

**École Ness  
Student/Parent  
Handbook**



**VIVE LES CHEVALIERS**

3300 Ness Ave. Winnipeg, MB R2Y 0G6  
204-837-1361  
[www.sjasd.ca/school/ness](http://www.sjasd.ca/school/ness)

|                                    | <b>DAY 1</b>     | <b>DAY 2</b> | <b>DAY 3</b>     | <b>DAY 4</b> | <b>DAY 5</b> | <b>DAY 6</b> |
|------------------------------------|------------------|--------------|------------------|--------------|--------------|--------------|
| <b>Period 1</b><br>9:05-<br>9:45   |                  |              |                  |              |              |              |
| <b>Period 2</b><br>9:45-<br>10:25  |                  |              |                  |              |              |              |
| <b>10:25 –<br/>10:30</b>           | <b>Locker</b>    | <b>Break</b> | <b>5 minutes</b> |              |              |              |
| <b>Period 3</b><br>10:30-<br>11:10 |                  |              |                  |              |              |              |
| <b>Period 4</b><br>11:10-<br>11:50 |                  |              |                  |              |              |              |
| <b>Lunch</b><br>11:50-<br>12:45    |                  |              |                  |              |              |              |
| <b>Period 5</b><br>1:00-<br>1:40   |                  |              |                  |              |              |              |
| <b>Period 6</b><br>1:40-<br>2:20   |                  |              |                  |              |              |              |
| <b>2:20 – 2:25</b>                 | <b>Locker</b>    | <b>Break</b> | <b>5 minutes</b> |              |              |              |
| <b>Period 7</b><br>2:25 -<br>3:05  |                  |              |                  |              |              |              |
| <b>Period 8</b><br>3:05-<br>3:45   |                  |              |                  |              |              |              |
| <b>3:45</b>                        | <b>Dismissal</b> |              |                  |              |              |              |

## BELL SCHEDULE

### REGULAR SCHOOL DAY

|  |                        |  |  |                        |
|--|------------------------|--|--|------------------------|
| 8:50   | Student entry          |  | 12:45  | Student entry          |
| 8:55   | Warning bell           |  | 12:48  | Warning bell           |
| 9:00   | Opening exercises a.m. |  | 12:50  | Opening exercises p.m. |
| 9:05   | Period 1               |  | 1:00   | Period 5               |
| 9:45   | Period 2               |  | 1:40   | Period 6               |
| 10:25  | Locker break           |  | 2:20   | Locker Break           |
| 10:30  | Period 3               |  | 2:25   | Period 7               |
| 11:10  | Period 4               |  | 3:05   | Period 8               |
| 11:50  | Instructional end a.m. |  | 3:45   | Dismissal              |
| 11:50– 12:45 Lunch break                                 |                        |  |  |                        |
| <b>La table ronde (Class meetings)/Assembly Mornings</b> |                        |  | <b>Staff Meeting - 1<sup>ST</sup> &amp; 3<sup>RD</sup> Tuesday of the month (Early Dismissal Days)</b> |                        |
| 8:50   | Student entry          |  | 12:45  | Student entry          |
| 8:55   | Warning bell           |  | 12:48  | Warning bell           |
| 9:00   | Opening exercises a.m. |  | 12:50  | Opening exercises p.m. |
| 9:55   | Period 1               |  | 1:00   | Period 5               |
| 10:25  | Locker break           |  | 1:30   | Period 6               |
| 10:30  | Period 2               |  | 2:00   | Locker Break           |
| 11:00  | Period 3               |  | 2:05   | Period 7               |
| 11:25  | Period 4               |  | 2:35   | Period 8               |
| 11:50  | Instructional end a.m. |  | 3:10   | Dismissal              |

Staff Meetings take place on the first and third Tuesday of each month.

**NOTE: Students are dismissed at 3:10 PM on these days.**

## MISSION STATEMENT

## LA MISSION

The mission of École Ness is to provide a safe, nurturing and cooperative environment which will guide and encourage each individual:

- to develop mind and body to full potential;
- to develop respect, integrity, responsibility and excellence;
- to value learning;
- to enjoy and take pride in belonging, achieving, and caring.

*These feelings are manifested in a setting dedicated to providing a full education in both official Canadian languages.*

La mission de l'École Ness est de fournir un milieu épanouissant où règnent la coopération et la sécurité et qui encourage l'individu:

- à développer pleinement son corps et son esprit;
- à développer le respect, l'intégrité, la responsabilité et l'excellence;
- à valoriser l'apprentissage;
- à être fier d'être membre de l'école.

*Nous pensons que cette mission est essentielle afin de créer un environnement idéal dans notre établissement consacré à l'éducation dans les deux langues officielles du Canada.*

## ATTENDANCE

All absences must be reported using the Safe Arrival absence management system (please refer to the instruction guide on the school website, [www.sjasd.ca/school/ness](http://www.sjasd.ca/school/ness)). Attendance is checked in the morning, afternoon and during each class. The parents/guardians of absent students are contacted by telephone if the child's absence was not previously recorded in Safe Arrival or a note or phone call has not been received.

School attendance is required of school-aged children. Attendance means being present and being on time. Attendance of students is the responsibility of parent(s). The school will communicate with parent(s)/guardian(s) concerning non-attendance or late-coming students. The School Division Family Access Coordinator will be notified concerning extreme cases of non-attendance or excessive tardiness.

Students are permitted into their lockers and classrooms at 8:50 a.m. and are expected to be in their classes by 9:00 AM for homeroom attendance. As well, students are to be at school by 12:45 a.m. and are expected to be in their classes by 12:50 p.m. for homeroom attendance. Students who are late without a reasonable excuse will be required to report to the office to obtain a late slip. If a student is consistently late without reasonable justification, the student's parents will be contacted in addition to appropriate school consequences.

Permission for early dismissal must be obtained from the office. A parent or guardian must send a note or phone the school. Students must sign out just prior to leaving the building.

## STUDENT FEES

The student fee has been set at **\$55.00** per student. Families with more than one child attending École Ness will pay **\$55.00** for the first child and **\$35.00** for each additional child.

### FEE STRUCTURE

|                                    |                      |
|------------------------------------|----------------------|
| Student Fee.....                   | \$10.00              |
| Fund Drive.....                    | \$20.00 (per family) |
| Band books /Art supplies .....     | \$10.00              |
| <b>Total for student fees.....</b> | <b>\$40.00</b>       |
| <b>Yearbook (optional).....</b>    | <b>\$15.00</b>       |

In Practical Arts, project fees to cover supplies and in Physical Education, monies for École Ness team t-shirts, will be collected by the student's teacher/coach during the school year, as required.

At École Ness we believe in

# RESPECT and RESPONSIBILITY.

## RESPECT

| Looks like / sounds like  | Does not look like / sound like   |
|---|---|
| <ul style="list-style-type: none"><li>• Listening</li><li>• Raising hand to speak</li><li>• Sharing</li><li>• Eye contact</li><li>• Participating</li><li>• Nodding</li><li>• Please/Thank you</li><li>• Working together</li><li>• Cooperating</li></ul> | <ul style="list-style-type: none"><li>• Talking out of turn</li><li>• Interrupting</li><li>• Sarcasm</li><li>• Eye rolling</li><li>• Silent treatment, excluding</li><li>• Yelling</li><li>• Name calling, teasing</li><li>• Hitting/kicking</li><li>• Intimidation</li></ul> |

## RESPONSIBILITY

| Looks like / sounds like  | Does not look like / sound like  |
|---|--|
| <ul style="list-style-type: none"><li>• Being prepared</li><li>• Being prompt</li><li>• Homework done</li><li>• Being in class</li><li>• Getting caught up on missing work</li><li>• Getting enough sleep</li><li>• Eating breakfast/lunch</li><li>• Taking time for your needs</li></ul> | <ul style="list-style-type: none"><li>• Forgetting supplies</li><li>• Being late</li><li>• Incomplete homework</li><li>• Blaming others</li><li>• Making excuses/whining</li><li>• Arguing</li></ul> |

# RESTITUTION

www.realrestitution.com

**Restitution is based on the principle that all behaviour is purposeful. This means, that every behaviour meets a basic need.**

**The five basic needs are...**

## **Survival:**

*I survive when I have enough to eat, I get a good sleep and I have clothes to wear. I feel safe when I believe that there are adults that take care of me. I feel safe when no one hurts me.*

## **Fun:**

*I need to have fun. I feel like I am having fun when I am doing something that I like to do. I can have fun when I play, when I learn and when I do my work.*

## **Achievement:**

*I need to achieve. I feel proud when I feel important and when I am good at something.*

## **Freedom:**

*I need to have freedom. I feel like I have freedom when I have choices. I feel free when I can choose what I want to do, how I want to do it and when I want to do it.*

## **Belonging:**

*I need to belong. I feel like I belong when I am a part of a group and I have friends.*



It is my **RESPONSIBILITY** to respond to my needs in a  
**SAFE** and **RESPECTFUL** manner.  
My **BEHAVIOUR** is expected to be **ABOVE THE LINE**.  
If it falls below the line, I am **RESPONSIBLE** to create and  
follow through on a **FIX IT PLAN**.

## ABOVE THE LINE BEHAVIOURS

- Being Respectful
- Being Responsible
- Being Honest
- Being Helpful
- Being Hardworking
- Being Safe
- Being Encouraging
- Being Dressed Appropriately
- Being Co-operative
- Being Prepared

### CONSEQUENCES

- Positive School Culture
- Better Learning Environment
- Safer School
- Better School Community

## BELOW THE LINE BEHAVIOURS

- Being disrespectful (*putdowns, shouting, arguing, name calling, bad language*)
- Dishonesty
- Being Impolite
- Being Rude (*blurting out, ignoring adults, interrupting, teasing, cutting in line*)
- Being Selfish
- Being Irresponsible (*ignoring the rules, not doing your best*)
- Being Uncooperative
- Being Negative
- Being Unsafe (*pushing, shoving, tripping, roughhousing*)
- Plagiarism

### CONSEQUENCES

- Fix It Plan
- Teacher Intervention

## BOTTOM LINE BEHAVIOURS

- Disrespecting Self, Others, Property
- Direct defiance/Swearing
- Bullying/Harassment
- Violence/Threats (physical and verbal)
- Drugs/Alcohol

### ADMINISTRATIVE CONSEQUENCES

- Phone call home
- Community Service
- Detention
- Suspension
- Suspension

*Based on the principles of restitution (www.realrestitution.com)*

Students and staff at École Ness have the following  
**RIGHTS and RESPONSIBILITIES.**

**I have a right to be respected**

**and a responsibility to treat others with respect.**

**I have a right to be myself**

**and a responsibility to accept others' differences.**

**I have a right to learn**

**and a responsibility to come to class prepared.**

**I have a right to be heard**

**and a responsibility to listen to others.**

## **CODE OF CONDUCT**

In alignment with the Manitoba Education Provincial Code of Conduct and the St. James-Assiniboia School Division's Student Conduct policy (JK), the goal of École Ness is to provide a safe, secure and caring learning environment, which fosters students' personal growth, self-respect, and a sense of belonging which encourages them to be responsible citizens in the present and in the future.

École Ness recognizes that disciplinary measures may be necessary when other approaches to challenging behaviour have not been successful. In these situations interventions and disciplinary consequences may have to be implemented. Interventions and consequences are consistent with the *Provincial Code of Conduct* and take into consideration the frequency, severity of the unacceptable behaviour and the student's age and stage of development. Reasonable accommodations for students who have exceptional learning needs are considered. These accommodations take into account the student's ability to comply and the amount of support required.

*Provincial Regulation: Appropriate Disciplinary Consequences in Schools* states that the principal has disciplinary authority

- over the conduct of students while they are at school
- over students in terms of their conduct towards one another on their way to and from school, and while being transported via school bus
- to ensure appropriate use of social media and to address unacceptable student conduct including bullying, cyber bullying and abuse of a student by another
- to determine which consequence is appropriate in a given situation

Principals will administer such discipline as might be exercised by a kind, firm and judicious parent. Discipline is administered with dignity and professional judgment in order to promote and maintain student self-respect, self-discipline and holds students accountable for unacceptable behaviour. Working to develop a safe and positive school climate is a shared responsibility that involves cooperation between the school and parents. École Ness will notify parents/guardians of situations involving their child in disciplinary situations. Parents are encouraged to contact the school any time they have a concern regarding a disciplinary matter.



Students/parents/guardians may choose to follow the appeal process. This involves an appeal to the staff member who made the disciplinary decision, then to the school principal if not resolved, then to the superintendent of schools if not resolved, and finally to the Board of Trustees. In cases of suspensions in excess of five days and expulsions, the appeal goes directly to the Board of Trustees.

All people on school property and/or engaged in school business must behave in a respectful manner and comply with the code of conduct.

Unacceptable behaviours include, but are not limited to, the following:

- Bullying/cyber-bullying
- Social, physical, sexual, psychological, verbal or written abuse or aggression
- Harassment/discrimination
- Under the influence or in the possession of tobacco, drugs or alcohol
- Threats to self and others
- Gang involvement
- Possession of a weapon
- Possession or being under the influence of an illicit drug
- Inappropriate use of the internet and electronic devices/ communication
- Clothing and accessories deemed inappropriate for school.
- Inappropriate use of skateboards and scooters.

(Under revised Section 2.12 of the Streets By law, #1481-77, students are allowed to ride their skateboard or scooter on the sidewalk. Therefore, students will be allowed to ride their skateboard or scooter to school. Upon arrival at school, students are **not** allowed to use either **on the school property**.)

At École Ness, we believe that mistakes are opportunities to learn and our goal is to assist children to become the people they want to be. Learning is a growth process for everyone involved, adults as well as children. We create the conditions for children to lift themselves out of failure and to leave behind blame and denial. A successful outcome allows a child to return to the group feeling strengthened.

Interventions and consequences may be applied as appropriate to the context, but they need not be applied in the order they appear in this document:

- Informal Discussion
- Parental Involvement
- School Counsellor/Resource Teacher
- Formal Interview
- Withdrawal from Classroom Setting
- Removal of Privileges
- Detention
- Compensation for Damages
- Behavioural/Performance Contract
- Student Services Involvement
- Outside Agency/Community Involvement
- Violence/Risk/Threat Assessment
- Police Notification
- Student Suspension
- Student Expulsion

The content of this Code of Conduct is reflective of the following sources:

- St. James-Assiniboia School Division Policy JK
- Manitoba Education: Safe and Caring Schools Provincial Code of Conduct – Appropriate Interventions and Disciplinary Consequences

As stated within the Provincial Code of Conduct, our code of conduct will be reviewed by October 31<sup>st</sup> annually with our parent community to ensure our actions are consistent with the needs of our community.

**Expanded topics related to student behaviour and conduct can be found in the Policy Manual of the St. James-Assiniboia School Division website: [www.sjasd.ca](http://www.sjasd.ca)**

## **iPAD EXPECTATION**

At École Ness we have very clear expectations for how students will use school issued iPads.

- 1) We expect that students will follow the Division's guidelines for responsible use of electronic devices.
- 2) We expect that students will be on task and follow classroom rules when using the iPad. Unless assigned by the teacher, use of the iPad for social communication purposes should not happen during the instructional day. This includes but is not limited to, Facebook, Instagram, iMessage, Face-Time. Games are not permitted at any point during the school day. There will be no "free time" provided in class by teachers for playing games. If students find themselves with time left after a classroom activity there are many curricular-related activities that can be done with the iPad.
- 3) We expect that students will respect the privacy of others and maintain respect for others online.
  - Students should ask before they take photos or videos of others. Once permission has been granted to take a photo, students must also ask before posting that item online. If something that is posted online draws negative attention for someone else, regardless of whether or not permission was granted, the photo/video should be removed immediately.
  - All pictures/music/videos that exists on a school iPad must be school appropriate or we will ask that it be removed.
  - Students should not engage in any interactions online that demonstrate disrespect or negativity towards anyone. This includes being careful about what is posted online about oneself.
- 4) We expect that students will treat the iPads in a respectful manner and will not be careless as they use or transport the device. While walking, the iPad must be closed and held firmly in the student's hand. The iPad should not be used around food and drink.

## **GUIDANCE & RESOURCE**

### **Guidance**

Students may require information or assistance on various matters or concerns. If they do, then the school counselor may be of assistance. The Guidance Counselor has three functions in the school:

1. Classroom Instruction: Students will receive information that will assist him or her with their development to adulthood.
2. Individual Counseling: Students can make an appointment to see the counselor.
3. Group Counseling: Throughout the year, small groups of students will meet with the

counselor to discuss important issues. Examples of this might be peer relationships, anger management or career/high school planning.

### Resource

The resource program aims at facilitating and supporting programming for students with exceptional needs within the mainstream of education. Students and/or their parents are invited to seek assistance from the resource staff as the need arises.

## LUNCH TIME

Eating lunch at school is a privilege, **not a right**, and the privilege may be lost if students choosing to eat at school do not adhere to the following:

1. All students staying for lunch must eat in their designated section.
2. Students are expected to clean-up any debris left after eating their lunches.
3. Garbage must be placed in the waste disposal before going outside.
4. Lunch privileges will be suspended or cancelled if behaviour is inappropriate. Students must then find an alternative site for lunch, off school property.
5. Lunch period is from 11:50 a.m.—12:45 p.m. No student will be permitted to leave the lunchroom area without permission of the supervisor.
6. At 12:15 p.m. students must prepare themselves to do one of the following:
  - Be involved in an extra-curricular activity under the supervision of a staff member.
  - Go for extra help for a specific course with the teacher.
  - Participate in intramural activities in the gym.
  - Enjoy the outdoors.
7. Hallways must be clear from 12:20 p.m. – 12:45 p.m.

If students have signed up for the lunch program and have decided to go home for lunch, they must have parent permission and sign out in the office before leaving.

\*\* Ness is a “**nut aware**” school – a school which is trying to be peanut free. Please refrain from sending any food containing nuts for the safety of all our students.

## DRESS CODE

The St. James-Assiniboia School Division has a strong commitment to the learning process. Therefore, the Division has a legitimate interest in regulating student attire and appearance during the school day in an effort to avoid disruption, to promote self-discipline, to promote student health and safety, and to maintain an atmosphere conducive to learning.

Students shall be encouraged to dress and groom themselves in a manner appropriate to the education environment. Discretion and common sense call for an avoidance of any extreme which would interfere with the normal educational process.

Inappropriate apparel during instructional hours, including any school-sponsored activity, includes:

- Outdoor jackets/clothing.
- Caps, hats, bandanas.
- Outfits that are revealing or distracting in nature:
  - -half shirts or tops which leave the midriff uncovered
  - -shorts & skirts should be of a reasonable length.

- -T-shirts with offensive or suggestive words or pictures relating to:
  - Alcohol/drugs
  - language (swearing)
  - sexual commentary
  - anything else deemed inappropriate by the staff

Students who are in violation of this dress code will be required to change into something suitable immediately, or they will be required to go home to change.

It is recommended that for safety purposes, students are expected to remove jewelry during PE/HE classes and for all Athletics programs, including intramurals.

## PERFUMES, COLOGNES

Please be respectful of students and staff in the building who have allergies by not wearing or bringing scents to school. Unscented deodorant is required.

## LOCKS AND LOCKERS

Each student will be assigned a locker by the homeroom teacher/advisor. A combination lock will be loaned to the student each year.

- If a lock is misplaced or lost, the student will be assessed a replacement fee of \$5.
- Students may not use their own locks from home.
- Lockers must be locked at all times.
- Students must not share combinations with others.
- Lockers must be kept tidy. (There will be periodic locker inspections and clean ups.)
- Students must open their lockers when asked to do so by a staff member.
- Students will be held responsible for the care of their assigned lockers.
- Students are reminded that lockers are the property of the school. By providing a lock and locker for student use, the school does not relinquish any of its ownership rights.
- School administration may open and inspect any locker at anytime.

Access to lockers is restricted to 8:50 a.m.- 9:00 a.m., breaks, 12:45 p.m.- 12:50 p.m. and at dismissal times. During these times, students must assemble the materials they will need until the next permitted time.

The school cannot assume responsibility for loss of student property from lockers.

## FIRE DRILLS/TORNADO DRILLS/LOCKDOWNS

Students are required to practice fire drills, tornado drills and lockdowns during the school year. These will be called at certain times by the administration. They may be called with or without warning.

## PERSONAL ELECTRONIC DEVICES

**Personal electronic devices are not allowed for use in classrooms or in the building.** Please step outside to use phones before school commences, at the lunch break or after school hours. Students must leave cell phones and

communication devices in their lockers during class time. They should be turned off. If a student uses cell phones or cameras in the school, staff will confiscate them and student(s) accompanied by parent(s)/guardian(s) must retrieve them from the principal.

**The school will not be responsible for loss of any electronic devices. Do not take personal electronic devices to class or to the gym if you so choose to bring them to school. It is strongly suggested that valuable items be left safely at home.**

## **SNOWBALLS**

Throwing of snowballs is considered dangerous and is not permitted on school grounds.

## **BICYCLES**

Bicycles are permitted. Students can safely store their bikes during the school day in the bike corral that is kept locked. Students should still use a lock for added security when they use the bike cage. **The school is not responsible for any damage or theft of bicycles and/or locks.**

## **SKATEBOARDS/SCOOTERS/ROLLERBLADES/HEELIES**

Revised Section 2.12 of the Streets By Law, # 1481-77, students are allowed to ride their skateboard or scooter on the sidewalk. Students will be allowed to ride their skateboard or scooter to school. When arriving at school, students are **NOT** allowed to use either on school property. These must be kept in a locker while at school.

**The school accepts NO responsibility for lost or stolen items.**

## **STUDENT-LED CONFERENCES**

Conferences will be held twice during the school year. This is an opportunity for students to demonstrate and celebrate their learning with their parent(s)/guardian(s).

## **TELEPHONE**

A telephone is provided for student use before and after school and during lunch hour. Students will not be permitted to use the phone during class time, with the exception of emergency.

## **STUDENT EVALUATION**

Students will be evaluated on their day-to-day work in a process of continuous assessment and evaluation. Students will do their best to consider that "everything is important". Formal student report cards will be issued three times during the school year in December, April and June. Parents are encouraged to monitor the progress of their children and to contact teachers when there is a need. All teachers are accessible by email.

## **MARK WEIGHTING FOR REPORT CARDS**

Term weighting: All marks will be calculated cumulatively (i.e. a running total of all marks will be kept throughout the year). Practical Arts is the exception with a different grade being assigned per term (i.e. one for Human Ecology, one for Technology and one for Industrial Arts).

## FIELD TRIPS

Throughout the school year, field trips will be planned for students. Permission slips are required from parents/guardians in order for students to take part in these field trips.

Telephone permission for field trips will not be accepted. Informed Consent / Permission Forms for Education Trips must be completed and signed by the parent/guardian prior to the date of the trip.

## AWARDS

At the conclusion of each academic year awards are given out in a variety of categories including arts, athletics, academics and citizenship—as well as scholarships and School Board Cash awards.

## EXTRA-CURRICULAR ACTIVITIES

When special activities are offered during regularly scheduled class time (field trips, dances, staff/student games, etc.), students are expected to remain at school. **Students are not excused from school attendance during these activities, unless written permission is provided prior to the activity.**

## PHYS. ED.

Physical Education is mandatory for all students and therefore all students must come prepared to take part. Proper attire that is required is a t-shirt, running shoes (no black soles) and shorts or sweat pants. We strongly recommend that the clothing, etc. is **well labeled** and carried in a gym bag of some kind. Some soft-soled shoes are not acceptable in the gym because they do not provide enough support. Gym shoes that mark the floor and skateboard style shoes will not be permitted.

Students who are unable to take part in Phys. Ed. for medical reasons, must have a parent note or medical certificate from a doctor stating the reason. The teacher will find alternate learning opportunities for students who are not able to participate.

## SCHOOL INFORMATION

We have various social media sites that you can check to stay up to date with what is happening at Ness.

**School Website:** [www.sjasd.ca/school/ness](http://www.sjasd.ca/school/ness)

**Instagram:** @ecole.ness