



**\*\* Please note any Covid-19 updates on the divisional website and our Woodlawn Return to School Plan as they may impact the information presented in this handbook.**

STUDENT HANDBOOK 2020-2021  
WOODLAWN SCHOOL  
411 HENRY STREET STEINBACH, MB  
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## **Mission**

**Woodlawn School is an environment where education and culture empowers our students to grow into caring, connected and contributing global citizens.**

**Please see the Woodlawn Return To School Plan for the temporary schedule**

## **DAILY ROUTINE**

<b>8:53 -9:00</b>	<b>Homeroom Time or Religious Exercises (in designated area)</b>
<b>9:05-11:05</b>	<b>Learning Block 1</b>
<b>11:05-11:30</b>	<b>Nutrition Block</b>
<b>11:30-11:55</b>	<b>Activity Block</b>
<b>11:55-1:10</b>	<b>Learning Block 2</b>
<b>1:10- 1:35</b>	<b>Activity Block</b>
<b>1:35 – 2:00</b>	<b>Nutrition Block</b>
<b>2:00-3:45</b>	<b>Learning Block 3</b>
<b>3:45</b>	<b>Dismissal</b>



## Belief Statements

1. We believe that a school culture which builds strong **RELATIONSHIPS** with students and their families creates the conditions to improve student learning outcomes. We welcome, nurture and encourage positive communication and relationships.
2. We believe in **INCLUSION**; meaning everyone is welcome, valued and safe. Every student is involved in every way possible.
3. We believe we are teaching the **CHILD FIRST** and the curriculum second. We work on developing a 'can do' attitude, self-esteem and belief in oneself as a learner.
4. We believe that a strong emphasis on developing **LITERACY** skills sets the foundation for learning and success across all other environments.
5. We believe that all forms of **PLAY** (educational, physical, creative, and free) must be included in the learning environment to engage the brain and foster critical thinking skills.



# **HANOVER SCHOOL DIVISION**

## ***Mission Statement:***

Hanover is a student-centred school division striving for excellence while developing skills and promoting values for a productive and wholesome life.

## ***School Board Members:***

Position	Ward No.	Name
Trustee	1	Shannon Friesen
Trustee	1	Carisa Klassen
Trustee	2	Lynn Barkman
Trustee	2	Sue Doerksen
Trustee	3	Sara Dyck
Board Chair	3	Ron Falk
Trustee	3	Danielle Funk
Trustee	3	Brad Unger
Trustee	3	Rick Peters
Trustee	4	Jonathon Driedger

## ***Administrative Staff:***

School Division Administration Office:

Phone: 204-326-6471

Superintendent of Schools	Shelley Amos
Assistant Superintendent of Schools	Colin Campbell
Assistant Superintendent of Schools	Leanne Peters
Assistant Superintendent Student Services	Geri Robson
Attendance Officer	Geri Robson
Secretary-Treasurer	Kevin Heide
Assistant Secretary-Treasurer	Phil Guenther
Building and Grounds Supervisor	Bob Proulx
Transportation Supervisor	Robert Warkentin

# Woodlawn School Staff

## Kindergarten

KCG1 Candace Georgijevic  
KKG1/KKG2 Kara Grant  
KM1/KM2 Angela Martin

## Grade 1

1C Amanda Cipriano  
1JC Jennifer Cuppage  
1P Heather Penner  
1F Kaitlin Flinta  
1S Chris Schroeder

## Grade 2

2LR Leah Read  
2PR Pat Reimer  
2MF Marlene Funk  
2G Courtney Gangloff  
2KF Kristen Falk  
2SF Sandra Froese

## Grade 3

3R Kristen Reimer  
3T Cathy Toews + Angela Gosselin  
3K Shawn Kehoe

## Grade ¾ Combined

3/4B Michael Bourget  
3/4D Andrea Dick  
3/4S Jordyn Shaw  
3/4M Lisa Martens

## Grade 4

4B Wendy Buhler  
4G Simmy Gandhi  
4JK Jerilyn Koslowsky

## Music and Gym

K-1 Music & Gym Jessica Heier  
2-4 Music Paula Kirkland  
2-4 Gym Jesse Adams

Guidance Counselors Sandy Caners  
Rebecca Mackie (.5)  
Christy Emard (.2)

Learning Support Glenda Maendel  
Amanda Bilevicius  
Rebecca Mackie (.5)

Instructional Coach Monica Martens

Literacy Support April Harder (.5)  
Katherine Peters (.5)

Principal Karen Fraser

Vice Principal Tara Reimer

Head Secretary Melissa Thiessen

Secretary Crystal Penner

Librarian Sandy Loewen

Custodian Ed Wolfe

## Educational Assistants

Kim Houska  
Yvonne Neufeld  
Natalie Dyck  
Esther Plett  
Stephanie Nickel  
Tara Ledrew  
Laura Borsch  
Gabiella Sulak  
Sara Falk  
Rose Falk  
Carol Peters  
Alexandra Hiebert  
Christy Ann Bolisay  
Shanna Heppner  
Taylor Wiens

## 2020 - 2021 Important Dates

**\*\* Please be aware that any assemblies or larger group activities may be altered or cancelled based on provincial recommendations**

Wed-Fri	Sept 2, 3, 4	Admin Days (no classes)
Monday	September 7	Labour Day
Tuesday	September 8	Meet the Teacher
Wednesday	September 9	First Day of Classes / K Interviews
Thursday	September 10	K Interviews
Friday	September 11	Kindergarten Staggered Entry
Monday	September 14	Kindergarten Staggered Entry
Tuesday	September 15	Kindergarten Staggered Entry
Wednesday	September 16	Kindergarten Staggered Entry
Thursday	September 17	All K Students Attend (Days 1,3,5)
Friday	September 18	All K Students Attend (Days 2,4,6)
Friday	September 18	Strong Connections Day 1
Monday	September 21	Strong Connections Day 2
Friday	September 25	Terry Fox Run
Monday	October 12	Thanksgiving Day - No Classes
Mon-Thur	October 19-22	Bus Safety Week
Wednesday	October 21	Picture Day
Thursday	October 22	Picture Day
Friday	November 6	Remembrance Day Assembly
Monday	November 9	Admin Day - No Classes
Wednesday	November 11	Remembrance Day - No Classes
Friday	November 13	Picture Retakes
Friday	November 13	Reports Issued
Thursday	November 19	Student Led Conferences
Thursday	December 10	Aft/Evening Christmas Concert
Friday	December 18	Last Day of School Before Christmas Break
Monday	January 4	First Day Back at School After Christmas Break
Friday	January 29	Admin/PD Day - No Classes
Mon-Fri	Feb 1-5	Book Fair
Friday	Feb 12	Winter Fun Day
Monday	February 15	Louis Riel Day - No Classes
Friday	February 26	HTA PD Day - No Classes
Friday	March 12	Admin Day - No Classes
Friday	March 19	Report Cards Issued
Mon-Fri	March 22-26	Wacky Week
Tuesday	March 23	Student Led Conferences
Friday	March 26	Community Pancake Breakfast
Friday	March 26	Last Day of School Before Spring Break
Monday	April 5	First Day Back After Spring Break
Friday	April 16	Admin/PD Day - No Classes
Tuesday	April 27	Board/PAC Liaison Meeting
Tuesday	May 4	Aft/Eve Spring Concert - Grade 1
Thursday	May 6	Aft/Eve Spring Concert - Grade 2
Thursday	May 20	Grade 5 Orientation Evenings at CMS and SMS
Tuesday	May 18	Volunteer Appreciation Event
Monday	May 24	Victoria Day - No Classes
Tuesday	June 29	School Picnic and Last Day of Classes
Tuesday	June 29	Report Cards released on Parent Portal
Wednesday	June 30	Admin Day

## **ABSENCES**

Please call the school before 9:00 to report that your child will be absent or late. You may also email the office at woodlawn@hds.ca to inform the school that your child will be late or absent. We will call you if your child is absent and we have not received a phone call or note from a parent.

## **ARRIVAL/LEAVING TIME**

Walking students and those dropped off by parents should arrive at school after 8:30 in the morning. Teacher supervision is provided starting at 8:30. Any students arriving on the playground before 8:30 will not be supervised and responsibility for the student belongs with the parent/ guardian. Students are permitted to enter the building when the 8:53 bell rings. Students are required to leave for home by 4:00 in the afternoon unless prior arrangements have been made.

## **BICYCLE SAFETY**

Bicycle safety is very important. If your child will be riding their bike to school, please discuss safety with them. Provincial Law now requires all children under the age of 18 to wear a helmet when riding their bicycles. As well, students are expected to lock their bikes when they park them at school.

## **CRISIS PLAN**

Woodlawn School has a comprehensive Crisis Plan including evacuation sites to the St. Paul's Lutheran Church and Christian Fellowship Church. Parents are asked to provide the school with emergency contact numbers in the city of Steinbach in case parents cannot be reached.

## **DISPUTE RESOLUTION PROCEDURES**

A student and his/her parent(s) or legal guardian (s) should appeal directly to the teacher who made the disciplinary decision in dispute.

In the event that the issue is not resolved at this level, an appeal may be made to the school principal.

In the event that the issue is not resolved at the school level, an appeal may be made to the superintendent of schools.

Only after "all normal dispute resolution procedures or formal channels have been exhausted" may students or parents exercise their right to appeal to the Board of Trustees of the Hanover School Division.

## **EMAIL/INTERNET**

The HSD Acceptable Use Policy (AUP)#D-38 outlines the rights and responsibilities of staff and students using HSD computer workstations, networks and Internet access. Staff and students must adhere to the HSD AUP respecting appropriate use of electronic mail and the Internet, including the prohibition of accessing, uploading, downloading or distributing material that HSD has determined to be objectionable or contrary to the divisional mission statement. Students and parents/guardians are required to sign an AUP agreement before access is granted and access will be revoked if the agreement is not respected.

### ***Email***

We encourage parents to respectfully communicate with their child's teacher in person or via email to keep up to date with the happenings inside the classroom.

### ***Social Media***

We encourage parents to view and make positive comments on our school's Twitter account—@WoodlawnHSD. We ask that parents post only pictures of their own children on their personal social media accounts to protect the privacy of other Woodlawn students.

## **FREEDOM FROM HARASSMENT**

The HSD Policy #B-45 defines harassment and outlines the consequences of harassment and the procedures for reporting of harassment. This policy also outlines the procedure for investigating and dealing with harassment claims.

This policy specifically forbids verbal, physical and sexual harassment and any form of bullying.

## **LEAVE AT HOME ITEMS**

Please leave the following items at home:

- Electronics such as iPods or such devices, Nintendo DS, cell phones, Walkie-Talkies
- Toys which resemble any type of weapon
- Sunflower seeds, dry noodles, gum

The school is not responsible for lost or stolen property.

## **NUTRITION BREAKS**

Hot lunches are provided on Wednesdays (pizza) and Fridays (run by Parent Council). Please watch the September Newsletter for prices and start up dates. Non-bus students are encouraged to go home for lunch, but should circumstances exist where this is not suitable, arrangements must be made with the child's teacher. This privilege may be removed should the student's behaviour become a concern.

## **MEDIA RELEASE**

News media and similar organizations are occasionally invited into schools to take photos, videos, or obtain comments from students for the purpose of celebrating student achievement, showcasing learning experiences, and promoting school events within our communities. Parents and guardians are required to sign a media release before their children will be able to participate in a media event. As well Woodlawn school and HSD create various forms of media for the purpose of celebrating students and their achievements. Examples include, but are not limited to: newsletters, websites, social media such as Twitter or Instagram, and divisional calendars and brochures. Parents/guardians are required to sign a permission to publish form.

## **MEDIA RELEASE (continued)**

*\*\*\*Please be aware that Woodlawn School has limited, or no control over photographs and videos taken by others (including news media) in public locations, or at school-sanctioned events open to / attended by the public. Examples include, but are not limited to, field trips, sporting events, theatre performances, and concerts. Members of the public may choose to take student photographs, videos, and/or publish identifying information without requesting consent. Please note that Woodlawn School cannot enforce or protect your stated permissions in such instances.\*\*\**

## **MEDICATION (ADMINISTERING TO STUDENTS AT SCHOOL)**

In accordance with Hanover School Policy, we feel you should be aware of the following points if your child requires the use of prescribed medication while at school:

- All medication must be brought to school by the child's legal guardian to ensure that the medication administered to your child is the correct medication.
- All medications must be brought in the original pharmacy container.
- All medications administered at school will require forms completed by the parent which are available at the school office.
- If medication is required for more than fourteen days, an Individual Health Care Plan may be required.
- The school will not administer non-prescribed medication or over-the-counter medication. A doctor's prescription is always required.
- Even if your child is capable of taking their prescribed medication independently at school, it will still require the appropriate paperwork.
- The medication will be kept under lock and key. Students are not allowed to keep any type of medication in their locker, lunch kit, or backpack while on school premises.



## NEWSLETTERS

Please watch for the Woodlawn Newsletter that is issued at the beginning of every month. It will keep you informed regarding the programs and events that happen at our school. The newsletter is also posted on the school's website: [www.woodlawn.hsd.ca](http://www.woodlawn.hsd.ca)

## OUTSIDE PLAY

Weather and grounds permitting, all students shall play outdoors until 8:53 in the morning. We encourage students to dress warmly and go out for recesses. Our cold weather policy is to keep students inside at recess when the wind chill factor is  $-30$  or greater. Outside recess times will be shortened if wind chills are between  $-25$  and  $-29$  Celsius.

## PARENT COUNCIL

Our Parent Council meets on a monthly basis fulfilling many roles such as being a sounding board for the school, fundraising for special projects, providing lunch programs. Please consider volunteering for this worthwhile opportunity.

## PARKING/PICK UP/DROP OFF

To ensure the safety of our students and due to the congestion of our staff parking lots and bus loop areas, parents are asked not to enter those areas between 8:15-4:30. If you are dropping off or picking up your child, please park on Henry Street or on the church parking lot across from the school. For the safety of your child, we request that you escort your child across Henry Street.

**For students' safety, please avoid parking along Barkman Street across from the school during 8:30-9:00am and 3:30-4:00pm.**

When you are picking up your child during the day, please report to the secretary who will call your child to the office.

Note\*\* If you have arranged that someone other than the Parent or Legal Guardian will be picking your child(ren), the Parent or Legal Guardian MUST notify the teacher or office. Please advise your alternate pick up person that they may be asked to show legal identification at the office at the time of pick up. This is to ensure the safety of all of our students.

## PEANUT ALLERGIES

As we have students with severe peanut allergies, parents are requested not to send any food to school containing peanuts. Please read package labels carefully to work at protecting the health of the students with allergies.

## REPORTING TO PARENTS

Parents will receive formal reports regarding their child's progress through written report cards and conferences. Students in Gr. 1-4 receive a written report in November, March and June. Student-Led Conferences for all students are scheduled in November. Please feel free to contact your child's teacher should questions/concerns arise at any other time.

## RESOURCE / LEARNING SUPPORT

All students are entitled to an Appropriate Education at Woodlawn School. Resource assistance is available for students who need additional programming.

## STUDENT INSURANCE

At the beginning of each year, Student Accident Insurance forms are distributed. If you wish to purchase the insurance please mail the application directly to the insurance company.

## **STUDENTS LEAVING SCHOOL**

Students are expected to stay on the school yard during school hours. Students are not allowed to leave the school grounds without parent permission and adult supervision.

## **SUPPLIES**

Supply lists are provided in the year end report cards and posted on our website.

## **STUDENT DRESS CODE**

Students are expected to dress in an appropriate manner which fosters learning and creates a safe, respectful working environment. Students should wear clothing that is presentable and in good taste. Parents and students are responsible to ensure appropriate attire is worn. Teachers and school administrators have the authority to enforce appropriate attire and address issues with inappropriate attire.

### **Woodlawn students wear:**

- *Runners/shoes for Phys-ed classes.*
- *Soccer cleats are not permitted at school.*

### **Woodlawn students do not wear:**

- *Items with offensive images or words (racist, sexist, violence, swears, etc...)*

## **SWIM PROGRAMS**

### **Grade 2:**

Students are offered swimming lessons each year. Hanover School Division provides the bussing and covers the cost of the lessons.

### **Grade 4:**

Students receive water safety lessons provided by the Steinbach Aquatic Centre. Transportation is provided. The cost of the lessons is shared between the family and the school.

## **VISITING PROCEDURES**

All parents and visitors are asked to immediately report to the office to check in upon arrival. All parents and visitors must enter through the front doors on Henry Street.

## **VOLUNTEERS**

Volunteer help is much appreciated at Woodlawn School. At the beginning of each school year, parents are given the opportunity of signing on to assist their child's class.

A Child Abuse Registry check form is required to be filled out. Please see your child's classroom teacher for the form. Parents will need to provide the teacher with proper identification. Volunteers will receive a handbook and are asked to read it thoroughly to familiarize yourself with the information. In addition, volunteers are required to sign in at the office and wear an appropriate badge each time they help us at our school.

## WOODLAWN EXPECTATIONS

School Expectations	<b>Care</b>	<b>Connect</b>	<b>Contribute</b>
<p><b>The Big Idea — What this means</b></p>	<p>We are caring when we are kind to others. This means helping others when they need help, using good manners, being respectful, and treating others the way we like to be treated. It is important to care about ourselves, others and our learning</p>	<p>We are a valuable member of a larger group— our classroom, our school, our community, our city, our country, our world. We are responsible, global citizens.</p>	<p>We work hard to do our best and take responsibility for our own learning. We know that we all have strengths and challenges. We have to work hard in some areas and that is okay. We contribute by sharing our strengths and talents with those around us.</p>
<p><b>What it looks like</b></p>	<ul style="list-style-type: none"> <li>• Students helping each other</li> <li>• Smiling at each other</li> <li>• Cleaning up after ourselves</li> <li>• Being safe (walking in the halls, using materials appropriately)</li> </ul>	<ul style="list-style-type: none"> <li>• Students working together in pairs or small groups</li> <li>• No one is left out</li> <li>• Everyone has someone to play with at recess</li> <li>• Students sharing their learning with others at school and with the community</li> </ul>	<ul style="list-style-type: none"> <li>• Students working hard</li> <li>• Students not giving up when things get hard (a growth mindset)</li> <li>• Students sharing their talents and gifts with each other</li> <li>• Students sharing with the larger community (parents, grandparents, community members)</li> </ul>
<p><b>What it sounds like</b></p>	<ul style="list-style-type: none"> <li>• "Can I help you?"</li> <li>• "What do you need?"</li> <li>• "Welcome"</li> <li>• " You are my friend"</li> </ul>	<ul style="list-style-type: none"> <li>• "Hello"</li> <li>• "Can I show you what I have learned?"</li> <li>• "Can you help me?"</li> <li>• "Can I help you?"</li> </ul>	<ul style="list-style-type: none"> <li>• "This is what I have done."</li> <li>• "Learning is fun!"</li> <li>• "It was hard, but I did it!"</li> <li>• "I can do this!"</li> </ul>



## WOODLAWN BEHAVIOUR EXPECTATIONS

At Woodlawn, the staff believe that all behavior, whether positive or negative, is purposeful and fulfills a need. The vast majority of time students exhibit positive behaviour. Sometimes though the best thing students can come up with in the moment to meet their needs results in harm to others. Many times both/all parties have taken part in the event and share responsibility for the incident and their own actions. When students make these types of mistakes, we want them to understand that mistakes happen and it is what we learn from them that is important. We encourage them to self-evaluate their behavior and think about how they can fix their mistake with adult guidance. Through these respectful interactions, students become more willing to face their mistakes and use them to learn better ways to meet their own needs. The result is restored relationships and a strengthening of character, which contributes to our students' healthy social- emotional learning and development.

However, there are certain behaviours that we consider unacceptable and we refer to them as bottom line behaviours. Should these behaviours occur, consequences (dependent on the type, severity and frequency) will be determined by the principal and classroom teacher and a phone call home will be made by the classroom teacher or one of the principals. At a suitable time, the student will be given the opportunity to fix their mistake as a part of the learning experience.

Our bottom line behaviours are:

### BOTTOM LINES

No intentional hurt or violence  
Nothing used as a weapon  
No direct defiance of adults  
No severe inappropriate language  
No damage of property

### CORE BELIEFS

Because we believe in  
Because we believe in  
Because we believe in  
Because we believe in  
Because we believe in

### RESPECT FOR SELF/OTHERS/PROPERTY

Safety: Respect for self/others  
Safety: Respect for self/others  
Learning: Respect for self  
Differences: Respect for others  
Respect for self/others property

***Consequences dependent on the type, severity and frequency of the behaviour may include but are not limited to the following:***

- Teacher/student discussion/feedback on behavior and circumstances (Reminder/warning)
- Teacher/student/principal discussion
- Related assignment or activity
- Removal of privileges
- Parent/guardian meeting
- Withdrawal from classroom setting for a specified time
- School support team involvement/behaviour plan
- Replacement of damaged, lost or stolen property
- Student Services Support (clinician services required)
- Sent home for the remainder of the day as a break
- In-school suspension
- Out of school suspension



### Code of Conduct

1. The school principal is responsible for the monitoring, maintenance and enforcement of the division's code of conduct for students and staff and an emergency response plan for the school.
2. The school principal, in consultation with the school's advisory committee will annually review the school's safety and emergency response plans along with the school division's Code of Conduct (and any school-based additions to the division's code).
3. The school division's Code of Conduct identifies behavior expectations for students, staff, and visitors to the school, as well as, the appropriate disciplinary consequences, in as much detail as is reasonably possible, and the process for appealing disciplinary decisions.
4. Included in the school's student handbook will be a clear statement that the following actions or behaviours are unacceptable: bullying, harassment, discrimination, possessing or being under the influence of alcohol or illicit drugs at school, gang involvement, possessing a weapon, as "weapon" is defined in section 2 of the Criminal Code (Canada), cyberbullying and the inappropriate use of technology, social media, text messaging, instant messaging, websites, electronic mail, the Internet (which includes the prohibition of accessing, uploading, downloading or distributing material that the division has determined to be objectionable), use of digital cameras, cell phones, or other electronic or personal communication devices.
5. School administrators, teachers, and support staff are responsible for the well-planned supervision of students at all times. Consistent adult intervention and reporting by all supervisors of all violent and bullying situations, either overt or suspected, is the expectation of the school division.
6. School staffs will receive training and support in the areas of: anger management, dealing with conflict, detecting and reporting bullying, and supporting students who are bullied. Schools will encourage and celebrate positive, school-wide, pro-social behaviours of all students and staff.
7. Principals will ensure that there is a consistent school-wide response to and reporting of all incidents of abuse, bullying, cyberbullying, discrimination, harassment and intimidation. The school-wide response to such incidents will include:
  - 7.1. Staff encouraging and supporting students to seek adult assistance if involved in the above mentioned situations;
  - 7.2. Any cyberbullying situation that directly or indirectly affects the culture of a school may be addressed by the school principal;
  - 7.3. Help students develop empathy and understanding that the impact that such behaviours may have on others.
  - 7.4. Promote personal accountability of one's actions towards others and focusing on treating everyone in a caring and respectful manner.
  - 7.5. Staff will teach, model, and reinforce positive pro-social behaviours.
8. In a violent or bullying situation, the principal will ensure that the appropriate actions, interventions and supports are in place to respond and meet the needs of the targeted victim(s), address the students who were by-standers and observed the violent or bullying incident, as well as, the student(s) who were violent or bullying.
9. School safety plans will include the responsibilities of staff when responding to violent or bullying situations, support for victims, intervention strategies for the student who was violent or bullying, and how the incident will be reported and tracked.
10. All staffs are required to report to the school principal any incident that they have become aware of where a student has engaged in unacceptable behavior while at school, during a school-approved offsite activity, or a cyberbullying incident.
11. The school principal is required to, as soon as reasonably possible, notify the parent or guardian that their child has been engaged in or a victim of violence, bullying or cyberbullying. The principal will provide the parent with the following information:
  - 11.1. the nature of the unacceptable conduct that their child was involved in or resulted in harm to their child;
  - 11.2. the nature of their involvement or the harm to their child;
  - 11.3. the steps taken to protect their child's safety, including the nature of any disciplinary measures taken in response to the unacceptable conduct, ensuring that they do not disclose the name of or any other identifying or personal information about the student who engaged in the unacceptable conduct.
12. A behavior incident report will be completed by the school principal and reported to the superintendent.

## **Hanover School Division School Bus Discipline Policy**

Dear Parents,

The Hanover School Division has adopted the following rules and regulations. It is hoped that these guidelines will help us to provide safe transportation to and from school for your student. Students should be at the bus stop at least 5 minutes prior to the scheduled time. It is a privilege, not a right, to ride school buses in Hanover School Division.

### **I. Bus Discipline Policy**

Students who have the opportunity to ride division school buses may do so as long as they display behaviour that is reasonable and safe. Choosing to follow unacceptable behaviour may result in loss of bus service. The bus driver is responsible for the safety and discipline of students on the bus. The school's principal is available to give assistance to the driver and will determine consequences of misbehaviour and the reinstatement of bus service for the offending students should a suspension become necessary. The responsibility for student supervision by the Hanover School Division shall begin when the student boards the bus in the morning and is retained until the student leaves the bus at the end of the day or is released to the parent/guardian in a manner consistent with the guidelines on release of students.

Note: The bus is an extension of the school day. The bus driver has the authority to assign seats. The sexual/racial harassment policy of Hanover School Division will be strictly enforced on the school bus as well as at school.

### **II. Behaviour Guidelines and Consequences - (Grades K-54)**

#### **A. Class I Offenses**

1. Spitting
2. Excessive noise
3. Excessive horseplay
4. Eating or drinking on bus
5. Riding unassigned bus without permission or attempting to ride any bus after receiving a suspension
6. Leaving seat/standing while bus is in motion
7. Profanity, verbal abuse, harassment or obscene gestures or possession of unacceptable material
8. Radios and electronic games are not allowed on the bus
9. Disobedient or impudent to the driver
10. Other offenses as reported by the driver or principal

B. **Class II Offenses**

1. Hanging out of window
2. Throwing/shooting of any object
3. Use of tobacco or any controlled substance
4. Physical aggression against any person
5. Vandalism to bus (restitution will be made)
6. Holding onto/or attempting to hold onto any portion of the exterior of the bus
7. Lighting of matches, fireworks or any flammable object or substance
8. Unauthorized entering or leaving bus through emergency door/tampering with bus equipment
9. Other offenses as reported by driver or principal
10. Any offense committed on any bus outside of regular transportation to and from school (activity, field trip, shop shuttles, etc.) will carry a minimum penalty of a class II first offense.

C. **Consequences**

1. **Class I**

**First Offense** - Warning or 1 to 5 days suspension

**Second Offense** - Warning or 1 to 5 days suspension

**Third Offense** - 5 to 10 days suspension

**Fourth Offense (Grades K-6)**

- 10-day minimum suspension
- Possible loss of all bus service
- Parent/Principal meeting (optional)

2. **Class II**

**First Offense** - Warning or 1 to 5 days suspension

**Second Offense** - 5 to 10 days suspension

**Third Offense**

- 10-day minimum suspension
- Possible loss of all bus service
- Parent/principal meeting (optional)

**Fourth Offense** - loss of bus service

**Note:** A fourth offense of any class or combination thereof may result in loss of bus service. A severe offense may result in immediate loss of bus service.