

# Gladstone Elementary School Handbook

2019-2020 School Year



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**MISSION STATEMENT**

*Gladstone Elementary School strives to be a positive, safe place  
where all are respected and responsible for learning.*

## **OUR SCHOOL**

The current Gladstone Elementary School was completed in 1973 and offers classes to students in Kindergarten to Grade 6.

### Programs

Gladstone Elementary provides a comprehensive variety of programs and resources for its students. The computer lab is expanding steadily to keep pace with technological developments and classrooms are equipped with computers for student use. Our library is supervised by a librarian able to assist students in using research materials and in choosing books for their personal reading enjoyment.

Our gym is the center for a wide choice of extra-curricular activities throughout the year for our students as well as being a meeting place for various community groups.

The Band program for students in Grades 6 is delivered at W.M.C.I. As well, students in Grades 5 – 6 can participate in an extra-curricular choir. Our Christmas concert is an event everyone looks forward to each year.

In addition to its regular academic programs, Gladstone Elementary is able to provide extra support to our students through the services of a skills coach, a social worker, a resource teacher, and several education assistants. We also have availability to a physiotherapist, an occupational therapist, a psychologist, and a speech language clinician. We also have made use of several reading intervention programs such as:

1. Literacy Support to assist Grade 1 students learn to read and write.
2. Early Literacy Intervention
3. Later Literacy to assist middle year students strengthen independent reading skills.

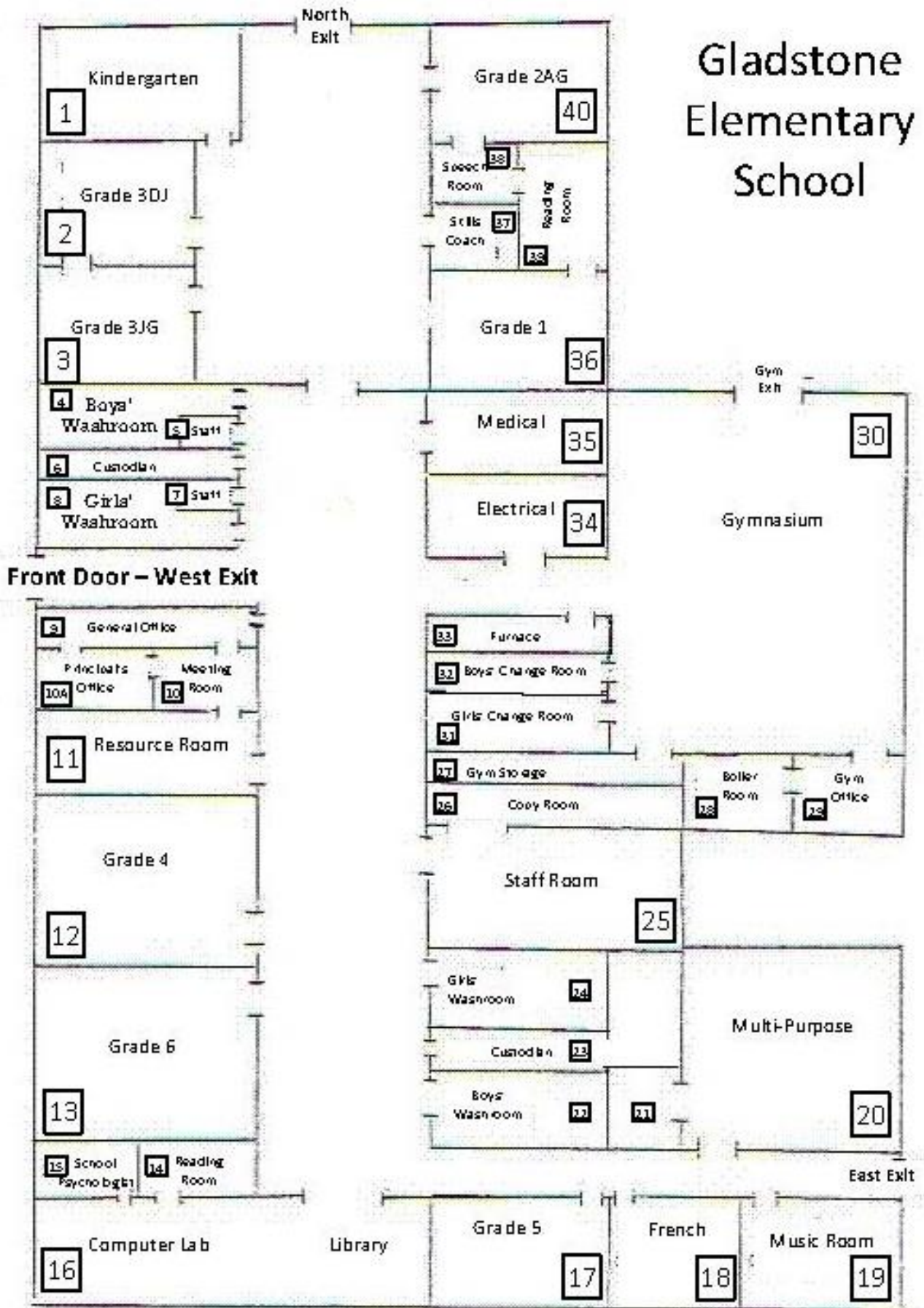
### Community Involvement and Parent Volunteers

We encourage community involvement in our school by inviting local speakers to share their knowledge and talents. Students are encouraged to take part in the annual Music and Arts Festival, the Terry Fox Run, and numerous contests offered by groups such as the Royal Canadian Legion. We are very grateful to the many parent volunteers who help in so many ways year round. Students make use of community facilities such as the swimming pool, curling and skating rinks, the golf course, museum, and the park as part of their school experiences.

### Student Volunteers

Student volunteers operate a lunchtime canteen, assist in the Kindergarten at noon, and help out with many tasks to make our school run smoothly, and to bolster school spirit.

# Gladstone Elementary School



**Gladstone Elementary School Staff**

Alan Warkentin	Principal
Michelle Warkentin	Kindergarten, Literacy Support
Alanna Madsen	Resource
Tanya McLeod	Grade 1
Amanda Stewart	Grade 2
Jessie Geisel	Grade 3 JG
Teena DeJaegher	Grade 3 DJ
Wendy Semler	Grade 4
Winnie Ferguson	Grade 5, K/3/4/5/6 PE
Fiona Rempel	Grade 6, Grade 5 Math
Emory Ashcroft	Gr. 6 French, Gr. 1/2 PE, Gr. 3/5 Social Studies & Science, Gr. 5/6 Art
Susan Salmon	K-5 Music, Grade 6 Band
Donna Lach	Administrative Assistant
Sherry Hanna	Librarian
Andrew Dyck	Skills Coach
George Constant	Indigenous Family Liaison
Karen Rogers	Educational Assistant
Cheryl Rosling	Educational Assistant
Evelita Young	Educational Assistant
Meghan Falk	Educational Assistant
Sarah Kinley	Educational Assistant
Glen Mauthe	Bus Driver Route 31
Henry Zacharias	Bus Driver Route 32
Betsy Unrau	Bus Driver Route 33
Dallas Ries	Bus Driver Route 34
Micheal Hogarth	Bus Driver Route 35
Wayne Reiner	Bus Driver Route 36

**Division Office Staff**

Donna Miller Fry	-	Superintendent of Pine Creek School Division
Lesley Nichol	-	Student Services Coordinator
Gerri Wygle	-	Manager of Business and Finance
Don Hickey	-	Transportation Coordinator
Erwin Hiebert	-	Maintenance Coordinator
JC Berard	-	Maintenance Assistant
Kevin Koldyk	-	Maintenance Assistant
Hayley Bembridge	-	Executive / HR Assistant
Tracey Jackson	-	Payroll Administrator
Amy Redekopp	-	Accounts Payable
Courtney Single	-	Finance/Operations Assistant
Katon Frank	-	Manager of Information Technology
Bijoy Paul	-	Lead Computer Systems Technician
Jason Hart	-	Computer Systems Technician
Karen Sigurdson	-	Speech Language Clinician
Teresa Wright	-	Social Work Clinician
Richard Manns	-	Head Bus Technician
Scott Early	-	Assistant Bus Technician

## General Information

- A) Daily Routine - 8:40 a.m. the doors are open, and bus drop-off begins  
 - 9:00 a.m. the doors are locked.  
 - Time changes for classes -
- |               |            |
|---------------|------------|
| 9:00 – 9:37   | (Period 1) |
| 9:37 – 10:14  | (Period 2) |
| 10:14 – 10:29 | (Recess)   |
| 10:29 – 11:06 | (Period 3) |
| 11:06 – 11:43 | (Period 4) |
| 11:43 – 12:33 | (Lunch)    |
| 12:33 – 1:10  | (Period 5) |
| 1:10 – 1:47   | (Period 6) |
| 1:47 – 2:02   | (Recess)   |
| 2:02 – 2:39   | (Period 7) |
| 2:39 – 3:16   | (Period 8) |
- Students are to leave the school grounds by 3:30 and go directly home in a safe manner.
- B) Recess - Students are expected to remain on school property. Equipment should be used as intended.
- C) Lunch - Parents are urged to provide a nutritious lunch for their child. The school does not supply cutlery for student lunches.
- Microwaves - The school provides microwaves for students to use to heat food at lunch. Also to help reduce wait time, I suggest that students bring heated foods, soups, etc. in thermos containers from home. Sandwiches, salad, and fruit help speed things up and provide a nutritious lunch. **Microwaves are intended for reheating of food only.** Food that needs to be cooked such as noodles, frozen dinners, etc. should be cooked at home and brought in reheatable containers.
- D) Noon Hour - Students are to eat lunch in their classrooms. Students staying for lunch are required to have a signed note from their parent to leave the school grounds during the noon hour. When town students return to school, they are to remain on school premises.
- E) Transportation - a) Drop off/pick up of students by parents is to be on Manitoba Street or Argyle Street, east of the school only. **The east road behind the school is for buses/staff cars only from 8:40 a.m. – 3:30 p.m.**
- b) Extra-curricular Events – Any parent picking up students other than their own child(ren) from an extra-curricular event must have written permission from the parent(s) indicating such. Students will only be dropped off at pre-arranged points or they will return to the school for pick-up.
- c) Buses are intended for the transportation of out-of-town students only. They are not to be used as a taxi or shuttle service. On rare occasions where a non-bus student(s) are required to ride a bus, the bus driver must be contacted the day previous to determine availability of seating room on the bus and pick-up/drop-off times. The bus driver, and teacher need to be notified in writing only if arrangements are acceptable with the bus driver.
- F) Notes - Are required for the following:
- |    |                         |
|----|-------------------------|
| a) | Student Absences        |
| b) | Bus Riding              |
| c) | Leaving School Premises |
- For more detailed information please see (G) below.

- G) Absence - Parents are required to send a note, or call the school
- a) if their child is absent, stating reason
  - b) if their child is to stay in at recess due to a health concern
  - c) if their child is not to participate in Phys. Ed. Please state reason.
  - d) a doctor's note is required for a prolonged period.
- H) Sign-Out - When students are being picked up by parents at any time during the school day parents/guardians are asked to sign out their child at the office, and advise the classroom teacher. Students will not normally be allowed to leave with persons other than their parents or legal guardians, unless the school receives authorization in writing.
- I) Phone Calls - Students will not be pulled out of class to accept telephone calls unless the admin assistant is notified that there is an emergency.
- Please leave a message with the person answering the telephone and it will be relayed to the student.
- Messages for students must be received at the office before 3:00 p.m. We cannot guarantee delivery of the message after that time.
- J) Cell Phones - Students are not allowed to bring cell phones to school.
- K) Access - **Late students** should enter through the front doors on the West side of the school and report to the office for a late slip. Student will present late slip to classroom teacher.
- Parents and visitors are to use the **front doors on the West side of the school only, report to the office when entering and exiting the building, and sign in / out.**
- L) Homework - From time to time, students may be required to complete at home assignments not done during the school day, or there may be homework assigned by teachers to be specifically done at home. As students progress up the grades, they can expect that more of such assignments may be required. Parents can assist students by seeing that a certain time and place is set aside for homework.
- M) Agendas - Agendas are a form of communication between parents and the school, as well as a tool for students to organize their daily activities. They are used from Grade 1 – Grade 6. **Parents/guardians are requested to check and sign them daily.**
- N) Newsletters - Newsletters are sent home electronically near the end of each month and are also available on the school web-site. Families who would like a paper copy, can request one by contacting the admin assistant at the school office. Submissions of community need to be in at least one week prior to the end of the month.
- O) PAC Information - Parent Advisory Council Information will be sent out in the monthly newsletter. They may also be on the school web-site. This may include minutes from meetings, upcoming events, information for parents, and meeting dates.
- P) Assemblies - Gladstone Elementary has assemblies Monday mornings (or Tuesday if a holiday falls on a Monday). There are also special celebration assemblies, and assemblies for School Spirit Days.



Q) Student Evaluation/Report and Assessment

a) **Early Years Evaluation and Reporting Procedures, Kindergarten to Grade 4**

Evaluation – Evaluation in the Early Years is a continual process. Parents and students need to be aware of the procedures to be followed. A balanced evaluation process includes as many forms of evaluation as possible and appropriate to the student’s development and level of achievement.

For Early Years students this means that their performance in daily work, in theme-related activities, and in learning centres may be evaluated through a combination of:

1. developmental checklists
2. portfolio assessment – that includes samples of work illustrating student achievement or identified goals
3. samples of work illustrating growth over time
4. checklists of academic and social development
5. anecdotal comments based on observations of development in curriculum
6. formal testing where applicable

Reporting

1. Formal written reports to parents 3 times per year, using the Provincial Report Cards.
2. Two scheduled parent/student/teacher conference days per year.

b) **Middle Years Evaluating and Reporting Procedures**

Reporting

1. Formal written reports to parents 3 times per year, using the Provincial Report Cards.
2. Two scheduled student conference days per year.

- R) Lockers - These are assigned to students at the beginning of each school year. In some cases, it may be necessary for students to share a locker. Students are expected to keep their lockers neat and clean at all times. Lockers are the property of the Pine Creek School Division and may be inspected by the principal. The students may lock their locker. Those wishing to must turn in their combination, or a spare key, to the principal. The school will not be held responsible for lost or stolen items or money. Students are advised to leave items of value, or large sums of money with their classroom teacher.
- S) Internet Use - Students will use the internet for some class assignments, and will be expected to use it appropriately. Students are not allowed to participate in online chats or messaging. All email sent or received on student accounts may be viewed by staff members.
- T) Dress Policy - Students need to be dressed appropriately outside and inside while at school. Clothing regulations take into account safety, health, and the maintenance of a work atmosphere similar to that of an office. Suitable outdoor clothing is required when the temperature drops and the weather is inclement. Once a student steps in the school, all headwear is to be removed. Students must wear footwear at all times in and out of the school. Gym shoes with non-marking soles, and change from class clothing are required for Phys. Ed. Class. Label each article of clothing with the student’s name. Special areas, such as labs and shops, may require special safety clothing.

After consultation with teachers and the Parent Advisory Council, students and parents need to be advised of the following:

Bikini halter-tops, “abbreviated” shorts or skirts, or skimpy “muscle shirts” for students are not acceptable dress. It is expected that tops worn will fully cover the midriff and back. Shoulder straps must be a minimum of three fingers wide. All undergarments must be covered.

Clothing with inappropriate messages is not acceptable at school. Inappropriate messages include, but are not necessarily limited to:

- explicit or implied sexual comments
- profane or sacrilegious comments
- logos or messages promoting alcohol, drugs, tobacco.

This is in accordance with the division's dress code policy and follows what is commonly being done in the other elementary schools in the division.

U) Evacuation Procedures

a) Fire Drills

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

b) Tornado Drills

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

c) Actual Evacuation

Should the occasion arise that the school may actually be evacuated for emergency reasons for a prolonged period of time, staff and students will proceed to William Morton Collegiate and remain in the gymnasium until further notice. Emergency measure procedures may be instituted.

d) Intruder Alert

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

- V) Accident Insurance - Old Republic Life Insurance forms are sent home each September with the students. Those parents wishing to take out this insurance are to fill out the form and return them directly to Old Republic Insurance Company of Canada / HUB International.

It is recommended that students participating in extra-curricular activities have some type of insurance. For some extra-curricular activities, it is mandatory.

Forms are also available at the General Office.

- W) Community Use - Anyone wishing to use the school during non-school times must fill out a "Permit for Use of School" form which is available at the General Office. The school requires time for processing this form so please give proper notification. Permission is granted at the discretion of the principal.

- X) Protocol - If there is a concern regarding what is happening in a specific classroom, a definite process must be followed. The first step parents must take is to meet directly with the teacher, expressing those concerns. The teacher then has the opportunity to respond and address the situation. If the concern persists after a reasonable period of time, then the parent should make an appointment with administration for further discussion.

Gladstone Elementary School follows the Code of Conduct for  
Pine Creek School Division:

# Providing a Safe and Caring School Environment

A Code of Conduct for the Pine Creek  
School Division



## **Pine Creek School Division**

### **Code of Conduct**

Pine Creek School Division will strive to provide a safe and caring learning environment that fosters and maintains respectful and responsible behaviours. The goal is to teach students to make better choices in their school and daily life.

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.

The Code of Conduct will apply to all students and staff. 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.

#### **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.

*The above principles are supported by the Education Act under several sections including the Preamble and those pertaining to the duties of students, parents, teachers, superintendents and support staff.*

***The Code of Conduct applies to participation at school, at school activities, school sponsored activities and School Division activities and sponsored activities. It also applies to community behaviour that impacts the learning community.***

***INDIVIDUALS OR GROUPS VIOLATING THESE PRINCIPLES BECOME SUBJECT TO A RANGE OF APPROPRIATE RESPONSES AS DEFINED BY THE PINE CREEK SCHOOL DIVISION'S CODE OF CONDUCT.***

One of the priorities of the Pine Creek School Division is that “students will develop skills and attitudes which will make them lifelong learners and productive members of society.”

**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

**Professional Staff Members are responsible for:**

- subscribing to the tenets of the Manitoba Teachers’ Society Code of Professional Conduct and School Board Policies regarding responsible professional behaviour
- 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

*Parents’ responsibilities are in accordance with The Public Schools Act, The Child & Family Services Act and the obligations outlined therein.*

### Drugs, Alcohol

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

Consequence: Suspension to expulsion

### Tobacco

No student shall vape, smoke, chew, or otherwise use tobacco on Division property or anywhere near other students engaged in school-related activities.

Consequence: Conference to suspension

### Assault

Bullying, or abusing physically, sexually, or psychologically – orally, in writing or otherwise – any person is unacceptable.

Consequence: Conference/Counseling to Suspension/Expulsion

### Discrimination

Discriminating on the basis of any characteristic set out in subsection 9 (2) of *The Human Rights Code* is unacceptable.

Consequence: Conference/Counseling to Suspension/Expulsion

### Theft

The unauthorized taking, or using of another's property is unacceptable.

Consequence: Restitution to Suspension

### 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 copying of language, structure, idea, and/or thought of another and representing it as his/her own.

Consequence: Conference to Suspension

### Disruptive Behaviour

Student behaviour which negatively affects the learning of other students is unacceptable.

Consequence: Conference to Expulsion

### Student Dress

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.

Appropriate clothing is required for academic classes, consistent with the standards of the community. Clothing which exhibits sexual messages (explicit or implied), sacrilegious or profane comments, or logos/messages which promote drugs, alcohol or tobacco is unacceptable.

Consequence: Conference to Suspension

### Weapons

Possessing a weapon, as “weapon” is defined in section 2 of the *Criminal Code (Canada)* is prohibited.

Consequence: Suspension to Expulsion

### 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.

Consequence: Conference to Expulsion

### Gangs

Gang involvement on Division property or at any school-sanctioned activity is unacceptable.

Consequence: Conference to Expulsion

### 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.

Consequence: Conference to Expulsion

### **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 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
- Emotional and intellectual curricular exercises eg. Mediation, role play, empathy building exercises

### **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.

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

Suspension occurs when a student is removed from the classroom or dismissed from the school for a period of time. Any student who is removed from the classroom for more than 80 minutes or is sent home is considered to be suspended and the suspension process is to be followed. Suspensions may be authorized by a teacher, principal or designate, superintendent or designate.

Expulsions may be authorized only by the school board and in accordance with the Public Schools Act.

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 10 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 promptly document the incident and inform the principal of the suspension.

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 action in accordance with the school protocol which has been developed in consultation with the teaching staff.
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.

### 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.

## Gladstone Elementary School Discipline Plan

Teachers are expected to maintain control and order in their classroom using a variety of classroom management techniques. They need to address inappropriate behaviours quickly and may use a variety of disciplinary measures to curtail misbehaviour.

However, when a teacher has repeatedly tried to deal with a student whose behaviour interferes with the learning of other students or prevents the teacher from teaching, the teacher should refer the student to the administration.

In situations where safety is compromised or the infraction is deemed serious, the administration should be consulted immediately.

- The principal will:
- a)
    - i) Discuss the issue with the student and emphasize the rules of the school, expectation of the student, and the consequences to follow should behaviours repeat.

or

  - ii) Discuss the issue with the student and teacher to determine a course of action, which may include an in-school suspension.
  - b) Discuss the issue with the student and parents. The student will not be allowed back into class until parents have been seen or contacted to meet.
  - c) The student will be suspended from school from one day up to ten days depending on the severity or frequency of the infraction.
  - d) The number of days a student is suspended will escalate from one, to two, three, five, and finally ten days.
  - e) The student will be referred to the Superintendent for further consideration, which may include extended suspension or expulsion.

**Note:** Depending upon the circumstances of the incident, the principal will determine which level of action is warranted.

## **Divisional Transportation Policy**

### a) Bus Ridership Rules and Responsibilities Getting to School

Pine Creek School Division provides a transportation service which goes well beyond the requirements specified by the Public Schools Act. This distribution is intended to give information about student transportation services and to enlist parents' help in ensuring safety and efficiency.

### b) Driver's Responsibilities

1. To transport students to and from school on an assigned route according to an assigned schedule.
2. To maintain orderly student conduct in the bus.
3. To maintain the safety of all passengers in the bus.

### c) Parental Responsibilities

Parents/Guardians are responsible for:

1. Helping train the children in acceptable and safe behaviour.
2. Seeing that their children get to the pickup point on time and behave in a responsible manner at the bus stop.
3. Co-operating with the school on disciplining their child following reports of misbehaviour on the bus.
4. Ensuring that children are suitably clothed to withstand weather extremes, and taking special care during very cold weather to ensure that students are properly cared for until the bus arrives.
5. Providing, where possible, some type of protection at the end of a long lane for children while waiting for the bus.

### d) Student Responsibilities

1. Getting to the bus stop on time.
2. Behaving in a responsible manner at the bus stop, on the bus, and during loading and unloading.
3. Following instructions of the driver.

### e) Students Who Must Cross the Highway to Load or Unload

Pupils who must cross the highway to load should stand readily at the pickup until the bus has stopped. After receiving a signal from the driver, pupils should check for traffic and cross the road at least 3 metres/10 feet in front of the bus beyond the extended crossing arm. The driver must supervise highway crossing.

If pupils must cross the road after getting off the bus, they should move at least 3 metres/10 feet in front of the bus, beyond the extended crossing arm, and wait for the driver's signal that the way is clear before proceeding. The driver must supervise highway crossing.

### f) Student Behaviour On School Bus

The driver is responsible for the safe operation of the school bus and requires the support of parents, students and the school.

The principal has the authority to suspend students from riding the school bus. Any behaviour which could endanger safety on the school bus is unacceptable. Examples are:

- Failure to follow drivers' instructions
- Possession or use of drugs or alcohol
- Failure to stay seated
- Fighting or rudeness of any kind
- Throwing objects or littering
- Vandalism
- Putting arms or head out the window
- Profanity
- Use of anything (e.g. hair spray) which may cause allergic reactions in some children
- Eating will be allowed on the buses only with the permission of the bus driver. The students will be responsible for keeping the bus free from garbage.

g) Dealing With Behaviour Problems

1st Infraction: Driver warns student, records details, and shall report to the Principal.

2nd Infraction: Warning is repeated and recorded. Principal is informed and takes appropriate action and may inform parents/guardians.

3rd Infraction: Driver informs Principal, records details. Principal takes appropriate action and informs parents/guardians.

The student's bus riding privilege may be suspended at any time.

Should a problem arise on a school bus, where the driver feels that it is unsafe to continue, the driver will contact the Division Garage by radio and the parents would be asked to pick up this child from the bus. The Principal would be informed as soon as possible.

h) Loose Items on Buses

Skates, hockey sticks, curling brooms, musical instruments, and other miscellaneous items are not to be carried onto the buses and placed in the driver's compartment or in the aisle.

Loose items are to be in a duffle bag or carrying case and placed under the passenger's seat. Hockey sticks/curling brooms are to be placed under the seats next to, and parallel with, the side wall of the bus.

Items too large to fit under the seats are not to be transported unless there are empty seats on the bus. Passenger seating is not to be compromised in order to transport equipment.

i) Bus Behaviour

The following notice is to be printed and posted in all school buses:

"The driver has the authority, upon the Principal's approval, to refuse riding privileges to any pupil for misbehaviour."

j) Deviation from Regular Transportation

In order to maintain control over passenger loads, and to protect the drivers and School Division in case of accidents resulting in personal injury, the following will apply if deviations from regular procedure are requested.

**Parents or guardians of the students concerned are to provide the bus driver with written or verbal authorization if any of the following are requested:**

1. Students wishing to ride on another bus other than their regular bus route to visit friends, relatives, etc.
2. Town students wishing to ride a bus other than on extra-curricular trips.
3. Students wishing to travel any portion of the normal route by other means.

k) Yard and Gate Pickup

Bus will normally "pick up" and "discharge" students at the gate to the parent's or guardian's property, when the property is adjacent to the bus route. Buses will pick up and discharge students at their gate when they reside over 1/4 mile off the bus route on municipal or provincial roads. Pick up will be made in the mornings as designated where students live less than 1/4 mile off the bus route on municipal or provincial roads but students will have to walk from the bus route to home in the evenings.

l) Private Property

Buses are not to drive on private property unless specifically authorized annually by the school board for such reasons as - end of the route turnaround, bus safety, child disability.

In special cases, involving kindergarten, or grades 1 & 2 children, and upon request of the parents or guardians, where the residence is located a distance of 1/4 mile (1/2 km) or more from the road, yard pickup and discharge during the period of November 1st to April 1st, may be authorized by the Transportation Supervisor. In these instances, residents must guarantee a safe thoroughfare and turnaround for the bus.

Notwithstanding the aforementioned, it is understood that drivers may use their discretion, on occasion, in the event of emergencies and severe weather conditions.

## **Storm Day Procedures**

### **1. Storm in the morning:**

- i. The decision to cancel an individual bus run can be made by the driver. The driver shall contact the bus garage and ensure that the parents on the route are informed. The school principal and the Transportation Supervisor shall also be informed. The Transportation Supervisor or designate will ensure that the cancellation is broadcast on CFRY (et al).
- ii. A decision to cancel all buses for a particular school or area will be made by the Superintendent or Transportation Supervisor and may involve consultation with the principal and local trustee(s). The drivers shall ensure that the parents on the route are informed.
- iii. A decision to cancel all buses in the entire division is made by the Superintendent, Transportation Supervisor, or Chair of the Board. CFRY (et al) and principals will be informed.

### **2. Day Storm:**

- i. If a storm occurs after buses have delivered students to school in the morning and the Superintendent or Transportation Supervisor or designate feel that it is unsafe to run the buses due to hazardous conditions, the students will be billeted as per billeting instructions. The school principal will be informed. School personnel will make necessary arrangements to care for the students for whom there are no previous billeting instructions. School personnel will either arrange billeting or keep the students in the school. Parents may pick up their children. Other children may be released on instructions from their parents.

If buses cannot make their regular evening run, the decision shall be made at approximately 2:00 p.m. CFRY (et al) will be informed. The bus drivers will ensure that the parents on their bus route are informed.

- ii. No buses will leave on extra-curricular trips when travel is not recommended by RCMP, weather advisories or warnings have been issued for either the area in which the school is located, or the area to which the bus is traveling. The principal or designate is expected to confirm weather conditions before the trip leaves.
- iii. All extra-curricular activities will be cancelled on days that schools are closed.
- iv. If a bus run is cancelled for the morning run it will be assumed the bus will not run for the afternoon run, unless otherwise announced.

## **Storm Billeting Procedures**

Referred to Principals

Division policy requires that all bus students have storm billets. In the event that buses are unable to run, schools will follow the following procedures for billeting of students;

- 1 The decision to billet will be made by 2:00 p.m. and will be broadcast on CFRY in accordance with the division's Storm Policy. Schools will be advised of the decision.
- 2 All students will remain in school until the normal dismissal time unless picked up either a parent or storm billet. Parents may authorize their child to be released to another parent by telephone.
- 3 Schools will advise storm billets by telephone that buses are not running and that students will be sent to their homes after school is dismissed. Billets may be asked to specify how they want students to get to their homes.