

School Community Handbook

Effective September 2026

St. John Brebeuf School

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Land Acknowledgement

The Creator gifted us with this land that we are blessed to share and care for together. In the spirit of reconciliation, we acknowledge that we live, work, learn, and play on Treaty 1 and 2 territories, the ancestral lands of the Anishinaabeg, Cree, Oji-Cree, Dakota, and Dene, the homeland of the Metis Nation and where some of our Inuit brothers and sisters now make their home.

Our Patron Saint—St. John Brébeuf



In 1593, Jean de Brébeuf (John Brebeuf) was born in France. In 1622, Brebeuf was ordained as a Jesuit priest.¹ Three years after his ordination, Brebeuf arrived in what is now known as Quebec, Canada to serve as a missionary in the Wendat community near present-day Midland, Ontario.¹

The Wendat gave John Brebeuf the name Echon, which means “healing tree,” to reflect his dedication and abilities.¹ When paddling and portaging with the Wendat, Brebeuf would endure challenging conditions without complaint. The reference to “healing tree,” also reflects Brebeuf’s height and gentle nature.¹

Brebeuf wrote instructions to future missionaries, telling them to love the Indigenous people as brothers and sisters.¹ Brebeuf also shared ways missionaries could serve and build respectful relationships with the people.¹

Brebeuf was a language scholar and fluent in Wendat.² It is purported John Brebeuf wrote *The Huron Carol* in 1640 to tell the Christmas story.² Believing it would be pleasing to the people, Brebeuf used the tune of an old folk song called *Une Jeune Pucelle* to create *The Huron Carol*.²

The Wendat became increasingly threatened by the Iroquois.¹ On March 16, 1649, Brebeuf and fellow Jesuit, Gabriel Lalemant, were taken prisoner by the Iroquois, tortured, and martyred along with Indigenous converts.¹ Brebeuf’s stoicism impressed all who witnessed his suffering on behalf of his call.¹

John Brebeuf and seven companions were canonized in 1930.¹ In the Canadian liturgical calendar, their feast day is celebrated on September 26.¹

The Huron-Wendat First Nation continues today. Located in Wendake, Quebec the nation had 4,056 registered members as of July 2018.

1 C. Mulroney, ‘St. Jean de Brébeuf: Canadian Martyr’, *Salt and Light Media*, Toronto, ON, Salt and Light Catholic Media Foundation, 2013, <https://slmedia.org/blog/st-jean-de-brebeuf>, (accessed 22/04/2022).

2 L. Leclair, ‘Huron Carol, Canada’s First Christmas Song,’ *Anishinabek News*, Northbay, ON, Union of Ontario Indians, 2014, <http://anishinabeknews.ca/2014/12/20/huron-carol-canadas-first-christmas-song/> (accessed 22/04/2022).

3 C.E. Heidenreich, ‘Huron-Wendat,’ *The Canadian Encyclopedia*, Toronto, ON, Historica Canada, 2020, <https://bit.ly/37wEG28> (accessed 22/04/2022).

School Profile

Founded in 1957, St. John Brebeuf is a K-8 parochial school that provides quality education in the tradition of Catholic schools. The School is dedicated to empowering students to develop the strategies and skills necessary to become happy, productive, lifelong learners. Our tradition is one of academic excellence through a community based approach of fostering the whole child.

We recognize a strong partnership needs to exist between home and school in order for students to benefit fully from this education. We believe and encourage open communication between parents and teachers in order to assist each student in realizing their personal potential: academically, socially, emotionally, spiritually, and physically.

Principal's Message



As a Christian community, we take God's most important commandments as our north star: Love God above all and love your neighbour as yourself. A loving environment is essential for the healthy and holistic development of all individuals, especially young people. This is manifested at St. John Brebeuf School by the community's unwavering commitment to each child.

We look forward to another exciting year with our students at St. John Brebeuf.

Warm regards,

Nick Sagriotis

Principal

Mission Statement

Our mission is to co-operate with parish families to help children become creative Christians in the world. Drawing on the resources of the Catholic Church, the professional competency of the staff, and the strength and love of the family, we educate children in spirit, mind, and body.

School Board

The St. John Brebeuf School Board is responsible for proper governance and mission fulfillment of St. John Brebeuf School. Members of the School Board are called forth according to the gifts needed in the school community. Working as members of the Board proper, and Board committees, they are responsible for school staffing, marketing and communications, policy making, building and maintenance, and financial decisions. The School Board usually meets on the fourth Tuesday of each month from September to June.

Parent Advisory Council

St. John Brebeuf School has a very active Parent Advisory Council (PAC) made up of parent volunteers whose children attend St. John Brebeuf School. The PAC supports the school by putting on important community building events such as the annual pancake breakfast and SJB spring carnival and by fundraising for important school initiatives through the pizza lunch, used uniform sales, and other activities. The SJB PAC usually meets four times per year while the executive and subcommittees may meet with more frequency.

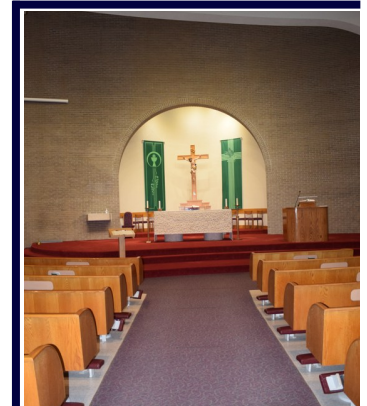
Respect Others

Respectful Workplace Policy 'No one, whether they are a staff member, student, parent, volunteer or visitor should be subjected to discrimination, harassment, bullying, disrespectful or violent behaviour, for any reason, at any time. And no one has the right to discriminate against, harass, bully, show disrespect or violence towards anyone else, at work or in any situation related to employment.' — Government of Manitoba Labour and Immigration— Workplace Safety and Health Division Regulation #M.R 217/2006— Effective February 1, 2011

Faith & Community Building

Religious Education

As a Catholic school community, religious education is taught daily by the classroom teacher. In addition to the catechism of the church, students learn to develop empathy and care for others and our world environment. Students participate monthly in a Eucharistic Celebration. Everyone is welcome. Sacramental preparation for reconciliation, first communion, and confirmation occurs at the appropriate grade levels each year. With an ongoing focus on Catholic social teachings, students learn to identify the needs of others both locally and globally, and participate in a number of social justice projects throughout the year.



The Virtues Project

The Virtues Project inspires the practice of virtues in everyday life. Each month, the school community learns a virtue to help inspire faith, hope, love, and truth. Each student receives a Virtues Cross, a necklace which represents monthly virtues and symbolizes God's love and the many gifts He has given. The Virtues Project helps us to better understand what God creates us to be so we can live to our full potential.



The House System

The House System fosters community building and inclusion within the whole school. All students and staff belong to one of the four houses. Throughout the year, various whole school, classroom, and multi-grade house activities occur. The house names, chosen in Latin, reflect and tie into the Virtues Project.

<i>Domus Fidei</i>	<i>House of Faith</i>	<i>Yellow—Cross</i>
<i>Domus Spei</i>	<i>House of Hope</i>	<i>Green—Anchor</i>
<i>Domus Caritatis</i>	<i>House of Love</i>	<i>Red—Heart</i>
<i>Domus Veritatis</i>	<i>House of Truth</i>	<i>Blue—Scales of Justice</i>

School Uniform

Girls

- Grades K to 8: Crested cardigan or crested vest over a plain white or crested polo shirt.
- Grades K to 8: Navy Top Marks pants, plain navy or black socks.
- Grades K to 4: Tunic, plain navy or black socks, or tights.
- Grades 5 to 8: Kilt with plain navy or black socks, or tights.
- Grades K to 6: Black, white, and/or navy shoes.
- Grades 7 to 8: Plain black dress shoes that can be polished.

Boys

- Grades K to 8: Crested sweater or vest over plain white or crested polo shirt.
- Grades K to 8: Navy Top Marks pants, plain navy or black socks.
- Grades K to 6: Black, white, and/or navy shoes.
- Grades 7 to 8: Plain black dress shoes that can be polished.

Physical Education (Boys & Girls)

- Grades 4 to 8: Crested gym shirt, crested shorts, and gym shoes (non-marking soles).

Note

- Full uniform (no shorts/skorts) is required for picture day, school mass days, and other special occasions.
- The plain white or crested polo shirt cannot be worn alone and must be tucked in at all times.
- Kilts must be no shorter than two inches above the knee cap.
- Shoes and laces must contain no colours other than black, white, and/or navy. Laces must be tied at all times.
- Hair accessories (e.g. headbands, bows, etc.) must be black, white, and/or navy.
- Grades K to 8: A tucked in, plain crested polo shirt with shorts, skorts (for girls in K-4), kilts, or pants are permitted in September, May, and June. During all other months, the plain white or crested polo shirt must be worn with crested cardigan, vest, or sweater.
- Casual days are held once a month. Students should use good judgement when determining what to wear. Shoulders and midribs must be covered. Skirts and shorts must be no shorter than two inches above the knee cap. If any article of clothing is considered inappropriate (clothing showing inappropriate messages, symbols, or images) by a teacher or school administrator, the student will not be permitted to attend class until the concern has been resolved. Note: for pink and orange shirt days, the shirt is to be worn over the uniform.
- Students are expected to wear safe and appropriate footwear for recess and movement activities. Footwear must provide proper support for active play and be suitable for use on the school's athletic turf, hardtop and play structure. Crocs, slippers, sandals, and other loose or non-supportive footwear are not permitted. The determination of what is or is not appropriate is at the sole discretion of school administration.
- Hats must be taken off immediately upon entering the school (Exception: Students may be permitted to wear hats on colour or spirit days).



Parents

- **Label all clothing and footwear. Items clearly labelled will be returned.**
- Check for lost items in lost and found. Unclaimed items will be periodically donated.
- Ensure you and your child are "scent free" when coming to school as many individuals are allergic to strong scents.
- Ensure your child is appropriately dressed for the weather.

Daily Schedule

Before and After School Care

St. John Brebeuf School offers a supervised Before and After School Care (BASC) program to all registered students. This program is optional and begins the first full day of school and runs until the last full day of the school year. The hours of operation are 7:30 a.m. - 8:20 a.m. and 3:20 p.m. - 5:30 p.m. each full school day (the program does not operate during Christmas or spring break or in July and August). These hours are extended for 2 p.m. early dismissal days. Students participating in the program must be signed in and out by their parent/guardian. Parents may phone the office before 3:00 p.m. daily and ask to have their child put in the after school program. **For their safety, children in grade K to 8 who are not in the after school program and are not picked up by 3:30 p.m. will be placed in the after school program and parents will be charged the after school program fee.**

Although the after school program ends at 5:30 p.m., the school office is only open until 4 p.m. Should you need to contact the after school supervisors after 4 p.m., please dial (204) 928-7458. Messages left will be returned during BASC hours.

The BASC program, including disciplinary concerns, is overseen by the BASC Coordinator. Please refer to the BASC Student & Parent Handbook for more information.

Daily Routine

7:30am-8:20am	Before care available
8:20am	Supervision begins
8:40am	School day begins
11:30am-12:30pm	Lunch (grades K-6)
12:00pm-1:00pm	Lunch (grades 7 & 8)
3:20pm	School day ends
3:20pm-5:30pm	After care available



Note

- Students dropped off at school before 8:20 a.m. and those not picked up by 3:30 p.m. will be placed in BASC and a charge incurred.
- Parents are asked to exit the school grounds promptly as the area is used by after care upon school dismissal.
- Grade 7 and 8 BASC is usually held in a Junior High classroom.

Code of Conduct

All members of the St. John Brebeuf Community - students, staff, parents, and visitors, must behave in a respectful manner and comply with the Code of Conduct.

Everyone has the right to be safe at school; everyone has a responsibility to act in accordance with this Code of Conduct.

Our Code of Conduct defines the responsibilities staff, students, parents and volunteers in upholding a safe, secure, positive, productive, and faith-based learning environment. Detailed information and expectations are found in the School Community Handbook and the MCS Code of Professional Ethics.

Discriminating unreasonably on the basis of any characteristic set out in subsection 9 (2) of the Human Rights Code is unacceptable.

The Principal has disciplinary authority over the conduct of students at school, on their way to and from school, while being transported via school bus, and at school sponsored activities. The Principal has the authority to address unacceptable student conduct including bullying, cyberbullying, and any other form of abuse.

The Public School's Act (PSA) requires all school board members, employees, and people responsible for students, including volunteers, to report non-compliance of the Code of Conduct to the Principal as soon as reasonably possible. This includes behaviour that occurs at school or during school-approved activities.

Manitoba's Philosophy Of Inclusion:

The PSA supports Manitoba's Philosophy of Inclusion, which states the following:

Inclusion is a way of thinking and acting that allows every individual to feel accepted, valued, and safe. An inclusive community consciously evolves to meet the changing needs of its members. Through recognition and support, an inclusive community provides meaningful involvement and equal access to the benefits of citizenship. In Manitoba, we embrace inclusion as a means of enhancing the well-being of every member of the community.

By working together, we strengthen our capacity to provide the foundation for a richer future for all of us.



Student Code of Conduct

RESPECT FOR SELF AND OTHERS

- Respect all members of the school community.
- Uphold the House virtues of Hope, Love, Truth, and Faith in their words and behaviours.
- Arrive to class on time.
- Wear the school uniform appropriately.
- Demonstrate behaviour that contributes to an orderly, supportive, and safe learning environment.
- Resolve conflicts and difficulties through discussion or by seeking assistance from school personnel.
- Show care and respect for school resources and property.
- Use appropriate, respectful language, and tone in dealing with others.

RESPECT FOR PROPERTY

- Demonstrate respectful and responsible behaviour towards public, school, and personal property, and encourage pride in the school.
- Students are not permitted to bring toys, collectibles, fidgets or other personal items to school unless specifically requested or approved by a staff member. The school is not responsible for items that are lost, damaged, or broken. This expectation helps minimize distractions and ensures personal belongings remain safe at home.

ATTENDANCE AND PUNCTUALITY

- Attend school and classes regularly and punctually.
- Leave the school grounds promptly when dismissed.
- All students must report to the school office when arriving late.
- Parents must contact the school receptionist by email or phone prior to 8:40 a.m. when the student will be late, absent, or must leave early.
- An extended absence from class has a discernable negative impact on student learning and is therefore strongly discouraged. If the student is to be away for an extended absence (five school days or more), parents are to complete and submit an **Extended Absence Notification form** to the school office at least two weeks prior to the absence.
- The school is not expected to prepare the class work that the student will be missing prior to an absence, however, the teacher may assign some work for the student to complete while away.
- Parents will assume responsibility for any time taken away from their child's education.

UNACCEPTABLE BEHAVIOUR THAT REQUIRES INTERVENTION AND RESPONSE

There are many behaviours that warrant an intervention and response rooted in caring and support. Some of these behaviours include, but are not limited to, the following:

- a. Bullying*
- b. Cyberbullying**
- c. Threats to others
- d. Self-harm
- e. Hazing
- f. Theft
- g. Trafficking in drugs/sex
- h. Self or peer exploitation
- i. Gang involvement inside or outside the school
- j. Possessing a weapon ***
- k. Using, possessing or being under the influence of alcohol, cannabis or illicit drugs []
- l. Abusing another person verbally, in writing, electronically, or otherwise in the following ways: physically, sexually, emotionally, or psychologically
- m. Harmful use of the internet and electronic communication including AI-generated content (e.g., audio, images, video, texting), doxing, swatting, cyberflashing, and sextortion.
- n. Harassing or discriminating on the basis of any characteristic set out in subsection 9 (2) of the Human Rights Code as follows:
 - i. Ancestry, including colour and perceived race
 - ii. Nationality or national origin
 - iii. Ethnic background or origin
 - iv. Religion or creed, or religious belief, religious association, or religious activity
 - v. Age
 - vi. Sex, including sex determined characteristics or circumstances, such as pregnancy, or circumstances related to pregnancy
 - vii. Gender identity
 - viii. Sexual orientation
 - ix. Marital or family status
 - x. Source of income
 - xi. Political belief, political association, or political activity
 - xii. Physical or mental disability or related characteristics or circumstances, including reliance on a service animal, a wheelchair, or any other remedial appliance or device
 - xiii. Social disadvantage

*Bullying is defined as follows:

“damaging social process that is characterized by (a real or perceived) imbalance of power driven by social, societal, and institutional norms. It is often repeated and manifests as unwanted interpersonal behaviour among students or school personnel that causes physical, social, psychological, and emotional harm to the targeted individuals or groups, and the wider school community.” (UNESCO)

It may be direct or indirect; it may take place through written, verbal, physical, and sexual forms of expression. Various forms of electronic communication may be used.

**Cyberbullying defined as follows: bullying behaviour by means of various electronic communication, including social media, text messages, direct messages, websites, email or using AI-generated content (e.g., audio, images, video, or text).

*** As per Section 2 of the Criminal Code (Canada), a weapon means anything used, designated to be used, or intended for use in causing death or injury to any person, or for the purpose of threatening or intimidating any person.

Student Code of Conduct

EXTRA-CURRICULAR OR VALUE ADDED PROGRAM INVOLVEMENT

- Participation in extra-curricular activities or value added programs is a privilege. Students engaged in any extra-curricular activity or value added program must abide by the school's Code of Conduct. Student athletes representing the school on sports teams must display good sportsmanship and live up to school's house values: faith, hope, love, and truth. Students involved in extra-curriculars or value added programs whose conduct is not in keeping with these standards of behaviour may be removed or suspended from the extracurricular or value added program. In these instances, no refund will be given. Student athletes may be suspended from the team for a game or the entire season. They may also be prohibited from joining other extra-curricular activities or value added programs.



Student Code of Conduct

HOMEWORK

Students:

- Have all materials (books, homework, student agenda, etc.) and assignments completed for active participation.
- Will complete home reading, spelling, and practice basic math facts.
- Will complete classroom work.
- Grades 5-8 will study for quizzes, tests and/or exams.
- Students in grades 7 & 8 will write exams in January (mid-term) and June (final).

Grades	Estimated Homework Time
1 & 2	30 minutes daily
3 & 4	45 minutes daily
5 & 6	60 minutes daily
7 & 8	90 minutes daily



Parents:

- Will ensure that their student keeps up with homework assignments.
- Will contact the classroom teacher regarding any homework concerns.

School:

- Classroom teachers outline the homework expectations daily.
- Assigns homework which reinforces skills taught at school.
- Will send home full report cards twice per year.
- Holds parent/teacher conferences twice per year.

HONOUR ROLL

- Grade 7 and 8 students can earn honour roll status by having an overall average above 85% with no mark lower than 80%.

ACADEMIC HONESTY

Principles:

- Students must understand that the tests/exams they complete and the assignments they submit as evidence of learning must be their own work and that cheating and plagiarism will not be tolerated.
- Aspects of academic dishonesty include: cheating (e.g., copying others' work, using cheat notes), lying (e.g., misrepresenting contributions to group work, lying about circumstances to obtain extensions), and plagiarizing (submitting or representing someone else's work as one's own).
- The school will respond appropriately to academic dishonesty which may include: having the student redo the work honestly; deducting marks; assigning a behaviour infraction record (BIR).

Student Code of Conduct

TECHNOLOGY

All St. John Brebeuf student and staff must adhere to school policies respecting the appropriate use of the following:

- the Internet, including the use of AI-generated content e.g., audio, images, video, or text), social media, text messaging, direct messaging , websites, and email.
- Cameras, cell phones and other electronic or personal communications devices identified in the Code of Conduct or the policies of the school board.

Technology is infused into classes at St. John Brebeuf as a means to enhance the learning experience. Students will develop confidence in operating various devices, and will learn to think critically in online environments. Students will use technology responsibly, acting in accordance with the following statements:

- Treat technology equipment with respect and care at all times. Avoid eating and drinking near technology.
- Families may be held financially responsible for damage to any school technology item should it be deemed intentional.
- Students in grades 6 to 8 are assigned Chromebooks. Chromebook guidelines are provided to students in a Chromebook policy document.
- School-issued technology (ex: iPads and Chromebooks) is provided to support learning and school-related activities. It is not to be used for personal communication with parents or guardians during the school unless authorized by a staff member.
- Do not attempt to install software or change system settings on school devices without permission.
- Keep all personal information private (usernames, passwords, phone numbers, addresses, etc).
- Do not create or distribute a computer virus over the Internet.
- Do not enter any account for which you do not have permission.
- Respect the workspace of those around you. Do not interfere with the technology equipment in use by another student.
- Do not take photos or videos of other staff or students in the school unless instructed to by a teacher.
- Follow classroom rules regarding cell phone and social media use.
- Students will not use technology to harass, insult, or bully others.
- St. John Brebeuf School receives content filtering services. If accidental viewing of offensive content takes place, the student must notify a staff member immediately.
- Follow the school's cell phone policy (Reg. #112). Cell phones are not permitted in class or breaks; only acceptable use is after final dismissal outside of the school property or when authorized by a staff member. This cell phone ban includes similar functioning devices including smart watches.

COMMUNICATION

Students will:

- Communicate with parents during the school day through the authorized use of the school's telephone.

School will:

- Communicate pertinent information to parents regularly by various means such as newsletters, social media, email, or school website.
- Teachers will correspond regularly with parents. Parents, please allow 48 hours for a response to emails.

Parents will:

- Update contact information promptly.

Student Code of Conduct

Behaviour Infraction Record (BIR)

A BIR is assigned and completed by a teacher or administrator when a student has contravened the Code of Conduct in a significant way. The determination of when to assign a BIR takes into account a student's age and stage of development. Teachers/administrators assigning a BIR will also contact the student's parents and will ordinarily also assign additional appropriate consequences to the student.

A BIR may be issued for, but not limited to:

- repeated late arrival for individual classes
- repeated school uniform or casual day attire issues
- academic dishonesty, plagiarism, cheating, forgery
- inappropriate or disruptive behaviour or language
- wilful damage to school property, vandalism, graffiti (any of which will also result in the student/parent being held financially liable for the repairs - materials and labour)
- bullying (whether verbal, physical, electronic or cyber-bullying)
- inappropriate use of computer resources
- unauthorized use of a cellular phone or other electronic device during class time
- repeated lack of preparation for class (homework not done, materials not brought to class)
- not completing a teacher-assigned detention or other disciplinary consequence
- insubordination, defiance, or non-compliance to a reasonable request by a school authority
- disrespectful behaviour towards any member of the school community
- any act of physical aggression towards a member of the school community
- any other behaviours deemed inappropriate by any staff member

During the school year, a student's accumulation of BIRs will set forth the following course of action:

Three BIRs: The student will meet with school administration to review the concerns with the student's lack of compliance with the Code of Conduct; if the student is below grade four, this may be waived. The student's parents will also receive a letter indicating the student has received three BIRs. If deemed necessary, a behaviour intervention plan (BIP) will be created and shared with parents.

Six BIRs: The student's parents will meet with school administration to discuss concerns. The student's opportunity to participate in field trips and/or extracurricular activities may be revoked.

Eight BIRs: the student will be given a more serious disciplinary action and the student's reregistration for the upcoming school year will normally be revoked.

Appeals Process For Student Disciplinary Matters

Students and parents/guardians may appeal, in writing, a Behaviour Infraction Record (BIR) or suspension of up to five (5) days to the next highest authority within forty-eight (48) hours of the decision.

Appeals will be directed as follows:

- Decisions made by a teacher are appealed to the Vice-Principal.
- Decisions made by the Vice-Principal are appealed to the Principal.
- Decisions made by the Principal are appealed to the School Board.

Any appeal to the School Board will be heard by the Board.

Suspensions of up to five (5) days and revocation of re-registration are determined by the Principal. Parents/guardians may appeal a revocation of re-registration within five (5) days of notification.

Suspensions exceeding five (5) days and expulsions are determined by the School Board. Parents/guardians may appeal suspensions exceeding five (5) days within five (5) days of notification and expulsions within fourteen (14) days of notification. Written notice of appeal must be submitted to the Board Chair within the applicable timeframe. The Board Chair will inform the family of the date on which the School Board will hear the appeal.

Note: Notwithstanding a parent/guardian's right to appeal, disciplinary consequences may be implemented immediately at the discretion of school authority (e.g. retention from recess). If an appeal is successful, the disciplinary consequence will be rescinded or amended as appropriate.

Student Code of Conduct

Behavioural Intervention and Responses (alphabetical)

- Behavioural/Performance Contract: In some instances, the student will be required to meet specific behavioural standards. Such behavioural action plans are documented, with copies provided to all concerned parties.
- BIR Assigned: These can accumulate during a single school year and reset after June. Parents are notified when a BIR is assigned. See more information on BIRS on previous page.
- Conference: A conference may be held with the student, teacher, administrator and appropriate staff to develop a plan for action. Parents may be notified/involved.
- Expulsion*: at the discretion of the School Board, based on an administrative recommendation. If a student engages in severe behaviour that is injurious to the school environment and/or is an imminent safety risk to students and staff, it may be determined that the student must be away from the school environment on a long-term basis, and is therefore, expelled. An out-of-school suspension lasting longer than six weeks shall be considered an expulsion.
- Formal Administrative Interview: Incidents will be documented and parents will be notified. If required, a meeting will take place with parents, administration, and appropriate staff. The student must commit to a written plan of action designed to modify the underlying behaviour. Behaviour will be monitored and documented over a period of time, after which a follow-up conference will take place. Under extreme cases the student will be suspended.
- Informal Discussion: All concerned parties will meet with the student to reach an agreement regarding the student's behaviour.
- Outside Agency: Whenever necessary, the appropriate outside agency will be notified. Some examples include pastoral, child and family services, police, truancy officer, and clinical support services.
- Parental Involvement: The parent will be contacted to discuss the specific behaviour of the student and steps that must be undertaken to change the behaviour. The nature of the contact could vary from a telephone conversation to a formal conference at the school involving the parent, student and school personnel.
- Removal of Privileges: Access to playground, lunchroom, and participation in field trips, extra-curricular activities, and special events will be removed. The school will notify the parent when such privileges are removed.
- Restitution: The student or parent may be required to compensate for damages incurred. Such restitution may be monetary in nature but could take alternate forms.
- Revoking of reregistration for the next school year: This is normally done when a student has accumulated eight BIRs or when a student has been suspended three times in the last two years.
- Suspension: In-school or out-of-school suspension is reserved for the most serious contraventions of the Student Code of Conduct. Suspension of up to five days are assigned by the Vice-Principal or Principal. A suspension of more than five days must be authorized by the School Board. **Note: a student who has been suspended three or more times in the last two years will normally have their reregistration revoked.**
- Withdrawal from Classroom Setting: The student will be temporarily withdrawn from the classroom setting and relocated to a supervised alternate location.

Bullying Prevention

If the school believes a student has been harmed, the school administration will notify a student's parents/guardians. When notifying a parent or guardian, the school administration must not disclose the name of or any other personal information about a student who engaged in the unacceptable conduct.

St. John Brebeuf School is committed to providing a safe and caring environment for all students. At SJB, behaviour problems are addressed according to guidelines set by the Manitoba Education Department which include the following:

Code of Conduct – This document is in the School Community Handbook and is reviewed annually. Our Code of Conduct outlines student, parent, and school expectations and disciplinary measures. In addition, SJB has also adopted a Cell Phone and Electronic Device policy that requires students to be responsible digital citizens and behave in a way that is respectful and consistent with Catholic teachings and values.

Preventative Practices – St. John Brebeuf incorporates programming and instruction within the curriculum that focuses on positive school climates and social responsibility. Programming at SJB includes Second Step and Roots of Empathy.

Responsive Practices – As each individual situation is different, St. John Brebeuf School's goal is to develop community and manage conflict and tensions by repairing harm and building relationships. A range of behavioural consequences is listed in the Code of Conduct (School Community Handbook). The administration is committed to correcting inappropriate behaviour by establishing conditions that enable students to be successful, with the goal for all students to feel safe at school. A detailed Behaviour Intervention Plan may be created to optimize the needs of the student and classroom.

Staff Code of Conduct: Expectations and Responsibilities

- Create a positive faith-based learning environment where all students are accepted, feel respected and encouraged to develop self-esteem and respect.
- Encourage the involvement of parents/guardians in educational decisions involving their children.
- Operate on the premise that school, parish, and home work together for the benefit of all students.
- Treat and discipline students with courtesy, respect, consistency, and fairness.
- Report incidents of bullying (including cyberbullying) to the Principal as soon as reasonably possible.
- Model behaviour in keeping with the school's Respectful Workplace Policy and its internet, social media, and electronic device policies.
- Teach and model by positive example.
- Abide by the Manitoba Catholic Schools Code of Professional Ethics.

Parent Code of Conduct

St. John Brebeuf School is committed to maintaining a safe, respectful, and faith-filled learning environment rooted in Catholic values. Parents and guardians play an essential role in supporting the mission of the school and modelling the virtues of faith, hope, love, and truth, ensuring all community members are treated with dignity and respect.

Parents and guardians are expected to:

- Treat all members of the school community with courtesy, respect, and Christian charity;
- Support the Catholic identity, policies, procedures, and expectations of the school;
- Work collaboratively and respectfully with staff in support of student learning and well-being;
- Address concerns through appropriate school channels, following the “Guidelines to Resolving Conflict” on page 18
- Model respectful behaviour and appropriate language at all times, including in electronic communication and on social media;
- Respect school procedures regarding parking, student supervision, attendance, and access to the building;
- Monitor their child’s use of social media, internet platforms, and electronic communication; Support regular attendance, punctuality, and completion of school responsibilities.

The following behaviours are unacceptable and may result in administrative action:

- Harassment, intimidation, threats, or abusive conduct toward staff, students, or other parents;
- Disruptive behaviour that interferes with school operations, classrooms, meetings, or student supervision;
- Approaching, reprimanding, intimidating, or disciplining students other than one’s own child;
- Use of profanity, taunting, discriminatory remarks, or offensive language;
- Defamatory, inappropriate, or hostile communication, including through email, text messages, or social media;
- Unauthorized entry into the school or disregard for school procedures;
- Damage to school property;
- Possession or consumption of alcohol or illegal drugs on school property, except where expressly authorized;
- Repeated failure to follow school traffic and parking expectations.
- Repeated tardiness of children in the morning.

The Principal will respond to violations of this Code of Conduct in a manner deemed appropriate to maintain a safe and respectful school environment. Responses may include verbal or written warnings, removal from school property, restrictions on communication or access to the school, suspension or banning from school property, or other appropriate measures. A serious or ongoing situation may result in the school revoking re-registration for the next school year for the offending parent’s child(ren).

By registering their child at St. John Brebeuf School, parents and guardians acknowledge their responsibility to uphold this Code of Conduct and support the mission and values of the school community.

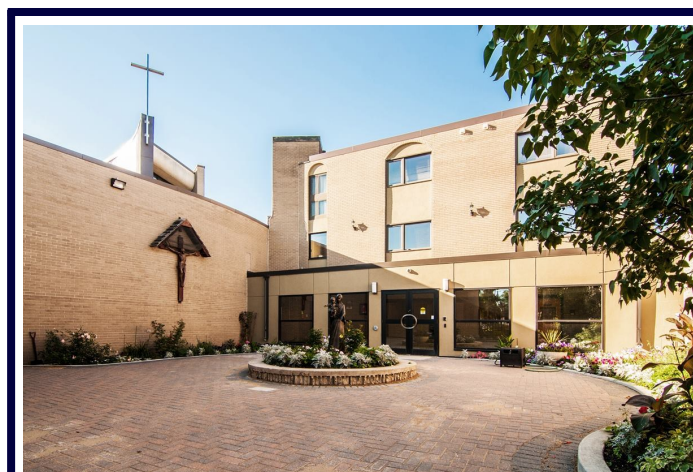
GUIDELINES TO RESOLVING CONCERNS

Note: Any concerns related to disciplinary matters can be found on page 14 (**Appeals Process For Student Disciplinary Matters**)

- Concerns can be addressed in the following order:

Student or Staff Concern
1. Staff directly involved (exception: if the concern involves a non-teaching staff member (e.g. EA), see the Vice-Principal)
2. Vice-principal
3. Principal

- Meet with staff member most directly involved first. If your concern involves a non-teaching staff member, meet with the Vice-Principal who will redirect you to the staff member's direct supervisor. The meeting should be done in a manner that respects privacy and lets the person maintain their dignity. Direct person to person or verbal communication (phone) is strongly preferred to written or electronic communication (email).
- If the complaint or concern cannot be resolved, the Principal of the school may then choose to involve the Board of Directors.
- The persons involved should be informed and given the opportunity for explanation or written response.
- A person who has proceeded through the process and has not received satisfactory resolution may also bring the complaint to the Board of Directors in writing, signed by the person or persons lodging the complaint. The School Board has the discretion to determine whether to hear the matter.
- When a written complaint is received, the individual named should be notified, given a copy, and have the opportunity for explanation and written response.



STUDENT HEALTH, SAFETY, & SCHOOL PROCEDURES

Illness

For the safety of the school community, students should be kept home if they are ill.

If a student becomes ill at school and is unable to meaningfully participate in class as determined by the teacher or administration:

- Parents will be contacted to request that the student be picked up.
- Parents must maintain accurate emergency contact information with the school.

Medication

- Students who require an Epi-Pen are required to wear them on their person at all times.
- Should a student require medication at school, parents must complete and present the Permission to Administer Medication form to the office.

Allergies and Sensitivities

- St. John Brebeuf School is a nut free facility. Please refrain from sending any nut products to school.
- St. John Brebeuf School is a scent-free environment for all staff, students, and visitors. We ask everyone to refrain from using perfume, cologne, after shave, and other scented personal care products.

Injury

- If a student is injured at school and may require non-emergency medical attention, parents will be called to pick up their child and take them to the appropriate medical facility.
- If a student is unable to participate in physical activities due to an injury, the parent must communicate with the student's homeroom teacher and the office.
- If a student requires emergency medical attention (anaphylactic reaction), 911 will be called.

Field Trips

- Field trips are organized by the classroom teacher and are usually lumped together to cover a period of time. Permission and payment is done through the Permission Click application. Costs are budgeted based on all class participation, therefore a student missing for any reason (sick, vacation, etc.) will not be issued a refund. Students are required to be in full uniform for field trips unless otherwise stated.

Birthdays and Special Celebrations

- To maintain a safe, inclusive, and focused learning environment for all students, our school does not allow for birthday treats, food items, gifts, or other celebration related items to be brought or sent to school.
- We celebrate every student's birthday by wishing them a happy birthday during the morning announcements. Each homeroom teacher also has their own way of making students feel special on these days.

Weather

- Wind chill factors of -28°C or colder, as reported by Environment Canada at The Forks, will result in indoor recess.
- Extreme heat conditions may result in shortened recess periods, indoor recess, or other accommodations.
- Moderate to heavy rainfall will result in indoor recess.
- An Air Quality Health Index (AQHI) of 9+ will result in indoor recess.



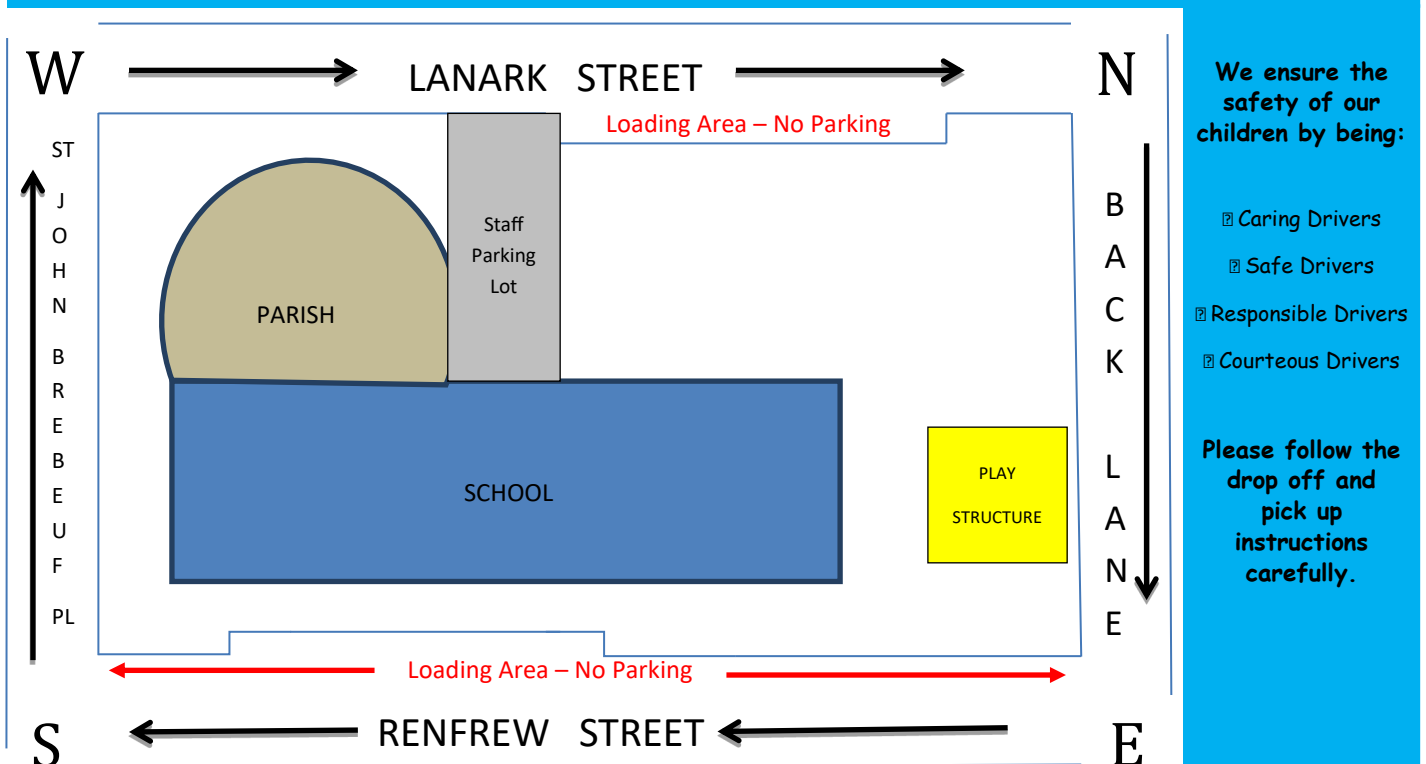
Drop Off and Pick Up

Designated drop off and pick up areas **promote the safety of our children** and improve traffic control.

- **NOTE LOADING (NO PARKING) TIMES: 7—9 AM, 11 AM—1PM, AND 3—5 PM.**
- **NO PARKING** signs are posted in the drop off and pick up areas:
 1. **Lanark Street** for north bound traffic.
 2. **Renfrew Street** for south bound traffic.
- **NO PARKING is permitted in the staff parking lot or the back lane. Please drive slowly through the back lane.**
- Absolutely **NO DOUBLE PARKING** is permitted at any time: **if parking space near the school is unavailable, parents are expected to either circle the school or park farther down the street.**
- There is NO parking permitted in the Lanark Tower apartments.
- At drop off and pick up times, **vehicles may not be left unattended in the loading area** along the front of the school.
- The back lane is for through traffic only. Slow down when driving through the back lane.
- Children should not be dropped off in the staff parking area as there is no entry to the school from this location.
- Please respect and follow the direction of the School Safety Patrols who are volunteers of the Winnipeg Police Service.

FLOW OF TRAFFIC FOR DROP OFF AND PICK UP

Drop off at the playground is between 8:20—8:40 a.m. & pick up is between 3:20—3:30 p.m.





Winnipeg Police Service | Service de police de Winnipeg

"A Culture of Safety for All" « Cultiver la sécurité pour tous »

"SAFETY OVER CONVENIENCE"

The Winnipeg Police Service (WPS) is often apprised of traffic and parking concerns related to schools and their immediate surroundings. Issues are brought to our attention when there is an increase in driving complaints and traffic violations. Fortunately, most drivers exercise safety & caution when travelling to, through and from schools.

Traffic concerns are not only isolated to your child's school as many others throughout the City of Winnipeg also experience similar issues despite ongoing efforts made by the school division and staff. The School Engagement Section of the Winnipeg Police Service strive to ensure road safety through education and communication.

Please take time to review the following nine points which have been identified as common traffic related concerns:

1. **"No Stopping" zones**: In these areas, stopping or parking is strictly prohibited. They are not considered loading zones and must remain clear at all times. (If there are no specifics such as dates and in-between times then the zone is enforceable 24hrs a day - 7 days a week).
2. **"No Parking" zones**: No vehicle may be parked in these areas however you are allowed to stop (pick up/drop off passengers). The vehicle is considered parked when the driver's seat is unoccupied, or the vehicle is stationary beyond the loading or unloading process. "No Parking" zones are not Loading Zones.
 - a. If parents/guardians chose to park and walk, the preferred and recommended option is to park legally in the vicinity of the school.
 - b. The consideration of a Loading area is to pick up / drop off and is intended for a very brief stop & go (this gives equal access to all parties and promotes safe traffic flow).
3. **"Loading/Unloading while in roadway"**: It is unsafe and illegal to stop your vehicle while in the roadway in non-designated safe loading zones for loading/unloading purposes. This has been identified as one of the most dangerous practices and is considered a serious safety concern.

4. **"U-turns"**: U-Turns on a two-way street continue to be a safety hazard for all. These risky and ill-advised turns also negatively affect the flow of traffic. It is imperative that you find alternate means such as: going around the block, conducting a safe three-point turn or proceeding to the next intersection.
5. **"Bus Loops"**: These loops, whether located at the front, side, or back of schools are primarily intended for buses. Drivers should not be utilizing the loop during the posted in-between times unless permission has been granted by the school.
6. **"Drop off/Pick up loops"**: These loops (if applicable) are in place to allow drivers to safely and conveniently drop off/pick up children. It is not recommended to leave your vehicle unattended as this hinders traffic flow as well as potentially creating unnecessary frustration for other drivers.
7. **"Pedestrian Crossing"**: Utilizing marked and posted pedestrian crossings are the safest way for children and adults to cross the street. Crossing in the middle of the street or at uncontrolled areas are considered high risk and dangerous. Pedestrian Crossings are often serviced by school patrols (students) or crossing guards (adults) to assist with safe passage. Please be patient and give them a "brake".
8. **"Distance Ruling"**: Adhering to the following parking distances ensures a better line of sight and ensures overall safety for all those who share the roadway and sidewalks. The distance ruling are as follows:
 - Ø 3 Meters from any intersection, crosswalk and fire hydrants
 - Ø 9 Meters from any posted traffic control device (i.e. stop signs/traffic signal)
9. **"Respecting Community Residents"**: If you feel the need to accompany your child(ren) to school, we encourage parents/guardians to locate a safe and legal parking zone. Please be mindful not to block back lanes, driveways and roadways as it's all of our responsibility to be mindful and respectful. Staff member parking lots, unless advised otherwise, are not alternate means to safe and legal parking.

It is the responsibility of all drivers and pedestrians to ensure a safe and respectful environment which sets a good example for our children and our communities.

The aforementioned points are all subject to enforcement by both Winnipeg Parking Authority and Winnipeg Police Service. Please refer to the Winnipeg Parking Authority website for additional information.

On behalf of the Community Relations Division - School Engagement Section, I respectfully appreciate your attention and courtesy.

School Engagement Section

Community Relations Division

Winnipeg Police Service