



# JWG HANDBOOK



# John W. Gunn Middle School

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Winnipeg, MB  
R2C 2C9

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Email: [jwg@retsd.mb.ca](mailto:jwg@retsd.mb.ca)

Principal: Scott Harmacy  
Vice Principal: Derrick Pokrant  
Vice Principal: Dana Sands

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# Arriving & Leaving School

## **Arriving at school:**

Please enter/exit through your designated doors.

Grade 6: Front Entrance

Grade 7: Parking Lot Entrance

Grade 8: Madeline Entrance

## **Drop Off/Pick Up:**

To ensure the safety of all our students and staff, the use of the staff parking lot is prohibited for the drop-off or pick-up of students directly before school starts or after dismissal.

## **Late/Sick/Away:**

If your child will be absent from school or you expect them to be late for attendance, please contact the school office at (204) 958-6500 (you may leave a message at this number 24hrs a day) or email the office at [jwg@retsd.mb.ca](mailto:jwg@retsd.mb.ca).



# Arriving & Leaving School

## **Bicycle, Scooter and Skateboard Expectations:**

- All students are asked to use bicycle safety when riding their bicycles/scooters to and from school.
- All bicycles need to be locked up outside in the bike rack.
- Avoid riding your bicycles/scooters on the ramps (front and side) and in front of the school. W
- Walk your bike or scooter off school property.

Please be mindful when leaving the school grounds!



## **School Visitors:**

All visitors to John W. Gunn Middle School must report to the office.

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## Lunch Hour Expectations:

- STUDENTS WILL REMAIN IN THEIR CLASSROOMS WHILE EATING THEIR LUNCH.
- STUDENTS WILL TALK IN A REASONABLE TONE AND VOLUME.
- IF STUDENTS CHOOSE TO LEAVE (OFF SCHOOL PROPERTY) DURING THE LUNCH HOUR, THEY MAY RETURN TO THE BUILDING AT 12:25 WHEN LUNCH HOUR IS OVER.

### JWG Lunch Schedule

Grade 6

Eat (class room) 11:25 - 11:50

Outside 11:50 - 12:25

Grade 7/8

Outside 11:25 - 11:50

Eat (classroom) 11:50 - 12:25

When a student is not following classroom/school lunch expectations Administration, will implement the following policy:

- During the lunch hour, students who are not following the rules will first have a discussion with the teacher on duty. Discipline referrals will be filled out if deemed necessary.
  - Continuous misbehaviors/incidents of a more serious nature, the student will be reported to Administration. Parents may be notified of these misbehaviors .
  - Recurring cases of misbehavior will be dealt with by Administration on an individual basis and could result in loss of lunch program privileges for a specific period of time .
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# Resource

PBIS is a proactive way to improve mental health, academic success, social-emotional competence, attendance, and overall well-being.

## School Breakfast Program:

Thanks to grants from Child Nutrition Council of Manitoba and President's Choice Children's Charity , John W. Gunn breakfast choices like toast, fruit, oatmeal, yogurt and milk.

Breakfast Program starts at 8:10 a.m. and ends at 8:35 a.m. Students can enter the building when they arrive to come get what they need in the HUB. We have teacher volunteers who help make, set out food and welcome students first thing in the morning. We are so happy to be able to provide this great start to the day. On a final note, our students who partake in this program are so thankful and display excellent manners in the morning.

## PBIS:

Positive Behaviour Interventions and Supports is a school-wide approach to teaching and supporting behaviours and meeting the needs of all students. It is designed to enhance school culture and reinforce positive behaviour.

## What does PBIS look like at John W. Gunn?

At JWG we value the importance of Responsibility, Respect, and being Ready. Our wish is to create an emotionally and physically, predictable, positive, and consistent learning environment for all our students.

During the months of September and October, the expectations are being reviewed in each classroom and displayed on a classroom matrix. There are several area specific matrices posted throughout our school (hallway, gym, bathroom, library, at lunch time, in the band or art room) that are used as teaching tools and as a reminder for students to follow school-wide expectations.

### Gotcha Tickets

Acknowledging and reinforcing positive behaviour is one of the best ways to change inappropriate behaviour and encourage appropriate behaviour. At JWG, students will be recognized with a "Gotcha" ticket for meeting behaviour expectations. Throughout the year there will be draws for prizes using these tickets the students have earned.

# Division Policies

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## **Fire Drills & Lock Downs**

Our schools routinely practice fire drills and lockdown procedures. When a serious incident requires the school to go into lockdown, a letter is sent home with students after the incident, to inform parents.

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## **Parental Permissions**

To protect our students, parents must provide consent at the start of each school year to allow their child or children to appear on camera or be photographed or interviewed by the media or by division communications staff.

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## **Cell Phone Policy**

Schools with kindergarten to Grade 8 students will be personal-electronic—device-free zones during school hours and on school property.

When possible, we recommend that students leave all personal electronic devices at home.

Please note that teachers will provide additional specific guidelines regarding the use of personal electronic devices during extracurricular activities.

Students in Grades 9–12 will be able to use their personal electronic devices for instructional purposes in class when directed by a teacher, and during breaks and lunch.

Staff will model responsible personal electronic device use for students by thoughtfully limiting the use of such devices to school-related matters while in the learning environment.

Manitoba Education and Early Childhood Learning has published the following Frequently Asked Questions (FAQ) regarding the cellphone guidelines: [Guidelines for Cell Phone Use—FAQ](#)

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# Transportation

## Contact Info & Hours

RETSD Transportation Department

P: 204.669.0202

[transportation@retsd.mb.ca](mailto:transportation@retsd.mb.ca)

Dispatch hours: 6 a.m.–4:45 p.m., Monday to Friday

Office hours: 8 a.m.–4:45 p.m., Monday to Friday

## Stopfinder

We want to remind parents about our StopFinder App, which is the best way to receive your child's busing information. Please check your email for your StopFinder invitation and download the free app from Google Play or the Apple App Store. If your invitation has expired, please contact the transportation department at 204.669.0202 or [transportation@retsd.mb.ca](mailto:transportation@retsd.mb.ca) to have it resent.

The transportation department also provides these notifications on their X (Twitter) account—you can follow them at [@RETSDtransport](https://twitter.com/RETSDtransport). For those without an X (Twitter) account, these tweets are automatically posted on the "Transportation Notifications (Bus Delays)" webpage, which can be found in the sidebar on the left-hand side of this page.



# WILDCATS ARE . . .



## R RESPECTFUL

- ✓ Honour personal space & belongings
- ✓ Listen when others are talking
- ✓ Use expected language

## R RESPONSIBLE

- ✓ Keep the school clean
- ✓ Be a positive school citizen

## R READY

- ✓ Be on time
- ✓ Come prepared with supplies



# Keeping Students Safe & Parents Informed

*Did you know?* RETSD uses a variety of procedures to keep students safe and parents informed. They help us respond to a situation safely, rather than simply react, and serve as precautionary measures for a number of scenarios—a medical emergency, a student in distress, a hazard in the community, an intruder, a coyote on school grounds, or a police operation taking place nearby.

## **Lockdown**

Lockdowns are a response to situations that arise inside the school and are activated by the police or staff. Exterior and interior doors are locked. Parents are informed by Regroup and with a letter home.

## **Hold-and-Secure**

Hold-and-secures are a response to situations that arise outside the school and are activated by the police or staff. Exterior doors are locked. Parents are informed by Regroup and with a letter home.

## **Monitored Access**

Monitored access is a response to the presence of uninvited guests in the school and is activated by the principal. Exterior doors are locked with staff monitoring access in and out. Parents are informed at the discretion of the principal with a letter home.

## **Remain in School**

Students are required to remain in the school as a response to a potential hazard in the immediate area. Parents are informed at the discretion of the principal with a letter home.

## **Remain in Classroom**

Students are required to remain in the classroom as a response to a sensitive situation taking place in the school. Parents are informed at the discretion of the principal with a letter home.

These procedures are just a handful of the many ways RETSD staff work to provide a safe and caring environment for students and our school communities.



# Concern Protocol

Your child's school will always try to make the learning experience a positive, safe and happy one for its students.

However, if you have a concern or an issue, please don't hesitate to let the school know. Open communication between home and school is very important to us.

# 1

Talk to the person most directly involved—your child's teacher. If you must leave a message, provide a day and evening phone number where the teacher can reach you.



# 2

If talking to the teacher doesn't resolve the issue, talk to the principal.



# 3

If you've talked to the principal, but the issue has not been resolved over a period of time, call the superintendent's department at 204.667.7130 or email [communications@retsd.mb.ca](mailto:communications@retsd.mb.ca).



# 4

If you disagree with the decision of the superintendent's department, you can make an appeal in writing to the board of trustees.



For more information:  
Policy KE – Concern Protocol  
Policy KE-R – Concerns and Complaints Process  
[retsd.mb.ca](http://retsd.mb.ca)

  
River East Transcona  
SCHOOL DIVISION  
creating student success