If children live with fairness,  
They learn what justice is.

If children live with security,  
They learn faith.

If children live with approval,  
They learn to like themselves.

If children live with acceptance and friendship,  
They learn to find love in the world.

(Adapted from Children Learn What They Live by Dorothy Law Nolte)

## MORRIS SCHOOL INTERCOM NUMBERS

Update: August 26, 2010

DESCRIPTION	STAFF NAME	INTERCOM NO.	ROOM NO.	EMAIL ADDRESS
Front Desk/ Admin Assistant	Huska, Julie	221	2	<a href="mailto:jhuska@rrvdsd.ca">jhuska@rrvdsd.ca</a>
Student Records Accounting	Braun, Tara	222	2	<a href="mailto:tbraun@rrvdsd.ca">tbraun@rrvdsd.ca</a>
Principal	Skog, Darren	223	1	<a href="mailto:dskog@rrvdsd.ca">dskog@rrvdsd.ca</a>
Vice- principal	Derewianchuk, Corinna	234	34	<a href="mailto:cderewianchuk@rrvdsd.ca">cderewianchuk@rrvdsd.ca</a>
Allison,Stephanie/ Wedel, Susan	M. Yrs 5 & 6 W	243	58	<a href="mailto:swedel@rrvdsd.ca">swedel@rrvdsd.ca</a>
Bially, Kathy	E. Yrs PED	231	56	<a href="mailto:kbially@rrvdsd.ca">kbially@rrvdsd.ca</a>
Blanchette, Jody	E. Yrs. 1 & 2 J	238	53	<a href="mailto:jblanchette@rrvdsd.ca">jblanchette@rrvdsd.ca</a>
Boardroom		218	35	
Brandt, Marla	Resource room	216	22	<a href="mailto:mbrandt@rrvdsd.ca">mbrandt@rrvdsd.ca</a>
Burton, Candy	Sr. Yrs.	259	24	<a href="mailto:cburton@rrvdsd.ca">cburton@rrvdsd.ca</a>
Clayton, Angela	Sr. Yrs.	229	33	<a href="mailto:aclayton@rrvdsd.ca">aclayton@rrvdsd.ca</a>
Cox, Marshall	Sr. Yrs. Lab	246	44	<a href="mailto:mcox@rrvdsd.ca">mcox@rrvdsd.ca</a>
Dekezel, Dianne	Library	233	34	
Dreger, Bonnie	Art Room	255	17	<a href="mailto:bdreger@rrvdsd.ca">bdreger@rrvdsd.ca</a>
Edel, Christelle	E. Yrs. 3 & 4 E	240	55	<a href="mailto:cedel@rrvdsd.ca">cedel@rrvdsd.ca</a>
Edel, Laurie	SY Gym	228	12	<a href="mailto:ledel@rrvdsd.ca">ledel@rrvdsd.ca</a>
Joel-O'Hara, Cindy	Guidance – 5-12	227	37	<a href="mailto:cohara@rrvdsd.ca">cohara@rrvdsd.ca</a>
Johnston, Jodi	E. Yrs 3 & 4 J	242	57	<a href="mailto:jjohnston@rrvdsd.ca">jjohnston@rrvdsd.ca</a>
Jones, William	E. Yrs 3&4/SYrs	239	54	<a href="mailto:wjones@rrvdsd.ca">wjones@rrvdsd.ca</a>
Lewis, Barry	Grade 7/8	258	23	<a href="mailto:blewis@rrvdsd.ca">blewis@rrvdsd.ca</a>
Skills Room	Skills Room	235	51	
Lopez, Tony	Sr. Yrs. Tech Lab	251	16	<a href="mailto:tlopez@rrvdsd.ca">tlopez@rrvdsd.ca</a>
M. Y. Gym	Middle years gym	236	47	
Mackenzie, Linda	M. Yrs. 5 & 6 M	245	42	<a href="mailto:lmackenzie@rrvdsd.ca">lmackenzie@rrvdsd.ca</a>
Marchant, Mike	Sr. Yrs.	211	13	<a href="mailto:mmarchant@rrvdsd.ca">mmarchant@rrvdsd.ca</a>
Martens, Donna	E. Yrs. 1&2 M	237	52	<a href="mailto:dmartens@rrvdsd.ca">dmartens@rrvdsd.ca</a>
Mason, Jim	Custodian	230	46	<a href="mailto:jmason@rrvdsd.ca">jmason@rrvdsd.ca</a>
Moore, Dan	M. Yrs. 7 & 8 M	257	19	<a href="mailto:dmoore@rrvdsd.ca">dmoore@rrvdsd.ca</a>
Noble, Boyd	Resource – S. Yrs	215	22	<a href="mailto:bnoble@rrvdsd.ca">bnoble@rrvdsd.ca</a>
Pal, Jayshree	Highschool/Resource	213	30	<a href="mailto:jpal@rrvdsd.ca">jpal@rrvdsd.ca</a>
Penno, Heather	Band rm/Theatre	250	28	<a href="mailto:hpenno@rrvdsd.ca">hpenno@rrvdsd.ca</a>
Popovits, Samantha	Kindergarten	241	41	<a href="mailto:spopovits@rrvdsd.ca">spopovits@rrvdsd.ca</a>
Rinn, Weldon	SY	295	29	<a href="mailto:wrinn@rrvdsd.ca">wrinn@rrvdsd.ca</a>
Rivard, Janine	Home Ec	249	38	<a href="mailto:jrivard@rrvdsd.ca">jrivard@rrvdsd.ca</a>
Skog, Angela	K-6 Resource, EY Guidance	232	56	<a href="mailto:askog@rrvdsd.ca">askog@rrvdsd.ca</a>
Smith, Maggie	E. Yrs. 5 & 6	244	59	<a href="mailto:msmith@rrvdsd.ca">msmith@rrvdsd.ca</a>
Staff Room	Staff Room	225	5	
Stevenson, Angela	M. Yrs. 7 & 8 S	256	18	<a href="mailto:astevenson@rrvdsd.ca">astevenson@rrvdsd.ca</a>
Student Phone	Student Phone	231	Hall	
Tascona, Angela	EY 3&4/Read Recov	239	54	<a href="mailto:atascona@rrvdsd.ca">atascona@rrvdsd.ca</a>
Upper Lab	K-6 Upper Lab	247	40	
Welding (Ian Hiker)	Welding Shop	758 – 3882 phone		<a href="mailto:ihiker@rrvdsd.ca">ihiker@rrvdsd.ca</a>
Westervelt, John	Autobody Shop	746-8106		<a href="mailto:jowestervelt@rrvdsd.ca">jowestervelt@rrvdsd.ca</a>
Wiebe, Robin	9-12 Resource	224	32	<a href="mailto:rwiebe@rrvdsd.ca">rwiebe@rrvdsd.ca</a>

Jim Mason	Head Custodian	<a href="mailto:jmason@rrvsd.ca">jmason@rrvsd.ca</a>
Michael Zinn	Evening Custodian	
Sharon Neufeld	Custodial Aide	
Cindy Lee	Custodial Aide	
Meredith Loewen	Custodial Aide	
Verna Lozano	Custodial Aide	
Claudia Schmukel	Custodial Aide	
Julie Huska	Administrative Assistant	<a href="mailto:jhuska@rrvsd.ca">jhuska@rrvsd.ca</a>
Tara Braun	Student Records/Accountant	<a href="mailto:tbraun@rrvsd.ca">tbraun@rrvsd.ca</a>
Dianne Dekezel	Library Technician	<a href="mailto:ddekezel@rrvsd.ca">ddekezel@rrvsd.ca</a>
Angela Robert	Educational Assistant	<a href="mailto:arobert@rrvsd.ca">arobert@rrvsd.ca</a>
Brenda Recksiedler	Educational Assistant	<a href="mailto:brecksiedler@rrvsd.ca">brecksiedler@rrvsd.ca</a>
Cindy Smith	Educational Assistant	<a href="mailto:csmith@rrvsd.ca">csmith@rrvsd.ca</a>
Dianne Enns	Educational Assistant	<a href="mailto:denns@rrvsd.ca">denns@rrvsd.ca</a>
Donna Ehnes	Educational Assistant	<a href="mailto:dehnes@rrvsd.ca">dehnes@rrvsd.ca</a>
Glenda Funk	Educational Assistant	<a href="mailto:gfunk@rrvsd.ca">gfunk@rrvsd.ca</a>
Kathy Wiebe	Educational Assistant	<a href="mailto:kawiebe@rrvsd.ca">kawiebe@rrvsd.ca</a>
Kim Robert	Educational Assistant	<a href="mailto:krobert@rrvsd.ca">krobert@rrvsd.ca</a>
Kristin Wiebe	Educational Assistant	<a href="mailto:kwiebe@rrvsd.ca">kwiebe@rrvsd.ca</a>
Laura Rempel	Educational Assistant	<a href="mailto:lrempel@rrvsd.ca">lrempel@rrvsd.ca</a>
Lori Scharfenberg	Educational Assistant	<a href="mailto:lscharfenberg@rrvsd.ca">lscharfenberg@rrvsd.ca</a>
Margaret Wiebe	Educational Assistant	<a href="mailto:mwiebe@rrvsd.ca">mwiebe@rrvsd.ca</a>
Melinda Bobrowski	Educational Assistant	<a href="mailto:mbobrowski@rrvsd.ca">mbobrowski@rrvsd.ca</a>
Nichelle Mellor – Welding Shop	Educational Assistant	<a href="mailto:nmellor@rrvsd.ca">nmellor@rrvsd.ca</a>
Patti Nickel	Educational Assistant	<a href="mailto:pnickel@rrvsd.ca">pnickel@rrvsd.ca</a>

## **PROCEDURE FOR POLICY DEVELOPMENT**

### **Purpose:**

1. To provide a process for a fair and inclusive method for policy development and revision

### **Policy:**

2. In conjunction with Red River Valley School Division Policy, the Public Schools Act, and the Education Administration Act, the administration of Morris School shall establish policy to allow for the effective and responsible functioning of the school. Further, policy is created to provide guidance and direction for administration and staff in the managing and dispensation of their duties.

### **Procedure:**

3. Because the school has an expansive range of roles and responsibilities in its delivery of programming, the designing of policies impact a wide range of groups: students, staff, parents, community, trustees, senior administration. New proposals for both policy development and policy revision can be derived and submitted by anyone. Proposals will be brought to the Principal or Vice-Principal.
  - 3.1 Existing policies will be reviewed on a regular basis.

## **POLICY, PROCEDURES AND EXPECTATIONS**

### **MORRIS SCHOOL VISION**

The students at Morris School will be empowered to create a positive future for themselves through self-esteem, love of learning and mutual respect for others.

**Staff and Students will work together to fulfill the vision by:**

1. Providing an environment that fosters:
  - a. Self-confidence
  - b. Self-esteem
  - c. Open-mindedness
  - d. Tolerance
  - e. Community awareness
2. Providing the opportunity for individuals to pursue areas of interest such as: academics, sports, student council, vocational career technology, music, art, drama, MTC group, media studies, technology, yearbook, and other school related activities.
3. Providing an environment that promotes responsible, well-adjusted citizens and leaders both in and outside of school.
4. Providing an environment for students that instill confidence, skills, and desire to contribute to society and to remain lifelong learners.

## **STUDENT RIGHTS:**

- To be treated with fairness and respect by both peers and staff
- To work in a clean and safe learning environment
- To feel free from physical and verbal harassment
- To be heard and to have a voice in school decisions that affect students personally and collectively
- To have access to all school personnel who may help students reach their full potential
- To have classes where the teacher is well prepared and provides an environment conducive to learning

## **STUDENT RESPONSIBILITIES:**

- To show courtesy and respect to everyone in the school and community
- To have respect for school property and personal property of others
- To report physical or verbal harassment
- To be aware of school policy and act accordingly
- To participate in extra-curricular activities and serve as role models to each other and the community
- To take advantage of all the learning opportunities in the school
- To attend classes and be punctual as well as act in a manner appropriate to achieve success

## **TEACHER RIGHTS:**

- To be treated with respect and dignity by students, parents, and administration
- To have a safe and clean work environment
- To be free from physical and verbal harassment
- To have the cooperation of administration, parents, and student
- To be informed by parents of circumstances that may interfere with student achievement
- To expect students to work to the best of their ability
- To expect students to come to class on time, prepared, and act in a manner which allows for a positive learning environment for all members of the class

## **TEACHER RESPONSIBILITIES:**

- To treat students and parents fairly with dignity and respect
- To provide a safe learning environment, free from physical and verbal harm
- To report physical and verbal harassment
- To treat students as individuals, listen, and be responsive to their opinions and suggestions
- To take into account, if so informed, circumstances which may interfere with student achievement
- To keep parents informed of student's progress
- To be well prepared, on time, and provide interesting and varied learning opportunities for all students

## **PARENTS' RIGHTS:**

- To be treated with respect by all school personnel
- To expect that the rights of the students are being met
- To expect their child is in a safe learning environment, free from physical and verbal harassment
- To express their concerns and opinions
- To be informed by the school of attendance and punctuality issues.
- To be informed of their child's progress regularly and to request further information
- To expect staff and administration to demonstrate appropriate behavior and be positive role models for the students

## **CODE OF CONDUCT**

The following are **possible consequences** for unacceptable student behavior:

### **INAPPROPRIATE BEHAVIOURS**

#### **Attendance and Lates:**

See attendance policy

#### **Disrespectful Behaviour to others: yelling, swearing, teasing ....**

- apology
- office visit
- contact home
- loss of school privileges
- suspension

**Drugs/alcohol:**

**a)Under the Influence:**

- contact home
- parent meeting
- removed from premises
- AFM counseling
- suspension
- recommendation for expulsion
- Contact RCMP

**b)On property:**

- contact home
- parent meeting
- AFM counseling
- contact RCMP
- suspension
- recommendation for expulsion

**Harassment: verbal, gestures, sexual, bullying/intimidation, electronic bullying, swarming**

- contact home
- parent meeting
- education/counseling
- loss of school privileges
- mediation
- suspension
- report to police and/or appropriate agencies

**Inappropriate behavior: pushing, practical jokes ....**

- warning
- apology
- office visit
- contact home
- loss of school privileges
- education/counseling
- suspension

**Inappropriate dress – see dress code:**

- request student to change into appropriate clothing
- warning
- contact home
- sent home
- suspension

**Smoking:**

- warning
- contact home if under the age of 16
- cleaning parking lot
- loss of school privileges
- in-school suspension
- suspension

**Theft**

- restitution
- loss of school privileges
- suspension
- report to police

**Vandalism/littering**

- restitution- clean, repair or/and pay
- loss of school privileges
- community work
- suspension
- report to police

**Violence: fighting, threats, physical harm, possession of weapons on property**

- office visit
- engage threat assessment team
- contact home
- parental meeting
- loss of school privileges
- suspension
- recommendation for expulsion
- report to police

## ACCIDENTS

Accidents will be handled as swiftly and carefully as possible. If parents cannot be reached, and if urgent care is required, children will be transported to the Morris Hospital, emergency contacts will be alerted. Parents will be notified as soon as possible. Please make sure the school has been informed of another responsible adult who can be contacted in case you cannot be reached.

## ARRIVALS AND DISMISSAL – K-6 STUDENTS

- a) Bus students upon arrival must go directly to the East playground. All students may enter the school through their designated doors and go to their classrooms when instructed to do so by the supervising staff member.
- b) Parents who are waiting for or dropping off their children must observe the Town of Morris Parking regulations (posted along Toronto Ave. East). K-6 students may use the Early Years North door (beside Mrs. Skog's office) to leave the school at dismissal time.
- c) Please note that for student safety there is no stopping in the cross walk area in front of the school during student arrivals and dismissals.
- d) **Please note that the school is not open until 8:25 am – there is no supervision until this time. Please do not send your child (ren) to school until this time.**

**\*\* No entrance and/or parking in the bus loading zone between 8:00 AM and 4:00 PM \*\***

## ATTENDANCE

### Morris School Student Attendance Policy:

Morris School believes that regular attendance improves

- ✚ Learning
- ✚ Achievement
- ✚ Behavior
- ✚ Self-esteem.
- ✚ Opportunities in the future

The Public Schools Act requires compulsory attendance for school-age children.

Parents are legally responsible for ensuring students attend school. Absences **MUST** be verified with a note or phone call from parents. **K-12 parents please call homeroom teachers or the Office before 8:30 a.m.** Students who are absent from class, for any reason, are responsible for making arrangements with their teachers to complete learning activities that were missed as a result of the absence.

## Unexcused Absenteeism

Unexcused absences are unacceptable. All absences will be considered unexcused if the teacher or the office has not received contact from the parent or guardian to explain the absence.

Classroom teachers will follow these steps:

- 1) Teacher meets with student.
- 2) Teacher contacts home.
- 3) Teacher will meet with parent (s) and student and if requested, Administration may be invited.
- 4) Referral to Administration in unresolved issues of ongoing unexcused absences.

Possible consequences may be :

- removal of priviledges (field trips, extra-curricular, open campus etc.)
- restitution
- making up time (lunch/after school)
- detentions
- possible suspension
- possible removal from course and or loss of credit

**\*\* If a student's course load drops below 3 credits they will be required to withdraw from school for the remainder of the semester. Exception will only be made for Grade 12 students who have fast tracked their High School credits by taking extra courses in grade 10 and 11 or students on a specific school approved program.**

## Make Up Work

It is the responsibility of the student to prepare for a planned absence by requesting from his/her teacher(s) work that will be covered and assigned while the student is absent. Some classroom assignments and activities such as group discussions and labs may not be replicate, therefore, the student must be prepared for the possibility that he/she will not be able to make up this work. In the event of missed work resulting from an unexcused absence, the school is not required to provide the student with the opportunity to make up for what was missed. Further, in the event that a student is absent from a test, exam, or misses a deadline for an assignment resulting from an unexcused absence, the student may be given a grade of zero.

### **Excusable Absences**

School administration will determine what are excusable absences; however, the following are examples:

- a) school-sanctioned trips and events
- b) required religious observances
- c) illness (may require documentation from a medical authority)
- d) family matter(s)

**NOTE:** *Staff will track all attendance. In the event that the number of a student's excused absences becomes a concern, that student's school status will be reviewed. This will include a review of the student's academic standing and behaviour, communication by staff with student parents and when required, the Student Services team may occur at this time.*

### **Pre-Arranged Absences**

The school discourages students from taking family trips/vacations during the school year due to the risk to academic achievement. Formal instruction and participation in classroom activities will be missed and undue stress will be placed on the student to complete make up work. If there is a need, however, for a prearranged absence, parents shall notify school administration advising of the child's absence at least five (5) days in advance of a proposed absence. Prior to leaving, it is the student's responsibility to make arrangements with individual teachers for work missed during the prearranged absence. When possible, teachers will provide make-up work before the anticipated absence. Final exams will not be taken early unless approved by the principal.

Non-school related appointments, such as medical, should be made outside the school day. If a student must leave during the school day, the parent or guardian must notify the school as soon as possible. The school will not allow a student to miss classes for this reason unless a parent or guardian has confirmed the appointment. This procedure is enforced to secure the safety and well being of all students.

## **Late Policy**

Tardiness is an unacceptable behaviour in society and is considered disrespectful and disruptive. The Late Policy is designed to promote better student achievement and accountability by:

- 1) Encouraging students to be on time to class.
- 2) Reducing the amount of instructional time lost to interruptions caused by students who arrive late to class.
- 3) Involving students, parents, and staff in addressing issues of student punctuality.
- 4) Raising awareness of the impact of one's action on their learning and that of others.

Classroom teachers will follow these steps for lates:

- 1) Teacher meets with student.
- 2) Teacher contacts home.
- 3) Teacher will meet with parent (s) and student and if requested, Administration may be invited.
- 4) Teacher refers student to Administration in unresolved issues of tardiness.

Possible consequences may be :

- removal of priviledges (field trips, extra-curricular, open campus etc.)
- restitution
- making up time (lunch/after school)
- detentions
- possible suspension

## **Note**

While school staff is authorised to enforce the attendance policy in a manner that serves the overall welfare of the school, every effort will be made to manage the attendance policy in a fair and reasonable manner. Further, should the student and/or parent(s) of the student feel the decision(s) of the school administration related to this attendance policy are unsatisfactory; they may refer their concerns to staff and the Superintendent.

## **BICYCLES**

All students riding to school on bicycles should park in the designated area. Children may not play in these areas. Parents are encouraged to be sure their children know and practice good bicycle safety habits. The school is not responsible for any damage to bicycles that are brought to school. We encourage students to bring their own locks for their bikes.

## **BUSSING - please see attached Bus Ridership document**

If your child will be leaving the school on a different bus than usual, or not riding the bus home as usual, a signed note with this request must be shown to the classroom teacher and given to the office by 2 p.m. of that day. Please inform your bus driver if your child does not require to be picked up in the morning or dropped off after school.

**Guests on a bus need to request permission in writing at the school office to ride the bus. A written note or phone call by the parent to the school office is required by 2 p.m. the same day. If this is not received, your child may be denied access to bus transportation.**

## **BUS DAMAGE**

The school bus is an expensive piece of equipment. Willful damage and vandalism will be severely dealt with. Bus drivers do daily seat inspections and students are expected to pay for any damage they cause.

## **DRESS CODE**

School administration and staff will make every attempt to be fair and reasonable concerning the enforcing of the dress code policy at Morris School, however, in accordance with its authority reserves the right to apply discretion where the policy is unclear.

Morris School promotes student success through a positive school climate and students are expected to display respect towards their school. Accordingly, dress code requirements are expected of students while attending and/or representing Morris School.

1. Students will be dressed in some appropriate form of footwear, as bare or sock feet constitute health and safety hazards.
2. Students who choose to wear shorts to school will ensure that shorts worn include a sufficient leg component.

3. Articles of clothing which present inappropriate material(s) and or messages are not permitted to be worn in school. This includes, though is not limited to, words and/or images related to the following: profanity, lewd slogans, obscene pictures, racial slurs, gangs and words and images that highlight drugs, alcohol or tobacco products.
4. Sleeveless shirts are not encouraged but may be permitted subject to the following conditions:
  - 1) there is adequate covering of the upper body
  - 2) the shirt completely covers the midsection
  - 3) bra straps are completely covered
5. All pants must adequately cover the hip and waist section at all times. Pants designed, for example, to hang below the hips and waist is prohibited. Further, students are not allowed to wear their pants in a manner described above.
6. A change of clothing is required for all physical education classes. Specific clothing requirements for P.E. classes will be provided by the Phys. Ed. teacher(s).

*All caps and hats must be removed upon entering classrooms during the school day.*

Portions of the dress code policy may be disregarded for the following reasons:

- a) special event such as Halloween or Spirit Week;
- b) medical reasons that are confirmed and verified by either a medical official or a parent  
The verification must be in written form.

### **DRIVING TO EXTRA CURRICULAR ACTIVITIES**

- ✚ When bus transportation is provided, it is the expected mode of transportation.
- ✚ Students/Parents/Guardians/Staff who provide personal vehicle transportation to and/or from extra-curricular events must complete a Transportation waiver which includes vehicle registration and license numbers.
- ✚ Parents/Guardians must sign and return travel consent which identifies with whom their child (ren) is traveling with.
- ✚ **AT NO POINT ARE STUDENTS ALLOWED TO TRANSPORT OTHER STUDENTS TO ANY SCHOOL SANCTIONED EVENTS.**

### **ELECTRONIC DEVICES**

Morris School is not responsible for loss or damage to valuables brought to school. Valuable electronic devices (ie. Ipods, Game Boys) should not be brought to school. Cell phones may be brought to school but **must be deactivated during class time**. Digital imaging devices (ie. camcorders, cameras) are not allowed without permission by school personnel. **School personnel have the right to confiscate any electronic device** that is deemed to be any of the following:

- a) distraction or disruption to the learning environment of the school
- b) invasion of personal privacy and/or security
- c) a threat to the personal safety of an individual or group

## **EXAM POLICY**

### **Senior Years students:**

Exams are written at the end of each term (January and June).

- A) Provincial Exams in Grade 12 E.L.A. and Mathematics
- B) Exams in all courses as required by the teacher

## **FIRE ALARM**

There will be 10 fire drills during the year. Students should be aware of the exit routes from each classroom. Directions will be posted near each room exit. When exiting the school, walk in single file. Do not run. The first student reaching the classroom door and the first student reaching the outside door must hold these doors open for the students following. Once outside line up in rows away from entrances and at a safe distance from the school so that teachers can take attendance and rescue workers can enter the building.

## **GRADUATION**

All potential grads must fill out an intent to attend convocation. Grads and parents/guardians are required to attend meetings and to participate in committees. Those attending convocation are required to pay a fee as set out by the Staff Graduation Committee. There are mandatory fundraisers (to cover the hall fees) and the remaining balance is due before grad day.

### **Grade 12**

1. Graduation exercises will be held June 24<sup>th</sup>, 2011
2. Students will receive a graduation diploma if the following criteria are met:  
Standing in the following compulsory core subjects

Grade 9 – ELA, Mathematics, Science, Social Studies and Physical Education

Grade 10 – ELA, Mathematics, Science, Social Studies and Physical Education

Grade 11 – ELA, Mathematics, History, Phys. Ed

Grade 12 – ELA , Mathematics, Phys. Ed and 1 other 40S level course

The balance of credits shall be obtained via electives.

## **HONOR ROLL**

### **Honor Roll**

**Grade 7/8** - Students must attain an overall minimum average of 80%.

**Grade 9** - Students must be enrolled in the nine credits offered at school and obtain an overall minimum average of 80%.

**Grade 10** — Students must have an overall minimum average of 80% in eight subjects which must include all compulsory subjects.

**Grade 11** — Students must have an overall minimum average of 80% in six subjects which must include compulsory subjects and a passing grade in Physical Education 30F.

**Grade 12** — Students must have seven grade 12 level subjects; these courses must include two credits of English 40S and one credit of Math 40S. The student must also have an average of 80% or greater in the best six subjects including English, Math and a passing grade in Physical Education 40F.

### **Academic Awards:**

#### **Students who meet the criteria will receive one of the following Masters Awards for Academic Excellence:**

- **Bronze Masters Medal**

This award is given to students who have a 90% or higher in 3 or more subjects.

- **Silver Masters Medal**

This award is given to students who have 95% or higher in 2 subjects.

- **Gold Masters Medal**

This award is given to students who have a 95% or higher in 3 or more subjects.

#### **Grade 7/8 Scholastic Award**

This award is presented to a grade 7 or 8 student who has an overall average of 90% or above in the following core subjects: Math, Science, Social Studies and English Language Arts.

### **Service Award**

This award is presented to a student who participates in school activities that are unpaid and not for credit. Activities may include but are not limited to: coaching, canteen, refereeing, score keeping or volunteer work outside of one's own team or club. Students must have consistently volunteered throughout the year.

### **Athletic Participation Award**

In order for a student to receive an Athletic Participation Award, students will have participated in at least 3 school sports and attended practice on a regular basis.

### **Grade 7/8 Athletic Participation Award**

In order for a student to receive an Athletic Participation Award, students will have participated in at least 3 school sports and attended practice on a regular basis.

### **Leadership and the Arts Award**

This award is given to students who are involved in 2 or more school clubs other than school sports. These activities cannot be for credit and may include but are not limited to: Kids Caring for Kids, Student Council, Drama, Pottery, African Drumming, MTC, Yearbook, etc.

### **Grade 7/8 Leadership and the Arts Award**

This award is given to students who are involved in 2 or more school clubs other than school sports. These activities cannot be for credit and may include but are not limited to: Drama, Pottery, African Drumming, Student Council, Yearbook, etc.

### **Maverick Award**

A Maverick Award is given to a grade 9 – 11 student who must be a present recipient of the Honor Roll and the Athletic Award. They must also have either a Leadership/Arts Award and/or a Service Award.

### **Band Awards**

**Outstanding Musician** — The Outstanding Musician Award is a scholarship to a music camp. This award is based on an audition. Based on funding from band parents there may be 2 – 4 scholarships given.

**Most Improved Musician** — The Most Improved Musician is given to a student who has improved their grade average by at least 10% from November to May. The award is also based on the amount of improvement they have made with their instrument. This award is open to grade 6 – 12 students.

**GRADE 12 AWARDS:** - Award criteria is in a separate booklet provided to potential graduates.

## **INFORMATION TECHNOLOGY USE POLICY**

All students must complete an internet/computer use policy signed by a parent in order to be eligible to access technology in the school. All technology use must be permitted and supervised by school personnel.

## **INTRUDER ALARM**

The school is equipped with an intruder alarm that notifies the RCMP when an intrusion occurs. Also, please note that the school is now equipped with video surveillance cameras. During after school activities students need to be careful determining which doors are accessible.

## **LIBRARY**

All students have access to the learning resources provided by the library. Students shall abide by established rules of conduct and expectations while in the library. Students failing to return books on the due date may lose borrowing privileges. Students are responsible to cover the replacement costs of damaged or lost books.

## **LOST AND FOUND**

Please label all articles and belonging that your children bring to school and encourage them to check the lost and found box for missing items. Unclaimed lost and found articles will be sent to the MCC store at the end of each school term.

## **LOSS OR DAMAGE**

In the event of loss or damage to books or other school property students will be charged an appropriate amount.

## **LICE**

Upon detection or suspicion of nits or lice in a student, the staff member shall contact the office. Once the office has been notified, the following procedure will occur:

- Parents are contacted by telephone and they are requested to pick up their children for further verification and treatment. Parents are referred to the Public Health nurse for confirmation.
- An informational letter will be sent home to classes affected. If more than one class is affected than a letter will be distributed to all students in that particular area. (Early Years, Middle Years, and/or Senior Years)
- The student(s) will remain in the class until the end of the day if a parent cannot be reached or is unable to pick up their child.
- Students may return to school the next day if they have been treated and are NIT FREE.
- In recurring cases within a few weeks a new letter will not be sent home.

## **LOCKERS**

The use of lockers at Morris School is a privilege. Lockers are the property of Morris School. Students who damage lockers or do not clean them properly may have their locker privileges revoked. Students should not leave items of value in lockers. **The school will not be held responsible for any missing or damaged goods left in a student's locker.**

Grade 7 – 12 students will be issued a lock and locker upon receipt of their \$20 student fee. **No outside locks will be permitted without permission from the office.**

Lockers are arbitrarily assigned and **must not be changed without permission of the principal.** Payment for lockers use will be made at the office. All students must sign the Locker Agreement Form. The locker number must be recorded on this form. When payment is made a receipt will be issued to the student. The original will be kept in the office for reference purposes. The office has a record of combination lock serial numbers and combinations.

At the end of the school year, all students will be required to leave their locks on their lockers before leaving for the summer.

## **LOCK DOWN PROCEDURES**

Morris School has implemented a school Emergency Procedures Plan which is designed to ensure the safety of all students and staff. This plan is reviewed and practiced each school year. In the event of having to lockdown, the principal will communicate to parents/guardians via telephone or letter.

**In the case of an emergency or lockdown situation at the school, please do not try to contact the school or to enter the school building during this time as it ties up the phone lines for authorities and emergency personnel. It could also potentially place yourself and others in danger.**

## **MEDICATION**

Any medications (prescription and non-prescription) **can only be** distributed by school personnel except where a child requires specific medications and a note explaining the amount and times that it is to be taken is sent and signed by the parent(s). Prescription medication to be administered by school staff must be kept in the office and an authorization form filled out by the parent or guardian.

## **MORRIS SCHOOL NUTRITION PLAN**

### **A Statement of Philosophy**

Morris School recognizes the importance of nutrition in our student's daily lives. Together with community and home we will work at encouraging healthy nutritional choices for our student's optimal mental and physical wellbeing.

### **Rational**

Eating nutritious well balanced diets is recognized as a priority to enhancing learning and attention span. We realize poor nutrition can put young people at risk of childhood obesity, malnutrition, disordered eating, type 2 diabetes, iron deficiency anaemia and dental cavities. Poor eating habits established in childhood can often carry to adulthood diseases such as heart disease, diabetes and several types of cancer. We want to ensure our students are nourished so they are emotionally and intellectually ready to learn. Nutrition that nourishes the brain is based on Canada's food guide and the four food groups.

### **Nutrition Policy**

Our school will work at becoming an institutional role model by educating our students about the importance and value of healthy eating. Courses such as Health/Physical Education and Home Economics will lead the way with the nutrition curriculum component. As part of a larger community we will all work to promote responsible eating patterns by ensuring our canteens and vending machines carry products from the four food groups. We will work towards the serving recommendations of ½ of every plate being fruits and vegetables. We will offer only milk, juice and water and no soft drinks at our school and school functions.

In our fundraising and school functions we will attempt to promote 95% of all products being from the four food groups.

We encourage the guideline for class parties and special occasions of 75% of all foods from Canada's Food Guide.

In lunches brought to school from home we would like to encourage parents/guardians to join with our school in promoting healthy nutritious choices by sending bag lunches with 95% of the food from the four food groups. We want to discourage packaged fruit snacks and encourage wholesome fresh fruit as the first choice.

## **OFFICE**

Office hours are from 8:00 AM to 4:00 PM. **Please note that all doors except for the front ones are locked during the day - all visitors and parents are asked to report to the General Office when they come to school.**

## **PANDEMIC PLAN**

Please note that the RRVSD has established a pandemic plan – please visit their website at [www.rrvsd.ca](http://www.rrvsd.ca) for further information.

## **PHYSICAL EDUCATION**

- a) All students are required to have a clean pair of running shoes for physical education. These runners may serve as school shoes as well. The soles must be non-marking on the floor.
- b) Physical education is a compulsory course. If students are unable to participate for a short period of time, they shall bring a note from home explaining the situation. If students must be excused for an extended period of time, a note from a medical doctor is required.
- c) No students will be allowed to use the gym at any time unless supervised by school personnel.

### **Grades 7 – 12:**

- All grades 7 – 12 students are required to change into gym clothes – eg – t-shirts, shorts and sweats. If there are issues with changing the teacher will contact home. For ongoing issues the teacher will meet with parents and student to determine a solution.

### **Grades K-6:**

- K-4 students are not required to change for PE unless the teacher sends home a note for specific activities.
- Grades 5 & 6 students are asked to bring a change of clothes for PE.

## **SCHOOL CLOSURES**

Announcements of school cancellations due to inclement weather, unsafe road conditions, or facility problems (ie. lack of heating) will be aired on radio stations CFAM, CJOB and CBC by 7:30 a.m. or go to the division website at [www.rrvsd.ca](http://www.rrvsd.ca)

## **SENIOR YEARS STUDENTS WITH SPARES**

**(Note: Only students in Grades 10 -12 are eligible to have a spare)** Students with spares may go to one of the following:

- a) Library or Enrichment Room - absolute quiet for research and homework.
- b) Multi-Purpose Room - homework and snack, etc. More relaxed atmosphere.  
Must not interfere with other classes.
- c) Leave the building - Open campus policy.

Students found loitering in the hallway will be asked to choose one of the above options. Continued loitering may result in disciplinary action by school personnel.

## **STORM PROCEDURES**

1. Classes will continue as usual if a storm arises during the day and busses are cancelled. At the end of the day, bus students will be sent to their designated billet. Each year rural students must complete a form indicating billeting arrangements in town in case buses are cancelled while students are in school. **Please make arrangements with a friend or relative in town and let the school know where you would like you children to billet. Forms are sent home in September. If you do not identify a billet one will be assigned.**
2. If the weather is severe, no K-6 students will be permitted to leave the school unless accompanied by a person at least 12 years old.
3. Parents may pick up students at school prior to 3:20 p.m. Otherwise pick up your child at their billet's home.
4. Teachers will keep records of student dismissal from their classes. Students will not be dismissed to anyone other than their parents or billet without parent permission. Grade 7 and 8 town students and all senior students must sign out and declare their destination if leaving on their own. Teachers will remain with each class for supervision until all students have left, then submit their dismissal records to the office.

## **STUDENT COUNCIL**

The Council meetings are a forum for students to plan activities for the student body, to discuss student issues, and to make recommendations to the administration of the school. The council funds a wide range of activities and services to students.

## **STUDENT FEES**

Students in grades 7-12 will be assessed a nominal annual fee of \$20.00 per year. This fee is allocated primarily to offset costs related to locker and lock rentals and any damage costs that may ensue, as well as student activities and events.

## **STUDENT PLANNERS**

All students from grades 3 to 9 are required to have a school student agenda. Agenda costs are included in student fees. Grades 10 – 12 students are required to provide their own planners.

## **STUDENT VEHICLES**

Students who bring their vehicles to school are expected to drive responsibly in the school zone (Toronto Avenue East). If they are reported to be driving unsafely the RCMP and parents will be notified.

No students are to be parked in the staff parking lot or in the bus loading zone between the hours of 8:00 AM and 4:00 PM.

## **SUNFLOWER SEEDS**

Sunflower seeds are **NOT** allowed in the school or on the school property.

## **TELEPHONE CALLS**

Morris School has a phone and voicemail system. Parents are welcome to leave messages for students or staff on the voicemail system. Phones in classrooms are set to “do not disturb” so please leave a message. If it is an urgent message, press 0 to speak to office personnel during school hours. Please refer to STAFF LIST for the appropriate information. Students may access the pay phone before, during and after school. During class time, students may use the classroom phones with permission from their teacher.