

Treherne Elementary School

T.E.S. Mission Statement

“To create a safe, respectful and encouraging environment where students feel comfortable, responsible and excited about their learning.”

1. WELCOME TO STUDENTS AND PARENTS

At Treherne Elementary School we extend a warm welcome to you. The school and staff are here to assist you in your development. It is our sincere hope that you will find this school year to be enjoyable and rewarding. To parents, we encourage you to be an active participant in your child's learning. Please feel welcome to contact or visit the school at any time. The purpose of this handbook is to provide information to parents and students about the school. We are looking forward to a great year and it is our hope that you find the information provided in this handbook valuable.

2. TREHERNE ELEMENTARY SCHOOL WEBSITE

The schools of the Prairie Spirit School Division have developed websites to provide information to parents, students, and the general public. We encourage you to visit our websites and we hope you find the information useful and informative.

Prairie Spirit School Division	www.prairiespirit.mb.ca
Treherne Elementary School	www.tes.prairiespirit.mb.ca

3. STAFF DIRECTORY:

Teaching Assignments

Principal	Penny Lee	1 – 8 Art, 3 – 6 Health, 3 & 4; 5 & 6 Phys. Ed
Home Room Teachers		
Kindergarten, Gr.1&2	Paula Bazin	Kgtn. Gr. 1 & 2; K-6 Music
Grade 3 and 4	Allison Simon	Gr. 3 & 4; 4 Math; Gr. 1 & 2, 7 & 8 P.E.
Grade 5 and 6	Leslie Rheault	Gr. 5 & 6 ELA; 5-8 French; Gr. 6 Math ; Gr.5&6 P.E.
Grade 7 and 8	Robyn Forbes	Gr. 7 & 8 ELA; 5-8 Soc. St.; 5,7 & 8 Math
Reading Recovery	Lynne VanDeSpiegle	(leave till Jan 4, 2010)
	Deann Jefferies	5–8 Science; 3 Math, and Health; 3 &4 LQ (till Jan.)
Administrative assistant	Helen Knockaert	
Librarian	Terry Wilson	
Educational Assistants	Patty Cain	
	Linda Major	
	Linda Marginet	
	Marie Stinson	
Custodians	Harold Turnbull	
	Jean Bazin	
Bus Drivers		
Harold Turnbull	749-2160 (H)	723-2737 (W)
Jim Jones	723-2360 (H)	723-2781 (W)
David Marginet	723-2495 (H)	
Keith Gorrie	723-2575	
Frank Alberni	749-2131	

4. **PHILOSOPHY AND VALUES**

In Prairie Spirit School Division we believe...

- Everyone has the right to learn in a safe and caring environment
- Every learner has the right to be educated to the best of their ability
- Learning is a life-long process
- Education is more than academics
- Education is a global learning opportunity
- Learning is everyone's responsibility

In Prairie Spirit School Division we value...

- Honesty
- Open honest communication
- Kindness
- Excellence
- Respect
- Individuality
- Responsibility
- Integrity

5. **SCHOOL GOALS for 2009-2010**

- Reading scores will have improved
- Students will display more respectful behaviour towards their peers, adults and themselves
- Environmental Action project
- Literacy with ICT
- Assessment – Revisions will be made to the existing report cards for early and middle years.

6. **COMMUNICATION**

Our sincere goal is to maintain open, two-way communication with you. Please call us if you have any questions or concerns. Our goal is to keep you well informed through:

- The use of agendas (Grade 3-8)
- Phone calls, notes and email
- Orientation meetings
- Handbook
- Newsletters
- Monthly calendars
- Information letters from teachers
- Parent Council Meetings
- School website
- Classroom web pages
- TES Press, our bimonthly school newspaper
- The Times news articles

7. **COMMUNITY OF CARING**

As a community of caring we plan activities that support and reinforce community spirit, PSSD values, social responsibility, student leadership and respect for all individuals.

- Mentor Groups
Students from Kindergarten to Grade 8 are put into cross-graded groups. A staff member is assigned to each group. When we are involved in some activities and event, students will participate together in these groups. The purpose of these groups is to give students an opportunity to know and work with

students from other grade levels, to give older students leadership opportunities and be role models for younger students and to build school community spirit.

- Service projects- Some of our past projects: Terry Fox Run, UNICEF, Operation Christmas Child, Collecting food for Winnipeg Harvest and local Christmas hampers, Project Love, Sponsor of a Foster Child, school yard greening promoting Communities in Bloom. Childfind Change for Kids, Coats for Kids
- Welcome Back Barbecue and Open house in September, Christmas dinner for staff and students
- Remembrance Day Service honouring our veterans
- Volunteer program for Grades 5-8
- Fundraising projects include the Grade 8 magazine campaign in the fall, Grade 3 and 4 bottle drive in May, running the canteen for sports events, milk sales for our foster child, hot dog and soup days for field trips, Bring Your Own Bowl lunches
- Special events include the Drama Club presentation in November, annual Christmas concert, Artist in the School program, Spring Concert and Art Display, Dance in the Park and Awards Day in June

8. ATTENDANCE POLICY:

Prairie Spirit School Division and Treherne Elementary School encourage all students to attend classes regularly. It is important to realize there is an unmistakable link between regular class attendance and academic success. Students, parents, and staff must share the responsibility of regular class attendance. Accordingly the following is the policy on attendance at our school:

- A note or telephone call from parents is requested to inform the school of any absences.
- The school will attempt to contact the parents immediately whenever the school is unsure if the absence is for valid reasons.
- Students may leave the school premises only with an acceptable note or phone call from the parents/guardians. This note must be presented to the supervising teacher before the student leaves the school.
- Absences due to vacation. If you are planning an extended family vacation during the school year, please notify the teacher in writing.

9. NUTRITION POLICY:

Vision Statement

Treherne Elementary School promotes a healthy active lifestyle. Since good nutrition is important for growth, development and learning, we believe that it is the school's responsibility, in co-operation with the home and community, to foster and support healthy eating practices by providing nutrition education for all grades and offering nutritious foods for all food-related events.

- Healthy lunches are offered twice a month, once prepared by the classroom and once prepared by the Parent Advisory Council.
- A fruit and vegetable snack is provided every Thursday.

Policy

Our school will offer milk, water and fruit juices for sale to students and staff.

Foods and beverages sold or made available at school for lunch, sports canteens and snack programs will be selected following the "Healthy Child Manitoba Quick Guide."

School community members will be encouraged to bring or send food belonging to one or more of the four food groups of Canada's Food Guide.

Our school will choose fundraising activities, rewards and incentive programs which do not compromise healthy food choices.

Although healthy foods should be promoted for consumption on a daily basis it is recognized that we can be flexible on celebration days.

10. SAFETY AND SECURITY

- **STUDENT HEALTH CONCERNS**

Treherne Elementary School would appreciate being advised of any existing medical conditions, which may have an impact on the welfare of the student. Such information will be kept in the strictest confidence.

Parents whose children require medication, bronchodilators, epipens, are required to complete the required forms as required by Prairie Spirit School Division policy and Provincial Government guidelines. (**URIS Manual**)

Specifically if medication must be administered at school the parent is required to complete a **Parent/Guardian Authorization for Self-Administration of Medication** form or if assistance by staff is required a **Parent/Guardian Request and Authorization to Administer Medication to Student** form.

Peanut Free School- A child in our Grade 3 class has an allergy to peanuts. Therefore, the entire school has been designated as a peanut and nut free zone.

EMERGENCIES

- If your child becomes acutely ill or is hurt at school, staff will make every effort to contact you at home or at work. Should these efforts fail, we will attempt to contact the emergency contact numbers you gave us. In the interim staff will attend to your child. If we evaluate the situation as serious, we will contact 911 and have your child transported to the hospital. Ambulance costs will be borne by parents in cases where ambulances need to be engaged.

- **EMERGENCY PREPAREDNESS**

The school has a crisis management plan in the event of any crisis or emergency.

- **FIRE AND EMERGENCY DRILLS**

Fire drills are held regularly to prepare your child for such an emergency should it occur. Other emergency drills such as bus evacuation, tornado and lockdown drills will be practiced periodically throughout the school year.

- **CHECKING IN**

All parents and visitors are requested to check in at the office for the safety of all concerned. Please use the front door as the other doors will be locked during school hours.

- **SCHOOL SAFETY PATROLS**

School patrol members are Grade 5-8 students who have volunteered for the position. The school patrols are on duty at 11:55 and 3:25 at 3 locations: Andrews Ave. at the front of the school, the corner of Andrews Ave. and South St. and the crossing of South St. at Ennis Crescent

11. RESOURCE SERVICES

The resource teacher Mrs. Bonnie DePauw provides a supportive service in meeting the individual needs of students using a team approach. If you would like to contact Mrs. DePauw please phone her at Treherne Elementary School to set up a meeting.

12. TIME STRUCTURE:

O'Canada and Announcements	8:55 a.m.
Period 1	9:00 – 9:40 a.m.
Period 2	9:40 – 10:20 a.m.
Recess	10:20 – 10:35 a.m.
Period 3	10:35 – 11:15 a.m.
Period 4	11:15 – 11:55 p.m.
Noon Hour	11:55 – 12:55 p.m.
Period 5	12:55 – 1:35 p.m.
Period 6	1:35 – 2:15 p.m.
Recess	2:15 – 2:30 p.m.
Period 7	2:30 – 3:05 p.m.
Period 8	3:05 – 3:25 p.m.
Bus Students' Dismissal	3:25
Town Students' Dismissal	3:30

13. SCHOOL CALENDAR

In this handbook you will find a Prairie Spirit School Division calendar for the school year. If at all possible it is encouraged that parents attempt to make medical and dental appointments during the days when there are no classes. In addition Treherne Elementary School will send home a monthly calendar listing upcoming events at the start of each month.

14. HOMEWORK

The amount of homework assigned to each student will vary from grade to grade and day to day. It is the recommendation of the school that all students in Grades 3 to 8 should use Agenda Books. The agenda books are designed to help promote and facilitate better work habits by leading students to record homework and schedules every day. There is room for teachers and parents to sign and comment each day as well. Parents are encouraged to contact individual teachers if they have any questions or concerns.

Incomplete Homework Policy- Taking a zero is not an option for an incomplete assignment. If students do not complete their homework at home, they will work at school during the noon hour, until the work is complete.

15. REPORTING SYSTEM

The emphasis at Treherne Elementary School is on the continuous evaluation of work done throughout the school year. Parents are encouraged to keep track of tests and assignments. Major reports will be sent home three times a year.

- A progress report followed by scheduled Parent Teacher interviews will be held in November.
- A second progress report followed by scheduled Parent Teacher interviews will occur in March.
- In June parents will receive a final report on the progress of the student throughout the school year.

Remember that you never have to wait until an interview time to talk to a teacher about your child's specific needs. If you have any concerns about the progress of your child(ren) please contact the classroom teacher involved immediately. Open communication between parents and school is encouraged throughout the year and key to successes in school.

16. COMPUTER USE AGREEMENT

Prairie Spirit School Division has developed a computer use agreement for all schools. This agreement regulates the use of computers and/or the Internet in all Division schools. A copy of this policy will be sent out to all students in Grades 5 – 8. Parents and students should read this document carefully and then sign and return the agreement to Treherne Elementary School.

17. SCHOOL CLOSURES

The basic premise of the policy is that buses will operate or not operate in a school catchment basis. A school catchment area is defined as the area from which all buses deliver students to a particular school (for example Treherne Elementary School).

Each area has a captain of the school buses. The captain will consider the following when considering cancellation of buses:

- Weather reports and warnings
- Wind chill factors
- Temperatures below –35 degrees centigrade
- Current weather, visibility, and road conditions
- Any combination of the above which would make transportation hazardous

The area captain will contact and gather consensus of opinion from all drivers in the area. If the decision is made to not run the school buses in a catchment area then the school in that area will be closed for that particular day.

The area captain will advise the following:

1. Director of Operations so that radio stations can be advised as soon as possible.

Radio stations to advise include:

CKX Brandon	1150
CKLQ Brandon	880
CKMW Winkler	1570
CFRY Portage	920
CJRB Boissevain	1220
CBC Winnipeg	990
CFAM Altona	950

2. School principal so that staff may be advised as early as possible.
3. Area trustee who may be getting questions from parents.

Each bus driver will inform the parents on their individual routes that buses will not be running. Bus students' parents will phone their town student buddy to apprise them of the situation. If you are still not sure please listen to the radio stations.

18. BILLETING SYSTEM

In the event that buses cannot make the return trip in the afternoon due to weather conditions the billeting system will be put into effect. Parents of all bus students must inform the school office of the name of the billet for their student.

19. VOLUNTEERS

1. At Treherne Elementary School volunteers are always welcome. If you or anyone you know would like to volunteer at the school they may contact the teacher directly or the principal if they are unsure of where they could help out.

2. Student Volunteer program – A Volunteer certificate is issued to any student in Grade 5-8 that has volunteered 15 or more hours in the community or school. Parents are asked to notify the school when their child does volunteer work.

20. ADVISORY COUNCIL

The Treherne Elementary School Advisory Council (TESAC) is very active in our school. The primary mandate of TESAC is to promote effective communication among the home, school and the community. The mandate also includes reviewing, discussing and making recommendations to the school staff and administration on many topics of interest to the students and staff of our school. The council meets once a month. If you are interested in becoming a part of this group, call Leslie Earle, TESAC president.

TREHERNE ELEMENTARY SCHOOL CODE OF CONDUCT

PHILOSOPHY:

All students should conduct themselves with good sense, appropriate manners, and respect for the person and property of others at all times. Without these, the organization of our school would suffer, and with it, both the quality and excitement of good education. Students are at school, first and foremost, to engage in the pursuit of an education. All discipline will be in accordance with the policies of the Prairie Spirit School Division.

NONDISCRIMINATION

The Prairie Spirit School Division commits itself to fair and equal treatment of all persons regardless of

- a) ancestry, including colour and perceived race;
- b) nationality or national origin;
- c) ethnic background or origin;
- d) religion or creed;
- e) age;
- f) sex;
- g) sexual orientation;
- h) marital or family status;
- i) source of income;
- j) political belief;
- k) physical or mental disability.

(Manitoba Human Rights Code)

(Canadian Human Rights Act)

School Code of Conduct:

Students and employees *must behave in a respectful manner and comply with the code of conduct of the school and the division.* They have the right to function in an environment free from physical, emotional, verbal, written and sexual abuse, *bullying* or harassment. Consequences *that*

incorporate a continuum of supports including positive and preventative approaches and strategies, as well as consequences corresponding to the nature, severity, and frequency of the behaviour or infraction will be incorporated.

The following types of conduct **will not be tolerated**.

- Bullying/Abuse (*physical, verbal, written and emotional or harassment*)

Definitions

Types of abuse may include but are not restricted to the following examples:

- a) **Physical** – consists of acts of violence against students, employees, their families and/or property with the intent of causing hurt or harm. Examples would include hitting, slapping, biting, kicking, spitting, breaking belongings and throwing objects
- b) **Verbal, written & emotional** – consisting of but not limited to derogatory comments and/or discriminatory actions directed against an individual or group based on gender, race, lifestyle, sexual orientation, religion, etc. Examples may include swearing, threats, name-calling, harassment/gestures, written abuse, wrongful allegations, abusive telephone calls, ostracism, etc.
- c) **Harassment** – consists of behaviour/acts, which intimidate or threaten a person in such a way as to deny the individual his/her dignity and respect, and results in a feeling of powerlessness. For examples see (b) OR consists of **stalking** which is the persistent following, contacting, watching, or any other such threatening actions that compromise the peace of mind or the personal safety of the individual.

Sexual harassment – consists of behaviour, which includes any unwanted, unwelcome sexual advance, or sexually oriented behaviour made by a person who knows or who ought reasonably to know that such attention is unwanted. Sexual harassment may include, but is not limited to, unnecessary touching or petting, suggestive or other sexually aggressive remarks and gestures, leering at a person's body, demands for sexual favours, or compromising invitations

- Discriminating unreasonably on the basis of any characteristic set out in 9(2) in the Human Rights Code
- Weapons possession
- Gang activity
- Using, possessing or being under the influence of alcohol or illicit drugs at school
- Inappropriate dress
- Vandalism/destructive behaviour
- Inappropriate use of computers (*electronic mail and the internet including the prohibition of material determined to be objectionable*)

In all cases the consequences for inappropriate behaviour/conduct will take into consideration the age, grade level, exceptional learning needs, and other factors affecting the individuals to whom this process is applied.

GENERAL EXPECTATIONS:

CLASSROOM:

In order to provide the best learning environment for students, certain expectations and procedures will be in place throughout Treherne Elementary.

At the beginning of the day students are expected to:

- ◆ Be in their classroom by 8:55
- ◆ Stand for "O Canada" and listen to the daily announcements that follow.
- ◆ Be ready for the start of class – open the appropriate books and be prepared to work

During class students are expected to use behaviours, which facilitate on-task learning. These expected behaviours include the following:

- ◆ Listening while others are speaking.
- ◆ Putting up hands to gain the teacher's attention.
- ◆ Completing assignments in the method outlined by the teacher (taking notes, answering questions, taking part in discussions, working in small groups, completing hands on work and doing the day-to-day tasks that are assigned).
- ◆ Completing all assignments on time and with care.
- ◆ Maintaining a focus on learning throughout the class.
- ◆ Responding in a thoughtful, on-task way by adding to and building on ideas presented by others.
- ◆ Organizing work in binders and notebooks.
- ◆ Asking for permission when leaving the classroom for any purpose.

LUNCH

- Students eat lunch from 11:55-12:15 each day.
- Chocolate milk is available for purchase from the Grade 7 & 8 class
- Students must remain in their own classroom to eat
- Students should be seated during this time
- All mess must be cleaned up before they leave
- No sunflower seeds are allowed
- Students staying for lunch will not leave the school grounds.
- Bus students are required to bring a note, signed by the parents/guardians if they wish to leave the school grounds during noon hour.
- Staying for lunch is a privilege. Individuals who violate the rules will lose their privileges for 3 days for the 1st offence, 2 weeks on the 2nd offence and will lose their privileges entirely on a 3rd offence.

Recess and Noon Hour Rules for Grades 5-8

- All students who are participating in intramurals must play when they are scheduled. Teachers and other supervising personnel should not have to track students down.
- There are 3 options at recess and noon hour that students must obey. They are:
 - Go outside to play and get fresh air
 - Go to the gym for intramurals or team practices
 - Work in the classroom only with the permission of the classroom teacher. Students must make a decision as to which option they are choosing and stick with it. If they wish to move once during the noon hour they should have the permission of the supervising personnel.

PLAYGROUND BEHAVIOUR

- Students will treat each other with respect. There is to be no rough play (pushing, hitting, tripping, and “play fighting”).
- Students will use acceptable language.
- Students will not throw objects that may cause injury such as snowballs, rocks, sticks, etc.
- Trading cards such as Pokemon, Yu-Gi-Oh and sports cards will not be brought to school.
- Will not bring large amounts of money or valuable items to school
- Electronics such as Game Boys, MP3 players, Ipods, Discman players, digital cameras and cell phones are to remain at home.
- Safe play is an expectation for all who use the play structure
- No eating while on playground equipment

CHEATING AND/OR PLAGIARIZING:

Students caught cheating or plagiarizing on any test or assignment (either giving help or receiving help) will be given a warning for the first infraction and asked to redo that test/assignment. A letter will be sent home to inform parents of this infraction. If the student is caught cheating or plagiarizing on any subsequent tests/assignments, he/she will be given one-day in-school suspension.

MISSING TESTS:

A student who misses a test will be required to write a similar test at the earliest opportunity.

SWEARING AND PUTDOWNS:

Swearing by students at school will not be tolerated. The staff member at the site of the offence will deal with minor offenses. Persistent offenders or flagrant offenders will be referred to the administration for disciplinary action. Swearing or put-downs directed at another person at school will result in disciplinary action.

PUBLIC DISPLAYS OF AFFECTION:

Students are to refrain from inappropriate displays of affection in and around the school. For example holding hands, embracing and kissing in the school or on the grounds are considered to be inappropriate.

SMOKING:

The Prairie Spirit School Division does not allow smoking in schools, on school grounds, in school vehicles, or at school sponsored activities.

ALCOHOL AND DRUGS:

Consuming or being under the influence of alcohol or non-prescription drugs in school or at a school sponsored function may result in a suspension of up to five days and the possible referral to the RCMP.

ASSEMBLIES:

Assemblies take place on a periodic basis during the school year. Students are expected to attend all assemblies, to sit quietly, and to show courtesy and respect during the program.

STUDENT LOCKERS:

Students in Grades 5 – 8 will be assigned lockers. Under no circumstances should students leave valuables in their locker. In no case will Treherne Elementary be responsible for articles lost or stolen from lockers. In addition, students must refrain from defacing lockers and from decorating lockers (inside or out) with offensive messages, words, or pictures.

The policy of Prairie Spirit School Division states: "in the interest of the safety and welfare of other students and of protecting school property the Principal may authorize, with reasonable cause, a search and inspection of student lockers and other student property in the school. However, in order to protect the students' rights to privacy, this authority shall be exercised with discretion. In most cases, a search will proceed in the presence of at least two school personnel authorized by the Principal."

GYMNASIUM USE:

While in gym class, intramural play, or in casual or recreational play, all students must wear proper footwear. Students taking gym class are expected to have an appropriate gym outfit and must have athletic footwear that have non-marking soles.

TELEPHONE USAGE:

Telephone calls to students should be made during the class breaks outlined in the student handbook. Students will be allowed to use the school telephones in the case of illness or emergency only. Students will obtain permission slips from their teachers to use the telephone and bring a “telephone pass” to the office. All after school social events such as play dates are to be made outside of school time. Students will not use the phone to arrange these events.

ATTIRE (DRESS):

We request that all students have indoor and outdoor footwear. Indoor shoes need to have non-marking soles. Due to monthly fire drills and safety precautions it is mandated that students wear proper and appropriate footwear at all times.

Students will dress appropriately keeping in mind that our school is a public place. Items of clothing must not contain offensive messages or words or pictures. We also ask that T-shirts or tank tops be long enough to completely cover the mid-riff area and have broad enough straps to cover a bra strap.

We respectfully request that all hats be removed upon entering the building.

During the winter months, parents are also requested to ensure that their children have sufficient warm clothing. Except on the very coldest days, students are expected to be outside for recesses.

Due to safety issues the following items will not be allowed: heeley shoes, skateboards, roller blades and scooters. Snowboards, sleds, etc. will not be allowed on the school snow hills.

AEROSOL DEODORANTS

Due to the health risk for individuals suffering from asthma, students will not be allowed to use spray type deodorants. Stick or roll-on type deodorants are approved.

VANDALISM/DESTRUCTIVE BEHAVIOUR

Vandalism is the willful damage or destruction of property. It includes:

- a) damage to property such as defacing ceilings, walls, school furniture, carpeting, textbooks, school materials, electronic equipment or computer software, fire extinguishers, smoke and heat detectors, fire alarms, lockers or any other property not belonging to the individual.
- b) destruction of private, personal or school property (one's own school or a school being visited).

Damage and destruction of property shall result in restitution for damages, as well as the application of one or more of the consequences outlined in the school discipline plan.

CO-CURRICULAR PROGRAMS:

Treherne Elementary provides a number of co-curricular programs throughout the year. These programs are in addition to the academic requirements placed on students. Participation in these programs is a privilege not a right. The withdrawal of this privilege is possible if, in the opinion of the Principal and staff, the student is failing to make acceptable academic progress. In addition, the school reserves the right to revoke the privilege of participation if a student engages in activities deemed to be injurious to the welfare of the school.

SCHOOL FUNCTIONS:

When students attend any school function, including activities outside the school, they are expected to demonstrate responsible behaviour. School functions include athletic events, concerts, field trips, and any other activities sponsored by the school. All school regulations apply at these functions. Students will be made aware of specific rules and expectations governing these events, and it is their responsibility to follow them.

STUDENT CONDUCT ON SCHOOL BUSES:

As provided by the regulations of The Public Schools Act, the Principal of a school whose students are being transported in the school bus has disciplinary authority over the conduct of the students during the period in which they are in, entering, or alighting from a school bus. The Principal shall take appropriate disciplinary action consistent with the requirements of the legislation, School Division policy, and the practices of the school.

Discipline Plan

When the behaviour or actions of a student comes into conflict with the rights of others and when a student repeatedly refuses to comply with defined expectations, corrective actions are necessary for the student as well as for the school as a whole. Parental involvement will be requested to support school discipline procedures. Inappropriate language, bullying, fighting, pushing, willful damage of school property, rock and snowball throwing are unacceptable.

Discipline procedures at school include:

1. Oral or written apologies.
2. Assignments related to appropriate behaviour.
3. Formal conferences with the teacher and/or school administration and /or parents.
4. Service acts or repairing or paying for damages
5. Loss of privileges or the opportunity to engage in the activity where the problem occurred.
6. Implementation of a personal behaviour contract.
7. Referral to the School Resource team for suggestions in developing an action plan.
8. In-school suspension where the student is not allowed on the playground or in class for a specified period of time.
9. Formal suspension where the student will be sent home for a period of 1-5 day
10. Expulsion by the School Board is a serious consequence resulting when it is determined that a student's continued presence in the school is injurious to others. Expulsion requires an official action by the Board of Trustees and is completed in accordance with the guidelines laid out by the Prairie Spirit School Division Policy Manual. An expulsion means that the student may not attend that particular school.
11. Outside Agency Involvement_- In some circumstances, student misbehaviors have implications extending beyond the jurisdiction of the school. In such cases personnel from outside agencies (ex: Child & Family Services, R.C.M.P.) are involved.

Parental Supports – that can assist with discipline procedures are:

- Reviewing expectations for behaviour
- Supporting “at home “ consequences
- Implementing “at home” consequences
- Having a follow-up discussion at home- The parent is contacted to discuss the specific behavior of the student and steps which must be undertaken to change the behavior. The nature of contact could vary from a telephone conversation to a formal conference at the school with parent, student and school personnel.

PARENT/STUDENT GRIEVANCES

Parents on behalf of their student(s) are asked to please observe the following procedures where there is a complaint or grievance.

1. In case of a conflict with the student and the school, the parent or guardian shall meet with the teacher involved with the particular situation.
2. If the problem cannot be resolved the parent shall meet with the Principal.
3. If the parent feels the problem has not been handled in a satisfactory manner the Superintendent may be asked to investigate.
4. If there is no solution at this level, the matter may be brought to the Board of the Prairie Spirit School Division through the Superintendent.

RIGHTS AND RESPONSIBILITIES

STUDENTS

Have the right to expect that...

- ◆ all staff will treat them with courtesy, consistency and fairness;
- ◆ clear, relevant lessons will be presented, along with explanations for the evaluation procedures to be used;
- ◆ they will be able to work in a school climate which is safe, pleasant, orderly, respectful and conducive to learning;
- ◆ school personnel will be accessible to students for help concerning learning activities, personal and career decisions, in a manner and a time that suits the situation;
- ◆ teachers will prepare for class and mark and return assignments within a reasonable time;
- ◆ school administrators will monitor programs and instruction in the school;
- ◆ staff will adhere to and apply the Divisional Code of Conduct policy;
- ◆ they will have the opportunity to participate in activities;
- ◆ teachers will abide by the terms of their Professional Code of Conduct

Will be responsible for...

- ◆ attending school and classes regularly and on-time;
- ◆ being prepared for all classes by bringing required materials and completed homework assignments;
- ◆ making arrangements for any work missed due to absence;
- ◆ developing respect for self, others and property;
- ◆ making the most of education opportunities through active participation;
- ◆ taking pride in their work, their appearance and their accomplishments;
- ◆ resolving conflicts and difficulties in a manner that is mutually acceptable;
- ◆ obeying and observing the law and all school rules of conduct;
- ◆ taking pride in their school and community

SCHOOL STAFF

Have the right to expect that...

- ◆ parents/guardians/students will treat them with respect;
- ◆ students will attend classes regularly and on time, with assignments completed, and with appropriate materials;
- ◆ students' behaviour will promote a positive learning environment;
- ◆ schools administrators will provide leadership and support;

- ◆ they will have the support and cooperation of students, parents and colleagues in the performance of their duties;
- ◆ students will observe all school rules of conduct.

Will be responsible for...

- ◆ planning, teaching and supervising assigned courses;
- ◆ establishing and maintaining a learning environment which is pleasant, orderly, respectful and conducive to students' learning;
- ◆ evaluating student achievement and explaining assessment procedures to be used in each course;
- ◆ communicating information about student progress, attendance, behaviour, and special needs to students, parents and administration;
- ◆ providing an environment that will promote self-esteem;
- ◆ treating students fairly and consistently;
- ◆ respecting the rights of all individuals;
- ◆ maintaining open communication;
- ◆ striving to provide an optimum quality of education;
- ◆ ongoing personal and professional development

PARENTS/GUARDIANS

Have the right to expect that...

- ◆ teachers will provide effective instruction for students and will display enthusiasm for teaching and learning;
- ◆ school staff will respect others and property;
- ◆ students will be able to participate in activities;
- ◆ reasonable precautions will be taken to ensure the safety of students to and from school, and while in school;
- ◆ administrators will exhibit leadership and support for students and for staff;
- ◆ administrators will actively supervise programs and instruction in the school;
- ◆ teachers will teach the required Manitoba Education and Training Curriculum as well as provide the assigned programs and services using appropriate teaching practices and methods;
- ◆ clear, relevant learning activities will occur in the school, along with explanations for the evaluation procedures to be used;

Will be responsible for...

- ◆ treating school staff with courtesy and respect;
- ◆ instilling in their son or daughter
 - the desire to work to the best of his/her ability;
 - an understanding of the importance of education;
 - respect for property and resources;
 - respect for the rights of fellow students and staff;
 - recognition of the authority of the school staff to ensure a safe, secure, non-threatening learning environment
- ◆ contacting the school when there are areas of affirmation and concern;
- ◆ when possible, attending school events and meetings to give support to the school;
- ◆ their child's behaviour
- ◆ their child's regular attendance in classes;
- ◆ informing the school when their child will be absent

Treherne Elementary School thanks you for taking the time to read our handbook. It is our hope that you have found the information informative and useful. Please feel free to contact the school if you have any questions.

