

École Laurier

2019-2020

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À l'École Laurier, mon
Français m'ouvre les portes
du monde

Parent Handbook / Manuel des parents
and
Student Code of Conduct / Code de conduite



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Turtle River School Division
École Laurier
Calendrier scolaire
2019-2020

le 2 septembre	Fête du Travail (congé) Labor Day
le 3 septembre	Journée d'administration Administration Day
le 4 septembre	Première journée d'école First day of classes
le 23 septembre	Journée de perfectionnement professionnel Professional Development Day
le 14 octobre	L'Action de Grâce (congé) Thanksgiving Day
le 25 octobre	Journée de perfectionnement professionnel Professional Development Day
le 1 novembre	Journée de perfectionnement professionnel Professional Development Day
le 22 novembre	Rencontre Parent(s)-Professeur(s) Parent Teacher Conferences
le 2 décembre	Journée de perfectionnement professionnel Professional Development Day
le 23 décembre	Début du congé de Noël First day of Christmas Break
le 6 janvier	Retour en salle de classe First day of classes
le 3 février	Journée d'administration Administration Day
le 17 février	Journée Louis Riel (congé) Louis Riel Day
le 13 mars	Rencontre Parent(s)-Professeur(s) Parent Teacher Conferences
le 30 mars au 3 avril	Semaine de relâche du printemps Spring Break
le 8 mai	Journée de perfectionnement professionnel Professional Development Day
le 18 mai	Fête de la Reine Victoria Day
le 30 juin	Journée d'administration Administration Day

Mission

To nurture responsible life-long learners in a safe and supportive environment by working together with all partners in the school community to provide a bilingual education.

Personnel de la division/Central Administration

Directrice générale/ Superintendent of Schools	Bev Szymesko
Secrétaire trésorier/Secretary Treasurer	Shannon Desjardins
Transport/Transportation	Dean Bluhm
Directeur de TIC/ICT Director	Steven Hopfner
Technicien de technologie/Computer Technician	Eric Rochon
Programmation et Services aux élèves/Student Services	Jason Nadeau

Commissaire/School Trustee

Karey Wilkinson & Faye Soucy

Personnel de l'école/ School staff

Directrice/Principal: Mme Christine VanHumbeck cvanhumbeck@trsd.ca
Professeurs/Teachers:
M. Craig Vandepoele
Mme Kristina Pearson
Mme Loni Thompson
M. Tim O'Rourke
Ms. Alisha Tait
Pré-Mat/Jr.K Instructor : Mme Jeannine Delaurier
Secrétaire en chef/Secretary: Mme Tracy Delaurier
Bibliothécaire/Librarian: Mme Lyne Pearson
Auxiliaires/Educational Assistants: Mme Lyne Pearson, Mme Helene Fayant
et Mme Tricia Campbell
Concierge/Custodian: M. Joe Dillon
Chauffeurs d'autobus/Bus drivers: Debbie Letain, Colleen Soucy

Heures de classe/School hours:

Pré-Maternelle à la huitième année

Rentrée:	8h45	First bell
Début des classes:	9h00	1 st period
Récréation:	10h18 à 10h33	Morning recess
Heure du dîner:	11h47 à 12h05	Lunch
Récréation du dîner:	12h05 à 12h32	Lunch recess
Récréation:	13h46 à 14h01	Afternoon recess
Fin des classes:	15h15	Dismissal

Heures du bureau/Office hours:

Notre secrétaire en chef se fera un plaisir de vous accueillir ou de recevoir votre appel entre 8h30 et 12h30.

Our secretary will be happy to help you and take your calls between the hours of 8:30 and 12:30.

Surveillances/Supervision:

Nous vous prions de ne pas laisser votre enfant à l'école le matin avant 8h45. Aux récréations de l'avant midi, le midi et de l'après-midi des membres du personnel feront la surveillance des élèves au jeu.

Students are to wait outside until the first bell at 8:45. At recesses and lunch, school personnel supervise our playground. We ask that if you are dropping your child off at school in the morning, you do so after 8:45am.

Visiteurs/Visitors:

Tous les visiteurs sont priés de se présenter au bureau avant de s'aventurer dans l'école.

All visitors are asked to check in at the office when entering the school.

Stationnement/Parking:

Avis à tous et toutes! Il est défendu de stationner devant l'école, aux portes principales. Merci de votre collaboration.

Please do not park in front of the main doors of the school or in the principal and secretary parking stalls. Thank you for your co-operation.

Absences/Attendance:

En cas de l'absence ou du retard, prière d'en aviser l'école au 204-447-2068, préférablement entre 8h30 et 9h00.

Nous tenons à cœur la sécurité de votre enfant. Bien que nous prenions les présences tous les jours, nous comptons sur vous, les parents, pour nous aviser quand votre enfant sera absent.

Parents are asked to notify the school office preferably between 8:30 and 9am, should their child be away or late. If a child is absent without notification, the school will be calling home to make sure that the child is safe and accounted for. Thank you for your assistance.

Départs/Student pick up:

Si vous prévoyez venir chercher votre enfant avant la fin des classes, prière d'envoyer une note écrite au titulaire de classe, qui se fera un devoir de préparer l'enfant pour son départ anticipé.

Si vous venez chercher votre enfant à la fin de la journée, prière d'attendre à l'entrée de l'école et de ne pas aller rejoindre votre enfant en classe.

De plus, vous êtes priés de bien vouloir aviser l'école par téléphone ou par note lorsque vous devrez autoriser quelqu'un autre que vous-même à venir chercher votre enfant à l'école.

If you are picking up your child during the school day, please advise your classroom teacher ahead of time so that all necessary work is prepared.

When picking up your child at the end of the day please wait at the main entrance. We ask that you not wait at the classroom doors.

As well, please notify the school if someone other than yourself is picking up your child. We will not allow your child to leave without your permission.

Autobus scolaire/School bus :

Le service de l'autobus scolaire est offert aux élèves selon la directive administrative divisionnaire. La personne responsable du transport à notre division scolaire est Dean Bluhm au numéro 204-835-2067.

Bus transportation is provided to all students according to divisional policies. Dean Bluhm is in charge of bussing and can be reached @ 204-835-2067.

Good conduct is expected on school buses at all times. Parents wishing their child ride on buses other than their regular bus or town students riding a bus to a friend's should write a note to the school and bus driver.

If you are picking up your child from Ste. Rose school, please be there on time. (by 3:30pm)

La sécurité en autobus/School bus safety:

Il est important que les élèves obéissent aux règlements de sécurité en autobus :

- je reste assis
- je n'allonge pas les jambes ou les bras dans l'allée
- je parle doucement (je ne crie pas)
- je ne mange pas et je ne bois pas dans l'autobus
- la vitre et les objets pointus ne sont pas permis dans l'autobus

It is important that all students follow bus rules.

- Remain seated
- Keep arms and legs out of the aisle
- Speak softly (no yelling)
- Drinking and eating are not allowed on the bus.
- Glass objects as well as sharp objects are not permitted on the bus.

Habillement/Appropriate dress:

Nous tenons à ce que les élèves s'habillent de façon respectable et appropriée pour venir à l'école. Nous vous demandons d'utiliser votre bon jugement. Nous n'acceptons pas par exemple ; les chemises ou les blouses très courtes (ventre exposé) ou à bretelles qui ne couvrent pas celles des sous-vêtements, les shorts ou jupes trop courts. L'important c'est que les enfants s'habillent avec goût en démontrant un respect pour eux-mêmes ainsi que pour les autres. Nous n'acceptons pas non plus les tee-shirts ayant des slogans inappropriés, racistes, vulgaires, obscènes ou violents. Nous nous réservons le droit de demander à l'élève de se changer si ce règlement n'est pas respecté. Nous comptons sur l'appui des parents.

Porter les chapeaux et les manteaux n'est pas permis dans la salle de classe, ni dans les couloirs. Les élèves doivent porter des espadrilles et des vêtements de sport lors des classes d'éducation physique ou d'une sortie sportive.

We expect that students dress appropriately and respectably when coming to school. We ask that parents use their good judgement. Tops that do not meet pants and expose midriffs and/or undergarments are not permitted. Skirts and shorts must be a respectful length. As well, sleeves must be large enough to cover undergarments – no camisoles unless appropriately covered. Clothing with obscene pictures, slogans or profanity is not allowed. We reserve the right to ask students to change their clothing if this rule is not respected. We count on your parental support. Hats and jackets are not to be worn in class. Hats are to be removed upon entering the school. Students are expected to dress in appropriate attire for Phys Ed classes as well as sporting activities.

Assurance accident aux élèves/Accident Insurance:

Au début de septembre, nous remettons un formulaire d'assurance à tous les élèves. Lisez-l'attentivement et si vous êtes intéressés, veuillez remplir et le retourner directement à la compagnie.

At the beginning of September, we send out information regarding accident insurance to all students. Read it carefully and if you are interested in purchasing this insurance, fill in the form and send it directly to the company.

Maladies et blessures/Student illness:

Si un élève tombe malade ou se blesse pendant la journée scolaire, nous nous ferons un devoir de communiquer avec les parents ou les personnes responsables.

Si nous ne parvenons pas à rejoindre les personnes désignées, nous prendrons les mesures nécessaires pour assurer le confort et la sécurité de l'élève.

Si votre enfant ne se sent pas bien et qu'il n'est pas en mesure de participer aux activités scolaires, incluant les récréations, c'est mieux de les garder à la maison.

If a student becomes ill, or gets hurt during the school day, we will do our best to contact their parents so that the necessary arrangements can be made for them to be picked up. If your child is not well enough to participate in school activities and/or recess, it is best that they stay home.

Musique/Music

Les élèves reçoivent des cours de fanfare de la maternelle à la huitième année.

Our grade K-3 students take part in music class.

Our grade 4-8 students take part in our compulsory band program.

Music is on Day 2, 4 and 6.

Rencontres Parent(s)-Professeur(s)/Parent-teacher conferences:

Trois rencontres sont prévues pendant l'année scolaire. Vous êtes encouragés à vous impliquer et de vous tenir au courant de ce qui se passe à l'école de vos enfants.

- * Début d'octobre: Porte Ouverte/ Dîner de l'action de grâce
- * Fin de novembre: Rencontres parent(s)-professeur(s) (après la remise du premier bulletin)
- * Fin de mars: Rencontres parent(s)-professeur(s) (après la remise du deuxième bulletin.)

Normally during the school year we have an Open House followed by two parent teacher conferences. As a parent you are urged to attend these days to stay in touch with your child's progress.

- Beginning of October: Open House/ Thanksgiving supper
- End of November: Parent-Teacher conferences
- End of March: Parent-Teacher conferences

Sports

Nous essayons d'avoir nos propres équipes de sport mais dans l'évènement que nous manquons d'élèves, ils peuvent jouer avec Ste.Rose ou McCreary.

Depending on the number of students in grade 7/8 we make every attempt to field sports teams. In the event that we do not have sufficient numbers arrangements can be made for the students to play with Ste.Rose or McCreary.

Respect de la propriété /Respect of school property

Les parents ainsi que l'élève seront tenus responsables des vols, de la détérioration ou du bris de matériel ou tout acte de vandalisme commis par l'enfant,

Parents and their child will be held responsible for theft, damage and/or breakage of equipment or any act of vandalism committed by their child.

Casiers/Student Lockers

Les étudiants sont avertis que les casiers sont la propriété de l'école et sont soumis à des inspections avec ou sans l'autorisation de l'étudiant à la discrétion de la direction de l'école.

Students are advised that school lockers are the property of the school and subject to inspections with or without student permission at the discretion of the principal.

Personal Electronic Devices

École Laurier takes pride in being a healthy and active school, and therefore it will not permit the use of cell phones, hand held electronic games, iPods and MP3 players during school. If a student chooses to bring any of these items, they will be his/her full responsibility and should be stored safely in their locker. École Laurier will not be responsible for any lost or stolen items. Students who breach this policy will have their devices confiscated and kept at the main office until a parent is able to pick it up.

Only under proper authorization by staff will students use these devices during instructional time. These devices are to be used at the discretion of the teacher to enhance learning for curriculum purposes. Students are also reminded that the use of camera devices without the consent of the individual being photographed is NOT allowed. Student and parent cooperation is appreciated in advance.

Soin de santé/URIS

Il est important de nous faire parvenir toute information médicale concernant votre enfant. (Asthme, allergies, médicament)

All parents are asked voluntarily to fill out a URIS Health Care questionnaire at the beginning of each year. From this information health plans will be developed for those students with a health condition.

Administration de médicaments/Administration of medications

Nous ne pouvons pas administrer des médicaments à moins d'avoir votre permission écrite. Veuillez trouver le formulaire nécessaire sur le site web de l'école.

If medication is to be administered at school a parent must complete a permission form. This form is available on our school website under Forms.

Bulletin mensuel/Newsletters

Un bulletin mensuel est publié au début de chaque mois. Il est envoyé automatiquement à votre courriel. Il est aussi affiché sur le site web de l'école.

A monthly newsletter will be posted on the school website at the beginning of every month. A copy will be emailed to all parents/guardians.

Agendas

Un agenda gratuit est remis à chaque élève de la prématernelle à la 8^e année. L'agenda est l'outil de communication entre vous, les parents et l'enseignant(e) de votre enfant. Vous serez demandés de signer l'agenda pour confirmer que vous êtes au courant des responsabilités/devoirs de votre enfant.

Agendas are provided free of charge to all students. They are a form of communication between parents and the school, as well as a tool for students to organize their daily activities. Agendas are used from Jr.K to grade 8. Parents are required to check and sign them daily.

École Laurier comité de parents

The Parent Committee of École Laurier is an independent organization with parent and teacher participation. Meetings are held monthly in the school staff room. The committee's main purpose is to support the school by fostering cooperation between parents and teachers. The committee also helps give parents and the public an understanding of the school and its work.

President-Rachelle Roussin-Cull

Vice-President- Jillian Petillion

Secretary—Kristina Pearson

Treasurer-Katherine Chartrand

Members at Large-Liseanne Delaurier and Nikki Taylor

Field Trips

The school expects the following:

1. Students are to conduct themselves as good ambassadors for the school.
2. No smoking while students are officially under the supervision of the school.
3. There is to be no usage of alcohol or drugs.
4. Students on field trips are to travel with the school, both to and from the school.

Exception: Parents or a designated person may pick their child up provided there is a note from the parents stating permission. This must be done prior to departure.

5. All trips require that a parental release form be signed prior to departure of the trip.
6. A charge per trip taken out of the division catchment area will be collected to help pay for mileage.

Température froide/Cold Weather

Les élèves vont à l'extérieur pour toutes les récréations sauf s'il pleut ou s'il fait trop froid. S'il vous plaît voyez à ce que votre enfant soit habillé convenablement chaque jour surtout en hiver.

Quand la température baisse, l'école veille à la sécurité des enfants en Assurant qu'ils puissent entrer se réchauffer au besoin. Quand la température ou le refroidissement éolien atteint -27°C , les enfants sont gardés à l'intérieur durant les récréations.

Students are required to go outside for morning, lunch and afternoon recess. The safety of students during cold weather is a concern to both the school and home. Decisions regarding whether students should remain outside or brought indoors to protect them from the cold will have to be made occasionally. All possible measures must be taken to ensure their safety. No student will be required to stay outside for prolonged periods of time when the air temperature or wind chill is -27°C or colder. The staff will use discretion to determine the length of time the students will be allowed to stay outside. Supervision will be provided in the school when cold weather necessitates that students remain inside.

Parents are reminded to ensure students are dressed for cold weather. The school recommends young children wear boots, ski pants, and a jacket or parka with a hood, toque and warm mittens. Face and neck warmers are important to cover exposed flesh.

Storm Policy and Emergency billeting

To ensure the safety of students traveling on school buses careful consideration must be given to the visibility, temperature, wind-chill and road conditions. The following outlines the procedure to follow:

1. Parents or guardians are required, at the beginning of the school year, to complete the TN-3-I emergency billet form and return same to their principal. In cases where students attend practical arts courses in another community, the emergency billet form shall state an emergency billet for that community.
2. If a bus driver feels he/she is unable to make his/her a.m. route, or that the actual temperature at the home school is -38°C or less, or the wind chill is -47°C or less, the bus driver shall immediately inform the transportation supervisor and Principal and thereafter inform all the parents on the route that the route will not be driven. If the bus driver is unable to contact the principal or the vice principal, the bus driver should contact the

transportation supervisor or any senior staff member or the local trustee. The principal shall inform the local trustee of the decision. It is the responsibility of the bus driver to contact all parents/guardians if the route is cancelled.

A) If bus drivers are unable to leave their own yard in the PM; they should follow the same procedure as in the AM.

B) If buses are parked at school and the regular bus driver is unable to leave his/her own yard, he/she should contact a spare driver. This applies for AM and PM routes.

3. In cases where it is desirable and necessary to cancel all buses in the AM, the transportation supervisor shall do so and inform CKDM Dauphin and CFRY Portage. This decision shall be made by 6:30am. The Transportation Maintenance Supervisor shall immediately inform the Superintendent of the decision to cancel the buses and it shall be the responsibility of the Superintendent to inform the radio stations about affected school activities for that day. In cases when the transportation supervisor is unavailable the superintendent or secretary-treasurer shall take on the transportation supervisor's responsibility. All bus drivers/schools/trustees will be contacted and the bus drivers will contact all parents on route.

4. It is the policy of Turtle River School Division not to run buses at other than the regular time: Regular Morning Run and 3:15pm.

5. If road conditions or visibility appears to be too dangerous to release the buses at 3:15, then the emergency billeting policy shall be enacted. The school Principal in consultation with bus drivers shall make the decision. The principal shall inform the transportation supervisor, or the superintendent, or other senior administration and the local trustees, including trustees whose school is at-tending practical arts at another school, of the decision.

6. It is the responsibility of the school to contact all the parents of children on the bus routes that the billeting policy is being put into effect and that the buses will not be running. The parents shall be informed that they may pick up their children at the school, at their own risk; otherwise the child/children will be released into the care of the billet. It is the school division's responsibility to transport students billeted in another community back to their home school when conditions permit.

7. Bus drivers that are on route from school with students when they subsequently ascertain that conditions are not safe to travel are to return to the school if possible or stop at an appropriate safe location.
8. In cases where feeder buses are involved it is the responsibility of the driver to inform the principal and the feeder bus drivers. If another school is affected by not running the buses, the principal shall phone the affected school.
9. If students are forced to remain at school after regular school hours for any reason and the students do not have a billet home, the local principal is responsible for providing the supervision of the students in question. The principal shall be authorized to purchase necessary food supplies.
10. In the event of students transferring from one bus to another, bus drivers are to make necessary arrangements with the other bus drivers. If it is decided that the AM route shall not be driven, then at no time during the day will that particular bus run. When buses do not run in the AM and where parents bring their children to school, parents will be responsible to take their children home.
11. If a bus breaks down or can't be started, and is unable to make its run, the bus driver shall inform the transportation supervisor immediately. All efforts shall be made to get a replacement bus to make that run. If a bus doesn't make the morning run and parents bring their children to school, the Turtle River School Division will make all efforts possible to repair the bus or have a replacement for the PM run. If this is not possible, parents will be required to assist transporting children. The onus to contact parents lies with the bus driver.
12. Parents should insure that their children are appropriately and properly dressed for winter months.

NOTE: The board's mandate is to insure that the children are transported safely to school on a daily basis. Parents have a right to keep their children at home when they feel that road and or weather conditions are unsatisfactory for travel. Parents also have the right to pick students up early from the school if they feel that road or weather conditions will deteriorate and become unsatisfactory for travel at 3:15.

École Laurier School Code of Conduct

Acceptable Conduct following S.O.A.R. (Safety, Ownership, Attitude, Respect):

Students show safety by:

- Walking quietly in hallway
- Prepare and exit for recess in a prompt, quiet and safe manner
- Staying in the school yard's boundaries
- Staying away from the bike rack and parking lot
- Playing and sharing with others in a fair and safe manner. (e.g. "Hands and feet off" / "Keep your feet on the ground")
- Using all playground equipment in a fair and safe manner
- Not throwing objects such as rocks, sand, dirt, sticks and snowballs

Students show ownership by:

- Attending school regularly and being on time
- Being prepared with materials and doing one's best
- Cleaning up
- Taking care of equipment/toys
- Return equipment/toys to the shed at the end of recess
- Keeping schoolyard and shed clean
- Looking after nature and the environment

Students show a proper attitude by:

- Following the directions of all school staff
- Work together to solve problems peacefully
- Speaking respectfully and in French
- Using appropriate indoor tone of voice
- Sharing and taking turns
- Finishing eating in the lunchroom or classroom prior to exiting for recess
- Storing personal electronic devices in lockers as they are not to be used during the school day

Students show respect by:

- Working and playing in ways that do not interfere with the rights of others
- Being courteous and kind to all
- Respecting school and student's property
- Following school and class rules
- Using respectful and positive language
- Changing shoes upon entering and exiting the school
- Walking silently and single file upon entering school
- Removing all head apparel upon entering school
- Staying out of the trees

Student Code of Conduct

Policy Statement:

To ensure that students and staff have a safe, productive environment in which learning can take place. The school shall make every effort to implement effective measures to deal with inappropriate behaviors by students. This includes the establishment of preventative procedures, provision for appropriate early intervention strategies, and the administration of disciplinary action.

Note: This is intended only to acquaint students, staff and community with the Code of Student Conduct. The entire Turtle River School Division policy manual may be reviewed online.

Proactive Strategies:

The teaching and learning of expected student behaviour forms the cornerstone of a proactive, preventative approach. The following are the key components in promoting a positive school climate:

- a) School will participate in creating a positive school culture.
- b) Staff and parents/guardians will encourage participation in activities that promote a safe, respectful and caring environment.
- c) School plans will reflect outcomes related to positive school culture.
- d) School will implement a continuum of school wide behavioural supports.
- e) School will develop, maintain and strengthen their working relationships with parents/guardians, community members and organizations.
- f) School will employ active supervision.
- g) School will implement validated prevention and intervention programs.

Unacceptable Behaviours:

Unacceptable behaviours that will not be tolerated in schools and that will be dealt with immediately include but are not limited to the following:

- a) Bullying/Cyberbullying,
 - causing fear, intimidation, humiliation, distress or other forms of harm to another person's body, feelings, self-esteem, reputation or property; or
 - is intended to create, or should be known to create, a negative school environment for another person.
 - characteristically takes place in a context of a real or perceived power imbalance between the people involved and is typically, but need not be, repeated behaviour;
 - may be direct or indirect; and
 - may take place
- (i) by any form of expression, including written, verbal or physical, or

(ii) by means of any form of electronic communication — also referred to as cyberbullying — including social media, text messaging, instant messaging, websites or e-mail.

A person participates in bullying if he or she directly carries out the bullying behaviour or intentionally assists or encourages the bullying behaviour in any way.

b) Abuse

Physically, sexually, or psychologically, verbally, in writing, or otherwise

c) Discrimination

Discrimination unreasonably on the basis of any characteristic set out in subsection 9(2) of The Human Rights Code

d) Physical Violence

Fighting, assault, etc.

e) Theft or Vandalism

f) Possession, use or threatened use of a weapon, as ‘weapon’ is defined in section 2 of the Criminal Code (Canada)

g) Drugs, Alcohol

Using, supplying, possessing, or being under the influence of alcohol or illicit drugs at school or at any school sanctioned activity.

h) Smoking

A smoke-free policy applies to the school, the grounds, public roads entering the grounds, private property adjacent to the grounds, and vehicles and locales used for school-sponsored activities.

i) Gang involvement

Gang involvement on Division property or at any school sanctioned activity

j) Inappropriate Dress

Tops that do not meet pants and expose midriffs and/or undergarments are not permitted. Skirts and shorts must be a respectful length. As well, sleeves must be large enough to cover undergarments – no camisoles unless appropriately covered. Clothing with obscene pictures, slogans or profanity is not allowed.

k) Truancy and Tardiness

Every absence is considered unexcused unless it is due to:

- a school activity
- a medical, dental, or other appointment
- illness
- family business

In order for an absence to be excused for reasons outlined above, the parent or guardian **MUST** phone the school or send a note to the home room teacher outlining the reason for the absence.

l) Disruptive Behavior

Every teacher shall be responsible for defining a code of behavior consistent with school and board policies Classroom code of behavior shall include respect, work habits, homework, punctuality, and attendance. Student behavior in which negatively affects the learning of other students is unacceptable.

m) Inappropriate use of the Internet and Electronic Communication

Accessing, uploading, or distributing material that the school has determined to be objectionable.

Students and staff must adhere to school policies respecting the appropriate use of:

- the Internet, including social media, text messaging, instant messaging, websites, and emails, 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

Appropriate Interventions and Disciplinary Consequences:

The following interventions and disciplinary consequences emphasize positive and proactive strategies that foster student learning, as opposed to punitive and reactive strategies. Negative consequences may be necessary when other approaches to problem behaviour are unsuccessful.

The principal maintains the authority to determine which consequence is appropriate in a given situation.

The frequency and severity of the disciplinary violation and the student's age or state of development will be taken into consideration. When selecting appropriate consequences, sensitivity will be used when dealing with any student who has been the victim or target of unacceptable behaviour, as well as to the student who committed this behaviour. Reasonable accommodation is required for students with exceptional learning needs that affect their behaviour, taking into account the student's ability to comply with disciplinary measures.

Interventions and consequences may be applied as appropriate to the context, but they need not be applied in the order they appear in this document. Administration has the discretion to implement one, all, or any combination of the disciplinary responses for the misconduct in question.

- **Informal Discussion**

A teacher or administrator speaks 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.

- **Formal Interview**

A conference is held with the student, the teacher, and an administrator and the parent(s) to develop a plan for changing the student's behaviour.

- **Withdrawal from Classroom Setting**

Where specific student conduct is deemed to have a negative impact upon the classroom learning environment, the student is withdrawn to a supervised alternate location to complete his or her assignment. Such withdrawal would normally be temporary, but when a prolonged withdrawal is recommended, parent(s) will be informed.

- **Removal of Privileges**

Privileges such as access to the playground, lunchroom, student lounge, library, extracurricular activities, and/or bus transportation are removed under certain circumstances. Parent(s) will be informed.

- **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.

- **Behavioural/Performance Contract**

In some instances, the student is required to meet specific behavioural standards in order to avoid more severe consequences. Such expectations are developed among the school, the parent(s), and the student. Outcomes are clarified in order to meet the behaviour standards agreed upon. Such an agreement is documented, with copies provided for all concerned parties.

- **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.

- **Student Suspension**

- a) Alternatives should be considered before suspension (e.g., classroom strategies, in-school alternatives, school-wide programs, and alternative and/or off-site locations).
- b) A teacher may suspend a student from the classroom for not more than two days.
- c) A principal may suspend a student from the school for not more than five days.

- d) A superintendent may suspend a student from the school for not more than six weeks.
- e) A parent and/or pupil may make a request to appear before the school board to make representations about a suspension.
- f) A school board may, upon receiving such representation, confirm or modify the suspension or reinstate the pupil.

Suspensions can be from class, in-school and out of school.

- parents will be informed verbally
- parents will be informed in writing
- the superintendent will be informed in writing
- the principal shall use his/her discretion as to the time of the suspension depending on the severity of the offence
- when a student is suspended the onus lies with the student to have all work completed to the satisfaction of the principal before a student is reinstated to the school he/she must meet the conditions as set by the principal. Some of these conditions may be having parents come to the school, have all work completed, counseling etc.

Appeal Process:

- Appeals of Disciplinary Decisions

Students and parents must follow the school board's established appeal process. Typically, this involves an appeal to the teacher who made the disciplinary decision, then to the school principal if not resolved, then to the superintendent of schools if not resolved, and finally to the school board. Exceptions are suspensions in excess of five days and expulsions; in these cases, the appeal goes directly to the school board. These are explained below.

- Appeals of Suspensions

In the case of a student who has been suspended for more than five days, the school board must permit the student and his or her parent or legal guardian to make representations to the school board about the suspension. The school board may confirm the suspension, modify it, or reinstate the student.

Appendix A: Rights and Responsibilities Regarding Student Discipline

Students

Rights

- To be accompanied by a parent or other adult to assist and make representations to the school board before a decision is made to expel.

Responsibilities

- 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.

Parents

Rights

- To be informed regularly of the attendance, behaviour, and academic achievement of his or her child in school.
- To be informed of the discipline and behaviour management policies of the school or school division or school district, and to be consulted before the policies are established or revised.
- To accompany his or her child and assist him or her to make representations to the school board regarding a suspension of more than five days or before a decision is made to expel the child.

Responsibilities

- 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.

(Note: Teachers and students whose personal property is damaged or lost may bring action under The Parental Responsibility Act).

Responsibilities and Authority of Teachers

- 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.

**The duty to report to the principal also applies to employees of a school board, school division, or school district and persons who have care and charge of one or more pupils during a prescribed school-approved activity.*

Responsibilities and Authority of the Principals

- To establish, in consultation with the school's advisory committee, a school code of conduct for students and staff, and to review that code of conduct at least annually.
- To ensure that a school's discipline and behaviour management policies -including disciplinary consequences for violations of the school's code of conduct are consistent with any Ministerial directives concerning appropriate disciplinary consequences for unacceptable behaviour.
- To supervise buildings and grounds during school hours, including safety, repairs, cleanliness, et cetera.
- To remove, or cause to be removed persons from school premises who are causing a disturbance or interruption, trespassing, or who

are present for a purpose not reasonably associated with the normal functioning of the school.

- To provide disciplinary authority over the conduct of each student of a school from the time the student arrives at the school until the student departs for the day, except during any period that the student is absent from school at the request of his or her parent or guardian.
- To provide disciplinary authority over students on their way to and from school, in terms of their conduct towards one another, while travelling to and from school on school division transportation, and while on school-prescribed activities.
- 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 notify parents, as soon as reasonably possible, if the principal believes that a student has been harmed as a result of the unacceptable conduct.
- To suspend a student for up to one week for engaging in conduct that the principal considers injurious to the school environment.
- To inform the student's parent or legal guardian of the suspension and the reasons for the suspension.
- To give the school board or designate, within 24 hours of a student being suspended, a written report setting out the pupil's name, the period of suspension, and a description of the disruptive behaviour for which the pupil was suspended.
- To keep a record of each suspension of a student.
- To develop categories of the reasons for which a student may be suspended, and to ensure that each suspension is accordingly categorized and that the total number of students suspended and the duration of suspensions are tabulated.
- To ensure that educational programming is available to a student who has been suspended for more than five days.

Responsibilities and Authority of the Superintendents

- To suspend a student from school for up to six weeks for engaging in conduct that the superintendent considers injurious to the school environment.
- To inform the student's parent or legal guardian of the suspension and the reasons for the suspension.

- To give the school board or designate a written report setting out the student's name, the period of suspension, and a description of the disruptive behaviour for which the student was suspended.

Responsibilities and Powers of the School Board

- To establish written policy* respecting the appropriate use of
 - (i) the Internet, including social media, text messaging, instant messaging, websites, and e-mail, and
 - (ii) digital cameras, cell phones and any other electronic or personal communication devices identified by the board.
- To establish written policy on respect for human diversity and ensure that the policy is implemented in each school. The policy must promote and enhance a safe and inclusive learning environment, the acceptance of and respect for others, a positive school environment, and the training of teachers and other staff on bullying prevention and respect for human diversity.
- To permit the student and his or her parent(s) or legal guardian(s) to make representations to the school board about a suspension of more than five days.
- To confirm or modify the suspension or reinstate the student after receiving such a representation.
- To suspend or expel any student who, upon investigation by the school board, is found to be guilty of conduct injurious to the school environment.
- To ensure that educational programming is made available for students under the age of 16 who are expelled.
- To limit or place conditions on the teacher's right to suspend, either with respect to an individual student or generally, if the board is of the opinion that the teacher has repeatedly
 - a) suspended an individual student for reasons that are not justified, or
 - b) suspended students for reasons that are not justified.

**Appropriate-use policies may include provisions that prohibit accessing, uploading, downloading, sharing or distributing information or material that the school board has determined to be objectionable or not in keeping with the maintenance of a positive school environment.*

Sources: The Public Schools Act, The Education Administration Act, Appropriate Disciplinary Consequences in Schools Regulation 92/2013, and Administrative Handbook for Schools

Appendix B: Glossary of Terms

APPEAL PROCESS - Parents/guardians have the right to appeal any suspension by doing so in writing to the Superintendent of Education.

INAPPROPRIATE BEHAVIOR - Any activity, which fails to show reasonable respect for another person or for property. Included in this is abusive language or gesture(s) directed towards a staff member. This will NOT be tolerated.

HARASSMENT - Systematic or persistent actions such as taunts, insults, annoyances, demands, etc. designed to inflict distress.

VIOLENT ACTIVITY - Any activity, which has the effect of impairing or possibly impairing the health and welfare of individuals. The school will attempt to determine the instigator(s) of a fight and that person(s) will be dealt with more severely.

ASSAULT - Physical, sexual, or verbal attacks or threats intended to demean, degrade, or provoke another person.

THEFT - The unauthorized taking, conversion, or use of another's property.

VANDALISM - The deliberate damaging or defacing of buildings, grounds, equipment, or personal property. If damage is willfully done, the student may be responsible to pay for damages, may be served a suspension and charges may be laid. If the damage is unintentional, the student will pay for the damage, and may also be required to assist in the repair of the damages or to perform school community service work.

WEAPON - Any item used or intended to be used to threaten or inflict harm.

SCHOOL - The physical space designed as a school, the school grounds, the routes to school, and the vehicles and locales used for school-sponsored activities.

SUSPENSION - A temporary exclusion (1-30 days) from attendance at regular classes, as outlined in the Turtle River Board Suspension Policy. Suspensions may be either in school or out-of-school at all grade levels. While on an out of school suspension, the offender is **NOT** to be on school property and is banned from all school activities. While on an in school suspension, the offender is banned from participation in all school activities. Teachers also have the right to suspend a student from their class for up to two consecutive days. This would constitute an in-school class specific suspension.

ALTERNATIVE TO SUSPENSION - where the situation warrants it, an alternative to suspension will be used. They may take the form of helping the care taking staff, cleaning the school or grounds keeping.

EXPULSION - The student loses the right to attend school for a substantial period of time, as determined by the Turtle River Board of Trustees.

BULLYING - Bullying is behaviour that is intended to cause, or should be known to cause, fear, intimidation, humiliation, distress or other forms of harm to another person's body, feelings, self-esteem, reputation, or property. It is also behaviour that is intended to create, or should be known to create, a negative school environment for another person.

Bullying takes place in a context of a real or perceived power imbalance between the people involved and is typically (but need not be) repeated behaviour.

It may be direct (face to face) or indirect (through others); it may take place through any form of expression, including written, verbal, physical, or any form of electronic communication (referred to as cyberbullying), including social media, text messages, instant messages, websites, or e-mail.

CYBERBULLYING - Cyberbullying is bullying by means of any form of electronic communication, including social media, text messaging, instant messaging, websites, or e-mail.

REASONABLE ACCOMODATION - The school's obligation to address students' special needs that stem from the protected characteristics specified in Manitoba's Human Rights Code, such as physical or mental disabilities, et cetera. and that affect the individual's ability to access educational/school services or facilities. The measures to accommodate special needs will be reasonable and required unless they cause undue hardship due to cost, risk to safety, impact on others, or other factors.

UNACCEPTABLE CONDUCT - Unacceptable conduct includes abusing another student physically, sexually, or psychologically, verbally, in writing, or otherwise. It also includes bullying another student.