



Turtle River School Division - Administrative Procedure

Section B – School Administration

B-00

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Section B – School Administration Staffing Formula

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It is the intent of Turtle River School Division to staff all schools across the division fairly and equitably while taking into account special circumstances that may occur at one particular school.

Schools should be staffed according to the following schedule based on pupil teacher ratios which will include set amounts for school administration, level 1 resource, and guidance time.

K-12 Schools

	100-125	126-150	151-175	176-200	201-225	226-250	251-275	276-300
Students	100-125	126-150	151-175	176-200	201-225	226-250	251-275	276-300
PT. Ratio	11.75	12.25	12.75	13.25	13.75	14.25	14.75	15.25
Admin.	0.35	0.45	0.55	0.65	0.75	0.85	0.95	1.05
Resource	0.75	1.00	1.00	1.25	1.50	1.50	1.75	2.00
Guidance	0.15	0.15	0.20	0.20	0.25	0.25	0.30	0.30

K-8 and Colony Schools

	1-25	26-50	51-75	76-100
Students	1-25	26-50	51-75	76-100
PT. Ratio	12.75	13.25	13.75	14.25
Admin.	0.1	0.15	0.2	0.25
Resource	0.25	0.25	0.5	0.5
Guidance	0.03	0.03	0.09	0.09

Kindergarten is full time.

K to 8 should have no more than 2 grades per class whenever possible.

Schools over 300 students should have a vice-principal. In special circumstances schools under 300 students may have a vice-principal if approved by the board. In cases where there is a vice-principal in the school, the allotted administration time will be shared between the principal and the vice-principal. No additional administration time will be allotted.

The staffing formula is a guideline only. It is the intent of the division to staff all school fairly and efficiently, keeping in mind, what is in the best interest of the student's needs.

Resolution No.3 May 12, 2009 Resolution No.3 March 23, 2010 Resolution No.4 April 13, 2010 Resolution # 7 March 12, 2013

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Educational Assistant Staffing Formula

It is the intent of Turtle River School Division to staff all schools across the division fairly and equitably while taking into account special circumstances that may occur at one particular school or the needs of one particular child requiring services.

1. For each level III student identified and funded by the province the Turtle River School Division will budget for 8 hours of educational assistant time to that child in a single school day. Additional time may be required if the particular child may be attending a field trip which goes beyond the regular school day.
2. For each level II student identified and funded by the province the Turtle River School Division will budget for 4 hours of educational assistant time to that child in a single school day. Additional time may be required if the particular child may be attending a field trip which goes beyond the regular school day.
3. Level I Educational Assistant time will be provided based on the following formula;

45 FTE students or less	3 hours of EA time
90 FTE students	6 hours of EA time
120 FTE students	8 hours of EA time
180 FTE students	12 hours of EA time
240 FTE students	16 hours of EA time
300 FTE students	20 hours of EA time

The staffing formula is a guideline only. It is the intent of the division to staff all school fairly and efficiently. Keeping in mind, what is in the best interest of the student's needs.

Resolution No. 4 June 23, 2009
Resolution No. 7 June 14, 2016

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Secretary / Library Clerk Staffing Formula

Student Population	Secretarial Hours	Library Clerk Hrs.	Total Hr/day	Total Hr/week
10 – 30	.5	.5	1	5
31 – 40	1.0	1.0	2	10
41 – 50	2.5	2.0	4.5	22.5
51 – 75	3.5	3.0	6.5	32.5
75 – 100	5.0	3.0	8.0	40
101 – 300 **	5.5	4.0	8.5	42.5
101 – 300 *	7.0	6.0	13.0	65.0
301 – 450	7.0	9.0	16.0	80.0
451 – 600	10.0	9.0	19.0	95.0

** - Elementary K – Grade 8

* - High School Grade 9 – Grade 12

High school will have a minimum of 6.0 hours of library time. The library shall be open ½ hour during the noon hour.

August /89, January /91, April /92, April /99, June/00, June 01, Oct/02
Resolution No.7 April 27, 2010

SECRETARIAL SERVICES PRIOR TO SCHOOL OPENING

Secretaries shall report to work 5 Working days prior to schools start day.

If in special circumstances a principal requires additional time, the principals may apply to the superintendent. If the superintendent is not available, application may be made to the secretary-treasurer.

August 21, 1989, Reviewed January 5, 2009, Resolution No. 5 September 9, 2014

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Section B – School Administration Fees, Advertising, and Visitors to the Schools

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CAUTION FEES POLICY

The Turtle River School Division will not be collecting caution fees at the beginning of each school year. However, students are responsible to take proper care of all school supplies which are issued to them. If any school property is lost or damaged by a student, that student will be responsible to pay for the value of the property as assessed by the school.

January 9, 1990, Reviewed January 5, 2009

SCHOOL LOCKERS

School lockers are the property of the school division. They are issued to students for student use. It is the responsibility of the students to keep these neat and clean. The principal or his/her designate have the right to inspect these lockers at any time.

October 2, 1990, Reviewed January 5, 2009

LOCKS POLICY

In cases where the school supplies locks, the locks are to be used by the students. In cases where locks can be bought or rented from the student council, the payment of fees is to be made directly to the student council. In cases where students receive permission to use private locks, they will be required to supply a second key for the combination to the principal.

January 9, 1990, Reviewed January 5, 2009

ADVERTISING IN THE SCHOOLS

Schools should not be used as a media for advertising for non school related activities, especially those for profit. The principal shall be responsible to determine which advertising is legitimate. All advertising must be authorized by the principal. Any advertising which is not authorized shall be removed by the principal or his/her designate.

Reviewed January 5, 2009

PARENTS AND VISITORS TO THE SCHOOLS

Parents and visitors to the schools must report directly to the principal or the office. The principal or designate will make provision to access to other areas of the school, or to staff members as the principal or designate deems appropriate.

Reviewed January 5, 2009

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CORPORAL PUNISHMENT

Corporal punishment as a means of discipline shall be banned in all schools in the division.

Reviewed January 5, 2009

STUDENT INSURANCE PROGRAM

Personal injury and life insurance is the responsibility of parents. Parents may purchase

insurance that is sponsored by the Manitoba Association of School Trustees.

Reviewed January 5, 2009

SCHOOL DAY

Under regulations of the Public School Act, the instructional day at all grade levels must be a minimum of five and one half hours, unless under special circumstances, the board approve alternate times. This time period includes time spent in recesses but does not include the lunch period. The actual times of opening and closing and the length of the lunch hour may, however, be determined by school board resolution. In grades one to six (1-6) there must be recesses for all students in both the morning and afternoon.

These recesses must be at least ten minutes long and must not exceed fifteen minutes.

Reviewed January 5, 2009, Resolution No. 3 September 28, 2010

STAFF STUDENT RELATIONS

The Board expects students and staff members of this division to give each other the respect and courtesy required by the members of any group of people who are required to work together.

Reviewed January 5, 2009

ADMINISTERING MEDICINE TO STUDENTS

Prescribed medicines may be administered to students by staff members ONLY at the request of the parent, in writing, and according to the recommendation of a doctor.

Specific directions shall be provided in writing.

October 23, 1990, reviewed January 5, 2009

COMMUNICABLE DISEASES

A principal, health nurse, or health officer may send home a student who has a communicable disease.

Reviewed January 5, 2009, Resolution No. 4 September 28, 2010

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ADMISSION OF RESIDENT STUDENTS TO SCHOOLS OF TURTLE RIVER SCHOOL DIVISION NO. 32

Before the principal of the school admits any new students to the school he/she shall:

- a) Determine that a student is a resident of Turtle River School Division as per conditions spelled out in the Public School Act. If a student is not a resident, the policy for, "Admission of Non Resident Students" shall apply.

If it is determined that the student is a resident, the principal shall;

- a) Check the legal land description of the residence of the parents/guardians and inform them on which bus route they reside. The principal shall inform the transportation supervisor and ask the parents to contact the transportation supervisor and make a request for transportation. If a parent lives on a bus route which is already serviced by bus service to another school, the principal shall not register the pupils but refer them to the school which is serviced by transportation. If the parents insist registering their children at that school, they are to be referred to the division office.
- b) The superintendent may give permission for the students to enroll in another school which is not serviced by transportation but instruct the parents/guardians that transportation will not be provided. The superintendent may also give permission for parents to meet a bus. The superintendent is to inform the secretary-treasurer and the transportation supervisor of the decision. The secretary-treasurer shall reaffirm the decision to parents, in writing, and inform them that the decision is an interim one and will be referred to the board for a final decision. All parents requests shall be made, in writing, and forwarded to the secretary-treasurer.
- c) The transportation supervisor shall be responsible for authorizing all transportation in the division and informing all bus drivers. **Bus drivers are not to pick up students who do not have authorization for transportation.** In cases where there is no transportation provided to any school in the division, the transportation supervisor shall make appropriate transportation arrangements.

In the absence of the transportation supervisor, the secretary-treasurer or superintendent may authorize interim transportation. If neither of the above can be contacted, the principal may authorize interim transportation and inform the bus driver. The principal shall inform a division office administrator as soon as possible of his/her decision.

In cases of emergency, extreme weather conditions, bus drivers may pick up any pedestrians on the route.

October 23, 1990

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Parents/students have the right to exercise choice of schools according to the guidelines set by Manitoba Education and Advanced Learning.

In addition to the Manitoba Education and Advanced Learning Guidelines the following shall apply.

CHOICE OF SCHOOLS WITHIN THE DIVISION (other than designated school)

Students must meet the bus along an existing route. Bus routes may be extended or altered at the school board's discretion. The principal may recommend a change of school if it is in the student's best interest.

CHOICE OF SCHOOLS OUT OF THE DIVISION

Transportation may be provided for students exercising school of choice out of Division, if the change of school is in the students best interest and recommended by the Superintendent. The Superintendent is to provide this recommendation, in writing, to the Secretary Treasurer prior to the change of school. In order to qualify for transportation, the student must qualify for the transportation grant as provided by Manitoba Education and Advanced Learning or the grant is to be paid by the parents or guardian.

The transportation fee must be paid or arrangements to pay must be made prior to the start of the school year. If no communication is received the student will not be allowed to ride on the bus. If student no longer requires transportation services, reimbursement may apply upon written notification from parent/guardian at which time the student will no longer have the ability to ride the bus at any time. If reinstatement of bus services is required during the school year, the parent/guardian must reapply for approval and pre-payment of the transportation fee will apply.

Transportation will only be provided on an existing bus route. No additional transportation will be provided.

This policy will apply to all new students wishing to exercise for choice of schools effective fall term 2015.

The Board reserves the right to deny transportation to and from school for any student exercising school of choice.

Feb. 6/01, July 16/02, Resolution # 5 April 28, 2015

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SCHOOL OF CHOICE – INAC STUDENTS

Turtle River School Division may allow students who are funded by the Department of Indian and Northern Affairs to attend school in Turtle River under the following conditions:

1. The division is not obliged to admit INAC funded students unless it has school accommodations and teaching staff in excess of the required for the resident students.
2. All INAC funding received by the First Nations Education Authority is transferred to Turtle River for the student.
3. The principal feels that there is room in the school and that acceptance of the student would not result in any additional staffing or resources, or the transfer would not result in a disruption in the school.
4. Funding is to be transferred on a per semester basis. The Secretary-Treasurer shall determine a payment schedule when the INAC student is accepted.

October 8, 2002

ADMISSION OF NON-RESIDENT STUDENTS

Those who do not qualify for Choice of Schools or program legislation.

“Non-resident” pupil means a pupil whose parents or guardians do not reside within the Turtle River School Division boundaries. The board must admit non-resident pupils under conditions outlined in the Public Schools Act.

The board is not obliged to admit a non-resident pupil unless it has school accommodations and teaching staff in excess of that required for the resident students.

The division may enter into reciprocal agreements with other divisions regarding the transferring of students between divisions.

Residual costs may be waived where agreements are reached between school divisions.

See the form for “Admission of non-resident students.”

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Non resident fees:

Neighbouring Divisions:

Example: A

Students register September 1. Since the student is provincial student and if Turtle River School Division receives grants the fee would be;

Basic grant \$3,500.00
Special needs 7,000.00
Total grants 10,500.00

Cost to educate;

Basic \$5,000.00
Busing 700.00
Additional TA 8,000.00
Total Cost \$13,700.00

Residual fee $13,700 - 10,500 = \$3,200.00$

If the student registered in January 1, the cost would be $13,700 - 10 \text{ months} \times 6 \text{ months}$ left in the school year.

Federal students, out of province students and foreign students:

Fees to be charged is equal to the total cost for educating the student.

October 8, 2002

FOREIGN EXCHANGE STUDENTS

Foreign exchange students shall be charged the full tuition less the prorated grants as funded by the Public Schools Finance, as per Department of Education and Training schedule.

The number of foreign students accepted will not exceed two per school. Foreign students will be accepted into the school only if, in the opinion of the principal, their presence will make a positive impact on the school.

Registration of all foreign students should occur prior to May 15. All fees should be paid in advance, either monthly or two or three installments. The secretary-treasurer shall determine how and when the fees will be paid.

Foreign students (non Canadian) shall not be eligible to receive graduation awards.

December 13, 1994

June 17, 1997

August 21, 2001

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Guidelines for Registration of Students in Foster Care, Regular Class Placement

GUIDELINES FOR REGISTRATION OF STUDENTS PLACED IN FOSTER CARE BY AGENCIES

The Turtle River School Division philosophy of education promotes quality educational programming in the most enabling learning environment for all its regular and exceptional students.

The following guidelines and school registration procedures relating to children placed in foster home by government agencies are designed to facilitate the transition process to the new school, and to ensure that appropriate educational programming and required services and supports are put in place to best meet the needs of the student.

The registration process will also ensure that school personnel have the necessary information, time and resources to plan and implement these special programs and services.

A collaborative approach with school and agency participation will best ensure that the special needs of the student are met in a safe, secure and growth-prompting learning environment.

REGULAR CLASSROOM STUDENT PLACEMENT

NO EXCEPTIONAL NEEDS

If the student being registered:

- a) does not require any special program modifications, and
- b) documentation from his/her former school does not indicate the need for special assistance, materials supports or services, registration may be made at the school level by the agency worker or the foster parent.

IF THE PRINCIPAL DOES NOT HAVE SUFFICIENT INFORMATION TO DETERMINE THAT THERE ARE NO SPECIAL NEEDS, THE STUDENT'S ENTRANCE TO SCHOOL MAY BE DELAYED UNTIL SUCH INFORMATION IS PROVIDED.

SPECIAL NEEDS STUDENT PLACEMENT

PROGRAM MODIFICATIONS AND SUPPORTS REQUIRED

If the student being registered requires program modifications, special assistance or additional material and staffing supports, the following procedures needs to be followed.

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Guidelines for Registration of Students in Foster Care, Regular Class Placement

It is necessary for the child's worker to:

1. Communicate with the Division Administrator responsible for student support services before student registration.
2. Provide all necessary documentation to assist the school division in:
 - Providing appropriate placement and educational programming, and
 - Making available supports, materials, and staffing.
3. Collaborate (social worker and foster parents) with the school team and other professionals to ensure a smooth transition and to plan appropriate global educational programming for students.
4. Provide ongoing support and insure the provision of necessary medical and/or therapeutic interventions needed by the student.

IMPORTANT: Prior to the student's entry in school sufficient time will be required (usually two to four weeks) to receive required documentation and to insure that appropriate programming, materials, staffing and training are in place.

5. In cases where a child is apprehended, the case worker will inform the principal.

November 15, 1994

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SUPERVISION OF STUDENTS

On each school day, the school, the playground and the bus unloading and loading areas must be supervised at the appropriate times.

There must be supervision of all bus unloading and loading.

There must be recess and noon hour supervision of the playground.

Classrooms, washrooms, auditoriums and hallways must be supervised during recess and noon hour.

The principal and the school staff are responsible for the students from the time they arrive until they leave for the day.

If any school area is not supervised the principal could be held responsible for any damage or accident.

All students, except those going home for lunch, are required to remain on the school premises unless they receive permission to leave from either the principal or the supervising teacher. A note signed by a parent or guardian is required for the school authorities to consider allowing students to leave school premises. A signed note is not a guarantee that a student may leave school premises.

There is not to be any mass exodus of students during the school day, no matter what the circumstance. The students should be required and encouraged to occupy a part of a roadway while walking to and from school and not to walk several abreast in such a way as to expose themselves to a possible accident or to impede traffic.

If staff members call a meeting or practice (choir, rehearsals, etc.) they should be there before the first children. The children should go straight to the meeting place. Students must never be allowed to roam the school.

Rowdiness and excessive noise are unacceptable. Students causing damage to school property will be required to make restitution.

Indoor supervision cannot be carried out from the home room or staff room.

STUDENT TEACHER AND INTERNSHIPS

The board expects each school in the division, if requested, to accept these students and help them in a professional manner to carry out their assigned tasks.

The final acceptance and number of these student-teachers rest with the principal of the school.

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TESTING PROGRAM

The board sees value in individual, standardized and standards tests as an aid for grouping students, measuring student progress, and helping in the evaluation of academic programs.

CONTROVERSIAL SPEAKERS

The board will allow controversial speakers into the schools, providing that such speakers:

- 1) Outline beforehand in detail, to the superintendent, the content of their presentation.
- 2) The principal or his/her designate are present at the presentation.

The superintendent may cancel the appointment of the controversial speaker after receiving the outline of the presentation if he/she feels the content of the presentation is detrimental to the division.

A principal or his/her designate may adjourn the presentation at any time if he/she deems the material being presented is detrimental to the division.

SCHOOL VOLUNTEERS

The schools in the Turtle River School Division No. 32 are to conduct a workshop for all volunteers who work with children and that all volunteers who work with children shall be required to take a workshop. These workshops must occur before October 15.

In cases where volunteers perform specific tasks, not working with children, such as sewing costumes, cooking meals, supervision, field trips, etc., the principal may waive the requirement for a workshop at the school level, and may conduct a brief orientation which is specific to the task.

November 1996

STUDENT RECORDS

The student's records shall be kept in confidence. No information shall be released from the student's cumulative records or files except in accordance with provisions of the law.

The student's records will move with him/her when he/she transfers from school to school within the division. If he/she transfers to a school outside the division the

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student's records will remain at his/her last attended school in the division unless the receiving school requests them.

It is the responsibility of the home room teacher to provide the school administration with the information required for the cumulative records. The division has the responsibility for providing students with records for kindergarten through grade 12. All students that have either completed their education and or have withdrawn from school will be required to submit their requests for duplicate marks statement to the school or division office. The first transcript will be provided free of charge and a fee of \$10.00 will be charged for subsequent transcript requests.

SUMMER SCHOOLS

The Turtle River School Division grants credit on a student record for courses taken at summer schools providing these courses are given by an accredited educational institution or school division, and such courses have the proper level and subject material to fit into the student's program.

The onus is on the student to insure that credit will be granted by Manitoba Education & Training for courses taken from not accredited institutions.

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Section B – School Administration Disposition of Specialist Reports

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DISPOSITION OF SPECIALIST'S REPORTS

1. All reports from specialist agencies outside of the school division will be channeled through the coordinator of student services.
2. A copy of the report will be retained in the central files. The coordinator of student services will be responsible to maintain the file. This file shall be accessible to the superintendent and/or the board in Committee of the Whole.
3. The report will be sent (in most cases) to the principal of the school of that particular student.
4. The principal will convey the report (written or verbal at his/her discretion) to the teacher and resource teacher (guidance counselor).
5. The written report shall be handled as follows:
 - a) Reports of a general nature and of educational concern are to be placed in the student's cumulative record.
 - b) Reports of a confidential nature are to be placed in a separate school file, with a notation made in the cumulative record that additional information is available from the principal at his/her discretion.

Reports of dubious educational value – contain information of private matters and are of no real concern to those who might have access to the cumulative report. These reports would prejudice a student unduly if the information were available in the cumulative record. These can only be released by written parental consent.

- c) Psychological test results, although of educational value shall be excluded from the students' cumulative file and will be filed in the special school file.

The coordinator of student services shall be responsible to retain and destroy reports as set forth in the policy "Record Retention."

June 4, 1991

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ACCESS TO STUDENT RECORDS

Access to a student record, without the written consent of the student who is 18 years of age, or his/her parents or guardian if the student is under 18 years of age, shall be made available to the following:

1. Superintendent
2. Principals and vice-principals
3. Teachers, counselors, resource teachers and other special services personnel to whom the student has been assigned by the principal.
4. Research personnel conducting research after receiving approval by the Turtle River School Division.
5. Officers of the court, acting upon a duly executed court order, addressed to the principal of the respective school.

Access to a student's record, with the written permission of the student who is 18 years of age, or his parent or guardian if the student is under 18 years of age, should be made available to:

1. Courts, where no court order has been presented to the principal of the school.
2. Probation officers, police officers.
3. Parents or guardians if the student is 18 years of age.
4. Post secondary institutions.
5. Prospective employers.
6. Social Agencies.

Where written permission has been obtained, access shall be provided to the record or to such part of the record as specified in the permission. If it is deemed by the principal to be in the student's interest, access shall be provided only in the presence of the principal, teacher or counselor. No record shall be altered or removed. Each time a file has been reviewed a note shall be left in the file. The note shall indicate reasons for file review, date and persons present. The note shall also be signed by the viewer and the supervisor.

June 4, 1991

PARENT ACCESS TO STANDARDIZED TESTS

Parents have the right to view their child's cumulative file. Parents shall have the results of these tests explained to them. Parents shall make an appointment with the

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school. Schools shall place a note on the report card stating that standardized test results are available and upon request can be seen by the parents.

May 1996

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YOUNG OFFENDERS INFORMATION SHARING PROTOCOL

The Turtle River School Division No. 32 board supports the Canadian School Boards Association Protocol and Guidelines – Information Sharing Between School Officials and Young Offenders personnel. In dealing with students who fall under the Young Offenders Act, the Protocol and guidelines shall be followed by staff.

POLICY REGARDING TO WHOM DISCLOSURE OF INFORMATION PERTAINING TO YOUNG OFFENDERS MAY BE MADE

As outlined in the “Protocol and Guidelines for Information Sharing Between School Officials and Young Offenders Personnel” Turtle River School Division No. 32 will notify the provincial director that information under Young Offenders Act, Section 38 (1.13) is to be provided to the coordinator of student services.

The coordinator of student services shall share this information with the superintendent of schools and the school principal.

The school principal may, depending on the nature of the information, inform on a strictly “need to know basis,” the appropriate staff working with the student.

Information regarding the child shall also be provided to the local RCMP.

If deemed necessary, the coordinator of student services will share this information with the board in an “in camera” session.

May 7, 1996

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Supplementary Materials, Textbook Selection, Sharing Resources, Scheduling

SUPPLEMENTARY MATERIALS SELECTION AND ADOPTION

The selection of supplementary materials shall be made by the teachers and school administration staff. Where these materials are to initiate a major change in a program of teaching technique, the superintendent shall be informed by the principal.

TEXTBOOK SELECTION AND ADOPTION

Textbooks shall be recommended by the teaching staff to the principal for his/her approval. The books may be purchased within the confines of the budget.

Textbooks that are not authorized by the Department of Education and Training may be used as supplementary texts.

Under special circumstances the board may approve the purchase of textbooks beyond the budgeted amount.

The superintendent should be informed by the principal of any change in textbooks in the school.

The board has the power to decide which textbooks are used in the school.

SHARING RESOURCES

Instructional resources are located in the schools throughout the division.

Lists of resources in each school should be made available by the principal to the other schools for inter school loan. Such loans shall be authorized by the principal of the lending school.

Monies for instructional resources are provided in the budget.

SCHEDULING OF INSTRUCTION

The principal of each school is responsible for the scheduling of instruction. The superintendent may review scheduling and if necessary mandate changes.

An attempt should be made to have each core course from the high school program have the proper amount of instructional time allotted to it.

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COURSE OUTLINES

All teachers are required to prepare a course outline for all grade 7 to 12 courses/subjects. A course outline is prepared for each individual course/subject/grade. The principal of each school may require course outlines be prepared for other grades. A copy of a teachers course outline is **due to be submitted to the principal on the day prior to the first day of class**. The principal will review and ensure it meets the department assessment standards and coincides with the assessment and evaluation policy at the school and division policy. If the course outline does not meet the specifications required, it will be returned to the teacher to correct before it is distributed to students.

The principal will submit copies of all of their school course outlines to the Superintendent and post course outlines on the school website **within 7 days of the commencement of the course**. Course Outlines **must be distributed to students within 3 days of the course commencement**. All course outlines **are required** to contain pertinent information related to the way the course will be instructed and evaluated as described below in the division policy.

All Course Outlines must include the following:

- Course Name, Level, Code, Program Designation and Credit Value
- Teacher Name and Grade
- Required Materials
 - Text Book Name, Year, Publisher, Author, etc. (if one is being used)
- Prerequisites
 - Note any prerequisites required (if any)
- Course Description
 - Topics covered
 - The focus and purpose of the course.
 - Overview of the course

EXAMPLE of above requirements

English Language Arts 20F (ELA20F) Code: 0001

Grade: 10 **Credit Value:** 1.0 credit

Teacher: Mr. M. Smith

Required Materials: 3” Binder, lined paper, pen/pencil, and the use of a computer/laptop at home would be beneficial.

Prerequisite: English Language Arts 10F (ELA10F)

Course Description: The emphasis in ELA 20F is on acquiring language and literacy skills through listening, speaking, viewing, and representing, as well as reading and writing. Students will learn to read and produce a wide range of texts, including media, transactional, and literary texts. In this course students will reflect upon and use prior knowledge to extend and enhance their language and understanding. This course addresses a variety of informal and formal discourse, including oral discussions, free-writing, letters, improvised drama, journals, reports, formal presentations, short stories, fiction, and poetry. Students will engage with and com-pose texts that inform, persuade, analyze, foster under-standing and empathv. reflect culture. express feelings and experiences and bring eniovmnt.

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Supplementary Materials, Textbook Selection, Sharing Resources, Scheduling

- Course Goals / Objectives
- Course Pacing / Schedule (Dates, length)
 - Activities, Themes, Topics and timelines for study in each area(s).
- Evaluation
 - The tools used to assess a student's knowledge and understanding
 - Description of the final cumulative evaluation tool
 - Does the course have a Provincial Exam? A Divisional Exam?
 - E.g. Daily Work, Assignments, Tests, Quizzes, participation, group assignments, final exam, cumulative project, models, etc.
- Assessment
 - A **specific** breakdown of how the final mark is assessed with weightings
 - Describe how students will be marked (e.g. 1-4, a percentage, combination, etc.)
 - What tools will you use to assess? (e.g. rubrics, etc.)
 - Can a student get a mark of zero?
 - Can a student rewrite a test?
- Teacher's policy in regards to late or incomplete work, plagiarism, etc...
- Teacher's policies regarding attendance, absences, use of technology, additional help available and plagiarism.
- Teacher Expectations, Rules, etc.
- Homework expectations/policy?
- Resources that will be used or are suggested.

Course outlines are professional documents that represent the seriousness of a student's education. It should not contain any slang, derogatory comments (e.g. "bupkiss, nada, zilch", etc.), jargon, threats, etc...

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Procedures for the Teaching of Controversial Materials

PROCEDURES FOR THE TEACHING OF CONTROVERSIAL MATERIALS

Teachers in grades 7 – S4 are required to prepare course outlines. The course outlines will list all the topics in a potentially controversial unit. All students shall receive a copy of the course outline, no later than on the third day after classes have commenced. Students shall be responsible to share the outline with parents.

If the parents wish to take their children out from a particular unit of a course, they will be required to inform the principal in writing before September 15 and (February 15 for semestered courses). If necessary the principal shall refer the request to the “Curriculum Review Committee” for evaluation. The committee will then recommend to the board whether the unit should remain or should be replaced with an alternative. If the board decides that an alternative is warranted, the classroom teacher will then be responsible to provide an alternative unit which will be of equal value. The teacher will be responsible for giving direction, setting expectations, determining the assignment and doing an evaluation.

If a teacher is unable to provide a viable alternative project, the student may choose an alternative unit and present it to the “Curriculum Review Committee” with the scope of work. The “Curriculum Review Committee” may approve, make recommendations, or reject the project. Once a project is accepted, student progress will be evaluated by the appropriate school personnel. If the alternatives are not acceptable to the parents of the student and/or board, the student will be excused from class. However, the student will receive a zero for that unit and the year’s mark will be calculated out of a total possible for that course. The school shall record on the student’s mark statement what the student has opted out of and alternative was taken.

Courses in S1 – S4 which are optional, shall be taken as per prescribed curriculum outlines. In courses such as English, if a novel is offensive to the student or student’s parents, an alternative novel may be made available to the student where possible. To provide students, parents, and teachers ample time to explore controversial topics, controversial topics shall be taught later in the school year. Whenever such concerns arise, parents should firstly direct their concerns to the teacher or principal.

Complaints About Instructional Materials

The board of trustees, though it is ultimately responsible for all book purchases, recognizes the right of teachers and administrators to select books and other material in accordance with current trends in education and to make them available in the schools. The selection of material for use in the schools shall be in accordance with the following guidelines:

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Procedures for the Teaching of Controversial Materials

1. Books and other reading material shall be chosen for values of interest and enlightenment of all students in the community.
2. Every effort will be made to provide materials that present all points of view concerning the problems and issues of our times.
3. Suggestions and or complaints regarding books and other instructional material are to be submitted, in writing, to the principal. The principal will bring these complaints to the attention of the superintendent.

In accordance with # 3 preceding, the board has adopted the following practice when dealing with censorship of books or other materials:

1. The final decision for controversial reading matter shall rest with the board after careful examination and discussion of the book or reading material with school officials or anyone else the board may wish to involve.
2. No parent or group of parents has the right to determine the reading material for students other than their own children.
3. The board does, however, recognize the right of an individual parent to request that his child not be required to read a given book, provided a written request is made to the principal concerned.
4. Any parent who wishes to request consideration of the use of any book must make such a request, in writing, to the principal or superintendent on the prescribed form.

Implementation Process of Curriculum Units Which Are Optional For Students

Optional units may be initiated by individual schools, the board or administration.

1. The school principal and staff shall familiarize themselves with the material and review the unit. If there is a need to teach it in the school, the principal shall inform the superintendent of the school's intent.
2. The school principal shall provide a preliminary education plan to the superintendent. The superintendent will make arrangements for a presentation of the preliminary educational plan to the board.

The preliminary education plan will include such information as;

- a) what is the target group
 - b) who will teach it
 - c) how much teaching time will be required
 - d) when will the unit be taught
 - e) statement of how this unit fits curriculum
 - f) how will parents be involved
 - g) outside resources which will be used in the unit (material, human)
 - h) what other options will be available at the parallel time
 - i) any additional information which may be relevant
3. The board will examine the educational plan and will either request additional information, amend it, approve the plan in principle, or reject it.
 4. When the teacher has been identified to teach the unit, on-going opportunities shall be provided for in service training.

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Procedures for the Teaching of Controversial Materials

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If the board approves the educational plan in principle, the principal shall call a parent meeting and present the preliminary educational plan to the parents and any members of the community who choose to attend. (The teacher teaching the unit should be involved in the presentation.)

6

The school principal, who shall act as chairperson, shall organize a committee which consists of: a local board member, teachers, parents, and possible other members of the community. This committee will be charged with the responsibility to:

- a) endorse or amend the preliminary educational plan
- b) assist the school staff in monitoring and evaluating the optional unit
- c) make recommendations to the board for future action.

(It is recommended that a different board member serve on each committee)

7

If a school committee recommends that an alternative to the optional school unit be taught in the school, the committee will develop a complete educational plan for the alternative. The educational plan for the alternative shall contain as much information as the school plan and shall be submitted to the board for approval. (All educational plans must be presented in writing.)

8

A final educational plan will be submitted to the board for final approval. The board may then:

- a) approve the educational plan as presented
- b) recommend that the committee amend educational plan
- c) reject the final plan

9

The school shall communicate the complete details of the final educational plan to the parents of the target group.

All preliminary educational plans for teaching units which are optional for students shall be submitted to the board before February 1. Final educational plans shall be submitted to the board before May 1. All students and parents shall receive a course outline at the beginning of the year. (No later than at the end of the first cycle. In some circumstances the board may waive these date deadlines.)

Parents shall be given the opportunity to decide whether their own children shall participate in all, in part, or none of the instruction. Parents shall be required to fill out an appropriate consent form. Assessment of pupils' growth and learning in students' optional units of instruction shall not be used in grading students' progress. Student feedback may be solicited for the purpose of determining the effectiveness of units which are optional to students.

March 6, 1990

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STUDENT ORGANIZATIONS

The Turtle River School division recognizes that social and recreational activities promote individual personal growth. The division agrees that student participation in organizations such as the student council provides opportunities to develop leadership skills and other personal skills.

As the board is responsible for the activities and programs presented in the school, it reserves the right to require approval of such activities and programs whenever necessary. It also relies on the school administrators and superintendent to evaluate the proceedings and to control the activities as they see fit.

STUDENT SOCIAL EVENTS

Student social events are under the responsibility of the individual schools.

The board grants the student the privilege of the use of school facilities for student social events provided that such events are authorized by the school administration and properly supervised.

FEES

Currently, The Public Schools Act - subsections 48(1)(f), (h), (j) and (w); section 73; and section 75 - authorizes school divisions/districts to impose fees in certain circumstances.

In addition, Manitoba Education, Citizenship and Youth has developed the Manitoba Public School Fee Policy to provide guidance to divisions/districts regarding fees and charges not specifically referenced in the Act.

It is the intention of this policy to enhance student's learning experience and assist parents and guardians with meeting their children's educational needs as they relate to the payment of fees associated with the learning experience. Schools may charge fees as per the public schools act and the Manitoba Public School Fee Policy except for as outlined in the remainder of this policy.

Fees may be charged for any out of Division activities such as sports tournaments, sports exhibition games, travel club trips, etc on a cost recovery basis. Schools may also do fundraising to pay for such trips and activities. . Students may be charged for superior materials or work beyond basic projects. Funding is being provided to schools so that fees are not required to be charged

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In addition, at no time shall any child in Turtle River School Division be denied access to a service or activity due to an inability to pay. Parents / Guardians need just to contact the principal if finances are an issue so that a solution may be worked out. The privacy of the parent and student will be respected. School Principals or Vice Principals must sign all letters sent home requesting money.

Course Fees Including Home Economics and Industrial Arts

In The Turtle River School Division there are no fees for basic materials for projects that are necessary to meet course requirements. Students may be charged for projects with material costs that enhance (over and above the basic course) the prescribed learning outcomes of the course. Students may be charged for superior materials or work beyond basic projects. Funding is being provided to schools so that fees are not required to be charged

Band Program Fees

Schools in Turtle River School Division shall not charge fees for services provided to students of school age without which the student could not meet the required learning outcomes or assessment requirements of the educational band program provided by Turtle River School Division. This includes instrument rentals. The Division provides specific funding to schools for this program so that fees are not required to be charged.

Sports Fees

Schools in Turtle River School Division shall not charge fees for sports activities and services provided to students of school age without which the student could not meet the required learning outcomes or assessment requirements of the educational sports program provided by Turtle River School Division. This includes all curricular and extra curricular activity within the Division and any activity related to MHSAA Provincial competition. Funding is being provided to schools so that fees are not required to be charged. Fees may be charged for any out of Division activities such as tournaments and exhibition games on a cost recovery basis.

Elementary Activity Fees.

Schools in Turtle River School Division shall not charge fees for activities and services provided to students of school age without which the student could not meet the required learning outcomes or assessment requirements of the educational program provided by Turtle River School Division. This includes fees for agendas, plays,

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presentations etc. Funding is being provided to schools so that fees are not required to be charged.

Advisory councils, parent councils and/or student councils shall not charge fees that are in violation of the above policy.

Resolution No. 4 April 28, 2009

COMMUNITY AND /OR STUDENT FUND ACTIVITIES

Providing the fund raising activities are reasonable and lawful and the use of the funds raised is approved by the school principal, the board has no objections to the students fund raising projects.

The board will match funds to promote the development of school playground facilities and/or school equipment. Such funds will be available to all schools on an annual basis and will be limited to an amount not to exceed \$ 500.00 in any one year. The school portion of the planned project funding will be raised through student/community projects and may exceed a \$ 500.00 contribution. Any request for support must be approved by the board and should be used for items which will serve to increase the enjoyment of the students. It is desirable that the funds are used in the year designated. However, schools may budget over a three year period. If this is to occur, a letter is to be sent to the secretary-treasurer explaining the project in detail.

STUDENT ACTIVITIES FUND MANAGEMENT

All student funds shall be audited by a competent adult authorized by the principal. The cost of the audit is the sole responsibility of the student council.

STUDENT DRESS CODE

A dress code is not mandatory in the Turtle River School Division. Each school is responsible for encouraging its students to dress in a neat and clean manner. The board expects each student to use discretion in his/her dress and appearance as these considerations are conducive to a proper atmosphere for learning.

STUDENT BICYCLE USE

Students may ride bicycles to and from school but should not ride on school grounds during school hours.

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STUDENT PHOTOGRAPHS

The board shall permit student photographs to be taken on school premises by a commercial photographer.

WELCOMING OR INITIATING NEW STUDENTS TO A SCHOOL OR TO ANOTHER LEVEL

Schools may hold welcoming activities. All initiation activities which may be deemed as inappropriate or demeaning are to be officially banned from all schools.

Sept. 10, 1996

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Student Conduct, Care of School Property, Vandalism

STUDENT CONDUCT

The board expects that a student conducts himself/herself in such a manner as to impose no hardships on other students, the staff, or facilities of the Turtle River School Division.

The board expects each student to show proper courtesy and common sense in dealing with the public at large.

CARE OF SCHOOL PROPERTY BY STUDENTS

The board requires each student to treat all school property with care and respect. Any willful or careless damage to school property may be charged to the students, or his/her parents or guardians. All restitution is to be paid to the division through the principal.

The student council also may be held responsible for willful damages or neglect by the student body or individual students.

VANDALISM OR BREAK INS

All staff members shall report cases of vandalism of school property or break in to the principal immediately.

The principal shall report all cases of vandalism, in writing, to the secretary-treasurer. The secretary-treasurer shall insure that, where appropriate and necessary, the police are informed. The secretary-treasurer shall report all cases of vandalism or break ins to the board. The police shall be notified in all cases where vandalism has occurred to exterior school property. Where immediate action is required any employee may contact the police.

July 20, 1993

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Section B – School Administration Unacceptable Behavior / Suspension

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UNACCEPTABLE BEHAVIOR

GUIDELINES FOR DETERMINING UNACCEPTABLE BEHAVIOR

The following are some areas of conduct that may lead to disciplinary action, including suspension or expulsion from attending school in the division.

- a) Stealing, causing damage to or destroying school or student property.
- b) Causing or attempting to cause, physical injury or harm to any student, teacher or other school employee or visitor on school grounds at or during a function on or off school grounds sponsored by a school
- c) Threatening or intimidating any student, teacher or other school employee or visitor.
- d) Interfering with school purposes or with the orderly operation of the school by using, threatening or use or counseling other persons to use violence, force, coercion, intimidation, fear or disruptive means.
- e) Possessing, using or transmitting any object that in fact or under the circumstances can reasonably be considered to constitute a weapon.
- f) Possessing, using, selling, buying, transmitting or secreting any alcoholic beverage, narcotic or hallucinogenic drug, marijuana, barbiturate, amphetamine, intoxicant or any other illegal substance.
- g) Possessing, using, selling, buying or transmitting any of the following:
 - 1) Materials or items, whole or in part, the contents of which appeal to base or other prurient sexual interests or are offensive to prevailing standards in the general community.
 - 2) Materials or items, the contents of which in whole or in part, contain language commonly referred to as “profanity” or “vulgarity”, which is offensive to prevailing standards in the general community.
 - 3) Materials or items, the content of which, in whole or in part, are libelous or slanderous of any person or institution, or which is intended to hold any student, teacher or other employee, race, ethnic group or religion to scorn, ridicule or contempt.
 - 4) Materials or items, the content of which, in whole or in part, poses a clear and present danger to health or safety of other student, teachers, other employees or visitors.
- h) Involvement in any conduct on school premises or during a school function or event which violates local, provincial, or national law, where such conduct or the likelihood of engaging in such conduct, poses a clear and present danger to the health, welfare or safety of other students, teachers, employees or visitors.

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- i) Refusal or failure to comply with provincial and local attendance laws, including but not limited to, truancy from specific classes and tardiness to school in general or to specific classes.
- j) Smoking, “e” cigarettes and vaping on school premises or on any school bus.
- k) Willful failure to comply with the directions of teachers, student teachers, teacher assistants, bus drivers, principals or other authorized personnel.
- l) Repeated violation of any rules or regulations governing student conduct.
- m) Participation in any activity which substantially disrupts or materially interferes with or is likely to so disrupt or interfere with, any school function, activity or purpose.
- n) Dressing or grooming in a manner which presents a clear and present danger to a student’s health and safety, or in a manner which causes an interference with school work or which creates a classroom or school disruption. This code of student conduct is to be applied and enforced in addition to other rules in effect at any individual school in the division.

SUSPENSION OF STUDENTS

The board regrets that from time to time it may be necessary to suspend a student from the privilege of attending school. When this form of disciplinary procedure is required the board authorizes the principals to suspend a student(s) for up to five days. Upon review the superintendent may extend such suspensions for up to thirty days. The parents should be informed as soon as possible verbally. All suspensions must be reported to the parents and superintendent, in writing, within twenty-four hours. The principal shall use his/her discretion as to the time of the suspension depending on the severity of the offense.

Suspensions in a school year:

First suspension: 1 – 5 days
Second suspension 3 – 5 days
Third suspension 5 days

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Before a student is reinstated to the school he/she must meet at the conditions as set by the principal. Some of these conditions may be having parents come to the school, have all work completed, etc.

If a student is suspended for the fourth time he/she will not be permitted to return to school before the student has met with the principal, the parents and the superintendent. The onus to set up such a meeting shall rest with the parents. The superintendent shall set the conditions for the student's return to school and shall report to the board.

If a student is suspended for the fifth time the student shall not be permitted to return to the school before the student and the parents/guardians have met with the board. The board's decision shall be final.

Each time a bus student is suspended, the bus driver is to be informed.

June 19, 1990, January 1993

POLICY AFFECTING SUPPLYING, POSSESSION AND/OR USE OF ALCOHOL AND ILLEGAL DRUGS IN SCHOOLS

Turtle River School Division believes that in order to provide the greatest opportunity for growth and development the school environment must be alcohol and drug free. The school board also believes that it shares this responsibility with the community for addressing the alcohol and drug issues.

In assuming its responsibility, the Turtle River School board has adopted the following principles, policies and procedures:

1. The school environment shall be alcohol and drug free.
2. To help prevent the use of alcohol or illicit drugs the Turtle River School board will implement into the schools of the division the education programs available through Manitoba Education and Training.
3. The board believes that other community agencies have a major responsibility for providing counseling and rehabilitative programs for those who abuse alcohol and drugs. The schools of the division will assist these agencies in fulfilling their responsibilities wherever possible and refer students to them whenever necessary.

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4. The board believes that if a student is an abuser of drugs and alcohol, the student will be required to take counseling and participate in rehabilitative programs before being reinstated in school. All attempts and opportunities shall be provided to student to participate in counseling and rehabilitative programs.
5. The board believes that the following policy provides appropriate consequences for those students who use, possess or traffic alcohol or illicit drugs while under school supervision:
 - Student possession and/or consumption of alcohol, other intoxicants or illegal drugs during any part of the school day, including noon hour and recess is not permitted. Any possession and/or consumption of alcohol, intoxicants and/or illegal drugs on any school sponsored field trips, sports trip or any school sponsored event is prohibited. Offenders will be punished severely.
 - Except in very exceptional circumstances, student in grades V – S4 involved in the possession and/or use of alcohol, intoxicants or illegal drugs will be subject to suspension from school by the Turtle River School board for a period of not less than two weeks and not more than four weeks in the case of alcohol and not less than three weeks and not more than six weeks in the case of drugs which are banned under the provisions of Narcotics Control Act. In addition, students will be subject to a one week in school suspension upon returning to school.
 - Students in grades K – 4 will be subject to a minimum one week in school suspension and denied school privileges for an addition one week.
 - Upon recommendation of the principal any student who is a supplier of alcohol or illicit drugs shall be subject to a suspension of up to five months.
 - In the exceptional circumstances as aforementioned, the school principal may impose additional, lessor or alternative penalties.
 - When a student is suspended the onus lies with the student to have all work completed to the satisfaction of the principal.

October 23, 1990
Amended January 21, 1992
Amended September 19, 1995

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DISCIPLINARY ACTION FOR SMOKING/VAPING ON DIVISION PREMISES: STUDENTS

Disciplinary Action for Infraction of Policy

First infraction: The principal shall counsel the student, advising the student of the regulations. The administration will send a letter to the parents/guardians of the student outlining the policy, regulations and consequences as per school and division policy.

Subsequent infractions: Will be dealt with in accordance to school division policy.

December 1990

ANIMALS IN THE SCHOOLS

Animals may be brought into the school for instructional purposes upon approval from the principal. These animals must have provisions for proper care and attention at school before they can be brought into the school.

HOMEWORK

The division expects each of its students to do the homework assigned to them, providing such homework is reasonable for the grade level of the student.

November 1, 1988

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Permission to be Away from School During the School Day

PERMISSION TO BE AWAY FROM SCHOOL DURING THE SCHOOL DAY

The Turtle River School Division board has adopted a policy that requires students to be at school when they register or are sent to school on the school bus. Unless parents give permission for the student to be absent subject to the following conditions, students will be required to be at the school for the entire day. Students who are not bus students may leave the school for lunch without supplying a formal permission form.

1. Grades I – IV – permission to leave the school will only be granted if:
 - parent/guardian provides a written note indicating when the child will be absent
 - a telephone call
 - picking the child up in person (the school will not release children to strangers)

2. Grades VII – S3
 - Same as for grades I - VI, in addition
 - Grades VII to S3 may have up town privileges during the noon hour if the parent makes request as per attached form.

3. Senior 4
 - In addition to privileges granted for grades VII – S3, S4 students may be absent during the instructional day during spares.
 - Students who are eighteen years or over all subject to the same rules as other students. They may, however, fill out their own “Permission Form” to be absent.

In special circumstances, the principal may allow S3 students the same or similar privileges as S4 students.

4. Mature students:
 - Shall be required to the same regulations as other students subject to privileges as sanctioned by the school principal.

Parents and guardians are advised to encourage their children to stay at school as the time spent at school can be used to get involved with school activities, study and research. If parents want to give their children yearly permission, to be away from school premises, they are required to fill out the attached form. (One form per student is required.)

NOTE: If yearly permission is not granted, occasional absence may be granted as outlined in this policy.

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Section B – School Administration

Student Truancy, Learning to 18, Online Courses

STUDENT TRUANCY

If a student, who is under the age of sixteen, fails to report to school within three days of school opening or is truant for more than 20% in any month thereafter;

- a) The school principal shall immediately contact the parents and encourage the student to return to school. The initial contact can be made by phone.
- b) The principal shall report, in writing, to the superintendent and the truant officer giving all particulars regarding truant students.
- c) If the student fails to return to school within two school days of the initial contact, the principal shall do a follow up by registered mail. A copy of the letter will be sent to the superintendent and the truant officer.
- d) If the student fails to return to school within one week, the principal shall notify the superintendent and truant officer in writing.
- e) The truant officer will follow through on the case as per Manitoba regulations and board decision.

Purpose

All students under the ages of 18 years of age are mandated to attend school until they either turn 18 years of age or graduate high school.

Mandate

It is up to schools and divisions to provide school programs and equivalent alternatives in order to keep students in schools.

Policy/Protocol/Process

1. If a school becomes aware of a student who is in their catchment area that is under 18 and not attending school, they must make contact with the student and their parents/legal guardians informing them of the law and encourage students to attend school.
2. If after 3 days the student fails to attend school, the principal will send home a formal letter to the parent/guardian encouraging attendance and compliance with the law.
3. If the student is still not attending school after 7 school days after initial contact is made, the principal will write a 2nd formal letter stating the importance of attending until they are 18 and quoting the law and possible consequences (fine, referral to Manitoba Education, authorities, and the Division Social Worker). The

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school will then refer this student and family to the Division Social Worker so that they can contact the family and initiate a home visit.

4. The Division Social Worker will then make contact and do a home visit, collecting data on why the student isn't attending school. The Social Worker will then provide the school with a summary report so that the school could use this information to develop a plan for said student.
5. The School must then use data and information available to create an IEP (Individual Education Plan) that will meet both the needs of the school and student (family). Contact will be made and a date and time will be communicated within 3 days of receiving the Division Social Workers report. This plan may contain special arrangements and alternative education programs that will keep said student involved and attending school. The IEP meeting will be created with the school's student support team (principal, Division Social Worker, resource teacher, Division resource consultant, teacher, student and parent).
- 6 .If the student is still not attending school after 14 school days since the initial contact, then the new plan will be mailed to the student and support team members with a 3rd letter stating the plan and support the school and division can provides so the student can attend and be successful at school.
7. If the student has still not attended school 21 days after the above process was followed, then the school principal will write the parent a letter informing them that they have referred them to Manitoba Education (proper authorities). The principal will then contact Manitoba Education and the proper authorities.
8. Where a student moves out of your catchment area, where knowledge of the location a student is moving, the onus is on the principal to ensure the receiving school catchment area is notified of the student moving into the area.

*Please note, schools and principals are required to keep all documentation and letters.

(Referral form Appendix A Section ii Page 40)

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Student Truancy, Learning to 18, Online Courses

Resolution # 5 February 12, 2013

Resolution # 6 May 27, 2014

Resolution #10 January 26, 2016

Usage of Online Courses for Teaching - Philosophy

Turtle River School Division believes that learning is a social experience that occurs in a school with interaction between peers and an educator. You cannot duplicate a classroom or replace the interactions between a students and teachers. Furthermore, we believe that school is not only academic learning in nature but also comprises of social and emotional learning. Student Engagement in their learning is one of the biggest key components in the overall success and achievement on student learning.

That being said, it is also understood that under specific and certain circumstances alternative learning is required. The use of independent student learning, utilizing an online, Independent Course(s) when used appropriately can allow students to achieve success, encourage school attendance, increase student engagement, and support students with graduation requirements. In addition, it allows students to learn at their own pace.

Purpose

The use of WebCT or PLATO as tools to educate and support students achieve success needs to be used ethically in order to optimize student learning and engagement in schools and in the classroom. The use of this method of teaching and learning needs to be considered dependent on the circumstances and needs of each student independently.

How Online Courses Should Be Used

Courses offered using this method of delivery needs to reflect a specific need or circumstance for that individual student. It is not a sole method of teaching students nor should it replace teacher instruction. Please see the list below of acceptable criteria/reasons for a student taking a course using this method of learning:

- A student who is credit deficit and the course is not being offered between present day and graduation.
- A method to replace Distance Education (as our success rate using this method is low)
- A student who is credit deficit in order to graduate at their scheduled graduation date (the year of their grade nine peers) and needs to complete course/program requirements.

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- A way to facilitate mature student programs and learning in schools.
- As a tool to draw in students that may not currently be attending school.
- As a tool for the Learning to 18 Coordinator to use to assist in motivating and connecting students back into schools.
- As a tool to keep students connected and in school.
- A student who drops out of school and returns mid course.
- A student who transfers or registers in a school and has already successfully achieved all credits being offered.
- A student who transfers in from a school taking credits that the school is not currently being offered. *For example, a student taking Grade 11 History and that course isn't being offered at the school. During that empty period, the student may attempt to complete the course online as opposed to losing their progress in this specific course. ***Please Note: This is dependent on each situation***
- In special cases that are approved by the Superintendent

How Online Courses Should Not Be Used

Courses offered using this method of delivery shouldn't be part of a school course selection. This method of delivery should not be used to replace a teacher. The demographic of students who would qualify for and be utilizing this method of instruction should be comprised of a small percentage of school students. Courses should only be offered using this method of delivery in special circumstances on an individual basis, as highlighted above.

Policy/Protocol/Process

6. The Division Online Course Program(s) are facilitated through the division Student Services Program. Student Services will allocate teacher and student courses, passwords, and program support. They will monitor and provide teacher support in offering students course and help support teachers as they build individual courses applicable to each school, teacher, or division. Their role is as a moderator of the Online Course Programs.
7. If a school is interested in utilizing an online independent course, it will need to complete an application form requesting access to the use of this program with each student. This application will be forwarded to the divisions Student Services department for both approval and in order to help setup school program access and support with program setup.

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8. Each school will appoint a teacher in charge of running their online course(s). This person will be responsible for monitoring and running the course with each student using this method of delivery at their school. Teachers will create and build the course for each student, provide them with a username and password and facilitate their overall learning. As course facilitator, they will assess, mark, provide support and feedback to each student in their course and prepare report cards and submit final marks to the school principal.
9. If a student doesn't complete a course, it will remain inactive, allowing said student a chance to complete it at their own pace, or at a future time. It will remain active for 4 years from the date they began the course or until they confirm their diploma.

Resolution # 8 May 27, 2014

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EXTRA CURRICULAR TRIPS

A. Inter divisional sports:

Once the board approves a program the funding will be provided and monitored by the secretary-treasurer.

B. Inter divisional education activities:

Example: Arts Festival, Science Fair, etc., same as A

C. Sporting activities or educational activities at the zone, provincial or national levels. Same as A and B

Out of division sporting activities

Junior high – 150 kilometers

Senior high – 550 kilometers

Senior high – 800 kilometers bonus for schools in double A

Field Trips:

Five kilometers per pupil in the school as per September 30th enrollments.

The school principal, upon using up a designated category, may in consultation with the superintendent transfer kilometer allotment between categories D and E. The onus is on the principal to inform the secretary-treasurer and transportation supervisor.

Division buses do not travel outside the Manitoba boundaries unless authorized by the board.

NOTE: In sections D and E the kilometers will be calculated from the nearest school of departure from the division. The schools shall be as follows:

Glenella, Kelwood, McCreary, Laurier, Ste. Rose Alonsa, and Amaranth.

Example: Ste. Rose going to Brandon, - kilometer count begins at Kelwood.

August 21, 1989, January 9, 1990, March 1992, March 1995, March 1996

POLICY FOR SCHOOLS PAYING FOR ADDITIONAL BUS SERVICE

Schools may charge students a fee for extra curricular trips or purchase trips from fund raisers. Instructional budgets may not be used for extra curricular travel.

.50 per kilo if no charge for bus driver

.90 per kilo if charge for bus driver

In cases where division vehicle or privately owned vehicles are used the current use of personal vehicle on division business reimbursement rate policy will be used (page 71 Administration Section).

May 7, 1996, June 12, 2012, September 26, 2017

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* Cross Reference Instruction – page 22 green

Activity Days

1. Before a school may participate in an activity day 65% of the students, in the grades which are eligible, must participate in some event as authorized.
2. It is recommended, if possible to split the activity days between the first and second term.
3. Schools shall adhere to all aspects of the Youthsafe Manitoba School Field Trip Resource when planning student activities.
Any activities that are not specifically addressed in the Youthsafe Resource will be reviewed on an individual consideration basis.
4. Activities and sports played or conducted on ice such as skating, broomball. Hockey, etc shall not be undertaken without the participant wearing a CSA approved helmet. (There are no exceptions to this rule. Parents cannot sign off this requirement.)
5. Transportation for activities occurring outside of the Division may be provided to a school upon the approval of the Superintendent. All requests must be made at least six weeks prior to the activity occurring and if possible pool transportation if more than one school is participating in the activity.

Resolution No.10 December 14, 2004

Resolution No. 3 March 7, 2006

FIELD TRIPS

Each school is to prepare an extra curricular plan for the entire year and submit the plan to the superintendent by the end of the first week in October. The plan shall include destination, sites visited, date, number of students and any other relevant information. The superintendent will circulate a copy of each school's plan to other schools. Wherever possible, the transportation supervisor shall be responsible to coordinate similar trips.

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OUT OF PROVINCE TRAVEL

The board will allow up to two school days per year. A school could accumulate up to three school days over a three year period. The board encourages that trips be taken in conjunction with school breaks, long weekends, etc.

June 4, 1991

In cases where students are required to be lodged for additional time due to weather conditions or breakdown of the bus, parents shall be liable for extra expenses incurred for their child’s lodging, food, etc.

BOARD APPROVAL OF PROPOSALS

That the school principal shall insure that activities which require board approval are to be submitted to the board as proposals, and that students are not to be informed until board approval is obtained in principle or in full.

May 27, 1997

OUT OF PROVINCE STUDENT TRAVEL POLICY & GUIDELINES

STUDENT EXCURSIONS TO THE UNITED STATES USING SCHOOL BUSES ARE PROHIBITED.

1. Out of province tours shall be restricted to junior and senior high students only. (Grades 7 – S4 students.)
 2. All out of province tours should be limited to a maximum of two schools days. (In special circumstances additional time off can be granted.)
- A. **Initial Planning:**
1. All initial contact must be with the principal. This applies to the initial planning of trips by student councils, staff, and tour companies.
 2. In the case of tour companies, the contract will remain with the principal only until such time as the principal is prepared to delegate some responsibilities to staff members.
 3. The principals shall acquaint all staff with the possibility of proposed trips to ensure an adequate level of support and approval. In the case of a proposed trip via a tour company, the principal shall also ascertain which staff members might like to organize/chaperone such a trip.

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4. The principal shall select staff organizers/chaperones bearing in mind:
 - a) teacher/student relationship
 - b) subject field relationship
 - c) demonstrated maturity, responsibility
 - d) interest of the teacher
 - e) compatibility

NOTE: All tours having male and female students shall have at least one male and female chaperone unless otherwise approved by the board. At least one member shall be a adult division employee.
 5. The selected chaperones/organizers, in conjunction with the principal, shall determine:
 - a) costs
 - b) reputations of and proposals from several companies
 - c) educational value
 - d) pre tour plans
 - e) post tour plans
 - f) insurance coverage available
 - g) insurance coverage required by the school board
 6. If possible, the principal, chaperones and organizers should attempt to meet with the company representatives.
 7. If the principal and chaperones feel the tour is possible and educationally desirable, the group should ask to appear before the school board to receive “approval in principle.” Such initial appearance before the board should precede the actual tour date by a minimum of three months. Special circumstances may require the three month period be waived. If the board accepts, the superintendent can present the proposal on behalf of the principal.

NOTE: To this point no deposits should be made to travel agencies.
 8. If “approval in principle” is granted by the board, the organizers proceed to step B.
- B. Student and Parent (Guardian) Involvement:**
1. The staff organizers of the tour should meet with those students who might be interested in being involved with the trip at the time outline:
 - a) venues
 - b) pre-tour programs
 - c) costs
 - d) possible dates
 - e) post tour
 - f) expectations
 - g) consequences if students breach the rules and expectation of the school and chaperones.

This preliminary information should be distributed to parents.

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2. The number of interested students/parents should be ascertained.
3. Descriptive and accurate information must be obtained from the tour agency.
4. Meetings must be held with all students and parents to clarify details of the trip and the responsibilities of the school, parents, and students. (Most agencies are willing to have their representatives present at such a meeting). All rules which have been drawn up either by the tour company or the school must be made clear; as must the consequences of violations of such rules. All school board and school polices apply to students while on tour.
5. The number of students/parents prepared to commit themselves to the trip must be confirmed and the number of teacher supervisors determined.
6. The supervisor(s) and principal shall screen students and if there is any concern about a student's possible behaviour, that student shall not be allowed to be part of the group. This decision shall be made solely at the discretion of the principal. General school performance as well as past behaviour should be part of the criteria considered.
7. Parents and /or guardians must provide the school with a signed statement, as provided to them, indicating their acceptance of the regulations, expectations, and decisions made by sponsors of the tour and waiving any claims against the school division. Waiver forms shall be printed for this purpose. (need to be developed)
8. Deposits may be collected and/or money raising projects activated with principal's approval.

NOTE: TO THIS POINT IT SHOULD BE MADE CLEAR TO STUDENTS AND PARENTS THAT THE TRIP IS STILL IN THE PROPOSAL STAGE AND THAT THE SCHOOL BOARD MUST GIVE FINAL APPROVAL.

C. **Final Board Approval**

1. Once all plans have been completed, a final report must be submitted to the board. This report should contain the complete itinerary, insurance details, names of students, names of chaperones, and any other particulars or regulations established for the proposed trips. It is recommended that this report be presented at least one month prior to departure.
2. On the return to the division, a written report should be prepared by the students involved, a copy of which should go to the school board and to the school files. Shortly after the return, a presentation could be made in the school for students, parents, teachers and others. Individual students should also be expected to make presentations to classes and groups within the school.

D. **In-School Preparation Guidelines**

1. The initial planning should take place at least six to eight months prior to the time of the proposed project.

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2. The tone and atmosphere for the trip is set by the adults involved. Prepare students to be adaptable and to accept the differences which they will find.
3. Students should be instructed to discuss the trip with individual subject teachers.
4. Intense preparation should begin so that students may be aware of the difference in cultures, geography, languages, weather, etc., that they will encounter.
5. The assistance of resource people should be sought. Whenever possible, presentation of slides, films, photographs and records should be made available to those participating on the tour.
6. Specific assignments can be given, especially in a class involved in the tour. One of the most valuable is a daily journal.
7. As the time approaches for the tour, a meeting should be called for parents, students, and adults who will be travelling. The program should include such items as the following: health requirements, packing lists, currency regulations (Canada and abroad), the need for teachers to know the ailments or allergies that students may have, and whether or not they are in need of medication. Students on medication should carry double prescriptions – one in handbags, and one in luggage. The rules for students and the consequences which will follow if rules are broken must be spelled out clearly in writing. The itinerary and foreign addresses should be issued. Parents should be advised of the problems encountered on the international phone systems.
8. The planning committee should, prior to departure, make provision for meeting any unforeseen expenses which may arise during the tour.
9. Parents must be advised, that while supervisors will take all reasonable precautions, it is understood that parents and students accept responsibility for the students' actions while on tour.
10. Supervisors for tours planned in any one year are advised to meet as a group to compare tours, discuss tour problems, etc., during the planning stages.

A publication of the Manitoba Governments "Travel to Education" is available to each school and it is a useful reference. Reading it is highly recommended.

E. Behavioural Guidelines for Field Trips

It is expected that students will behave with common courtesy to their peers, to the teachers, and to everyone with whom they come in contact on the trip. They should dress and act according to and with respect for the customs and religion of the countries involved. (Any act against the law of the land is strictly prohibited and may result in penalties and/or incarceration.)

Students should be encouraged to participate in all aspects of the educational tour. Student should be asked to keep a diary, which briefly explains the activities and events of each day.

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The supervisor(s) must be prepared to be on a 24 hour duty and, so far as foreseeable, to be prepared for the unexpected. There must be no smoking/vaping allowed in confined areas, which might result in discomfort to non-smokers/non-vapors. Non-smokers/non-vapors / should room together and smokers/vapors should room together. At no time should non-smokers/non-vapors be made to suffer inconvenience caused by smokers/vapors. NOTE: Smoking and vaping in designated areas will be permitted and shall not be deemed as breach of school policy. Parents permission shall be required if students may smoke/vape.

Prior to departure there must be a clear understanding between students, parents, and the tour organizers of the expectations in relation to the consumption of alcoholic beverages. **There must be no consumption of alcohol by any student or chaperones (chaperones / parents / teachers or any adult accompanying the students) at any time.**

Curfew must be set indicating the time that students must be back to quarters. As well, curfews must be set indicating the time students must be in their own rooms. These curfews may be extended if students are involved in teacher supervised activities. There shall be no male-female visitations in rooms without the permission of the supervisors.

Students must always inform supervisors of where they are going and when they will return. Deadlines must be strictly followed. Students must not travel anywhere alone. During the day, there must at least be one other person along. In the evening, groups should be mixed and no smaller than four to a group. To stay in groups is in the interest of safety.

All of these guidelines must apply to all students – regardless of age.

If any of the rules are disobeyed, the supervisor shall have the option of sending the student involved home immediately at the expense of the student's parents. In the event of such an occurrence, further disciplinary action may be initiated by the Turtle River School Division Board.

These guidelines may apply in part to such activities as Exchange Programs, Terry Fox, Canada Two Thousand, etc.

Other guidelines as set by the program or the school shall augment or supersede these guidelines.

Supervisor decisions, while on the trip, are final.

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Teacher supervisor may phone the principal or division office in case of emergency or if advice is required.

Supervisors' expenses should be covered by fund raising or contribution from the parents.

NOTE: BOTH STUDENTS AND STAFF ARE EXPECTED TO BE GOODWILL AMBASSADORS FOR THE SCHOOL DIVISION

February 21, 1995, March 21,2000
Resolution No. 5 November 14, 2017

Foreign Travel

While the Board recognizes the importance of out-of-classroom experiences and the inherent educational benefits of travel, the Board neither specifically sanctions nor financially supports foreign travel. Furthermore, the Board expects that all absences accrued by either students or staff as participants on foreign trips will be accessed through current Board Policy and/or the Collective Agreement.

At the outset of the planning of a foreign travel experience involving Turtle River School Division students, the adult staff member(s) involved with the trip and the School Administrator will ensure that the Board's position and degree of responsibility is clarified with all prospective participants. This will include a clear and unequivocal written communication forwarded to the parent(s)/guardian(s) of all intended Turtle River School Division student travelers under eighteen years of age. Before a Turtle River School Division student participates in the trip plans he should return an appropriately signed copy of this correspondence to the School Administrator. Also, trip participants are to conduct all planning arrangements outside of regularly scheduled class time and will not include either the Division or school name in any fund-raising or other activity.

The Board anticipates that, as with any extended travel plans, the dates selected will be arranged so as to take advantage of school holiday periods and that the students and staff remaining at school will not be adversely affected by the absence of their peers. Furthermore, knowing that the students not accompanying them will be continuing with their regular schedule of classes, the Board understands that all students and/or staff involved in such extended travel will be responsible for ensuring that they meet all school program requirements, either expected or assigned, during the period of their absence.

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Dear Parent/Guardian:

As the parent/guardian of a student who has expressed an interest in being involved with a foreign travel group it is imperative that, from the outset, you understand that neither your school nor the Board will take any part in either the planning or the conducting of the trip. While the Board recognizes the personal and educational values to be gained from foreign travel, it DOES NOT sanction or financially support such endeavors.

The School Division wishes to make it clear that this form of group travel is NOT considered to be an extra-curricular activity. It is viewed, rather, as a trip planned voluntarily by interested youths and supporting adults working at-arms-length from the Board and its schools. It should also be understood that this association of individuals might choose to retain, at their own risk and expense, a travel company to assist in their travel plans and arrangements.

Therefore, please understand that the Division will NOT be involved in any aspect of the planning or organization of the trip including, without limitation:

1. The timing or destination of the tour.
2. The gender, the training, or the number of chaperones working with and/or accompanying the group from Canada.
3. The identity or point of origin of the Canadian travelling chaperones.
4. The company, if any, retained for the purpose of organizing the trip or the chaperones and/or the guide(s), which may be provided by that company.
5. The origin(s), gender or number of students travelling with the group.
6. Pre-trip planning, including medical insurance, passports, etc.
7. Expected behavioral guidelines and consequences.
8. Security and communication arrangements.
9. The unsettled political conditions in some foreign countries.

The Division does recognize the inherent educational benefits of travel and it will recognize an absence by a student taking the trip as it would if the student were travelling with his/her own family. The Division's ONLY involvement is to allow, if necessary, the absence from school for any adult staff member who may be travelling with the group.

Yours truly,

PLEASE COMPLETE AND RETURN THE FORM ON THE BACK OF THIS PAGE

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RECOGNITION OF UNDERSTANDING ON FOREIGN TRAVEL

Please sign and return this correspondence in its entirety indicating that:

1. You will allow your son/daughter to continue to be associated with the travel group;
2. You understand that neither your school, nor the Division, will be involved in any aspect of the organizing or conducting of the trip; and
3. You do not anticipate that either your school, or the Division, will provide any financial support for the trip.

With the full knowledge and understanding that neither the school, nor Turtle River School

Division will take any part whatsoever in any aspect of the foreign travel group planning a trip to

_____ (Destination)

I hereby give permission for _____ (Name of Student) to continue to be associated with the group.

_____ (Signature of Parent/Guardian)

NOTE: A copy of this completed correspondence will be returned to you at your request.

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INTER-SCHOOL SPORTS.

All students who participate in inter-school sports will be charged a \$10.00 fee each school year. These fees will be used to cover the cost of officials, entry fees, uniforms, and equipment.

ZONE / PROVINCIALS

INTENT TO PARTICIAPTE.

1. At the beginning of a divisional competition all participants must indicate whether or not they are planning to compete in a zone tournament.
2. Once participants have qualified for zones they will be required to attend or notify the coach the day of the tournament.

Playing at the zones is a commitment to play at the provincials if successful.

3. The participants or their parents will be held financially responsible to pay the M.H.S.A.A. fine if the athlete fails to participate as per MHSAA rules. The usual fine is \$200.00.

September 1, 1999

SKIING CODE OF CONDUCT

1. Grade 5 – 6 students will be required to take certified instructions.
2. Students will be placed in groups and each group will have a supervisor at a recommended ratio of 10:1. Supervisors will include either parents, staff or other interested adults.
2. Students who are snowboarders must meet the following conditions:
 - The snowboard must be equipped with a brake or a retention device.
 - The snowboard must be owned. Snowboards may not be rented.
 - Snowboarders must pass a basic test, same as skiers.
 - This test will be conducted by certified personnel at a ski resort.

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3. All students participating in the program will be transported to and from the hill by school bus. Private vehicles are not allowed. If parents/guardians drive their children to the hill, they (parent/guardian) must give written notice of this prior to the ski date, and must report to the school’s supervising teacher in person to confirm arrival when dropping their children off at the hill.
4. Loose clothing must be avoided. Scarves, baggy pants and bulky jackets pose a risk for catching on different structures which could result in a serious accident.
5. Wearing of headsets while skiing is prohibited.
6. Jumping is prohibited.
7. Students are to ski with a partner.
8. All injuries are to be reported to a school supervisor as well as the ski patrol.
9. Students are not allowed on the main chair lift until they pass a basic skills test for skiing.
10. Students are to restrict their skiing to the downhill slopes. Side trails are out of bounds.
11. Skiing on Suicide Run is prohibited at Agassiz.
12. Resort Ski Hill rules all apply.
13. Failure to comply with this code may result in:
 - a) Pulling the student’s lift ticket from him/her (there will be no refund of fee)
 - b) Disciplinary action from that student’s school
 - c) Students being suspended from further extra curricular activities.
 - d) Parents being called to pick up their children from the ski hill.
14. Any use of alcohol or drugs strictly prohibited and school suspension policy shall apply. School personnel may, at any time, search students or their gear for prohibited equipment or substance. Please fill out the attached form and return this to you child’s school.

Amended February 4, 1997

SKIER’S RESPONSIBILITY CODE – DOWNHILL

There are elements of risk in skiing that common sense and personal awareness can help reduce.

1. Ski under control and in such a manner that you can stop or avoid other skiers or objects.

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2. When skiing downhill or overtaking another skier, you must avoid the skier below you.
3. You must not stop where you obstruct a trail or are not visible from above.
4. When entering a trail or starting downhill, yield to other skiers.
5. You must keep off closed trails and posted areas and observe all posted signs.
6. Unmarked obstacles may exist, be alert.
7. Understand the colour code signs for difficulty of runs:
 - green circle – beginner
 - blue square – intermediate
 - black diamond – advanced.
8. Trail and slope conditions vary constantly with weather changes and skier use. Be aware of changing conditions – nature or man made.

BE AWARE – SKI WITH CARE

ALPINE SKIING – SCHOOL CHECKLIST

Just prior to your students ski date (day before), please take the time to cover the following basic rules.

Know the Skier's Code of Conduct and Skier's Responsibility Code.

Understand the colour coded signs for difficulty of runs:

Green circle – beginner
Blue square – intermediate
Black Diamond – advanced.

Ski safety.

No jumps
Do not ski fast into blind areas (over drops)
Do not cut people off

Ski in control

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Do not try to keep up to much better skiers if you are putting yourself and others at risk.

Do not ski in areas beyond your capabilities.

Ski only on the slopes, do not go down bush trails.

Respect rental equipment.

Remember your ski equipment numbers.

Ski in pairs (in case of injury).

Report all injuries to the ski patrol and to the supervising teacher.

No loose clothing: - scarves are especially dangerous, possibility of hanging.

All students (18 years old and over included) must take the school transportation to and from the ski hill. Parents/guardians dropping their children off at the hill must give written notice prior to the ski date. Parents/guardians dropping students off at the hill must report with their children to their school's supervising teacher.

If these rules are not followed, students may have their lift tickets pulled, and may be subject to school discipline. Students must remember that even though they are on the ski hill, they are still the responsibility of the school, and are to follow the school rules.

This checklist should be completed with all students who are skiing in one group. The principal and school ski coordinator and / or physical education instructor are to be present.

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Turtle River School Division - Administrative Procedure

Section B – School Administration

B-00

Correspondence/Distance Education New Course Implementation

CORRESPONDENCE COURSES / DISTANCE EDUCATION

A Turtle River School Division No. 32 student may undertake course study through the correspondence branch of Manitoba Education and Training in an acceptable course that may not be offered at the school or alternately where there may be a timetable conflict that may prevent a student from enrolling in such a course at the school. In either case a student, in regular attendance, would be required to receive prior approval from the principal of the school in which the student is enrolled.

Students who take courses by correspondence / distance education shall be reimbursed one half of the registration cost at the time of registration by Turtle River School Division. The remainder of the registration will be reimbursed upon provision of proof to the secretary-treasurer that the course was successfully completed.

Definition: An acceptable course is one that may be necessary to complete or deemed to complement the program in which a student has enrolled. Acceptability of a course will be determined by the school principal who may in turn refer the matter to the superintendent.

November 12, 1991

The school principal may authorize students to take courses by correspondence, however, students will not be eligible for reimbursement if the course is taught in the school and there are no timetable conflicts.

July 28, 1992

NEW COURSE IMPLEMENTATION / SICS / SIPS

Any new school-initiated courses (SIC) shall be implemented only by approval of the board. New courses from Manitoba Education and Training shall be brought to the attention of the board through the superintendent. All SICS / SIPS must follow Manitoba Education and Training guidelines.

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Turtle River School Division - Administrative Procedure

Section B – School Administration School Initiated Courses

B-00

SCHOOL INITIATED COURSES/LOCALLY DEVELOPED CURRICULUM /COURSES OFFERED BY OTHER INSTITUTIONS

Cooperative work education is not a course. Cooperative work experiences are parts of other Manitoba Education & Training courses or SICS/SIPS

1. Cooperative work education applications shall be approved by the principal. These courses should supplement the school program and not replace Manitoba Education and Training courses offered by the school.
2. Students who choose these enrichment activities shall be responsible to familiarize themselves with the objectives and the requirements for each course. Failure to comply with the course requirements will result in immediate withdrawal from the course.
3. Students must insure that they have met all the graduation course requirements as stated by Manitoba Education and Training. The principal or his/her designate shall be responsible to review each student's record. A parent signature shall be required as proof of verification.
4. Every student enrolling in a School Initiated Course (SIC) / Locally Developed Curriculum (LDC) shall be required to prepare a personal vitae, to the satisfaction of the school principal, and submit a copy to each cooperating employer and the work education coordinator.
5. The school shall insure that each student participating in a work experience program shall be registered with Manitoba Department of Education and Training for Workman's Compensation.
6. Students gaining a high school credit shall not receive financial remuneration from the cooperating employer.
7. The relationship between the employer/employee must be at arm's length. (Cannot work with parents/guardian, etc.)
8. The work experience must be new and different from what can be learned in the home. The principal shall be responsible and authorized to determine if the work experience is valid. All work experiences must have a course outline which will be approved by the board and Manitoba Education and Training.
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Turtle River School Division - Administrative Procedure

Section B – School Administration School Initiated Courses

B-00

9. The maximum number of credits for the non vocational stream will be limited to four credits for SIC's. An additional two credits may be approved for student initiated programs (SIP's).
10. A maximum of two credits can be classified as senior 4 supplementary credits for the academic high school program and up to six supplementary credits for the technology education program.
11. The maximum number of credits at one employer shall be limited to two. Before a student is permitted to take a second credit it must be demonstrated, to the satisfaction of the school principal that the work for the second credit is:
 - a) different
 - b) is an extension in depth, difficulty, etc., over the first
12. The minimum requirement for credit is:
 - ½ credit for 55 hours
 - 1 credit for 110 hours
13. All courses must be completed by June 30 of that school year. Failure to complete will result in no credit
14. Students shall be responsible to keep a portfolio of all their activities and provide a copy of relevant articles to the school principal.
15. Courses such as health care aide offered by a community college shall be evaluated annually as to their appropriateness, applicability and number of eligible credits for a high school diploma. It is the principals' responsibility to verify with Manitoba Education and Training prior to making a commitment to students.

Complete and detailed information can be obtained from the source documents.

May 27, 1997

Amended September 30, 1997

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Turtle River School Division - Administrative Procedure

Section B – School Administration Nutrition Policy

B-00

Turtle River School Division believes:

- Parents bear the primary responsibility for the nutritional well-being of their children.
- The Province of Manitoba bears the responsibility to make healthy food choices, as outlined in “Guidelines for Foods Available in K-12 Schools in Manitoba”, an attractive and affordable choice for all Manitobans.
- Schools have the responsibility to encourage healthy lifestyles and good nutritional habits as outlined in MECY curriculum.

Turtle River School Division recognizes that good nutrition is fundamental to:

- Normal child growth and development.
- Learning and a readiness to learn.
- A student’s ability to concentrate

Therefore, Turtle River School Division will:

- Actively promote healthy eating consistent with instructional information in K-12 MECY curriculum documents.
- Ensure that where schools make food available through school canteens, healthy choices will be promoted using the “Guidelines for Foods Available in K-12 Schools in Manitoba” as a reference.
- Make available to parents “Guidelines for Foods Available in K-12 Schools in Manitoba” as a nutritional guide.
- Vending machines within Turtle River School Division will offer snacks and drinks that support good nutritional habits.
- Fund raising groups within the school will not sell products that are of questionable nutritional value.
- This policy will become effective September 1, 2009.

Resolution Number 3 December 9, 2008

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