



John Pritchard School
2025 - 2026

Mr. S. Osiowy - Principal
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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.

John Pritchard School is a 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 GUARDIAN(S) / CAREGIVER(S)

The following information is important for students and their guardians/caregivers. Please review this material with your son/daughter so that everyone has a common understanding of John Pritchard’s programs, policies, and expectations.

STUDENT EXPECTATIONS

Dress Code:

John Pritchard School adheres to RETSD’s Student Dress Code Policy (JICA).

To view this policy in its entirety please click the following link: [Student Dress Code - JICA](#)

Students are expected to store jackets and weather-appropriate clothing in their assigned lockers.

Cell Phone Policy:

The Province of Manitoba announced in August 2024 a province-wide cell-phone policy in all schools in Manitoba.

For students in kindergarten to grade eight, personal electronic devices are not permitted for use during school hours, including lunch and breaks.

Exceptions may be made for medical or learning needs outlined in a student-specific plan.

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.

To view this policy in its entirety please click the following links: [Student Use of Student Supplied Personal Electronic Devices - JICJ](#) and [Student Use of Student Supplied Personal Electronic Devices Procedure \(JICJ-R\)](#)

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 requiring dismissal for appointments must present a note from a parent or guardian and sign out at 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 AND GUIDELINES

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

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

Grade K-5 students:

Students will eat first from **11:20-11:50** in their classrooms, then go outside to the playground from **11:50-12:20**.

Students who normally go home for lunch are asked to return no earlier than **12:15**. Students must be in their homeroom by 12:20.

Grade 6-8 students:

Students will eat first from **11:20-11:50** in their classrooms, then go outside to the playground from **11:50-12:20**. Students who go home for lunch are asked to return no earlier than **12:15**. Students must be in their homeroom by 12:20.

All students are encouraged to remain on school property during the lunchtime, however with parent permission students may leave school property. Students visiting a local establishment should only do so if they are purchasing lunch. Students may eat inside in their own homeroom classroom, or outside in the front courtyard when weather permits. Please have a conversation with your child about your expectations during lunchtime.

Skateboards/Scooters:

Skateboards and scooters are prohibited on school grounds due to safety and storage limitations.

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:

Email is our primary method of communication with families, offering a timely and environmentally friendly alternative to paper notices.

An 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, indicating which email address you wish to delete, to be replaced with the sending email address.

Website:

We utilize our website to provide information such as announcements, a calendar, news, documents, and forms. To access the website, please 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 November and March. Students are expected to attend conferences with their parent/guardian.

CODE OF CONDUCT

The River East Transcona School Division is committed to providing a safe, caring, and inclusive learning environment. All students, staff, and parents/guardians are expected to treat others with dignity and respect, support positive behaviour, and work together to resolve conflicts peacefully. The Code of Conduct serves as fair notice that incidents of threat of harm to self or others will be taken seriously and 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.

Key Expectations:

- Students must be respectful, cooperative, and follow school rules.
- Staff will foster a safe and inclusive classroom environment.
- Parents/Guardians are encouraged to communicate with school staff and support their child's learning and behaviour.

Unacceptable Behaviours Include (but are not limited to):

- Bullying and cyberbullying
- Discrimination and harassment
- Substance use or possession
- Violence or threats
- Inappropriate use of technology

Interventions & Consequences: Responses to behaviour may include teaching or reteaching behaviour, suspensions, or referrals to support services or external agencies. All decisions about intervention and support for student behaviour are made based on severity and student needs. John Pritchard School recognizes that student behaviour is diverse and requires understanding of its underlying causes. In response, we provide purposeful support, interventions, and engage in restorative practices.

The Code of Conduct can be viewed by clicking on the following link: [Code of Conduct](#)

Parents/guardians may appeal disciplinary decisions through a structured process that can be followed by accessing the following links:

- [Concern Protocol](#)
- [Concern Protocol \(KE\)](#)
- [Concerns and Complaints Procedures \(KE-R\)](#)

ALCOHOL AND OTHER DRUG USE BY STUDENTS

To support student health and safety, the division enforces a comprehensive policy addressing alcohol and drug use.

To view this policy in its entirety please follow the link: [Alcohol and Other Drug Use by Students - JICH](#)

Additionally, John Pritchard School is a smoke-free environment. Smoking and/or the use of tobacco products, as well as the possession and/or the use of electronic vaporizer devices and related products is prohibited on all school division property, including all buildings, grounds, school division vehicles, or school sponsored events. Exceptions to this policy are made when in compliance with the divisional smudging protocol and guidelines.

To view this policy in its entirety please follow the links: [Electronic Vaporizer Device and Tobacco Use by Students - JICG](#) and [Electronic Vaporizer Devices and Tobacco - JICG-R](#)