



# STUDENT HANDBOOK

## 2024-2025

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

We believe compassionate support, curiosity, and co-regulation create a school culture of caring relationships between students, families, and staff.

We believe that all students belong here and their voice matters. We celebrate and value our diversity and believe that inclusion is a human right.

We believe that children must be viewed as intelligent, creative and capable with gifts and abilities that surface through play and relationships with self, others, and environment.

We believe the purpose of education is a pursuit of creativity, collaboration, communication, citizenship, character, critical thinking and a strong foundation in literacy and numeracy.

We believe in a commitment to Truth and Reconciliation by understanding our collective history and moving towards reconciliation through mutual respect, empathy and intercultural understanding.

## **DAILY SCHEDULE**

|                      |   |
|----------------------|---|
| <b>8:53 - 9:05</b>   | <b>Bell, Students proceed to classrooms</b>     |
| <b>9:05 - 10:20</b>  | <b>Learning Block 1</b>                         |
| <b>10:20 - 10:35</b> | <b>Recess (Gr. 1&amp;2)</b>                     |
| <b>10:35 - 10:50</b> | <b>Recess (Gr. 3&amp;4)</b>                     |
| <b>10:50 - 10:55</b> | <b>Transition time/homeroom</b>                 |
| <b>10:55 - 11:55</b> | <b>Learning Block 2</b>                         |
| <b>11:55 - 12:25</b> | <b>Gr. 1&amp;2 lunch/ Gr. 3&amp;4 recess</b>    |
| <b>12:25 - 12:55</b> | <b>Gr. K, 3&amp;4 lunch/ Gr. 1&amp;2 recess</b> |
| <b>12:55 - 1:55</b>  | <b>Learning Block 3</b>                         |
| <b>1:55 - 2:10</b>   | <b>Gr. 1, 3 &amp; 4 recess</b>                  |
| <b>2:10 - 2:25</b>   | <b>K, Gr. 1/2 &amp; 2 recess</b>                |
| <b>2:25 - 2:30</b>   | <b>Transition time/homeroom</b>                 |
| <b>2:30 - 3:30</b>   | <b>Learning Block 4</b>                         |
| <b>3:30 - 3:45</b>   | <b>End of day preparations/ Dismissal</b>       |

## **NUTRITION AND ACTIVITY BREAKS:**

All students get two 15 minute outdoor recess breaks (AM & PM), a 30 minute nutrition period, and a 30 minute outdoor recess.

|                               | <b>AM Recess</b>     | <b>Nutrition (lunch)</b> | <b>Lunch recess</b>  | <b>PM Recess</b>   |
|-------------------------------|----------------------|--------------------------|----------------------|--------------------|
| <b>KINDERGARTEN</b>           | ** Teacher initiated | <b>12:25 - 12:55</b>     | <b>11:55 - 12:25</b> | <b>2:10 - 2:25</b> |
| <b>GRADE 1</b>                | <b>10:20 - 10:35</b> | <b>11:55 - 12:25</b>     | <b>12:25 - 12:55</b> | <b>1:55 - 2:10</b> |
| <b>GRADE 1/2<br/>COMBINED</b> | <b>10:20 - 10:35</b> | <b>11:55 - 12:25</b>     | <b>12:25 - 12:55</b> | <b>2:10 - 2:25</b> |
| <b>GRADE 2</b>                | <b>10:20 - 10:35</b> | <b>11:55 - 12:25</b>     | <b>12:25 - 12:55</b> | <b>2:10 - 2:25</b> |
| <b>GRADE 3</b>                | <b>10:35 - 10:50</b> | <b>12:25 - 12:55</b>     | <b>11:55 - 12:25</b> | <b>1:55 - 2:10</b> |
| <b>GRADE 3/4<br/>COMBINED</b> | <b>10:35 - 10:50</b> | <b>12:25 - 12:55</b>     | <b>11:55 - 12:25</b> | <b>1:55 - 2:10</b> |
| <b>GRADE 4</b>                | <b>10:35 - 10:50</b> | <b>12:25 - 12:55</b>     | <b>11:55 - 12:25</b> | <b>1:55 - 2:10</b> |

# ***HANOVER SCHOOL DIVISION***

## **BOARD OF TRUSTEES**

|                 |                  |
|-----------------|------------------|
| Dallas Wiebe    | Ward 1 West      |
| Jeff Friesen    | Ward 1 West      |
| Shane Barkman   | Ward 2 North     |
| Charmaine Toews | Ward 2 North     |
| Danielle Funk   | Ward 3 Steinbach |
| Ron Falk        | Ward 3 Steinbach |
| Lynn Barkman    | Ward 3 Steinbach |
| Brad Unger      | Ward 3 Steinbach |
| Cheryl Froese   | Ward 4 South     |

## **ADMINISTRATIVE STAFF**

|                  |   |
|------------------|---|
| Joe Thiessen     | Superintendent - CEO                      |
| Colin Campbell   | Assistant Superintendent                  |
| Leanne Peters    | Assistant Superintendent                  |
| Rod Kehler       | Assistant Superintendent Student Services |
| Kevin Heide      | Secretary-Treasurer                       |
| Howard Rempel    | Assistant Secretary-Treasurer             |
| Robert Warkentin | Director of Transportation                |
| Bob Wiebe        | Communications Manager                    |
| Trevor Thiessen  | Director of Facilities                    |

## 2024-2025 Important Dates

|             |               |  |
|-------------|---------------|--|
| Monday      | September 2   | Labour Day                                       |
| Tuesday     | September 3   | PD/Admin Day                                     |
| Tuesday     | September 3   | Meet the Teacher                                 |
| Wednesday   | September 4   | First Day of Classes / K Interviews              |
| Thursday    | September 5   | K Interviews                                     |
| Friday      | September 6   | Kindergarten Staggered Entry                     |
| Monday      | September 9   | Kindergarten Staggered Entry                     |
| Tuesday     | September 10  | Kindergarten Staggered Entry                     |
| Wednesday   | September 11  | Kindergarten Staggered Entry                     |
| Thursday    | September 12  | All K Students Attend (Days 1,3,5)               |
| Friday      | September 13  | All K Students Attend (Days 2,4,6)               |
| Friday      | September 13  | Strong Connections Day 1                         |
| Monday      | September 16  | Strong Connections Day 2                         |
| Thursday    | September 26  | Terry Fox Run                                    |
| Friday      | September 27  | Orange Shirt Day - School Event / Activities     |
| Monday      | September 30  | Truth and Reconciliation Day - No Classes        |
| Monday      | October 14    | Thanksgiving Day - No Classes                    |
| Tues-Friday | October 15-18 | Bus Safety Week                                  |
| Wednesday   | October 16    | Picture Day                                      |
| Thursday    | October 17    | Picture Day                                      |
| Friday      | October 25    | MTS PD Day                                       |
| Thursday    | November 7    | Remembrance Day Assembly                         |
| Friday      | November 8    | PD/Admin/ Day                                    |
| Monday      | November 11   | Remembrance Day No School                        |
| Monday      | November 18   | Picture Retake Day                               |
| Friday      | November 22   | Admin Day (Report Card Writing Day)              |
| Friday      | November 29   | Reports Issued                                   |
| Thursday    | December 5    | Student Led Conferences                          |
| Thursday    | December 12   | Aft/Evening Christmas Concert (grades 3, 3/4, 4) |
| Friday      | December 20   | Last Day of School Before Christmas Break        |
| Monday      | January 6     | First Day Back at School After Christmas Break   |
| Friday      | January 31    | PD Day- no classes                               |
| Wed-Fri     | Feb 5-7       | Book Fair  |
| Friday      | Feb 14        | Festival du Voyageur Day                         |
| Monday      | February 17   | Louis Riel Day - No Classes                      |
| Friday      | February 28   | HTA PD Day & Admin Day - No Classes              |
| Friday      | March 7       | Admin Day (Report Card Writing Day)              |
| Friday      | March 14      | Report Cards Issued                              |
| Thursday    | March 20      | Student Led Conferences                          |
| Mon-Fri     | March 24-28   | Wacky Week                                       |
| Friday      | March 28      | Community Pancake Breakfast                      |
| Friday      | March 28      | Last Day of School Before Spring Break           |
| Monday      | April 7       | First Day Back After Spring Break                |
| Monday      | April 14      | PD Day - No Classes                              |
| Friday      | April 18      | Good Friday - No Classes                         |
| Tuesday     | April 29      | Aft/Eve Spring Concert - Grade 1                 |
| Thursday    | May 1         | Aft/Eve Spring Concert - Grade 1/2 & 2           |
| TBA         | TBA           | Volunteer Appreciation Event                     |
| Monday      | May 19        | Victoria Day - No Classes                        |
| Thursday    | June 26       | School Picnic and Last Day of Classes            |
| Thursday    | June 26       | Report Cards released on Parent Portal           |
| Friday      | June 27       | Admin Day  |

# SCHOOL STAFF

|                         |                               |                               |  |
|-------------------------|-------------------------------|-------------------------------|--|
| <u>Kindergarten</u>     |                               | <u>Guidance Counselors</u>    | Jordyn Arcand<br>Rebecca Mackie                                    |
| KL2/KL2                 | Andrea Lepp                   |                               |  |
| KM1/KM2                 | Angela Martin                 |                               |  |
| KA2                     | Allison Antonio               | <u>Learning Support</u>       | Courtney Gangloff<br>Rachael Van Gerwin Wilson<br>Katrina Hamilton |
| <u>Grade 1</u>          |                               |                               |  |
| 1S                      | Chris Schroeder               |                               |  |
| 1G                      | Ashley Green                  | <u>Literacy Support</u>       | April Harder (.5)<br>Katherine Peters (.5)                         |
| 1M                      | Glenda Maendal                |                               |  |
| <u>Grade 1/2</u>        |                               | <u>Principal</u>              | Vince Hiebert  |
| 1/2L                    | Margarent Loewen              |                               |  |
| 1/2JC                   | Jennifer Cuppage              | <u>Vice Principal</u>         | Marla McEachern  |
| 1/2K                    | Jessica Klassen               |                               |  |
| 1/2G                    | Angela Gosselin               | <u>Head Secretary</u>         | Melissa Thiessen   |
| <u>Grade 2</u>          |                               | <u>Secretary</u>              | Crystal Penner   |
| 2L                      | Krystle Lachance              |                               |  |
| 2PR                     | Pat Reimer                    | <u>Librarian</u>              | Sandy Loewen   |
| 2KF                     | Kristen Falk                  |                               |  |
| <u>Grade 3</u>          |                               | <u>Custodian</u>              | Holly Edwards  |
| 3R                      | Kristen Reimer                | <u>Educational Assistants</u> |  |
| 3CH                     | Cathy Toews + Melissa Hiebert | Sherry Beckman                | Ankita Patel   |
| 3M                      | Monica Martens                | Wanda Bueckert                | Carol Peters   |
| <u>Grade ¾ Combined</u> |                               | Heidi Duerksen                | Esther Plett   |
| 3/4D                    | Andrea Dick                   | Natalie Dyck                  | Marita Rempel  |
| 3/4L                    | Erin Dal Zotto                | Stephanie Enns                | Reetu Sethi  |
| 3/4M                    | Lisa Martens                  | Sara Falk                     | Lorissa Wall   |
| 3/4W                    | Mark Wiewel                   | Shana Heppner                 | Melissa Walsh  |
| <u>Grade 4</u>          |                               | Tara LeDrew                   | Kristen Warkentin  |
| 4F                      | Marlene Funk                  | Jennifer Manson               | Herta Wiebe  |
| 4G                      | Simmy Gandhi                  | Candace Martens               | Laura Zech   |
| 4K                      | Jerilyn Koslowsky             | Yvonne Neufeld                |  |
| <u>Music and Gym</u>    |                               |                               |  |
| K-1 Music & Gym         | Aimee Kroeker                 |                               |  |
| 1/2, 2-4 Music          | Amanda Bilevicius             |                               |  |
| 1/2, 2-4 Gym            | Jesse Adams                   |                               |  |

**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@hsd.ca to inform the school that your child will be late or absent. You will receive an automated call if your child is absent and you do not call the school.

**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. Dismissal is at 3:45. Please make sure your child and their teacher is aware of hometime arrangements and that they are picked up on time.

**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 their 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**

Early Years students (Grades K-4) require parents to provide consent for their child to access technology in Hanover School Division. The consent shall remain in effect as long as the student is registered with an early years school in the Hanover School Division. Each year, parents/guardians will receive a reminder of the permissions that they have granted their child and will be informed of any changes to the agreement. A new consent form is required when the student enters Grade 5. [Please see Hanover School Division's Responsible Use of Technology Policy for more information.](#)

**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 Woodlawn's Instagram Page: woodlawnelementary\_hsd 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.

## **SAFE LEARNING ENVIRONMENT**

Hanover School Division believes in providing a safe and respectful work and learning environment for all students, parents, employees, contractors, vendors, and the general public so far as reasonably practicable. No one, whether a supervisor/manager, administrator, a staff member, a student, a contractor, a vendor or any member of the general public should be subjected to discrimination, harassment, sexual harassment, personal harassment, bullying (including cyberbullying), disrespectful or violent behaviour, for any reason, at any time. No one has the right to discriminate against, harass, bully, show disrespect or violence towards anyone else, at work/school or in any related situation. See the [Respectful Workplace Policy](#) for more information.

## **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, and providing hot lunch programs. Please consider volunteering for this worthwhile opportunity.

## **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. Please remember that staying at school for lunch is a privilege which may also be removed should the student's behaviour become a concern.

## **MEDIA RELEASE**

Local News Media are occasionally invited into schools to take photos, videos, or obtain comments from students and staff. In such instances, this is done for the purpose of celebrating student achievement, showcasing learning experiences, or promoting school events within our communities. Media outlets that regularly feature HSD students include, but are not limited to; SteinbachOnline.com, The Carillon Newspaper, and local radio stations. 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. ***\*\*\*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.\*\*\****

[Please see Policy AH for more information.](#)



## **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.
- Students cannot have non-prescribed medication or over-the-counter medication at school. 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 (prescribed or non-prescribed) in their locker, lunch kit, or backpack while on school premises.

[Please see Hanover School Division's Policy ECB for more information.](#)

## **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.

## **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. This can be done up until 3:30 at which point you will need to wait until dismissal.

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/ NUT ALLERGIES**

As we have students with severe peanut allergies, parents are requested not to send any food to school containing peanuts or other nuts. 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 report cards and conferences. Students in Gr. 1-4 receive a report in November, March and June (posted to parent portal). Student-Led Conferences for all students are scheduled in December. Please feel free to contact your child's teacher should questions/concerns arise at any other time.

**LEARNING SUPPORT**

All students are entitled to an Appropriate Education at Woodlawn School. Learning Support 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.

**LEAVE AT HOME ITEMS**

Please leave the following items at home:

- Electronics such as iPods or such devices, Nintendo DS/Switch, 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.

**SUPPLIES**

We collect school supply fees which covers most of what your child will need for the year.

**STUDENT DRESS CODE**

Students are expected to dress in an appropriate manner which fosters learning and creates a safe, respectful working environment. 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 for Phys-ed classes*
- *Runners or boots for playing outside*
- *Soccer cleats are not permitted at school.*

**Woodlawn students do not wear:**

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

**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, Vulnerable Sector Check, and yearly Annual Offense Declaration Form and a Woodlawn Volunteer Parent Portal check is required to be filled out. In addition, volunteers are required to sign in at the office and wear an appropriate badge each time they help us at our school.

When you are ready to start the volunteer process, please contact the office and we will give you instructions on how to start the process. We ask that you start the process early in case there are delays in processing.

# WOODLAWN EXPECTED BEHAVIOURS

Classroom teachers are the first line of communication and problem solving with any behavior challenges. Please reach out to your child's teacher if you have any questions or concerns.

At Woodlawn, 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 are 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.

## SCHOOL WIDE AGREEMENTS TO MAKE WOODLAWN A SAFE AND WELCOMING SCHOOL

We agree to:

1. Being Safe
2. Being Respectful
3. Having Fun
4. Taking Care of Each Other
5. Joining In

|   |   |
|---|---|
| <b>Being Safe is</b> <ul style="list-style-type: none"><li>- Walking on the play structure</li><li>- Wearing shoes that keep our feet and ankles safe</li><li>- Playing games and activities that keep our bodies and our feelings safe</li><li>- Playing in areas where we can see and hear the adults</li><li>- Waiting in my bus line for the bus</li><li>- Walking to my bus line</li></ul> | <b>Being Safe is not</b> <ul style="list-style-type: none"><li>- Running on the play structure</li><li>- Playing or climbing on the ramps</li><li>- Doing flips or gymnastics</li><li>- Playing in between the huts</li><li>- Climbing on each other</li><li>- Throwing rocks, ice chunks, snow balls</li></ul> |
| <b>Being Respectful is:</b> <ul style="list-style-type: none"><li>- Listening to the adults and our friends</li><li>- Asking for consent and listening if someone says "No"</li></ul>   | <b>Being Respectful is not:</b> <ul style="list-style-type: none"><li>- Ignoring people when they speak to you or me</li><li>- Running away from a problem or an</li></ul>  |

|   |  |
|---|--|
| <ul style="list-style-type: none"> <li>- Using language that takes care of others</li> <li>- Following the instructions the first time they are given (lining up, cleaning up, coming to the carpet, coming off the playground)</li> <li>- Lining up when the bell rings to come inside</li> <li>- Being responsible with trees and plants</li> <li>- Being responsible with recess equipment</li> </ul>  | <p>adult</p> <ul style="list-style-type: none"> <li>- Swearing or using mean words</li> <li>- Trying to be the last one in line</li> <li>- Waiting for lots of reminders to clean up or do your job</li> <li>- Fooling around in the hallway or bathroom</li> </ul>  |
| <p><b>Having Fun is:</b></p> <ul style="list-style-type: none"> <li>- Playing games where everyone is having fun</li> <li>- Finding activities or games that make you and your friends smile and laugh</li> <li>- Remembering that sometimes we do what I want to do and sometimes we do what my friend wants to do</li> <li>- Taking turns</li> </ul>  | <p><b>Having Fun is not:</b></p> <ul style="list-style-type: none"> <li>- Being grumpy when I don't get to play what I want</li> <li>- Ruining a game when I am mad</li> </ul>   |
| <p><b>Taking Care of Others is:</b></p> <ul style="list-style-type: none"> <li>- Looking out for nature and treating it kindly</li> <li>- Picking things up off the floor and garbage off the ground</li> <li>- Cleaning up after yourself and others</li> <li>- Looking out for our friends and their feelings</li> <li>- Including others in your play and learning. Including people who look left out.</li> <li>- Taking care of ourselves and our own feelings</li> <li>- Choosing games where everyone gets what they need</li> <li>- Playing fairly and taking turns</li> <li>- Asking friends how you can help if someone is sad</li> <li>- Giving space if someone is angry</li> </ul> | <p><b>Taking Care of Others is not:</b></p> <ul style="list-style-type: none"> <li>- Breaking, ripping, or ruining school property or the property of other students</li> <li>- Hurting trees and plants</li> <li>- Hurting our friends or using any hands on behaviour</li> <li>- Trying to be the first one in line</li> </ul> |
| <p><b>Joining in is:</b></p> <ul style="list-style-type: none"> <li>- Talking to my table partners at lunch time</li> <li>- Playing with others at recess</li> <li>- Collaborating with my group members</li> <li>- Waiting at the carpet</li> </ul>  | <p><b>Joining in is not:</b></p> <ul style="list-style-type: none"> <li>- Choosing to not doing my part in a group activity</li> <li>- Walking around the room while everyone else is sitting at the carpet</li> </ul>   |

However, there are certain behaviours that we consider to be unacceptable and we refer to them as bottom line behaviours. When we observe bottom line behaviours, we as a school team are learning to reframe the behaviour, recognize the stressors leading to the behaviour, reduce the stress, and reflect. 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.

When the student has returned to a learning state, the student will also be given the opportunity to fix their mistake as a part of the learning experience as well as reflect on what happened.

|  |   |
|--|---|
| <p><b>Unexpected Behaviours</b></p> <ul style="list-style-type: none"> <li>- Failure to follow classroom, school, or playground expectations</li> <li>- Classroom disruption/excessive noise</li> <li>- Uncooperative behaviours</li> </ul>  | <p><b>Consequences may include</b> (but not limited to)</p> <ul style="list-style-type: none"> <li>- Verbal discussion with teacher/EA/principal</li> <li>- Making it right</li> <li>- Loss of privileges</li> </ul> <p>** Teachers will communicate with parents that these behaviours have occurred and note the conversation in PowerSchool</p>  |
| <p><b>BOTTOM LINE BEHAVIOURS</b></p> <ul style="list-style-type: none"> <li>- Excessive level 1 behaviours (above)</li> <li>- Aggression – verbal or physical behaviours may include but are not limited to:</li> <li>- Verbal correction</li> <li>- Stealing</li> <li>- Destruction of Property / Vandalism</li> <li>- Possession of inappropriate and potentially unsafe objects</li> <li>- Intimidation/verbal threats</li> <li>- Harassment/bullying</li> <li>- Verbal abuse/directed profanity</li> <li>- Defiance toward adults</li> <li>- Assaultive behaviour</li> </ul> | <p><b>Consequences may include</b> (but not limited to)</p> <ul style="list-style-type: none"> <li>- Verbal discussion with teacher/principal</li> <li>- Making it right</li> <li>- Loss of privileges</li> <li>- Developing a behaviour plan</li> <li>- Meeting with Parent/Guardian and Teacher/Principal</li> <li>- Time away from classroom / alternative learning for part of the day</li> <li>- In School or Out of School Suspension</li> <li>-</li> </ul> <p>** Teachers or Principals will communicate with parents that these behaviours have occurred.</p> <p>See Tracking Below</p> |

[Please see Hanover School Division's Student Discipline Policy \(JFA\) for further information](#)

# STUDENT CODE OF CONDUCT ON SCHOOL BUS

Hanover School Division believes it is important to provide safe transportation for students and staff while riding on the bus to and from school or extra-curricular activities. It is a privilege and not a right for students to ride on a Hanover School Division bus. Students riding division school buses may do so as long as they display behavior that is reasonable and safe. Choosing to engage in unacceptable behavior may result in loss of bus service.

## GUIDELINES:

1. Bus students are asked to be at the bus stop at least 5 minutes prior to their scheduled pick-up time.
2. The bus driver is responsible for the safety and conduct of students on the bus.
3. The building principal or designate is available to give assistance to the driver and will determine consequences of misbehavior and the reinstatement of bus service for the offending students should a suspension become necessary.
4. 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.
5. While riding to and from school, students are under the authority of the school principal and may be disciplined if the situation warrants. The bus ride is considered a part of the school day.
6. The bus driver has the authority to assign seats.
7. When dealing with harassment or bullying of any form, the bus driver and school principal or designate will follow the guidelines outlined in the Respectful Workplace Policy of Hanover School Division.
8. The following general bus rules are to be followed by all students and adults when traveling on a Hanover School Division school bus:
  - 8.1. Do not enter the bus unless the driver is in it
  - 8.2. Remain seated throughout the trip
  - 8.3. Refrain from eating or drinking on the bus
  - 8.4. Do not open windows without the driver's permission
  - 8.5. Avoid anything which might disturb the driver

| Some Examples of Bus Misconduct   | Potential Consequences (Depends on the Situation)   |
|---|---|
| <ul style="list-style-type: none"> <li>● Not following directions of the bus driver</li> <li>● Spitting</li> <li>● Excessive noise / horseplay</li> <li>● Eating or drinking on the bus</li> <li>● Standing up or leaving the seat while the bus is moving</li> <li>● Using profanity or obscene gestures</li> <li>● Bullying or harassing others</li> <li>● Hanging out of or throwing things in or out of the bus</li> <li>● Physical aggression</li> <li>● Vandalism</li> <li>● Riding on a bus while suspended</li> <li>● Riding on an unassigned bus without permission</li> </ul> | <p>First Offense</p> <ul style="list-style-type: none"> <li>- Verbal warning, written warning, and/or 1 to 5 day bus suspension</li> </ul> <p>Second Offense</p> <ul style="list-style-type: none"> <li>- Verbal warning, written warning, and/or 1 to 5 day bus suspension</li> </ul> <p>Third Offense</p> <ul style="list-style-type: none"> <li>- Written warning with a 5 to 10 day bus suspension</li> </ul> <p>Fourth Offense</p> <ul style="list-style-type: none"> <li>- 10 day minimum bus suspension and possible loss of all bus service for the year. A parent/principal meeting is required before the student is allowed back on the bus</li> </ul> |

[Please read the Hanover School Division Student Code of Conduct on a School Bus Policy \(EDE\) for the complete policy.](#)