

**MACGREGOR ELEMENTARY
SCHOOL**

**STUDENT HANDBOOK
2023-2024**

MacGregor Elementary School

PCSD Mission Statement

“To meet the educational needs of students in a positive learning environment.”

1. WELCOME TO STUDENTS AND PARENTS

At MacGregor Elementary School we extend a warm welcome to you. It is our sincere hope that you will find this school year to be enjoyable and rewarding. To parents, we encourage you to be an active participant in your child's learning. Please feel welcome to contact or visit the school at any time. The purpose of this handbook is to provide information to parents and students about the school. We are looking forward to a great year and we hope that you find the information provided in this handbook valuable.

2. MacGregor Elementary School Website

The schools of the Pine Creek School Division have developed specific school websites to provide information to parents, students, and the general public. We encourage you to visit our websites and we hope you find the information useful and informative. Your child's teacher may have also created a classroom website. If so, the teacher will inform you of this site.

Pine Creek School Division www.pinecreeksd.mb.ca (under schools-MES)

3. STAFF DIRECTORY:

Principal	Bryan Marriott	Teaching Assignments	
Teachers	Judy Waddle	Principal	
	Michelle Duncan	Kindergarten	
	Amanda Penner	Literacy Coach	
	Janet Sims	Grades 1-2	
	Chloe Winistok	Grades 1-2	
	Debbie Williams	Grades 3-4	
	Adrienne Wooley	Grades 3-4	
	Krystal Nicholls	Grades 3-4	
	Sheena Frank	Grades 5-6	
	Heather Manns	Grades 5-6	
	Shelley Zander	Grades 5-6	
	Connor Nichol	Grade 7-8	
	Corey May	Grades 7-8	
	Shannon Mulvey	Grades 7-8	
	Adrianna Boychuk	Grades 7-8 / K-8 Art	
	Kevin Terrick	Physical Education – Health	
	Tyson Anderson	K-8 Music – Choir	
Resource	Angie Donald -	Jamie Blyth	
Administrative Assistant	Sharon Craik		
Librarian	Annette Vankoeveringe		
Social Worker	Kelsey Bereza		
Educational Assistants	Christine Murray	Kim Hill	Jorja Hill
	Tammy Thompson	Lauren Tessier	
	Melodie Wieler	Amy Toews	Raelyn Young
	Gertrude Edmond	Elyssa MacDonald	
	Jenessa Wilcox	Melissa Wieler	Shelby Toews
	Kristen Hildebrandt	Emma Hill	
Custodians	Vicki Bodie	Ina Espana	

4. PHILOSOPHY AND VALUES

In Pine Creek School Division we believe...

- Everyone should have the opportunity to achieve their potential.
- The responsibility for providing a positive learning environment is shared with parents and the community.
- Co-operatively, the partners will provide opportunities for individuals to develop their physical, emotional, social, and intellectual capabilities.
- Within this environment, students will develop skills and attitudes which will make them lifelong learners and productive members of society.

At MacGregor Elementary School we value...

- Honesty
- Independence
- Confidence
- Integrity
- Respect
- Global / Community Caring
- Positive Attitude
- Problem Solvers
- Responsibility
- Compassion

5. PINE CREEK SCHOOL DIVISION MISSION STATEMENT

- The Mission of the Pine Creek School Division is to meet the educational needs of students in a positive learning environment.
- Pine Creek School Division values – Students, Community, Relationships, and Integrity.

6. COMMUNICATION

Our sincere goal is to maintain open, two-way communication with you. Please call us if you have any questions or concerns. Our goal is to keep you well informed through:

- The use of agendas
- Phone calls, notes, and email
- Welcome Back BBQ
- Handbook
- Newsletters
- Monthly calendars
- Information letters from teachers
- Parent Council Meetings
- School website
- MES Website
- School Messenger System

Cell Phone Use

- It is acceptable and understandable for students to have cell phones and other electronic messaging devices at MacGregor Elementary School. These devices are to be used only on free time (recess breaks - after school activities) and not to be used throughout regular instructional time. Under no circumstances are students to be sending or receiving message during class time or searching internet sites. Improper use of personal devices will result in the device being taken away until the end of the school day. Parents will be contacted by classroom teachers if this becomes a consistent problem and devices will not be allowed within the school. It is the teacher's discretion to allow the use of personal devices within the classroom for listening to music, using calculator or other applicable apps. Permission must be granted prior to this happening.

7. COMMUNITY OF CARING

As a community of caring, we plan activities that support and reinforce community spirit, PCSD values, social responsibility, student leadership, and respect for all individuals. Students in grades 5-8 have the opportunity to take part in Social Justice Activities throughout the school year.

8. ATTENDANCE POLICY:

Pine Creek School Division and MacGregor Elementary School encourage all students to attend classes regularly. It is important to realize there is an unmistakable link between regular class attendance and academic success. Students, parents, and staff must share the responsibility of regular class attendance. Accordingly, the following is the policy on attendance at our school:

- A note or call from parents is requested to inform the school of any absences.
- The school will attempt to contact the parents immediately whenever the school is unsure if the absence is for valid reasons.
- Students may leave the school premises only with an acceptable note or phone call from the parents/guardians. This note must be presented to the administration before the student leaves the school.
- Absences due to vacation: If you are planning an extended family vacation during the school year, please notify the teacher in writing.

9. SAFETY AND SECURITY

• STUDENT HEALTH CONCERNS

MacGregor Elementary School would appreciate being advised of any existing medical conditions, which may have an impact on the welfare of the student. Such information will be kept in the strictest confidence.

Parents whose children require medication, bronchodilators, or EpiPens, are required to complete the required forms as required by Pine Creek School Division policy and Provincial Government guidelines. (**URIS Manual**)

Specifically, if medication must be administered at school, the parent is required to complete an **"Administration of Prescribed Medication Form"**.

EMERGENCIES

- If your child becomes acutely ill or is hurt at school, staff will make every effort to contact you at home or work. Should these efforts fail, we will attempt to contact the emergency contact numbers you gave us. In the interim staff will attend to your child. If we evaluate the situation as serious, we will contact 911 and have your child transported to the hospital. Ambulance costs will be borne by parents in cases where an ambulance needs to be engaged.

• EMERGENCY PREPAREDNESS

The school has a crisis management plan in the event of any crisis or emergency. Crisis plans are located in the main office, staff room, resource room, and administration office.

- **FIRE AND EMERGENCY DRILLS**

Fire drills are held regularly to prepare your child for such an emergency should it occur. Other emergency drills such as bus evacuation, tornado, and lockdown drills will be practiced periodically throughout the school year.

- **CHECKING IN**

All parents and visitors are requested to first check-in at the office. Please use the front door as the other doors will be locked during school hours.

10. **RESOURCE SERVICES**

M.E.S. resource team consists of Angie Donald and Tammy Wotton. They provide a supportive service in meeting the individual needs of students using a team approach.

11. **TIME STRUCTURE:**

O'Canada and Announcements	8:55 a.m.
Period 1	9:00 – 9:45 a.m.
Period 2	9:45 – 10:25 a.m.
Recess	10:25 – 10:40 a.m.
Period 3	10:40 – 11:20 a.m.
Period 4	11:20 – 12:00 noon
Noon Hour	12:00 – 12:45 p.m.
Period 5	12:45 – 1:30 p.m.
Period 6	1:30 – 2:15 p.m.
Recess	2:15 – 2:30 p.m.
Period 7	2:30 – 3:15 p.m.
Dismissal	3:17 p.m.

12. **SCHOOL CALENDAR**

A Pine Creek School Division yearly calendar can be located on the PCSD school website. In addition, MacGregor Elementary School will send home a monthly calendar listing upcoming events at the start of each month.

13. **HOMEWORK**

The amount of homework assigned to each student will vary from grade to grade and day to day. It is the recommendation of the school that students use Agenda Books. The agenda books are designed to help promote and facilitate better work habits by leading students to record homework and schedules every day. There is room for teachers and parents to sign and comment each day as well. Parents are encouraged to contact individual teachers if they have any questions or concerns.

Establish, communicate, and apply consequences for late and missing work.

Students must understand that there will be consequences for not completing assignments that provide evidence of learning or for submitting those assignments late. If, after establishing and communicating expectations regarding assignments, setting and communicating timelines for assignments, and supporting student learning using the strategies provided above, student work is still late, teachers may apply the following strategies based on their professional judgment:

- Confer with the student and, where appropriate, with the student's parents about the reasons for not completing the assignment, and consider the legitimacy of the reasons.
- Develop an agreement with the student to complete the work.
- Require the student to complete missing work during school time or at lunch or after school within the supervised setting in accordance with school division policy.
- Provide appropriate support to students in the form of counseling or peer tutoring to address issues and barriers that may be preventing the student from completing assigned work.
- Provide additional support for students who are learning English as an additional language.
- Provide alternative assessment tasks that accommodate diverse learning needs.

14. REPORTING SYSTEM

The emphasis at MacGregor Elementary School is on the continuous evaluation of work done throughout the school year. Parents are encouraged to keep track of tests and assignments. Report cards will be sent home three times a year.

- A progress report followed by scheduled Parent-Teacher-Conferences will occur in November.
- A second progress report followed by scheduled Parent-Teacher -Conferences will occur in March.
- In June parents will receive a final report on the progress of the student throughout the school year.

Remember that you never have to wait until an interview time to talk to a teacher about your child's specific needs. If you have any concerns about the progress of your child(ren), please contact the classroom teacher involved immediately. Open communication between parents and school is encouraged throughout the year and is key to success in school.

15. SCHOOL CLOSURES

The decision to cancel an individual bus can be made by the driver. Driver must ensure that all parents on the route are informed of the decision. The cancellation will be broadcast on CFRY.

A decision to cancel all buses for a particular school or area will be made by the Superintendent or Transportation Supervisor and bus drivers shall ensure that all parents on the route are informed. A decision to cancel all buses in the entire division is made by the Superintendent. In the event of school closure, the school messenger system will be activated.

If a storm occurs after students have been transported to school and supervisors feel that it is unsafe to transport students, all students will be billeted as per billeting instructions. Parents may choose to pick their child up at the school. If buses cannot make their evening run, the decision will be made by 2:00 pm and CFRY will be informed. Bus drivers will ensure that all parents are informed of the decision. If a bus run is canceled in the morning it will be assumed the bus will not run for the afternoon run, unless otherwise announced.

16. VOLUNTEERS

At MacGregor Elementary School volunteers are always welcome. Those who are interested in volunteering should contact the office for more information.

17. ADVISORY COUNCIL

The MacGregor Elementary School Parent Advisory Council is active in our school. The primary mandate is to promote effective communication among the home, school and the community. The mandate also includes reviewing, discussing, and making recommendations to the school staff and administration on many topics of interest to the students and staff of our school. The council meets once a month. If you are interested in becoming a part of this group, contact the school.

JIC-R Providing a Safe and Caring School Environment- A Code of Conduct for the Pine Creek School Division

Student Discipline

Schools will incorporate a continuum of supports including positive and preventative approaches and strategies, as well as consequences corresponding to the nature, severity, and frequency of the behaviour or infraction. The consequences are to be considered in conjunction with the age, grade level, exceptional learning needs, and other factors affecting the individuals to whom this process is applied.

The Division's focus will be on preventative, proactive measures to teach respectful and responsible behaviour. It is recognized that, on occasion, it will be necessary to address disrespectful and irresponsible behaviour through disciplinary policy and procedures. Consequences for disrespectful and irresponsible behaviours will be based on individual needs, the degree of the problem and the need to maintain a respectful learning environment.

Policies on student discipline will be communicated to school division staff, parents, and students at the beginning of each school year or upon the registration or enrolment of new students during the year.

Principles

1) Rights

Foundational to a safe and caring learning community, are the rights of all members to:

- a. be safe
- b. be accepted and treated with dignity and respect
- c. learn and teach without interference

2) Responsibilities

Membership in a community comes with responsibilities. It is expected that all learning community members (students, staff members, parents and other adults on site) will accept responsibility for their behaviour to foster a safe, caring and productive learning community.

It is the responsibility of all individuals to ensure that their behaviour, individually and collectively, does not infringe upon the rights of others. Consideration for the safety of others is the responsibility of each member of the learning community.

3) Respect

It is expected that all learning community members will exhibit behaviour that shows respect for the rights, property and safety of themselves and others.

Students are responsible for:

- complying with the Code of Conduct of the Pine Creek School Division and its individual schools
- showing respect for the rights, property and safety of themselves and others
- respecting and appreciating the diversity of all school members regardless of their race, culture, ethnicity, gender, sexual orientation, age and ability
- expressing themselves with socially acceptable language and behaviour
- exhibiting behaviour that avoids all forms of intimidation, harassment, racism, and discrimination
- dressing in accordance with school dress standards
- treating school property and the property of others with a reasonable standard of care
- respecting the responsibilities of all school members in exercising their duties
- promoting positive behaviour through the avoidance of all types of violent acts
- attending classes, activities and events and being prepared and punctual
- showing courtesy and respect for the rights of all people in the school and in the community
- showing respect for school property and the personal property of others
- demonstrating behaviour that contributes to an orderly, supportive, and safe learning environment
- resolving interpersonal conflicts and difficulties through discussions or by seeking assistance from school personnel
- developing self-discipline

Staff Members are responsible for:

- following the requirements of provincial law and regulations, following the requirements of divisional policies regarding responsible professional behavior and, for professional staff, subscribing to the tenets of the Manitoba Teachers' Society Code of Professional Conduct
- treating parents, students, and fellow staff with dignity and respect at all times
- participating and cooperating with parents and other school staff in the development and implementation of plans to address the learning needs of their students
- communicating information about student progress, attendance, and behaviour to students, parents, and administration
- establishing and maintaining a safe, secure, non-threatening learning environment
- providing a positive role model for students
- providing an environment that promotes self-esteem and self-discipline

Parents are responsible for:

- instilling basic values and responsibilities in their children
- treating staff with dignity and respect at all times
- following established protocol in expressing concerns about individual staff members
- participating and, in conjunction with school and Divisional personnel, cooperating in the development and implementation of plans to address their child's learning (academic, social, emotional, behavioural) needs
- ensuring that their child attends regularly and punctually
- maintaining regular communication with their child's educational progress as necessary
- demonstrating support for the school by attending events and meetings and offering constructive input
- problem solving in a manner respectful of all involved

Public Display of Affection (PDA Policy)

Public Display of Affection—or PDA—includes physical contact including, but not limited to, intimate touching, hand holding, cuddling, and kissing at school or a school-sponsored activity between two students. This type of behavior, while innocent on some levels, can quickly devolve into a distraction for the students engaging in the practice, as well as other students who witness these public displays of affection. **All students shall refrain from all Public Displays of Affection (PDA) while on campus or while attending and/or participating in a school-related activity.**

Summary Table for Discipline

Concerning Behaviour	Description	Range of Consequences	Probable Consequences for first Time Offence	Other Policy/ Regulation for referral
Drugs, Alcohol	Using, possessing or being under the influence of alcohol or illicit drugs at school or at any school sanctioned activity is unacceptable.	Suspension to expulsion	Suspension - In-school or out of school determined by the school administrator; Parent/Guardian Meeting; substance abuse counselling	JIC-E
Tobacco	No student shall smoke, chew, or otherwise use tobacco on Division property.	Conference to Suspension	Conference/Guardians meeting; Parent/Guardian contacted	ADC
Assault	Bullying, or abusing physically, sexually, or psychologically - orally, in writing or otherwise - any person is unacceptable.	Conference/Counselling to Suspension/Expulsion	Parents/Guardians meeting; possible suspension; Counselling	ACFA, GBM, GBG, GBGB, EBCC
Discrimination	Discriminating on the basis of any characteristic set out in subsection 9 (2) of <i>The Human Rights Code</i> is unacceptable.	Conference/Counselling to Suspension/Expulsion	Parents/Guardians contacted; Conference/Counselling	AC, ACE, ACFA
Theft	The unauthorized taking, or using of another's property is unacceptable.	Restitution to Suspension	Parents/Guardians Meeting; Repayment/Restitution of loss; Counselling; possible law enforcement involvement at school discretion	JIC-E, ACFA
Scholastic Dishonesty	A student shall not engage in academic cheating. Cheating includes, but is not limited to, the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work. A student shall not engage in plagiarism, which includes the representing the thoughts and ideas of another person as their own.	Conference to Suspension	Parent/Guardian Meeting; Loss of school privileges; Repeat of assignment	IKA, IKEA

Disruptive Behaviour	Student behaviour which negatively affects the learning of other students is unacceptable.	Conference to Expulsion	Conference with teacher or principal; loss of school privileges; Parent/Guardian contact	GBAA, GBG, ACFA, EEAEG
Student Dress	<p>Students are required to dress appropriately for school activities. Schools may, in the interest of safety, prohibit students from participating in certain activities if students are not wearing appropriate clothing.</p> <p>Appropriate clothing is required for academic classes, consistent with the standards of the community. Clothing that exhibits sexual (explicit or implied), offensive, discriminatory or profane messages or logos is unacceptable. Clothing that promotes drugs, alcohol, tobacco or gang involvement is unacceptable.</p>	Conference to Suspension	Conference with Principal; Cover or replace inappropriate clothing item; Parent/Guardian contact	GBEBA/JIC-R
Weapons	Possessing a weapon, as "weapon" is defined in section 2 of the <i>Criminal Code (Canada)</i> is prohibited.	Suspension to Expulsion	Violent Risk Threat Assessment Protocol will be initiated	ACFA, EBCC, JIC-E
Vandalism	The damage or defacement of buildings, grounds, equipment or property of the Division, Division personnel or of another student caused by deliberate, malicious, or reckless behaviour is unacceptable. This would also include damages or defacement of another's property while on Division property, or at a school-sanctioned activity.	Conference to Expulsion	Parents/Guardians Meeting; Repayment/Restitution of loss; Counselling; possible law enforcement involvement at school discretion	GBGB, AC, ECAF, GBAA, EEAEG
Gangs	Gang involvement, including wearing clothing that is identified with gangs, on Division property or at any school-sanctioned activity is unacceptable.	Conference to Expulsion	Parents/Guardians Meeting; Counselling; law enforcement involvement at school discretion	JIC-E

Information Communication Technology	Students are expected to adhere to the policies respecting the appropriate use of electronic mail and the Internet. The accessing, uploading, downloading or distributing material that the school has determined to be objectionable is unacceptable.	Conference to Expulsion	Parents/Guardians Meeting; Loss of Technology privileges at school; Counselling; possible law enforcement involvement at school discretion	IJNDA, JICJ, ACFA, GBEED
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Telephone Use

Telephone calls to students should be made during the class breaks outlined in the handbook. Students will be allowed to use the phone in the case of illness or emergencies. Students are not to use the phone without permission and when the main office is unattended.

Consequence: Conference to Suspension

GENERAL EXPECTATIONS

At the beginning of the day students are expected to:

- + Be in their classroom by 8:55.
- + Stand for "O Canada" and listen to the daily announcements that follow.
- + Be ready for the start of class.

Summary of Consequences

Students and parents can expect that as the incidence of misbehaviour of any given child increases in frequency and/or severity, intervention will normally go through a continuum of varying consequences as outlined below. In the case of serious violations of expectations the sequence of involvement will be accelerated at the discretion of the principal, and superintendent and/or school board where necessary and/or prescribed by policy.

The following are examples of consequences and/or strategies that may be considered in response to inappropriate behaviour:

- informal interview with student(s)
- formal interview with the student
- teacher/student/principal interview
- phone call home by teacher or principal
- interview with parents
- involvement of school counselor
- involvement of mentor
- peer counseling; peer mediation
- time out, a "cooling off" period
- withdrawal of privileges
- withdrawal from course because of poor attendance
- making amends (restitution) either monetarily or through school-based community service
- implementation of a behavioural or performance contract
- involvement of school division clinicians and/or student support services staff;
- involvement of community agencies, including police
- out of school suspension
- Individual Education Plan (IEP); Behaviour Intervention Plan (BIP)
- alternative educational settings
- out of class, in-school suspension
- immediate suspension of up to 5 days to secure safety before broadening any response
- suspension for the remainder of the school year
- expulsion; involvement of the school administration, Superintendent and Board of Trustees is required for expulsion to be determined an appropriate response
- discipline learning assignment
- parental involvement in modifying student's behaviour
- student detention
- Threat Assessment

Threat Assessment

A threat is an expression of intent to do harm or act out violently against someone or something. Threats may be verbal, written, drawn, posted on the Internet or made by gesture only and may be direct, indirect, conditional or veiled. All threats will be taken seriously and evaluated. High risk student behaviours shall be reported to the Principal (or designate) who will then activate the Threat Assessment protocol. The school based Threat Assessment Team will assess the level of threat and student(s) who has made the threat to evaluate the likelihood that the threat will actually be carried out. Information to assist in the evaluation of the threat can come from teachers, staff, other students, parents and other sources such as Police or mental health specialists. Based on the results of the evaluation, an intervention plan will be developed. *Further detail is provided in Policy EBCC, Violent Threat Risk Assessment.*

In addressing misbehaviour, Pine Creek School Division expects that responses shall

- be logical, realistic, and timely
- !• be appropriate for the student's stage of development and considerate of the student's special needs
- !• reflect the severity of misbehaviour and take into account the frequency, duration, and intent of the misbehaviour
- !• be chosen primarily to restore safety and order
- !• make sense to the student as much as possible
- !• enable students to generate appropriate responses and solutions

Student Suspension/Expulsions

Schools will keep records on the nature and duration of all suspensions, both in-school and out of school.

Schools will offer and arrange alternative programming for students who are suspended for more than five days.

A written plan will be developed for students who are suspended out of school more than two times during a school year.

Teachers- have the right to suspend a student from the classroom (in school suspension only) for a period not exceeding 2 days for conduct the teacher considers to be detrimental to the classroom learning environment, and for behaviour that contravenes the school's code of conduct. The school board may limit a teacher's right to suspend.

Principals- (or designate) have the right to suspend a student from school for up to 5 days for conduct the principal (or designate) considers injurious to the school's welfare or educational purpose.

Superintendent- (or designate) has the right to suspend a student from attending school for up to 6 weeks.

Suspension Procedures:

Any teacher who suspends a student from class must immediately inform the principal and promptly document the incident.

The principal shall ensure that:

1. The parent/guardian is promptly informed of the suspension and the reasons for it.
2. A letter which outlines the reason for the suspension is to follow within 24 hours.
3. Repeated suspension of a student from a teacher's classroom will result in a written plan to manage the behaviour.

4. The Superintendent is to be notified of all suspensions within 24 hours and is to receive a copy of the letter of suspension. Notification is to include the name of the student, the length/period of suspension, and the acts for which the pupil is suspended.
5. The bus garage is notified of all out of school suspensions which involve bus students.
6. The Superintendent will inform the Board of all suspensions.

Appeal Process:

In the case of any student suspension, the student and parent(s) have the right to appeal the suspension to the school Superintendent. The Superintendent will review the suspension and confirm, modify or cancel the suspension. The student and parent(s) will be notified in writing of the Superintendent's decision. If the student or parent disagree with the Superintendent's decision they have the right to appeal to the school board. Appealing a suspension to the Superintendent or to the school board does not necessarily delay the commencement of a suspension.

Corporal Punishment

The use of corporal punishment as a form of discipline is not permitted in any of the schools in Pine Creek School Division.

Procedure for Handling Contraband in Schools

Contraband - is any article or substance, which the Principal considers to be injurious to the school's welfare or educational purpose of the school. This might include: alcohol, drugs, tobacco products, "vaping" products, weapons, or visual, auditory, or print material that is sexual (explicit or implied), profane, offensive or discriminatory in nature. It may also include stolen property.

Employees of the Division have both the right and responsibility to seize contraband found on school division property or at any school-sanctioned activity.

If the substance is illegal, or if the student is not old enough to possess the substance, the RCMP are to be informed.

All seizures are to be reported immediately to the Principal.

A Contraband Seizure Form is to be completed by the employee making the seizure.

The contraband substance as well as the Contraband Seizure Form is to be given to the Principal. If the substance has been handed over to the RCMP, only the form is to be provided to the Principal.

The Principal will ensure that the substance and form are stored in a secure location.

A copy of the form is to be forwarded to Division Office.

After 30 calendar days, if the matter has been closed, the Principal is to dispose of the substance. A completed copy of the Contraband Seizure Form is to be forwarded to Division Office.

Policy JIC - SAFE AND CARING SCHOOL COMMUNITIES

In Pine Creek School Division we are guided by our mission statement:

Pine Creek School Division will provide a high-quality and meaningful education for all students in a safe and caring environment. We are committed to an inclusive learning environment that celebrates diversity while respecting the individuality of each student. We will empower students through challenging academic and skill-based learning to be active and responsible citizens of our world.

In order for us to achieve this mission our schools work daily to teach the children in our care how to get along with others. Some schools teach using the golden rule... "treat others as you would wish to be treated yourself." Some schools teach behaviour using a simple code like "Take care of yourself. Take care of each other. Take care of this place.

Schools are expected to develop age-appropriate codes of conduct based on the Provincial Code of Conduct and divisional policies and regulations. Our staff is expected to work on a daily basis to build safe, respectful, considerate and caring communities in our classrooms and schools. They are expected to teach children to do the right thing for the right reason, to take responsibility for their actions, to solve problems, understand one another and to correct and learn from their mistakes.

Our schools are expected to teach students that there are firm and clear expectations for them. Those expectations include:

- harassing, abusive or bullying behaviour, whether physical, sexual, psychological or electronic will not be tolerated;
- behaviour that discriminates against anyone on the basis of any characteristic set out in subsection (292) of the Human Rights Code is unacceptable;
- " using, possessing or being under the influence of alcohol or illicit drugs at school is unacceptable;
- gang involvement is unacceptable;
- possession of a weapon as defined in Section 2 of the Criminal Code of Canada is unacceptable;
- information technology, electronic mail and the internet must be used appropriately and with appropriate safeguards.

Our schools are expected to use a range of instruction, community building and disciplinary approaches to teach our students to behave in ways that are respectful, considerate and safe. Consequences for behaviour must consider the age of students, the context for the behaviour, the pattern of behaviour, and the ability to comprehend and comply. Consequences can range from verbal correction to

mediation and restitution to suspension from school and even expulsion and criminal prosecution.

Regulation JIC-R summarizes the Divisional Code of Conduct, but the Code is further detailed in specific divisional policies and regulations as well as the Provincial Code of Conduct which serves as an exhibit (JIC-E) to this policy. Policies and regulations that relate to the Code of Conduct include, but are not limited to, the following:

AC	ACE	ACFA	ADC
EBCC	ECAF	EEAEG	GBAA
GBEBA/JICA	GBEBD	GBG	GBGB
IJNDA	IKA	IKEA	JICJ
JIH	KEO		

BUS TRANSPORTATION

Transportation to and from school is available for all PCSD students. However, riding the school bus is a privilege. Students must follow all expectations as set out by the bus driver and transportation supervisor. In the case of disruptive behavior, a students' privilege maybe suspended for a period of time as decided by the administration.

During class, students are expected to use behaviours, which facilitate on-task learning. These expected behaviours include the following:

- ◆ Listening while others are speaking.
- ◆ Being a respectful and caring learner and understanding individual differences.
- ◆ Completing assignments in the method outlined by the teacher (taking notes, answering questions, taking part in discussions, working in small groups, completing hands on work, and doing the day-to-day tasks that are assigned).
- ◆ Completing all assignments on time and with care.
- ◆ Maintaining a focus on learning throughout the class.
- ◆ Responding in a thoughtful, on-task way by adding to, and building on ideas presented by others.
- ◆ Personal electronic devices are not to be used during instructional time, unless permission is granted by the classroom teacher for a specific use.
- ◆ Organizing work in binders and notebooks.
- ◆ Asking for permission when leaving the classroom for any purpose.
- ◆ Provide evidence of their learning within established timelines.
- ◆ Assignments must be students' own work, cheating and plagiarism will not be tolerated.

LUNCH

- Lunch Break begins at 12:00 noon.
- Students must remain in designated lunch areas.
- Students should be seated during this time.
- All mess must be cleaned up before students leave.
- No sunflower seeds are allowed.
- Bus students are required to bring a note signed by the parents/guardians if they wish to leave the school grounds during lunch break.

PLAYGROUND BEHAVIOUR

- Students will treat each other with respect. There is to be no rough play (pushing, hitting, tripping, and "play fighting").
- Students will use acceptable language.
- Students will not throw objects that may cause injury such as snowballs, rocks, sticks, etc.
- Students are encouraged to not bring large amounts of money or valuable items to school.
- Safe play is an expectation for all who use the play structures.
- No eating while on playground equipment.

PARENT/STUDENT GRIEVANCES

Parents, on behalf of their child(ren), are asked to please observe the following procedures where there is a complaint or grievance.

1. In case of a conflict with the student and the school, the parent or guardian shall meet with the teacher involved with the particular situation.
2. If the problem cannot be resolved, the parent shall meet with the Principal.
3. If the parent feels the problem has not been handled in a satisfactory manner, the Superintendent may be asked to investigate.
4. If there is no solution at this level, the matter may be brought to the Board of the Pine Creek School Division through the Superintendent.