



## **STUDENT HANDBOOK 2021-2022**

**Phone: 204-467-2501**

**Email: [balschool@isd21.mb.ca](mailto:balschool@isd21.mb.ca)**

**Interlake School Division  
Preparing Today's Learner for Tomorrow**



## **PRINCIPAL'S MESSAGE**

Dear Students/Parents/Guardians,

Welcome to the **2020-2021** school year at Balmoral School. I am pleased to be a part of a team of teachers and staff who are committed to seeing your child grow and learn. We will work hard to make this school year successful!

This handbook outlines an array of important information to help you understand the operations of our school. We would like you to take the time to read it carefully and keep it handy for reference, or find it online at <https://bal.interlakesd.ca/>

If you have any questions, comments, or concerns about the school or your child, please call us at 204-467-2501.

Thank you for taking the time to read through our student handbook.

Mark Lawson

## **MISSION STATEMENT**

Balmoral Elementary School will work to:

1. provide a safe, caring environment which enables each student to achieve his/her potential
2. promote positive relationships
3. encourage students to be responsible, self-disciplined members of society
4. develop an awareness of and respect for all people

## **INTERLAKE SCHOOL DIVISION VISION STATEMENT**

**To enable each student to realize his/her full potential as a contributing and responsible member of society.**

## **BALMORAL SCHOOL STAFF**

Principal	Mr. M. Lawson	mlawson@isd21.mb.ca
Admin. Assistant	Mrs. K. Kelpin	kkelpin@isd21.mb.ca
Kindergarten	Mrs. K. Williams	kwilliams@isd21.mb.ca
Grade 1/2	Mrs. D. Buchan	dbuchan@isd21.mb.ca
Grade 2/3	Mrs. A. Hyde	ahyde@isd21.mb.ca
Grade 4/5	Ms. K. Poirier	kpoirier@isd21.mb.ca
Grade 5/6	Mrs. K Wilson	kwilson@isd21.mb.ca
Grade 5/6	Mr. J Chin	jchin@isd21.mb.ca
Grade 7/8	Mr. C. McLean	camclean@isd21.mb.ca
Music	Ms. L. Johnson	ljohnson@isd1.mb.ca
Band	Mrs. C. Schoeman	cschoeman@isd21.mb.ca
Sewing	Mrs. K. Farmer	kfarmer@isd21.mb.ca

### ***Student Services Team:***

Resource	Mrs. T. Procter	tprocter@isd21.mb.ca
Guidance	Mrs. K Wilson	kwilson@isd21.mb.ca
Administration	Mr. M. Lawson	mlawson@isd21.mb.ca

Educational Assistant	Mrs. C. Kaegi
Educational Assistant	Mrs. K. Haynes
Educational Assistant	Ms. S. Tynski
Educational Assistant	Mrs. D. Prochner
Educational Assistant	Mrs. K Kachur
Child/Youth Support Worker	Mrs. C. Jacobson
Child/Youth Support Worker	Mrs. R. Boucher
Library Clerk	Mrs. A. Bruce
Custodian	Mr. K. Knor

### **INTERLAKE SCHOOL DIVISION**

Superintendent/CEO	Mrs. M. Ward
Assistant Superintendent	Mr. T. Moran
Student Services Administrator	Mrs. M. Procter

### **Programs**

Balmoral School offers the prescribed curriculum established by Manitoba Education and Training. This includes Language Arts, Math, Science, Social Studies, Music, Art, French, Physical Education/Health and Computer Literacy (ICT). We also offer Band to students in Grades 5 to 8 and Sewing and Graphic Communications to our Grade 7 and 8 students.

In addition to these programs, we offer the following on a referral basis:

#### **Resource Teacher**

Mrs. T. Procter is our resource teacher. She works with individuals or groups of students to develop individual or adapted programs. If you have any academic concerns for your child, please contact the classroom teacher and they will forward a referral to the resource department. Mrs. Procter is also our Early Literacy Teacher. The ISD Early Literacy program assists grade 1 classrooms in reading.

#### **Guidance Counselor**

Mrs. K Wilson is our part time guidance counselor. She provides individual counseling, small group, and whole class programs. If you have any questions or concerns regarding these programs, please call Mrs. Wilson at 204-467-2501. Mrs. Wilson is also part of the student services team, and she will be working with Mrs. Procter, and Mr. Lawson, to provide support to students.

## **School Psychologist**

The school's psychologist is available to assess student's needs. The school support team will request services when needed. The divisional psychologist is Ms. M. Khalil. ([mkhalil@isd21.mb.ca](mailto:mkhalil@isd21.mb.ca)).

## **Physiotherapy & Occupational Therapy**

This program is available under the direction of the divisional physiotherapist and occupational therapist. Julie Degroot is the divisional occupational therapist ([jdegroot@isd21.mb.ca](mailto:jdegroot@isd21.mb.ca)).

## **Speech/Language Pathologist**

Speech/Language assistance is a program designed to assist students with speech articulation, and is implemented under the direction of the divisional speech pathologist. Tara Romanyszyn is our school speech/language pathologist. ([tromanyszyn@isd21.mb.ca](mailto:tromanyszyn@isd21.mb.ca)).

## **School Social Work & Mental Health Workers**

Balmoral School works with and consults with divisional school social worker (Vicky Brzuskiwicz and the divisional Mental Health Support Worker (Melissa McIntosh).

### **Parent Advisory Committee (P.A.C.)**

Parents and community members are invited to be a part of the Parent Advisory Committee. This group generally meets every second month with the principal, and a teacher in attendance. Minutes from the P.A.C. meeting can be found on the Balmoral School Web page.

P.A.C. is an important way for you to be involved in your children's education. Your involvement shows your children that education is important. When parents are involved with their children's education at an early age the benefits persist throughout the child's academic career.

### **School Plan**

Each year our school develops a plan with goals for the year. Input is valued from all staff members, parents, and students.

We gather and analyze:

- initial assessments
- student report card data
- student self-assessment
- teacher feedback
- parent feedback (ex. P.A.C. meetings, progress conversations)

## General School Procedures

The following guidelines are designed to provide a framework for an orderly and safe school environment.

1. **Absentee Call-in Procedure:** If your child is going to be absent, please inform the school by phoning 467-2501 prior to 9:00 a.m. If the school has not received a phone call by 9:30 a.m., we will try to contact the parents.
  
2. **Accident Procedures:** Any child who receives a minor scrape, cut or bruise will be attended to by our staff. Should a child receive a more serious injury, the following procedure is followed:
  - a) Parents/Guardians or the designated emergency contact person will be phoned. If possible they will transport the student to the family doctor or hospital.
  - b) Should we feel that an ambulance is required, we will not hesitate to call one.
  
3. **Allergy Aware:** At Balmoral School, there are students with life-threatening allergies that could result in an anaphylactic reaction. Some classrooms have students with life threatening allergies to peanuts, and nut products, and to dairy. In addition to knowing how to respond in an emergency, parents and staff also need to be pro-active in avoidance techniques:
  - Be aware of peanuts and nut products and dairy within the confines of the school.
  - Keep lunchroom and eating areas clean.
  - Instruct students in proper hand washing both before and after eating.
  - Teach children not to trade or share food.
  - Monitor carefully food coming in for special celebrations.
  - All parents, staff and students need to be aware about anaphylaxis, the appropriate action in an emergency and avoidance.
  
4. **Assessment and Celebrations:** Students' progress will be communicated at three reporting times throughout the year, using the Provincial Report Card (November, March and June). PowerSchool will be used to view progress reports for grades 5-8 online.
  - **Initial Assessment:** Teachers will be conducting assessments in September in order to determine a profile of students' strengths, readiness, and learning preferences.
  
  - **Progress Conversations:** Students, parents and teachers will meet together to talk about the learning that has taken place, and share learning goals.
  
  - **Final Assessments:** Balmoral School will conduct final assessments in ELA, Math, Social Studies and Science in Grades 7 and 8. These assessments shall count for no more than 15% of the final grade. The results of the final assessment add evidence to the reporting categories on the provincial report card.

- **Parent Meetings:** Should the need arise, parents are welcome to schedule an individual time to meet with teachers throughout the school year.
- **Grade 8 Recognition and Farewell:** Balmoral School will celebrate the experiences of all grade 8 students in a recognition and farewell ceremony. Teachers and students will present profiles of student experiences with speech, images, and/or artifacts. Photographs, stories and accomplishments (sports, art, academic, field trips etc.) will be shared throughout their Balmoral journey. All students will be represented in the presentation.
- **Academic Awards:**
  - Grade 7 & 8 students who achieve an average of 80% or higher for the year, will receive an Honour Roll Certificate enclosed in their report cards.
  - Grade 7 & 8 students who achieve an average of 90% or higher for the year will receive an Award of Excellence Certificate enclosed in their report cards.

5. **Bicycles:** Although racks are provided, students bring their bikes at their own risk. Bicycles that are brought to school need to be parked and locked to prevent theft in the racks. A designated area is provided. They are not to be used on school grounds during the school day. Students riding their bicycles should be supervised by parents/guardians or be old enough to be on their own.
6. **Community Use of Facilities:** The facilities of Balmoral Elementary School may be available for community groups for such purposes as recreational activity and meetings. Bookings may be arranged on an occasional or regular basis by contacting the division office at 467-5100. **Due to COVID, Community Use of schools is currently not happening.**
7. **Digital Citizenship:**
  - Be aware of what you post online. Social media venues including wikis, blogs, photo and video sharing sites are very public. What you contribute leaves a digital footprint for all to see. It is important not to post anything you wouldn't want peers, parents, teachers, or a future employer to see.
  - When writing online it is acceptable to disagree with someone else's opinions, however, please do it in a respectful way. Criticism needs to be constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
  - Be safe online. Never give your personal information, including but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone besides your teachers and parents.
  - Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.

- Do your own work. Do not use other people's intellectual property without their permission. It is a violation of copyright law to copy and paste other's thoughts. When paraphrasing another's idea(s) be sure to cite your source with the URL. It is good practice to hyperlink to your sources.
- Be aware that pictures may also be protected under copyright laws. Verify you have permission to use the image. Students are encouraged to utilize images through Creative Commons, (<http://creativecommons.org>).
- How you represent yourself online is an extension of yourself. It is important not to misrepresent yourself by using someone else's identity.
- Blog and wiki posts should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work be sure it is in the spirit of improving the writing.
- If you run across inappropriate material that makes you feel uncomfortable, or is not respectful, tell your teacher right away.
- Share your digital footprint with your parents and consider their suggestions. Get your parents' input about what information they feel should remain private and what is fine to post publicly. Your parents are responsible for what you do online if you are a minor and may want your passwords and usernames to monitor your social media use.
- Additionally, because technology is constantly changing, you may know more about social media than your family, so you may also want to show your parents and other family members how to create an online presence themselves.

### **Protect yourself**

- There are many ways to protect yourself online. For example, only accept friend requests from people you know. You may interact online with people you have never met in person, however, tell a parent if you are considering meeting one of these people face to face. Additionally, while it is important to be yourself online, it is also important to remember not to post too many identifying details (such as where you live or your social insurance number) because revealing that information can be potentially dangerous or compromise your identity in some way. Do not share passwords with friends and be sure that the computers do not automatically save passwords. Always log off when you have finished using a site – do not just click out of the browser.
- Privacy settings are automatically set by social media providers governing who can see your posts, how information is linked, and what data is available to the public. Each social media platform has different privacy setting defaults and some change those settings without making it obvious to you. As a user of social media, you should determine whether to change the default settings to make access to postings more or less private. For example, if you are creating a personal site to promote a social or political issue, you likely want to make that site open to everyone. However, if you want to discuss a project you are doing in class, it may be better to limit access only to a small group of classmates.

- Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or access to future use of online tools.

### **Cyberbullying takes many forms**

- Cyberbullying is the use of electronic technologies to hurt or harm other people. Examples include:
  - Sending offensive text messages or emails,
  - Posting statements that are not true and create rumors,
  - Circulating embarrassing photos of a classmate online,
 Sometimes, it may be difficult to draw the line between a harmless joke and one which goes too far and becomes hurtful. The proposed Federal Bill C-13 has a comprehensive definition of the behavior that constitutes cyberbullying.

### **Report the behaviour, and get help**

- If you are being cyberbullied or hear about/observe someone else being cyberbullied, or you become aware of harassing or discriminating behaviour, including behaviour conducted online, report the behaviour and get help. You can tell a parent, school staff, another adult family member, or a trusted adult. If no adult is available and you or someone else is in danger, call 911. Students who violate these rules may be subject to discipline.

### **Know what to do**

- It is important not to respond to, retaliate to, or forward any harassing, intimidating, or bullying content. “De-friend,” block, or remove people who send inappropriate content. It may also be a good idea to save harassing messages, as this evidence could be important to show an adult if the behaviour continues. If the behaviour is school-related, print out the messages and provide them to the school when you report the incident.

## **8. Dress Code:**

- Any clothing depicting drugs, alcohol, tobacco, or inappropriate language is not allowed.
- Clothing should be well-fitting and provide appropriate coverage. Short skirts or shorts, halter tops, crop tops or extremely low-rise pants are not considered appropriate dress for school. Students’ undergarments need to be covered by tops and pants, and shirts must cover student’s mid-section.
- Hats, caps, or other head coverings are only to be worn in classrooms under the discretion of the teacher.
- Two pairs of shoes/footwear are required. Indoor shoes are to be worn at all times in the building. Proper outdoor footwear is important to avoid injury. Only non-marking shoes are allowed for inside the school. (We want to respect the great job that our custodian does of keeping the school clean.)



9. **Early Dismissal:** As part of an ongoing effort to improve achievement for our students, the Interlake School Division will be implementing one hour early dismissals during the school year. Early dismissals will provide the opportunity for regular teacher group meetings at the school level. These meetings will focus on further development of instructional strategies to enhance student learning in all our schools.

On early dismissal days, students will be dismissed one hour earlier than the school's normal dismissal time.

10. **Electronic Devices:**

Schools in the ISD recognize that it may be necessary for students to be in possession of electronic devices for personal use or for communication with family. (e.g. cell phones, MP3 players, iPods, etc.) However, the educational integrity of the school and privacy of others must be protected at all times; therefore, the following conditions will apply:

- All electronic devices (cell phones, MP3 players, iPods, etc.) must be **turned off and stored** when the student arrives at school. Electronic devices may only be used in specific circumstances with teacher/school permission.
- During school outings, field trips, or after-school activities, permission to use electronic devices must be given by the staff member in charge.
- The school assumes **NO RESPONSIBILITY** in any circumstances for the loss, destruction, or theft of an electronic device brought to school or to any school-related activity.

If students violate the above rules, the following consequences will occur:

1. **First occasion:** Students will lose their electronic device until their departure that day.
2. **Second occasion:** Parent will need to come to school to pick up the electronic device.
3. **Third occasion:** Repeat of #2.

11. **Emergency Contact Alternate:** In the event we are unable to contact the parents or guardian, the school administration requests that all parents leave the name and phone number of someone to contact in the event of sudden illness, accident or other emergency situation. This may or may not be the same person that is your "storm day" alternate.

**Please update phone numbers if they should change throughout the year by contacting the school, and updating registration information through PowerSchool on-line.**

12. **Field Trips:** During the school year, classes may participate in field trips. You will be notified of impending trips.
13. **Fire Drills:** The school is evacuated at least 10 times during the year to familiarize the students with fire procedures. This necessitates that students wear shoes at all times.
14. **Sunflower seeds** and **aerosol cans** are not allowed at school.

15. **Homework Policy:** The staff of Balmoral School feels that the completion of homework is important to ensure student success. Should students in middle years not complete their assignments, the following are possible opportunities for students to have work completed:
  - Incomplete assignments may be completed either during activity breaks or after school.
  - Parents will be contacted by the teacher if multiple assignments have not been completed.
  
16. **Illness and Communicable Diseases:** Occasionally, we find that cases of communicable diseases occur in the school, (e.g. lice, pink eye). When we discover such cases, we consult public health and inform parents. We encourage families to consult public health with questions about any communicable diseases. Please notify the school immediately if your child is absent with a communicable disease.
  
17. **Lockdowns:** School lockdown procedures are in place as a response to immediate danger in and around the vicinity of the school. Periodic lockdown practices are held to ensure that students and staff are familiar with the procedures should an event occur. Parents/guardians are notified of lockdown practices.
  
18. **Hold and Secure:** Hold and Secure procedures are practiced once throughout the year. A Hold and Secure is where all external doors are locked, any breaks would be taken indoors and classes continue as normal.
  
19. **Lockers:** School lockers will be allocated to Grade 7 & 8 students. Students need to use **combination locks** and lockers are **locked**. Lockers are school property and the school reserves the right to search lockers and seize illegal or dangerous material.
  
20. **Lost and Found:** The lost and found box is located by the back door. Unclaimed items will be sent to appropriate agencies at the end of each reporting period.
  
21. **Medication:** Prescription medicine may be administered by the principal (or designate) if:
  - a) written permission is given by a parent/guardian
  - b) the medication is in an official container from a pharmacy stating the child's name, the drug's name and the dosage to be given
  - c) the medication was given at home previously and was well-tolerated.All medication will be stored in the office.
  
22. **Notes from Home:** Notes from home are required for the following:
  - a) to leave school before dismissal
  - b) to give permission for a student to be picked up by someone other than a parent/guardian
  - c) for any change in the end of day routines

23. **Outdoor Activity** will take place on breaks, outdoors whenever possible. When the weather is questionable, the principal or a staff member will contact Environment Canada Weather Office and determine the “wind-chill” at the time. Outdoor breaks will not take place if the wind-chill is at or below -25 C.
24. **Outdoor supervision** will be provided from 8:20 - 8:50 a.m. and during various activity break times during the day. Students who behave in a fashion that could prove dangerous to themselves or others may have outdoor activity time privileges suspended for a period of time.
25. **Parking**-please use east side parking lot for parking. Parking and student pick-up is not permitted along the highway.
26. **Picking up Students:** Please contact the office and your child will be called to the office. We escort students outside of the building to meet parents/guardians.
27. **Reporting Periods:** All students will receive reports in December, March and June.
28. **School Schedule-Balanced Day**
- |             |   |
|-------------|---|
| 8:20        | Buses arrive                              |
|             | K-8 Students go outside to the Playground |
| 8:45/8:50   | Students enter the building               |
| 8:55        | Opening Exercises                         |
| 9:00-10:40  | Block I Learning                          |
| 10:40-11:05 | K-3 Nutrition Break                       |
|             | Grades 4-8 Outdoor Activity Break         |
| 11:05-11:30 | K-3 Outdoor Activity Break                |
|             | Grades 4-8 Nutrition Break                |
| 11:30-1:10  | Block II Learning                         |
| 1:10-1:35   | K-3 Nutrition Break                       |
|             | Grades 4-8 Outdoor Activity Break         |
| 1:35-2:05   | K-3 Outdoor Activity Break                |
|             | Grades 4-8 Nutrition Break                |
| 2:05-3:45   | Block III Learning                        |
| 3:50        | Bus students dismissed                    |
| 4:00        | Town students dismissed                   |
29. **School Closure:** In the event of storms, which may require that the school be closed, a procedure has been set up for the entire school division. Winnipeg radio stations will announce division-wide closings. If the school will not open in the morning, the stations will announce "**No school for the Interlake School Division Schools**" at regular intervals beginning at 6:30 a.m. Schools close when the wind chill is  $-45^{\circ}$  or lower, temperature below  $-40^{\circ}$  or when roads are poor. Parents will receive an automated call on their phones by 6:30 a.m.

**If school is closed, the buses will not run.**

30. **Storm Day Procedure:** If it should become necessary to close the school and send the students home early, we ask that parents be sure the school has the name of a person (preferably on the same bus route), to whom we can send their child in case parents are not home.
31. **Use of School Phone:** Students will be allowed to use the school phone only with the classroom teacher's permission.
32. **Vandalism and Damage:** All students are required to respect public and private property. Acts of vandalism (e.g.: writing on desks, books, walls, etc.), loss of a supplied text/library books, and/or or damage to school property will be dealt with accordingly and restitution shall be required.
33. **Volunteers** Your support is appreciated, and it will help to make Balmoral School a better place for your child. A Criminal Record Search and Child Abuse Registry check is required by all volunteers in the Interlake School Division.
34. **Visitors:** Parents and visitors are always welcome at the school and we look forward to guests. For the safety and security of all students and staff, you are requested to sign in/out at the office before proceeding to the classrooms.

# INTERLAKE SCHOOL DIVISION STUDENT CODE OF CONDUCT



## INTRODUCTION

The Interlake School Division Student Code of Conduct is written with the intent of improving and maintaining appropriate student behaviour throughout the division and in all areas of a student's life. This document outlines the expectations of the Interlake School Division, the responsibilities of all stakeholders in fulfilling these expectations and the ways in which schools can assist students in adhering to the Code of Conduct. It is all-encompassing and does not refer to specific situations. Instead, it is a guide which gives ideals and methodologies that will pertain to situations which may occur. Students are expected to fulfill the Division's expectations, parents are encouraged to support the Code of Conduct, and school staffs are expected to promote and encourage positive behaviour whenever possible.

As policy and procedures cannot cover all possible circumstances, some discretion should be used by administrators with consideration given to the age of the child and special circumstances surrounding an incident.

Notwithstanding the above, violent incidences will receive serious consequences and no violent incident shall be ignored. Cumulative or multiple offences by the same student will be taken into account when administering the consequences outlined in this document.

## WHAT IS THE CODE OF CONDUCT?

The Student Code of Conduct consists of the expectations that are set forth by the Interlake School Division with regard to the behaviour of all students. Thus, this document is based on the following expectations as set forth by the Division and subsequently goes on to include ways in which all stakeholders can assist in meeting these goals.

Every student shall conduct him/herself with:

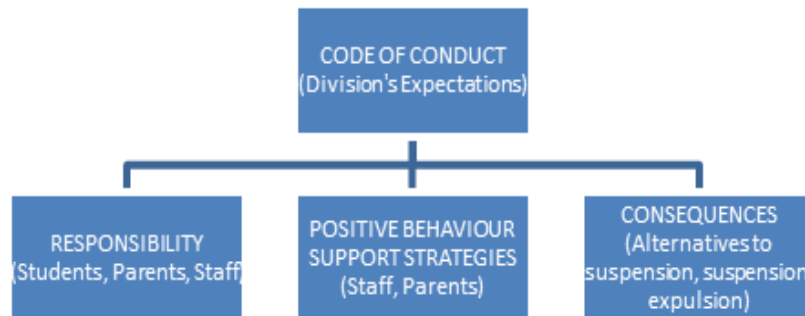
- Academic and social responsibility.
- Respect for the rights and values of others.
- Respect for property.
- Responsibility for the safety of themselves and others.

In addition, the following actions are unacceptable:

- Bullying or abusing physically, sexually, or psychologically, orally, in writing, electronically (Cyber-Bullying) or otherwise.
- Discriminating unreasonably on the basis of any characteristic.
- Gang involvement of any kind.
- Inappropriate use of the Internet and electronic mail.

While students are expected to behave in a positive manner at all times, they are not expected to accomplish the above goals alone. All caregivers have a part in the teaching of appropriate student conduct and thus, through a combination of personal responsibility, positive behaviour support and consequences, the Division's expectations can be met.

The following diagram illustrates this concept:



### **RESPONSIBILITIES:**

Everyone in a school division has responsibilities with regard to fulfilling the Division's expectations. Accordingly, each stakeholder's responsibilities with regard to the Interlake School Division Student Code of Conduct are listed below. It is expected that every person shall do his or her best at all times to uphold their own particular responsibilities so that the school division as a whole will be a safe and positive environment.

**THESE RESPONSIBILITIES ALSO APPLY ON THE WAY TO AND FROM SCHOOL, ON ALL SCHOOL- RELATED ACTIVITIES, ON SCHOOL BUSES OR OTHER VEHICLES BEING USED FOR SCHOOL EVENTS.**

#### **Students are expected to:**

- Attend classes and be punctual.
- Follow the rules of conduct established by the school and the expectations of the Interlake School Division.
- Support a positive and safe school climate.
- Respect all persons and property.

#### **Parents/guardians are encouraged to:**

- Take an active role in their children's learning in ways such as attending meetings or assisting with homework if necessary.
- Ensure that their children follow the school rules of conduct and the expectations of the Interlake School Division.
- Reinforce respectful language and behaviour, appropriate dress and respect for all persons and property.

**Staff members are expected to:**

- Promote a safe school environment.
- Promote a positive atmosphere and pride in the school and school activities.
- Encourage respectful language, appropriate dress and regards for others.
- Inform students and parents/guardians of the school rules of conduct and the expectations of the Division.
- Assist students in learning and maintaining appropriate behaviour.

**POSITIVE BEHAVIOUR SUPPORT STRATEGIES:**

While it is expected that students will endeavour to fulfill their responsibilities with regard to appropriate behaviour at all times, it is recognized that assistance, practice, and correction are also necessary in the development of contributing members of society, and of children in particular. Therefore, whenever possible, staff members are expected to use positive behavior support strategies that are designed to teach and reinforce good behavior.

Some examples of positive behavior support strategies are as follows:

- Student-developed plan for changing behaviour in the future.
- Student-developed plan for alternative response to peers with teacher and counsellor.
- Participation in conflict resolution.
- Participation in anger management sessions.
- Oral or written demonstration of understanding of rules and behavior expectations in specific area of concern.
- Participate in anti-bullying or bullying prevention activities.
- Student-developed plan for long or short term course completion.
- Peer-helping/mentoring.

Many other positive behaviour support strategies exist or can be created by schools in an effort to teach and assist students in learning and maintaining appropriate behaviour.

Schools are encouraged to employ methodologies of this nature, but must ensure that consequences are appropriate and meaningful. Schools will also make expectations of students clear to all, and shall therefore develop individual school codes of conduct that use this document as an overall guide.

**CONSEQUENCES:**

It is also recognized that there are times when positive behaviour supports may be inadequate or inappropriate to certain situations and that additional consequences may be necessary. At those times, positive behaviour support strategies may be combined or substituted for one or more of the following:

**Alternatives to suspension:**

Examples of suspension alternative include such strategies as:

- Consequence options such as loss of recess, break time or other privileges.
- Isolated setting for limited period of time.
- Time missed made up at other free times.
- Socially responsible activities such as area clean-up.
- Restitution for damages to physical property.

Again, many more alternatives to suspension exist or can be created and schools are encouraged to employ such methods. However, alternatives to suspension must be appropriate to the situation and have as their goal the promotion of positive behaviour.

### **Guidelines for Suspension:**

Suspension should be considered for one or more of the following reasons:

- The infraction is of a serious enough nature that behaviour support strategies and alternatives to suspension alone would be insufficient or inappropriate.
- The incident has safety issues and removal from school is a practical action in a given situation.
- Incidents have become cumulative in nature and other methods have thus far been ineffective.

If either or any of the above circumstances exist, suspension should be used in one of the following forms:

- In-school suspension at the discretion of the administrator.
- Teacher suspension from class for up to two school days – Manitoba Regulation 68/97, Public Schools Act 40.3(1).
- Administrator suspension from school for up to five school days – Manitoba Regulation 68/97, Public Schools Act 40.5(2).
- Superintendent suspension from school for up to six weeks – Manitoba Regulation 68/97, Public Schools Act 40.6. This will occur by request, in writing, by the principal of the school to the superintendent.
- The Board may suspend a student for an extended period or expel upon the recommendation of the superintendent.
- When students are suspended from school, they are also suspended from any school-sponsored activities that occur in any school or on any grounds in the division during school hours and any school-sponsored activity regardless of venue (i.e. hockey rink).

**The following actions will result in consequences ranging from a minimum 5-day up to 6-week suspension, including expulsion. Exceptions will be cases that require administrators to consider the age of the student or special circumstances that may be present.**

- Possession or use of drugs, drug paraphernalia or alcohol.
- Possession or use of weapons.

### **Notification of Suspension:**

Notification of a suspension shall be made to:

- The Superintendents Department using the *Notification of Suspension* form D-4(R3-F1) along with a copy of the letter to the parent. In cases where the suspension involves a violent incident a *Violent Incident Report Form D-4(R3-F2)* will also be completed and submitted.
- The parent/guardian and to the student if the student is an adult, verbally and then by letter.
- The letter to the parent shall contain the following information:
  - Duration, beginning and ending dates of suspension.
  - A description of the conduct for which the student was suspended.
  - Any other extenuating circumstances which may exist.
  - An explanation of what a school suspension encompasses [refer to 5.2(f)]



**Appeal of Suspension:**

- An appeal of a suspension of five (5) days or less shall only be heard by the school principal.
- An appeal of a suspension greater than five (5) days shall be heard by the Interlake School Division Board of Trustees.
- The student will be required to remain out of school for the duration of the suspension or until the appeal is satisfied.

**Consequences for Special Education Students:**

It is recognized that special education students sometimes act in inappropriate ways due to the nature of their disability or their impaired emotional state. Accordingly, principals are expected to have knowledge of these special circumstances and to employ support strategies or use consequences that are appropriate for the situation.

If behavior plans and IEPs are in place for certain students, principals should act in accordance with these pre-arranged plans.

**Expulsion:**

Further to suspension is the act of expulsion. Expulsion will be used in the Interlake School Division in extreme situations and may only be invoked by the Board of Trustees. Expulsion will be considered by the Superintendent in consultation with the school administrator and possibly the Student Services Department and given to the Board as a recommendation. The Board of Trustees will then hold a Hearing for Expulsion which may be attended by the student and his or her guardians, and legal counsel if desired. The Board shall rule on the decision and inform the student and guardians after all discussions ensue. The decision of the Interlake School Division Board of Trustees shall be final.



## **Balmoral School**

### **Balmoral School Code of Conduct:**

**Students** in our school are expected to:

- Be respectful of all school division student, staff, and visitors to the school
- Be aware of school procedures
- Be cooperative and responsible for their behaviour, attendance, and all assignments
- Arrive on-time, well rested, and well nourished.
- Have the necessary materials, and to take care of these materials whether they are their own or belong to others
- Develop listening, writing, logical reasoning, and reading skills in their pursuit of their academic and personal goals
- Show common courtesy and to respect the rights of school facilities and environment as well as themselves
- Report safety concerns to a staff member
- Be responsible for their conduct on school premises, on the way to and from school, on out-of-school activities that are part of the school program, and while traveling on a school bus or in a vehicle being used as part of the school program

**Parents/Guardians** are expected to:

- Be partners with the school in achieving a high standard of education for their children in a safe and secure environment
- Be partners with the school in promoting appropriate school conduct
- Be partners with the school in modelling respectful behaviour when in conversation with staff and students
- Ensure that their children attend school regularly and punctually
- Communicate with school staff at parent-teacher conferences and on other occasions

**Staff are expected to:**

- Set and model good examples of behaviour, be respectful of parents, colleagues and students
- Acquire the skills and techniques necessary to deal effectively with a wide range of student needs
- Establish and maintain a pleasant and orderly learning environment throughout the school
- Encourage activities which promote a safe school environment
- Evaluate and communicate information about progress, achievement and inappropriate behaviour to students and parents
- Respect student safety and discipline concerns, and shall give students fair hearings on such matters

## **Restitution:**

Behaviour management is an ongoing focus within all educational environments. Traditionally, problem behaviours in the classroom and schools have often been punishment focused which, in many cases, does not bring about sustainable, long term positive changes in behaviour. Compliance with rules does not address underlying issues and concerns that need to be dealt with. In order to reverse this trend and to deal with misbehaviours in a more positive way, the Interlake School Division is implementing a restitution program. With restitution, students are expected to take responsibility for the actions and to repair their mistakes. The goal is always that students return to their group strengthened.

By engaging in the restitution process students learn better ways to be and become more self-disciplined. Instead of coercing students to behave through punishment, students are engaged in conversations that focus on ways they can get their needs met without disrupting the needs of others. Students are encouraged to behave in ways that support their values/beliefs rather than simply being compliant with rules.

The Interlake School Division began implementation of a division-wide restitution program in the 2015-2016 school year. This included training for all teaching and non-teaching staff. The Interlake School Division continues to collaborate with all stakeholders as we continue to make this shift towards a more positive behaviour management system.

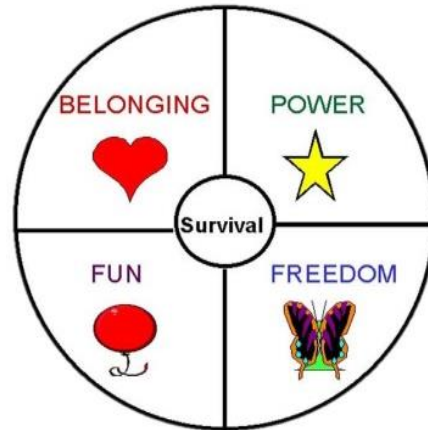
## **Restitution at Balmoral School:**

We believe that, with guidance, students can learn to manage their own behaviour. Mistakes are an opportunity to learn. Restitution, as part of discipline, creates a balance that allows students to fix their mistakes in order to be strengthened, develop resilience, and learn from the experience.

Important goals of our responses are:

1. to correct the misbehaviour
2. to support the student in making appropriate choices
3. to make right what was wrong
4. to foster healthy personal relationships in the future
5. to protect and foster self-worth, acceptance, and success

## Making Mistakes



### Needs

A restitution school believes that we behave in a certain way to meet one of our needs: Survival, Freedom, Belonging, Power, & Fun.

### Mistakes

When we try to meet our needs, we choose certain behaviours. When that choice hurts another person, or takes away from another person's needs, we've made a mistake.

### How Do We fix our Mistakes?

### Restitution Triangle



The process of fixing a mistake is something called the Restitution Triangle, and the model consists of three parts:

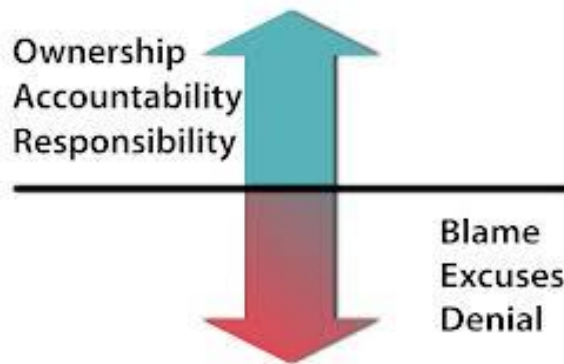
1. We recognize that we made a mistake
2. We identify what we really wanted or needed
3. We make two plans
  - a) to make the situation better
  - b) to make a plan to make a better choice next time a similar situation arises.

## What about Consequences?

At Balmoral School, we believe that when we make a mistake, we should have the opportunity to fix it and learn from it.

Ideally, when mistakes are made, the offending member will take responsibility, own it, and fix it. However, sometimes, the same mistake is repeated several times, without an effort to correct it. When this happens, consequences will be the next course of action.

## Bottom Lines



Bottom lines are a list of behaviours that are considered totally unacceptable. Should these behaviours occur, staff will deal with the situation in a timely manner. Bottom line behaviours are identified because they are contrary to our school beliefs.

At Balmoral School we believe in being safe, responsible, and respectful citizens.

<b>Beliefs</b>	<b>Bottom Lines</b>
Safety	<ul style="list-style-type: none"><li>- violence</li><li>- verbal bullying, physical bullying, or cyber-bullying</li><li>- weapons</li><li>- intoxicating substances</li></ul>
Respect	<ul style="list-style-type: none"><li>- cursing, threats</li></ul>
Responsibility	<ul style="list-style-type: none"><li>- theft, vandalism</li></ul>

## Rules for Transported Students

1. Students shall obey the driver promptly and respectfully. The driver is in full charge of the conduct of students on the school bus.
2. Students shall be held responsible for the condition of their seats. The driver has the authority to assign seats.
3. Students shall be at their designated stop five minutes prior to scheduled bus arrival time. (The bus shall wait if ahead of schedule.) Students shall follow all road safety rules.
4. Conduct is to be observed. Students shall sit facing forward, and shall not stand or move about the bus while the vehicle is in motion. Ordinary conversation is appropriate. Loud or vulgar language will not be tolerated.
5. Students shall not throw garbage on the floor of the bus or out of the windows.
6. Students shall not get on or off the bus except at designated points, unless a note signed by their parents(s)/guardian(s) or school office requesting a different stop has been given to the driver.
7. Extra students may only be transported at the discretion of the bus driver and will be transported only with prior approval of the driver.
8. Students shall not eat or drink on the bus unless permission has been granted by the driver and/or supervising teacher.
9. Carry-on items for regular school programs must be transported safely and shall ONLY be carried with the permission of the driver.

If you require transportation please contact the transportation department at 204-467-8730.



**Balmoral School  
Handbook  
2021-2022**