

JAMESWOOD

A L T E R N A T I V E S C H O O L

Where attitude matters.

Student / Caregiver Handbook 2018-2019

Jameswood Alternative School
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Principal – Mrs. Kelsey McDonald



Welcome and thank you for choosing to attend Jameswood Alternative School (JAS).

The Student/Caregiver handbook is an overview of JAS and will help guide you through some of our philosophies, programs, and policies.

The St. James-Assiniboia School Division is committed to educational programs in which children can develop their natural capabilities to their fullest extent, building upon personal strengths and the richness of our area's culturally diverse population. Our schools and teachers work with the community collaboratively to meet the needs of children in programs founded in academic rigor, but dealing with the intellectual, physical, emotional, and social needs of students. Because of this commitment, JAS exists. At Jameswood, we believe the key to success is personalizing learning and building relationships.

The small-school setting of Jameswood allows the staff to accommodate specific student needs by going beyond the curricular needs and teaching many life-long skills.

We are looking forward to the start of the school year and working with all students and families/caregivers to continue to make Jameswood Alternative School a unique learning community.

Thank you for all your help and support.

Kelsey McDonald
Principal

STAFF LISTING

Administration

	Name	Phone	Email
Principal	K.McDonald	(204) 885-9555 ext. 4701	kmcdonald@sjsd.net

Teachers/Support Staff

English/Humanities	S. MacRae	(204) 885-9555 ext. 4702	smacrae@sjsd.net
Science/Humanities	M. Stout	(204) 885-9555 ext. 4705	mstout@sjsd.net
Guidance/Resource	T.Grant	(204) 885-9555 ext. 4704	tgrant@sjsd.net
Manufacturing/PE	K. Boughton	(204) 885-9555 ext. 4707	kboughton@sjsd.net
Mathematics/Science	D. Welligan	(204) 885-9555 ext. 4703	dwelligan@sjsd.net
Career Support	H. Rose	(204) 885-9555 ext. 2373	hrose@sjsd.net
Educational Assistant	G. Kostelnyk		
Educational Assistant	D. Sapkota		
Educational Assistant	J. Arnason		

Secretary

	Name	Phone
Head Secretary	A. Williams-Taylor	(204) 885-9555

Mission Statement

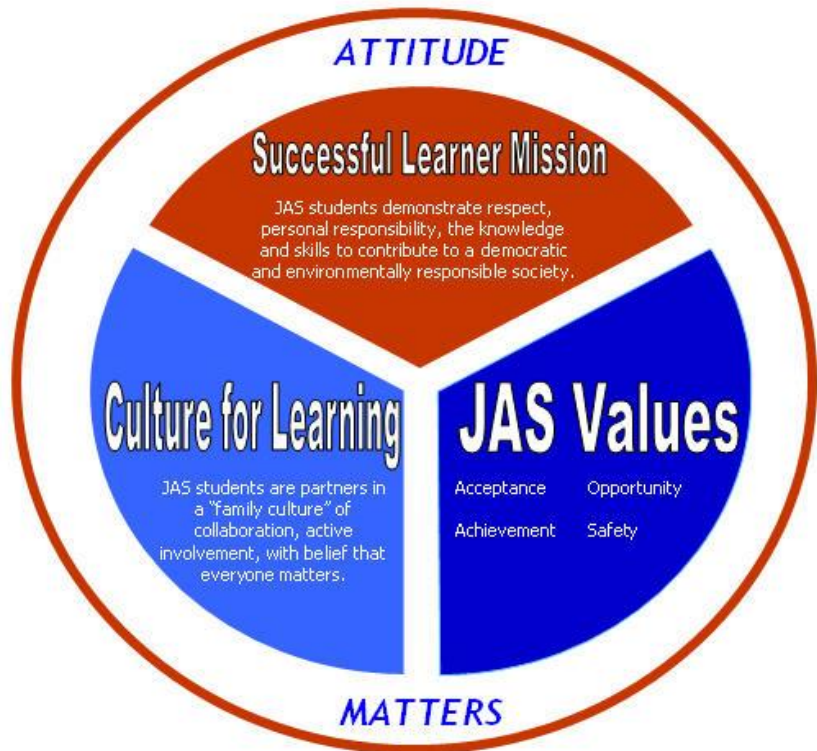
JAS students will grow to be citizens who demonstrate respect, personal responsibility, and the knowledge and skills to contribute to a democratic and environmentally responsible society.

JAS students are partners in a "family culture" of collaboration, active involvement, with the belief that everyone matters.

JAS values acceptance, achievement, opportunity and safety

Values

JAS values acceptance, achievement, opportunity, and safety.



Decision Making and School Policy

Policies and Decision-Making at JAS will be guided by our Mission, Vision, Values; school community data; educational research; and the lived experience of staff, students, and community members. School policies will be revisited regularly to ensure that our practices are consistent with our aims and beliefs (expressed in the Mission).

JAS will seek to incorporate the voice of staff, students, and community in decision-making processes whenever possible. Representation from these groups should aim to acknowledge the diversity of our school community. Participatory decision-making practices will demonstrate and promote the value of active citizenship among our students and community.

General Information

- a) **Student Fees:** The sum of \$25 is collected from each JAS student at the time of intake. If a student is unable to pay JAS student fees, alternate arrangements are made (this is imperative due to the wide socioeconomic base of our student population). Student fees are not collected from students who are just taking online courses.

The money collected from these fees is used to:

- Purchase food for the kitchen
- Purchase/replace kitchen items – microwaves, pots, pans, cutlery etc.
- Support student-based initiatives from the JAS Student Voice Committee
 - Supplies for bakes sales
 - Recycling support materials – compostable garbage bags, gloves
- Support enrichment activities –Artists in the School, presentations
 - Extra supplies
- Student emergency bus tokens

b) **Bus Tokens:** Transportation to/from JAS is the responsibility of the student/parent/guardian. As noted above, bus tokens are available in the office for students who are in **emergent** need.

c) **Class Schedule:**

JAS Class Schedule		*Shortened afternoon periods (3 and 4) occur to accommodate monthly staff meetings. These meeting days generally fall on the first and third Tuesday of each month. Please see school day calendar for specific information. Students are excused at 2:45 pm on these days	
Times	Monday to Friday		
9:30 AM – 10:35 AM	Course 1	JAS Shortened Tuesday Afternoon Schedule	
10:35 AM – 10:45 AM	Break		
10:45 AM – 11:50 AM	Course 2		
11:50 AM – 12:55 PM	Lunch		
12:55 PM – 2:00 PM	Course 3	12:55 PM – 1:50 PM	Course 3
2:00 PM – 2:10 PM	Break	1:50 PM – 1:55 PM	Break
2:10 PM – 3:15 PM	Course 4	1:55 PM – 2:45 PM	Course 4

d) **Lunch Hour:** Students who stay at Jameswood during the lunch hour are expected to eat in the kitchen and act in according to school protocol. Eating lunch at the school is a privilege not a right.

Attendance Expectation

At JAS we support the belief that daily school attendance is important for all students. Students who attend school regularly are more engaged in learning, have a greater sense of belonging to the school community and are more likely to obtain a high school diploma.

With that in mind, we also know that many of our students have complex life factors that can, at times, interfere with daily attendance. Therefore, continued enrollment in your courses is not contingent on meeting attendance requirements. This means you will not be withdrawn from a course due to absences. Instead, **regular, significant progress** towards the course outcomes is the requirement. As a student in an individualized, self-paced, self-directed learning environment, each JAS student is expected to navigate appropriate workload expectations and deadlines for each class with the teacher of that course.

Students who decide to leave school before the end of their scheduled day are expected to “sign-out” with their homeroom teacher, this is about courtesy, respect, and taking responsibility for oneself. Leaving early will be considered an absence from that period. *In the case that the student is leaving because he/she is emotionally distraught, a staff member will call home to report the student has left and to explain the situation.*

Our automated phone system will make daily calls to parents/guardians of students who have been absent for any portion of the school day. On the third consecutive day of absence, or on the third consecutive day the student is not making academic progress, the homeroom teacher will make a personal phone call to a parent/guardian.

Home / School Communication

JAS recognizes the importance of clear and frequent communication between parents/guardians and the school. To that end the school will provide detailed information on its school website. Provincial report cards will be mailed home four times during the school year.

Teachers and school administrators will contact parents/guardians to discuss matters of concern when appropriate throughout the school year. Parents/guardians are encouraged to contact the school at any time to discuss their child's progress.

Pathway to Graduation

All students will create a graduation plan with support from guidance and/or administration. The plan indicates which courses are needed to meet graduation requirements. These plans are reviewed with students at the time of course completion and selection of next courses.

Coursework Expectation/ Reporting Student Progress

At JAS we do not operate on the semester system. Rather, graduation planning and course selection is done collaboratively with the student their parent/guardian and administration/guidance. After a plan is determined each student will work with his/her teacher(s) to establish appropriate individual timelines for course completion.

It is recognized that all students work at their own pace, however, ALL students MUST maintain **regular, significant progress** towards their individual deadlines to continue being enrolled in their course. Students are expected to follow the schedule and plan that they have developed. The homeroom teacher will track these personalized timelines on a "Golden Ticket". Deadlines can be reviewed and revised as needed, so long as the student continues to make **regular, significant progress**.

Because we are not on the semester system, we do not observe "exam week" at the same time as the other Senior Years school. Instead, we have individual "assessment days" at set dates during the year. There will be no classes for students on these days. Provincial Report Cards will be mailed to parents/guardian's four times during the school year (quarterly). Prior to the reporting period, students who are not making progress in an individual course will be withdrawn from their course(s) and parents/guardians will be informed on the "assessment day" (or sooner). The purpose of withdrawal is to decrease the students' total workload to allow focus on courses where progress toward credit obtainment is being made. At the time of course withdrawal, the student and their team will determine criteria for being re-instated in the course.

Any student who has been withdrawn from more than one course will be required to attend a planning meeting with their parent/guardian and the school team. The purpose of this meeting is to work together to keep the student on track towards graduation.

Students who do not maintain their commitment to the program may be required to re-enroll in the program at a later date (space permitting).

Students who are taking Grade 12 English and/or Math are required to write Provincial exams. These exams are required for credit obtainment and are written at two set points in the school (January and June).

Graduation is held annually in June. Prospective graduates are expected to work closely with school staff to monitor all dates/deadlines/ requirements.

Code of Conduct

This code of conduct is in congruency with legislation outlined in the Provincial Code of Conduct found: http://www.edu.gov.mb.ca/k12/safe_schools/pdf/code_conduct.pdf

The St. James-Assiniboia School Division believes that every child can learn if provided with support and encouragement and that parent/guardian engagement in a child's education contributes to the success of our students. Respect, integrity responsibility, consultation and excellence are the core values of the Division, its policies and practices. As such, parent/guardian, students and staff work together in the school setting to ensure success for all learners. In order to achieve our goals, it is expected that everyone involved in the school community will abide by the St. James-Assiniboia School [Provincial Conduct Policy](#) and the Public Schools Act. Students and staff are expected to exhibit self-discipline and to be responsible for their behavior. Responses to behaviours will consider both the circumstances and the needs of the students.

Executive Summary

Students and staff must behave in a respectful manner and comply with the code of conduct.

The following are unacceptable at JAS:

- abusing another student physically, sexually or psychologically, verbally, in writing, or otherwise
- bullying another student
- discriminating unreasonably on the basis of any characteristic set out in subsection 9(2) of The Human Rights Code
- using, possessing, or being under the influence of alcohol or illicit drugs at school

The following will not be tolerated at JAS:

- gang involvement
- possessing a weapon, as "weapon" is defined in section 2 of the Criminal Code (Canada)

Students and staff must adhere to school and divisional policies respecting the appropriate use of: the Internet, including social media, text messaging, instant messaging, websites, and e-mail, and digital cameras, cell phones, and other electronic or personal communication devices identified in the code of conduct or the policies of the school board

There is a wide array of disciplinary consequences of violating the code of conduct, and there is a process for appealing disciplinary decisions.

Parent/guardian will be responsible:

- To cooperate fully with teachers and other school/division employees to ensure their child complies with school/division discipline and behaviour management policies and the school's code of conduct.
- To take all reasonable measures to ensure the child attends school regularly.
- To assume responsibility with the child where school/division property is damaged, lost, or converted by the intentional or negligent act of that child.
- Honouring their obligations as outlined in the Public Schools Act, the Child and Family Services Act
- Communicating regularly with school personnel regarding the education of their child
- Following established protocols for expressing concerns
- Treating staff and students with dignity and respect at all times
- Encouraging and support completion of all school assignments

Student will be responsible:

- To attend school and classes regularly and punctually.
- To comply with school and school division discipline and behaviour management policies.

- To behave in a respectful manner and comply with the school code of conduct.
- To complete assignments and other related work required by teachers or other employees of the school division.
- To treat with respect school property and the property of others who are employed at or attending the school.
- To assume responsibility if he or she destroys, damages, loses, or converts by an intentional or negligent act school or division property.
- Attending school regularly and arriving on time
- Being prepared for all classes by bringing required materials and completing homework assignments
- Completing missed work
- Demonstrating academic integrity (i.e. not plagiarizing)
- Engaging in educational opportunities through active classroom participation
- Being a good citizen
- Expressing themselves using socially acceptable language and behavior for the school setting
- Respecting the diversity of all people in the school community
- Demonstrating self-discipline, and showing courtesy for all people in the school community
- Showing respect for property, rights and safety of themselves and others
- Resolving conflicts and difficulties through consultation and problem solving

Staff will be responsible:

- To maintain order and discipline among students attending or participating in activities that are sponsored or approved by the school, whether inside or outside the school.
- To behave in a respectful manner and comply with the school code of conduct.
- To ensure that the interventions and responses used or implemented in carrying out duties to maintain order and discipline in school are appropriate, given the frequency and severity of the disciplinary violation, and take into account the student's state of development.
- To report to the principal unacceptable student conduct while at school or at a prescribed school-approved activity as soon as reasonably possible.
- To report to the principal as soon as reasonably possible that a student may have engaged in cyberbullying or been negatively affected by cyberbullying, whether it occurs during school hours or not.
- To seize or cause to be seized and take possession of any offensive/dangerous weapon brought to school by a student and hand over same to the principal.
- To suspend a student from the classroom for up to two days when a student engages in disruptive behaviour and suspension is the consequence for that behaviour under school policy or the school code of conduct.
- To promptly document and report a student suspension to the principal.
- Adhering to the policies of the St. James-Assiniboia School Division.

Behaviour

The St. James-Assiniboia School Division believes that behavior is purposeful and responses to behaviours will take into consideration both the circumstances of the situation and the needs of the students. Schools will provide reasonable accommodation for students who have exceptional learning needs that affect their behaviour, and in instances of student discipline issues, staff will take into consideration the student's ability to comply and the amount of support required.

- Expected behaviours must be actively taught both at home and school
- The strategies used to develop understanding and respect for the rights of others will vary from student to student
- Discipline is the teaching of appropriate behaviours and promoting the learning of self-management, thereby ensuring student safety

In addressing any misbehavior, responses shall be:

- Chosen initially to ensure a safe and caring learning environment

- Appropriate for the student's stage of development and considerate of the student's individual needs
- Reasonable, realistic and timely and incorporate supports including positive and preventative approaches and responses
- Reflective of the nature and the severity of the misbehavior, its frequency, duration and intent

Responses

The following are examples of responses that may be considered in addressing inappropriate behavior:

- **Informal discussion** with the student to reach an agreement regarding the student's behaviour. Parent(s) may be contacted in some circumstances.
- **Parental Involvement** - Contact is made with the parent/guardian(s) to discuss the student's specific behaviour and the steps that must be undertaken to change it. The contact could vary from a telephone conversation to a formal conference at the school with parent(s), student, and school personnel to develop a plan for changing the student's behavior.
- **Formal Interviews** and conferences that may involve students, staff, parents, division personnel and/or police and other community support agencies
- Development and implementation of a **behavioural plan or contract** that may include counseling, mentoring or mediation
- **Removal from the situation** for a period of time
- **Restitution/Compensation:** The student and/or parent(s) are required to compensate for damages incurred to school division property by the intentional or negligent act of a child. Such compensation may be monetary in nature, but could take alternative forms such as community service.
- **Withdrawal of privileges**
- Required **change of location of studies**
- **Student detention:** The student is detained at school and beyond school hours and under supervision. Contact with parent(s)/guardians will be based on the student's age and circumstances. The length of the detention will be determined by the school and will take into consideration the age of the student as well as the individual needs of the student. In the case of students who are transported by school bus, detentions will occur after arrangements for safe transport home occur with parent(s)/guardians.
- **Student Services** - A referral may be made to school division student services personnel who can assist school personnel in the remediation of inappropriate student conduct. Such involvement may include a level of counseling or clinical supports for the student that is beyond the school's capabilities. Parental permission must be obtained for assessments and/or interventions.
- **Outside Agency/Community Involvement** - A referral to an outside agency or a community resource may be necessary to address a student's behaviour (e.g., a physician, adolescent or adult mental health services, Addictions Foundation Manitoba, the anxiety clinic at St. Boniface Hospital, the Lighthouses and Turnabout crime prevention programs, Boys & Girls Clubs, Big Brothers Big Sisters, or Aboriginal Elders). In all cases, parental permission must be obtained.
- **Withdrawal** from course(s)
- **Threat Assessment** - The school will respond to all student threats to self or others through administrative action and/or school division threat assessment protocols or through critical incident preparedness plans. Outside agency and/or police involvement may be requested. Parent(s) will be informed.
- **Police Notification and/or School Resource Officer (SRO)** does not mean that police will lay charges in every situation; however, police should be notified for serious incidents that happen at school, during school-related activities in or outside school, or in other circumstances if the incident has a negative impact on the school environment.
- **Suspension:** In-school or out-of-school JDG-R Student Suspension
- **Expulsion:** involvement of school administration, superintendent and School Board is required as per JKE Student Expulsion

Appeals of Disciplinary Decisions

To appeal a consequence that has been applied to a student, the parents of the student must make an appointment with the principal in a timely manner to discuss the issues.

Confidentiality

a) Protection of Individual Privacy

All aspects of an investigation (i.e. conversations, documents, identities of the parties) are protected by the Freedom of Information and Protection of Privacy Act. Parties to a complaint are advised to refrain from discussing the complaint with anyone else.

b) Records

All records, documents, notes and transcripts shall remain on confidential file in the office of the principal (for students) and the Superintendent for staff. Disclosure of personal information shall be subject to the requirements of the Freedom of Information and Protection of Privacy Act.

Computer/Internet Policy

In order for students to access the Internet via school equipment, students must have returned to the office a signed Internet Policy form (available from the office or your homeroom teacher).

The school and school division have software that monitors and keeps a record of all Internet traffic entering and leaving the school. In addition each student has an individual user identification to log onto computers and each computer in the building also has a unique identification number. The combination of these items makes it possible to trace all activity back to an individual user should the need arise. Any abuse of computer use policies or equipment will result in severe consequences, including loss of course credit without warning.

Use of Cell Phones/Other Personal Electronic Devices

Phones and other personal electronic devices are to be kept in lockers during instructional time.

NO recording device (audio/video) are to be used in the building unless it has been negotiated with the teacher in charge and is for academic work.

(SJASD Policy IJNDC-R)

The Division expects that all users will respect the appropriate use of email, the Internet, digital cameras, cell phones (including phones equipped with digital cameras), and any other communication devices whether they are personal devices or devices provided by the Division. Failure to comply with the rules and procedures set out in this policy as well as the Student Conduct (JK) policy and Code of Conduct (JK-R) may result in temporary or permanent loss of access as well as other disciplinary action as necessary.

Plagiarism

Plagiarism is defined as passing off the words or ideas of another as one's own. This applies to downloading work from the Internet, copying other students' work, copying from other authors or using others' ideas without crediting the source. Plagiarism will be dealt with seriously; consequences may include suspension, re-doing an assignment, or loss of credit.

School Property

All members of the school are responsible for the care of school property. Students who damage school property or equipment will be required to pay for repair or replacement of this property. Winnipeg Police Service will be brought in where necessary. Textbooks that are lost or unusually worn will be assessed a fee to defray the cost of replacement.

Please do your utmost to keep your school in great shape as a result will allow more money to be made available for school supplies, equipment and activities.

Student Parking

There are no official parking spaces available at Jameswood School for students, but there is ample parking available on Braintree Crescent.

SAFETY

Video Camera Surveillance

Student and staff safety are a prime concern. Video cameras monitor Jameswood School and the property.

Threat Assessment Protocol

The St. James-Assiniboia School Division believes that participating in and contributing to a safe, respectful and positive learning environment is the right and responsibility of all students, their parents/caregivers, school personnel and all community members. The Division expects that administrators will respond to threat-related behaviour. All incidents of threats will be taken seriously and will be assessed accordingly. All staff have knowledge of what constitutes student threat-making behaviours and staff members shall promptly report any such behaviour to the Administration of the school. A threat can be defined as follows: An expression of intent to do harm or act out violently against someone or something. A threat can be spoken, written or symbolic; for example, motioning with one's hand as though shooting at another person. Students, who know about a threat, as defined above, are expected to inform school administration and staff. Students who are threatened should report the threat directly to the Administration. False reports will be reviewed and those responsible may be subject to discipline.

A brochure explaining the Divisional Threat Assessment policy is available on our website:

<https://www.sjasd.ca/school/jameswood/About/Conduct/Pages/default.aspx>

Emergency Procedure Drills

All schools in the SJASD hold drills with staff and students to practice the procedures that would be used in the event of an emergency. Teachers will prepare students in class prior to drills being held. The types of emergency drills held are: Fire, Lock Down, and Tornado.

Emergency Evacuation Location

During inclement weather, should students be forced to evacuate the building, staff will direct students to the following emergency location.

- **Golden Gate Middle School (330 Bruce Avenue, 204-837-5808)**

Emergency Response Plan

A copy of the emergency response plan is in the school office. In the event of an emergency, communication with the school may be limited. The school or school board will contact student's parents' or guardians' in these cases.