

# STE. ROSE SCHOOL 2017-2018

## GRADE 5—GRADE TWELVE STUDENT HANDBOOK AND



## CODE OF CONDUCT

# **STE. ROSE SCHOOL STUDENT HANDBOOK AND CODE OF CONDUCT 2017-2018**

## **THE SCHOOL'S MISSION STATEMENT**

In a safe, caring and supportive environment, the staff of the Ste. Rose School work in cooperation with the community as a team to empower students to achieve excellence in their educational goals and to assist them to become respectful citizens and responsible, life long learners.

## **USE OF SCHOOL OFFICE**

The Principal and staff services are for all students. All students are encouraged to seek information, counseling and help. Students are asked to approach the office with problems or questions that require resolution.

## **DAILY ATTENDANCE PROCEDURE**

### **Early Years (grades K-4)**

Students in grades K-4 are to report to their classroom at the first bell (8:45am). Daily class attendance is kept. Parents are asked to call the school at 8:30am if their child will be absent. If a student is absent and we have not heard from the home, the school will call to confirm the child's whereabouts.

Students in grades 5-12 are to report to their first class on the school timetable. Senior student's attendance is taken in each class. All absents are reported to office and checked out with the home.

### **Middle Years (grades 5-8)**

Students in grades 5-8 are to report to their first class of the day at the first bell (8:45am) for attendance.

Daily class attendance is kept in grade 5-8. Problematic student attendance records may be referred to the School Division Truant Officer to be dealt with under the Public School Act. Staff will make every effort to advise parents of attendance problems.

### **Senior Years (grades 9-12)**

Daily attendance is kept for each class a student is enrolled in. The following will apply:

1. Students in Grade 9 and 10 are expected to have no spares. Any exceptions to this must be approved by school administration.
2. A maximum of 10 absences is permitted in Senior Years courses for illness, family emergency, etc. Students will be notified at three absences. Parents will be notified at 5, 8, and 10 absences. Three lates for class constitutes an absence. The school will notify the home advising of the school's right to withdraw the student from the course in question after ten periods missed. The Principal makes the final decision. The course credit may be denied.
3. Grade 11 or 12 students with a spare are expected to be in either the multi-purpose room or the library if they choose to stay in school. The multi-purpose room is set up as an unsupervised study area where students may study and talk. The library is set up as a quiet supervised study area.
4. The school reserves the right to assign part-time students to a specific teacher for all or part of non-class time. In addition, the school reserves the right to restrict part-time students' attendance to instructional time.

### **STE. ROSE SCHOOL AWARDS PROGRAM**

Ste. Rose School offers the following opportunities for the success of our students to be recognized. For complete details relating to the following programs please inquire at the school.

1. Annual academic awards banquet in October.
2. Annual athletic banquet in June.
3. Principals honor roll.
4. Graduation ceremonies in June.
5. Celtic awards program.

**Principals honor roll criteria for selection is an average 80% or above.**

1. Grade 9: E.L.A., Math, Social Studies, and Science
2. Grade 10: E.L.A., Math, Geography and Science
3. Grade 11: E.L.A., Math, History and one Science
4. Grade 12: E.L.A., one Math, and two other 40S or 40G subjects.

**CELTIC AWARDS PROGRAM**

Students are awarded points for participation in extra-curricular events, high marks, high averages and other school involvement. When students have attained 100 points they will receive a Senior Celtic Award. Students start collecting points in grade six.

**CAREER GUIDANCE**

All teaching staff assumes the responsibility for guidance. At the beginning of the school year, students are asked to designate a staff member they feel comfortable with should a counseling issue arise. The school brings representatives from the Universities and Community Colleges to speak to students. In addition, students are sometimes taken to career symposiums. The school encourages parents to visit the symposium with their child and aid in making career plans.

**STUDENTS SICK AT SCHOOL**

Students who become ill during school should report to the office. A number of courses of action may be taken:

1. Have students lie down in the health room.
2. Call home and have parents pick up their child.
3. Take student to a physician.
4. Medications may be administered following School Division Policy.

Under no circumstances should a student simply disappear from school without notifying the office of their intention and identifying where they are going.

**MEDICAL POLICIES**

Please notify the school of the following:

1. Medication your child is on.
2. Procedure you wish followed regarding the administration of medication.
3. Allergies, epilepsy, diabetics or other medical concerns your doctor deems necessary for the school to know.
4. Any religious restrictions you believe the school should know concerning illness.

5. Any court orders involving care and custody of your child.

### **NOON HOUR PRIVILEGES AND LEAVING THE SCHOOL PROPERTY**

Students in grades 5- 8 wishing to leave the school property must have permission on a per day basis from their parents. This includes leaving the school at lunch hour (12 noon-12:55pm) to go up town if the student is not a town resident. At the beginning of the school year, the school requires parents to sign a release form if students in grades Grade 9-10 are to be permitted to go up town at noon. Students should treat the noon hour freedom as a privilege, not a right taken for granted. Students who demonstrate their inability to handle this freedom can have this privilege removed. Parents may also require that their son or daughter remain at school during the noon hour. Students in Grade 9 and 10 may not leave the school grounds except at noon hour. Exceptions to this must be approved by school administration and cleared through the office. Students in Grade 11 and 12 may leave the school grounds during spares as long as a form giving parental and school administrative consent is signed at the beginning of the school year. A teacher is under no obligation to release a student from class unless the parent(s) is/are waiting to pick him/her up at school.

### **EATING IN HALLS**

Eating in the hallways is not permitted. Eating is allowed in designated areas such as the multi-purpose room and classrooms at lunchtime.

### **BREAKAGE OF SCHOOL PROPERTY**

Students are asked to report breakage and damage to the school office. If this breakage is accidental the school may not require the student to pay for it. Deliberate damage and breakage will have to be paid for by the students involved.

### **STUDENT LOCKERS**

Students are advised that school lockers are the property of the school and subject to inspections with or without student permission at the discretion of the principal. The school retains the right to search lockers, if and when the need arises. Students and their parents will be required to sign a locker user agreement at the beginning of each school year. The school requires that only a school-supplied lock be used on the locker. Students are asked not to leave valuables or money in their locker. Students may use the school safe to store such valuables. Students should prepare themselves with enough books to last two periods. Students should not be at their lockers during class time.

## **APPROPRIATE DRESS**

Tops that do not meet pants and expose midriffs and/or undergarments are not permitted. Plunging necklines should be avoided or accessorized to provide appropriate coverage. As well, sleeves must be at least large enough to cover under garments—no camisoles unless appropriately covered. Boy's pants should be properly secured and not hanging down their hips. Hats and jackets are not to be worn during the school day in class. The school requires that students dress in appropriate attire for gym, such as gym pants, shorts and proper running shoes. Students are NOT to wear clothing with obscene and/ or drug related pictures, sayings, drug promotion, illegal activity and or profanity on them. Clothing displaying gang colors is not acceptable.

## **TOBACCO PRODUCTS**

Tobacco products are strictly prohibited in the school or on the school grounds during school hours. This policy is extended to include all school-sponsored activities. The first offense results in a written warning to the student and parents by school administration. A second offense will result in a two-day out-of-school suspension.

## **PERSONAL ELECTRONIC DEVICES and SOCIAL MEDIA**

Cell phones, cameras and electronic devices are **NOT** to be used during class time unless specifically authorized by the teacher for curriculum purposes. Students in Grade 5, 6, 7 and 8 may use their personal devices if authorized by the teacher for educational research, otherwise they are **NOT** to bring them to class. These devices are to be used at the discretion of the teacher to enhance learning. Students may use these items during breaks and lunch hour. Students are also reminded that the use of camera devices without the consent of the individual being photographed is **NOT** allowed. Abuse of this privilege will result in the item being confiscated by administration. Parents are asked to refrain from phoning or texting during class time. **Important messages can be conveyed through the school office.** Students and staff must use social media for educational purposes while abiding by Turtle River School Division policy. Staff have the responsibility to report the misuse of social media to administration as well as social media that has a detrimental effect on academic learning.

## **BEHAVIOR ON SCHOOL BUSES**

Good conduct is expected on school buses at all times. Students wishing to ride on buses, other than their regular bus, or town students riding a bus to a friend's house should bring a note from their parents for the bus driver. Where

seating plans have been established, they must abide by this and no other changes may be made without permission from the office or the bus driver. If a student misses the bus for any reasons please report immediately to the supervising teacher. An effort will be made to reach the driver by radio to come back and pick up the missed student. A more detailed bus leadership policy will be given to students at the beginning of the school year.

***NEVER RUN OUT TO THE BUS, AND ALWAYS WAIT UNTIL THE BUS HAS STOPPED MOVING BEFORE LOADING OR UNLOADING!!***

### **FIELD TRIPS**

The school expects the following:

1. Students are to conduct themselves as good ambassadors for the school.
2. No smoking while students are officially under the supervision of the school.
3. There is to be no usage of alcohol or drugs.
4. Students on field trips are to travel with the school, both to and from the school.

*Exception: Parents or their designates may pick their child up provided there is a note from the parents stating permission. This must be done prior to departure.*

5. All trips require that a parental release form be signed prior to departure of the trip.
6. A charge per trip taken out of the division catchment area will be collected to help pay for mileage.

### **STORM POLICY AND EMERGENCY BILLETING**

To ensure the safety of students traveling on school buses careful consideration must be given to the visibility, temperature, wind-chill and road conditions. The following outlines the procedure to follow:

1. Parents or guardians are required at the beginning of the school year to complete an emergency billet form and return it to the principal. In cases where students attend practical arts courses in another community, the emergency billet form shall state an emergency billet for that community.
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  $-38^{\circ}\text{C}$  or less, or the wind chill is  $-47^{\circ}\text{C}$  or less, the bus driver shall immediately inform the transportation supervisor and Principal and thereafter inform all the parents on the route that the route will not be driven. If the bus driver is unable to contact the principal or the vice principal, the bus driver should contact the transportation supervisor or any senior staff member or the local trustee. The principal shall inform the local trustee of the decision. It is the responsibility of the bus driver to contact all parents/guardians if the route is cancelled.

A) If bus drivers are unable to leave their own yard in the PM, they should follow the same procedure as in the AM.

B) If buses are parked at school and the regular bus driver is unable to leave his/her own yard, he/she should contact a spare driver. This applies for AM and PM routes.

3. It is the policy of Turtle River School Division not to run buses at other than the regular time: Regular Morning Run and 3:30pm.
4. If road conditions or visibility appears to be too dangerous to release the buses at 3:30, then the emergency billeting policy shall be enacted. The school Principal in consultation with bus drivers shall make the decision. The principal shall inform the transportation supervisor, or the superintendent, or other senior administration and the local trustees, including trustees whose school is attending practical arts at another school, of the decision.
5. It is the responsibility of the school to contact all the parents of children on the bus routes that the billeting policy is being put into effect and that the buses will not be running. The parents shall be informed that they may pick up their children at the school, at their own risk, otherwise the child/children will be released into the care of the billet. It is the school division's responsibility to transport students billeted in another community back to their home school when conditions permit.
6. Bus drivers that are on route from school with students when they subsequently ascertain that conditions are not safe to travel are to return to the school if possible or stop at an appropriate safe location.
7. In cases where feeder buses are involved it is the responsibility of the driver to inform the principal and the feeder bus drivers. If another school is affected by not running the buses, the principal shall phone the affected school.
8. If students are forced to remain at school after regular school hours for any reason and the students do not have a billet home, the local principal is responsible for providing the supervision of the students in question. The principal shall be authorized to purchase necessary food supplies.
9. In the event of students transferring from one bus to another, bus drivers are to make necessary arrangements with the other bus drivers. If it is decided that the AM route shall not be driven, then at no time during the day will that particular bus run. When buses do not run in the AM and where parents bring their children to school, parents will be responsible to take their children home.
10. If a bus breaks down or can't be started, and is unable to make its run, the bus driver shall inform the transportation supervisor immediately. All efforts shall be made to get a replacement bus to make that run. If a bus doesn't make the morning run and parents bring their children to school, the Turtle River School



Division will make all efforts possible to repair the bus or have a replacement for the PM run. If this is not possible, parents will be required to assist transporting children. The onus to contact parents lies with the bus driver.

11. In cases where it is desirable and necessary to cancel all buses in the AM, the transportation supervisor shall do so and inform CKDM Dauphin and CFRY Portage. The Transportation Maintenance Supervisor shall immediately inform the Superintendent of the decision to cancel buses and it shall be the responsibility of the Superintendent to inform the radio stations about effected school activities for that day. In cases when the transportation supervisor is unavailable the superintendent or secretary-treasurer shall take on the transportation supervisor's responsibility. All bus drivers/schools/trustees will be contacted and the bus drivers will contact all parents on the route.
12. Parents should insure that their children are appropriately and properly dressed for winter months.

*NOTE: The board's mandate is to ensure that the children are transported safely to school on a daily basis. Parents have a right to keep their children at home when they feel that road and or weather conditions are unsatisfactory for travel. Parents also have the right to pick students up early from the school if they feel that road or weather conditions will deteriorate and become unsatisfactory for travel at 3:30.*

### **COLD WEATHER/PLAYGROUNDS (Grade 5& 6)**

Students in Grade 5&6 are required to go outside for morning, lunch and afternoon recess. The safety of students during cold weather is a concern to both the school and home. Decisions regarding whether students should remain outside or brought indoors to protect them from the cold will have to be made occasionally. All possible measures must be taken to ensure their safety.

No student will be required to stay outside for prolonged periods of time when the air temperature or wind chill is  $-26^{\circ}\text{C}$  or colder. The staff and principal will use discretion to determine the length of time the students will be allowed to stay outside. Supervision will be provided in the school when cold weather necessitates that students remain inside. Students are permitted to warm-up in the school's doorway for a brief period during cold weather.

Parents are reminded to ensure students are dressed for cold weather. The school recommends young children wear 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.

### **PUBLIC ENTRANCES**

The school has eight public entrances. All are opened at 8:30 am to receive

staff and students. **Teacher supervision begins in the school at 8:30 and parents are asked to not send students any earlier. Students arriving before 8:30am will be expected to remain outside and unsupervised until the doors open.** At 9am all doors with the exception of the administration doorway (by the flagpole) and the south public entrance will be locked for the duration of the day. Individuals may exit the building through any door as all have “panic bars” which allow you to exit but not to reenter the building. For the security of students and staff, **all parents and visitors to the school are expected to use the administration doorway and report to the office before moving about in the building.** All doors are locked at 4:00pm with the exception of the administration doorway, which is locked at 5pm. Extracurricular functions being held during approved times will have the administration doors unlocked 15 minutes prior to the activity and will be locked 15 minutes upon activity completion.

### **EAST SERVICE LANE**

The service lane on the east side of the school (behind the gym) is closed during the school day from 8:30am to 4:00pm. Service vehicles to the school are only permitted during this time. The lane is closed as it runs through the middle years playground and children’s safety is paramount.

### **SKATEBOARDS**

The act of skateboarding is not permitted within the confines of the interior configuration of the school. ie: halls, rooms, entranceways. Skateboarding requires safety equipment (helmet, elbow and shin pads etc)

### **STUDENT PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES**

Participation in extra-curricular athletics and other activities is a privilege. Students are expected to maintain a positive attitude, demonstrate good citizenship and do their best academically. Students with attendance or academic difficulties may not be permitted to participate in extra-curricular athletics and activities. If a student misses classes for school-authorized activities such as a sports event, the student must notify teachers at least two teaching days in advance of the absence and make arrangements to get any work missed. The student and not the teacher is responsible to see that all work missed during the absence is completed. When a teacher can substantiate a student’s academic standing is at risk, he or she will give such evidence to the office. School administration will determine whether the student will be declared ineligible for the extra-curricular activity.

### **STE. ROSE PARENT COMMITTEE**

The Parent Committee of Ste. Rose School is an independent organization with parent and teacher participation. Meetings are held every second month in the school's staff room. All parents are welcome to attend.

The committee's main purpose is to support the school by fostering co-operation between parents and teachers. The committee also helps give parents and the public an understanding of the school and its work.

### **SCHOOL SAFETY**

Ste. Rose School staff and administration do all we can to provide a safe, caring and supportive learning environment. Events of recent past in the media involving school violence are a concern to all of us. The School has a School Crisis Support Procedures Manual. Reviews and practice of safety procedures are held periodically.

Parents and students are asked to report to school administration or RCMP any information they become aware of concerning unsafe behavior being planned or focused toward the school. The school supports the Manitoba Crime Stoppers Program. If you see or know of a crime being planned or committed in school, call 1-800-222-8477. The call is totally anonymous.

### **EVALUATION POLICY AND ACADEMIC REQUIREMENTS**

Students will be evaluated on tests, daily work assignments, projects, and essays. Courses are evaluated on clearly defined outcomes. To be successful for the provincial standards exams, students will be required to spend extra time to master unlearned outcomes. The teaching staff is flexible when providing extra teaching time. Noon-hours and spares are often used to allow this re-teaching to occur.

Teachers for semesterized courses will assess 70% of term marks to be applied to the final grade. In addition, teachers will apply 30% to the final exam marks. The combined total shall equal 100%.

Students writing provincial standards exams will have their provincial exam mark shown on their transcript as well as a blended term and exam mark.

For semesterized courses, the final exams will be written in January and June.

For courses that continue for the entire year, the final exams will be written at the end of June.

NOTE: On the last day of school in June parents and or students will be encouraged to pick up report cards from the office between 10:30am and 1:30pm. Report cards not picked up at that time will be mailed to the home.

STUDENTS ABSENT ON THE DAY OF A TEST MUST HAVE A PARENT CALL IN PRIOR TO THE TEST WRITING. IF THE SCHOOL IS NOT NOTIFIED, PERMISSION TO WRITE THE TEST AFTER MAY BE DENIED!

### **SENIOR YEARS GRADUATION REQUIREMENTS**

Manitoba Education and Training requires that students accumulate a minimum of 30 credits in the 2017-2018 school year. The school may choose to exceed the provincial minimum. Selection of courses should be made on the basis of the students' learning requirements, interests, and abilities as well as the admission requirements to the post-secondary institution, and/or work situations to which the student aspires. Parents and students should check transcripts regularly to ensure all required courses have been taken.

### **COURSE CHANGES**

Senior Years students will be allowed to change courses up to the end of the first week in any semester. Students are asked to put careful thought into course selections at the beginning of a term. Students must have their course registration forms signed by their parent/guardian. Before a student drops a course, permission must be gained from the parents, the principal and the teacher involved. The school administration does not look favorably on a student dropping a course to take a spare or a correspondence course.

### **NO SPARES FOR GRADE 9 AND 10 STUDENTS**

Students in Grade 9 and 10 are expected to fill their timetables so they have no spare periods. In situations where students are unable to take courses available on the school timetable, they will be expected to take correspondences courses, work education courses or other school or student initiated courses or project.

### **CORRESPONDENCE COURSES**

Students may take a correspondence course when a timetable conflict occurs or a course is not offered at our school that would compliment a student's program. The Division pays for correspondence courses that fall in this category if the student completes the course. The school principal must approve eligibility for correspondence courses. Recognizing that correspondence course completion rates are low and that our students need support to be successful they are encouraged to at-

tend our high school resource room to work on their correspondence course. The attending teacher will provide tutoring for the student in both the administrative and instructional tasks related to successful course completion.

### **EXEMPTIONS**

As per Turtle River School Division Policy, there will be no exemption of core course exams in grades 9 through 12 as well as no mid term exams. All courses will have a final cumulative examination, assessment or standards test valued at 30% of the mark.

### **JUNIOR HIGH - GRADE 9 PROGRAM**

Students at these levels are required to take a standard core curriculum consisting of Language Arts, Math, Science, Social Studies, Industrial Arts, Home Economics, French, Health and Phys Ed.

### **PROMOTION POLICY**

Students shall be placed at the grade level to which they are best adjusted academically, socially & emotionally. Students who achieve the required learning outcomes for a grade will be promoted to the next grade. Students who do not achieve the required outcomes will have alternatives considered, grade retention being the last option. Retention should be considered only after all other instructional avenues have been explored. Rarely would a student be retained more than once between kindergarten and grade 8. All of the following criteria need to be met in order for retention to be considered:

A) the student is in early years or middle years

B) the student is achieving significantly below grade level outcomes as determined by the classroom teacher, resource teacher and in consultation with the principal.

C) an adaptations or accommodations list, which incorporates alternatives, is established for the student's year of retention. Grade retention should not be only grade repetition—there should be a clear focus on mastery of required skills.

Students who achieve the required outcomes of a course at senior years will receive a credit for that course.

## **STUDENT CODE OF CONDUCT**

### **Policy Statement:**

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

Note: This is intended only to acquaint students, staff and community with the Code of Student Conduct. The entire Turtle River School Division policy manual may be reviewed at the school.

### **RESPONSIBILITIES OF...**

#### ***STUDENTS:***

- ◇ Be positive role models for others.
- ◇ Be actively involved in own education and diligent in studies.
- ◇ Practice appropriate conduct and be cooperative and respectful with staff.
- ◇ Support a positive school climate.
- ◇ Attend classes regularly and punctually.
- ◇ Respect other persons and property.
- ◇ Report safety concerns.
- ◇ Follow established school policies.
- ◇ Be clean, tidy and wear clothing, which is in good taste.
- ◇ Replace or pay for any school property, which is willingly destroyed, broken or damaged.

#### ***PARENTS & GUARDIANS:***

- ◇ Be positive role models.
- ◇ Promote and support appropriate school conduct at home.
- ◇ Encourage and support regular school attendance and punctuality.
- ◇ Support effective parent-teacher communication.
- ◇ Be impartial regarding issues between your child and the school: hear all sides of the issue in working towards a solution.

***STAFF:***

- ◇ Be positive role models.
- ◇ Encourage and support activities, which provide a safe, positive school environment.
- ◇ Supervise student behavior and provide corrective teaching when required
- ◇ Promote effective parent-teacher communication.
- ◇ Respect students' concerns, and afford students fair hearings.
- ◇ Support professional development and curricular change.

***PRINCIPAL:***

- ◇ Be a positive role model for staff and students.
- ◇ Develop, promote, and enforce a *Code of Student Conduct*, which promotes a proactive approach.
- ◇ Cooperate with community agencies regarding student behavior.
- ◇ Keep others informed, on a need-to-know basis, about student behavior.
- ◇ Promote professional development and effective instructional practices.

***PARENT COMMITTEE:***

- ◇ Act as an advisory resource to the school.
- ◇ Promote effective communication between the community and the school.
- ◇ Support the school and staff in its activities.

***DISCIPLINARY RESPONSES***

The following disciplinary responses apply to all students in Grade Five through Grade Twelve. Administration has the discretion to implement one, all, or any combination of the disciplinary responses for the misconduct in question. The principal may suspend a student for conduct injurious to the welfare of the school. In some cases, the principal may identify specific requirements (i.e., counseling) to be met before the student will be allowed to return to classes.

## **MISCONDUCT:**

1. Inappropriate behavior (physical, sexual, verbal or psychological), abusive language, discrimination, harassment, violent activity, fighting, assault, gang involvement or threat.

2. Vandalism or theft

3. Possession, use or threatened use of a weapon or a replica (perceived or potential)

## **DISCIPLINARY RESPONSE:**

- > communication with parent or guardian
- > corrective teaching and/or contract
- > suspension up to thirty days
- > administration may report incident to police
- > fighting is an automatic 3 day suspension
- > a subsequent fight is a 5 day suspension
- > expulsion

- > communication with parent or guardian
- > corrective teaching
- > damage caused by “horsing around” will be paid for and assistance to repair damages may be required
- > willful damage of property will be paid for and may result in suspension
- > police may be contacted and charges laid

- > confiscate weapon for release to police or parent
- > communicate incident to parent or guardian
- > corrective teaching and/or contract
- > report incident to the police and seek charges
- > stolen articles are to be returned
- > suspension for up to thirty days
- > expulsion



#### **4. Proper Dress**

Clothing should be appropriate and in good taste for a school setting. Hats, caps, and barefoot while indoors are inappropriate classroom dress. Students are to abstain from wearing clothing with writing or graphics that display obscenity.

**NB.** Students are **NOT** allowed to wear black-soled running shoes unless they are manufacture approved to not smudge floors.

- > communication with parent or guardian
- > corrective teaching and/or contract
- > written warning
- > suspension for insubordination

#### **5. Leaving school during the school day...**

No restrictions on town students going home for lunch. Grades K - 8 students require a daily note to go Grades S1-S4 students require an annual permission form to be delivered to the school signed by parent or guardian.

- > communication with parent or guardian
- > corrective teaching and/or contract
- > loss of school-leaving privileges.
- > suspension for up to thirty days for insubordination/non-compliance

#### **6. Tobacco Products**

Ste. Rose School is a smoke-free environment, 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.

- > 1st Offense: written warning and communication
- > 2nd Offense: 2-day suspension
- > 3rd Offense: 5 day suspension

#### **7. Intoxicating Substances:**

Supplying, possessing, or using intoxicating substances, including alcohol and illicit drugs.

- > assignment for counseling and/or treatment
- > suspension for 10 - 30 days which maybe followed by a one week in-school suspension
- > student supplying is subject to suspension for up to 5 months
- > administration may notify police
- > expulsion

## 8. Cars at school

The school allows students to bring cars to school, provided that:

- a) the car is parked in an assigned parking stall,
- b) prudent driving is utilized,
- c) cars are not used as a taxi service

- > communication with parent or guardian
- > contract with student defining behavior
- > suspension or denial of parking privileges
- > towing at student's expense
- > further non-compliance shall be deemed insubordination and school suspension of 3 - 30 days shall be applied.

## 9. Truancy and Tardiness

Every absence is considered unexcused unless it is due to:

- a) a school activity

In order for an absence to be excused for reasons outlined in (b), (c), and (d) below, the parent or guardian MUST phone the school or send a note the following day after the absence. Students are allowed 10 absences from semesterized courses, then pending a review, they may be removed from a course.

- b) a medical, dental, or other appointment
- c) illness
- d) family business (compassion)

Three unexcused lates will be considered one absence.

- > corrective teaching and/or attendance contract is implemented
- > after 10 unexcused absences ( or 5 double classes) the school has the right to remove the student from the course - for half credit courses
- > after 20 unexcused absences ( or 10 double classes) the school has the right to remove the student from the course - for full credit courses
- > each case is subject to review by school administration
- > excessive absence at all grade levels shall be reported to the truancy officer for investigation

## 10. Classroom Management

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

The classroom code of behavior shall include teacher and student respect issues, work habits, homework, plagiarism, punctuality, and attendance, and shall identify appropriate consequences for infractions.

- > routines training and corrective teaching
- > communication with parent or guardian
- > performance and/or behavior contract
- > teachers have the right to suspend a student from their class for up to two days
- > non-compliance may activate Board Suspension Policy

### **11. Computer Usage**

All students must sign a computer and Internet usage agreement. Computers are to be used for school related activities. Physical abuse of hardware and hacking into software will **NOT** be tolerated. Conditions outlined in usage agreement must be adhered to.

- > warning and corrective teaching
- > loss of Internet privileges
- > suspension from school

### **12. Social Media Use**

Inappropriate use of the internet, electronic devices and social media that is detrimental to the learning process

- > loss of privileges and confiscation of device
- > communication with parent or guardian
- > corrective teaching and/or contract
- > suspension

### **13. East Service Lane**

The East Service Lane is closed during the school Day (8:30am-4:00pm) for safety as it runs through the gr.5&6 Playground. Students are not to drive through this lane during the school day.

- > 1<sup>st</sup> offense: written warning
- > 2<sup>nd</sup>. Offense: one-day suspension
- > police may be called by administration

## **APPEAL PROCESS**

Parents/guardians who do not agree with the discipline procedures invoked are to follow the following steps:

1. Contact the teacher/administrator who implemented the disciplinary procedure
2. Administration involvement if deemed necessary by teacher or parent/guardian
3. For further information see the Turtle River School Division policy

## **GLOSSARY OF TERMS:**

***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 will pay for damages, be served a suspension and charges may be laid. If the damage is a result of "horsing around", the student will pay for the damage, and may also be required to assist in the repair of the damages.

***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 suspended, the offender is **NOT** to be on school property and is banned from all school activities. *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.