

JAMESWOOD

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

Where attitude matters.

Student and Parent Handbook

Jameswood Alternative School

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TWITTER: **@JAS_Wpg**

Principal – Mr. Ryan Miller



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

The Student-Parent 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 to continue to make Jameswood Alternative School a unique learning community.

Thank you for all your help and support.

Ryan Miller
Principal

STAFF LISTING

Administration

	Name	Phone	Email
Principal	R. Miller	(204) 885-9555 ext. 4701	rmiller@sjsd.net

Teachers/Support Staff

Humanities	S. MacRae	(204) 885-9555 ext. 4702	smacrae@sjsd.net
Science/Humanities	D. Welligan	(204) 885-9555 ext. 4703	dwelligan@sjsd.net
Guidance	S. Ansloos	(204) 885-9555 ext. 4704	sansloos@sjsd.net
ICT/Art/PE	J. Sereda	(204) 885-9555 ext. 4705	jsereda@sjsd.net
Mathematics	M. Stout	(204) 885-9555 ext. 4707	mstout@sjsd.net

Educational Assistant	G. Kostelnyck
Educational Assistant	M. Loeppky
Educational Asstitant	D. Sapkota

Secretary

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

SCHOOL CULTURE

Mission Statement

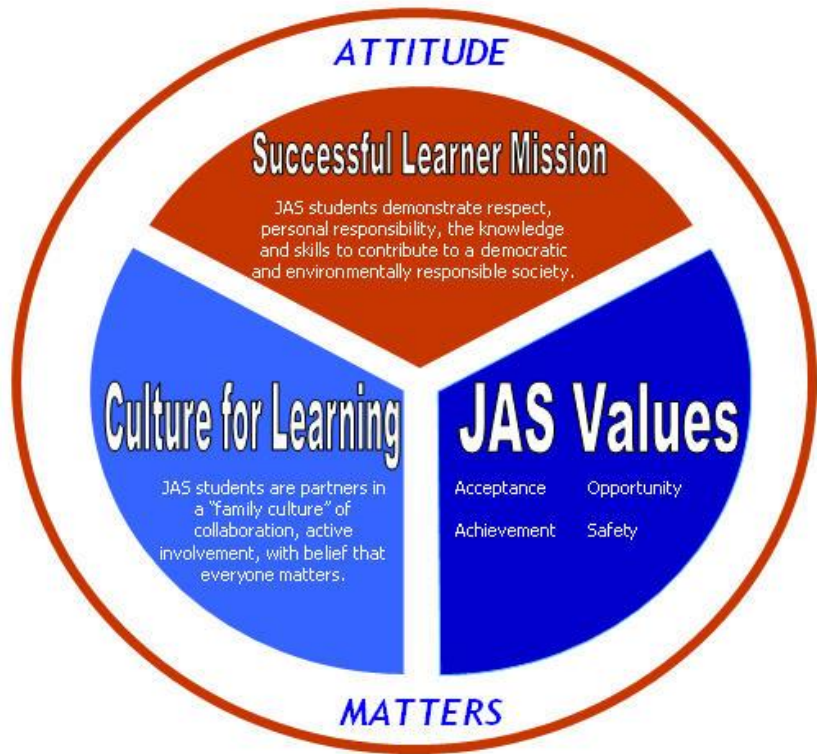
JAS students will grow to be citizens who demonstrate respect, personal responsibility, and the knowledge and skills to contribute to a democratic and environmentally responsible society.

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.



Admission Criteria

Students wishing to attend Jameswood Alternative School instead of their home high school must submit an application. Enrolling at JAS is an option and privilege for a student and subject to a decision by an admission committee. The admission committee may include the principal, a teacher, and, when appropriate, a senior administration of the SJASD. Admission is based on both JAS's capacity to serve additional students and the determination that the school's program will be an appropriate option to address the applicant's academic and social/emotional/behavioral needs. Some students who would otherwise meet admission criteria may not be accepted based on a lack of capacity since staffing and space is limited. If space is available, a decision will be made to determine whether the student meets criteria and is likely to be successful in the program. However, JAS is not a resource/remedial program. JAS will not be able to provide an appropriate education to some students therefore it may be determined that admission is not appropriate on that basis. In cases such as this, applicants will be referred back to their catchment school.

Special Events

JAS student council, teachers and/or administration organize numerous special events (lunches, BBQ's, fun activities) throughout the year. It is the expectation that ALL students participate in these activities.

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 Expectations

Students can expect to be treated with courtesy at JAS. Our expectation is that all students treat teachers, school employees, other students and visitors with the same courtesy and respect.

General Information

- a) **Student Fees:** The sum of \$25 is collected from each JAS student once a year –based on his/her intake period. Student fees are due when picking up the initial student timetable at the intake meeting with his/her teacher advisor. 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 tickets

JAS CLASS SCHEDULE	
Times	Monday to Friday
9:30 AM – 10:35AM	Course 1
10:35 AM – 10:45AM	Break
10:45 AM – 11:50 AM	Course 2
11:50 AM – 12:55 PM	Lunch
12:55 PM – 2:00 PM	Course 3
2:00 PM – 2:10 PM	Break
2:10 PM – 3:15 PM	Course 4

*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.

JAS SHORTENED TUESDAY AFTERNOON SCHEDULE			
12:55 PM – 1:50 PM	Course 3	12:55 PM – 1:50 PM	Course 3
1:50 PM – 1:55 PM	Break	1:50 PM – 1:55 PM	Break
1:55 PM – 2:45 PM	Course 4	1:55 PM – 2:45 PM	Course 4

b) Class Schedule:

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

Students are expected to maintain excellent attendance based on their school schedule. **All students are expected to attend a minimum of 85% of their schedule.** Students who cannot maintain regular attendance may be required to re-enroll when they are able to do so. Students/parents are required to contact the child’s teacher directly prior to the absence occurring. Appointments and personal obligations should be scheduled outside of the students regularly scheduled hours.

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. Progress reports will be issued a minimum of three times per year and provincial report cards mailed home at the end of each semester.

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.

Education plan

All students create an education plan with guidance from teachers and administration. The plan indicates which courses are needed to achieve the courses required for graduation. These plans are reviewed and adapted throughout the school year. For more information regarding specific education plans please contact JAS.

Coursework Expectation

Students work at their own pace, however ALL students MUST complete a MINIMUM of ONE course per quarter to maintain their placement in the program (I.E. Students enrolling in September would be expected to complete a minimum of 4 credits in the year, students enrolling in April would be expected to complete a minimum of 1 credit for the year). Students are expected to follow the schedule and plan that they have developed. 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).

Comprehensive Growth Portfolio

All JAS students will develop a comprehensive portfolio for graduation and employment. The comprehensive portfolio will represent a collection of students' best work or best efforts, student-selected samples of work and or social experiences related to JAS goal, values, and essential learning outcomes:

Unique Intellect (Academic)

The knowledgeable, critical and creative thinker, problem solver, communicator, decision maker, global democratic citizen.

Aspirations (Personal)

Engaged, transformed learner, self assessing, setting and pursuing learning and contribution goals

Relationships and Values (Social)

Caring respectful collaborator, relationship builder, responsible citizen working for the betterment of society.

Student portfolios are created: to show growth, to showcase current abilities, and to evaluate cumulative achievement. Information about the portfolio development process is included in the on-going progress reports as well as from the students' advisor.

The portfolio will showcase the students' abilities in essential learning outcomes that are shared across all curricula. Essential learning outcomes are broad-based descriptions of the enduring purpose of educating the whole person. They support provincial curricula and give deep purpose to instruction and assessment in our learning environment.

Reporting Student Progress

Student progress is reviewed by teachers on a daily basis at JAS.

At the beginning of each course each student is given a performance indicator guide (course outline) that shows what is expected from the student to complete the course.

To ensure individual student's needs are being met an education plan is developed and updated as needed.

Formal progress reports are completed three times per year. These are developed collaboratively between student, teacher and administrator.

Reporting Process throughout the School Year

Students meet with their teacher AND the administrator to officially review progress in all courses and to review the education plans in October, December, January, April, and May. Students meet with their advisor to update the student's education plan on a regular basis.

- Step 1: Students self assess their progress with their teachers' assistance prior to a meeting with the JAS administrator. Students and teachers review students progress in each course (i. e. modules completed, modules that need to be completed, and attendance rates)
- Step 2: Students meet with the JAS administrator to review progress in each course as per the meeting in step 1. The student, with the help of the JAS administrator, reviews the student's individual plan to determine short term and long term goals.
- Step 3: If the student is under the age of 18 the progress report will be mailed to the parent/guardian. If this is not possible a hardcopy will be sent home with the student to be signed by a parent/guardian. The progress report should then be returned to JAS.

If parents/guardians would like more information regarding your son/daughter's progress please contact individual teachers or the administrator at your convenience. JAS does not hold regular Parent/Teacher interviews. Contact between home and school is expected to happen on a continuing basis. Provincial report cards are mailed home at the end of each semester. For more student progress information, parents are encouraged to use the online Parent Portal (<http://ps.sjsd.net>). If you need more information regarding the Parent portal, please contact the school's principal.

End of Year reporting (June)

All students are given the provincial report card which is mailed home at the end of each semester. Graduating students are also given an official school transcript in their graduation package.

JAS 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 Communications Technologies

Phones are to be off during instructional time in class.

If mp3 players are on during class time they are not to be used during instruction and the volume must be at a level that will NOT interrupt others in the class. NO recording device (audio/video) are to be used in the building during school time unless it has been negotiated with the teacher in charge and is for academic work. (SJASD Policy IJNDC)

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.

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.

Fire Drills

Fire drills may be called at any time by the Principal or the Fire Chief, and are intended to acquaint students with the necessary procedures in case of fire.

- 1) On hearing the fire signal, proceed immediately to the exit door of the room you are in. Leave books on the desk.
- 2) Proceed in the direction of the arrow above the classroom door and keep to the left (or right) side of the hall and stairs - you will usually proceed on the side of the corridor on which your room is located. Note that there are both primary and secondary exits should either one be blocked.
- 3) You are asked to proceed single file in an orderly fashion by class and to refrain from talking. This is important since it may be necessary to give additional direction over the P.A.
- 4) When and if you come to a classroom still clearing out students, stop until the students in that room are all out and then proceed to follow them.

The first student to reach a door is asked to hold it open until all students are out of the area.

Once outside, students should move quickly to at least fifty feet from the building, and then line up according to the student rooms that they were in when the fire bell rang. Line up in double lines facing the school in the area designated by the teacher.

Should the alarm ring when you are on a spare, or when classes are not in session, you must leave by the nearest exit.

Tornado Warning

In the unlikely event that we were to experience a tornado, here are guidelines to follow with your classes. In the event of a tornado warning being issued for our area, the following steps will occur:

1. Announcement from the office indicating a tornado warning.
2. Announcement at that time to have all people within Jameswood move to the hallways on the lower floor. (Use same evacuation route as fire drills - then line students up against walls in the hallway and be seated).
3. Remain calm and await further instructions.

Emergency Locations

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

- **Image Fitness Centre (F-2255 Ness Avenue, 204-889-3009)**

Lock Down Procedures

In the event of an emergency dealing with weapons or other similar threats, the following procedures will be followed:

- the P.A. will be used to inform staff and students that there is an emergency. This may take the form of: **“We are in a Lock Down Situation”**
- students should move into classrooms, rooms should be locked, lights turned off, and students should move away from the door. Allow a few moments for students who are in the halls to enter the nearest room.
- students who are in washrooms, or are locked out of rooms, should go into a washroom stall and crouch on the toilet with the door closed.
- students who are outdoors shall vacate the school area and seek protective cover (a fence, house, garage, etc.), or they should drop to the ground and remain still. An administrator will notify teachers in outdoor areas if possible.
- no one should move from their position unless given an all clear by the principal (or designate).

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.