



**John Pritchard School  
2024 - 2025**

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## JOHN PRITCHARD SCHOOL MISSION STATEMENT

We believe that John Pritchard School, as part of the community, fosters the development of individuals to their potential as life-long learners and as responsible members of society; and promotes their sense of emotional and physical well-being, their self-discipline and their acquisition of academic and real-life skills in a caring, positive environment.

### ***UNESCO Associated School***

Students at John Pritchard School are not “waiting on the world to change” we are learning to “be the change!”

As an Associated School we focus on four main themes of study:

- World Concerns and the United Nations system
- Human Rights and Democracy
- Intercultural Learning
- Environmental Issues

## MESSAGE TO THE PARENTS

The following information is important for students and their parents. Please review this material with your son/daughter so that everyone has a common understanding of John Pritchard’s programs, policies, and expectations. Please sign the form indicating that you have reviewed the information and return it to the homeroom teacher by **Friday, September 13<sup>th</sup>**.

## STUDENT EXPECTATIONS

### **Dress Code**

Students must learn to exercise good judgment in their appearance and manner of dress in school. Hence, the school requires that student dress must be appropriate and conducive to a learning environment. Clothing and jewelry must be such that it reflects the values of a positive lifestyle and is free from words or pictures which may be regarded as offensive to others. The following will not be allowed at school:

- clothing advertising alcohol products or referring to illegal substances
- clothing with inappropriate language or offensive material
- clothing which is too brief or revealing

Students are asked to store all jackets and weather-related clothing in their lockers.

The River East Transcona School Division Policy ‘JICA – Student Dress Code’ supports these guidelines.

### **Cell Phone Policy**

The Province of Manitoba announced in August a province-wide cell-phone policy in all schools in Manitoba. The division is currently in the process of finalizing the divisional policy. Specifics to this policy will be communicated with parents shortly.

The River East Transcona School Division will assume no responsibility in any circumstance for the loss, destruction, damage or theft of any electronic communication device or for any communication bill associated with the unauthorized use of such devices.

### **Attendance**

The requirement for full attendance up to the age of 18 is established by the Public Schools Act of Manitoba. Students are expected to attend regularly and punctually.

**Absences:** When a student is absent, a parent or guardian must contact the school to indicate that the student will be absent and to provide a reason for the absence. A message may be left on the school’s answering machine by calling 204-339-1984 prior to 8:00 a.m.

John Pritchard has a callback system. In the case of an absence which has not been excused by a call or note to the office, parents will be contacted either at home or at work. In addition, students are not permitted to be absent from a class or outside the school during class time without permission from a teacher.

**Lates:** Students who arrive late after homeroom period must check into the office to have their attendance record updated.

**Leave of Absence:** Students requesting special consideration to leave school during regular hours (medical, dental, etc.) must provide a note from the parent and check out through the school office. Parents are encouraged to make appointments on in-service or administration days whenever possible.

**Attendance at School–Wide/Grade Level Events:** Throughout the year, several grade level or school–wide events will be held. These events provide alternate ways of meeting curricular outcomes and are considered regular school days. Please be aware that it is expected that all students be in attendance. Parent support is expected and appreciated. Students absent on these days may be given an assignment related to the event to ensure that curricular outcomes are met.

Additionally, there will be times when groups of students will be absent from school for optional programs, such as Band Trips or track and field. Please note that all other students are required to be at school.

**Lockers:** Students will be given a locker to use for weather related clothing and lunch kits. Students will continue to use backpacks for school supplies and class related items needed during instructional time. Band students will be encouraged to drop off their instruments in the band room in the morning before announcements.

## Lunch Time Expectations & Guidelines

Please note the following changes in JP's lunch time and expectations:

Lunch is from 11:20 a.m. - 12:10 p.m.

Grade K-5 students:

- Students will eat first from **11:20-11:45** in their classrooms, and then head outside to the playground from **11:45-12:10**. Students who normally go home for lunch may continue to do so and are asked to return no earlier than **12:05**. Students must be in their homeroom by 12:10.

Grade 6-8 students:

- Students will head outside to the playground from **11:20-11:45**, and then head inside to eat **11:45-12:10** in their classrooms. Students who wish to remain outside at this time will be directed to the front of the school as Early Years students will be playing in the back at this time. Students who normally go home for lunch may continue to do so and are asked to return no earlier than **12:05**. Students must be in their homeroom by 12:10.
- Students may eat inside in their own homeroom classroom, outside in the front courtyard (warmer weather) or off school property at a local establishment if they have parental permission to do so. Please have a conversation with your child about your expectations during lunchtime.

**Skateboards/Scooters:** These items are not allowed on school property due to safety and storage concerns.

**Fragrance Sensitivities:** Students and staff have been, and will be, on a yearly basis, asked to be respectful of those individuals that are sensitive to certain fragrances. Colognes and perfumes (or other scents) that are very strong smelling can be overpowering to some individuals. Allergic reactions are not uncommon. Both students and staff are requested to minimize or eliminate the use of fragrances in school.

**Health Concerns and Medication:** Please inform the school of important student health concerns (diabetes, life threatening allergies, asthma, medicine needs, etc.). Divisional authorization forms, health care plans and emergency plans are used to address student needs. Many students in the school have life threatening allergies to a variety of common food items, in particular peanut butter and nut products. We ask parent and student cooperation in creating a reduced risk environment for these students by not bringing these items to school.

## COMMUNICATION

### Parent-Teacher Student-Led Conferences

These conferences are conducted two times per year. You will be contacted to arrange conference times.

### Email

We are relying on email to communicate with parents. This saves on paper, is immediate, and is more reliable than sending paper home in a backpack.

A weekly email will be sent to parents **each Friday**. Please ensure that we always have your current email address/addresses on file. If your email address changes, please send an email from your new address to [jp@retsd.mb.ca](mailto:jp@retsd.mb.ca), indicating which email address you wish to delete, to be replaced with the sending email address.

### Website

This makes the site an excellent communication tool. Calendar, Announcements, News, Documents and Forms. To access the website, go to: <https://www.retsd.mb.ca/jp>

## REPORTING

The school year is divided into three terms with a formal reporting period at the end of each term. A report card is sent home at the completion of each term. Student progress is expressed on a scale for K to Grade 6, a combination of scale and percentage in Grade 7 & 8. Parent-Student-Teacher conferences are conducted in October and March. Students are expected to attend conferences with their parents.

## CODE OF CONDUCT

*The River East Transcona School Division has adopted a Divisional Code of Conduct consistent with the Safe Schools Charter. Its purpose is to promote a healthy school culture where high levels of achievement occur within a positive school environment. The Code of Conduct serves as fair notice that incidents of threat to self-harm or to harm others will be actively investigated. Because of the serious nature of such incidents, the investigation will continue even if the parent/ guardian cannot immediately be contacted. Continued efforts will be made to contact the parent/guardian.*

The Code of Conduct in its' entirety can be viewed on the divisional website at [www.retsd.mb.ca](http://www.retsd.mb.ca)

At John Pritchard students are taught the behaviours of our matrix. The focus is on safe, responsible and respectful behavior. Students are expected to be familiar with our matrix's expectations and demonstrate them appropriately in all situations.

## FREEDOM FROM AGGRESSION

Students who threaten the well-being of other students will be dealt with under the guidelines of the River East Transcona Safe Schools Policy. There will be no tolerance for behaviour which is of a bullying, intimidating or assaultive nature.

The school's policy describes bullying as the assertion of power through physical, psychological, emotional and/or social aggression. Disciplining bully-behaviour will range from speaking with and warning the offender for first or less serious incidents, to suspensions for repeated or more serious offences.

## ILLEGAL SUBSTANCE USE

The RETSD has adopted a strict policy regarding illegal substances. Violation of this policy will result in suspension or expulsion from the school or division.

### **Alcohol and Other Drug Use By Students**

The use or possession of alcohol and/or any other drug prior to or at school or any school-sponsored activity is prohibited. Please see RETSD divisional policy JICH, JICH-E, JKD for more information.

The following substances are included:

- alcohol
- restricted drugs (misused prescription or over the counter drugs, including steroids)
- illegal drugs (including steroids);
- pills or other substances which are misrepresented and sold or distributed as restricted or illegal drugs
- products misused for the purpose of mind-altering affect (aerosols, solvents).

The following actions are included in this policy:

- attempting to secure or purchase
- using or having used
- possessing
- intending or attempting to sell or distribute
- selling or distributing
- being knowingly present when used, possessed or consumed
- possession of paraphernalia

# John Pritchard Student Handbook

Please visit our website to review the handbook with your child.

I acknowledge that I have reviewed the information outlined in the John Pritchard Student Handbook.

Parent/Guardian Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Student Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_