

PRINCESS MARGARET SCHOOL PARENT HANDBOOK



367 Hawthorne Avenue, Winnipeg, MB R2G 0H6
Phone: 204-663-5073
Fax: 204-668-5659
Student Absence Voicemail Line: 204-663-5073

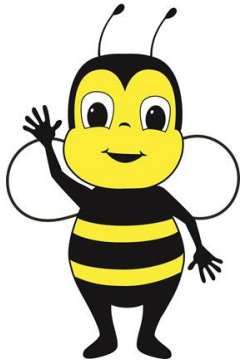
Principal: Mrs. S. KostECKi

Vice Principal: Mr. F. Reeves

TABLE OF CONTENTS

PAGE 3	PRINCESS MARGARET SCHOOL MISSION STATEMENT
PAGE 3	PRINCESS MARGARET SCHOOL RULES AND DISCIPLINE
PAGE 5	PRINCESS MARGARET SCHOOL WIDE BEHAVIOUR MATRIX
PAGE 6	PRINCESS MARGARET SCHOOL SAFETY GUIDELINES FOR THE PLAY STRUCTURE
PAGE 7	PRINCESS MARGARET SCHOOL HOURS
PAGE 7	ABSENCES AND LATES
PAGE 7	ACCIDENT INSURANCE FOR STUDENTS
PAGE 8	ACTIVITIES
PAGE 8	ADDRESS CHANGE
PAGE 8	ANIMALS IN SCHOOLS
PAGE 9	APPOINTMENTS, PICK UPS AND CHANGES TO DISMISSAL ARRANGEMENTS
PAGE 9	BICYCLES
PAGE 9	CODE OF CONDUCT - River East Transcona School Division
PAGE 15	COLD WEATHER GUIDELINES
PAGE 15	COMMON PRACTICES OF THE RIVER EAST TRANSCONA SCHOOL DIVISION
PAGE 16	COMMUNICATION TO AND FROM THE SCHOOL
PAGE 17	DRESS CODE FOR STUDENTS - River East Transcona School Division
PAGE 18	EMERGENCY SCHOOL CLOSURE
PAGE 18	EVALUATION AND STUDENT REPORT CARDS
PAGE 18	FIELD TRIPS AND CONSENT FORMS
PAGE 18	FIRE DRILLS AND EMERGENCY PREPAREDNESS
PAGE 18	INJURY AND ILLNESS
PAGE 19	LOST AND FOUND
PAGE 19	LUNCH PROGRAM
PAGE 19	MEDICATION
PAGE 19	PARKING LOT AND STOPPING AND TURNING RESTRICTIONS
PAGE 20	PATROLS
PAGE 20	PLAYGROUND USE AFTER SCHOOL
PAGE 20	PROFESSIONAL DEVELOPMENT DAYS
PAGE 21	PROGRAMMING
PAGE 23	PUBLIC HEALTH NURSE
PAGE 23	SEARCH PROCEDURES
PAGE 23	SCHOOL USE PERMITS
PAGE 23	TRANSPORTATION
PAGE 23	VALUABLES AT SCHOOL
PAGE 23	VISITORS
PAGE 24	VOLUNTEERS

PRINCESS MARGARET SCHOOL MISSION STATEMENT



Challenge and Inspire - The goal of Princess Margaret School is to foster a love of learning and mutual respect in the school community and to provide all children with equal opportunities for intellectual, social, emotional and physical development.

School Environment

Princess Margaret School strives to provide an environment that is safe, nurturing and challenging. Cooperative, safe, responsible behaviour is taught and encouraged. Communication between parents, staff and students is considered essential to students' growth and development. We believe that such an environment facilitates the learning process of each child and encourages lifelong learning.

PRINCESS MARGARET SCHOOL RULES AND DISCIPLINE

All students are expected to follow the 3Bs of the school:

BE SAFE • BE RESPONSIBLE • BE RESPECTFUL

The school wide Behaviour Matrix outlines expectations for safe, responsible and respectful behavior in all areas of the school. Staff will use the Behaviour Matrix as a foundation in discussing, teaching, modeling and reinforcing behaviour expectations.

Students are also expected to:

- Follow the directions of all school staff.
- Treat others kindly and fairly with your words and actions.
- Follow the hands off policy:
 - Keep your hands and feet to yourself.
- Be a careful commuter:
 - Walk on the right hand side of hallways, use assigned doors for entry and exit, remove shoes and hats on mats upon entry and carry shoes to mats when exiting.

Acceptable behaviours and expectations for students, staff, and parents are clearly outlined in the School Division's Code of Conduct. Depending on the severity of each individual incident of misbehaviour and the frequency of that misbehaviour, a number of consequences may be applied.

Staff Responsibility

Staff members are responsible for monitoring the behaviour of **ALL** students both in the classrooms and in common areas. Staff will reinforce expected behaviours and correct misbehaviours consistently throughout the year.

Prevention

- Staff will teach expected classroom and school wide behaviours and common expectations.
- Staff will review and positively reinforce expectations for behaviour in common areas on a regular basis.

- Staff will monitor and correct misbehaviours of **all students** both in the classroom and in common areas.

Intervention

Students need to know that all adults in a supervisory capacity have the authority to apply reasonable and logical consequences for behaviour that is not in compliance with school rules.

Examples of reasonable and logical consequences include:

- Review of expected behaviours.
- Parental involvement.
- Withdrawal from the classroom setting for a brief review of expected behaviours.
- Loss of privileges related to the time and type of misbehavior (eg. problems at recess may result in a loss of recess privileges).
- Student may be required to complete a problem solving sheet, write an apology note to the victim or write a note home to parents.
- Implementation of a time out. The student is removed from play areas and required to stand by the school wall for a time out.
- Work in an alternate location for a period of time.

Classroom Teachers and/or Administration will be in contact with parents regarding **students who demonstrate a significant behaviour concern or chronic misbehaviour**. Examples of significant misbehaviour may include but are not limited to:

- An act of violence or threat of violence by a student to his/her peers, Teachers, or other divisional employees, or any other person, either at school or on the way to and from school. Please refer to the Division Safe Schools brochure for complete information.
- Any act of deliberate damage to divisional property or the property of divisional employees, the property of peers while at school, or damage to property on the way to and from school.
- The possession of a weapon, threat to use a weapon, or use of a weapon on school division property or in its buildings.
- Any out of control behaviour or physical tantrums that may cause harm to self or others.
- Any sexually inappropriate behaviours or acts of sexual harassment.
- Any acts of Bullying or Harassment.
- Fighting

PRINCESS MARGARET SCHOOL WIDE BEHAVIOUR MATRIX

Princess Margaret School – Behaviour Expectations

	BE SAFE	BE RESPECTFUL	BE RESPONSIBLE
All Environments	<ul style="list-style-type: none"> -Be mindful of those with allergies -Keep hands and feet to self -Careful commuting in all areas 	<ul style="list-style-type: none"> -Use appropriate language and voice volume -Leave gum and all electronics at home -Include others, be cooperative and kind -Follow adult directions 	<ul style="list-style-type: none"> -Request permission to use washroom or get water -Clean up after yourself -Use garbage and recycling bins -Be on time, be prepared for learning and make good choices
Assembly	<ul style="list-style-type: none"> -Walk in a single file to your designated row -Remain seated in a row -Keep hands and feet to self 	<ul style="list-style-type: none"> -Follow the silence cue -Listen attentively to presenters -Show appreciation in an appropriate manner 	<ul style="list-style-type: none"> -Enter and exit quietly
Bathroom	<ul style="list-style-type: none"> -Wash hands with soap and water -Lights stay on at all times -Keep floors dry 	<ul style="list-style-type: none"> -Respect privacy -Keep your hands, feet and thoughts to self -Stay in your own stall -Use an indoor voice 	<ul style="list-style-type: none"> -Lock the stall door -Unlock the stall door when you leave -Do your business quickly, then flush -Leave as soon as you are done washing hands
Classrooms	<ul style="list-style-type: none"> -Keep area clean -Wear proper footwear and ensure your laces are tied up -No sharing of food -Ensure that your teacher knows where you are at all times 	<ul style="list-style-type: none"> -Respect others' feelings/opinions -Respect others' belongings, work space, and supplies -Include others -Be a good listener -Raise your hand to speak -Use manners 	<ul style="list-style-type: none"> -Push in chairs -Keep your work space and classroom areas tidy -Place your boots and shoes on the shelf -Follow instructions -Use time well -Look after your belongings
Community	<ul style="list-style-type: none"> -Obey patrols -Walk your bike in front of the school -Stay with adults on field trips 	<ul style="list-style-type: none"> -Pay attention to presenters -Leave facilities as you found them 	<ul style="list-style-type: none"> -Represent your school well and make good choices
Entering and Exiting the School	<ul style="list-style-type: none"> -K-3 line up to enter -Carry equipment and bags -Walk slowly 	<ul style="list-style-type: none"> -Wait your turn to enter at assigned entrance -Use indoor voice -Use mats for outdoor footwear 	<ul style="list-style-type: none"> -Promptly enter and exit building at bell through assigned doors -Put belongings away
Gym	<ul style="list-style-type: none"> -Walk during entry and exit -Use equipment as directed -Start and stop on cues -Check personal space 	<ul style="list-style-type: none"> -Listen to and follow directions -Use respectful behavior in the change room -Practice fair play principles 	<ul style="list-style-type: none"> -Maintain self control in all activities -Change quickly and quietly
Hallways	<ul style="list-style-type: none"> -Walk on the right hand side in single file -Walk slowly -Keep hands/feet to self 	<ul style="list-style-type: none"> -Walk silently in the halls -Keep hands off of the bulletin boards and walls 	<ul style="list-style-type: none"> -Carry supplies at your side
Library and Computer Lab	<ul style="list-style-type: none"> -Sit properly -Push chairs in 	<ul style="list-style-type: none"> -Use clean hands when using equipment and handling books -Use your indoor voice -Hands only on your own computer 	<ul style="list-style-type: none"> -Return books on time -Come prepared -Leave library and lab neat and tidy -Use equipment as intended -Hang up the headphone cord after use
Lunch Eating Area	<ul style="list-style-type: none"> -Eat at your own desk -Eat only your own food 	<ul style="list-style-type: none"> -Be silent for attendance -Use your indoor voice 	<ul style="list-style-type: none"> -Clean up your desk -Put garbage in the garbage cans
Office	<ul style="list-style-type: none"> -Walk to and from the office 	<ul style="list-style-type: none"> -Enter quietly -Wait patiently 	<ul style="list-style-type: none"> -Use phone pass for appropriate reasons
Play Structure and School Grounds	<ul style="list-style-type: none"> -Play cooperatively -Use equipment and play structure as intended -If you have lost equipment, talk to an adult on duty -Talk through a problem, and if you can't resolve it, talk to an adult on duty -Use snow for building only -Keep hands and feet to self 	<ul style="list-style-type: none"> -Follow the playground schedule -Include others -Share and take turns -Respect others' snow creations such as forts, snowmen, etc. 	<ul style="list-style-type: none"> -Return recess equipment to your classroom -Put garbage in garbage cans -When bell rings, walk quickly and line up -Play in your designated area -Assist others if you are able to -All outside items (stones, sticks, etc.) remain outside
School Bus	<ul style="list-style-type: none"> -Walk to and from bus -Stay in own bus line -Stay in seat -Keep food and drinks in backpack -Keep hands and feet to self 	<ul style="list-style-type: none"> -Listen to your patrol and bus driver -Obey bus rules in your line -Use indoor voice 	<ul style="list-style-type: none"> -Be on time and prepared for bus -Be responsible for your own belongings -Obey bus rules

PRINCESS MARGARET SCHOOL SAFETY GUIDELINES FOR THE PLAY STRUCTURE

- The field areas and the play structure both have their own schedule for student use for before school and all recess times. These schedules are posted in each classroom. Common areas that are open to all students at all times include: the walking path, the outdoor classroom rock areas, the tarmac and four square areas and the basketball hoops.
- On the large blue and red play structure, sitting or standing on top of any equipment is considered unsafe and is not allowed.
- On the Mobius climbing structure, climbing around, over and on top is part of the intended play and therefore is allowed. Standing on top or jumping down from the top is not allowed.
- A maximum of four students are allowed at one time on the Oodle Swing and Boogie Board. Feet must face towards the front or back on the Oodle swing. Get off the Oodle swing when it has stopped swinging. Two students are allowed to push the swing from the back to a count of 15. Students pushing the swing or waiting for a turn must be a safe distance away.
- Children may play tag or running games on the field but not in the Play Structure area. That area is only for children playing on the play structure.
- One at a time, one way traffic only on the three blue wheels with the start line at the platform.
- Three people at a time are allowed on the single blue wheel by the Fire Pole.
- When sliding, go down only, one at a time, feet first, sitting up, quickly leaving the bottom of the slide when reaching the bottom.
- Slide down only on the Fire Pole.
- Climb up only on the Mountain Climber.
- When playing on the monkey bars, hands must always remain on the bars.
- All stones stay on the ground.
- Adult supervisor has the final say about safety.

PRINCESS MARGARET SCHOOL HOURS

Princess Margaret School operates on a six day cycle. Teachers' in-service days are counted on the cycle, but statutory holidays are not. The daily time schedule is:

8:55 am	- Entry Bell
10:20 am - 10:35 am	- Morning Recess
11:45 am - 12:45 pm	- Lunch Hour
2:00 pm - 2:15 pm	- Afternoon Recess
3:25 pm	- Dismissal

To ensure student safety, students are expected to go **straight home from school at dismissal times**. Once they have reported home and have parental permission, **they may return to the school grounds after 4:00 pm**. Where possible, parents are asked to accompany their children to ensure their safety.

ABSENCES, LATES AND ATTENDANCE

If your child is going to be absent or late, please call the school Office voicemail at 204-663-5073 and leave a message indicating the child's name, Teacher and reason for the absence. The voicemail operates from 4:15 pm to 8:15 am.

Children arriving late for school in the morning and after lunch must report to the Office for late slip.

River East Transcona School Division believes that regular attendance and punctuality are positive behaviours that should be fostered in our school system. Regular and punctual attendance are necessary for a student to gain the full benefits of educational instruction. Under the Manitoba Public Schools Act, children must attend school regularly until the age of 18. Regular attendance is defined as missing five days or less during the entire school year.

Students who attend school regularly are more engaged in learning, have a greater sense of belonging and are more likely to graduate from high school. If good attendance habits are not developed in the early years, research shows that middle years and high school absenteeism becomes greater, achievement is lower, and the likelihood of school dropout increases. School personnel will use a variety of methods and resources to assist in improving attendance if needed.

ACCIDENT INSURANCE FOR STUDENTS

Voluntary student insurance may be obtained from the Reliable Life Insurance Company. This plan is recommended by the Manitoba Association of School Trustees. It is administered by HED Incorporated and may be purchased directly through them with application forms distributed by the school each September. Application can also be made on-line at www.studentaccidentinsurance.ca/schools.

ACTIVITIES

Fundraising

Proceeds from fundraising are used to support special events and projects for our students. This includes (but is not limited to) Family Movie Nights, performances and assemblies, additional classroom supplies and furnishings, books for our Library and Literacy Labs, special cultural events, field trip transportation costs, materials and treats for special student events, field days, and Farewell Assemblies. We invite and appreciate your participation.

Grade Five Farewell

At the end of the school year we hold a special assembly to honour our Grade 5 students who will be leaving Princess Margaret to attend middle years schools. Various recognition awards are presented to students at this time.

Intramurals

Our Physical Education Teachers organize the extra-curricular athletic programs, which may take place before or after school, over the noon hours and recess times. All students have the opportunity to participate in activities and practice the skills taught in Physical Education and have fun.

Picture Day

Every year, in early Fall, we allow a photography company to come into our school for school pictures. They take individual and group photographs for families to purchase. The school collects the money for these photographs, with the understanding that the transaction is between the family and the photography company. The date for Picture Day will be published on our school website calendar and in our school newsletter.

ADDRESS CHANGE

All changes of name, address and telephone numbers should be reported to the Office as soon as possible. This includes parents' cell numbers, work numbers, alternate contact information in case of an emergency and a current email addresses. Proof of residency may be requested at the Office (driver's license, Manitoba medical, tenancy agreement or a home offer to purchase agreement). Bussing information and bussing forms may also need to be changed.

ANIMALS IN SCHOOLS

In consultation with the Classroom Teacher and Administration, animals may be permitted, in classrooms and/or on school grounds. The purpose of having an animal at school is for student instruction purposes, provided adequate precautions are taken to ensure the health and safety of the animals, the students and the division employees. Particular attention should be taken with regard to obtaining information from the Teacher concerning students with allergies, prior to the animal being brought to the school.

Families who walk to and from school are asked to follow posted signs and keep pets off of the school grounds.

APPOINTMENTS, PICK UPS AND CHANGES TO DISMISSAL ARRANGEMENTS

Please contact the school Office in advance or send a note to your child's Teacher should your child be required to leave school early for appointments. Please attempt to schedule medical appointments outside of school hours when possible. If it is necessary to take your child to an appointment during the school day, please make arrangements to pick your child up at school. Parents must sign students in and out at the Office.

If you are picking up your child from the playground during recess or lunch hour please stop by the Office first so that you can sign your child out. Your child will be located outside by our supervisors and will meet you inside the school at the Office.

Please keep dismissal time arrangements as routine as possible. Should a dismissal change be necessary due to an emergent situation please contact the school **prior to 3:00 pm**. It is extremely difficult to communicate changes after this time. If your child will not be taking the bus, please call Transportation at 204-669-0202.

BICYCLES

Some students may wish to ride their bicycles to school. Please note the following:

- There is an increased risk associated with riding a bike in high traffic areas around the school.
- The school cannot be responsible for any damage or loss to bikes.

Bike racks are available for those children who to ride their bikes to school because of the distance required to travel. The following expectations are in place to ensure safety:

- Children are required to wear helmets when riding their bikes.
- Children must walk their bike when on the school grounds and must walk their bike in front of the school building on the sidewalk.
- Children must dismount and walk their bikes across the intersections that are patrolled.
- Bikes are required to be secured with a quality lock.

Please note that skateboards, scooters, roller blades and heeies are not permitted at Princess Margaret School due to safety and storage reasons.

CODE OF CONDUCT - River East Transcona School Division

Mission Statement

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

Code of Conduct

The purpose of the Code of Conduct is to promote a healthy school culture where high levels of achievement occur within a positive school environment. The River East Transcona School Division believes that everyone has the right to be treated with dignity and respect.

River East Transcona School Division schools, parents/guardians, students and community will promote the development of beliefs and attitudes that foster a safe and caring learning environment. Pupils, parents and staff are to behave in a respectful manner and comply with the code of conduct.

- An active student voice will be encouraged in all schools.
- Community school initiatives will be encouraged.
- A continuum of supports and services will be utilized to address the unique academic and behavioural needs of students.
- Problem-solving and conflict management skills will be developed.
- Parents will initiate dialogue regarding their child through the classroom teacher or school administration.¹

Roles and Responsibilities

The Division believes that all staff, parents and students have a responsibility to maintain a safe, caring and respectful environment.

Principals will:

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

Staff will:

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

Students will:

- be polite, respectful and cooperative to all people within the school community.
- develop self-discipline.
- resolve interpersonal conflicts and difficulties through discussions or by seeking assistance from school personnel.
- demonstrate and support a safe, respectful and caring school environment.
- respect that fellow students have a right to a school environment that is free from violence.
- respect school property and the personal property of others.
- dress appropriately for classes and for activities.

Parents/Guardians will:

- instill in their child:
 - the desire to work to the best of his/her ability;
 - an understanding of the importance of education;
 - a recognition of the authority of the school staff to provide a safe, respectful and caring environment;
 - respect for the rights of others;
 - respect for property and resources.

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

Proactive Strategies

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

The following are the key components in promoting a positive school climate:

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

Intervention Strategies

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

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

Informal Interview

School personnel talk with the student to reach an agreement regarding the student's behaviour. The parent/guardian will be contacted as required.

Parental Involvement

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

Formal Interview

A conference is held with the student, the school team and the parent/guardian to develop a plan for changing the student behaviour.

School Based Student Services Staff Involvement

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

Detention

The student is detained at school for inappropriate behaviour. When such detention exceeds 15 minutes beyond the regular school hours, or causes a student to miss a school bus, the parent/guardian must be informed.

Withdrawal from Classroom Setting

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

Removal of Privileges

Privileges are removed under certain circumstances. These can include access to the playground, library, cafeteria or lunchroom or participation in extracurricular activities.

Restitution

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

Behavioural/Performance Contract

In some instances, the student may be required to meet specific behavioural outcomes that are identified in a written contract. Such expectations are developed and agreed upon by the school, the parent/guardian and the student. Such an agreement is documented, with copies provided to all concerned parties.

Division Based Student Services Staff Involvement

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

Outside Agency Involvement

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

Suspension ²

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

In School Suspension

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

Out of School Suspension

The following staff may approve an out of school suspension:

A Teacher may suspend a student from class for not more than two days.

A Principal may suspend a student from school for not more than five days.

A Superintendent or designate may suspend a student from school for not more than six weeks.

Expulsion ²

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

Threat Assessment

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

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

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

The school division's Code of Conduct serves as fair notice that incidents of threat to self harm or to harm others will be actively investigated. Because of the serious nature of such incidents, the investigation will continue even if the parent/guardian cannot immediately be contacted. Continued efforts will be made to contact the parent/guardian.

Appeal Process

River East Transcona School Division recognizes that, on occasion, concerns may arise. Students or parents/guardians of students may raise their concerns or appeal decisions as follows:

- a. The decision of a Teacher is first to be discussed with the Teacher. If the parties are unable to come up with an agreeable solution, this decision may be appealed to the Principal.
- b. The decision of the Principal may be appealed to the Superintendent's Department.
- c. The decision of the Superintendent may be appealed to the Board of Trustees. A letter outlining the concerns should be sent to the Board of Trustees in care of the Board Chairperson.³

Safe and Caring School Environment

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

The RETSD Code of Conduct is consistent with the Safe Schools Charter of Manitoba.

The Safe Schools Charter ⁴ (Province of Manitoba, S.M. 2004, c. 24) sets forth guidelines that apply to students and staff regarding behaviour. Behaviours that will not be tolerated in schools and that will be dealt with immediately include but are not limited to the following:

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

References

The River East Transcona School Division Policy Manual can be viewed at

www.retsd.mb.ca/yourrets/Policies/Pages

The Safe Schools Charter of Manitoba can be viewed at web2.gov.mb.ca/laws/statutes/2004/c02404e.php or ordered from the Statutory Publications Office at 945-3101.

- 1 RETSD Policy Manual, Policy KE Concern Protocol
- 2 RETSD Policy Manual, Policies JKD Student Suspensions and Expulsions, and JICH Alcohol and Other Drug Use by Students.
- 3 RETSD Policy Manual, Policy BEDH Public Participation at Board Meetings. Section 3
- 4 RETSD Policy Manual, Policies IJND Computer Technology Use, and JICJ Student Use of Student Supplied Personal Electronic Devices

COLD WEATHER GUIDELINES

The following guidelines have been developed by the school division to assist schools during extremely cold weather. Please note that the school division uses the Forks Weather readings.

Windchill (W/M₂)

User Guidelines for Specific Windchill Effect

-17C to -25C

Normal winter clothing generally adequate. Pleasant outdoor activities cease.

-25C to -27C

Warm winter clothing recommended. Most outdoor activities unpleasant without facial protection. Exposed flesh will freeze with prolonged exposure. **Shortened recess period may be warranted.**

Note:

For windchill values listed below, the decision to keep students indoors is at the discretion of the Principal.

-28C to -34C

Warm clothing is essential. Facial protection is recommended. **Exposed skin will freeze in 10-15 minutes. Indoor recess advised.**

Below -34C

Facial protection essential. Extremely dangerous for outdoor activities or travel. Avoid going outdoors unaccompanied. **Skin will freeze in less than 10 minutes.**

Below - 42C

Conditions for outdoor travel such as walking becomes dangerous. **Exposed skin area will freeze in minutes.**

Divisional Policy: When the temperature plus the wind chill at The Forks is **-45C** or greater at approximately 6:00 am, school bus transportation will be cancelled for the entire day.

COMMON PRACTICES OF THE RIVER EAST TRANSCONA SCHOOL DIVISION

Allergies

We have students in our school who have allergies to peanut products and peanut oils. Children with these types of allergies can have a severe reaction to even slight traces of peanut and nut related substances. In

school, children use and share equipment within the building, which causes even more of a concern as traces of peanut related products can be left on equipment from children's hands or clothing.

We ask that parents do not send lunches or snacks to school that contain peanut or nut related products. In this way, we can provide an environment of reduced risk for all students in the school.

As well, we have students with various other types of allergies. Parents will be informed by a letter going home, if this affects their child's classroom. If your child's classroom has other food allergies identified, we ask that parents refrain from sending these items to school as well. Please check with your child's Teacher before sending any food items to school for special events.

Gender Neutral Washroom - Princess Margaret School has a designated gender neutral washroom available for any staff, student or visitor who wishes to access it.

Personal Information

Where personal information is requested on school or divisional forms, only the minimum amount of personal information required for the stated purpose will be requested and collected.

School Newsletters

Newsletters are routinely created and may contain information and pictures of students, individual student achievements, school activities, sporting events and highlights. Profiles on individual students will only be done with parental consent. Newsletters are sent home and may be distributed to other facilities including other schools, Transportation Department, Board Office, Trustees and, as well, will be posted on the school's website.

School Use of Student Pictures

In order to make staff aware of students with severe medical alerts - pictures and conditions are posted in non-public, secure domains (i.e. staffroom, Office) in the school. Efforts are made to ensure the health information contained is pertinent and available only to individuals who require it. Should you have any concerns, or require additional information, please contact the Administration.

COMMUNICATION TO AND FROM THE SCHOOL

Communication between parents and Teachers is an extremely important factor in the success of any student. We encourage parents to feel free to contact the school when there are questions or concerns. By communicating openly and honestly on a continual basis, the home and school together can work towards a successful year for the child.

Our school Office hours are 8:15 am - 4:15 pm each school day. The school phone number is 204-663-5073.

Concern Protocol

River East Transcona School Division recognizes that, on occasion, concerns may arise. Students or parents/guardians of students may raise their concerns or appeal decisions as follows:

a. The decision of a Teacher is first to be discussed with the Teacher. If the parties are unable to come up with an agreeable solution, this decision may be appealed to the Administrator.

b. The decision of the Administrator may be appealed to the Superintendent.

c. The decision of the Superintendent may be appealed to the Board of Trustees. A letter outlining the concerns should be sent to the Board of Trustees in care of the Board Chairperson.

Additional Methods Of Communication

School Website and Calendar

Important information about school events, field trips, deadlines, clubs, and many other special programs and announcements can be found on our school website. Although notes may come home with information about many activities, this information can also be found on the School Calendar. Please be sure to check it regularly to find out about the important things going on in our school. As well, Hot Lunch Order Forms and many classroom field trip permission slips are posted on the website. If you need an extra form you can often find it on our website and print it out at home.

Newsletters

Newsletters are sent home with the youngest child in the family for those families who have requested a hard copy of the newsletter. Newsletters are posted on the school web site at <http://www.pm.retsd.mb.ca/> to keep parents informed of student activities, upcoming events, important dates, etc. The school newsletter is published on the first Friday of the month (except September).

Open House

Early in the year we invite parents to meet the staff of Princess Margaret School and to visit each child's classroom.

Program Information Evenings

Special evenings are planned as required to explain new programs or curriculum to parents.

Report Cards and Student Led Conferences

Report cards are issued three times a year: November, March and June. Student led conferences are scheduled to coincide with the Fall and Spring reporting periods. Students are expected to attend and participate in conferences.

DRESS CODE FOR STUDENTS - RETSD

Students shall dress in a manner that is appropriate for a learning and working environment. Student clothing should not interfere with the educational process. Hats and jackets are considered outside attire and they are not to be worn in the school. Common sense standards of decency will prevail. At Princess Margaret this means that the following items are not acceptable: skimpy clothing, beach wear, bare mid-riffs, "short shorts", any clothing with inappropriate messages and any items depicting offensive language or messages that are deemed unacceptable. Under garments should not be visible. Footwear (with non-marking soles) must be worn at all times. It is strongly recommended that students wear runners in the school. Parents and students are responsible for appropriate student attire.

In keeping with the division's objective to make all students and staff feel safe, welcome and comfortable in the River East Transcona School Division, offensive images such as inappropriate slogans, racist, sexist or demeaning pictures and/or words on clothing, handbags, backpacks, etc. are not permitted.

School Administrators will have the authority to address inappropriate attire in their schools.

EMERGENCY SCHOOL CLOSURE

In the event that the school is closed early due to an emergency, (e.g. severe weather, flooding, etc.), our school Evacuation Plan has the children going to Springfield Heights School at 505 Sharron Bay or Springfield Heights Mennonite Church at 570 Sharron Bay. Please do not attempt to call us at the emergency site as this will tie up the telephone lines. We will attempt to contact parents first and as soon as possible. In the event of an emergency the School Division will communicate a designated Parent Site and a Media Site for our community to access. Please also be sure your child has an alternative place to go in the event you are not home if there is a school closing.

Listen to one of the local radio stations or log on to the school division website at: www.retsd.mb.ca regarding school closing and/or cancellation of bus transportation due to severe weather conditions. Please note that if the buses are cancelled in the morning, they are cancelled for the entire day.

EVALUATION AND STUDENT REPORT CARDS

A combination of daily work assignments, projects, observations, conversations, quizzes, and tests are used to determine a child's academic progress. Academic grades are reported as levels of performance in Grades 1 to 5. Kindergarten students have anecdotal evaluations in November. Academic progress is reported as level of performance for Kindergarten students in March and June.

FIELD TRIPS AND CONSENT FORMS

Many out-of-school excursions take place throughout the year. A notice indicating the destination, length of visit, and mode of transportation will be sent home. The participation of all students in these field trips is strongly encouraged. **Written parental consent on the divisional permission form is required in order for a student to participate.** Returning an altered signed form is deemed to deny consent for the student to participate in the activity.

FIRE DRILLS AND OTHER EMERGENCY PREPAREDNESS

Each school year, ten fire drills, two lockdown drills and two bus evacuation drills are conducted at Princess Margaret School. In order to familiarize children with leaving the school safely in adverse weather conditions, fire drills may be conducted in cool weather.

INJURY AND ILLNESS

Should a child become injured or ill in school, we will place a call to the parent/guardian first and then to the emergency contact designated on the information form filled out each September. **Please inform the School Office of any changes to your address or home, work or cell phone numbers. It is important that your contact information is correct and current. An emergency contact must be provided.**

If we are unable to reach a parent/guardian and the illness or injury is serious, a member of the staff will take the child to the hospital or accompany them there by ambulance.

LOST AND FOUND

A large amount of clothing and equipment is left in the school and never claimed. It is kept in the Lost and Found bins until Christmas and the end of June. At this time, we donate the lost items to a local charity organization. Should your child lose something, please remind them to check the Lost and Found bins. **Please label your child's personal belongings** so that items can be returned if they are misplaced at school.

LUNCH PROGRAM

Students registered in the Lunch Supervision Program may eat lunch at school providing the students behave in an acceptable manner and all fees have been paid. All students staying for lunch are required to bring a lunch and we ask you to help us by sending leak proof, easy to open containers and spoons, etc. when needed. Please note that the Lunch Program does not have extra cutlery available for students who forget. Students eat lunch from 11:45 am to 12:10 pm. At 12:10 pm all students are expected to go outside until 12:45 pm. Students are not allowed to leave the school or school grounds to purchase lunch and then return because they are not supervised. School patrols need to go directly to post for duty and then return directly to school. **Students who go home for lunch must not return to the school grounds before 12:35 pm when patrols return to post.** Lunch Program registration forms are available in the Office.

MEDICATION

School personnel are not permitted to administer non-prescription medication. Prescription drugs can be administered only with parental permission and provided the required forms have been completed in consultation with a doctor or pharmacist. Medication forms are available at the school Office or on the divisional website: www.retsd.mb.ca. These forms must be completed each year and in advance of administering medication. Please note that the school cannot administer the first dose of any medication. **Medication is not to be sent to school with any student. Parents are required to drop medication off at the school in person.** Medication brought to school must be in its original container with the child's name and dosing instructions on the label.

PARKING LOT AND STOPPING AND TURNING RESTRICTIONS

Parents who drop off their children are reminded to observe the street signs regarding the **No Stopping Zones**. Patrols are stationed in the parking area during regular safety patrol duty times.

Parents are reminded to please observe all street signs and driving laws carefully when dropping off and picking up students. Obeying the parking signs allows for a smoother traffic flow and a safer environment for all students. The Winnipeg Police and the City of Winnipeg Parking Authority enforce the parking and turning restrictions around the school and will ticket drivers as situations warrant. We ask that people remember to always choose **"safety over convenience"**.

Turning restrictions are in effect for areas around Princess Margaret School. Between the hours of 8:00 am - 9:00 am and 3:00 pm - 4:00 pm both Hawthorne Avenue and Kingsford Avenue are one way zones going Westbound. Please note that these restrictions do not apply to residents on these streets who are leaving their property during the hours noted above.

PATROLS

All patrols receive an extensive training program through Princess Margaret School and the Winnipeg Police Service. Bus patrols receive their training directly from River East Transcona Transportation Department.

Our patrols are chosen from the senior students who have displayed leadership and citizenship qualities. They are on duty at the following times:

8:45 am - 8:55 am
11:45 am - 11:55 pm
12:35 pm - 12:45 pm
3:25 pm - 3:35 pm

Patrols are stationed at all intersections within a one block radius of the school.

Bus Patrols - Patrols are provided by Princess Margaret School to help provide a safer ride for the bus students. These patrols assist with lining students up, loading and unloading of the bus and assisting the driver as needed. Additionally, the bus patrols meet the Kindergarten bus students at the classroom and escort them to the bus lines.

Extreme Weather Guidelines for Student Street Patrols

During extremely cold weather, the following guidelines for an abbreviated student patrol schedule will be followed:

Windchill W/M₂

The division uses windchill temperatures from The Forks, not the airport.

-27C to -34C

It is recommended that time on post not exceed 10 minutes. Warm clothing is essential. Facial protection is recommended.

-35C to -39C

It is recommended that time on post not exceed 5 minutes. Posts located more than a five-minute walk from the school will not be patrolled (all of our patrol posts are within a five minute walk to school). Warm clothing and facial protection is essential.

-40C and Below

No student patrols on post.

PLAYGROUND USE AFTER SCHOOL

Children who walk home are to go directly home at dismissal time (3:25 pm). Children are not to use the playground between 3:25 pm and 4:00 pm unless accompanied by a parent. **We recommend adult supervision for all after school hours of playground use.**

PROFESSIONAL DEVELOPMENT DAYS

Princess Margaret School staff is involved in professional development activities considered priorities by our school division. Parent-Teacher Conferences, report card preparation and administration days are also designated by the school. Information regarding these activities is communicated by our school website and newsletter.

PROGRAMMING

Princess Margaret School offers a full spectrum curriculum as mandated by Manitoba Education Citizenship and Youth. We strive to provide each student with an opportunity to reach his/her individual potential by providing an integrated program that encourages academic, social, physical and emotional growth. Princess Margaret School offers two programs: the English Program and the English/German Bilingual Program.

English Program

Our programming for the English Program focuses on the following:

- English Language Arts
- Mathematics
- Science
- Social Studies
- Physical Education and Health
- Music
- Basic French (Grades 4 - 5)
- Art

English/German Bilingual Program

Our programming for the English/German Bilingual Program focuses on the following:

- English Language Arts
- German Language Arts
- Mathematics
- Science
- Social Studies
- Physical Education and Health
- Music
- Basic French (Grades 4 - 5)
- Art

Entry into this program is at the Kindergarten or Grade 1 level. It is not necessary for the child to have any German language skills in order to enter the bilingual program at this level. Children wishing to enter the program after the beginning of Grade 1 will be tested in order to establish their competency in German.

In Kindergarten, children are immersed in German language experiences, with the exception of Physical Education and some Music.

In Grades 1 to 3, the children spend approximately 50% of each day in German and approximately 50% in English. The subjects taught in English are Science, Math, Language Arts, and Physical Education. The subjects taught in German are Health, Art, Social Studies, Language Arts and Music.

In Grades 4 and 5, Basic French is taught reducing the instructional time in both English and German.

Additional Programming Information

Basic French

Basic French is taught to all students in Grades 4 and 5. The course is primarily oral with some focus on written work in the upper grades.

Counselling

A Counselling Program promotes academic success by assisting the student to solve the problems that are interfering with his/her ability to learn. Consultation with Teachers and parents may be a part of this process. Referrals may be made by parents, Teachers or students.

Home Reading

The Home Reading Program is a literacy outreach program that encourages parents to share reading experiences with their child or children. Children are encouraged to take books home and parents are encouraged to communicate back to the school about the reading experience.

Library

Our Library has a Teacher Librarian and a Library Technician. Book selection is held once during the six day cycle. We have collaborative inquiry based learning where the Classroom Teacher and the Teacher Librarian plan and implement projects with the students from Grades K - 5. These projects are curriculum based and help to reinforce writing, thinking and research skills while using the Library and technology as resources.

Music

Our Music Teacher provides an interesting and enjoyable Music program in both English and German. In addition to the regular curriculum, the children have the opportunity of performing in choirs and special school productions.

Physical Education and Health

The Physical Education and Health Education Curriculum is a combined program. Areas of the curriculum are taught in the classroom and in Physical Education classes.

Our Physical Education Program encompasses a wide range of physical activities from regular Physical Education classes to extracurricular sports. Some of our Physical Education classes are conducted on the schoolyard. Our program develops fair play, safe play, cooperation and working hard in all activities.

Resource

The Resource Teachers organize extra support and services that students may require. Teachers and/or parents can access services from the Resource Department.

Student Support Services

Princess Margaret School will provide appropriate programming for all children.

- The method used will be least intrusive.
- In school resources will be used first. The Student Support Team meets regularly in order to collaborate on concerns raised by Teachers, Parents or Administration.
- When necessary, assistance will be accessed from divisional supports, the Student Services Unit, or other outside professionals. This will be done with parental consent.
- Students may be referred to these services by Teachers or Administration.

Technology

Computers and other technology are learning tools for students in our educational system. They are integrated into many areas of the curriculum at Princess Margaret School. Every student from Kindergarten to Grade 5 has access to the computers. Princess Margaret School has wireless access to the Internet, a full computer lab, and a mobile cart of laptops for student use.

PUBLIC HEALTH NURSE

Princess Margaret School families have access to the service of a public health nurse on an on call basis through the WRHA and Access River East.

SEARCH PROCEDURES

The River East Transcona School Division empowers the Administrator to conduct reasonable searches of students' clothing, personal effects, lockers and vehicles.

SCHOOL USE PERMITS

Permission from the divisional Maintenance Department is required for the use of the school after hours. Please call 204 669-5660 to make inquiries.

TRANSPORTATION

In accordance with the policy of the school division, transportation is provided for elementary students enrolled in a divisional program who reside more than 1.6 km from the school offering the designated program. Questions about transportation should be directed to the divisional Transportation Department at 204 669-0202.

VALUABLES AT SCHOOL

We ask that students leave all valuable items such as cell phones, iPods, Gameboys, DS games, MP3 players, special toys, etc. at home. The school cannot be responsible for any damage or loss.

At early years, cell phones and other electronic communication devices are not permitted in the school or on school property unless directed by the Teacher or Administrator. The complete policy is available at the school and on the divisional website should families wish to review it.

VISITORS

All visitors to the school are required to **report to the School Office**. All visitors within the school are required to sign a school register and wear a visitor button. Visitors must sign out when they are leaving the building.

To help protect student and staff safety, **all doors will be locked** between 9:00 am and 11:45 am and from 12:45 pm onward, except for the front doors of the school helping ensure all visitors report to the Office.

VOLUNTEERS

Princess Margaret School encourages parents to be involved as volunteers in the school.

- All volunteers are required to complete a Child Abuse Registry check and Pledge of Confidentiality form.
- All volunteers are asked to sign in at the Office and to wear a volunteer nametag while helping at the school. The nametag will help the students to identify who the volunteer is in the school and on the playground.
- Volunteers need to sign out at the Office when they are finished volunteering for the day.