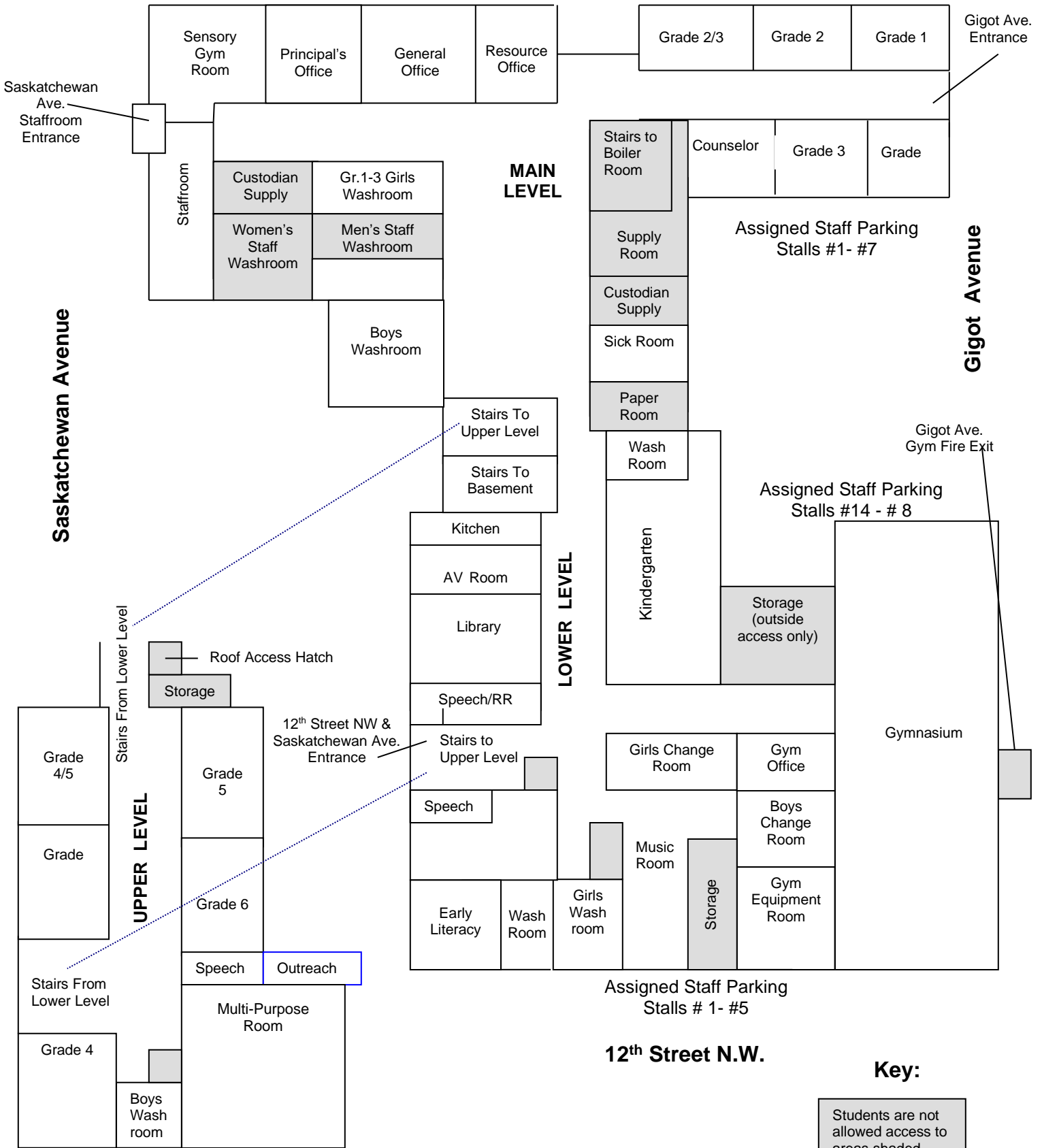




Student Handbook & Agenda

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13th Street N.W.



Key:
 Students are not allowed access to areas shaded grey (custodian storage).

SCHOOL STAFF:

Principal	Mr. M. Harkness	Day Custodian	Mr. G. Ryyppo
Resource & Principal's Assistant	Ms. T. Mauws	Night Custodian	Mr. G. Choquette
		School Secretary	Mrs. J. Maxwell
Kindergarten	Miss M. Davidson		
Grade 1	Mrs. C. Verwey	Librarian	Mrs. C. Comeau
Grade 2	Mrs. D. Wing	Speech Language EA	Mrs. D. Gray
Grade 2/3	Mrs. M. Hauser	Educational Assistant	Mrs. C. Durdle
Grade 3	Mrs. T. Cote	Educational Assistant	Mrs. M. McLaughlin
		Educational Assistant	Mrs. E. Bryson
Grade 4	Mrs. V. Mosek-Mattice	Outreach Facilitator	Miss L. Manastyr
Grade 4/5	Mr. O. Edwards		
Grade 5	Ms. D. Barnett	Counsellor	Ms J. Bradford
Grade 6	Mr. A. Metcalfe	Speech Language Pathologist	Ms A. Humphry
Arts Education (Gr. 1-6)	Mrs. B. Baker	School Psychologist	Miss C. Mirza
Physical Education	Mr. B. Calder		
Reading Recovery	Ms. C. Cavicchiolo		

Our Kindergarten Hours are: 9:00 – 3:30 All Day Every Other Day

SCHOOL HOURS:

8:40 a.m.	Patrol bell
8:50	Students Enter School - Students Read in Classroom
8:58	Opening Exercises
9:00 – 10:30	Class Block 1
10:30-10:50	Student Snack (with curricular instruction)
10:50-11:15	Recess
11:20 – 12:25	Class Block 2
12:25 – 12:55	Response to Intervention Period (RTI)
12:55 - 1:25	Lunch (Patrols go on duty at 12:55)
1:40	Patrol Bell – students can return from lunch
1:55 – 3:30	Class Block 3
3:30	Dismissal
3:40	Patrol Bell

ARRIVAL & DISMISSAL PROCEDURES:

1. Students attending Fort la Reine School may be dropped off on any street adjacent to the school: Gigot Avenue, 12th Street N.W. or 13th Street N.W.
2. Students are not to be dropped off in the school parking lots and **parents are not allowed to park in the bus loading/unloading zone on Gigot Avenue.**
3. If students are dropped off on the sides of the street opposite the school, students are to use the designated crosswalks to cross to the school site. Please remind your children when dropping them off to use these crosswalks.
4. It is requested that pupils not arrive at school before 8:40 a.m. (unless attending the breakfast program) or 1:35 p.m., especially during inclement weather.
5. Pupils will not be allowed into the school before these times unless they receive special permission or the weather is severe.
6. Students eating lunch at the school will not be allowed to leave the school grounds unless accompanied by a parent.

All cross walks adjacent to the school have school patrols on duty 10 minutes prior to the start of school and 10 minutes after dismissal times. It is also important for you to talk to your child about the job of the school patrols and that the students are expected to listen and obey the instructions of the patrols when the patrols are on duty.

Balanced School Day – Student Timetable

Balanced School Day	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
8:40	Patrol Bell Rings					
8:50	Bell For Students To Enter School					
8:50-8:58 (8 min)	Students Grab a book & read					
8:58-9:00 (2min)	Opening Exercises					
9:00-9:30 (30 min)						
9:30-10:00 (30 min)						
10:00-10:30 (30 min)						
10:30-10:50 (20 min)	SNACK	SNACK	SNACK	SNACK	SNACK	SNACK
10:50-11:15 (25 min)	RECESS					
11:20-11:55 (35 min)						
11:55-12:25 (30 min)						
12:25-12:55 (30 min)	Intervention/Enrichment Period (RTI)					
12:55-1:25 (30 min)	Lunch					
1:25-1:50 (25 min)	Outdoor Lunch Recess					
1:55-2:30 (35 min)						
2:30-3:00 (30 min)						
3:00-3:30 (30 min)						
3:30	Dismissal					

OUR KINDERGARTEN CLASS WILL RUN ALL DAY EVERY OTHER DAY.

STUDENT ATTENDANCE:

It is generally accepted that activities that take place in the school are a vital part of the teaching-learning process. A day lost from class can never be recaptured and the dialogue that has taken place between the teacher and students cannot be duplicated. It is therefore important for each student to accept responsibility for his/her regular, punctual attendance at each assigned class period.

It is the responsibility of the parent, guardian or responsible adult to ensure that each student attends school regularly and in accordance with the provision of the Public Schools Act and the Policies and regulations of the Portage la Prairie School Division.

Suspected or confirmed truancy shall be regularly reported to the parent, guardian or responsible adult and, when appropriate, to the School Division Attendance Officer. Truancy is a serious breach of the Public Schools Act and of School Division policy and will be dealt with accordingly.

Truancy is defined as any school absence without the permission of the parent, guardian or responsible adult or absence without a lawful reason. Failure by the parent, guardian or responsible adult to promptly contact the school to communicate absenteeism will result in the absence being recorded as truancy.

Truancy and Abuse of the Attendance Requirements:

1. All student absenteeism (Kindergarten to Grade 12) must be covered by an explanation from the parent, guardian or responsible adult. The alternatives recommended for the explanation of absenteeism are as follows:
 - a phone call or written explanation directed to the teacher or principal at the beginning of the absence. This alternative allows the teacher to plan for the absence, and when appropriate, to send work home.
 - a phone call or written explanation directed to the teacher or principal at the time the student returns to school.
2. Explanations of student absenteeism must include:
 - the date,
 - information pertaining to the reason for the absence,
 - if in written form, the signature of the parent, guardian or responsible adult.
3. Unexplained student absenteeism, chronic tardiness and cases of truancy are to result in a home contact by the teacher or principal. Such contacts are to provide information and to solicit support to resolve the problem. Students who are chronically tardy may be denied access to class. Truancy cases shall be handled individually, utilizing a progressive discipline approach, based upon the circumstances of each situation.
4. Absences not covered by a satisfactory explanation that have not been resolved by the school staff are to be immediately referred, in writing, by the principal to the appropriate member of the school division staff or outside agency. Cases of chronic tardiness may also be referred in the same manner. (i.e. School Counsellor, Superintendent's Dept., R.C.M.P., Child and Family Services, etc.)
5. Students who are required to be absent due to chronic medical conditions or ongoing medical treatments shall make the necessary arrangements with the principal.
6. Arrangements for family holidays, work schedules, camps etc. during the school year should consider school schedules such as exams. Parents are expected to discuss planned family activities that interfere with school with the principal at least one week prior to the start of the activity. Students who miss school for such activities will be expected to complete the work they miss and be ready to resume regular class work upon their return.
7. All students who arrive at school after the 9:00 a.m. or 1:50 p.m. bells **must** report to the main office for a late slip.
8. If a student is late or absent without prior notification, the guardian will be contacted to determine the nature of the absence.

EMERGENCY CLOSING:

If, as a result of hazardous weather or other emergencies, it becomes necessary to close Fort la Reine School after the opening hours of school or change the operating schedule of school buses, a public announcement regarding the situation will be made over radio station **CFRY 920 or MIX 96.5**.

It would also be posted on our **Facebook page or the PLPSD website**.

If buses depart early, students will leave on their buses unless special arrangements, in writing, have been made by the parents with the principal. The parents will also advise bus drivers of the special arrangement.

If there is a complete evacuation of the school our alternate location for an emergency is the McKenzie United Church on 11th Street.

If schools are closed for emergency reasons, all school related activities and public utilization of school facilities will automatically be cancelled or postponed.

A summary of possible procedures follows:

1. **SCHOOLS DO NOT OPEN – RADIO STATION** broadcasts to parents and students early in the morning. Students will not attend school.
2. **SCHOOL IS CLOSED FOR AN EMERGENCY DURING THE DAY – RADIO STATION** broadcasts to parents. Students are relocated at the Lutheran Church or if appropriate sent home.
3. **SCHOOL OPEN - BUSES NOT OPERATING A.M. AND P.M. - RADIO STATION** broadcasts this early in the morning. City students are expected to attend school subject to the discretion of their parents and unless advised otherwise by the superintendent of schools.
4. **SCHOOL OPEN - BUSES NOT OPERATING P.M. ONLY - RADIO STATION** broadcasts this message. The parents will have arranged alternate accommodation should rural students not be able to get home.
5. **SCHOOLS OPEN - BUSES DEPART EARLY - RADIO STATION** broadcasts this message. Rural students will travel home by bus unless special arrangements in writing have been made by parents with the principal. The parents will also advise the bus driver of this special arrangement.
6. **BUSES DEPART - UNABLE TO COMPLETE P.M. TRIP -** The bus driver keeps the safety of the students as his/her first consideration and will make decisions on that basis. If it is necessary to return students to Portage, they are to be taken to the Portage Collegiate where the bus driver will stay with the students until help arrives. **RADIO STATION** will broadcast the situation or parents may be advised by phone as to the future plan at that time or they are delivered to their billets.

Portage la Prairie School Division has a policy of not closing school for inclement weather. It is expected that parents will use their discretion on whether it is safe or prudent to send their children to school.

CURRICULUM:

Basic philosophy behind the school program is to provide progress and growth of the individual. The curriculum has been developed by the Department of Education and teachers of Manitoba. These curriculum outlines and guides are used by the staff in developing courses of study in light of the students and community needs.

By the end of October, the teachers will have goals and objectives, along with the names of texts if you would like a copy. Teachers will also have an outline of how evaluation will take place in each of the school courses. New curriculums are continually being given to teachers to help improve programs. As years go by, new ideas, materials and teaching techniques are forwarded to teachers and thus to students. If you have any questions about these outlines, please call and talk to the teacher or principal about them.

BICYCLES:

Although bicycles are allowed at school, students must observe the appropriate safety rules or they will be asked to leave their bikes at home. **Bicycle locks are required.**

WALKING SCHOOL BUS:

The WSB runs twice a day, once in the morning and then again in the afternoon. The WSB meets students on **17th & Gigot Street** and also **18th & Gigot Street** each morning. It arrives roughly at **8:30 am** and will wait for **10 minutes** and then will escort students to school. In the afternoon the WSB will line up at the fence at **3:25 pm** and escort students home up to **18th & Gigot Street**. Students are asked to be ready each morning and at the end of the day.

NOTE: If buses are not running that day then the WSB also does not run. Please listen to the radio CFRY 920 or MIX 96.5 or check our Facebook page in the morning.

STUDENT ASSESSMENT:

Students will earn the right to promotion on the basis of their day-to-day work which includes various forms of evaluation such as tests, regular assignments, projects, group participation, etc, as outlined by their teachers.

STUDENT OF THE MONTH AWARDS:

Each month at our assemblies some students will be recognized for outstanding performance in Academics, Citizenship or Sports. This will be recognized with a certificate.

HEAD LICE:

The Portage la Prairie School Division believes that the task of identifying and controlling head lice is the joint responsibility of parents, students, the community, Public Health and the School Division.

If parents find head lice, report your findings to the principal. All examinations of students by school for the purpose of detecting head lice shall be conducted in as much privacy as possible. Parents should check their child(ren)'s head periodically.

FOOTWEAR:

All outer footwear worn during winter and muddy days will be removed in the entry ways. It is required that footwear be worn inside at all times; students may wear gym shoes as inside shoes if parents wish. Make sure name is put on shoes.

JUNK FOODS:

Because non-nutritional foods tend to be hazardous to healthy teeth, and because our students are causing a problem by eating these foods in class, and because the students throw the wrappers on the school ground thus causing an unsightly scene, students will not be able to bring to school such things as candy, gum, chips, sunflower seeds, bars, drinks, etc, and that if found here we will confiscate such items.

RIGHTS AND PRIVILEGES:

Special events such as field trips, sports day, swimming, Gr. 6 dances, etc. are privileges. Students who have not been attending school regularly, have outstanding fees, library or home reading books, or whose behaviours or actions do not warrant such initiatives, will not be allowed to participate in these events.

SMOKING/VAPING:

1. No smoking/vaping is permitted on the school grounds or in the school.
2. Students may not bring cigarettes/e-cigarettes or smoking materials to school.

INTERNET:

The Portage la Prairie School Division is pleased to bring Internet access to the students and staff of the Division. We believe the Internet offers a wide variety of unique resources to both students and staff. Our goal in providing this service to teachers and students is to promote educational excellence by encouraging resource sharing, innovation, and communication.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value. We firmly believe that the valuable information and interaction available on the Internet far exceeds the possibility that students may access material that is not consistent with the educational objectives of the Division. Students, parents and staff are required to adhere to the Division "Internet – Acceptable Use Policy" which outlines appropriate use of electronic mail and the Internet.

Teachers who wish to use the Internet with their classes are responsible for guiding student access to appropriate sections of the network and for ensuring that students understand the consequences of misusing this privilege.

Students are responsible for accessing network services and for using the network appropriately according to school policy. Parents are responsible for reinforcing the school goals of promoting responsible Internet use.

LIBRARY:

1. All books and articles must be signed out at the librarian's desk and returned on or before the date indicated.
2. When books are returned they must be left at the librarian's desk. Books must not be returned directly to the shelf.
3. Two fiction books and not more than two reference books may be borrowed at a time. The fiction books and the reference books may be borrowed for two six-day cycles. If the student is not finished with the books, they may be renewed by returning the books to the library and requesting a renewal.
4. If a book is not returned, the borrower may be responsible for its replacement cost. If the book is found after paying for it, the money will be refunded.
5. The library will be open every day from 9:00 – 12:50, 1:50 – 3:30.

PHYSICAL EDUCATION:

Physical Education is compulsory for all students in elementary school. If for some medical reason a child is unable to participate in physical education, the parents should send a request in writing to the physical education teacher or principal. Emphasis is placed on participation. A variety of skills will be taught through individual, group, and team activities and games. Physical fitness will be encouraged.

Students in grades 2 - 6 are required to change for all physical education classes. These students must have a T-shirt and loose-fitting shorts cut above the knee, as well as a gym bag in which to keep them. All students, K - 6, are required to have one pair of **gym shoes with backs and laces** to be left at school for use in the gym. These may also be worn as inside shoes at school. Make sure names are on items.

FIELD TRIPS:

The school will be sending home a universal field trip permission form for parents to sign. This letter will be sent at the beginning of the school year for parent's signature and kept on file with the classroom teacher. For any field trips that require money from students, a note will be sent prior to the activity.

TRANSPORTATION:

Proper behaviour is expected while riding on the bus. It must be understood that the bus driver has complete authority over the pupils while on the bus. Disciplinary problems reported by the driver will be dealt with by the principal accordingly. Bus evacuation drills are held twice a year with all students. When loading, students are to wait on the school grounds until their bus is stopped, outside the 13th St. NW crosswalk. Students are to walk in an orderly fashion when loading or unloading from the bus.

Each parent should be aware of the bus driver's name, phone number and bus number. If there is any change in the usual routine of riding the bus that is initiated by the parents, it is the responsibility of the parents to inform the bus driver. If parents take their child out of school for any reason during school hours, it is the responsibility of the parents to notify the bus driver if their child is not returning home by bus or you may contact the Transportation Supervisor's Office at 204-857-5841.

REPORTS & Student Led Conferences:

Formal reporting to parents will take place several times during the year for all K - 6 students. In addition, student led conferences take place in the fall and spring.

Parents are also invited to pass on relevant information to the teacher at that time. Additional parent-conferences may be held at any time during the year at the request of either the parent or the teacher.

RECESS TIMES:

Students in Grades 1-6 have a 25 minute outside recess in the morning. This is a very important time for them to get some fresh air, play with their friends, and exercise a body that has been sitting for some time. We ask your cooperation in making sure appropriate clothing for the weather is worn. All students are expected to be outside unless the weather is unfit or unless a parent has requested that the child remain inside for a legitimate reason.

STUDENT ACCIDENT INSURANCE:

Reliable Life is the student accident plan endorsed by the Portage la Prairie School Division. We have found the programs useful for injuries, ambulance, and broken glasses caused by a blow to the head. Families decide to purchase or not to purchase. There is no advantage or gain to the School Division. The contract is between the family and Reliable Life. The school sends home the application form. The parents/guardians decide if and what insurance is wanted, fill out the proper information, make out a cheque to the Reliable Life Insurance Company and send the information and cheque directly to the company.

DOGS, CATS AND OTHER PETS:

Animals running at large can provide a lot of fun to children, however, some children who have had bad experiences with animals are frightened of stray animals. If we can't locate the rightful owner of the animal, we must call the animal control officer. This also causes problems for some children. Please keep your pets at home where they can receive the tender love and care they deserve.

VALUABLES AT SCHOOL:

Items such as toys, cell phones, iPods, iPad, etc. are to be left at home. Due to the small size they can easily be stolen and concealed. If a student has to bring a cell phone to school, it is expected that the phone is left in the office or with their teacher for safe keeping, to be picked up at the end of the day.

DAMAGE TO SCHOOL PROPERTY:

Students who damage books, desks, walls, windows or other school property will be asked to pay to restore the damages to their previous condition. The School Board will give our school up to \$200.00 as an incentive to look after the property. This money, if not used to repair damages that cannot be attributed to specific people, will be used for the purpose of something extra for the students. In the past few years, we have had to use most of this money for repairs. We believe it could be put to much better use for our students.

LOITERING AROUND THE SCHOOL:

School grounds are great places to play and we welcome the community to use the facility for recreational activities. However, hanging around dark corners of the building and climbing on the school tend to lead to problems. A fair bit of damage occurs during off-school hours by persons loitering around and on the building. We ask your cooperation in impressing upon your children and young people the position they put themselves in by loitering and being in the wrong places. We have had large windows broken, graffiti written on walls and windows, and broken bottles on the school grounds. We ask your cooperation in reporting to the R.C.M.P. anything or anybody that may appear suspicious around the school. This will not only protect our schools but also our children. There is a city by-law that deals with noise and rowdiness between the hours of 9:00 p.m. and 8:00 a.m. We ask that this be observed and that people not use the playground during these hours. Our grounds are signed for trespassing between 10:00 P.M. and 7:00 A.M.

STRONG BEGINNINGS:

Fort la Reine participates in a Division wide program called “**K-8 Strong Beginnings**”. “Strong Beginnings refers to beginning of the year assessments and allows teachers to extend and consolidate their understanding of each student in order to plan for differentiated instruction which addresses learning needs as early as possible in the new school year. Portage la Prairie School Division supports Strong Beginnings because of its belief that Assessment For Learning is professional practice which strengthens student achievement.” Over 2 days (a Friday and Monday in mid- September), each student from Kindergarten to Grade 6 will attend school by appointment for 60 minutes to participate in assessment activities. During this time, they will meet individually or in small groups with their teacher. This is an opportunity for teachers to gather data about each student’s learning that may not be evident during whole class assessment activities. It is also a chance to further develop the teacher student relationship.

DISCIPLINE POLICY:

Students are expected to behave in a manner that supports the policies of the Portage la Prairie School Division and Fort la Reine School.

No policy can meet every circumstance that might arise in specific situations. Decisions based on individual circumstances will still need to be made by teachers and administrators within the Division, but these decisions will adhere to the guidelines outlined in the policy.

All employees, students and visitors within the Portage la Prairie School Division have the right to work, learn and visit in an environment that is safe and secure. However, as with any right, the right to a safe and secure environment carries with it corresponding responsibilities. These responsibilities are outlined below.

The Board of Trustees of the Portage la Prairie School Division is committed to maintaining a school environment that is safe and secure for its students and staff.

Division staff has the authority and responsibility to maintain order and discipline in the school (Public Schools Act 96(c)). In carrying out this responsibility, staff are expected to take those actions deemed acceptable and necessary to maintain a safe and secure learning environment. Staff members are also expected to be responsive to the needs of the students and their parents.

The **Board** will carry out its commitment by:

- a) Supporting the establishment of programs for staff and students that will prevent misbehavior, and by providing opportunities for staff training for those programs;
- b) Establishing division-wide procedures for dealing with incidents while respecting the due process rights of all concerned;
- c) Responding appropriately to those involved in incidents while respecting the due process rights of all concerned;

- d) Assisting and supporting staff members or students who suffer physical injury, personal loss, or trauma.

Division staff will carry out its responsibility by:

- a) Setting and modeling good examples of behavior, demonstrating respect for authority and due process, and being respectful of parents, colleagues and students;
- b) Developing and implementing a school based progressive discipline plan which is consistent with school division policies and procedures;
- c) Ensuring through regular communication that students and parents are aware of school and division expectations and the consequences of violating these expectations;
- d) Acquiring the skills and techniques necessary to deal effectively with student behavior;
- e) Providing physical and emotional support to those who are involved in incidents that threaten their safety or security.

Students are expected to be responsible members of the student body by:

- a) Behaving in a manner that supports the Fort La Reine Discipline Plan;
- b) Being supportive of appropriate non-violent, non-aggressive alternatives for resolving problems and difficult situations;
- c) Being respectful of all school division staff and to other students, so that everyone may have an atmosphere conducive to learning;
- d) Making appropriate use of instructional resources, avoiding defacing of the physical environment of the school division and respecting the personal property of fellow students and school division staff;
- e) Following through with the agreed procedures and activities from the remediation plan whenever they act in a manner contrary to the policies of the school division.

Parents are expected to be partners with the division and school in achieving a high equitable education for their children in a safe and secure environment by:

- a) Being aware of school division policies concerning standards of behaviour, attendance, procedures for dealing with inappropriate behaviour and remediation;
- b) Communicating with school staff concerning the scholastic achievement and personal deportment of their children/wards at scheduled parent-teacher conferences and on other occasions as requested by either party;
- c) Being supportive of good learning through a home environment that encourages good study habits, completion of assignments on time and thoughtful enthusiasm for learning;
- d) Encouraging students to be respectful of division staff, students and property;
- e) Cooperating with the school in developing and carrying out remediation plans when incidents of inappropriate student conduct arises.

POSITIVE BEHAVIORAL INTERVENTION AND SUPPORTS (PBIS):

PBIS is an approach that school use to improve school safety and promote positive behaviour.

At its heart, PBIS calls on schools to teach students about behavioral expectations and directly teach social emotional skills just as they would teach any other subject.

The following are the goals that are taught and reinforced each day at Fort La Reine School:

- Being Respectful
- Being Responsible
- Being Safe

Wolf bucks are handed out to students that display these behaviours by staff throughout the school year and are entered in our weekly draws where they can earn individual/class prizes.

VIOLENT AND AGGRESSIVE BEHAVIOUR:

The Board of Trustees recognizes that there are certain behaviours that, if tolerated, would quickly destroy the type of learning environment to which the students and staff of the division are entitled. These behaviours, categorized as violent and aggressive, will not be tolerated and shall therefore result in immediate action being taken by the division.

All acts of violence and aggression shall result in those involved being placed on a compulsory "Behaviour Intervention Plan." In addition to this BIP, each situation shall result in specific consequences, determined by the seriousness of the act, including consideration of expulsion from school for acts of a serious or chronic nature.

The following behaviours are defined as violent and aggressive.

1. **Possession, Threat with, or Use of a Weapon - Weapon** is any firearm, whether loaded or not loaded, any device designed as a weapon or, through its use, capable of causing bodily harm or death, or any device or instrument which is used to threaten or cause bodily harm or death. **Possession** is defined as having a weapon on one's person, or in an area subject to one's control, on school property or at a school activity.

NOTE: A student who finds a weapon and immediately advises a teacher or other adult, shall not be considered in possession of a weapon. Students who find a weapon are advised to seek adult assistance and are advised not to touch the weapon.
2. **Physical Assault** - is the act of striking or touching a person or that person's property with a part of the anatomy or any object, with the intent of causing hurt or harm.
3. **Verbal Abuse** - shall include but is not limited to swearing, screaming, obscene gestures or threats when directed, either orally, including the telephone, or in writing, at an individual, his/her family or a group.
4. **Intimidation**- is an act intended to frighten or coerce someone into submission or obedience.
5. **Extortion**- is the use of verbal or physical coercion in order to obtain financial or material gain from others.
6. **Bullying**- is the use of physical or verbal coercion to obtain control over others or to be habitually cruel to others who are weaker.
7. **Gangs** - are groups of youths who share common beliefs, attitudes and attire, exhibit unlawful and anti-social behaviour, and who associate with each other for mutual protection and/or profit.
8. **Sexual Harassment** - is behaviour which includes any unwanted, unsolicited sexual advance or sexually oriented behaviour made by a person who knows or who ought reasonably to know that such attention is unwanted. Sexual harassment may include, but is not limited to, unnecessary touching or petting, suggestive or other sexually aggressive remarks, leering at a person's body, demands for sexual favours, or compromising invitations.
9. **Stalking**- is the persistent following, contacting, watching, or any other such threatening actions that compromise the peace of mind or the personal safety of the individual.
10. **Defiance**- is the act or instance of defying or opposing; insubordination.
11. **Racial Slurs** - are insulting, disparaging or derogatory comments made directly or by innuendo regarding a person's racial origin.

OFFICE REFERRAL GUIDELINES:

Referrals to the office will be made for persistent misbehaviour in a classroom or violent aggressive behaviour. Teachers will use the "Office Referral Form" before sending students to the office from the classrooms.

Students may also be referred to the office verbally by any staff members if deemed necessary for misbehaviour in hallways, washrooms, on the playground or misbehaviour to and from school.

DISCIPLINE/CONSEQUENCES:

- **FIRST REFERRAL TO THE OFFICE** - Review expectations and rules etc., reprimand the student, perhaps an apology, possibly call parents depending on seriousness.
- **SECOND REFERRAL** - Call parents, inform them about problems, review first referral, seek their support. Perhaps request a meeting with parents.
- **THIRD REFERRAL** - Call parents, request a meeting. Draw up a behaviour plan with specific consequences.
- **FOURTH REFERRAL AND ALL FUTURE REFERRALS** - Meet with parents, enforce consequences from previous behaviour plans.

All referrals to the office will be kept on file. Some consequences which may be planned by students, parents and staff are:

- Detentions
- Loss of playground privileges
- Writing an essay (story) about the problem, telling how to change or telling how to fix the problem
- Drawing up a contract
- Probation - Critical examination of conduct on a short trial period.
- Teacher Suspension of Students from Their Classroom:

The Minister of Education has advised that teachers now have the authority to suspend from their classroom for a period not exceeding two days, a student, who engages in conduct detrimental to the classroom learning environment. Teachers do not have authority to suspend students from school.

Conduct detrimental to the classroom learning environment is defined as follows:

- a) Any violent aggressive behaviour as set out by the Board and outlined in the discipline policy manual.
- b) Disrupting a class with verbal or physical behaviour.
- c) Habitual behaviour which makes it necessary for the teacher to spend class time chastising the student.

The "Discipline Referral Form" will be completed by the teacher and the student. The student will then be placed in a quiet area, supervised by the principal, where he/she will do the school work outlined by the suspending teacher. The student will be responsible for completing any work missed before being allowed to re-enter the classroom. The teacher will call or mail a reply note to the parent(s). A meeting may be called at the discretion of the teacher or parent(s).

- In school suspension - a student is suspended from all regular classes and is kept in a quiet area for the duration of the suspension. This includes recesses and may include noon hours. Students are required to obtain information regarding all school work they are missing and must have all work completed satisfactorily before being allowed back to class.
- Behaviour Management Incentive is an agreement developed by staff, parents and student outlining expectations for the student's behaviour and performance as well as consequences and rewards.
- Out of school suspension - a student is suspended from all regular classes and serves the suspension at home. The student is required to complete all missed work satisfactorily by the end of the suspension time before being allowed to return. During a suspension a student is **not allowed** on any division property.

When behaviour referred to the office involves two or more students, each student will be interviewed by the principal one at a time initially. We expect the student to be honest when explaining his/her part. If there are doubts after the initial investigation, the student will be given the opportunity to change any

part of his/her statement that is not true especially when there is other evidence which contradicts or questions his/her version. In student conflict problems we try to get students to solve their problems and come up with their own solutions to their problems with some counselling.

LUNCH ROOM PROCEDURES AND MILK PROGRAM:

File JCB – School Division Policy:

NOON HOUR LUNCH AT SCHOOL

Students residing within reasonable walking distance of their school are expected to return home for the noon break. Students are allowed to remain at school during the noon break if:

- the weather is unfavourable
- the student is involved in school activities;
- additional tutoring is being provided;
- other extenuating circumstances warrant it.

- Please note that if you are not working, nor going to school, and your child is within walking distance of home, your child will be asked to return home to eat during the lunch hour. We do not have enough lunch supervision to accommodate everyone in staying for lunch.
- a lunch permission sheet to be filled out in order for your child to stay for lunch including your work phone number or school phone number. This is very important in case of emergency.
- If your child is staying periodically due to an appointment, we require a note to be sent to the Principal including an emergency contact number.
- For those staying during the lunch hour; please **DO NOT** send food that requires cooking as there is not enough time in the noon hour to prepare everyone's food and have time to eat it.
- ***There will be no sharing of food. Please make sure to inform your child.***

It is expected that all students staying for lunch will be cooperative and respectful. If a student is not cooperative, they may lose their lunch privileges. We thank you in advance in helping us keep our supervision manageable by following these expectations. Students eating lunch at school will be assigned a room to eat in. Indoor runners should be worn.

BREAKFAST AND SNACK PROGRAMS:

Each morning between 8:00 a.m. and 8:30 a.m. Our Outreach Facilitator and parent volunteer group at Fort la Reine School offers a breakfast program where students who attend can receive a healthy breakfast to start off their day. This program is open to all students, but students who are disruptive or causing problems will be asked to leave and may lose the privilege of the program. Food is not to be taken out onto the playground. The school also offers a health fruit/vegetable snack a few times each week during the morning recess.

PORTAGE LA PRAIRIE SCHOOL DIVISION POLICIES:

STUDENT DRESS CODE

The Portage la Prairie School Division believes the best learning and behaving takes place in a safe, caring, and respectful environment. It is, therefore, the position of the Division that students shall be expected to dress appropriately for the occasion. The dress and appearance of students shall be the responsibility of the parents and students, unless:

- there is a reasonable expectation that a health or safety hazard will be presented by the student's dress or appearance;
- there is a reasonable expectation that damage to school property will result from the student's dress;
- there is a reasonable expectation that the student's dress or appearance will interfere with the normal educational process at the school.

Matters related to this policy will be dealt with by the administrators at each school.

Revised June 11, 2015

WEAPONS

1. A "weapon" is any instrument designed or used to injure or intimidate another person. This includes items generally understood to be weapons as well as replicas of weapons. Any other item, if used to injure, threaten or intimidate, is also a weapon.
2. Weapons are not allowed:
 - In the school
 - On school grounds
 - On the way to and from school
 - At any school-related activity.
3. The division will not readily accept excuses or explanations for being in possession of a weapon or potential weapon. Excuses such as "I forgot I had it" or "It's not mine will not be accepted.
4. All knives, including pocket knives, knives with fixed blades or switch blades are classed as weapons.
5. The division reserves the right to confiscate any knife or other item that could be used as a weapon.
6. Violation of this policy will result in the following disciplinary action:
 - a. An immediate five day out-of-school suspension, and
 - b. Referral to the superintendent's department for review and possible extension of the suspension of up to 20 days, and
 - c. Referral to the school board for review and possible extension of suspension and/or expulsion from school.
7. Students new to the school are to be advised of this expectation as part of the registration/orientation procedure and information is to be included in all future Parent & Student handbooks.

Adopted: May 12/94

Revised: May 9/96

SEARCH AND SEIZURE

All student lockers are the property of the Portage la Prairie School Division and are made available for students use at no cost to the student subject to the following conditions:

- a. Portage la Prairie School Division reserves the right to inspect lockers. Lockers may be searched at any time. No search of lockers will proceed without at least two (2) school personnel authorized by the principal being present. If articles and/or substances are found that are deemed to be injurious to the welfare of the students or the school, the principal will determine the appropriate course of action. Consideration is to be given to the immediate involvement of the police.
- b. Use of school lockers may be denied, if in the opinion of principal, a locker is abused or utilized for any purpose that is contrary to division policy or violates the law.
- c. Where school personnel have reason to believe that student is in possession of illegal articles and/or substances, the student may be requested to display the contents of clothing, purse, gym bag, etc. This action will be under the direction of at least two school personnel as authorized by the principal.
- d. Where illegal articles and/or substances are discovered, the student may be detained by the school authorities and the police may be summoned. Incidents involving firearms and/or drugs must be reported to the RCMP. The student will be under the supervision of school authorities until such time as the appropriate action is taken.
- e. A copy of this policy is to be posted on the school bulletin board and included the Student Handbook.

Adopted: October 11/90
Revised: November 24/94