

# Parent & Student Handbook

Effective August 21, 2023

## St. John Brebeuf School

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**School Office Hours: 8:00am - 4:00pm**

**To Report Attendance:**

[schooloffice@sjbcommunity.ca](mailto:schooloffice@sjbcommunity.ca)

[www.sjbschool.ca](http://www.sjbschool.ca)



# Index

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St. John de Brébeuf ..... 3

School Profile ..... 3

Principal’s Message, School Board, PAC ..... 4

Faith & Community Building ..... 5

School Uniform .....6

Daily Schedule ..... 7

Student Code of Conduct ..... 8-13

Bullying Prevention ..... 14

Staff Code of Conduct ..... 14

Parent Code of Conduct .....15-16

Guidelines to Resolving Concerns..... 17

Illness and Medication ..... 18

Drop off and pick up .....19

Traffic Flow Guidelines .....20-21

**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.<sup>1</sup> 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.<sup>1</sup>

The Wendat gave John Brebeuf the name Echon, which means “healing tree,” to reflect his dedication and abilities.<sup>1</sup> 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.<sup>1</sup>

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

Brebeuf was a language scholar and fluent in Wendat.<sup>2</sup> It is purported John Brebeuf wrote *The Huron Carol* in 1640 to tell the Christmas story.<sup>2</sup> 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*.<sup>2</sup>

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

John Brebeuf and seven companions were canonized in 1930.<sup>1</sup> In the Canadian liturgical calendar, their feast day is celebrated on September 26.<sup>1</sup>

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 children 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.

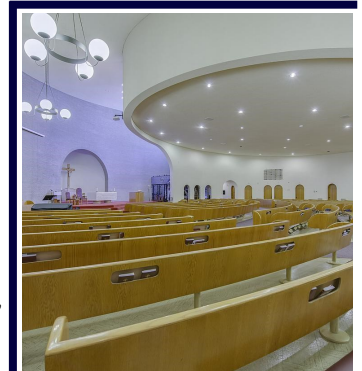
## **Respect Others**

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 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:

- K to 4: Tunic, plain navy or white socks, or tights.
- Grades 5 to 8: Kilt, plain navy or grey knee socks or tights. Kilt must be no shorter than two inches above knee cap.
- K to 8: Crested cardigan or crested vest over a plain white or crested polo shirt. **Note: The plain white or crested polo shirt cannot be worn alone and must be tucked in at all times.**
- K to 8: Navy Top Marks pants, plain navy or black socks .
- K to grade 6: Black, white, and/or navy shoes.
- Grade 7 & 8: Plain black dress shoes that can be polished.

### Boys:

- K to 8: Navy Top Marks pants, plain navy or black socks .
- K to 8: Crested sweater or vest over plain white or crested polo shirt. **Note: The plain white or crested polo shirt cannot be worn alone and must be tucked in at all times.**
- K to grade 6: Black, white, and/or navy shoes.
- Grade 7 & 8: Plain black dress shoes that can be polished.

### Physical Education - Grades 4 to 8:

- Crested gym shirt and crested shorts; gym shoes

### Note:

- Full uniform is required for picture day, school mass days, and other special occasions.
- Shorts and skorts are permitted in September, May, and June.
- Casual days are held once a month. Students should use good judgement when determining what to wear. Shoulders and midribs must be covered. Skirts must be no shorter than two inches above the knee cap. If any article of clothing is considered inappropriate\* 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.

\*Clothing showing inappropriate messages, symbols, or images as determined by a teacher or school administrator.

### Parents

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



## Daily Schedule

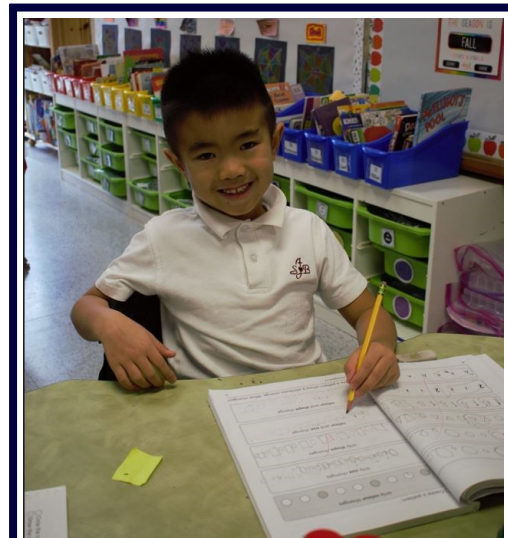
### Before and After School Care

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.

### 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 8:20am and those not picked up by 3:30pm 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.

## 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.

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

### 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.





# Student Code of Conduct

## 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 8:40am 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.

## EXTRA-CURRICULAR INVOLVEMENT

Participation in extra-curricular activities is a privilege. Student engaged in any extra-curricular activity 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. Student athletes whose conduct is not keeping with these standards of behaviour may be suspended from the team for a game or the entire season. They may also be prohibited from joining other extracurricular activities, including sports teams.

## PROHIBITIONS

- Students are prohibited from possession, distribution and use of tobacco, alcohol, cannabis (marijuana), illicit drugs and solvents on school property or any school event (at any location).
- Students are prohibited from possessing a weapon for any purpose; weapons are defined as any object designed or used to injure, threaten or intimidate another student or staff.
- Students are prohibited from gang involvement.
- Students are prohibited from selling products in the school unless preapproved by school administration.
- Students are prohibited from consuming what are broadly categorized as energy drinks. These are considered unhealthy for children. The determination of what is an energy drinks will be sole discretion of school administration.

# Student Code of Conduct

## HOMEWORK

### Student Expectations:

- 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: have student redo the work honestly; deduct marks; document the incident in the student's file

# Student Code of Conduct

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## TECHNOLOGY

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.
- 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 after final dismissal or when authorized by a staff member).

## COMMUNICATION

School will:

- Communicate pertinent information to parents regularly by various means such as newsletters, social media, eblasts 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.
- Follow the appropriate procedure for address concerns.
- Arrange after school plans prior to students' arrival.
- Notify the school office of any changes to after care arrangements.

## **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 violence 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 an administrator to review the concerns with the student's lack of compliance with the Code of Conduct. The student's parents will also receive a letter indicating the student has received three BIRs.

Five BIRs: the student and his/her parent will be required to meet with an administrator (formal administrative review). The purpose of the meeting is to ensure that the student's parents are aware of the seriousness of the concern and to seek solutions. This may include the creation of a behaviour response plan. The student's opportunity to participate in extra-curricular activities may be revoked.

Seven BIRs: the student will be given an in-school suspension of one day. The student will also not be permitted to attend any field trips or overnight trips.

Ten 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**

Students and parents may appeal a decision (BIR) or suspension to the next highest authority. If the disciplinary consequence was assigned by a teacher, the appeal goes to the Vice-Principal; if the disciplinary consequence was assigned by the Vice-Principal, the appeal goes to the Principal. Any suspension more than five days or revoking of reregistration, or expulsion is determined by the Principal and the appeal goes to the School Board (in this instance, the student/parents may request to appear before the board).

## Student Code of Conduct

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### Range of Consequences (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.
- 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 administration.
- 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 10 BIRs or when a student has been suspended three times in the last two years.
- Suspension: In-school or out-of-school suspension from school is a serious consequence that is imposed subject to administrative discretion.
- Withdrawal from Classroom Setting: The student will be temporarily withdrawn from the classroom setting and relocated to a supervised alternate location.

## **Bullying Prevention**

In the Public Schools Act, bullying is behaviour that is intended to cause fear, intimidation, humiliation, distress or other forms of harm to another person's body, feelings, self-esteem, reputation, or property. Bullying in any of its forms is a serious violation of our school Code of Conduct and will be dealt with accordingly.

The Public Schools Act requires adults in schools to report unacceptable student conduct to the principal. Unacceptable conduct means abusing/bullying another student in any manner including the following:

- physically, sexually, or psychologically
- orally, in writing, or in any other form at school, on the way to and from school, while participating in pre-scribed school-approved activity, or online ("cyberbullying" which uses any form of electronic communication, including social media, text or instant messaging, websites or email), including outside school hours.

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 Parent/Student 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. Range of behavioural consequences are listed in the Code of Conduct (Parent-Student 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 Response 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

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WHEREAS maintaining and strengthening the Catholic identity of our schools is of paramount importance;  
AND WHEREAS Catholic teachings and values should permeate across all activities in the school;  
AND WHEREAS parental involvement in the school is essential to educating our students effectively;  
AND WHEREAS it is important to provide a reminder to all parents about their expected conduct, such that our students can flourish, progress and achieve.

### The School expects and/or encourages parents to:

- (a) Respect and foster the caring and friendly nature of our school whenever on school premises, dropping off and picking up their children, or when communicating directly with any school staff member;
- (b) Appreciate that school staff members and the parents are a team, always working together for the benefit of our students;
- (c) Recognize that all members of the school community, including staff members, students and other parents, should be treated with tolerance and respect at all times;
- (d) Lead by example, in managing their own conduct and behaviour whenever on school premises or when communicating with any school staff member. The conduct and behaviour of parents should mirror the way that they would like to be treated;
- (e) Actively assess the conduct of their own children, and correct their own child's behaviour, particularly when that behaviour could lead to aggressive or unsafe situations;
- (f) Respectfully resolve any issues or concerns they may have and approach staff member of the school most directly involved first;
- (g) Abide by both the spirit and the letter of all rules and regulations as set forth by the school;
- (h) Ensure regular and punctual attendance and encourage completion of all school assignments by their children; an extended absence from class has a discernable negative impact on student learning and is therefore strongly discouraged
- (i) Monitor their children's use of social media, the internet and personal communication devices, specifically in regards to cyber-bullying or other dangerous activities;
- (j) Ensure timely and proper payment of school tuition and fees.

### The School will not tolerate the following from parents:

- (a) Harassing a school staff member;
- (b) Attempting to discuss issues with a school staff member while he/she is teaching or otherwise supervising students;
- (c) Approaching students directly with the purpose of reprimanding them;

## **Parent Code of Conduct**

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- d) Entering, or attempting to enter, any part of the school in disregard of procedure or without permission from the Principal;
- e) Disruptive conduct which interferes with the operation of a classroom or a staff member's office;
- f) Using loud and/or offensive language, such as swearing, taunting, cursing, mocking, profanity or displaying anger;
- g) Any conduct which could be construed as a threat to do bodily harm to another person;
- h) Any actual bodily harm caused to another person;
- i) Damaging or destroying property which belongs to the School;
- j) Abusive, or threatening e-mails, voice mail and/or text messages sent to a school staff member;
- k) Defamatory, offensive or derogatory remarks, whether made in person or on social media (on sites such as Facebook), pertaining to the School, or any staff member, other parent, or student of the school;
- l) The consumption of any alcohol or drugs while on School property (except as expressly permitted by the Board on a social occasion in accordance with Policy No. 510);
- m) Failure to observe the parking rules regarding the dropping off and picking up of students, both before and after school.

Should any of the conduct noted above occur, the Principal will take such action as he/she deems appropriate under the circumstances in order to maintain safety and to preserve the caring and friendly nature of the School. Actions may include, but are not limited to:

- (a) Providing a verbal warning to the offending parent, detailing the impugned conduct and outlining the penalty for future breaches of this Policy;
- (b) Providing a written warning to the offending parent detailing the impugned conduct and outlining the penalty for future breaches of this Policy;
- (c) Immediate removal of the offending parent from the School property;
- (d) Suspending the offending parent from the School property;
- (e) Banning the offending parent from the School property;
- (f) Suspending the right of the parent to communicate with a school staff member(s); and/or
- (g) Issuance of a letter of censure, which shall be placed on the file of any student(s) of the School related to the offending parent.
- (h) Should these measures fail to correct parental behaviour, the School may withhold re-registration of the parent's child/children for the following year until that parental behaviour is corrected.



## **GUIDELINES TO RESOLVING CONCERNS**

Follow these steps if you have a school-based concern:

- ◇ 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).
- ◇ **Concerns can be addressed in the following order:**

<b>Student or Staff Concern</b>
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

- 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.
- When a written complaint is received, the individual named should be notified, given a copy, and have the opportunity for explanation and written response.
- If a group wishes to address the Board of Directors they should inform the Chair in advance so that if the purpose is to make a complaint against a support staff member, teacher, or principal the Chair can inform them of the process as outlined in these guidelines.



## ILLNESS AND MEDICATION

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### Illness

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

If a student becomes seriously ill at school:

- 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.

### Injury

- 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.



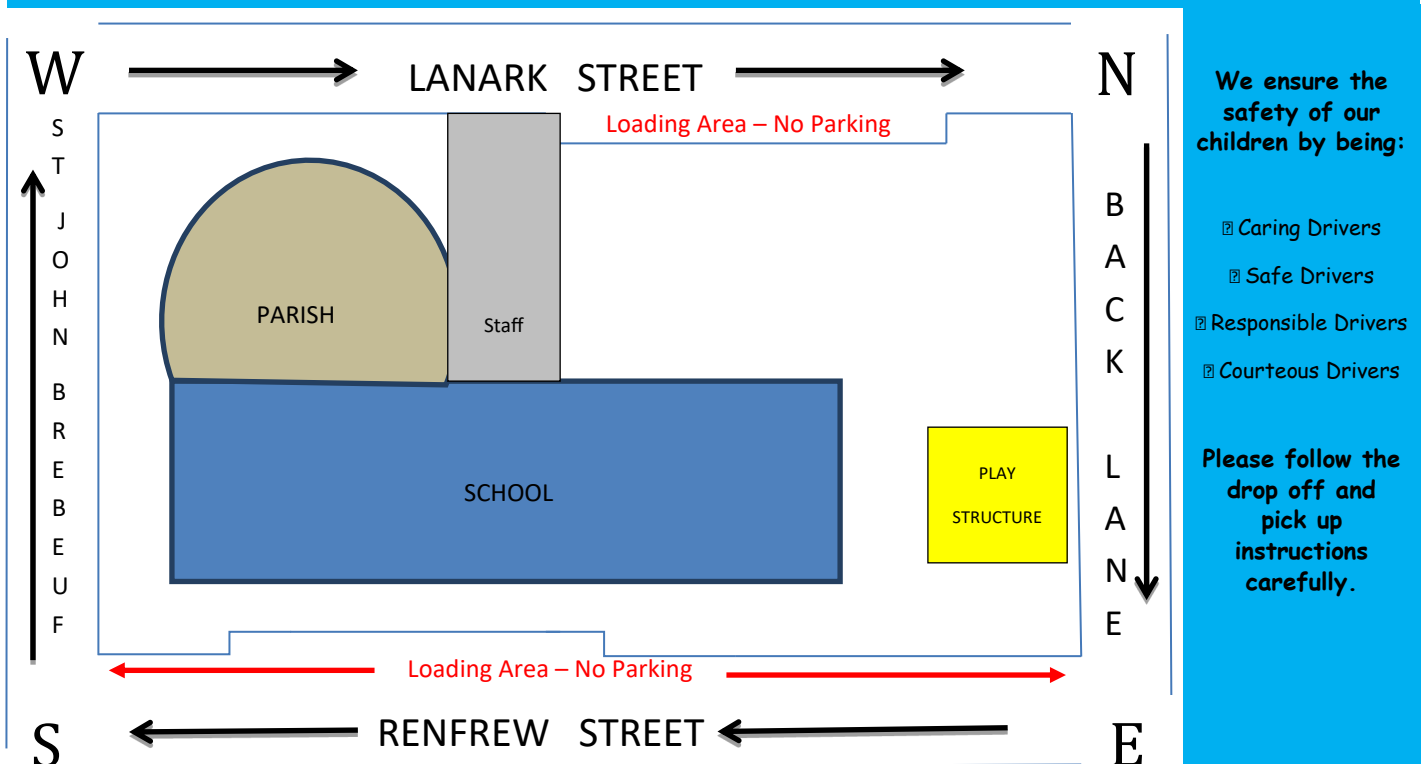
## Drop Off and Pick Up

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

- **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.
- 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.

## Traffic

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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