



2013 - 2014

## **HENRY G. IZATT MIDDLE SCHOOL HANDBOOK**

960 Scurfield Boulevard  
Winnipeg, Manitoba R3Y 1N6  
Telephone: 489-1239  
Fax: 489-1370  
School Hours: 8:40 a.m. to 3:25 p.m.

E-mail: [cschlamp@pembinatrails.ca](mailto:cschlamp@pembinatrails.ca)

Web site: [www.pembinatrails.ca/hgi](http://www.pembinatrails.ca/hgi)

Peggy Hobson – Principal  
Darren Oughton – Vice Principal

### **HGI MISSION STATEMENT:**

**We are a community of learners dedicated to providing diverse opportunities  
maximizing growth and development in a rapidly changing world.**

**H – Humanity**

**G – Growth**

**I - Innovation**



### Henry G. Izatt Middle School Staff

<b>Office Staff:</b> Karen Mueller Yvette Pilon Claudia Schlamp		
<b>Grade 5</b> Carla Bouchard Amber Finch Jocelyne McKie Tanya Pfefferle	<b>Grade 6</b> Jenna Neuendorff Christine Prystenski Margarida Sousa	<b>Grade 7</b> Derrick Bockstael Conrad Erb Brandi Nicholauson John Peterson Chris Roe Melaney Vermeylen
<b>Grade 8</b> Shawn Dolinski Tim Fast Keli MacDonald	<b>Grade 9</b> Derrick Bockstael Lolieta Connor Joseph Martin Patti O'Neill Kelly Orloff Katherine Stardom	<b>Student Support</b> Heather McDevitt Ingrid McMillan Cheryl Smith Brenda Stewart Sara Wiebe
<b>Creative and Performing Arts</b> Judy Stevens – Art Melanie Thwaites – Art Virginia Helmer – Band Debra Yacheson – Music; Choral	<b>Physical Education</b> Blue Jay Bridge DeondraTwerdun	<b>Languages</b> Victoria Flynn – French Gina Grobber – French Margarida Sousa – French
<b>Practical Arts</b> Shawn Dolinski – Multi-Media Joe Martin – Woods Karen Mercer – Foods; Nutrition Melanie Thwaites – Applied Arts	<b>Library Staff</b> Brandi Nicholauson – Librarian Helen Vidovic – Technician	<b>Custodial Staff</b> Dan Kolodiejchuk Barbara Lemire Claudio Vadamchino

### TEACHER CANDIDATES

HGI works closely with the Universities to assist in the education of teacher candidates. Teacher candidates are placed at HGI to participate in their practicum responsibilities supervised by a Professor Advisor. Some of the candidates may be in their first year while others may be in their final certification year. During 2013 – 2014, we will be fortunate to have candidates from both Universities – Manitoba and Winnipeg. The candidates will be at HGI for days of observation and also for some teaching blocks

throughout this year. This opportunity benefits everyone in our Learning Community. Here are the candidates listed with their cooperating teacher from HGI:

Caitlin Landin – Chris Roe  
Dan Kempner – Shawn Dolinski  
Laura Kilbrai – Amber Finch  
Tiffany Olender – Christine Prystenski  
Jessica Haines – Kathy Stardom  
Stephanie McGregor – Mel Thwaites  
Gerald Villegas – Joe Martin

## **CALENDAR**

A complete calendar of school events and meetings will be posted on our school website and will be kept up to date. All dates where there will not be regular classes held, fundraising campaigns and special events for the school year will be listed on this calendar. Please check this site frequently.

## **COMMUNICATION**

The contents of this handbook will be placed on the HGI Divisional Website and linked to each of the homeroom teacher's weebly's or wikis. Parents are asked to review the information in this handbook with their child and send in an email by September 13, 2013 confirming the information has been reviewed. Please send the email to [kamueller@pembinatrails.ca](mailto:kamueller@pembinatrails.ca) stating **"I have reviewed the information of the HGI handbook with my child."** Please also indicate your child's name and homeroom number in this response e-mail. The school news and calendar are "live" and available on the school website at [www.pembinatrails.ca/hgi](http://www.pembinatrails.ca/hgi). This site provides information on activities, important dates, programs, uploaded videos and community news.

Pembina Trails School Division operates on a six-day cycle. Please consult the school's website for information on specific dates. Our website is one of many ways we will communicate with you throughout the year. We look forward to meeting you on **September 12, 2013** at 6:30 p.m. for the "Meet the Teacher" Evening. Detailed information on our school programs, assessment and reporting, classroom procedures and grade level homework guidelines, as well as information about current assignment expectations for each classroom will be available on teacher weebly's or wikis for your access. The links to this information will be provided during the "Meet the Teacher" orientation evening.

## **STRONG BEGINNINGS**

Strong Beginnings is a Divisional initiative held our school. Grade 5-9 students will come to school at assigned appointment times on either **September 20<sup>th</sup>** or **23<sup>rd</sup>** to meet individually with their teacher(s). This time is set for teachers to receive initial information on the child's learning styles and to assess each student's current academic levels. Learning objectives may be set at this time which will inform the tri- conferences. The Strong Beginnings information will provide information for the teacher to program for each child and the class as a whole. Homeroom teachers and specific specialist or option

teachers will schedule appointments. Data will be collected on each individual student to demonstrate growth from year to year.

### **TEACHER WEEBLIES/WIKIS**

Teachers have websites with links on the HGI webpage. Each teacher will keep a weebly updated with current classroom information, important dates, major assignments and may include lesson exemplars or links for student practise, research or areas relevant to current areas of study.

### **PROGRESS INFORMATION**

Parents will receive information about their child's progress through interim reports, interviews and formal reporting throughout the year. Parents will use the online process to schedule the tri-conferences times.

**October 17 and 18** – Tri-conferences will be held – focus will be on student's personal management skills

**December 2** – Grade 5 – 9 Provincial Reports will be sent home

**March 10** – Grade 5 – 9 Provincial Reports will be sent home

**March 13 and 14** – Tri-conferences will be held – focus will be on academic progress

**June 27** – Provincial Reports will be sent home for all students

Parents who have concerns academically or socially about their child's progress are encouraged to contact the school to set up a meeting with your child's teacher at any time. Please don't wait until report times.

### **CELEBRATION OF LEARNING – June 27, 2014**

#### **PURPOSE:**

- to accept, encourage and acknowledge the wide variety of learning styles and aptitudes of our students; honouring the whole child
- to present and recognize the variety of talents demonstrated, as well as the activities the students have participated in during the school year, designed to create a "whole" experience
- to develop and celebrate a healthy, tolerant and creative community within our learning environment while highlighting student focus and involvement
- to highlight the many areas in which students participate
- to align with the researched assessment strategies, employability skills and forward thinking 21st century practice
- to demonstrate to students that many areas are valued; to build hope and acceptance and the passion for lifelong learning

During the monthly assemblies, students will be acknowledged for their participation in school events, sports, or contests.

During the Celebration on June 27, 2014, to highlight the many facets of our programming, there will be performances from the Band, Choir, Grade 5 Musical participants; as well, different projects will be acknowledged by having a student or a group of students present highlights of different projects and events. A video compilation of the year's highlights will be shown as part of the celebration; the Grade 9 Farewell video could also be highlighted. Staff members leaving the school will be acknowledged.

All Parents will be invited to the Celebration of Learning for the purpose of acknowledging all components of HGI school life. The Celebration will be followed by a Community BBQ.

### **GRADE 9 HONOUR ROLL**

For Grade 9 students taking the credit courses Honour Roll (80 - 89%), Honour Roll with Distinction (90 - 94%), Honour Roll with Excellence (95 - 100%) will be recognized with certificates enclosed with reports (sent home the last day June 28, 2013) for the three categories and with the Honour Roll with Distinction and with Excellence recipients also receiving a medal enclosed with the certificate.

### **HGI PARENT ADVISORY COUNCIL**

The Parent Advisory Council is open to all parents, guardians and interested individuals within the HGI community. The Parent Advisory Council provides parents with the opportunity to be involved in school related issues and educational topics. In the past, one of the functions of the Parent Advisory Council was to support various projects within the school, such as technology purchases, grounds improvement and overall support of the school. This school year 2013 – 2014, the Parent Advisory Council will collect a fee instead of fundraising. While this will be considered an optional fee, it is encouraged that you support the Council in order to maintain the educational projects supported by this group. The Parent Advisory Council also jointly oversees the operation of the Lunch Program with the Administration of HGI and assists in providing a positive experience for the participants. The Parent Council welcomes you to join them at their regular monthly meetings held in the Staff Room beginning at 6:30 p.m. The meeting dates for the 2013 – 2014 year will be September 18, October 16, January 15, February 19, March 19, April 16, and May 14.

### **PAC Council for 2013 - 2014**

<b>Title</b>	<b>Name</b>	<b>Phone</b>	<b>E-Mail</b>
Chair	Cheryl Santilli	488-6589	csan44@gmail.com
Vice-Chair	Nancy Melnychuk	489-2211	nmelnychuk@shaw.ca
Secretary	TBA		
Treasurer	Tom Albig	888-7164	talbig@shaw.ca
Special Events	TBA		
Principal	Peggy Hobson	489-1239	phobson@pembinatrails.ca
Vice Principal	Darren Oughton	489-1239	doughton@pembinatrails.ca
Lunch Coordinator	Silvana Cantanese	895-7149	scantanese@live.ca
Member at Large	Connie Torossi	269-9184	wishesanddreams@mts.net
Member at Large	Marianne Thorgilsson	487-3123	mcnthor@mts.net
Member at Large	Leanne Lawless	487-3424	llawless@shaw.ca
Member at Large	Cheryl Juras	488-1701	gcjuras@mts.net
Member at Large	Lisa Ryplanski	489-8501	ryplanski@shaw.ca

### **BAND PARENT ASSOCIATION**

An enthusiastic group of parent volunteers supporting HGI's goal in providing outstanding band programs, including grades 6,7,8,9 concert bands, junior jazz and

senior jazz bands. The BPA meet once a month. A \$20 band fee is collected during the registration and this fee enables the BPA to enhance and continuously motivate all band members. The group is always looking for parents to join and to share their new ideas.

## **ATTENDANCE**

Grade 9 attendance is taken every period. 110 hours is allotted for each full High School credit course. Should a student miss 8 classes in a subject area, parents will be contacted. The student will be required to make a commitment to improve attendance. He/she will be informed that they will need to make up the time missed. When the student has been ill, a medical note will be required. When considering the planning of extended family holidays, please be aware even with the educational experiences travel offers, continuity with course outcomes (credits) can be lost and students may struggle to catch up.

## **EXTENDED STUDENT ABSENCE**

Vacations are excellent learning experiences for children and we do not discourage parents from excusing their children from school for a family vacation. Travel is an education in itself. However, parents are often concerned about the schoolwork that their children will miss while on vacation. There are many built-in learning opportunities on vacations, from reading brochures, maps, and guidebooks to budgeting and calculating distances and travel times, not to mention all that children learn from visiting other cities and countries/cultures. Children can gather brochures, maps, tickets, postcards, artifacts, photographs and/or video to present information about their trip. Keeping a journal of experiences and personal reflections supports children's writing skills while away from school and serves as a memory log of their adventure. As most extended absences are a matter of choice, we appreciate in advance your understanding that teachers cannot provide individual packages of homework for vacations. You may be able to access the website and download current assignment information from teacher weebly's or wikis. Students may also be able to use apps (FaceTime; Skype) to gain information. Teachers, as professionals, continuously assess and adjust the pace and methods of delivery for their classes to be successful in learning the curricular outcomes. This makes it difficult to gauge what work will be covered during extended absences. In addition, replication of the rich class dialogue and group work that take place at school on a daily basis is impossible. Upon returning from an extended absence, it will be at the discretion of the teacher regarding which assignments need to be completed. However, it may not be in the best interests of all children to attempt to catch up on all work they have missed. It is important, however, for older children to take the initiative to check with teachers, peers and the website regarding key assignments, notes and projects. While teachers will assist with this, fully re-teaching a particular topic may not be possible. Parental support with schoolwork at home is integral to children's continued success after returning from an extended absence. To assist us in working with your child, we ask that you notify the homeroom teachers and the office of the dates and circumstances of any absence as far in advance as possible by phone at 489-1239, fax at 489-1370, or by emailing [cschlamp@pembinatrails.ca](mailto:cschlamp@pembinatrails.ca)

## **DRESS CODE**

For school and for school dances, students are to dress for an educational setting and demonstrate mutual respect for themselves and one another. Clothing that will not be accepted:

- bare back; bare midriff
- no shoulder straps or shoulder straps narrower than 4 cm (3 finger width)
- shorts with inseam shorter than 9 cm
- skirts shorter than length of fingertips when arm is extended straight down side
- extremely low necklines
- bra straps showing
- any exposed undergarments
- hats or bandanas or hoods
- unsafe footwear—all footwear must stay on the feet
- heavy chains or pocket chains

A change of clothing is required for Physical Education Classes and will include footwear that is safe and acceptable for gym activities. All outside wear must be kept in lockers. The school administration reserves the right to require changes of any manner of dress that is deemed inappropriate for school. Students not following the specified guidelines (printed in Handbook and reviewed with students) will be referred to the office. They will be asked to change or they will be provided with a T-shirt and/ or a pair of shorts or sweats from the HGI clothing line. Students may be sent home to change. A parent will be called prior to the student leaving the school.

## **GRADE 9 FAREWELL DRESS CODE**

Due to the celebratory nature of this formal event for our senior students, the dress code will be less restrictive. Students are to participate by dressing in respectful formal wear.

## **ADMINISTERING MEDICINE TO STUDENTS**

Students who require medication (URIS identification) to be used in emergency situations (Epi-pens, Inhalers, Insulin, etc.) are required to have that medication on their person during the school day. URIS forms will have been filled out, signed and placed in a file at the school office. If a student's class is going on a field trip, and the student does not have their medication, the student will not be allowed to attend the outing. Parents will be contacted and asked to bring the medication to the school. **If the parent is not able to bring the medication prior to the departure, the student will either be sent home or will stay at the school to complete independent work for the duration of the trip.**

## **CLASSROOM VISITS**

Occasionally students who have attended Whyte Ridge or HGI in previous years return to this community to visit with friends. At times, we are contacted about a person coming to the school for a visit with their friends. We can arrange such a visit over the lunch hour, but will not approve such visits during class time. This would be too interruptive to the continuity of instruction.

## **LUNCH PROGRAM**

Students enrolled in the Lunch Program will eat in their homerooms or designated areas (Grade 9 students eat in the gym) from 11:35 – 12:00. The classrooms are designated peanut-free as well as free from other identified foods based on the individual student needs. A classroom list of foods causing issues for students will be provided to parents in early September. From 12:00 – 12:05, students will have the option of completing their lunch; then clean up and proceed to their chosen activity. Students are asked to be in their activity area by 12:05 p.m. From 12:05 – 12:35 p.m. students will participate in supervised activities. Students who choose to be on the playground will also be supervised. Students who have registered for the lunch program must remain on the school grounds during the lunch hour unless arrangements have been made with parents and communicated to the supervisor. Students who are not part of the program and who go home for lunch are asked to return in time for the afternoon classes. Lunch program fees will be collected and the lunch program agreement signed prior to a student joining the program.

## **FIELD TRIPS**

Field trips are an extension of the classroom experiences and an integral part of the educational program. As the field trips are educationally worthwhile and are made in conjunction with the appropriate grade level curriculum, field trips are considered to be essential for all students. The school and parents share the costs of field trips. Many trips are costly and require subsidization. The HGI Parent Council contribution and a percentage of the school fundraiser are usually allocated to help subsidize the costs. **Students who have not paid their registration fee will be required to pay for the field trip fee prior to attending.** Should the fee not be paid, the student will remain at school. Written parental permission is required in order for students to leave the school for field trips.

## **CLUBS, SPORTS TEAMS, INTRAMURALS, ACTIVITIES**

HGI offers a large number of extracurricular activities to students. The announcements will be starting on the first day of school. Cross Country running practices will start early in September. Intramurals will be specified – each grade level will have their intramural lunch activities on a regular day of the school day cycle. That day will be specified early in the school year. Students will be provided with a great deal of information about all school sports team and events. We will be supporting the Divisional Volleyball, Basketball, Track and Badminton programs. We realize that sometimes students do not hear or remember all the dates and times of the events because of the number of things they deal with each day. We will announce the day's events on the morning announcements, gym practices will be posted in the gym, information updated in the monthly newsletter which is posted online, and in addition, we will update the school website regularly with the complete listing of events, in order to assist in families' planning around these times.



## **Indoor Track**

The Indoor Track Team participates in a number of events throughout the year. Money will be collected from the students to cover events in which they wish to participate. Fees are dependent on the cost of events at various meets.

## **Team Sports**

Coaches will collect fees for tournaments from participants. These amounts will be dependent on the cost of the tournament and the number of participants. HGI students are fortunate to have the level of instruction and the opportunities provided. Our objective on these pages is to provide parents with an overview of costs for curricular and sports related activities per grade level for the year. It may happen that an additional opportunity arises throughout a school year that a teacher may book for students that will be an extra cost.

## **Practicing for Sports Teams - Expectations**

Participation in practices is required for game or tournament play. Students who are unable to attend a practice must speak to the coach ahead of time and/or provide a note prior to the practice.

## **Clubs**

There will be a number of clubs offered to students. Examples: art, photography, debate, knitting, MYRCA books, yearbook. Students will be provided with information about these clubs to allow them the option of participating.

## **FEES**

A \$25.00 school fee is collected with the registration form. Cheques, which usually accompany the registration forms, are to be made out to Henry G. Izatt Middle School and can be post-dated for September 4, 2013.

The \$25.00 school fee covers:

- \$5.00 – agenda planner (grade 5, 6, and 7)
- \$15.00 – field trips; outings (\$20.00 for grades 8 and 9)
- \$5.00 – lock and locker rental

Yearbooks (optional) will be available at a cost of \$15.00 per copy. There will be a link on our website if you change your mind and would like a yearbook after the date of registration.

## **GRADE LEVEL EXPENSES**

In each grade level, students may be involved in activities that have fees attached that will be additional to the student fees. Additionally fees must be charged for specific field trips or sports leagues. Please find the specific grade level estimates below:

### **Grade 5**

Manitoba Museum – \$12.00 (\$7.00 covered by student fees)

Lower Fort Garry – \$8.00 (full amount covered by student fees)

Eyes on Techno Trades – No charge

Fort Whyte (Phys Ed trip) – \$6.00

Symphony (Music) – \$9.00

Life and Learning – To be determined based on activities

## **Grade 6**

Lower Fort Garry – \$8.00

Planetarium – \$4.00

Narcisse Snake Dens – \$4.00 (weather permitting) (full amount covered by student fees)

Fort Whyte Alive – \$5.00 (full amount covered by student fees)

Aviation Museum – \$8.00 (full amount covered by student fees)

Life & Learning – To be determined based on activities (typically Fun Mountain)

## **Grade 7**

Festival du Voyageur – \$18.00 (\$3.00 subsidized by student fees)

Guest Speakers and Inquiry Workshops – \$10.00 (full amount covered by student fees)

Art Days – \$60.00 or Band Camp – \$140.00 (depending on registered option)

Cross Country Skiing at Windsor Park – \$10.00

Rock Climbing - \$10.00

Social Studies: Ten Thousand Villages – \$2.00 (full amount covered by student fees)

Math Inquiry Symposium – no charge

Life & Learning – To be determined based on activities

## **Grade 8**

La Barriere Park: Survival Activity – \$2.00 (full amount covered by student fees)

Camp Experience – \$160.00 (dependent on camp availability)

X- Country Skiing – \$6.00 (full amount covered by student fees)

Medieval Feast – \$10.00 (materials \$5.00 and food \$5.00) (full amount covered by student fees)

Life and Learning - To be determined based on activities

## **Grade 9**

Science Field Trips – \$10.00 (full amount covered by student fees)

MTYP – \$25.00 (for 3 productions)

Band Trip (specific to students registered in option) – \$650 approximately

Art Outings (specific to students registered in option) – \$50.00 approximately

Law Courts – \$5.00

Legislative Building – \$5.00

Physical Education trips to Good Life Fitness (3 x \$6.00) – \$18.00

Golf Dome - \$11.00

Outdoor Education (specific to students registered in option) – Camp \$100.00; Water Safety \$30.00

Life & Learning – Includes activities and transportation – \$45.00

Grade 9 Farewell – approximately \$50.00 per ticket for evening event on June 26, 2014

## **SCHOOL SUPPLIES**

The Henry G. Izatt School Community is moving toward increasing the use of personal technology devices (tablets, laptops, phones, iPods) in conjunction with intentionally reducing our paper use. All students have access to email addresses, sky drives and the Student Whale which allows students to work with their own files from any device that can connect to the website no matter the student's location. Utilizing a variety of devices has increased student options for work production and demonstration of learning with the designated grade level topics. The school is a wireless work

environment and together our students and our teachers have developed many creative ways of using technology to enhance learning and increase student engagement. **Students are encouraged to “bring their own devices” (BYOD)**, work within school expectations and join the HGI team in “pushing the boundaries of education”. Please check this link:

[http://www.youtube.com/watch?v=212lvShWvus&safety\\_mode=true&persist\\_safety\\_mode=1&safe=active](http://www.youtube.com/watch?v=212lvShWvus&safety_mode=true&persist_safety_mode=1&safe=active)

In addition to personal technological devices, our students will require supplies. The supply lists for each grade level and for specific subject areas can be found on the HGI website.

## **FUNDRAISING**

A complete list of fundraisers to be initiated during the school year will be communicated on the school calendar and will be posted to our website. This year there will be a Sobey’s Gift Card Fundraiser held in November 2013 to support the Track Team. The Parent Advisory Council and the Band Parents Association have opted for a fee instead of having parents participate in a Fundraising Campaign.

## **JAPANESE EXCHANGE**

HGI in partnership with General Byng School will participate in a Japanese Cultural Program during the 2013 – 2014 school year. Selected participants host a Japanese student from September 2013 to October 3, 2013. The participants travel to Japan from March 1 to March 16, 2014, staying with the student they hosted. The purpose of learning about another culture is embedded in this experience. Eight girls and eight boys, as well as four adult chaperones, have been selected. HGI have selected eight participants and two chaperones to join the General Byng participants. The participants were chosen through a process of application, reference letters, essay, and speeches. After being selected, the exchange students participate in Japanese Language Lessons in preparation for this experience.

## **MORNING MEETINGS**

Students will be participating in morning meetings on Days 1, 3 and 5 of the school cycle from 8:40 am to 9:15 am. The structure and purpose of the morning meetings is designed to support and develop the social and academic needs of the students. Through participation in morning meetings, students practice seven key social-emotional skills: Cooperation, Communication, Assertion, Responsibility, Empathy, Engagement, and Self-control. Student voice is heard and the classroom community is strengthened as the children participate in a variety of activities during these meetings.

## **SCHOOL SOCIAL CONTRACT**

At HGI we start the year with classroom meetings where each class will go through a process to identify the three most important things for having a safe and productive school. Each classroom will identify a representative to carry these ideas forward during a Social Contract Meeting. At this meeting, all homerooms as well as a staff group, through their rep, will present their ideas. A process of synthesis will take place and the reps will collate the responses into a “School Social Contract”. We worked through this

process for the first time in September 2013 and were very pleased with the student involvement and support of their ideas, no matter the grade level. The dialogue was productive. The reps concluded the meeting with this summary which was adopted by the school and presented at our first assembly.

**HENRY G. IZATT MIDDLE SCHOOL VALUES:  
Mutual Respect, Positive Attitude,  
Inspiration, Community**

This process will reoccur annually, giving our students “voice” and together aligning the values that are important to our learning team. The classroom meetings will take place on September 5, 2013 with the concluding statement shared by the reps during our assembly on September 6, 2013. Students will then proceed with a good foundation of what is collectively important at HGI.

**DIVISIONAL POLICIES**

All Divisional Policies are available online. Here are links to specific policies relating to safety protocols for our students.

Fair Notice

[http://www.pembinatrails.ca/parentstudent/home-school-student\\_communication.html](http://www.pembinatrails.ca/parentstudent/home-school-student_communication.html)

Drugs and Alcohol

[http://www.pembinatrails.ca/Policy\\_pdf/Policy%20documents/JICHR%20Drug,%20Alcohol%20and%20Substance%20Abuse%20by%20Students.pdf#search=%22Drug%20and%20alcohol%22](http://www.pembinatrails.ca/Policy_pdf/Policy%20documents/JICHR%20Drug,%20Alcohol%20and%20Substance%20Abuse%20by%20Students.pdf#search=%22Drug%20and%20alcohol%22)

Standard of Behaviour

[http://www.pembinatrails.ca/Documents/standard\\_ofBehaviour.pdf](http://www.pembinatrails.ca/Documents/standard_ofBehaviour.pdf)

Technology Acceptable Use

[http://www.pembinatrails.ca/Policy\\_pdf/Policy%20documents/IJNDCE%20Technology%20Acceptable%20Use%20%20Agreement%20for%20Students.pdf#search=%22acceptable%20use%22](http://www.pembinatrails.ca/Policy_pdf/Policy%20documents/IJNDCE%20Technology%20Acceptable%20Use%20%20Agreement%20for%20Students.pdf#search=%22acceptable%20use%22)

Electronic Communication Devices

[http://www.pembinatrails.ca/Policy\\_pdf/Policy%20documents/JICJ%20%20Electronic%20Communication%20Devices.pdf#search=%22technology%22](http://www.pembinatrails.ca/Policy_pdf/Policy%20documents/JICJ%20%20Electronic%20Communication%20Devices.pdf#search=%22technology%22)

Bullying

[http://www.pembinatrails.ca/Policy\\_pdf/Policy%20documents/JICFB%20Bullying%20With%20Amendments.pdf#search=%22standard%20of%20behaviour%22](http://www.pembinatrails.ca/Policy_pdf/Policy%20documents/JICFB%20Bullying%20With%20Amendments.pdf#search=%22standard%20of%20behaviour%22)

Hazing

[http://www.pembinatrails.ca/Policy\\_pdf/Policy%20documents/JICFA%20-%20Hazing.pdf](http://www.pembinatrails.ca/Policy_pdf/Policy%20documents/JICFA%20-%20Hazing.pdf)

Threat Assessment

[http://www.pembinatrails.ca/Policy\\_pdf/Policy%20documents/JICMR%20%20Student%20Threat%20Assessment.pdf#search=%22safety%22](http://www.pembinatrails.ca/Policy_pdf/Policy%20documents/JICMR%20%20Student%20Threat%20Assessment.pdf#search=%22safety%22)

Attendance

[http://www.pembinatrails.ca/Policy\\_pdf/Policy%20documents/JE%20Student%20Attendance.pdf](http://www.pembinatrails.ca/Policy_pdf/Policy%20documents/JE%20Student%20Attendance.pdf)

## **ENTRY IN THE MORNING**

It is important that students arrive at school no earlier than 8:15 a.m. Only students participating in practices or attending the HGI “Before and After” school program are allowed entry prior to that time.

## **LATES**

We expect students to be in class ready for their first class for attendance and announcements at 8:40 a.m. Being on time is an important independent life skill. We realize that many students receive rides to school from their parents. It is just as important for the students to arrive to school on time and ready for class as it is for parents to arrive to work on time ready to work. We require the assistance of parents with this area as in the past too many students have arrived during the first class and it is extremely interruptive to the learning environment.

## **HGI SCHOOL AGE PROGRAM**

A Before and After School operated by the Fort Garry Child Care Co-op Inc. is housed at HGI. This program is a Licensed Child Care Centre located in H.G.I School. We provide a program designed for Grade 5 and 6 students in a relaxed safe environment. We plan fun activities such crafts, sports, games and cool projects. We are open on in-service days and possibly during school breaks. Our hours are 7:00-9:00 a.m. and 3:30-6:00 p.m. The cost is \$8.60 per day. Please call Scott or Cynthia at 453-7600 for registration information.

## **EMERGENCY DRILLS**

We are expected to hold ten fire drills, two lock down drills, and one tornado drill during each school year. The purpose is to help students understand what would be expected of them in an emergency situation. Respectful behavior and adhering to the evacuation expectations is expected of students during these drills.

## **COLD WEATHER POLICY**

When the temperature or temperature and wind chill combination is  $-27^{\circ}\text{C}$  or below, students will remain indoors during recess, lunch time and while waiting for the school bus. Regardless of the weather, children should always come dressed to go outdoors.

## **EARLY PICK-UP OF STUDENTS**

Occasionally parents pick up their children prior to our regular dismissal times. We ask that parents come into the school and pick up their children at the office. If a person other than a parent will be picking up a child, prior arrangements must be cleared with the office.

## **INFORMATION ABOUT YOUR CHILD**

Both parents have an equal right to information about a child unless there is a court order denying one parent access to this information. A copy of any judicial court order regarding the child must be given to the school if you wish us to comply with the court order. Otherwise, we will share information about a child’s progress equally with both

parents. Parents who wish to review a child's school file must make an appointment to do so.

### **ASSIGNMENTS AND HOMEWORK**

Many of our students are involved in extracurricular activities. Handing in assignments on time (either in hard copy or electronically) completed to the best of a student's ability is a school expectation. Students at this education level need to learn time management skills and personal responsibility. Assisting your son or daughter in planning their time to balance all the demands in their life would be beneficial. Students who have difficulty completing homework by the specified due date will be referred to the office or to the learning center to complete the work.

### **PERSONAL TECHNOLOGY DEVICES**

We encourage students to bring their own personal technology devices to our school to enhance their learning. These devices enable students to access opportunities and information. The school also has an Electronic Library, and Video Editing Lab and a number of independent desktops for student access. Each year, with registration, students and parents sign a Divisional Acceptable Use Policy regarding technology. HGI has a wireless system in addition to the Pembina Trails secure site. Students each have their own user name, email, and a large amount of virtual storage space. Students can access the Internet from their personal technology devices. Teachers will inform students if the lesson is not conducive to students using their personal technology. Students' texting each other during class time can be an interruption to the lesson. Students will be expected to not text peers during class time, even when they are using technology to enhance their learning. Using a personal technology device to photograph people without prior permission is prohibited. Should a parent need to contact their child during school hours, they are asked to please call on the office telephone. Students taking personal calls during classes is inappropriate and disturbing to the lesson. Should a student participate in using their personal technology inappropriately and/or against acceptable use, the device will be confiscated and a parent will be called and asked to pick up the device at their convenience.

#### **Divisional Policy JICJ (excerpts):**

With prior permission of the teacher and/or school administrator electronic communication devices can be used for educational purposes. At no time may the camera function be used without prior permission from an adult. School officials, including classroom teachers, may confiscate and search electronic communication devices if there is suspicion that school rules or policies are being violated. Searches of electronic devices will be limited (where reasonable) to those parts of the device that contain information related to the violation of school rules or policies. Schools will develop a communication protocol to inform students and parents/guardians of the diminished expectation of privacy when electronic devices are brought to school. Repeated unauthorized use may lead to further action as determined by the school. The Pembina Trails School Division will assume no responsibility in any circumstance for the loss, destruction, damage or theft of any electronic communication device or for any communication costs associated with the unauthorized use of such devices. Students and families are responsible for locating such lost or stolen items.

## **LOCKERS AND SCHOOL BAGS**

The homeroom teacher will assign lockers. Students in grade 5 – 8 will share a locker with another student. Grade 9 students will receive their own locker. The student fee covers the lock rental. If the lock is lost during the year, there will be an additional \$5 fee to replace it. All personal belongings should be clearly marked with name and room number. If students bring items of value to school, it will be at their own risk, and they are asked to be responsible for their own items. Students will be asked to keep their combination code private. **School bags, backpacks or large purses will not be brought into classrooms.** Students are asked to use their time in the morning and at lunch prior to classes and at breaks to get their supplies for the next two classes from their lockers and to come prepared to class.

## **APPLICATION TO PRIVATE SCHOOLS**

Private school applications may require reference letters from teachers and a copy of a student's current academic standing. We will provide these to the private institution for which families are applying. Reference letters are confidential and teachers will only be sending the reference to the private institution. These reference letters will share objective information similar to what has been shared with parents at the tri-conferences. Parents are to provide an addressed and stamped envelope. Academic reports are sent home from HGI in mid-March and the end of June. Copies of these reports can be sent as part of the application process to a private school. Teachers will not submit academic information as part of private school applications prior to these dates.

## **THE USE OF PERFUMES AND/OR SCENTED PRODUCTS**

Schools today are committed to a safe and healthy environment for staff, students, and visitors. At HGI we are working to:

- 1) Increase awareness within our schools about the potential impact of fragrance chemicals on the health, well-being, productivity and lifestyle of those affected.
- 2) Ask for the voluntary cooperation towards a scent- reduced environment.
- 3) Provide the steps for responding to scent-related issues.

What is the Issue?

Exposure to perfumes and other scented products can trigger serious health reactions in individuals with asthma, allergies, migraines and/or chemical sensitivities.

Fragrances are found in a wide range of products. Common scented products include perfume, cologne, aftershave, deodorant, soap, shampoo, hairspray, body spray, makeup and powders. Other examples with added scents could be air fresheners, fabric softeners, laundry detergents, cleaners, carpet deodorizers, facial tissues and/or candles. Generally, it is a personal choice to use fragrances; however fragrance chemicals are, by their very nature, shared. The chemicals vaporize into the air and are easily inhaled by those around us. Today's scented products are made up of a complex mixture of chemicals which can contribute to indoor air quality problems and cause health problems. Fragrance chemicals are known to be skin sensitizers. Some are also respiratory tract irritants which can trigger asthma and breathing difficulties. Asthmatics commonly cite fragrances as initiating or exacerbating their asthma. Fragrances are also implicated in vascular changes that can trigger migraines in susceptible individuals.

Individuals with chemical sensitivities can experience symptoms at very low levels in the air, far below those known to cause harmful effects in the general population. Susceptible individuals can experience a variety of symptoms including headache, sore throat, runny nose, sinus congestion, wheezing, shortness of breath, dizziness, anxiety, anger, nausea, fatigue, mental confusion and an inability to concentrate. Although the mechanisms by which fragrance chemicals act to produce symptoms are not yet understood, the impact on all those affected can be quite severe resulting in great difficulty in work and study activities. In order to protect those individuals with fragrance sensitivities and to possibly prevent others from developing such sensitivities the employer may ask for voluntary cooperation towards a scent-reduced environment. All staff, students and visitors are strongly encouraged to avoid or reduce the use of fragrance products, and to replace them with unscented alternatives. This is a request to voluntarily refrain from chemical-based scented products. This guideline is intended to raise the awareness within the working environment about the potential impact of fragrance chemicals on the health, wellbeing, productivity and lifestyle of those affected. Information on scent awareness can be disseminated through posters, web sites, information brochures and training sessions with staff where appropriate.

### **STUDENT INJURIES**

You will be promptly notified of any serious injury (such as cuts, possible sprains, breaks or concussions) which might require medical attention. If you are not able to transport your child to a doctor or to a hospital, we will either call an ambulance on your behalf or we will transport the child. You are reminded that hospitals require parental consent when treating a child. Please ensure that your 9-digit Manitoba Medical number is on the Student Registration form, as well as an up-to-date list of phone numbers where we can reach you. Any ambulance or taxi expenses are the responsibility of the parent or guardian.

### **BICYCLES, SKATEBOARDS, ROLLERBLADES, HELMETS**

Bicycle stands are provided for students who choose to ride their bicycle to school. Students should secure their bicycles with a sturdy lock and should have a record of their bicycle's serial number. While the school will assist in safeguarding personal belongings such as bicycles, the primary responsibility rests with the students. Rollerblades cannot be used on the school grounds during school hours. If brought to school, rollerblades and skateboards are to remain in the lockers. Skateboards can only be used at lunchtime under the supervision of a lunch supervisor. Skateboards and rollerblades are not to be used inside the school. Students skateboarding on school property during school hours are required to wear a helmet. Helmets are an expectation for students cycling to school. Cyclists are not to use the sidewalks.

### **SNOWBALLS**

Should a student participate in snowball throwing, the consequences will be as follows:  
**1<sup>st</sup> offence:** Student will be required to write a letter sharing the safety concerns with snowball throwing and agreeing not to participate in this activity.  
**2<sup>nd</sup> offence:** Student will phone parent, will spend two periods working in the office and will write a letter of apology after agreeing not to participate.



**3<sup>rd</sup> offence:** Parent will be contacted by administration. Student will be given a .5 day out of school suspension. Report will be placed in student file.

**4<sup>th</sup> offence:** Parent will be contacted, student will be suspended from the school lunch program for one week (student will not have permission to be on the school grounds for the lunch hour).

### **EMERGENCY SCHOOL CLOSURE**

The policy related to the closing of schools because of snow storms is as follows:

a) Parents have the prerogative to keep their children home if weather conditions are such that the children cannot negotiate safely to or from school.

b) Unless otherwise instructed, caretakers shall open and maintain school buildings as a regular day.

c) The decision to close schools is the responsibility of the Superintendent. **If the schools are not to be opened in the morning, CBC and CJOB will be contacted to broadcast the announcements, and as well the information will be available on Twitter.**

d) Where a storm breaks during the school day, schools shall remain open and operational. Students who are already in school shall not be dismissed during the school day because of inclement weather. Parents must know that they have entrusted their children to teachers, who, acting as parents, will carry out their duties in a responsible way. Principals shall exercise discretion in sending students home at the end of the school day.

e) If the storm is prolonged, and students are unable to return home, children will remain at school until picked up by their parents.

### **COMMUNITY REPORT**

This report is completed annually in the spring and submitted to the Pembina Trails School Division Office for distribution. The report outline the highlights of the HGI program. A student survey "**Tell Them From Me**", completed annually, facilitated by a Canadian Organization provides data and information to include in this report.



**Mission Statement**

We are a community of learners dedicated to providing diverse opportunities maximizing growth and development in a rapidly changing world.  
 H – Humanity; G – Growth; I – Innovation

*Principal*  
 Peggy Hobson  
*Vice-Principal*  
 Darren Oughton

**Board of Trustees Three Expectations for Student Learning**

1. *All students in Pembina Trails will be personally and intellectually engaged in their learning at school.*
2. *By the end of grade 8, all students in Pembina Trails will meet the provincial curricular standards in literacy. and numeracy, allowing them the greatest possibility for success in high school.*
3. *All students in Pembina Trails will graduate from high school.*

**2012/2013 School Plan Priorities**

**Technology:** BYOD, cyclical replacement, flipped classroom design, use of classroom weebly's or blogs, student whale, axis for convenient information storage, Community News Commons and development of HGI News and Entertainment; connecting with learning outcomes.

**Global Citizens:** Participation in We Day, Vow of Silence, Japanese exchange, language lessons; sustainability and decreasing paper use, EAL Parent Info Evenings, peer facilitators, opportunities for student voice and leadership, Respect Ed, Day of Pink

**Assessment:** Consolidate Strong Beginnings and Class Profile data toward consistent practice, implement the Provincial Report Document and align assessment recommendations with common practices and comment bank at each grade level

**Program:** Math Project (Grade 6 – 9), Co-Teaching Project at Grade 6: Inquiry and Flex Time implementation at all grade levels, revisions to Library procedures to enhance school wide program and delivery, Artists in the School programs, introduction of Drama at Grade 9 and Choral at Grade 6, Roots of Empathy, Horse Connections, Promotion of Health/Wellness with Fitness Facility combined with nutrition and allergy education

**Developmental Designs:** Responsive school environment, connecting as a staff with our students (not just our classroom), development of social contract and take a break (TAB) as positive school wide behaviour methods, scheduled morning meetings to build positive relationships

**Progress Toward School Plan Priorities**

- Advancements with technology intentionally embedded in learning and in demonstrating evidence of learning; focus evolving to digital citizenship environment; inquiry project increase student voice
- HGI Students took the lead in the area of Global Citizenship, promoting “We Day”, “We are Silent”, holding assemblies and fundraisers throughout the year for their chosen cause in Sierra Leone; all HGI participants developed a school social contract
- Strong Beginnings and Class Profile information were consolidated, Provincial Reports were implemented with a newly reworked comment bank, and 100% of teachers implemented the PTSD Adaptation Planning Tool.
- Instruction and delivery were enhanced with grade level team dialogue on implementation of Flex Time; innovative programs were introduced; dialogue centered on uniform vs. student centered delivery; Math Project moved to include grade 6; data demonstrating increase in student retention of skills/outcomes.
- Positive relationships across the school were enhanced by the expectation of at least one morning meeting per classroom each 6 day cycle, planning to increase the number of meetings next school year; responsive delivery to address increase in student anxiety amongst adolescents.

## Progress Toward the Three Expectations for Student Learning 2012/2013

- As summarized by the “Tell Them from Me” Survey, 81% of the HGI students believe their education is benefitting them personally and economically; 78% are trying hard to succeed.
- MAYET assessment data reports percentages of number of students achieving **over 80%** in core subjects: Grade 7 students ELA 74% Math 70%; Grade 8 students ELA 81% Math 64%; Grade 9 students ELA 71% Math 62%; following percentages indicate number of students achieving **over 70%** in core subjects: Grade 7 students ELA 95% Math 82%; Grade 8 students ELA 93% Math 82%; Grade 9 students ELA 88% Math 85%.
- The data demonstrates there is an increase in students who are experiencing anxiety; the HGI team is taking steps to address this pervasive issue in the adolescent population.

## School Calendar

(dates known at time of publication)

<b>August</b>	29	HGI Office opens
<b>2013</b>	<b>30</b>	<b>New Student Tour 2:00 p.m.</b>
<b>September</b>	3	Administrative Day – <b>no classes</b>
	4	Classes Begin
	6	Assembly – Social Contract Presented
	6	ISP Welcome Event
	11	Early Dismissal - 2:00 p.m.
	12	“Meet the Teacher”
	16	Grade 7 – 9 Cross Country Meet
	17	Life Touch Photo Day
	17	Grade 4 – 6 Cross Country Meet
	18	Parent Advisory Council Meeting
	20	Strong Beginnings – appointments for students
	21	Japanese Exchange Students arrive
	23	Strong Beginnings – appointments for students
	24	Grade 4 – 6 Cross Country Meet
	26	Grade 7 – 9 Cross Country Meet
	27	Terry Fox Run
	30	Grade 7 – 9 Cross Country Meet
<b>October</b>	1	Grade 4 – 6 Cross Country Meet
	3	Japanese Exchange Students leave
	4	Grade 6 Girls – Immunization
	9	Early Dismissal – 2:00 p.m.
	14	Thanksgiving Day – <b>no classes</b>
	16	Parent Advisory Committee Meeting
	17	4:00-9:00 Tri-Conferences
	18	Tri-Conferences – <b>no classes</b>
	21	Life Touch Photo Retakes
	23, 24	Grade 7 Band Camp/Art Workshops
	25	SAGE – <b>no classes</b>
	30	“We Day”
	30 – 31	Grade 7 Art Days and Band Camp
<b>November</b>	6	Grade 9 “Take a Kid to Work” Day

	6	Early Dismissal – 2:00 p.m.
	7	Grade 7 – 9 Dance
	8	Remembrance Day Service
	11	Remembrance Day – <b>no classes</b>
	13, 14	Divisional Honour Band – Selected Gr. 8 students
	20	Grade 8 – “Girlz Jam”
	22	Report Writing / School Admin. Day – <b>no classes</b>
	26	Grade 6 Girls Volleyball
	27	Grade 7 Boys Volleyball
<b>December</b>	2	Grade 5 – 9 Report Cards home
	4	Early Dismissal – 2:00 p.m.
	4	Grade 7 – 9 Winter Band Concert
	6	Divisional Professional Developmental Day – <b>no classes</b>
	12	Winter Band Concert and Craft Fair
	18	Parent Advisory Mtg. 6:30 p.m.
	20	Last day of classes before break
<b>January</b>	6	Classes begin
<b>2014</b>	8	Early Dismissal – 2:00 p.m.
	15	Parent Advisory Council Meeting
	17	Grade 6 Girls – Immunization
	17	Solo and Ensemble Festival
	30	Grade 9 Leadership hosts Grade 5 and 6 Sock Hop
	31	Grade 9 Boys Basketball Tournament
<b>February</b>	3	Divisional Professional Developmental Day – <b>no classes</b>
	4	Second Semester (Grade 9) begins
	5	Early Dismissal – 2:00 p.m.
	6	Grade 5 and 6 Evening of Music
	TBA	Grade 7’s attend Festival du Voyageur
	17	Louis Riel Day – <b>no classes</b>
	18 – 21	Optimist Band Festival
	19	Parent Advisory Committee Meeting
	24	Admin visits Grade 8 classrooms to introduce Grade 9 Registration
	27	Grade 9 Program Information Evening for Parents and Students
	27 – March 1	Optimist Jazz Festival
	28	2014 – 2015 Grade 9 Registration on-line program open
<b>March</b>	1	Japan Exchange Group leaves for Japan
	3	School Admin Day – <b>no classes</b>
	5	Early Dismissal – 2:00 p.m.
	6	Grade 9 Registrations due
	8 - 9	Minneapolis Track Trip
	10	Grade 9 – Immunization
	10	Grade 6 – 8 Registrations home
	10	Grade 5 – 9 Reports sent home
	11	Grade 6 Boys Basketball 4:00 – 6:30 p.m.

	13	Grade 6 Girls Basketball 4:00 – 6:30 p.m.
	13	Tri-conferences and Book Fair 4:00 – 9:00
	14	Tri-conferences and Book Fair – <b>no classes</b>
	17	Administration visit Grade 5 classes re: Intensive French for 2013-14
	18	Grade 6 Intensive French Orientation Evening 7:00 p.m.
	19	Parent Advisory Committee Meeting
	20 – 22	Brandon Jazz Festival
	24	Grade 6 – 8 Registrations due
<b>April</b>	29 – April 6	Spring Break
	7	Classes Resume
	7	Grade 5 Registration forms sent to Whyte Ridge
	9	Early Dismissal – 2:00 p.m.
	10	Grade 7 – 9 Dance
	16	Parent Advisory Committee Meeting
	18	Good Friday – <b>no classes</b>
	21	Grade 5 Registrations due
	21 – 24	Level 1 Band Festival
	21 – 25	Sight Unseen Art Show at Polo Park
<b>May</b>	22 – 27	Rocky Mountain Band Festival – Grade 9
	25	Divisional Professional Developmental Day – <b>no classes</b>
	7	Early Dismissal – 2:00 p.m.
	9	Grade 6 Girls – Immunization
	TBA	Grade 5 Instrument Choice Workshop
	12 – 13	Provincial Honour Band
	13	Grade 5 Orientation Evening and Tour
	14	Parent Advisory Committee Meeting
	14	HGI Track & Field day
	19	Victoria Day – <b>no classes</b>
<b>June</b>	20	Spring Concert Series – Grade 6; 9 Band, Sr Jazz, Choral
	21	Spring Concert Series – Grade 7; 8 Band, Jr Jazz
	29	Divisional Gr. 7 – 9 track meet @ Univ. of MB.
	4	Early Dismissal – 2:00 p.m.
	9	Grade 4's from Whyte Ridge visit
	14	School Admin Day – <b>no classes</b>
	17	Grade 9 ELA Exam
	18	Grade 9 Science Exam
	19	Grade 9 Social Studies Exam
	20	Grade 9 Math Exam
23 - 24	Life & Learning Activity Days	
27	Grade 9 Farewell Evening	
28	Celebration of Learning Assembly & BBQ	
28	Reports sent home/Last Day of Classes	

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Fitness Room Room 113	Grade 7 Room 114 John Peterson	Grade 7 Room 115 Conrad Erb	Grade 7 Room 116 Melaney Vermeylen	Bike Workshop Room 117
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Grade 5 Room 112 Amber Finch	Grade 5 Room 110 Jocelynne McKie	Grade 6 Room 108 Christine Prystenski	Grade 6 Room 106 Jenna Neuendorff	Grade 6 Room 104 Margarida Sousa
Learning Center Meeting Room				
Grade 5 Room 111 Tanya Pfefferle	STAIRWAY	Room 109 Sensory Room	Grade 5 Room 107 Carla Bouchard	Grade 7 Room 105 Brandi Nicholauson

Change Room	Phys.Ed Office	Storage Room	Phys.Ed Office	Change Room
Blue Jay Bridge & Deondra Twerdun				
Girls	Storage Room & Sink Room	GYM		
Boys				

2

1		Office Claudia Schlamp Yvette Pilon <del>Karen Mueller</del>		Canteen	Prep Room	Practice Room	Music Room Room 102 Debra Yacheson	5	OUTSIDE LINES Gr. 9 Gr. 8 Gr. 7 Gr. 6 Gr. 5
Exit 1	204, 211, 212, 213, 214	Vice Principal Darren Oughton	Work Room	Band Room Room 102 Virginia Helmer		Practical Arts Foods & Textiles Room 103 Karen Mercer			
Exit 2	215, 216, 217, 218, 220	Principal Peggy Hobson						Conference Room	
Exit 3	103, 105, 106, 107, 108, 109, 110, 111, 112	Wellness Room		Practical Arts Graphic Arts / Woods Room 101 Judy Stevens Joe Martin					
Exit 4	113, 114, 115, 116, 117								
Exit 5	101, 103, 201, 202, 203, 205, 207, 209 & Staff Rm	Staff Room							
Exit 6	Music, Band, Gym, Office & Workroom								
Safe	201, 217 & alternate 209								

Scurfield ↓ ↓ ↓

HENRY G. IZATT MIDDLE SCHOOL - SECOND FLOOR /Revised May 30, 2013..../C. Sorenson

Languages Lab Room 220 Victoria Flynn	Grade 7 Room 218 Chris Roe	Grade 9 Room 216 Joe Martin	Grade 9 Room 214 Patti O'Neill	Grade 8 Room 212 Keli MacDonald	STORAGE	Mechanical/Electrical Room		
Gr. 8 & 9 Derrick Bockstael						Girls		
Languages Lab Room 217 Gina Grobblor	Stairway	Grade 9 Room 215 Kelly Orloff		Grade 8 Room 213 Tim Fast	Custodial Office Barbara Lemire	SINK ROOM STORAGE		
Upper Lobby						Boys		
				Heather McDevitt Counsellor.	Sara Wiebe Resource			
Learning Center Room 211						Circulation	Media Center Helen Vidovic & Brandi Nicholauson	Electronic Library Room 202
		Cheryl Smith Resource	Ingrid McMillan Counsellor.	Brenda Stewart Resource		Work Room		
Art Workshop Room 209 Melanie Thwaites	STORAGE	Digital Lab Room 207	Grade 8/9 Room 205 Shawn Dolinski	Grade 9 Room 203 Katherine Stardom	Grade 9 Room 201 Lolieta Connor			

OUTSIDE LINES  
 Gr. 9 Gr. 8 Gr. 7 Gr. 6 Gr. 5

SCURFIELD ↓