

École Laurier

2018-2019

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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
2018-2019

le 3 septembre	Fête du Travail (congé) Labor Day
le 4 septembre	Journée d'administration Administration Day
le 5 septembre	Première journée d'école First day of classes
le 21 septembre	Journée de perfectionnement professionnel Professional Development Day
le 8 octobre	L'Action de Grâces (congé) Thanksgiving Day
le 19 octobre	Journée de perfectionnement professionnel Professional Development Day
le 12 novembre	Journée de perfectionnement professionnel Professional Development Day
le 23 novembre	Rencontre Parent(s)-Professeur(s) Parent Teacher Conferences
le 3 décembre	Journée de perfectionnement professionnel Professional Development Day
le 22 décembre	Début du congé de Noël First day of Christmas Break
le 7 janvier	Retour en salle de classe First day of classes
le 1 février	Journée d'administration Administration Day
le 18 février	Journée Louis Riel (congé) Louis Riel Day
le 15 mars	Rencontre Parent(s)-Professeur(s) Parent Teacher Conferences
le 25 au 29 mars	Semaine de relâche du printemps Spring Break
le 26 avril	Journée de perfectionnement professionnel Professional Development Day
le 20 mai	Fête de la Reine Victoria Day
le 28 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 & Pam Vandepoele

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

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: Mme Jeannette Fayant

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 courte (ventre exposé) ou à bretelles trop minces, les shorts trop courts. 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. We will not accept for example; short tops (exposed belly), or thin straps, short shorts, etc. 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-le 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 and Social media

Cell phones, cameras and all electronic devices are **NOT** to be used during class time unless specifically authorized by the teacher for curriculum purposes. All these devices are to be kept in the student's locker. The school is not responsible for lost or stolen devices. Students in grades 6, 7 and 8 may use these items during breaks and lunch hour. Abuse of this privilege will result in the item being confiscated by administration. Staffs have the responsibility to report the misuse of social media to administration as well as social media that has a detrimental effect on academic learning.

Soin de santé/URIS

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

Administration de médicaments/Administration of medications

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. 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.

Bulletin mensuel/Newsletters

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. 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.

Agendas

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. 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.

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-Terri Lamy

Secretary—Kristina Pearson

Treasurer-Katherine Chartrand

Members at Large-Sheila Sigurdson and Jillian Petillion

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 est basse, 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.

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.

RESPONSIBILITIES OF...

STUDENTS:

- Be positive role models for others.
- Be actively involved in own education and diligent in studies.
- Practice appropriate conduct and be cooperative and respectful with staff.
- Support a positive school climate.
- Attend classes regularly and punctually.
- Respect other persons and property.
- Report safety concerns.
- Follow established school policies.
- Be clean, tidy and wear clothing, which is in good taste.
- Replace or pay for any school property, which is willingly destroyed, broken or damaged.

PARENTS & GUARDIANS:

- Be positive role models.
- Promote and support appropriate school conduct at home.
- Encourage and support regular school attendance and punctuality.
- Support effective parent-teacher communication.
- Be impartial regarding issues between your child and the school: hear all sides of the issue in working towards a solution.

STAFF:

- Be positive role models.
- Encourage and support activities, which provide a safe, positive school environment.

- ❑ Supervise student behavior and provide corrective teaching when required
- ❑ Promote effective parent-teacher communication.
- ❑ Respect students' concerns, and afford students fair hearings.
- ❑ Support professional development and curricular change.

PRINCIPAL:

- ❑ Be a positive role model for staff and students.
- ❑ Develop, promote, and enforce a *Code of Student Conduct*, which promotes a proactive approach.
- ❑ Cooperate with community agencies regarding student behavior.
- ❑ Keep others informed, on a need-to-know basis, about student behavior.
- ❑ Promote professional development and effective instructional practices.

PARENT COMMITTEE:

- ❑ Act as an advisory resource to the school.
- ❑ Promote effective communication between the community and the school.
- ❑ Support the school and staff in its activities.

DISCIPLINARY RESPONSES

The following disciplinary responses apply to all students in K-8. Administration has the discretion to implement one, all, or any combination of the disciplinary responses for the misconduct in question. The principal may suspend a student for conduct injurious to the welfare of the school. In some cases, the principal may identify specific requirements (i.e., counseling) to be met before the student will be allowed to return to classes.

MISCONDUCT:

1. Inappropriate behavior (physical, sexual, verbal or psychological), abusive language, discrimination, harassment, violent activity, fighting, assault, gang involvement or threat.

DISCIPLINARY RESPONSE:

- > communication with parent or guardian
- > corrective teaching and/or contract
- > suspension up to thirty days
- > administration may report incident to police
- > fighting is an automatic 3 day suspension
- > a subsequent fight is a 5 day suspension
- > expulsion
- > communication with parent or guardian

> corrective teaching

2. Vandalism or theft

- > damage caused by “horsing around” will be paid for and assistance to repair damages may be required
- > willful damage of property will be paid for and may result in suspension
- > police may be contacted and charges laid
- > confiscate weapon for release to police or parent
- > communicate incident to parent or guardian

3. Possession, use or threatened use of a weapon or a replica (perceived or potential)

- > corrective teaching and/or contract
- > report incident to the police and seek charges
- > stolen articles are to be returned
- > suspension for up to thirty days
- > expulsion

4. Tobacco Products

École Laurier is a smoke-free environment; Smoke-free policy applies to the school, the grounds, and public roads, entering the grounds, private property adjacent to the grounds, and vehicles and locales used for school-sponsored activities.

- > 1st Offense: written warning and communication
- > 2nd Offense: 2-day suspension
- > 3rd Offense: 5 day suspension

5. Intoxicating Substances

Supplying, possessing, or using intoxicating substances, including alcohol and illicit drugs.

- > assignment for counseling and/or treatment
- > suspension for 10 - 30 days which may be followed by a one week in-school suspension
- > student supplying is subject to suspension for up to 5 months
- > administration may notify police
- > expulsion

6. Classroom Management

Each teacher shall be responsible for defining a code of classroom behavior consistent with school and board policies.

The classroom code of behavior shall include teacher and student respect issues, work habits, homework, plagiarism, punctuality, and attendance, and shall identify appropriate consequences for infractions.

- > routines training and corrective teaching
- > communication with parent or guardian
- > performance and/or behavior contract
- > teachers have the right to suspend a student from their class for up to two days
- > non-compliance may activate Board Suspension Policy

7. Computer Usage

All students must sign a computer and Internet usage agreement. Computers are to be used for school related activities. Physical abuse of hardware and hacking into software will **NOT** be tolerated. Conditions outlined in usage agreement must be adhered to.

- > warning and corrective teaching
- > loss of Internet privileges
- > suspension from school

8. Social Media Use

Inappropriate use of the internet, electronic devices and social media that is detrimental to the learning process.

- > loss of privileges and confiscation of device
- > communication with parent or guardian
- > corrective teaching and/or contract
- > suspension

Appeal Process

Parents/guardians who do not agree with the discipline procedures invoked are to follow the following steps:

1. Contact the teacher/administrator who implemented the disciplinary procedure.
2. Administration involvement if deemed necessary by teacher or parent/guardian.
3. For further information see the Turtle River School Division policy.

GLOSSARY OF TERMS:

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, de-grade, 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 will pay for damages, be served a suspension and charges may be laid. If the damage is a result of "horsing around", the student will pay for the damage, and may also be required to assist in the repair of the damages.

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 suspended, the offender is **NOT** to be on school property and is banned from all school activities.

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