



SWAN VALLEY SCHOOL DIVISION NEW EDUCATOR'S HANDBOOK

SVSD MISSION

The mission of Swan Valley School Division is to create an inspiring, learning community where all belong, contribute and succeed”

SVSD VISION

Ready to Succeed

Sept. 2016

New to the SVSD Educator Handbook

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MTS Code of Professional Practice

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School-Based Procedures

1. Curriculum – Manitoba Education Website

- a. <http://www.edu.gov.mb.ca/k12/cur/>

2. Resources

- a. Contact your school for a list of resources, paper copies of MB ed. frameworks. When contacting the SVRSS for resources you may also request resources from a subject Department Head.
 - i. Benito School (204)539-2466
 - ii. Birch River School (204)236-4382
 - iii. Bowsman School (204)734-4506
 - iv. Ecole Swan River South School (204)734-4518
 - v. Heyes School (204)734-3385
 - vi. Minitonas Early Years School (204)734-4561
 - vii. Minitonas Middle Years School (204)734-5222
 - viii. Swan Valley Regional School (204)734-4511
 - ix. Taylor School (204)734-4593
- b. Resource Needs
 - i. Please contact your school with regards to the protocol of any purchasing of resources and supplies for your classroom or assignment.

3. Professional Development

- a. In-division PD
 - i. Professional Learning Community (PLC) – Swan Valley School Division facilitates PLC groups in order to further our educational development in various areas throughout the year.
 - ii. All Employees Day – The Swan Valley School Division has had the privilege of collaborating as an entire divisional community. The Professional Development committee plans the date and the topics for the day with input from staff. Past topics: wellness, instructional leadership, human rights, restitution, Treaty Education and communication.
- b. Out-of-division PD
 - i. MTS PD Day – Manitoba Teachers’ Society Professional Development Day is a day in the school year where all Manitoba teachers participate in professional development sessions. This could be in Brandon at LIFT, in Winnipeg at SAGE, or at approved sessions in the province such as Harvest of Opportunities in the Swan Valley.
 - ii. Request for additional PD – Educators can always request additional professional development through their school or division by using the SVSD PD request form.

- iii. Fab Five – The division encourages new teachers to take part in the Fab Five professional development session offered by MTS (<https://www.mbteach.org>)
- iv. mRLC – (<http://www.mrlc.ca>)
- v. MAPLE – Maple is a network for teachers and other educational professionals. This is a website for exchanging ideas and receiving support. (<http://www.mapleforem.ca>)
- vi. Professional Development with mentor – Educators may request PD time with their mentor, administrator, resource teacher, tech support, or anyone within your subject or grade area to answer school or division based questions.

4. Resource and CUME files

- a. Resource files
 - i. Contact your resource teacher in regards to accessing resource files for your students every year. It is the classroom teachers' responsibility to review the resource files for their students.
 - ii. These files are confidential and are to stay within the school as per FIPPA and PHIA.
- b. CUME files
 - i. Contact your resource teacher/ administrator in regards to accessing CUME files for your students every year. It is the classroom teachers' responsibility to review the CUME files for their students.
 - ii. These files are confidential and are to stay within the school as per FIPPA and PHIA. (SVSD Admin. Procedure 113)
- c. PowerSchool
 - i. This is the program that the schools use to document marks and attendance.
 - ii. This is also where you can find parent information under the demographics section. Contact your mentor or administrator to guide you through PowerSchool.
 - iii. For administrators, PowerSchool maybe used to document incident reports.

5. Communication

- a. Email – The SVSD provides you with an email address and passcode. If you need further assistance, please contact your mentor or administrator.
- b. Direct Conversations
 - i. The SVSD employees share a responsibility to work collaboratively and communicate with all in a respectful way. (SVSD Admin. Procedure 209 Respect for Human Diversity)
 - ii. A Member first directs any criticism of the professional activity and related work of a colleague to that colleague in private.

(<https://www.mbteach.org/inside-mts/professionalcode.html>)

- c. Communication with Maintenance and Technology Departments – Maintenance and technology orders can be submitted through the division website on School Dude Maintenance Request or ServiceDesk IT Request.
- d. **Swan Valley Teachers Association (SVTA) – This is a group of educators who have been elected to represent the MTS members employed by the SVSD. These elected members meet once a month to update and discuss current events and issues within the division and MTS.** There is an SVTA representative in every school. You can contact them with any questions you may have and they will support you with finding the information that you need.
- e. Contacting Parents – You can find contact information for parents on PowerSchool under Demographics for your students. Please be aware of the “Need to Know” protocol in regards to communicating information of students. Refer to FIPPA and PHIA.
- f. Substitute Teachers
 - i. Emergency Procedures – Contact each school’s office for their specific emergency procedures (WHMIS, URIS, fire drill, lockdown, hold and secure).
 - ii. There is a SVSD handbook for substitute teachers that can be picked up at the Division Office.
 - iii. SVTA has a Substitute Liaison you can contact regarding any inquiries.
- g. Professional Conduct with Social Media – Employees and educators are reminded to maintain professional conduct in regards to social media.
 - i. Please see Digital Citizenship Administrative Procedure 203

6. School Atmosphere

- a. Restitution – In accordance to the Manitoba Education Safe and Caring School Anti-Bullying Action Plan every school in Manitoba was required to review and revise Divisions’ and Schools’ Codes of Conduct.
 - i. Restitution is a response to this action plan. Restitution is a process by which you learn self-discipline. It is based on the principle that people are internally motivated. Restitution focuses first on the person fixing their mistakes. We ask the person to self-assess their behaviour and how it affects others.
 - ii. Restitution is a plan which involves all staff working together with consistent practices, strategies, and language. Restitution develops student’s abilities to resolve conflicts as well being able to identify their learning needs to their educators.

- iii. Every school has developed their own Restitution Plan specific to their school. Please contact the schools' administrator if you would like further information.
- b. History of your school and community – If you would like further information on the history of your school and community, please contact your mentor or school administrator.
- c. Working After School Hours – Please contact your administrator in regards to procedures, alarms, water, keys and automatic computer shut down times.

7. School Expectations

- a. Extracurricular
 - i. Educators may be required to facilitate extracurricular activities, which means student-related athletic, social, recreational, and cultural activities occurring outside the normal school day.
 - ii. Extracurricular Leave - A teacher who participates in extracurricular activities shall be entitled to a paid leave of absence of one half (1/2) day for each twenty-five hours (25) of extracurricular duties performed in that school year to a maximum of two (2) full days or four (4) one half (1/2) days per school year noncumulative. See STVA/SVSD collective agreement.
- b. Sick Days – Find out procedures within your school by contacting the administrator.
 - i. Emergency Lesson Plan – Educators within the division are required to provide a three-day lesson plan in the case of an emergency to be kept in a secure location known by the administrator.
 - ii. Lesson Plan for Subs - It is understood that Manitoba teachers have plan and prepare for lessons even when absent.
- c. Requests for Leave – Appropriate request for leave forms may be found in the school office. Please be aware that there are multiple types of leaves, but all leaves use the same form.
- d. Booking Substitutes – Please contact your administrator for the specific procedure for that school regarding booking substitutes.

Divisional-Based Policies and Administrative Procedures

1. SVSD Policy Manual – On divisional website

2. Procedures

- a. School Forms
 - i. Professional Development Leave Form- Grey
 - ii. SVSD Travel Expense Claim Form- Canary
 - iii. SVSD Request for Leave Form - Pink – coaching, compassionate, personal, bereavement, medical, MTS/SVTA
 - iv. Student Injury/ Accident Reports– white, see administrator for school specific procedures. (SVSD policy 5.07 Accident Reports and 9.32 Accident Reports- School)
 - v. SVTA/MTS Leave Form– Salmon
 - vi. Incident / Behaviour / Discipline Report – School specific form, please see administration.
 - vii. Sport/Field Trip Form– Contact administration or mentor for information on bus requisitions, permission forms, letters of itinerary, parent consent, and volunteer forms.
 - viii. Suspension Form - Lilac (For administration)
- b. Division Hiring Forms
 - i. Employment Information Form - buff
 - ii. Salary Deposit Authorization Form– blue
 - iii. New Employment Declaration Disclosure Form– white
 - iv. Pledge of Confidentiality Form– cream
 - v. Professional Staff Intent Form - Buff

3. Important dates to note

- a. Report Time- Including Provincial Assessments, Report Card Reporting Period
- b. Administration days- Days where there are no classes, students are not in school, and educators are expected to work on directed activities.
- c. Professional development days – Employees participate in sessions in various areas within their work.
- d. Other school-based or divisional based student activities (See divisional and school calendar).
- e. Days for resignation/retirement- See collective agreement.
- f. WHMIS Certification- Due date is usually at the end of April. You will receive a code from the Maintenance Department to access the WHMIS website.

4. Assessments- Here are some of the possible assessments used.

- a. CAT testing- Grades 2, 4, 6, 8, 10
- b. Provincial Assessments- Grades 3, 7, 8
- c. Provincial Tests- Grade 12
- d. Fountas and Pinnell Benchmark Assessments- Early Years

- e. "Tell Them From Me" Online Survey- Grades 4-8
 - f. Swan Valley Communities that Care Climate Survey (SVCTCCS)- Grades 7-12
 - g. Vision and Hearing Testing- Grades K, 1, 3, 5, 7
 - h. Early Years Evaluation (EYE)- Kindergarten
 - i. Observation Survey- Grade 1
 - j. Early Development Instrument (EDI)- Kindergarten every second year
5. **Resources-** Each school may use a variety of these resources within the classroom. Check with your administrator to find out which resources are used within the school and where they can be located. Here are some of the possible resources used.
- a. Reflex Math
 - b. Mathletics
 - c. Tynker
 - d. Math Makes Sense
 - e. StarFall
 - f. Raz-Kids
 - g. Leaps and Bounds Intervention Program
 - h. Accelerated Reader
 - i. Rosetta Stone
 - j. Essential Skills
 - k. All the Right Type
6. **Teacher Evaluations and Appraisals**
- a. The Role of Supervision and Evaluation in the improvement of instruction
 - b. Minimal Performance Expectations
 - c. Procedures- Performance Review Process
 - d. Intensive Supervision and Dismissal of Professional Staff

French Resources

“J’enseigne le français, now what??!”

Bienvenue! Here are a few indispensable tips, as well as a PDF chart of the French Consultants at:

Ministère de l'Éducation et de la Formation du Manitoba
Bureau de l'éducation française
1181, avenue Portage salle 509
Winnipeg (Manitoba) R3G 0T3

Whether you are teaching French: Communication and Culture (FCC) or Immersion française, there is a consultant who can assist you.

In addition, here is the link for professional development for all French teachers in Manitoba, offered by the BEF: <http://www2.edu.gov.mb.ca/manetfr/m-s4/coup/>

<http://www.mapleforem.ca/> (Manitoba's Professional Learning Environment) is a discussion forum where many French teachers to share/exchange/collaborate ideas and resources and offer general support/advice to other French teachers.

La « Direction des ressources éducatives françaises » (DREF) is the French library at the Université de Saint-Boniface (USB) that lends teachers great French resources for FREE! Delivery is free and you have 6 weeks to utilize your resources prior to either renewing them or returning them. For FCC teachers, please email Mona Hutchings Mona.Hutchings@gov.mb.ca For French Immersion teachers, email Norma Michaud at Norma.Michaud@gov.mb.ca For fastest service, call DREF directly at (204)945-8594 or toll-free 1-800-667-2950.

Lastly, the Éducateurs et Éducatrices du Manitoba (ÉFM) represents the interests of all French Immersion teachers in Manitoba and is under the umbrella of the Manitoba Teachers' Society (MTS). The new president is Valérie Rémillard presidenceEFM@mbteach.org

<http://www.efm-mts.org/> is the EFM website, where you can register for numerous EFM workshops, including 'Céleb 5', which is the French equivalent of the MTS 'Fab Five', usually held in October of every year. These workshops are open to any teacher who is in their first five years of teaching in **MANITOBA**. (Remember, you must create a profile under www.mbteach.org to be able to register for ANY professional development workshops offered by MTS or EFM.

To request assistance from ANY Swan Valley School Division French teacher, send an email to frenchimmersion@svsd.ca or basicfrench@svsd.ca .

Collective Agreement Knowledge

1. Leaves

- a. Sick Leave – Up to 20 days. All following leaves are subtracted from the 20 sick days. After the 4th consecutive sick day a doctor's note is required. Sick days are accumulated up to 130 days (Fall Term 2017). See collective agreement.
- b. Compassionate Leave – up to 4 days
- c. Bereavement Leave – up to 4 days
- d. Personal Leave – up to 2 days
- e. Extra-curricular Leave – up to 2 days or 4 half days
- f. Family Medical Leave – up to 3 days
- g. Medical Leave - As needed. Doctor referral required.

2. Duty Free Noon Hour

- a. All Manitoba teachers have the privilege of having a duty free noon hour that is equal to the noon hour of the students.
- b. The Manitoba Teachers' Society Constitution is available on the MTS webpage under MyProfile. You will need your username and login to access. If you need help with this process, you can contact your SVTA representative from your school.

3. Pay Grid – Refer to the Collective Agreement

- a. To access all Manitoba School Divisions' Collective Agreements please access the MTS webpage under Collective Bargaining, Collective Agreements, Swan Valley.

Community Connections – Living in the Valley

1. **Welcome Wagon** – A community member will meet and greet people new to the community at their home with information and gifts. The SVSD will refer names of new teachers to the Welcome Wagon.

2. **Banks**
 - a. TD Canada Trust
 - b. Royal Bank of Canada (RBC)
 - c. Swan Valley Credit Union

3. **Town of Swan River –**
 - a. To find information on the town of Swan River you may use the following link <http://swanrivermanitoba.ca/> for:
 - i. Shopping
 - ii. Services
 - iii. Landfills
 - iv. Garbage and Recycling
 - v. Recreation
 - vi. Businesses
 - vii. Emergency Services and Information
 - viii. Events
 - ix. Other useful information
 - b. To find information on the businesses in the Swan Valley you may visit the Swan Valley Chamber of Commerce website at the following link <http://swanvalleychamber.com>
 - i. Communities
 - ii. Economic Development
 - iii. Relocating to the Swan Valley
 - iv. Requesting Information
 - v. Community Links
 - vi. Job Listings
 - vii. Business Directory
 - viii. Events in the community

4. **Churches**
 - a. You will find a list of twenty Swan Valley churches of different denominations at the following link:
 - b. http://churchdirectory.ca/search/?s_city=Swan+River&s_province=MB&s_orgname=Any+Church+Name&x=61&y=22

5. **Swan Valley Settlement Services** (<http://www.svsettlementservices.com>)
 - a. SVSIS is a not-for-profit organization that serves the settlement needs of immigrants and newcomers to the Swan Valley area.
 - b. Phone: 204-734-9874
 - c. <http://www.svsettlementservices.com>
6. **Community News**
 - a. Website: Valley Biz (<http://www.valleybiz.ca>)
 - b. Newspaper: Star and Times (<http://www.starandtimes.ca>)
 - c. Radio Station: CJ 104.5 (<http://cj104radio.com/index2.html>)

Swan Valley School Division Mentor Program

Objective- The SVSD recognizes that professional development is a vital aspect of education. It is understood that new educators to the SVSD may need support and guidance within their role. Therefore, the SVSD mentor program's main objective is to provide this support through a mentor of their choosing or assigned to them by the school administrator or superintendent. The mentor program is outlined below.

SVSD Mentor Program

1. Welcome Wagon

- a. When hired the SVSD will refer your name to the Swan Valley Welcome Wagon Representative.
- b. The Welcome Wagon will bring greetings, along with helpful information about your new community.

2. SVSD New Educator ½ day Orientation

- a. This occurs before the start of the school year and is hosted at the Division Office. New educators to the Division are provided an overview of the division, services available to them, payroll information and general info about teaching in SVSD. SVTA president, board members and Superintendent host a lunch for new teachers.

3. SVSD New Educator Session

- a. Division Office staff will review with educator's important documents such as contracts, benefits, leave forms, insurance, pension, policy manual
- b. Employees will receive a "New to the SVSD Educator Handbook"

4. Educator Mentor Selection

- a. Administrator or Superintendent may assist the new educator in selecting an appropriate mentor that will develop the new educator in their new role.
- b. A mentor must be selected by the end of September and the administrator must notify the SVTA New Teacher Liaison names of new educators and mentors.
- c. New Educator and Mentor may meet after school as often as they choose.
- d. Educators may also request PD time with their mentor, administrator, resource teacher, tech support, or anyone within your subject or grade area, to answer school or division based professional development questions.

5. SVTA New to the Division Dinner

- a. The SVTA Executive hosts a dinner in the evening inviting new to the division educators and their mentor. This dinner welcomes educators and provides them with information regarding SVTA and MTS, as well as, thanking their mentors for their support.
- b. At this dinner you receive the SVTA Constitution and Collective Agreement.

6. SVTA New to the Division Educators Meet and Greet

- a. This SVTA event is a chance for new to the Division Educators to meet with each other and build connections and get information they may need. It is a chance to ask questions and receive support if needed.

7. Resources - The SVSD provides all educators with professional development books. These books are chosen from the SVSD Claimed for Success Improvement Plan Outcomes. Books that have been previously provided are:

- a. Improving Student Learning One Teacher at a Time by Jane E. Pollock
- b. Classroom Instruction that Works Research Based Strategies for Increasing student Achievement by Ceri B. Dean, Elizabeth Ross Hubbell, Howard Pitler, and Bj Stone
- c. Improving Student Learning One Principal at a Time by Jane E. Pollock and Sharon M. Ford

8. Ongoing Support

- a. The SVSD and SVTA are always open to answer any questions and concerns you may have.
- b. It is an understanding that all Manitoba Teachers under the Code of Professional Practice make an ongoing effort to improve professionally, therefore if you have any question please feel free to ask.

Acronyms

- COSL – Council of School Leaders
- CUME – Cumulative
- E.A. – Educational Assistant
- EDI- Early Development Instrument
- ELA – English Language Arts
- ESRSS – École Swan River South School
- FIPPA – Freedom of Information and Protection of Privacy Act
- LIFT – Learning Information for Teachers
- MRLC – Manitoba Rural Learning Consortium
- MSBA – Manitoba school boards association
- MTS – Manitoba Teachers’ Society
- PAC – Parent Advisory Council
- PD – Professional Development
- PDP – Professional Development Plan
- PHIA – Personal Health Information Act
- PLC – Professional Learning Community
- SAGE – Special Area Groups of Educators
- SVCTCCS- Swan Valley Communities that Care Climate Survey
- SVRSS – Swan Valley Regional Secondary School
- SVSD – Swan Valley School Division
- SVTA – Swan Valley Teachers’ Association
- WHMIS- Workplace Hazardous Material Information System

Pay Stub Acronyms

- AD+D – Accidental Group Insurance
- ALLWNCE – Principals Allowance
- C.P.P – Canadian Pension Plan
- DENT – CPL – Couple Dental Rebate
- DENT – SIN – Single Dental Rebate
- DEP. LIFE – Family Life Insurance
- E.I. – Employment Insurance
- EHB.SGL – Single Extended Health Benefits Rebate
- GR. INS – Group Life Insurance
- LOCUN – Local Association Dues (SVTA)
- NOEHB – No Extended Health Benefits Rebate
- SAL CONT. – Long Term Disability
- TRAF – TB – Teachers Retirement Fund