



John Pritchard School  
2022 - 2023

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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

To be successful, students need to have a plan, be organized, manage their time well and keep home and school connected. They should have a way to keep track of their assignments. As students move through the school system, we have found that many of them have developed their own system for keeping organized. Some prefer using electronic devices while others find it easier to use a traditional calendar or agenda. For this reason, we have not purchased agendas for students in Grades 7 & 8.

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 16<sup>th</sup>**.

## STUDENT EXPECTATIONS

### DRESS CODE

Students must learn to exercise good judgment in regards to 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 making reference 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.

### STUDENT USE OF CELL PHONES AND ELECTRONIC COMMUNICATION DEVICES

In reference to Divisional Policy JICJ, the following guidelines will be addressed. The intent of this policy (JICJ) is to manage the use of electronic devices in the school to secure student safety and prevent interference with teaching and learning opportunities. It is expected that all students will comply with the following guidelines:

- All electronic communication devices must be kept out of sight and turned off while on divisional transportation, during school programs/presentations and in the classroom except when used with the prior permission of the teacher/school for educational/organizational purposes as directed by the teacher/school.
- **Cell phones & earbuds** are not to be visible in the hallways or classrooms during instructional times.
- Students are not permitted to take photos without teacher direction and permission of the subject(s) of the photo. Photos are not to be posted to social media.
- Electronic communication devices are not permitted in the washrooms and/or changerooms in the school.
- Students are not to send/receive phone calls or send/receive text messages within the school building. The office phone is always available to students for emergency purposes.
- Unauthorized use of these devices disrupts the instructional program and distracts from the learning environment.
- The school will assume no responsibility for lost, stolen or damaged electronic communication devices.
- School officials may confiscate electronic communication devices from students if they are used for unauthorized purposes or at unauthorized times.
- Repeated unauthorized use may lead to further disciplinary action as determined by the school.

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 must check into the office and receive a late slip to present to the teacher.

**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, a number of grade level or school-wide events will be held. These events provide alternate ways of meeting curricular outcomes and are considered to be regular school days. Please be aware that it is expected that all students be in attendance. Parent support is expected and appreciated. Students who are absent on these days may be provided with 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**

All students remaining at school for lunch must behave in a respectful, responsible manner or their lunch privileges will be denied.

1. Lunch is from 11:20 a.m. - 12:10 p.m.
2. Grade 6-8 students:

Students who normally go home for lunch will continue to do so. Upon returning to school, students will follow the appropriate school guidelines for accessing the schoolyard, designated areas, and school entry. Students who stay at school for lunch will eat lunch in their grade-level lunch room. Food must not be shared, and students are to supply their own food and utensils. Microwaves will NOT be available. Outdoor times will be scheduled for each grade level.

### **Students are strongly discouraged from going off site at lunchtime and congregating at local establishments.**

Parents are encouraged to speak with their child about this important precaution. This is an important precaution for all the members of the John Pritchard community as we cannot guarantee that students will remain within their cohorts if they leave the property.

- Clubs and activities begin at 11:45 so please send a bag lunch on these days.
- If students choose to go outside for lunch at 11:20 it is the expectation that they will remain outside for the duration until the 12:10 bell. Students will not be permitted to go to buy a lunch and return to the school.

**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 in order to arrange conference times.

### **Email**

We are relying more and more on e-mail 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 e-mail 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 e-mail 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 the expectations of our matrix and to 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 – Documents & forms  
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 \_\_\_\_\_