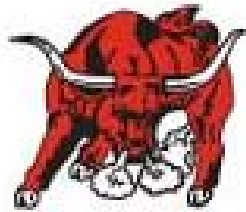


# ***McCreary School***

## ***Student Handbook 2018-2019***



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***“Respect, Responsibility, & Co-operation.***

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## **1. Mission Statement**

McCreary School community is committed to providing a safe and supportive learning environment to encourage student success.

## **2. Message to Parents**

As citizens, we share a responsibility to work together to provide a school environment where all students feel safe and respected, thereby allowing them to reach their full potential.

This handbook follows the appropriate disciplinary consequences of the *Schools Provincial Code of Conduct*. The purpose is to strengthen school-wide approaches to preventing, intervening in, and responding to violence, bullying, cyberbullying, and other unacceptable student behavior. Its aim is to be prescriptive only to the extent in which it is necessary to hold students accountable for unacceptable behavior while still allowing school personnel to exercise professional judgment. Applying appropriate disciplinary consequences as they are warranted promotes a positive approach to safety and belonging as part of a safe and caring school environment.

## General Information

### a) Daily Schedule

Teacher supervision begins in the school at 8:30 am and parents are asked to not send students any earlier. Students arriving before 8:30 am will be expected to remain outside and unsupervised until the doors open. Due to the end of the school being very busy, parents are asked to avoid picking up their child between 3:20 – 3:30pm. At the end of the day, parents are asked to wait outside the school for their children.

Period	Grades K-6
8:30 am	School Opens
8:40 am	Buses Arrive
8:50 am	Class Warning Bell
8:52 - 9:28	Opening Exercises Period 1
9:29 – 10:04	Period 2
10:05 – 10:33	Period 3
10:33 – 10:48	Recess
10:48 – 11:24	Period 4
11:25 – 12:00	Period 5
12:00 – 12:55	Lunch
1:00 – 1:36	Period 6
1:37 – 2:12	Period 7
2:12 – 2:27	Recess
2:28 – 3:00	Period 8
3:00 – 3:30	Period 9
3:30pm	Bus Students Dismissed
After bus departure	Town students Dismissed

Period	Grades 7-12
8:40 am	Buses Arrive
8:52 – 10:04	Opening Exercises Period 1
10:04 – 10:07	Break
10:07 – 10:43	Period 2
10:43 – 10:48	Break
10:48 – 12:00	Period 3
12:00 – 12:55	Lunch
1:00 – 2:12	Period 4
2:12 – 2:18	Break
2:18 – 3:30	Period 5
3:30pm	Bus Students Dismissed
After bus departure	Town Students Dismissed

### b) Attendance

Students are to report to their classroom by 8:50 am and 1:00 pm. Daily class attendance is kept. Parents are asked to call the school by 9:00 am if your child will be absent. If a student is absent and we have not heard from home, the school will call to confirm the child's whereabouts. Chronic absenteeism will be referred to the school division truancy officer. Any

missed tests or assignments must be completed upon the student's return to school.

**c) Spares**

Only students in Grade 11 or 12 will be permitted to take spares. Students who are on a spare are expected to be in the student lounge, multi-purpose room, or library, if they choose to remain in the school.

**d) Cell Phones & Technology**

Personal devices such as cell phones, iPods, etc. are not to be used during class time, and are to be kept in the student's locker. Students may use digital devices during scheduled breaks. If students have to make telephone calls during class we ask that the students use the office telephone.

Students are required to sign an Internet User Agreement. Improper use of equipment may result in the loss of privileges.

Consequences may include:

1. Reminder of appropriate use.
2. Removal of use for the day.
3. Privileges revoked for the term.
4. Internet history will be retrieved by/from the technology personnel for further investigation.

**e) Students Sick at School**

Students who become ill during school should report to their teacher. A number of possible actions may be taken:

1. Have the student lie down in the library.
2. Call home and have parents pick up their child.

NOTE: Parents are to pick up their children and sign them out at the office. Under no circumstances should a student simply disappear from the school without notifying the office of their intention and identifying where they are going. Under no circumstances should a student take medication from another student.

## **f) Medical Policy**

### **URIS**

All parents are asked voluntarily to fill out a URIS Health Care questionnaire at the beginning of each year. From this information health plans will be developed for those students with a health condition.

### **At School**

If medication is to be administered at school a parent must complete a permission form.

## **g) Food in School**

Students in Kindergarten will eat lunch in their classroom. Students in grades 1 to 4 will eat lunch in the Home Ec. room. Students in grades 5 and 6 will eat in their classroom. Students in grades 7 to 12 will eat lunch in the Multi - Purpose room. Eating in the hallways, gymnasium, library, and computer lab(s) is not permitted. Students may be permitted to eat snacks in class in accordance with classroom rules and with teacher permission. McCreary School promotes healthy eating. As part of our effort to promote healthy choices, McCreary School does not allow energy drinks in the school.

McCreary School is **Peanut and Nut Safe.**

1. Under no circumstances are students, staff, parents, or visitors allowed to bring nut products into the school or on school buses.
2. Please check the ingredient labels on all processed food products to make sure they do not contain peanuts, nut, or by-products before sending those food items to school.
3. All students, staff, and visitors that come into the school, that have had contact with peanuts or peanut products must wash their hands with soap and water before or immediately upon entering the building.

This decision may cause some inconvenience for people, but the safety of our students is paramount.

## **h) Departure from School Grounds**

Students who are not bus students may leave the school for lunch without supplying a formal permission form but must sign themselves out when leaving and in upon returning to school.

Parents must notify their child's teacher and the school office if they plan to take their child out of school during the school day for any reason. Parents are expected to sign their child out at the office and wait there for their child.

It must be emphasized that leaving school grounds during regular school hours is a privilege granted to students provided certain conditions are met:

1. Students are not late for class.
2. Students demonstrate appropriate behavior.
3. Students under the age of 18 have written parental permission or via telephone call to the office.
4. Students sign out before leaving and sign in upon returning.
5. The privilege has not been revoked by staff for conduct in class.

Due to the different ages and maturities of students different privileges are extended to students of various grades:

Grade 7 to 12 students have an open campus once a "School Leaving Form" has been signed and returned to the office. Permission forms are handed out at the beginning of the year and are available at the office during the year.

1. Students may come and go at lunch or during their spares.
2. Students are to sign in and out at the office.
3. This privilege can be suspended for misconduct, poor academic achievement or by parental request.

#### **i) Breakage of School Property**

Students are asked to report breakage and damage of school property to the school office. Deliberate damage and breakage will be paid for by the parents of the students involved. Other consequences may also follow depending upon the circumstance.

#### **j) Appropriate Dress**

Hats, hoods and sunglasses are not to be worn in the school.

The school requires that students dress in appropriate attire for gym, which includes t-shirts, gym pants or shorts and proper running shoes.



Inappropriate clothing not permitted in school includes the following:

1. Revealing clothing including exposed midriffs, undergarments, plunging necklines, short shorts and mini-skirts.
2. Clothing displaying or promoting any aspects of illegal drugs, alcohol or tobacco, obscene pictures, sayings, and/or profanity.

This dress code applies to all school related trips and functions.

#### **k) Lockers**

Students from grades 5-12 will be assigned a locker. Students will maintain their lockers in an acceptable manner. Students are encouraged to keep their lockers locked. Their combination must be recorded with the homeroom teacher or if they choose to have a keyed lock then a copy of their key must be turned in to their teacher. Lockers are school property and as such may be examined /searched at any time by the principal.

#### **l) Field Trips**

The school expects the following:

1. Students are to conduct themselves as good ambassadors of the school.
2. No smoking, usage or possession of alcohol or drugs while students are under the supervision of the school.
3. Students on field trips are to travel with the school, both to and from the school. Exception: Parents may pick their child up, or make other arrangements; a note giving permission must be provided. This must be done prior to departure.
4. All trips require that a parental release form be signed prior to departure of the trip.

#### **m) Extra-Curricular Activities**

Participation in extra-curricular activities is a privilege. Students are expected to maintain a positive attitude, model good citizenship/sportsmanship and perform their best academically. Students with attendance or academic difficulties may not be permitted to participate in extra-curricular athletics and/or activities. If a student misses classes for school-authorized activities such as a sports event, the student must notify teachers in advance of the absence and make arrangements to

get any work missed. The student, NOT the teacher, is responsible to see that all work missed during the student's absence is completed by the prescribed deadline. Students are to sustain performance and effort in their courses in order to remain eligible for participation.

Students are to attend scheduled practices and games. If a total of three practices or games are missed without a valid reason, the student is no longer eligible to compete in the designated sport. School administration will determine whether the student will be declared ineligible for the extra-curricular activity.

As sports are extra-curricular, students who conduct themselves inappropriately as representatives of the school, whether on trips or during competitions will be removed from the competition. Depending upon the severity of the actions, consequences may extend beyond the single sport season.

#### **n) Newsletters**

A newsletter will be posted on the school website on the first school day of every month. Parents/guardians can request that a paper copy be sent home with students.

#### **o) Agendas**

Agendas are a form of communication between parents and the school, as well as a tool for students to organize their daily activities. They are used from Kindergarten to grade 6. Parents are required to check and sign them daily. Students in grades 7 to 12 may use an agenda on a digital device or in a book form.

#### **p) Protocol**

If there is a concern regarding any school related matter, a definite process must be followed.

1. The parent/guardian must speak directly with the teacher involved, expressing their concerns.
2. If the concern persists after a reasonable period of time, the parent should make an appointment with the principal for further discussion.

3. If the concern should persist further the parents should direct their concern to the superintendent of schools.

**q) Career Guidance**

The school will provide students with opportunities to learn about different careers and post-secondary options, by having the students use the computer program Career Cruising, bringing in representatives from the universities and community colleges to speak to students, as well as taking the students to career symposiums.

**r) Parent Advisory Council**

The Parent Advisory Council (P.A.C.) is a non-profit organization whose primary function is to act as a support group to help improve the quality of our school. The goal is to enhance the education of our children. All parents/guardians of children who attend McCreary School are members of P.A.C., and all members who attend a general meeting are entitled to vote.

**3. Safety & Transportation**

**a) Bus Ridership:**

1. General Rules:

- Misbehavior of any kind will not be tolerated. Students who misbehave may be denied the privilege of riding on the school bus by the principal (Manitoba Regulation P25OR10). Parents will be notified if their child misbehaves on the bus.
- A seating plan shall be displayed on the bus.
- No school bus, while transporting children, shall be used to carry animals, firearms, explosives, inflammable liquid, or anything of dangerous or objectionable nature, or any article likely to endanger the safety of the passengers.
- Carry-on items are restricted to those items that can be adequately managed by each passenger in his or her assigned seat.

2. Student/Parent Responsibilities:

- Notify the driver if the student will not be travelling on the bus at a particular time. Repeated negligence on the parent's part will cause the driver not to pick up the student after the last absence.

- Students should dress according to weather conditions. In the winter, rural students or students taking part in extra curricular bus trips should be prepared for sudden storms or emergency situations. Students should wear snow boots and other warm clothing.
- Parents have the option to keep their children at home if they feel weather conditions are too severe. The driver shall be notified if the child will not be riding the bus.

### 3. While On The Bus Students Shall:

- Sit on the seat assigned to them by the bus driver and remain seated until they have reached their destination.
- Not open the bus window unless the driver has given permission.
- Keep their head and hands inside the bus at all times.
- Refrain from talking and laughing loudly. Unnecessary confusion diverts the driver's attention and may result in a serious accident.
- No eating or drinking on the bus.
- Remain in the bus in case of road emergency, unless directed to follow the Emergency Evacuation Procedure.
- Keep absolutely quiet when the bus is stopped at the railroad crossing.
- Do not throw anything out of the window.
- Assist in keeping the bus safe and sanitary at all times. Students shall place all refuse in the garbage container provided.
- Never tamper with the bus or its equipment.
- Treat the bus equipment as valuable furniture. Offenders may be required to pay for damage to seats or any bus equipment.
- Be courteous to fellow students, the bus driver and other people they may encounter.

### 4. After Leaving the Bus Students Shall:

- Help look after the safety and comfort of the small children.
- Cross the road at least 10 feet in front of the bus, after having checked that no traffic is approaching and after the driver has given the "All Clear" signal to cross.
- Students who live on the same side of the road as the bus stop shall move clear of the bus (approximately 6 feet) before the bus pulls away.

These rules apply to extra-curricular activities as well as regular bus trips.

## **b) Evacuation Procedures**

### **1. Fire Drills**

Regular fire drills will be held throughout the school year. Students are to remain quiet, and move in an orderly fashion under the direction of their teacher. All occupants are to exit the building by the nearest exit. After leaving the building, the students will line up in classroom groups in their assigned area. Teachers shall ensure that all their homeroom students are accounted for.

### **2. Tornado Drills**

Tornado drills will be held throughout the year. Students are assigned areas in the school away from outside walls where they are to remain until the all clear signal is given.

### **3. Actual Evacuation**

Should the occasion arise that the school may actually be evacuated for emergency reasons for a prolonged period of time staff and students will proceed to the Community Hall and remain there until further notice. Emergency measure procedures may be instituted.

### **4. Intruder Alert**

Should the occasion arise that the school may be locked down for emergency reasons, staff will immediately lock their classroom doors and all students/staff will move away from any windows and hide out of sight as much as possible. Police and the Division Office will be notified immediately. Students and staff will remain in lockdown until the all clear signal is given.

## **c) Cold Weather/Indoor Recess Policy**

When the air temperature or wind chill is  $-26^{\circ}$  C or colder, students will not be permitted to go outside for recess. Parents are reminded to ensure students are dressed for cold weather. The school recommends wearing boots, ski pants, and a jacket or parka with a hood, toque or warm hat. Face and neck warmers are important to cover exposed flesh and warm mittens are preferred over gloves.

If a child is well enough to come to school then they are also well enough to go outside for recess, so please refrain from sending notes requesting your child stay inside for recess.

**e) Storm Policy and Emergency Billeting**

1. Parents or guardians are required, at the beginning of the school year, to complete an emergency billet form and return it to the school.
2. If a bus driver feels he/she is unable to make his/her A.M. route, or that the actual temperature at the home school is  $-38^{\circ}$  C or colder, or the wind chill is  $-47^{\circ}$  C or colder, the bus driver shall inform all the parents on the route that the route will not be driven. C.K.D.M. Dauphin Radio (730am) and C.F.R.Y. Portage Radio (920am) will also be informed.
3. At the bus driver's discretion, the driver may choose to delay departure until daylight for better visibility. The driver is responsible for notifying parents and C.K.D.M.

**f) School Visitors and Public Entrances**

For the security of students and staff, all parents and visitors to the school are expected to use the main doors and report to the office immediately upon entering the school. The office staff will contact the person you are looking for with as little disruption to our instructional time as possible. Visitors must sign in and wear a visitor's pass if they are leaving the office area.

**5. Evaluation Policy and Academic Requirements**

Parents/guardians are encouraged to view student progress and attendance online. Access can be given at any time of the year.

**a) Students in Grades K to 8**

Students in K-8 will be evaluated on clearly defined outcomes, based on daily work, assignments, projects, tests, etc. Report cards are issued three times per year, in November, March, and June. In addition, bi-monthly progress reports will be sent home at the end of every 2<sup>nd</sup> month. In grades 5-8 students will submit compulsory work prior to the last day of classes. Compulsory work not submitted will result in a zero for that assignment.

In grades three, four, seven, and eight, students will participate in a Department of Education assessment. The results of these assessments will be reported to parents. If parents have any questions or concerns please call the teacher. The teacher will communicate at-risk students to the parents.

**b) Students in Grades 9 to 12**

Students in grades 9-12 will be evaluated on clearly defined outcomes, based on daily work, assignments, projects, tests, etc. Students must demonstrate competence in these outcomes to receive course credit. Students must submit compulsory work prior to the final exam. Compulsory work not submitted will result in a zero for that assignment. Report cards are issued in November and January for semester one courses, and in March and June for semester two courses. In grade 12 students are required to write a provincial exam for mathematics and English Language Arts. Assessment results will be reported on the report card.

**Late Assignment Policy – Grades 7-12**

McCreary School's policy for late assignments was developed in accordance with the Provincial Assessment Policy.

The guidelines for late assignments are as follows:

1. Teachers will set and communicate reasonable timelines for assignments
2. Teachers will share timelines and reminders with students through various formats (ex. course outline, email, post in classroom, etc.)
3. Teachers will assist students to meet timelines – monitor progress, check-ins
4. Students who struggle will require additional support from the teacher
5. Extensions will be granted at the teacher's discretion, for valid and legitimate reasons only (ex. Illness)
6. Teachers will communicate with parents or set up parent/teacher/student conferences to discuss late assignments
7. Teachers will make an arrangement with student to complete work
8. Teachers will create alternative assignments for diverse learning needs

Where the above guidelines have been followed and assignments are not handed in by the given due date, a deduction in marks will apply. Upon teacher discretion a maximum of 5% may be deducted for every day the assignment is not turned. If the assignment is not turned in after two weeks or at the start of a new unit, the assignment will receive a mark of zero.

### **c) Test and Examination Policy**

Tests and examinations are part of the learning process. All students are required to write them.

1. All tests and examinations are to be written when scheduled.
2. Students who have an excused absence on the day of a test or exam must write an alternative exam.
3. Students guilty of cheating will receive a zero and their parents will be notified.
  - a) Grade 9 to 12 students are required to write final exams in all compulsory courses.
  - b) No exemptions are given. All final exams written are weighted at 30% of the final grade.
4. All students will write provincial examinations as required by the Department of Education.

### **d) Graduation Requirements**

The Department of Education requires that a student accumulate a minimum of 30 credits in order to graduate.

Selection should be made on the basis of:

1. Student need.
2. Interest and ability.
3. Admission requirements for post-secondary education and/or job entry level.

### **Compulsory Courses (20 compulsory credits)**

<u>Grade 9</u>	<u>Grade 10</u>
English	English
Math	Math
Science	Science
Social Studies	Social Studies



Physical Education      Physical Education

<u>Grade 11</u>	<u>Grade 12</u>
English	English
Mathematics	Mathematics
History (Canadian)	Physical Education
Physical Education	2- grade level options
1-grade level option	

10 additional credits from the options offered at any grade level. i.e. business courses, science courses, technology courses, career exploration, etc.

**e) Schedule Changes**

Due to the heavy demands of most high school courses, students will have until the end of the first week of classes at the beginning of each semester to change their schedules. All changes to either add or drop a course must be made through the principal.

**f) Graduation Recognition**

There are three levels of graduation diplomas offered by McCreary School. The first two are school recognition diplomas and the third is the provincial diploma.

1. The first McCreary School Recognition Diploma is the Gold Award. It is awarded to students who accumulate 38 or more credits towards graduation.
2. The second McCreary School Recognition Diploma is the Silver Award. It is awarded to students who accumulate 36 credits towards graduation.
3. The Provincial Diploma is awarded to students who accumulate 30 credits towards graduation.

**g) Awards**

McCreary School has a number of awards to be given at the K to Grade 12 level. The awards are as follows;

1. K to 6 awards is based on attaining individual or class goals.
2. Junior, Junior Varsity & Senior Student of the Year.
3. Medals for grade averages will be awarded for Grades 7-11:

- a) Gold - 96-100%
  - b) Silver – 90-95%
  - c) Bronze - 80-89%
4. Athlete of the Year – Junior, Junior Varsity and Senior Male and Female.

Students to be considered for this award must have passing grades.

- 5. Student Citizenship Award—Elementary K to 6, Junior 7/8 and Senior 9 to 12.
- 6. Awards for highest achievement in a subject area to students who receive an average of 80% or higher.
- 7. Award for perfect attendance. If no student has perfect attendance the student with the best attendance shall receive the award. For the purpose of this award, excused absences will count as an absent.

#### 8. McCreary Maverick Points Awards

The Mavericks Points Program is intended to recognize students’ Maverick spirit and overall commitment to our school. This program will help encourage and build school climate by acknowledging students who have distinguished themselves in ***academics, athletics, leadership, school clubs or the arts***. Each student will be awarded points throughout the various areas through each school year. All students in gr. 7-12 are eligible to obtain points from the various activities. The points will accumulate from year to year.

Points are awarded as follows:

- 1. One point:
  - a) Participating in a school club or team (7-12)
  - b) Best attendance at school as determined by class register (7-12)
  - c) Highest mark in a subject {core subjects} (9-12)
- 2. Two points:
  - a) Having an overall average of 80%-89% (7-12)
  - b) Those reaching and participating in zone or provincial competition (9-12)
  - c) Receiving an award at tournaments or competitions (9-12)  
(MVP of tournament or picked as an overall All Star)
- 3. Up to three points:

a) Demonstrating outstanding performance on a school team (9-12) (Three points to go to MVP, Most Dedicated and MIP on each team)

b) Having an overall average of 90% or higher (7-12)

4. Up to five points:

a) Demonstrating outstanding performance in school clubs/organizations, other than athletic teams (ie. editor of yearbook, student council, school and community volunteering) (7-12)

b) Teachers Commitment Acknowledgment

(Chosen by staff to a graduating student who has gone above and beyond in showing school spirit and commitment throughout their gr. 7-12 years)

*\*These awards will not be given out every year, only to those who have made a real impact in their time at McCreary School\**

There will be three different classes of achievement awards in which students can receive. Each class is based on the total amount of points received, at any given year end. Their names will go on a plaque for each achievement award along with the year in which they reached the total, which will be hung on the wall in the school for all to see. The 3 different classes are as follows:

1. ***BRONZE Maverick Achievement Award- Must accumulate 45 total points***

- Each recipient will receive a certificate stating the year they received the award
- Their name will go on the Bronze Plaque in a list of all those who received it in that year

2. ***SILVER Maverick Achievement Award- Must accumulate 75 total points***

- Each recipient will receive a certificate stating the year they received the award
- Their name will go on the Silver Plaque in a list of all those who received it in that year

3. ***GOLD Maverick Achievement Award- Must accumulate 100 total points***

- *Each recipient will receive a small plaque with their name and the year they received it*

- *Will have a small individual badge with their name and the year they received the award on the Gold Plaque*

**NOTE: Any student who has been suspended will not qualify for Athletic Awards, Citizenship or Student of the Year Awards.**

## **6. School Code of Conduct**

### **a) Safe and Caring School Environment**

Safe and Caring Schools Provincial Code of Conduct (*Appropriate Interventions and Disciplinary Consequences, January 2014*) sets forth guidelines that apply to students and staff regarding behaviour.

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.

Students and staff must behave in a respectful manner and comply with the code of conduct.

### **b) Freedom From Violence and Abuse Policy**

All employees and students within the Turtle River School Division have the right to work and learn in a safe environment. Also students have a responsibility to behave toward divisional employees, agents within the school, and other students, in a respectful and non abusive manner.

The School Division and its employees have the responsibility to take those actions deemed necessary to maintain an environment free from physical violence and emotional abuse. (*Public Schools Act 96(c)*).

Physical Abuse shall be defined as acts of violence against employees and/or students. Emotional Abuse shall include, but not be restricted to, the following:

- the aftershock of physical abuse;
- insults, obscene gestures, verbal abuse or intimidation tactics;
- harassment defined as discrimination and/or prejudice premised on race, culture, religion, ethnic background, gender, life style or physical appearance and/or disability;

- Electronic abuse shall include but not be restricted to, the following:  
Derogatory or inflammatory comments, statements, or innuendo posted, sent or retrieved electronically.

Students have a right to expect that all Division employees will treat them in a courteous, respectful and non-abusive manner.

Students are expected to avoid any and all gang activity. This includes such displays as gang colors, bandanas, tattoos and tag signs.

### 1. Policy Statement

To ensure that students and staff have a safe, productive environment in which learning can take place, McCreary School shall make every effort to implement effective measures to deal with the inappropriate behaviors of students. This includes the establishment of preventative procedures, provision for appropriate early intervention strategies, and the administration of disciplinary action.

### 2. Proactive Strategies

The teaching and learning of expected student behaviour forms the cornerstone of a proactive, preventative approach. The following are the key components in promoting a positive school climate:

- a) School will participate in creating a positive school culture.
- b) Staff and parents/guardians will encourage participation in activities that promote a safe, respectful and caring environment.
- c) School plans will reflect outcomes related to positive school culture.
- d) School will implement a continuum of schoolwide behavioural supports.
- e) School will develop, maintain and strengthen their working relationships with parents/guardians, community members and organizations.
- f) School will employ active supervision.
- g) School will implement validated prevention and intervention programs.
- h) School will support any student(s) who expresses interest in forming a Respect for Human Diversity Committee.

### 3. Unacceptable Behaviours

Unacceptable behaviours that will not be tolerated in schools and that will be dealt with immediately include but are not limited to the following:

a) Bullying/Cyberbullying,

- causing fear, intimidation, humiliation, distress or other forms of harm to another person's body, feelings, self-esteem, reputation or property; or
- is intended to create, or should be known to create, a negative school environment for another person.
- characteristically takes place in a context of a real or perceived power imbalance between the people involved and is typically, but need not be, repeated behaviour;
- may be direct or indirect; and
- may take place

(i) by any form of expression, including written, verbal or physical, or

(ii) by means of any form of electronic communication — also referred to as cyberbullying — including social media, text messaging, instant messaging, websites or e-mail.

A person participates in bullying if he or she directly carries out the bullying behaviour or intentionally assists or encourages the bullying behaviour in any way.

b) Abuse

Physically, sexually, or psychologically, verbally, in writing, or otherwise

c) Discrimination

Discrimination unreasonably on the basis of any characteristic set out in subsection 9(2) of The Human Rights Code

d) Physical Violence

Fighting, assault, etc

e) Theft or Vandalism

f) Possessing a weapon, as 'weapon' is defined in section 2 of the Criminal Code (Canada)

g) Drugs, Alcohol

Using, supplying, possessing, or being under the influence of alcohol or illicit drugs at school or at any school sanctioned activity.

h) Smoking

A smoke-free policy applies to the school, the grounds, public roads entering the grounds, private property adjacent to the grounds, and vehicles and locales used for school-sponsored activities.

i) Gang involvement

Gang involvement on Division property or at any school sanctioned activity

j) Scholastic Dishonesty

Cheating and plagiarism

k) Inappropriate Dress

Hats, caps, and bare/sock feet while indoors is inappropriate classroom dress. Clothing which exhibits sexual messages (explicit or implied), sacrilegious, or profane comments, or logos/messages which promote drugs, alcohol or tobacco.

l) Truancy and Tardiness

Every absence is considered unexcused unless it is due to:

- a school activity
- a medical, dental, or other appointment
- illness
- family business

In order for an absence to be excused for reasons outlined above, the parent or guardian MUST phone the school or send a note to the home room teacher outlining the reason for the absence.

m) Disruptive Behavior

Every teacher shall be responsible for defining a code of behavior consistent with school and board policies

Classroom code of behavior shall include respect, work habits, homework, punctuality, and attendance. Student behavior in which negatively affects the learning of other students is unacceptable.

n) Inappropriate use of the Internet and Electronic Communication

Accessing, uploading, or distributing material that the school has determined to be objectionable.

Students and staff must adhere to school policies respecting the appropriate use of:

- the Internet, including social media, text messaging, instant messaging, websites, and emails, and
- digital cameras, cell phones, and other electronic or personal communication devices identified in the code of conduct or the policies of the school board

#### 4. Appropriate Interventions and Disciplinary Consequences

The following interventions and disciplinary consequences emphasize positive and proactive strategies that foster student learning, as opposed to punitive and reactive strategies. Negative consequences may be necessary when other approaches to problem behaviour are unsuccessful.

The principal maintains the authority to determine which consequence is appropriate in a given situation.

The frequency and severity of the disciplinary violation and the student's age or state of development will be taken into consideration. When selecting appropriate consequences, sensitivity will be used when dealing with any student who has been the victim or target of unacceptable behaviour, as well as to the student who committed this behaviour. Reasonable accommodation is required for students with exceptional learning needs that affect their behaviour, taking into account the student's ability to comply with disciplinary measures.

Interventions and consequences may be applied as appropriate to the context, but they need not be applied in the order they appear in this document. Administration has the discretion to implement one, all, or any combination of the disciplinary responses for the misconduct in question.

- **Informal Discussion**

A teacher or administrator speaks with the student to reach an agreement regarding the student's behaviour. Parent(s) may be contacted in some



circumstances. Students who are 18 years of age or older must give their consent to contact parents.

- Parental Involvement

Contact is made with the parent/guardian(s) to discuss the student's specific behaviour and the steps that must be undertaken to change it. The contact could vary from a telephone conversation to a formal conference at the school with parent(s), student, and school personnel.

- School Counsellor/Resource Teacher

A school counsellor and/or resource teacher meets with the student with the specific goal of developing a plan for changing attitudes and improving student behaviour. Parent(s) should be informed.

- Formal Interview

A conference is held with the student, the teacher, and an administrator and/or school counsellor and the parent(s) to develop a plan for changing the student's behaviour. As one example of a plan, it may be useful to conduct a functional behavioural assessment to guide the development of effective positive interventions based on the function of the behaviour.

- Withdrawal from Classroom Setting

Where specific student conduct is deemed to have a negative impact upon the classroom learning environment, the student is withdrawn to a supervised alternate location to complete his or her assignment. Such withdrawal would normally be temporary, but when a prolonged withdrawal is recommended, parent(s) will be informed.

- Removal of Privileges

Privileges such as access to the playground, cafeteria, library, extracurricular activities, and/or bus transportation are removed under certain circumstances. Parent(s) will be informed.

- Detention

The student is detained at the school for specific unacceptable behaviour. Should a detention extend beyond regular school hours, parent(s) will be informed.

- Restitution/Compensation

The student and/or parent(s) are required to compensate for damages incurred to school division property by the intentional or negligent act of a child. Such compensation may be monetary in nature, but could take alternative forms such as community service.

- Behavioural/Performance Contract

In some instances, the student is required to meet specific behavioural standards in order to avoid more severe consequences. Such expectations are developed among the school, the parent(s), and the student. Outcomes are clarified in order to meet the behaviour standards agreed upon. Such an agreement is documented, with copies provided for all concerned parties.

- Student Services

A referral may be made to school division student services personnel who can assist school personnel in the remediation of inappropriate student conduct. Such involvement may include a level of counseling or clinical supports for the student that is beyond the school's capabilities. Parental permission must be obtained for assessments and/or interventions.

- Outside Agency/Community Involvement

A referral to an outside agency or a community resource may be necessary to address a student's behaviour (e.g., a physician, adolescent or adult mental health services, Addictions Foundation Manitoba, the anxiety clinic at St. Boniface Hospital, the Lighthouses and Turnabout crime prevention programs, Boys & Girls Clubs, Big Brothers Big Sisters, or Aboriginal Elders). In all cases, parental permission must be obtained.

- Threat Assessment

The school will respond to all student threats to self or others through administrative action and/or school division threat assessment protocols or through critical incident preparedness plans. Outside agency and/or police involvement may be requested. Parent(s) will be informed.

- Police Notification

Police notification does not mean that police will lay charges in every situation; however, police should be notified for serious incidents that happen at school, during school-related activities in or outside school, or in other circumstances if the incident has a negative impact on the school environment. School boards should identify the types of incidents that require mandatory and discretionary police notification and ensure that principals are aware of protocols respecting police notification. Parents will be notified unless police direct otherwise.

- Student Suspension
  - (i) Alternatives should be considered before suspension (e.g., classroom strategies, in-school alternatives, school-wide programs, and alternative and/or off-site locations).
  - (ii) A teacher may suspend a student from the classroom for not more than two days.
  - (iii) A principal may suspend a student from the school for not more than five days.
  - (iv) A superintendent may suspend a student from the school for not more than six weeks.
  - (v) A parent and/or pupil may make a request to appear before the school board to make representations about a suspension. A school board may, upon receiving such representation, confirm or modify the suspension or reinstate the pupil.

Suspensions can be from class, in-school and out of school.

- parents will be informed verbally
- parents will be informed in writing
- the superintendent will be informed in writing
- the principal shall use his/her discretion as to the time of the suspension depending on the severity of the offence
- when a student is suspended the onus lies with the student to have all work completed to the satisfaction of the principal
- before a student is reinstated to the school he/she must meet the conditions as set by the principal. Some of these conditions may be having parents come to the school, have all work completed, counseling etc.

Suspensions in a school year:

- First suspension*            1-5 days  
*Second suspension*        3-5 days  
*Third suspension*           5 days  
*Fourth suspension*        The parents are responsible to set up a meeting with principal, and the superintendent before the student returns to school. The superintendent shall set the conditions for the student's return to school and shall report to the board.  
*Fifth suspension*           The student shall not be permitted to return to the school before the student and the parents/guardians have met with the board. The board's decision shall be final.

### Student Expulsion

A school board may expel from a school any student who, upon investigation by the school board, is found to be guilty of conduct injurious to the school environment.

## 5. Appeal Process

### Appeals of Disciplinary Decisions

Students and parents must follow the school board's established appeal process. Typically this involves an appeal to the teacher who made the disciplinary decision, then to the school principal if not resolved, then to the superintendent of schools if not resolved, and finally to the school board. Exceptions are suspensions in excess of five days and expulsions; in these cases, the appeal goes directly to the school board. These are explained below.

### Appeals of Suspensions

In the case of a student who has been suspended for more than five days, the school board must permit the student and his or her parent or legal guardian to make representations to the school board about the suspension. The school board may confirm the suspension, modify it, or reinstate the student.

### Appeals of Expulsions

A student expulsion may be appealed to the school board. If a parent/guardian (or a student 18 years of age or older), wishes to appeal the board's decision, the school division's appeal process shall be followed.

## **7. Appendix A:** **Rights and Responsibilities regarding Student Discipline**

### **Students**

#### *Rights*

- To be accompanied by a parent or other adult to assist and make representations to the school board before a decision is made to expel.

#### *Responsibilities*

- To attend school and classes regularly and punctually.
- To comply with school and school division discipline and behaviour management policies.
- To behave in a respectful manner and comply with the school code of conduct.
- To complete assignments and other related work required by teachers or other employees of the school division.
- To treat with respect school property and the property of others who are employed at or attending the school.
- To assume responsibility if he or she destroys, damages, loses, or converts by an intentional or negligent act school or division property.

### **Parents**

#### *Rights*

- To be informed regularly of the attendance, behaviour, and academic achievement of his or her child in school.
- To be informed of the discipline and behaviour management policies of the school or school division or school district, and to be consulted before the policies are established or revised.
- To accompany his or her child and assist him or her to make representations to the school board regarding a suspension of more than five days or before a decision is made to expel the child.

### *Responsibilities*

- To cooperate fully with teachers and other school/division employees to ensure their child complies with school/division discipline and behaviour management policies and the school's code of conduct.
- To take all reasonable measures to ensure the child attends school regularly.
- To assume responsibility with the child where school/division property is damaged, lost, or converted by the intentional or negligent act of that child.

(Note: Teachers and students whose personal property is damaged or lost may bring action under The Parental Responsibility Act).

### ***Responsibilities and Authority of Teachers***

- To maintain order and discipline among students attending or participating in activities that are sponsored or approved by the school, whether inside or outside the school.
- To behave in a respectful manner and comply with the school code of conduct.
- To ensure that the interventions and responses used or implemented in carrying out duties to maintain order and discipline in school are appropriate, given the frequency and severity of the disciplinary violation, and take into account the student's state of development.
- To report to the principal unacceptable student conduct while at school or at a prescribed school-approved activity as soon as reasonably possible\*.
- To report to the principal as soon as reasonably possible that a student may have engaged in cyberbullying or been negatively affected by cyberbullying, whether it occurs during school hours or not\*.
- To seize or cause to be seized and take possession of any offensive/dangerous weapon brought to school by a student and hand over same to the principal.
- To suspend a student from the classroom for up to two days when a student engages in disruptive behaviour and suspension is the consequence for that behaviour under school policy or the school code of conduct.
- To promptly document and report a student suspension to the principal.

\*The duty to report to the principal also applies to employees of a school board, school division, or school district and persons who have care and charge of one or more pupils during a prescribed school-approved activity.

### ***Responsibilities and Authority of the Principals***

- To establish, in consultation with the school's advisory committee, a school code of conduct for students and staff, and to review that code of conduct at least annually.
- To ensure that a school's discipline and behaviour management policies -including disciplinary consequences for violations of the school's code of conduct are consistent with any Ministerial directives concerning appropriate disciplinary consequences for unacceptable behaviour.
- To supervise buildings and grounds during school hours, including safety, repairs, cleanliness, et cetera.
- To remove, or cause to be removed persons from school premises who are causing a disturbance or interruption, trespassing, or who are present for a purpose not reasonably associated with the normal functioning of the school.
- To provide disciplinary authority over the conduct of each student of a school from the time the student arrives at the school until the student departs for the day, except during any period that the student is absent from school at the request of his or her parent or guardian.
- To provide disciplinary authority over students on their way to and from school, in terms of their conduct towards one another, while travelling to and from school on school division transportation, and while on school-prescribed activities.
- To ensure that the interventions and responses used or implemented in carrying out duties to maintain order and discipline in school, are appropriate, given the frequency and severity of the disciplinary violation, and take into account the student's state of development.
- To notify parents, as soon as reasonably possible, if the principal believes that a student has been harmed as a result of the unacceptable conduct.
- To suspend a student for up to one week for engaging in conduct that the principal considers injurious to the school environment.
- To inform the student's parent or legal guardian of the suspension and the reasons for the suspension.

- To give the school board or designate, within 24 hours of a student being suspended, a written report setting out the pupil's name, the period of suspension, and a description of the disruptive behaviour for which the pupil was suspended.
- To keep a record of each suspension of a student.
- To develop categories of the reasons for which a student may be suspended, and to ensure that each suspension is accordingly categorized and that the total number of students suspended and the duration of suspensions are tabulated.
- To ensure that educational programming is available to a student who has been suspended for more than five days.

### ***Responsibilities and Authority of the Superintendents***

- To suspend a student from school for up to six weeks for engaging in conduct that the superintendent considers injurious to the school environment.
- To inform the student's parent or legal guardian of the suspension and the reasons for the suspension.
- To give the school board or designate a written report setting out the student's name, the period of suspension, and a description of the disruptive behaviour for which the student was suspended.

### ***Responsibilities and Powers of the School Board***

- To establish written policy\* respecting the appropriate use of
  - (i) the Internet, including social media, text messaging, instant messaging, websites, and e-mail, and
  - (ii) digital cameras, cell phones and any other electronic or personal communication devices identified by the board.
- To establish written policy on respect for human diversity and ensure that the policy is implemented in each school. The policy must promote and enhance a safe and inclusive learning environment, the acceptance of and respect for others, a positive school environment, and the training of teachers and other staff on bullying prevention and respect for human diversity.
- To permit the student and his or her parent(s) or legal guardian(s) to make representations to the school board about a suspension of more than five days.



- To confirm or modify the suspension or reinstate the student after receiving such a representation.
- To suspend or expel any student who, upon investigation by the school board, is found to be guilty of conduct injurious to the school environment.
- To ensure that educational programming is made available for students under the age of 16 who are expelled.
- To limit or place conditions on the teacher's right to suspend, either with respect to an individual student or generally, if the board is of the opinion that the teacher has repeatedly
  - a) suspended an individual student for reasons that are not justified, or
  - b) suspended students for reasons that are not justified.

*\*Appropriate-use policies may include provisions that prohibit accessing, uploading, downloading, sharing or distributing information or material that the school board has determined to be objectionable or not in keeping with the maintenance of a positive school environment.*

*Sources: The Public Schools Act, The Education Administration Act, Appropriate Disciplinary Consequences in Schools Regulation 92/2013, and Administrative Handbook for Schools*

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## **8. Appendix B: Definitions**

**APPEAL PROCESS** - Parents/guardians have the right to appeal any suspension by doing so in writing to the Superintendent of Education.

**INAPPROPRIATE BEHAVIOR** - Any activity, which fails to show reasonable respect for another person or for property. Included in this is abusive language or gesture(s) directed towards a staff member. This will NOT be tolerated.

**HARASSMENT** - Systematic or persistent actions such as taunts, insults, annoyances, demands, etc. designed to inflict distress.

**VIOLENT ACTIVITY** - Any activity, which has the effect of impairing or possibly impairing the health and welfare of individuals. The school will attempt to determine the instigator(s) of a fight and that person(s) will be dealt with more severely.

**ASSAULT** - Physical, sexual, or verbal attacks or threats intended to demean, degrade, or provoke another person.

**THEFT** - The unauthorized taking, conversion, or use of another's property.

**VANDALISM** - The deliberate damaging or defacing of buildings, grounds, equipment, or personal property. If damage is willfully done, the student may be responsible to pay for damages, may be served a suspension and charges may be laid. If the damage is unintentional, the student will pay for the damage, and may also be required to assist in the repair of the damages or to perform school community service work.

**WEAPON** - Any item used or intended to be used to threaten or inflict harm.

**SCHOOL** - The physical space designed as a school, the school grounds, the routes to school, and the vehicles and locales used for school-sponsored activities.

**SUSPENSION** - A temporary exclusion (1-30 days) from attendance at regular classes, as outlined in the Turtle River Board Suspension Policy. Suspensions may be either in school or out-of-school at all grade levels. While on an out of school suspension, the offender is **NOT** to be on school property and is banned from all school activities. While on an in school suspension, the offender is banned from participation in all school activities. Teachers also have the right to suspend a student from their class for up to two consecutive days. This would constitute an in-school class specific suspension.

**ALTERNATIVE TO SUSPENSION** - where the situation warrants it, an alternative to suspension will be used. They may take the form of helping the care taking staff, cleaning the school or grounds keeping.

**EXPULSION** - The students loses the right to attend school for a substantial period of time, as determined by the Turtle River Board of Trustees.

**BULLYING** - Bullying is 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.

Bullying takes place in a context of a real or perceived power imbalance between the people involved and is typically (but need not be) repeated behaviour.

It may be direct (face to face) or indirect (through others); it may take place through any form of expression, including written, verbal, physical, or any form of electronic communication (referred to as cyberbullying), including social media, text messages, instant messages, websites, or e-mail.

**CYBERBULLYING** - Cyberbullying is bullying by means of any form of electronic communication, including social media, text messaging, instant messaging, websites, or e-mail.

**REASONABLE ACCOMODATION** - The school's obligation to address students' special needs that stem from the protected characteristics specified in Manitoba's Human Rights Code, such as physical or mental disabilities, et cetera. and that affect the individual's ability to access educational/school services or facilities. The measures to accommodate special needs will be reasonable and required unless they cause undue hardship due to cost, risk to safety, impact on others, or other factors.

**UNACCEPTABLE CONDUCT** - Unacceptable conduct includes abusing another student physically, sexually, or psychologically, verbally, in writing, or otherwise. It also includes bullying another student.

