



**STUDENT HANDBOOK
2023-24**

PINAWA SECONDARY SCHOOL

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OUR SCHOOL

Pinawa Secondary School has a student population of approximately 100 students. We offer a variety of courses to support the core subject areas as well as the arts, trades, and other creative avenues for learning.

MISSION STATEMENT

The School District's Mission is to provide quality education in partnership with home and community to enable students to achieve their individual potential to become responsible members of society.

- ❖ High quality education and inspired learning are standards to strive for in our commitment to ourselves and to each other.
- ❖ Strong collaboration skills and communication are fundamental to highly successful teaching and learning.
- ❖ Citizenship, courtesy, respect, and healthy relationships are valuable and important for all people.
- ❖ Healthy living, environmental stewardship and sustainability are essential commitments.
- ❖ Responsible leadership and accountability are principles that will guide the School District of Whiteshell community members.

To put this into practice Pinawa Secondary School will meet the following objectives:

1. Students Come First

- a) success for every student is the goal of our work
- b) every student is capable of learning
- c) every student has individual strengths and learns in a unique way
- d) a strength-based approach will be used to support student learning and social development
- e) every student is respected and in turn respects others
- f) the diversity of our students will be recognized, and celebrated
- g) student learning is the basis for all school system decision making and leadership
- h) resources will be used effectively and responsibly to meet students' learning needs
- i) student voice informs decision making

2. Learning is Our Core Purpose

- a) learning empowers people to achieve their potential
- b) learning requires relevance and engagement
- c) learning requires a safe, caring and respectful environment
- d) positive relationships are critical to the learning process
- e) every person has responsibility for his/her own learning
- f) learning requires a balance between social, academic and intellectual engagement
- g) learning requires clean, well maintained and aesthetically pleasing physical environments

3. Public Education Serves the Common Good

- a) public education is essential for a vibrant democracy and a sustainable future
- b) public education develops citizens working toward betterment of family, community, and world

- c) public education is a shared responsibility of the home, school, and community
- d) public education requires a balance of academic, personal/social and physical development
- e) public education provides a foundation for life-long learning and responsible citizenship
- f) public education must be responsive to the changing needs of society

THE PSS VISION

To provide an excellent learning environment where enthusiastic teaching inspires students and empowers them to live life to the fullest.

We Believe...

- ❖ High **QUALITY EDUCATION** and **INSPIRED LEARNING** are standards to strive for in our commitment to ourselves and to each other.
- ❖ Strong **COLLABORATION** skills and **COMMUNICATION** are fundamental to highly successful teaching and learning.
- ❖ **CITIZENSHIP, COURTESY, RESPECT** and **HEALTHY RELATIONSHIPS** are valuable and important for all people .
- ❖ **HEALTHY LIVING, ENVIRONMENTAL STEWARDSHIP** and **SUSTAINABILITY** are essential commitments.
- ❖ **RESPONSIBLE LEADERSHIP** and **ACCOUNTABILITY** are principles that guide the School District of Whiteshell community members.

SAFE SCHOOL POLICY

PSS maintains that all individuals within the school community have the right to work and learn in a safe school.

SCHOOL BEHAVIOUR EXPECTATIONS



PINAWA SECONDARY SCHOOL

SCHOOL EXPECTATIONS

Opportunity

We Participate in learning opportunities.

We are active listeners

We work cooperatively.

We "plug in" to school activities and extracurriculars.

Achievement

We maintain a growth mindset.

We show our best effort.

We complete learning tasks.

We demonstrate time management skills.

Responsibility

We are kind and welcoming.

We are on time and prepared to learn.

We advocate for ourselves and others.

We respect ourselves and others.

COMMUNICATION

Any staff member at the school can be contacted at 204-785-2381 or can be reached by e-mail.

Name	Room	Teaching Position	Email
B. Berry	3	Grade 7/8 General	berryb@sdwhiteshell.mb.ca
D. McKay	18	Humanities	mckayd@sdwhiteshell.mb.ca
D. Martens	12	Humanities/ Art	martensd@sdwhiteshell.mb.ca
J. Scarlett	Office	Secretary	scarlettj@sdwhiteshell.mb.ca
K. Drohomereski	Office	Principal/ Grade 7	drohomereskik@sdwhiteshell.mb.ca
K. Leroux	Gym	Phys Ed and Math	lerouxk@sdwhiteshell.mb.ca
K. Nevado	19	Math/ Science	nevadok@sdwhiteshell.mb.ca
K. Sergeant	NA	Educational Assistant	sergeantk@sdwhiteshell.mb.ca
L. Collins	10/ Music	Music	collinsl@sdwhiteshell.mb.ca
L. Giesbrecht	20	Math/ Science	giesbrechtl@sdwhiteshell.mb.ca
P. Aitken	Guidance	Guidance/ Resource	aitkenp@sdwhiteshell.mb.ca
R. McEachern	6-7	Humanities	mceachernr@sdwhiteshell.mb.ca
R. Bukvics	NA	Educational Assistant	bukvicsr@sdwhiteshell.mb.ca
S. Labossiere	11	French	labossieres@sdwhiteshell.mb.ca
T. Juer	Shop	Industrial Arts	juert@sdwhiteshell.mb.ca

LUNCH

For the students eating at school is a privilege. Students who frequently misbehave will have lunch privileges suspended. Parents will be required to make other lunch arrangements.

Basic regulations:

- Students are expected to always treat supervisors with respect and courtesy.
- Students are expected to clean their eating area and act in a responsible manner.

SCHOOL HOURS/SCHEDULE

Our school office hours are from 8:00 a.m. to 4:00 p.m. Please leave a message with the office if you need to get in touch with students and teachers. Messages will be distributed during break times, lunch hours and at 3:30 pm, except for emergency situations.

SMOKING

Smoking is not permitted on school property. This includes the use of vapes, electronic cigarettes and cannabis products. Students caught smoking or vaping on school property will face school consequences.

DAILY SCHEDULE:

8:30	School Opens
8:45 – 9:50	Period 1
9:50 – 9:55	BREAK
9:55 – 11:00	Period 2
11:00 – 11:15	BREAK
11:15 – 12:20	Period 3
12:20 – 1:20	LUNCH
1:20 – 2:25	Period 4
2:25 – 2:30	BREAK
2:30 – 3:30	Period 5

CODE OF CONDUCT

Our Basic Expectations at PSS

- Respect individuals and their property
- Continue to develop personal management skills.
- Staff and students are responsible for contributing to a safe and respectful learning environment.
- Complete work on time and to the best of their abilities
- Be punctual and attend classes regularly
- Co-operate with classmates and staff

Actions Not Accepted at PSS

- Use of words that offend a person's race, religion, gender, physical or mental ability
- Physical abuse of any kind
- Defiance of rightful authority
- Disrespectful and abusive language or gestures
- Continuous disruptive behaviour.
- Use or possession of any drug(s), alcohol, or weapons on school property.

The main purpose of our school code of conduct is to promote safe and appropriate behaviour. A copy of this document is available at the school.

In the school the students will:

- walk in an orderly and quiet fashion
- use electronic devices appropriately according to staff expectations
- respect school property and that of others
- take responsibility for the neatness of the classroom, hallways and washrooms
- respect the rights of others
- take responsibility for their own belongings

On the school grounds the students will:

- be courteous to all other students and adults

- follow safety rules
- respond to any directions given by a staff member

Incidents that would warrant discipline are categorized as Minor or Major.

Minor Incidents

- Not following the basic expectations as listed previously may result in further disciplinary intervention.
- Buying, selling, trading of personal items during school time and on school property is prohibited.

Major Incidents

- Physical altercation
- Disrespectful, hurtful or abusive language
- Defiance of authority
- Stealing
- Vandalism
- Any continuous minor offences as listed above
- The possession and/or usage of drugs or alcohol

Students who have done one of the “Actions Not Accepted at PSS” will face disciplinary intervention.

PINAWA SECONDARY SCHOOL ATTENDANCE POLICY

Regular, punctual attendance impacts learning. If students miss class, they are missing instruction, practice, and assessment of the curriculum. Student grades are based on achievement of outcomes. In some cases, the process of learning is a part of assessment, making attendance achieving to receiving a credit.

To help students to be successful:

1. Parents will be notified of every unexplained absence by phone or email. A parent may choose to follow-up with the school after receiving the message to explain their child’s absence.
2. The school will report on all absences (excused & unexcused) on report cards.
3. When a student misses 5 classes due to unexcused absences, the teacher will contact home to notify parents.
4. When a student misses 10 classes due to unexcused absences, the administration will arrange a meeting with the teacher-student-parent. A plan will be created with the student, parent/guardian, and the school team to address the situation.
5. Teachers post lessons, tasks and required materials on Google Classroom which allows students to keep up with their schoolwork. It is up to the student to use this tool.

A student who is late by more than 20 minutes will be marked absent. It is their responsibility to find out what they missed.

When consistent truancy occurs:

- teachers communicate with the student that a change is needed.
- teachers communicate with administrators, guidance counselors and parents.
- principals/guidance counselor will meet with the concerned parties to implement intervention strategies.

By Manitoba law, students are required to attend school up to the age of 18. If necessary, Manitoba Child and Family Services will be involved to investigate consistent truancy.

For more information on legislation around attendance policies please refer to.

The Public Schools Act, Sections 58.6, 58.7, 58.10, 96 and 258 - 279

- Manitoba Regulation 468/88, Sections 7, 8, 9, 10, 35(2), 40.1(1), 40.1(2), 40.2, 41, 42, 42(2)
(Education Administration Miscellaneous Provisions)

ACADEMIC INTEGRITY

Integrity is "the quality of being honest and having strong moral principles that you refuse to change." Integrity is a core value closely linked with virtue, honesty, and honour. A person of integrity strives to always find and make the "right" decision.

In accordance to academia, the following forms of academic dishonesty are not acceptable:

Type of Misconduct	Definition	Example
Cheating	Using inappropriate or unacknowledged materials or study aids.	Copying work, using electronic devices when forbidden, using Google Translate when forbidden, removal of secure materials such as examination papers, questions and answer booklets, exchanging, passing, obtaining or receiving verbal or written information from other students during the examination
Facilitating Academic Dishonesty	Knowingly or negligently allowing your work to be used by others.	Giving answers, allowing peers to copy work and hand it in as their own, letting peers copy your test answers, etc.
Plagiarism	Misrepresenting someone else's ideas or work.	Intentionally using sources/references without properly citing the source, allowing the submission of work produced by third parties such as teachers, tutors, parents, and peers.
Testing Misconduct	Deliberately using unethical tactics to get answers on tests, or gain an unfair advantage on testing situations.	Missing a test without a valid reason, writing answers on desk, using inappropriate use of electronic devices (headphones, iPods, calculators, etc.), removal of secure materials such as examination papers, questions and answer booklets, from the examination room.

VISITORS

All visitors to the school are required to report to the office, sign the school register and obtain a visitor's badge. All Visitors must use the front doors between the hours of 9:00am-3:30pm as all other doors are locked.

CANTEEN

Our canteen is in the Multipurpose Room. It is open during break and lunch. They offer a wide variety of meal options as well as snacks. Canteen credit can be purchased in person or through transfer to drohomereskik@sdwhiteshell.mb.ca..

PERSONAL PROPERTY/LOST AND FOUND

All lost items are placed on a lost-and-found shelf by the library. If you are missing something, check the lost-and-found area. This will be emptied at Winter Break, Spring Break, and June and all items not claimed will be donated to a charitable organization or discarded.

SAFEKEEPING AND VALUABLES

Money and valuables should not be left in lockers as the school cannot assume responsibility for their safety. No valuables are to be left in the changing rooms. We encourage students not to bring money or valuables to school that cannot be always kept in their possession. We hope that our students will continue to show responsibility by turning in articles they find to the office.

CELL PHONES/ELECTRONIC DEVICES

Cell phones and electronics devices can be used at lunch and breaks. Usage during class times is only with the direct permission of the teacher in support of the learning taking place in the classroom. Cell phones must not be on a student's person during class and will be confiscated and turned into the office. Consequences may include parental contact and pick up of the device. Any inappropriate use (example: pictures or videos without permission) is strictly prohibited and will result in disciplinary intervention and consequences.

BICYCLES AND WHEELED DEVICES

Bicycles may be brought to school, but they must remain parked in a bike rack during the school day and secured with a locking device. We cannot assume responsibility for bicycles brought to school. If a bike is vandalized at school, when possible the Principal will contact both parties to discuss a resolution to the vandalism. This will involve the parents and students discussing the issue and consequences. Students who do not obey bicycle safety rules on the way to and from school will not be allowed to bring their bicycles to school. Skateboards, scooters, heeies, roller blades, etc. are not to be used in the school. These same items are not to be used on the school grounds during school hours without permission from the office.

LOCKERS

Students are assigned lockers for their personal and school belongings and accept responsibility for these items. Homeroom teachers will be responsible for distributing lockers and requested locks.

The following rules should be observed in regards to lockers:

- Lockers are to be closed at all times.
- There is to be NO SWITCHING of combination locks or lockers. Students cannot change locks with each other without permission. Any changes required are to be made through the homeroom teacher and the office.
- If the school lock is lost or damaged the students will be required to pay \$5.00.
- Any misuse or damage to the lockers must be paid for by the student responsible.

DRESS CODE

School is a work environment where clothing should not be a distraction to learning. Students shall dress in a manner that is appropriate for a learning and working environment. We ask that parents assist us at PSS with ensuring that:

- All tops have modest necklines, covering and concealing the tops of shoulders, back, midriff and undergarments always.
- Shorts, skirts and dress cuts must be modest enough for the school setting. Pants must be enough to cover undergarments and secured to prevent the pants from coming down. No pajamas.

- Bandannas are not to be worn at school.
- Footwear must be worn at all times for safety reasons.
- Items of clothing, including accessories that are deemed offensive, demeaning to others, illegal or sexual in nature are not acceptable.
- Hats such as ball caps, seasonal hats and toques are a privilege to students, but their face and ears must always be visible. Hats will be removed as a part of respectful protocol (for example, during the national anthem, ceremonies, assemblies, and guest speakers). Exceptions are granted for religious head coverings and wear. **Hoods are not acceptable headwear.**

Students whose clothing does not meet the above criteria will be asked to cover up or change their clothing immediately. Parents will be contacted if there is a persistent issue with clothing.

EXAMS

Students in Grades 9 to 12 write exams twice yearly. During these times no, regular classes are scheduled.

Exam schedules are posted on the school's website, newsletter and in school office approximately 2 weeks prior to exam start.

Grade 7 & 8 Students will have end of year exams scheduled by their classroom teacher.

HONOUR ROLL CRITERIA

All courses taken during the year at Pinawa Secondary School will be considered for calculation of Honour Roll Standing. These calculations will take place at the end of each school year.

Grades 7 & 8

Honour certificates will be given to all Grades 7 & 8 students who achieve an average of 85% or better in the five compulsory courses (English, Math, Social Studies, Science and Phys Ed) plus two other subjects.

Grades 9-10

Students can qualify for honours if they achieve an average of 85% or better in their five compulsory courses plus two full courses (electives).

Grade 11

Students can qualify for honours if they achieve an average of 85% or better in English, Math, and History of Canada plus the equivalent of 2 full credits in electives at the grades 11 or 12 level.

Grade 12

Students can qualify for honours if they achieve an average of 85% or better in English, Math and the equivalent of 3 full credits in electives at the grades 11 or 12 level.

Grade 12 Exceptions

A graduating student may receive Honors if they have less than 5 credits in their graduating year provided that:

1. They attain a minimum of 4, credits and all of the credits will be used during the school year.
2. If they receive 5 credits, all 5 credits will be used in determining their eligibility.

3. They graduate at the end of the school year.

A graduating student may receive Honour if they earn a minimum of 3 credits in the first semester and graduate at the end of January.

Honour Roll with Distinction Status

Students in Grades 7 – 12 will be awarded Honours with Distinction if they maintain an average above 90%. Students will use the same criteria as listed above to determine if they qualify; provided that they have no mark lower than 80%. Note: Marks calculated will not be rounded up to qualify for Honours with Distinction. Online courses are ineligible.

Please Note:

- Courses that do not result in a final mark (percentage) on an PSS transcript such as physical education will not be used in the calculation of Honour Roll Status.
- Any failed courses will make the student ineligible for Honour Roll Status in that year.

STUDENT PROGRESS REPORTS

Grades 9- 12 Student progress reports indicating academic progress and attendance in classes are issued in November (mid-term), February (Final), April (mid-term) and June (Final). Final marks in semestered courses are indicated on progress reports issued in February and June.

Grade 7 & 8 students will receive regular progress reports from the classroom teacher. Reports will be issued November, April and June.

PARENT/TEACHER COMMUNICATION

Communication between the home and school is essential to ensuring success for our students. We encourage all parents to reach out to teachers when there are academic questions or concerns. Please keep in mind that the parent and student portal through Edsembli is an excellent way to keep informed of marks, attendance, and assignments.

TIMETABLE AND COURSE CHANGES

- Only timetable changes necessitated by failure or program change will be accommodated after the beginning of each semester.
- Timetable changes will only be made with written parental permission. This can be either in note form or an e-mail to the PSS Administration and guidance.
- Students must continue to attend regular timetabled classes until changes have been completed and new teachers notified.

EXTRA-CURRICULAR

Are you involved in the full PSS experience? Listen for announcements and check with your teachers on extra-curricular activities offered. Contact the Phys Ed staff for information about school teams, intramurals and other athletic opportunities.

- | | |
|--------------|--|
| • Badminton | • Intramurals - lunch hours and open gym |
| • Basketball | • Soccer |
| • Hockey | • Track and Field/Cross-country |
| | • Volleyball |

Student Responsibilities

Students will be in good standing under the guidelines of our attendance policy. Students are expected to perform to the best of their abilities in their classes, maintaining grades, work completion, and seeking assistance when needed.

General Procedures

Coaches and advisors will remind students of this policy at their first meeting. Teachers will verbally warn any student that is approaching suspension of privileges. Teachers will inform the office in writing of the student losing privileges including course and nature of the problem i.e. attendance/late problems, marks, work completion etc.

WHITESHELL SCHOOL DISTRICT LAPTOPS FOR STUDENTS PROGRAM

Providing laptop computers for instructional use by students is an exciting venture. Certain guidelines are necessary to protect the laptop and the school network and ensure that this technology serves as an effective instructional tool. Students and their parents/guardians must agree to the following:

1. The student agrees to follow all Whiteshell School District regulations and policies governing the use of the computer as well as all applicable Provincial and Federal laws including copyright and intellectual property law pertaining to software and information.
2. The computer is the property of the Whiteshell School District. If a student withdraws from the school prior to the end of the loan period, the laptop computer is to be returned to schoolteachers/administration by the student prior to withdrawal.
3. The student shall not remove or alter any Whiteshell School District identification labels attached to or displayed on the computer, nor shall the student change identification within the computer, such as the computer name.
4. The student agrees to handle the computer carefully and protect it from potential sources of damage. Circumstances involving theft or student neglect will be handled on a case-by-case basis.
5. The student must report theft (or suspected theft) of the computer, loss of the computer, damage to the computer, or malfunctioning of the computer to school staff immediately.
6. Upon request, the student agrees to deliver the computer to the Whiteshell School District staff for technical inspection or to verify inventory or other information; this may include random screening.
7. Laptops will be checked out for the school year. Laptops will be collected from students at the end of the school year. After a laptop has been initially assigned to a student, it will remain designated to that student for the remainder of the student's education for a period not exceeding six years. Laptops must be checked out at the beginning of each school year including all charging cords; the student, at the end of the school year, will return the laptop with all charging cords.
8. Students with permission to take their computer home will bring their computer to school each day, charged and ready for use. Failure to do so will result in the loss of this privilege.

9. Students who have their computer access limited to school may arrange under special circumstances to take their laptop home for specific agreed upon use and time periods.
10. Students will only use their laptop to access and or create school appropriate content. At school their laptop should only be connected to resources required for their schoolwork.
11. The Whiteshell School District is not liable for lost data or time spent on data.

PSS ASSESSMENT GUIDELINES

Expectations

Students are expected to.

- Arrive on time.
- Bring required materials to every class.
- Have completed all assignments by the due date.

Course work, assignments, projects

- All work should be handed in on the due date.
- Students with late assignments are expected to report for lunch hour learning support. Not reporting will result in an assignment accepted as completed and assessed based on what has been completed.
- Unless prior arrangements have been made with the teacher, all assignments not submitted by the communicated due date will be considered late.
- Students should never hand in a major piece of work to a substitute. Students can use the teachers hand in folder or e-mail.
- If a student is ill, he or she should see the teacher immediately upon return to class to arrange to complete missed work.
- If a student misses a test for a viable reason, he or she is required to write the test upon the date of return to school.

Students will require a note of explanation from parents if the test is to be counted. The student will not be able to write the test if their absence is unexcused.

- Group work presentations: Each person in the group must have a copy of the work to be presented and will present the day scheduled. A student with an **excused** absence may still present his/her component upon return.
- Late work **will not be accepted** after the assignment has been graded and returned to students, unless prior arrangements have been made with the teacher. Students wishing to demonstrate an understanding of the outcomes of the previously assigned task after this point are required to design an assignment of a similar nature and level of difficulty. This proposal must be completed in advance in order for the new assignment to be approved by the teacher before submission.

Upon consultation with the teacher a student may be given permission to complete an alternate assignment proposal form.