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This handbook has been designed to be of assistance to Souris School students and parents. We would like to make your experience with us rewarding and enjoyable. Our hope is that this handbook will assist you with that experience. Please feel free to bring your suggestions for improvement of this handbook to the administration of Souris School.

Early Years (EY) - K-4

Middle Years (MY) - 5-8

Senior Years (SY) - 9-12

Beliefs and Bottom Lines

Belief: We, at Souris School, are kind, respectful, and responsible learners.

Our Bottom Lines: Bottom lines are concerning behavior far removed from our school beliefs. When Bottom Lines are crossed, it may lead to:

- Restitution-style conferences
- Loss of school privileges
- Office referrals
- Parent conferences
- Alternative programming
- Referral to counselling
- Suspension
- Behavior Intervention Plan implementation
- RCMP or other agency referral
- Referral to the Superintendent

SHSD Administrative Procedures can be found below:

https://drive.google.com/file/d/1iSEqw_3QuoaHWrBKxhxRJ7Eevtvi-bZw/view

Administration and Staff

Principal	Rachel Svistovski	rachelsvistovski@shmb.ca
Vice Principal (EY)	Kelsey Kroeker	kelseykroeker@shmb.ca
Vice Principal (MY)	Brian Elder	brianelder@shmb.ca
Secretary	Erin Peech	erinpeech@shmb.ca
Secretary	Meghan Butler	meghanbutler@shmb.ca
Guidance Counsellor (EY/MY)	Darlene McLeod	darlenemcleod@shmb.ca
Guidance Counsellor (SY)	Danielle Molnar	daniellejameson@shmb.ca
Resource (EY)	Karen Butterfield	karenbutterfield@shmb.ca
Resource (MY)	Robyn Penner	robypenner@shmb.ca
Resource (SY)	Holly Spratt	hollyspratt@shmb.ca
Literacy Interventionist	Nicole Kempthorne	nicolekempthorne@shmb.ca
Literacy Interventionist	Jessica Janzen	jessicajanzen@shmb.ca

Numeracy Interventionist
Kindergarten
Kindergarten
Grade 1/2
Grade 1/2
Grade 1/2
Grade 3/4
Grade 3/4
Grade 3/4
Grade 3/4
EY Music & Phys. Ed.
Grade 5/6
Grade 5/6
Grade 5/6
Grade 5/6
Grade 7 ELA & Band
Grade 7 Math
Grade 7 Math
MY General
Grade 7 & 8
Grade 8 ELA
Grade 8 Math
EY/MY/SY Phys. Ed.
EY/MY/SY Phys. Ed.
SY ELA
SY Humanities
SY Math
SY Math & Science
SY Science
MY/SY Woods
MY/SY Art & SY Foods
Career Guidance Facilitator
Librarian
IT Technician
Head Custodian

Angie Ryckman
Nicole Kempthorne
Danica Hutlet
Adrienne Cannons
Alanna Brigden
Skye Foord-Kelcey
Tyler Marlow
Tiffany Hawthorne
Jessica Janzen
Kelsey Kroeker
Brady Chzyk
Kelly Huberdeau
Courtney Fines
Cassie Quadrelli
Jaydyn Hutsal
Emily Chasowy
Angie Ryckman
Brian Elder
Jenn Shelton
Frankie Murphy
Marley Dewar
Sheldon Wettig
Trevor Penner
Kelsey Cowan
Mike Kindle
Brian Yon
April Popple
Danielle Molnar
Josh Hoppe
Phil Dyck
Jacquie Uruski
Belinda West
Andreia Gordon
Brian Hodkin
Alex Tarasau

angierickman@shmb.ca
nicolekempthorne@shmb.ca
danicahutlet@shmb.ca
adriennecannons@shmb.ca
alannabrigden@shmb.ca
skyefoord-kelcey@shmb.ca
tylerearly@shmb.ca
tiffanyhawthorne@shmb.ca
jessicajanzen@shmb.ca
kelseykroeker@shmb.ca
bradychzyk@shmb.ca
kellyhuberdeau@shmb.ca
courtneyfines@shmb.ca
cassiequadrelli@shmb.ca
jaydynhutsal@shmb.ca
emilychasowy@shmb.ca
angierickman@shmb.ca
brianelder@shmb.ca
jennifershelton@shmb.ca
frankiemurphy@shmb.ca
marleydewar@shmb.ca
sheldonwettig@shmb.ca
treverpenner@shmb.ca
kelseycowan@shmb.ca
mikekindle@shmb.ca
brianyon@shmb.ca
aprilpopple@shmb.ca
daniellejameson@shmb.ca
joshhoppe@shmb.ca
phildyck@shmb.ca
jacquelinebechtold@shmb.ca
belindawest@shmb.ca
andreiaagordon@shmb.ca
brianhodkin@shmb.ca
aliakseitarasau@shmb.ca

Educational Assistants
Amanda Brown
Sharon Brown
Randi Burnett
Nichole Byers
Leah Chambers
Morgan Davis

Toni Davis
Linda Dereniwski
Bethany Jones
Tanya Judd
Kristy Lavallee
Carrina Rinn

Brenda Swaenepoel
Lindsay Swaenepoel
Courtney Tyschinski
Teri Vandekerckhove
Jackie Wilton

Cleaners
Fatimat Idris

Viviane Thomson

Deb Robinson

Office Information

ALL VISITORS MUST REPORT TO THE MAIN OFFICE

Telephone	204-483-2161
Fax	204-483-2828
Email	officesouris@shmb.ca
Attendance Text Line	204-400-6101
Mailing Address	Box 639 Souris, MB R0K 2C0
Physical Address	55 Lansdowne St. N Souris, MB

Southwest Horizon School Division Information

Located in the southwestern corner of Manitoba, Southwest Horizon School Division stretches from Pierson to Wawanesa, and also includes schools in Hartney, Deloraine, Melita, and Waskada. Hutterian Colony schools at Treesbank Colony, Newdale Colony, Oakland Colony, Green Acres Colony, and Maple Grove Colony all make up the remainder of Southwest Horizon School Division.

Telephone	204-483-6249
Fax	204-523-7269
Mailing Address	Box 820 Souris, MB R0K 2C0

Superintendent	Stephanie Emberly	stephanieemberly@shmb.ca
Secretary Treasurer	Kevin Zabowski	kevinzabowski@shmb.ca

Trustee, Ward 1	Declan Alphonso
Trustee, Ward 1	Allan Downey
Trustee, Ward 2	Ashley Stewart
Trustee, Ward 2	Stacey Wilkinson
Trustee, Ward 3	Brent Fallis
Trustee, Ward 4 & Vice Chair	Trevor Butler
Trustee, Ward 4	Teagan Kliever
Trustee, Ward 5 & Chair	Janice McDonald

Daily Schedule

All entrances are open and supervised from 8:40-9:00 a.m. each day.

School begins at 8:55am. The office staff begin the day by playing the National Anthem, followed by morning announcements. Teachers take attendance in their classes, and all EY and MY absences are reported to the office immediately if we have not been notified by a parent/guardian.

The following are the bell schedules for EY, MY, and SY:

EY			MY			SY		
Period	Time		Period	Time		Period	Time	
Classroom	8:55 - 10:30		Classroom	8:55 - 10:30		Slot 1	8:55 - 10:00	
Recess	10:30 - 10:45		Recess	10:30 - 10:45		Slot 2	10:00 - 11:05	
Classroom	10:45 - 11:45		Classroom	10:45 - 12:20		Break	11:05 - 11:15	
Lunch	11:45 - 12:30		Lunch	12:20 - 1:05		Slot 3	11:15 - 12:20	
Classroom	12:30 - 2:00		Classroom	1:05 - 3:15		Lunch	12:20 - 1:05	
Recess	2:00 - 2:10					Slot 4	1:05 - 2:10	
Classroom	2:10 - 3:15					Slot 5	2:10 - 3:15	

General Rules and Procedures

Attendance

Regular attendance is critical to successful completion of the school year. Students who attend regularly are more engaged in learning, have a greater sense of belonging to the community, and are more likely to obtain a high school diploma.

Attendance Facts:

- Students who miss 15 days of school per year will miss the equivalent of a year of school before their senior year
- A student with 90% attendance will miss 4 weeks of school per year
- Being 10 minutes late for class every day means the student will miss 6 days of instruction over the year
- Students who regularly attend have an increased likelihood of graduating
- Individuals without a high school diploma are twice as likely to be unemployed as those with a high school diploma

To Report an Absence:

- To report a student absence from school, please email, call the office (press "0"), or send a text
- To report a student absence from the bus, please contact the route driver directly

Attendance Procedure:

- EY & MY attendance is recorded twice daily, after O'Canada and after lunch. If a student is absent and we have not received notification from a parent/guardian, school personnel will attempt to make contact with a family member as soon as possible
- SY attendance is recorded at the beginning of each class the student is enrolled in. If a student is absent and we have not received notification from a parent/guardian, an automated phone message will be triggered that will inform parents/guardians of the absence. This message will be sent out around 6:00pm
- Please inform the office of any change in phone number, address, or living arrangement for your child

Buses

Bus ridership is a privilege and is governed by the SHSD policy. Students who meet the criteria for bus ridership may be transported to and from school on their designated route bus. Please note that non-bus students cannot ride the bus, and students may not ride a different bus unless in exceptional circumstances, and with prior approval from the Principal and the Transportation Supervisor.

A bus driver has the incredibly important task of safely transporting students to and from the school. As a result, any misbehavior on the bus may result in the loss of bus-ridership for a period of time.

Drop Off/Pick Up:

- Bus students are dropped off in the lane in front of the school, which is a designated no-parking zone. This area is supervised during bus drop off/pick up times
 - Non-bus students may be dropped off along Lansdowne Street, Willow Avenue, or in the parking lot
 - The bus lane in front of the school may be used for individual student drop off or pick up at irregular times, but is not to open for any personal vehicles from 8:30-9:30am, and 2:30-3:30pm
- Please note that the bus lane in front of the school is also an emergency lane, and vehicles should not be parked here unattended

SHSD Administrative procedures on bus ridership can be found in section 9 of the Administrative Manual, and below:

<https://drive.google.com/file/d/1ES9Od5ImNV6vazGVSCvYny2baoKX5RrG/view>

Cafeteria/Lunch

Souris School has a cafeteria that is run by a third party who operates within the school on a contract basis. It is open Monday-Friday from 11:00am-1:00pm, and serves lunches and snacks. You can view the lunch menu on the website.

EY students pre-order their lunch in the AM, and then their lunch is picked up at the canteen at 11:50am. K-2 students eat their lunch at their designated tables in the canteen, and Grade 3/4 students eat at their designated tables in The Pond. MY and SY students purchase their own lunch at 12:20, and eat lunch in the canteen or Pond.

Microwaves are available for student use. The school provides someone to help with microwave duty for K-2 students, and grades 3 and older students are able to use microwaves on their own. It is expected that if grades 3 and older students are sent with a microwaveable item, they are able to operate the microwave safely on their own. Any items that take more than a minute to microwave should not be sent to school.

Cell Phones

Manitoba Education has implemented a province-wide cell phone ban in all schools, with some differentiation for different grade levels. At Souris School, SY students are expected to follow guidelines set out by the classroom teacher, and are permitted phone use at breaks, spares, and lunch. MY students are not permitted any phone use throughout the school day. Phones should be kept in lockers or turned into homeroom teachers in the morning. EY students are not permitted to bring a phone to school. Phone use during extra-curricular activities is at the discretion of the supervisor. Misuse of cell phones will be dealt with as per divisional procedures.

SHSD Administrative procedures on cell phone use can be found below:

<https://drive.google.com/file/d/1n0uPIZev3hLoKo4-eH8ikyImCNF6tPbO/view>

Technology

Souris School provides many forms of technology for student use. Our EY classrooms have iPads available for student use, at the teacher's discretion. Our MY students have Chromebooks assigned to them from their homerooms. Our SY students may sign out Chromebooks from the library. All technology use must be school-appropriate, and students must show care for the device they are using. If a device is found to be damaged at the hands of a student, they may be billed for the cost of replacement.

SHSD Administrative procedures on technology use can be found below:

<https://drive.google.com/file/d/1J7Lak2GC62aUwTSIjYVEnTbqgS7vkJV/view>

Extra-Curricular Activities

Souris School offers a wide variety of options for students outside of class. The commitment of time and energy to one of these pursuits leads to an enriched school experience. Generally, activities are run by school staff, although involvement from qualified community members is welcomed. Beginning in MY, students may be given the opportunity to participate in Chess Club, Cribbage Club, Drama Club, and numerous athletic activities including volleyball, basketball, badminton, hockey, football, rugby, and track & field.

To be eligible to participate in extra-curricular activities, students must be able to keep up with their academics, demonstrate good work habits and behavior, have consistent attendance, and be positive representatives of our school and community. If students are not acting in a responsible and respectful manner, participation in extra-curricular activities will be reviewed and possibly removed.

In regards to consistent attendance, students must attend all classes the day of the activity (unless they have a scheduled appointment), in order to be eligible to participate.

Senior Years

Graduation

Graduation celebrations are a joint partnership between Souris School and a parent Grad Committee. The school is responsible for the convocation portion of the celebration, including setting up the stage, handing out diplomas and awards, and organizing a grand march. All other aspects are organized by the Grad Committee, in conjunction with a school representative. To be eligible to participate in Southwest Horizon school graduation ceremonies a student must:

- Successfully complete 30 credits from grades 9-12, including those courses designated as being compulsory as per Manitoba Education
- Complete at least a semester in their graduating year or have completed at least 15 credits in grade 10-12 within a Southwest Horizon school

Course Change

A student may choose to switch to another course only within the first 5 classes at the start of the semester or year.

Course Withdrawal

If a student withdraws from a course prior to five days following parent teacher interviews in the first semester, or five days following the publication of the report cards in the second semester, or by the end of the first term for a full year course, the subject and mark will not remain on the transcript. If a student withdraws from a course after the deadline has passed, this will be reflected as a final grade on the student's transcript.

Online Courses

Online study options are available through Informnet. Students wishing to explore Informnet options should discuss this with the Career Guidance Facilitator prior to enrolment. Families are responsible for the payment of Informnet courses when the course is offered within the school or division. If a course is not offered, the school will pay for an Informnet Course, as long as the student successfully completes the course, and registration has been approved by the Principal.

Exams/Final Projects

Souris School does not have exemptions in any of its classes. As a result, all SY students are required to write a final exam or complete a final project for each course. The weighting of these will be determined by the classroom teacher, unless specified by Manitoba Education or divisional policy. Students in Grade 12 are required to write Provincial Exams in math and ELA. If a student will be absent during a final exam, it is their responsibility to communicate this to their teacher, and alternative arrangements may be made, where applicable and mutually agreed-upon.

Health & Safety

Administering Medications

Prescription medications will not be dispensed by school personnel unless parents/guardians have provided the school with an authorization for administering medication in school. This authorization will be on the Administration of Prescribed Medication form provided by the school. The school does carry some over-the-counter pain relievers such as Tylenol, and is able to dispense those to students on an emergency basis, with permission from a parent/guardian.

Allergies/Anaphylaxis

Souris School monitors food allergies on an ongoing basis through the use of URIS forms. The list of food items on our watch list does vary from year to year, and we try to provide the most up-to-date information to our school community. Please find the most up-to-date list of foods on our watch list in the most current newsletter. **Currently, Souris School is a nut safe, fish safe, kiwi safe, and scent safe school.**

If a student accidentally brings these foods to school, they may be asked to eat in a separate area, away from the common area. The eating surface will then be cleaned properly.

For students with severe allergies, Epi-Pens should be carried on the student at all times, and it is recommended that a second Epi-Pen be stored at the office.

Communicable Diseases

Souris School follows Manitoba Health guidelines with respect to communicable diseases. When we receive a report of an issue from a parent/guardian of a student at the school we will

consult with Public Health and, if necessary, send out general information to parents. If Public Health contacts the school, we will follow their suggested plan of action.

Crisis Response Plan

Souris School has an outlined crisis response plan in place to deal with various emergencies. Students and staff practice Fire Drills 10 times per year, and Lockdown Drills twice per year. In the event of a real crisis, having up to date information about how to contact parents/guardians is very important. Please notify us promptly of any changes to your address or phone numbers.

Universal Nutrition Program

The Province of Manitoba has funded a nutrition program for all schools. At Souris School, it means that breakfast, lunch, and/or snacks are available to all students throughout the school day.

Students in MY and SY can stop by the office for breakfast before 8:50, snacks before or after the first recess/break, and lunch at 12:20.

Students in EY let their teachers know if they need any of the above, and an adult will provide it for them.

Dress Code

All staff and students should dress appropriately for school, as it is considered a professional setting. Students should wear appropriate footwear at all times; bare feet are a health hazard in a public building. For Phys. Ed., all students are required to have non-marking indoor shoes. In addition, a change of clothes are required for MY and SY students. Clothing with profanity and/or inappropriate slogans/symbols will not be allowed. Students will be asked to turn clothing inside out or cover up with another piece of clothing.

Hats are generally accepted within the building, but students are expected to follow guidelines within specific classrooms, and should be removed in all areas of the school during O'Canada.

The school reserves the right to arbitrate and judge what is or is not appropriate in terms of dress for school beyond what is written in the dress code.

Smoking/Vaping

Smoking and vaping are banned on school property (as per Provincial regulation). If a student violates this policy, it will be dealt with accordingly, as outlined in SHSD policy.

SHSD Administrative procedures on smoking/vaping can be found below:

https://drive.google.com/file/d/1nzTui8IME9RQpae9L0Y8UbIK_8NoyKI7/view

Recess

All students have a morning break period. K-6 students have outdoor recess, and 7-8 students either stay indoors or go outdoors, depending on what is mutually agreed upon by students and staff. All students have a noon-hour break. School Administration will determine whether or not students will go outside for recess and noon hour, depending on adverse weather conditions. There is no specific amount of precipitation, wind, or temperature level that determines whether students will stay inside; rather, it is based on each day's conditions.

Lockers/Locks

Teachers and Administration assign locks and lockers for each student in MY and SY. If a student loses their lock, they will be charged for the cost of the replacement (\$10). If students bring their own locks, they need to advise their teacher and the office.

Both locks and lockers remain property of Souris School and can be searched by school Administration at any time. At the end of the year, students are expected to clean out their lockers and lock their locker up for summer.

Conflict Resolution

Educating children is a shared responsibility, and by working together to build positive relationships, students are more likely to experience success. A parent's role in regards to their child's education includes providing perspectives that complement teachers' skills, and to instill a positive attitude towards education. A teacher's role includes informing parents about matters relating to the education of their child, and to listen to parents' perspectives

(https://www.edu.gov.mb.ca/k12/docs/support/school_partnerships/appendix_b.pdf). Working within these guidelines is beneficial to all.

With so many students, teachers, staff, and parents working together each day, occasionally there are disagreements. We expect people to make an honest effort to work things out with each other directly. Parents' first line of communication should be with their child's classroom teacher. If a disagreement continues, the concern can then be brought to Administration. If the situation is still not resolved, it can then be brought to the Superintendent. These steps should be taken in the right order, and usually situations are resolved after the first line of communication.

Community Use of Schools

Southwest Horizon School Division wishes to promote community involvement in the schools as much as possible, and therefore, may make its facilities available to the community for out of school activities. Contact the Principal for more information.

SHSD Administrative Procedures can be found below:

Non-Instructional Days

In conjunction with divisional priorities, the School Board requires all teachers to strive for the continued improvement of educational programming in Southwest Horizon School Division, by attending conferences, seminars, workshops, and other professional development activities directly related to their teaching.

There are 5 PD days total in each school year:

- 2 Division-wide PD days
- 1 Province-wide PD day
- 2 School-based PD days

The dates for these days are set by the Senior Administration team and put on the division-wide calendar. There are also 5 Administration days throughout the year, also set by the Senior Administration team.

Communication

Souris School publishes a School Newsletter once a month throughout the school year. An electronic copy gets emailed out to all families. A paper copy can be picked up at the main office upon request. A “FIB” (Friday Information Bulletin) is also sent out every week with pertinent weekly information.

The school uses “Bright Arrow” to email/phone/text all important announcements to parents.

Parents should also verify all information through Powerschool. The Powerschool Portal is where SY parents can check marks, and all parents can book times for Parent Teacher Interviews.

Important Numbers

Crisis Support

Suicide Crisis Helpline	988
Kids Help Phone	1-800-668-6868
Sexual Assault (24 hr. help line)	1-888-292-7565
Crisis Pregnancy Line	204-727-6161
Crisis Services	204-725-4411
Farm & Rural Stress Line	1-866-367-3276
Domestic Violence Crisis Line	1-877-977-0007
Crisis Line for Abused Women	1-800-362-3344

Suicide Prevention Center
Brandon Mobile Crisis Unit (available 24 hrs.)

1-888-379-7699 (Brandon)
1-888-379-7699

Health & Wellness

Teen Touch	1-800-563-8336
Child & Adolescence Mental Health	204-483-6224
AFM. (Gambling Help Line - 24 hrs. Service)	1-800-463-1554
AL-ANON (support for friends/family affected by addictions)	204-571-3684
Public Health Nurse	204-483-2121 ext.158
Health Links (24 hr. Registered Nurse Service)	1-888-315-9257
Canadian Red Cross Society (Brandon)	204-729-4970
Gang Information	1-800-691-4264
Westwind Eating Disorder Recovery Center	204-728-2499
Sexuality Education Resources Center	204-727-0417
Facts of Life Line	1-800-432-1957
Children's Advocate Office	1-800-263-7146
Child and Adolescent Treatment Center	204-725-3445
Child and Family Services	204-726-6030

Support Groups

Suicide Bereavement Group	204-729-8883
Eating Disorders Support Group	204-571-1645
Mood Disorders Association	204-725-8550
Anxiety Disorders Association	204-725-8555