

# STE. ROSE SCHOOL

## 2023-2024

### GRADE K—GRADE 4

### STUDENT HANDBOOK AND



### CODE OF CONDUCT

**STE. ROSE SCHOOL  
K-4 STUDENT HANDBOOK  
2023-2024**

**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 encouraged to approach the office with problems or questions.

**DAILY ATTENDANCE PROCEDURE**

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 your 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. Chronic absentees will be referred to the School Division Truant Officer.

**GUIDANCE COUNSELLING**

All teaching staff assumes the responsibility for guidance. At the beginning of the school year, parents are asked to designate a staff member they feel comfortable with should a counseling issue arise with their child.

## **STUDENTS SICK AT SCHOOL**

Students who become ill during school should report to the office. A number of possible actions 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**

Town students in grades K-4 are encouraged to go home for lunch (12 noon-12:55pm). The opportunity to take a break from school and return home for a meal is beneficial to a child. All students not going home are permitted to remain in school for lunch. The school reserves the right to suspend the lunch hour privilege if the student's behavior becomes a concern. Students in K-4 may not leave the school grounds at any time without the permission of their parents or teacher. Parents are expected to 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.

## **BREAKAGE OF SCHOOL PROPERTY**

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

involved.

### **APPROPRIATE DRESS**

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. **Short tops and revealing clothing are not permitted in school. Students are NOT to wear clothing with obscene pictures, sayings, and or profanity on them.**

### **PERSONAL ELECTRONIC DEVICES AND SOCIAL MEDIA**

Cell phones, cameras and personal electronic devices are **NOT** to be brought to school.

Parents needing to contact their child during the school day may do so via the school office. Please do not email the office or staff as emails are **not** accessed on a regular basis throughout the day. 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 should bring a note from their parents for the bus driver. Where seating plans have been established, they must be abided by. No other changes may be made without permission from the office or the bus driver. If a student misses the bus for any reason it must be reported immediately to the school office. An effort will be made to reach the driver by radio to come back and pick up the missed student.

A more detailed bus 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 may pick their child up provided they provide the school with a note giving 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, 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 affected school activities for that day. In cases when the transportation supervisor is unavailable the

superintendent or secretary-treasurer shall take on the transportations 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 insure 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**

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 -26C 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**

**Teacher supervision begins in the school at 8:25 and parents are asked to not send students any earlier. Students arriving before 8:25am will be expected to remain outside and unsupervised until the doors open.** At 9am all doors 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.** 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.

## **STE. ROSE PARENT COMMITTEE**

The Parent Committee of Ste. Rose School is an independent organization with parent and teacher participation. Meetings are held on the third Monday or Wednesday of the month at 6:00pm in the school's staff room. All parents are welcome and encouraged 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.

## **EVALUATION POLICY AND ACADEMIC REQUIREMENTS**

Students in K-4 will be evaluated on daily work assignments and projects. Subjects are evaluated on clearly defined outcomes. Report cards are issued three times per year in November, March and June. Marks are not issued but rather an assessment key is supplied. In grade 3 there will be a Department of Education assessment done in the fall. 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.



## **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.

#### ***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 Kindergarten through Grade Four. 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:**

### **DISCIPLINARY RESPONSE:**

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

**B) Theft**

**C) Vandalism**

- > corrective teaching
- > communication with parent or guardian
- > performance or behavior contract
- > suspension up to 5 days or more
- > expulsion

**2. Possession, use or threatened use of a weapon** (perceived or potential)

- > confiscate weapon
- > communicate incident to parent/guardian
- > corrective teaching and/or behavior contract
- > report incident to appropriate authority
- > suspension for up to 5 days or more
- > expulsion

### **3. Social Media and Computer Usage**

All students must sign a computer & Internet Usage agreement. Physical abuse of hardware and hacking into software will NOT be tolerated. Inappropriate use of the internet, electronic devices and social media that is detrimental to the learning process will NOT be tolerated.

- > loss of privileges & confiscation of device
- > communicate incident to parent or guardian
- > corrective teaching and/or behavior contract

#### 4. Leaving School

Students staying for lunch will NOT be allowed to leave school property without parental consent.

- > corrective teaching
- > loss of school-leaving privileges
- > communication with parent or guardian

#### 5. Lunch time behavior

It is a privilege for students to eat lunch at school. Appropriate behavior is expected.

- > communication with parent or guardian
- > corrective teaching
- > lunch hour privilege will be denied for a determined length of time.

#### 6. Proper Dress

Clothing should be appropriate and in good taste for a school setting.

- > communication with parent or guardian

Hats, caps, and barefoot while indoors is inappropriate classroom dress.

- > corrective teaching and/or behavior contract

Students are to abstain from wearing clothing with writing or graphics which display obscenity.

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

#### 7. Truancy and Tardiness

- Every absence is considered unexcused unless it is due to:

- > corrective teaching and/or attendance contract implemented

a) a school activity

In order for an absence to be recorded for reasons outlined below, the parent or guardian **MUST** phone the school or send a note the day following the absence:

- > each case is subject to review by school administration
- > excessive absence at all grade levels shall be reported to the truancy officer for investigation

b) a medical, dental, or other appointment

- c) illness
- d) family business (compassion)

## **8. Classroom Management**

Every teacher shall be responsible for defining code of behavior consistent with school and Board policies. Classroom code of behavior shall include respect issues, work habits, homework, 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 between teacher & student
- > teachers have the right to suspend a student from class for up to two days

## **APPEAL PROCESS**

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

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 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 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.