

# École Regent Park

Excellence Responsabilité Participation Service



Nom : \_\_\_\_\_

Classe : \_\_\_\_\_

**Style Definition:** Body Text 2: Justified, Indent: Left: 0 cm, First line: 0.76 cm

# École Regent Park

## Agenda de l'élève 2024-2025

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Cet agenda appartient à :

Nom \_\_\_\_\_

Adresse \_\_\_\_\_

Ville \_\_\_\_\_ Code Postal \_\_\_\_\_

Téléphone \_\_\_\_\_ No. de la salle titulaire \_\_\_\_\_

I/We have reviewed the School Agenda and discussed the content with my/our child.  
We support the division and school's policies; including the "ÉRP School-Wide  
Guidelines for Success" and École Regent Park's "Behaviour Matrix".

Date: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Student's Signature



## **MESSAGE DE BIENVENUE**

Le personnel de l'École Regent Park vous souhaite la bienvenue pour la rentrée. Cet agenda a été préparé spécialement pour favoriser une meilleure organisation de votre vie scolaire.

Cette année, les membres du personnel, en collaboration avec les élèves et leurs parents, continueront à promouvoir un environnement sûr et propice à l'apprentissage en offrant des programmes académiques de qualité supérieure, une technologie de pointe, des outils d'évaluation pertinents et un engagement à respecter notre **Code de vie**.

Nous souhaitons le succès à tous!

Le personnel de l'École Regent Park

## **MESSAGE TO PARENTS AND STUDENTS**

The staff at École Regent Park welcomes students and parents to a new school year. We hope that this agenda will be a useful tool in organizing your school activities and in the communication between home and school.

This year, students, staff and parents will continue working together to further promote a supportive and safe learning environment through quality instruction, advanced technology, refined assessment and reporting tools, as well as a continued commitment in following our "School-Wide Matrix for Success".

We wish all our students a successful and rewarding year!

*The staff of École Regent Park*

## **USE OF STUDENT AGENDA**

The following grade-specific practices are in place to provide age-appropriate levels of use that will lead students to responsible and independent use of their agendas over time:

**Grades 2 to 6:** Teachers provide guidance and time at the end of each school day for students to write their homework in their agenda. Once the students have jotted down the necessary items, the teacher verifies and initials each student's agenda, and may choose to add a personal note to parents in any given child's agenda. Parents are asked to initial the agenda upon verifying that all homework has been completed. Parents are also invited to use the agenda to communicate brief items of information to their child's teacher that pertain to homework issues, appointments, etc. The teacher checks the agendas the next morning.

**Grades 7 and 8:** These grades work from digital and online platforms. Subject area teachers place assignments and important dates in an online document. At the end of the day, teachers allow students time to enter assignments into their digital calendar, or to write down their assignments on paper. Initialing of the agenda by the teacher and parents is not a daily requirement for grade 7 and 8 students, but teachers conduct weekly random verifications of the student's digital calendar. Parents can also be proactive by asking their child to see his/her calendar regularly to monitor its use.

## **ARRIVALS AND DEPARTURES**

Our morning begins at 8:45a.m. for the grades 2 to 5, and at 8:50am for grades 6-8. Outdoor supervision is provided at 8:30am; therefore, we ask that you drop your child off from 8:35 a.m. on. At the end of the day, grade 2,3,4 & 5 students leave the building at 3:20pm, and grades 6, 7 & 8 are dismissed at 3:25pm. If your child will be waiting a lengthy period of time before being picked up, please advise the school office.



There is no student drop-off or pick-up in the staff parking lots. This is a very unsafe area and is closed to parental traffic.



# Horaire du cycle scolaire 2024-25

8h50 	Jour 1	Jour 2	Jour 3	Jour 4	Jour 5	Jour 6
9h00 - 9h05	Hymne national/Annonces	Hymne national/Annonces	Hymne national/Annonces	Hymne national/Annonces	Hymne national/Annonces	Hymne national/Annonces
<b>1</b> 9h05 - 9h40						
<b>2</b> 9h40 - 10h15						
<b>10h15-10h30</b>						
<b>3</b> 10h30 - 11h10						
<b>4</b> 11h10 - 11h50						
<b>11h50-12h15- Diner</b> <b>12h15-12h40- Recrée</b>						
12h40 - 12h50	DEAR	DEAR	DEAR	DEAR	DEAR	DEAR
<b>5</b> 12h50 - 1h25						
<b>6</b> 1h25 - 2h00						
<b>2h00-2h15</b>						
<b>7</b> 2h15 - 2h50						
<b>8</b> 2h50 - 3h25						
<b>EY</b>	<b>2<sup>e</sup>, 3<sup>e</sup>, 4<sup>e</sup>, 5<sup>e</sup> années</b>					

## Horaire du cycle scolaire 2024-2025 – Gr. 6, 7 & 8

	8h50 →	Jour 1	Jour 2	Jour 3	Jour 4	Jour 5	Jour 6
	9h00 - 9h05	Hymne national/Annonces	Hymne national/Annonces	Hymne national/Annonces	Hymne national/Annonces	Hymne national/Annonces	Hymne national/Annonces
<b>1</b>	9h05 - 9h55						
<b>2</b>	9h55 - 10h45						
<b>10h45 - 10h55 → Récréation ( grades 6 only)</b>							
<b>3</b>	10h55 - 11h45						
<b>11h45 - 12h35 → DÎNER Lunch Time</b>							
	12h35—12h45	Mindful minutes	Mindful minutes	Mindful minutes	Mindful minutes	Mindful minutes	Mindful minutes
<b>4</b>	12h45 - 1h35						
<b>5</b>	1h35 - 2h25						
<b>2h25 - 2h35 → Récréation ( grade 6 only)</b>							
<b>6</b>	2h35 - 3h25						

# À L'ÉCOLE REGENT PARK

Respect de <b>SOI</b>	Respect des <b>AUTRES</b>	Respect de la <b>PROPRIÉTÉ</b>
Je m'engage dans mes études et à parler français	Je suis positif et inclusif 	Je garde l'environnement propre

# À L'ÉCOLE REGENT PARK

Respect de

**SOI**

Je m'engage  
dans mes  
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**AUTRES**

Je suis positif et  
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Respect de la

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propre



# DIGITAL CITIZENSHIP

	Respect of <b>SELF</b>	Respect of <b>OTHERS</b>	Respect of <b>PROPERTY</b>
<b>EQUIPMENT</b>	<p>My personal device is stored in the appropriate manner as directed by the teacher.</p> <p>I use my personal device only as instructed and with permission.</p>	<p>I consider others by logging out, shutting down, charging and/or putting away technology when I am done with it.</p> <p>I ask permission before using the equipment of others.</p>	<p>I keep food and water away from technology and use equipment with care.</p> <p>I report any damage immediately.</p> <p>I maintain default settings.</p>
<b>USAGE</b>	<p>I model good digital citizenship by using only apps, programs or websites that have been approved by the teacher.</p>	<p>I use technology as directed by the teacher and avoid distracting others (messaging, social media, calling, etc.)</p>	<p>I handle and transport technology (computers, tablets, etc.) carefully and calmly.</p>
<b>PRIVACY</b>	<p>I keep my personal information private (passwords, login information, etc.)</p>	<p>I ask permission before sharing information or posting pictures or videos of others.</p>	<p>I only access my own network and files.</p>
<b>SAFETY</b>	<p>I use social media with regard for my personal safety and future.</p> <p>I consider the affect my posts have on myself, my family, friends, and future employers.</p>	<p>I use social media and technology to empower others. My posts are positive and inclusive in nature.</p> <p>I THINK before posting (True, Helpful, Inspiring, Necessary, Kind)</p>	<p>I choose appropriate apps and sites when working independently.</p>



## **GENERAL INFORMATION AT ERP**

1. All students, professional staff, support staff, and visitors are expected to contribute to a safe and positive learning/working environment for all at École Regent Park.
2. When an adult observes a student not observing the respectful behaviours outlined in any of the Guideline categories, the adult will approach the student.
3. The adult intervening with a student will revisit the expectations. An online referral will be submitted and sent to homeroom teacher as well as administration.
4. The homeroom teacher will be responsible for the follow-up of each student's first two infractions.
5. The teacher's follow-up and decisions regarding logical and natural consequences will be designed to help students realize the importance of each of the School-Wide Guidelines for Success.
6. Upon a third infraction by a student, the homeroom teacher will submit all documentation concerning the student's three infractions to the administration.
7. The Principal and/or Vice-Principal will enter into the process of consultation, collaboration, planning and decisions concerning consequences. (The student, parent(s) and other resource personnel may be involved in this process.)
8. Any failure to follow the category: Respect for Divisional Policies (smoking, drugs, alcohol, and Divisional Code of Conduct) will be reported immediately to the administration. Parents will receive a phone call and/or written communication regarding the major infraction. A "Notice of Suspension" report may be put in place.

## **LUNCH HOUR GUIDELINES FOR SUCCESS (grades 6, 7 & 8)**

### **Respect for self**

We use appropriate language, volume and tone voice.

### **Respect for others**

We listen and follow the directions of supervisors

### **Respect for school/personal property**

We respect the personal space of others by remaining seated and keeping our classroom a clean and safe environment.

## **Respect for school rules/policies**

### **2-tiered lunch hour:**

11:50 to 12:15pm.

- Grades 2 to 5: All students eat in their homeroom

11:50 to 12:10pm.

- Grades 6, 7 & 8 all students must proceed to their noon hour activity/club or go outside and remain outside until the bell rings (or leadership duties)

12:15m to 12:40pm

- Grades 2 to 5 all students must proceed to their noon hour activity/club or go outside and remain outside until the bell rings.

12:10m to 12:35pm

- Grades 6, 7 & 8 All students eat in their homeroom (or leadership duties)

In the case of indoor recess, we respect the list of acceptable indoor activities posted in each classroom.

### **Respect for divisional policies**

Throughout the eating period and the activity period we respect the division's policies on:

- Divisional Code of Conduct
- Drug/Alcohol Abuse

## **USER PAY LUNCH PROGRAM (Grades 2 to 5)**

Starting this year, ERP will have a User-pay lunch program for all students in grades 2 to 5 who wish to stay at school for the lunch hour.

Please see registration forms and policies regarding this program.

## **LEAVING THE SCHOOL GROUNDS DURING THE LUNCH HOUR (Grades 6, 7 & 8)**

All students who do not go home for lunch on a daily basis are expected to eat in their classroom, at their assigned seat. They are also expected to remain on the school grounds throughout the lunch hour (11:45 a.m. - 12:35 p.m.).

This enables school staff to ensure the safety and security of all students under our supervision.

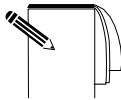
Parents may grant permission to their child in grades 6-8 to leave the school grounds by sending a signed, dated note for each school day where permission is granted.



**Parents** are encouraged to grant this permission when a student will be leaving the school/grounds for the entire lunch period, and where there will be some form of adult supervision. Ex: **meeting a parent at a local restaurant or eating at a friend's house where a parent will be present.**

**Parents** accept the responsibility for their child's activities/actions during their off-grounds lunch period.

**Students** must obtain a dated, signed note from their parents for each day that they leave the school grounds.



**Notes granting weekly or monthly permission to leave the school grounds will not be accepted.**

**Students** must show this note to their homeroom teacher before the lunch hour so that the teacher may sign the note, **then the students checks-out at the office prior to leaving the building.**

**Students** must return to school on time. The end of noon hour bell rings at 12:35 p.m.



**Students** may return to the school grounds before 12:35 p.m. but may not leave more than once.

**Note:** For grade 6, 7 & 8 students who take the bus to and from Arthur Day for Industrial Arts: **the school requires a signed and dated note or a phone call from parents in the morning** if students are not returning directly to ERP on the school bus for the lunch hour.

### **ASSESSMENT AND REPORTING PROCEDURES**

Evaluation of student achievement focuses on performance and on all dimensions of student growth. Emphasis is placed on positive progression, individual uniqueness of students, clear observable correlation between evaluation and the stated teaching and learning objectives and ongoing feedback to students.



**Evidence of student learning is collected through:**

**Products, Observations and Conversations.**

Three student progress reports will be available on the Parent Portal. In addition to the three reports, parents will also have the opportunity to celebrate student success during student conferences held in November, and a Learning Expo held in March.

### **THE PROGRAM**

The long-term objectives, covered in each of the content areas in the French Immersion Program, parallel the objectives found in the English Program.

The course of study shall be in accordance with the following:



#### **SUBJECT**                      **# OF PERIODS PER 6 DAY CYCLE**

	<b><u>Gr 2/3/4/5</u></b>	<b><u>Gr 6/7/8</u></b>
Français	9	6
Language Arts	9	6
Mathematics	9	6
Social Studies	5	4
Science	5	4
Phys. Ed/Health	5	4
Music/choral	3	-
Band/Art	2(art)	3
Industrial Arts		3

### **INDUSTRIAL ARTS / HOME ECONOMICS**

All year, grade 6, 7 and 8 students will take Home Economics and Industrial Arts. Students will have exposure to 3 different courses throughout the year: Clothing, Woodworking or Manufacturing at Arthur Day. ERP will host in-house Outdoor Ed(Gr6), Graphic Communications and Foods and Nutrition to be taught in French. The information will be shared with students by their homeroom teacher on the first day of school. Students in grade 6, 7 and 8 students attend 1½ day per cycle. This is the first year that ERP will have our very own Foods and Nutrition Lab!

## PHYSICAL EDUCATION

### **ERP has a new gym!!!**

Physical Education is compulsory for all students from grades 2 to 8. The program is based primarily on participation and general health concepts in order to answer the physical and socio-emotional needs of our students. Any student unable to participate in Physical Education due to medical reasons must have a parent's note or medical certificate stating the reasons for non-participation.

For grades 2 to 5 students, proper attire consists of running shoes. Students need to be prepared to have phys ed classes outdoors at any time of the year. Students in grades 6, 7 & 8 are asked to change for phys ed – t-shirt, shorts, running shoes and deodorant.

**N.B.:** Any money, electronic devices, jewelry, or other valuables should be left at home on Physical Education days. **THEY SHOULD NEVER BE LEFT IN THE CHANGE ROOMS. THE SCHOOL DOES NOT TAKE RESPONSIBILITY FOR LOST OR STOLEN ARTICLES.**

## MUSIC- BAND

École Regent Park offers music programming for the grades 2 to 5 students. Beginning in grade 6 they will begin to explore the band program.



All students in grade 2,3,4, 5 and 6 participate in music or band classes three times a cycle. In grade 7 and 8, students are asked to specialize in either band or art/drama.

Grade 6 students begin their year with an exploration of the four core band instruments: flute, clarinet, trumpet, and trombone. In December, they select an instrument to specialize and usually stay on that instrument until the end of their time in band. All students in grades 6-8 are presented with many different opportunities such as festivals, camps, clinics, and workshops to help students become well-rounded musicians.

Students in grade 7 and 8 may also participate in jazz band which rehearse over the lunch hour or before school. These ensembles perform at different school events as well as participate in other festivals.

## CREATIVE ART and DRAMATIC ART

Art classes are designed to expose students to a variety of media including digital art, drawing, painting, print making, and others. In grades 2 to 6, Art is integrated into the core subject areas. This will expose students to a variety of media including drawing, painting, sculpting, etc... In grades 7 and 8, Creative, Digital and Dramatic Arts are offered as an alternative to Band. The goal of the Creative Arts and Dramatic Arts program is to allow students to discover ways to express themselves and understand the world around them by developing skills in awareness, production, and appreciation.



## LITERACY WITH INFORMATION & COMMUNICATION TECHNOLOGY

Technology is integrated into all curriculum areas. We currently have 2 computer labs and a variety of laptops and iPads in the Library and iPads in grades 6-8 classrooms. A divisional computer policy is in place. The purpose of this policy is to ensure that our technological resources are used appropriately.

## RESOURCE/GUIDANCE

Parents and schools are important partners who share the responsibility of helping children to develop their strengths in order to meet life's many demands. These demands frequently create a variety of challenges. Guidance and academic services are available to students, parents and school personnel for discussion and prevention of such obstacles. School personnel can often be of assistance to students in a variety of ways. Please contact the school directly for further information.



## MICROSOFT TEAMS and online platforms

Teachers will continue to use Microsoft Teams within their classroom structures to assist with communication and collaboration as needed. Microsoft Teams

## **GENERAL INFORMATION FOR STUDENTS**

### **ABSENTEEISM**

If a student is absent from school, we request that parents advise us by:

- i) calling before school starts
- ii) leaving a message on the school's answering machine if necessary
- iii) sending a note in advance to the homeroom teacher.

This saves a lot of time and is greatly appreciated by the office personnel. A follow-up will be conducted if necessary.

The school is responsible to monitor student attendance. If we observe chronic absenteeism (10%) we will communicate with families to support where possible.

Students who are absent from a class for any reason have the responsibility to communicate with their teachers in order to catch up on all work missed.

Parents are asked to communicate with their child's teacher and/or the administration in the event of regular absences for medical reasons.

**Please note that days during which there are field trips or special activities are considered regular school days.**

### **LEAVING SCHOOL FOR EXTENDED PERIODS OF TIME**

If a student is absent during the year for an extended period, the school should be notified and informed of the reason for the absence and the expected duration of the absence.

It is the student's and parents' responsibility to ensure that all work missed is made up upon returning. Special arrangements may be possible when a student misses an extended period of time due to illness. Students should make every effort to try and do as much work as possible during their absence. Students will also have the ability to maintain contact through Microsoft Teams. Please contact your child's homeroom teacher as early as possible.

### **LATENESS**

Students who arrive late for the morning or afternoon classes must report to the office to obtain a late slip.

### **ILLNESS**

If students become ill during a class, they should immediately report such illness to the teacher in charge of the class and will be directed to the office. Parents may be called, and arrangements made with them to take care of their child.



### **ARRIVING AND LEAVING THE SCHOOL GROUNDS**

Parents are asked to ensure that children who walk to school do not arrive on school grounds much before 8:45 a.m. Students traveling by school bus will not leave the school grounds between the time of their arrival in the morning and the time their bus picks them up at the end of the school day. Under no circumstances will students leave the school grounds during class time without parental authorization.

### **ENTERING THE SCHOOL**

Students must remain outside in the morning until 8:45 a.m. Students are allowed to enter the building if they need to use the washrooms or in cases of extreme weather.

### **WIND CHILL**

Children are expected to be properly dressed for changing weather conditions. Unless wind chill warnings are announced, students stay outside in the morning and at recesses.



The staff at École Regent Park will use the following as a guideline: When there is a wind chill between  $-24^{\circ}\text{C}$  to  $-27^{\circ}\text{C}$ , outdoor lunch recess will be reduced. When there is a wind chill colder than  $-27^{\circ}\text{C}$ , students can enter the building upon arrival and all outdoor recesses will be cancelled.

### **DRESS CODE**

Clothing at school should be work appropriate. Good judgment should be used by students in wearing appropriate attire for changing weather conditions. It is expected that students remove outerwear upon entering the school.

T-shirts bearing inappropriate language or illustrations will not be accepted.

In a case where inappropriate clothing is worn to school, staff members will speak to the student and may request that they change.

## **DRUG AND ALCOHOL ABUSE**

Drug and alcohol use by students is illegal. Moreover, the use of drugs and alcohol is deemed to be harmful not only to the user but also to those around them. Therefore, the use or possession of illicit drugs or alcohol in or on school property or at any school-sponsored event is strictly prohibited.

Therefore:

- 1) The principal will notify the parents of a student who is found to be in possession or under the influence of unauthorized drugs. The principal is required to impose school disciplinary measures independently of court action.
- 2) The principal will notify the parents of any student who is suspected as being a user of unauthorized drugs.
- 3) The principal will notify the Superintendent immediately of any drug abuse incident.

## **ELECTRONIC VAPORIZER DEVICES AND TOBACCO USE**

Use and sale of electronic vaporizer devices and related products are not permitted on River East Transcona School Division property or at a school related activity or function. Further, the use and sale of tobacco or tobacco products are not permitted on River East Transcona School Division property or at a school related activity or function.

## **SUSPENSIONS and RESTITUTION**

Reasons for suspension-restitution may include but are not limited to the following:

- verbal or physical aggression
- harassment
- lack of respect toward others
- non-compliance
- vandalism

Extremely serious incidents and/or an accumulation of incidents may result in a referral to the divisional re-entry consultant.

Students who are suspended from school are automatically excluded from extra-curricular activities during the suspension period.

Assignments prepared for students who are suspended must be completed and returned following the suspension.

Students are ultimately responsible for assignments, tests, etc. missed during the suspension period.

## **Bicycles, Skateboards and scooters**

Bicycle racks are set up in the front school yard. Bicycles must be locked, and skateboards /scooters stored in the office. The school will not be responsible for stolen or damaged bicycles/skateboards/ scooters. Students are expected to respect the property of others and of the school. Therefore, bicycles / skateboards/ scooters are not to be ridden during break and lunch time, either in or around the school grounds.



## **CONCERN PROTOCOL**

We will always try to make the learning experience for our students a positive, safe and happy one. However, if you have a concern or an issue, please do not hesitate to contact the school. Open communication is important between home and school to us.

- 1) Contact the person most directly involved; the classroom teacher. If you must leave a message, please provide a day and an evening phone number where they can reach you.
- 2) If talking to the teacher does not resolve the issue, talk to the principal.
- 3) If you have talked to the principal and the issue has not been resolved over a period of time, contact the superintendent's department at 204-667-7130 or email at [communications@retsd.mb.ca](mailto:communications@retsd.mb.ca).
- 4) If you do not agree with superintendent's decision, please place your concern in writing to the Board of Trustees.

## **MOBILE ELECTRONIC DEVICES**

All electronic communication devices must be kept out of sight and turned off during instructional time except when used with the prior permission of the teacher/school for the purposes as directed by the teacher/school. Unauthorized use of these devices disrupts the instructional program and distracts from the learning environment.



It is expected that communication during the school day will occur through the school office or as directed by school policy.

The use of electronic communication devices to invade personal privacy or contribute to behaviour that is injurious to another will be addressed through the divisional Code of Conduct.

School officials, including classroom teachers, 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 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. Students and families are responsible for locating such lost or stolen items.

### **ADMINISTRATION OF MEDICINE**

The divisional policy on Administration of Prescribed Medications prohibits staff from administering to a student any prescription or over the counter medication without the prior written and dated authorization of the parent, guardian, and the physician prescribing the medication. This authorization must stipulate the precise amount, frequency, dates and/or circumstances for the administration of each medicine to the student. Special authorization forms may be obtained at the school office. Parents are asked to consult the divisional policy or contact the school prior to sending any medication to school.



Individualized Health Care Plans will be developed for any students requiring EpiPen's, bronchodilators, and administration of oral medication for longer than 14 days.

**Please note:** If a prescription for medication should change, parents are required to complete a new authorization form for their child. Verbal authorization and handwritten notes will not be accepted.

### **LOCKS AND LOCKERS**

Lockers will be used by grade 8 students only during the 2024-2025 school year.

### **LIBRARY**

The library has a large number of books in circulation. To allow for the best use of the

facility, students have the responsibility of taking care of library books and handing them in on time. If any books are lost or vandalized, cost of a replacement book will have to be paid.

All students also have access to digital e-books and French and English resources through the school library web page and the Sora App.

### **TRANSPORTATION**

The Transportation Department sends a reminder that the interior of each bus has been designed to provide each passenger with maximum protection. The seat backs and padding provide each child with a non-hazardous environment. The Transportation Policy states that all carry-on items including musical instruments must be:

- Educationally related, and
- Able to sit securely on the pupil's lap without encroaching onto the next seat or into the aisle.

Following is a list of eligible and non-eligible items including musical instruments:



**Eligible:** Instruments with a \* must be placed under the seat. No other instruments allowed.

- Recorders
- Piccolo
- Oboe
- Flute
- B Flat Clarinet
- \*Trumpet / Cornet – slim case
- \*Trombone – narrow black case only
- \*Alto Saxophone



**Non-eligible:**

- Hockey sticks, Curling brooms
- Skis-Ski poles
- Roller blades, Snow skates
- Skateboards-Snowboards
- Or any large object such as Science Fair backboards

**Transportation for Industrial Arts for grade 6, 7 and 8 students.** During the winter months, there are possibly occasions when the divisional school busses will not be able to run, and this will have an impact on some of the Industrial Arts classes for grade 6, 7 and 8 students.

### **PROCEDURES FOR FIRE DRILLS, ALARMS, LOCKDOWNS AND HOLD AND SECURES**

In the event of a fire alarm, students are to exit the building by the assigned doors in an orderly fashion and proceed directly to their pre-

assigned meeting place. Upon arrival, students are expected to line up quietly for attendance. Students will only be permitted to re-enter the building upon authorization from the principal or person-in-charge.

The River East Transcona School Division and the Province of Manitoba require that each school have procedures in place to use in situations where students need to be kept in a safe location within the school. This is referred to as our Lockdown-Hold and Secure procedure. These procedures might be used in a variety of circumstances: a medical situation in which the hallways must be kept clear, a situation outside the building, such as a fire in the neighborhood, an unknown person in the school or any other situation the administration feels would warrant keeping the students safe in their classrooms. Lockdown- Hold and Secure drills are practiced twice a year.

School Evacuation Site:  
**St. Joseph the Worker School-** 505 Brewster Street.

2<sup>nd</sup> site of relocation:  
**Westview School –** 600 Hoka St.

Designated parent location to receive information during a Lockdown - Hold and Secure event:

**Rexall –** 1490 Plessis Rd.

## **R.E.T.S.D CODE OF CONDUCT**

### **MISSION STATEMENT**

To fulfil our purpose and in our journey toward our vision, River East Transcona School Division is committed to providing relevant, progressive educational programming and supportive services in a safe, stimulating learning environment.

### **CODE OF CONDUCT**

The purpose of the code of conduct is to promote a safe and inclusive school culture where high levels of achievement occur within a positive school environment. River East Transcona School Division believes that everyone has the right to be treated with dignity and respect. River East Transcona School Division staff, students, parents/guardians and community members will promote the development of beliefs and attitudes that foster a safe, caring and inclusive learning environment. Staff, students,

parents/guardians and community members are to behave in a respectful manner and comply with the code of conduct.

- An active student voice will be encouraged in all schools.
- Community-school initiatives will be encouraged.
- A continuum of supports and services will be utilized to address the unique academic and behavioural needs of students.
- Problem-solving and conflict management skills will be developed.
- Parents/guardians will initiate dialogue regarding their child through the classroom teacher or school administration.

### **ROLES AND RESPONSIBILITIES**

The division believes that all staff, students, and parents/guardians have a responsibility to maintain a safe, caring and inclusive environment.



#### **Principals will:**

- act as the disciplinary authority over the conduct of students while they are at school, on their way to and from school, and while being transported via school bus.
- address unacceptable student conduct including bullying, cyberbullying and abuse of another student.
- notify the parents/guardians of a student as soon as reasonably possible when it's believed that the student has been harmed as a consequence of unacceptable behaviour.

#### **Staff will:**

- provide relevant learning experiences based on the diverse needs of students.
- approach the education of students in a respectful manner.
- provide a classroom environment that is safe, caring and inclusive.
- participate in creating a positive school culture.
- communicate information about student progress, attendance and behaviour to students, parents/guardians and administration.
- respect and demonstrate consideration for other cultures.
- respect confidential information about students and staff.
- support and implement proactive and reactive intervention strategies offered through a continuum of supports and services.

#### **Students will:**

- be polite, respectful and co-operative to all people within the school community.
- develop self-discipline.
- resolve interpersonal conflicts and difficulties through discussions or by seeking assistance from school staff.
- demonstrate and support a safe, caring and inclusive school environment.
- respect that fellow students have a right to a school environment that is free from violence.
- respect school property and the personal property of others.
- dress appropriately according to the RETSD dress code policy.

**Parents/guardians will:**

- recognize the authority of the school staff to provide a safe, caring and inclusive environment.
- communicate regularly with the school staff and advocate for their child's success.
- ensure regular, punctual attendance and contact the school staff when their child is absent.
- support and work collaboratively with school staff to ensure their child's success and appropriate behaviour.
- encourage the peaceful resolution of conflict and discourage disrespectful, violent or aggressive behaviour to solve a problem.

**PROACTIVE STRATEGIES**

The teaching and learning of expected student behaviour forms the cornerstone of a proactive, preventative approach. School plans will reflect outcomes related to a positive school culture and staff and parents/guardians will encourage participation in activities that promote a safe, caring and inclusive environment.

The following are the key components in promoting a positive school climate. School staff will:

- participate in creating a positive school culture.
- implement a continuum of schoolwide behavioural supports.
- develop, maintain and strengthen their working relationships with parents/guardians, community members and organizations.
- employ active supervision.
- implement validated prevention and intervention programs.

**INTERVENTION STRATEGIES**

The division believes that effective student management teaches students appropriate behaviour and incorporates an appropriate range of consequences. The division will apply a wide

range of consequences for behaviour that interferes with safety, learning and work. Which consequences are applied will depend on the severity of the incident, the diverse needs of the student and the frequency of the behaviour. The following is a list of some options available when working with students regarding their behaviour:

**Informal interview**

School staff talk with the student to reach an agreement regarding the student's behaviour. The parents/guardians will be contacted as required.

**Parental involvement**

Contact might be made with the parents/guardians to discuss the specific behaviour of the student and steps that are necessary to change the behaviour, unless directed otherwise by police. The nature of contact could vary from a telephone conversation to a formal conference at the school with the parents/ guardians, the student and school staff.

**Formal interview**

A conference is held with the student, the school team and the parents/guardians to develop a plan for changing the student's behaviour.

**School based student services personnel involvement**

School based student services personnel may consult with divisional support staff when developing a behaviour intervention plan (BIP). Parents/guardians will be involved.

**Withdrawal from classroom setting**

The student is temporarily removed to an alternate, supervised location to complete his/her assignments when inappropriate behaviour is deemed to have a negative impact on the classroom environment.

**Removal of privileges**

The student's privileges are removed under certain circumstances. This removal can include access to the playground, library, lunchroom, or participation in extracurricular activities.

**Restitution**

The student and/or parents/guardians are required to compensate for damages caused by the student.

**Behavioural/performance contract**

In some instances, the student may be required to meet specific behavioural outcomes that are identified in a written contract. Such expectations are developed and agreed upon by the school, the



parent/guardian and the student. Such an agreement is documented, with copies provided to all concerned parties.

#### **Divisional based student services staff involvement**

Division based student services staff might become involved to assist in developing appropriate proactive and reactive approaches for unacceptable behaviour. This plan might include a level of counselling or supports for the student that is beyond the school staff's capabilities. Parental/guardian permission will be obtained for assessments and/or interventions.

#### **Outside agency involvement**

In some circumstances, the student's behaviour may involve violation of the law (e.g., drugs, theft or assault) and police involvement will be required; parents/guardians will be informed immediately of any such action unless police direct otherwise. Other circumstances may require a referral to Manitoba Child and Family Services, or other community-based programs/agencies. In all circumstances, the safety of the student and others will be the key factor for determining such action.

#### **Suspension**

Suspension is the temporary stopping of a student's right to attend school. When a student's conduct is deemed injurious to the welfare of the school or injurious to the school's educational purpose, suspension is sometimes necessary to ensure the safety of other students in the school. Suspensions are applied when other disciplinary measures have been found to be ineffective or when the student's behaviour disrupts the learning of others, endangers fellow students, teachers or school officials, or damages property.

#### **In-school suspension**

School administrators might assign a student to an in-school suspension. Teachers will provide students with appropriate work during the in-school suspension. Parents/guardians will be contacted when such action is taken.

#### **Out-of-school suspension**

The following staff may approve an out of school suspension:

- A teacher may suspend a student from class for not more than two days.
- A principal may suspend a student from school for not more than five days.
- A superintendent may suspend a student from school for no more than six weeks.

#### **Expulsion**

Expulsion is applied when a student's behaviour has been a serious danger to other students, teachers, school officials or school property, or when the behaviour has been shown to be habitual. Expulsion is a function of the board of trustees.

#### **THREAT ASSESSMENT**

The purpose of the threat assessment process is to use the best knowledge, skill and experience available to assess high-risk threatening behaviours so that appropriate interventions can be identified to protect individuals from harm and ensure a climate of safety in schools and the community.

All high-risk behaviours will be taken seriously, and high-risk students will be assessed accordingly. When a high-risk threat to self-harm or to harm others occurs, it is essential to assess safety, put in place the required interventions to ensure safety, analyze appropriate next steps and determine appropriate consequences.

No student who has posed a threat of harm to him/herself or to others will be permitted to attend school until safety is assured.

#### **APPEAL PROCESS**

River East Transcona School Division recognizes that on occasion, concerns may arise.

Parents/guardians of students may raise their concerns, or appeal decisions, as follows:

#### **APPEALS OF DISCIPLINARY DECISIONS**

Students and parents/guardians must follow the school board's established appeal process:

- a) The decision of a teacher is first to be discussed with the teacher. If the parties are unable to come up with an agreeable solution, this decision may be appealed to the principal.
- b) The decision of the principal may be appealed to the assistant superintendent.
- c) The decision of the assistant superintendent may be appealed to the superintendent.
- d) The decision of the superintendent may be appealed to the board of trustees. A letter outlining the concerns should be sent to the board of trustees in care of the board chairperson.
- e) Exceptions are suspensions in excess of five days and expulsions. In these cases, the appeal goes directly to the board of trustees. These are explained below.

## **APPEALS OF SUSPENSIONS OR EXPULSIONS**

For suspensions over five days, parents/guardians have the right to make representations to the board of trustees. The board of trustees has the authority to confirm or modify the suspension or reinstate the student.

Parents/guardians have the right to appeal a student expulsion to the board of trustees.

## **SAFE AND CARING SCHOOL ENVIRONMENT**

As citizens, we share a responsibility to work together to provide school environments where all students feel safe and respected, thereby allowing them to reach their full potential. River East Transcona School Division is committed to fostering inclusion for all people.

## **THE RETSD CODE OF CONDUCT**

Is consistent with the Safe Schools Charter of Manitoba. The Safe Schools Charter (Province of Manitoba, S.M. 2004, c. 24) sets forth guidelines that apply to students and staff regarding behaviour. Behaviours that will not be tolerated in schools and that will be dealt with immediately include but are not limited to the following:

- bullying: a behaviour that is intended to cause, or should be known to cause fear, intimidation, humiliation, distress or other forms of harm to another person's body, feelings, self-esteem, reputation, or property. It is also behaviour that is intended to create, or should be known to create, a negative school environment for another person.
- cyberbullying: bullying by means of any form of electronic communication, including social media, text messaging, instant messaging, websites, or email.
- abusing physically, sexually or psychologically, in writing, verbally or otherwise.
- inappropriate use of electronic mail, the Internet, digital cameras, cell phones, cell phones equipped with digital cameras, text messaging sent by cell phone or pager, and other personal electronic communication devices, including accessing, uploading, downloading or distributing material that the school has determined objectionable, students taking photos, video recordings, audio recordings and images of staff or students on school property without the permission of authorized school personnel.
- discriminating unreasonably on the basis of any characteristic set out in subsection 9(2) of the Manitoba Human Rights Code.

- using, possessing or being under the influence of alcohol or illicit drugs at school.
- gang involvement on school property.
- possessing a weapon as "weapon" is defined in Section 2 of Canada's Criminal Code.



## **REFERENCES**

The River East Transcona School Division Policy Manual can be viewed at:  
[www.retsd.mb.ca/yourretsd/Policies/Pages](http://www.retsd.mb.ca/yourretsd/Policies/Pages).

**This information 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 parents/guardians cannot immediately be contacted. Continued efforts will be made to contact the parents/guardians.**

**RIVER EAST TRANSCONA SCHOOL DIVISION  
BOARD OF TRUSTEES**

Name	Ward	Contact Information
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