

BALMORAL  
**BANDITS**



**STUDENT HANDBOOK  
2024-2025**

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 **2024-2025** 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
Grade K/1	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
	Mrs. D. Rody	drody@isd21.mb.ca
Grade 6/7	Mrs. H. Tuckett	htuckett@isd21.mb.ca
Grade 7/8	Mr. C. McLean	camclean@isd21.mb.ca
Music	Ms. V. Moldowan	vmoldowan@isd1.mb.ca
Band	Mr. D. Horbas	dhorbas@isd21.mb.ca
Sewing	Mrs. D. Rody	drody@isd21.mb.ca

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

Learning Support  
School Counsellor  
Administration

Mrs. T. Procter  
Mrs. D. Rody  
Mr. M. Lawson

tprocter@isd21.mb.ca  
drody@isd21.mb.ca  
mlawson@isd21.mb.ca

Educational Assistant  
Educational Assistant  
Educational Assistant  
Educational Assistant  
Child/Youth Support Worker  
Library Clerk  
Custodian

Mrs. C. Kaegi  
Mrs. D. Prochner  
Mrs. K. Kachur  
Mrs. J. Margetts  
Mrs. R. Boucher  
Mrs. A. Bruce  
Mr. J. Gear

### **INTERLAKE SCHOOL DIVISION**

Superintendent/CEO  
Assistant Superintendent  
Student Services Administrator

Mrs. M. Ward  
Mr. T. Moran  
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, and Physical Education/Health. 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:

#### **Learning Support Teacher**

Mrs. T. Procter is our learning support 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 learning support department.

Mrs. Procter is also our Early Literacy Teacher. The ISD Early Literacy program assists grade 1 classrooms in reading.

#### **School Counselor**

Mrs. D. Rody 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 her at 204-467-2501. Mrs. Rody is 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.

## **Physiotherapy & Occupational Therapy**

This program is available under the direction of the divisional physiotherapist and occupational therapist. Christina Rambarran is the divisional occupational therapist for Balmoral School.

## **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.

## **School Social Work Clinician**

Balmoral School works with and consults with divisional Social Work Clinicians to provide support for students and families.

## **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. The 2024-2025 School Plan can be found on the Balmoral School Website. It includes goals for student learning experiences to be accessible, equitable and responsive.

- This year, learning opportunities will become more ACCESSIBLE through: Literacy skill instruction that meets the needs of each student.
- This year, learning opportunities will become more EQUITABLE through: Social Emotional Learning (SEL) programing and culturally responsive pedagogy resulting in improved student well-being and a positive school climate.
- This year, learning opportunities will become more RESPONSIVE through: High quality numeracy instruction that is responsive to student needs.

## 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 (December, 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 in Grades 7 and 8.
  
  - **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.
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.

### **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.
- 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.)

See the ISD’s admin procedure on Dress Code at <https://www.interlakesd.ca/ap-3070-dress-code/>



9. **Electronic Devices:**

On August 15, 2024, Manitoba Education and Early Childhood Learning Minister, Nello Altomare, informed all Manitoba School Divisions to review and revise their administrative procedures to include clear guidelines for cell phone use in Kindergarten to Grade 12 schools.

We believe that ISD students have the right to learn in environments with limited distractions and where the potentially harmful impacts of cell phones and other personal devices are minimized.

In alignment with provincial guidelines and our responsibility for fostering safe, caring, respectful and inclusive schools, ISD will be implementing consistent expectations for student use of cell phones and other personal devices across all schools:

Kindergarten to Grade 8:

1. Students are not permitted to use cell phones or other personal devices during school hours, including breaks and lunch.

2. Students requiring a cell phone or other personal device during school hours for specific educational or medical needs, outlined in a Student-Specific Plan, will be granted access by the school Principal as necessary.

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.

10. **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.**

11. **Field Trips:** During the school year, classes may participate in field trips. You will be notified of impending trips.

12. **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.

13. **Sunflower seeds** and **aerosol cans** are not allowed at school.

14. **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.
15. **Illness and Communicable Diseases:** Occasionally, we find that cases of communicable diseases occur in the school, (e.g. lice). 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.
16. **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.
17. **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.
18. **Lockers:** School lockers will be allocated to Grade 7 & 8 students. Students need to use **their locks** and lockers are to be **locked**. Lockers are school property and the school reserves the right to search lockers and seize illegal or dangerous material.
19. **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.
20. **Medication:** Prescription medicine may be administered by the principal (or designate) if proper ISD paperwork is completed and the following criteria are met:
  - 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.

Please see the ISD Admin Procedure for more information:

<https://www.interlakesd.ca/ap-4010-administration-of-medication/>

21. **Notes from Home:** Notes from home are required for the following:
- to leave school before dismissal
  - to give permission for a student to be picked up by someone other than a parent/guardian
  - for any change in the end of day routines
22. **Outdoor Activity:** will take place on breaks, outdoors whenever possible. When the weather is questionable, the principal or a staff member will use information from Environment Canada and determine the “wind-chill” at the time. 15 minute outdoor breaks will occur between -25 C and -30 C. Outdoor breaks will not take place if the wind-chill is at or below -30 C.
23. **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.
24. **Parking:** please use east side parking lot for parking. Parking and student pick- up is not permitted along the highway.
25. **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.
26. **Reporting Periods:** All students will receive reports in December, March and June.
27. **School Schedule-Balanced Day**
- |             |   |
|-------------|---|
| 8:20        | Buses arrive                              |
|             | K-8 Students go outside to the Playground |
| 8:50        | Students enter the building               |
| 9:00        | Opening Exercises                         |
| 9:00-10:40  | Block I Learning                          |
| 10:40-11:00 | Nutrition Break                           |
| 11:00-11:20 | Outdoor Activity Break                    |
| 11:20-1:00  | Block II Learning                         |
| 1:00-1:20   | Nutrition Break                           |
| 1:20-1:45   | Outdoor Activity Break                    |
| 1:45-3:30   | Block III Learning                        |
| 3:30        | Town students dismissed                   |
|             | Pick-up students dismissed                |
|             | Daycare students dismissed                |
| 3:55        | Bus 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. Parents will receive an automated call on their phones from the Interlake School Division. Radio stations and local news channels will announce division-wide closings. Schools’ close when the wind chill is  $-45^{\circ}$  or lower, temperature below  $-40^{\circ}$  or when roads are poor.

**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. ISD's [Volunteer In Schools](#) administrative procedure will be followed. This includes a Criminal Record Search, Child Abuse Registry check, completion of Respect in Schools course. This 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.
35. **Violent Threat Risk Assessment (VTRA):** The ISD and Balmoral Elementary School are committed to creating and maintaining a safe environment for all students and staff. Our school will not ignore threats, and are committed to developing comprehensive plans and processes to deal with student threats and/or high-risk behaviours. A VTRA is a process used by school and divisional staff to investigate specific behaviours such as threats to harm self and/or others. The school and division can activate a VTRA to determine the level of concern/threat and then respond accordingly. For more information, please refer to the admin procedure for Violent Threat Risk Assessment at <https://www.interlakesd.ca/ap-4200-violence-threat-risk-assessment/>

## ISD's CODE OF CONDUCT

ISD's admin procedure Code of Conduct: <https://www.interlakesd.ca/ap-3050-code-of-conduct/>

## DEPARTMENT OF EDUCATION'S CODE OF CONDUCT

The Department of Education's "[Provincial Code of Conduct](#)"

## BALMORAL SCHOOL'S CODE OF CONDUCT



### Code of Conduct:

Our school community believes that positive behavior of all students is necessary for children to be safe and to learn. Our school's positive behavior model is based around 3 big ideas: "Be Respectful – Be Responsible – Be Safe". We encourage and promote positive behaviors to all of our students. School staff understand the importance of teaching positive behavior strategies to our students. We understand that perfect behavior all the time is unrealistic, and students come to school with the skills they have developed. Our job is to correct, re-teach, and encourage students to develop behaviors that will lead to them having success in the school environment, and society in general. Our school will strive to make reasonable accommodations to all of our students to allow them to be successful and happy learners. We will strive to be inclusive and positive when it comes to correcting behaviors in our students.

There are times when our "Bottom Lines" are crossed and despite everyone's best efforts appropriate interventions and disciplinary consequences will take place. Some examples could include:

- Informal discussions with teacher or Principal
- Parental involvement
- Withdrawal from the classroom setting
- Behavior contract
- Removal of privileges
- Detention
- Suspension

**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



## 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

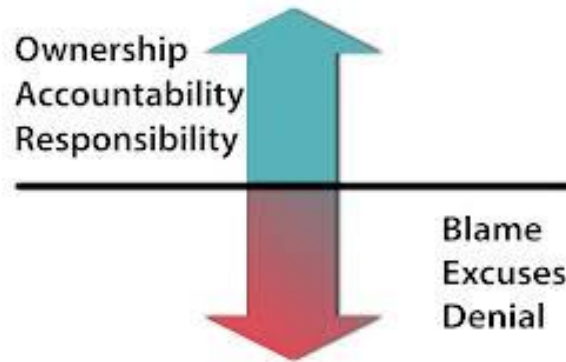


The process of fixing a mistake is something called the Restitution Triangle, and the model consists of three parts:

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.



## 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.

### Beliefs Safety

### Bottom Lines

- violence
- verbal bullying, physical bullying, or cyber-bullying
- weapons
- intoxicating substances

### Respect

- cursing, threats

### Responsibility

- theft, vandalism

## The Zones of Regulation

We feel it is important for us to not just focus on the academics at school, but the development of the “whole-child”. We feel it is our duty to teach students about their emotions and how to best deal with them. Many of our students are familiar with the “Zones of Regulation” curriculum as a framework for understanding our emotions, and the importance of self-regulation.

Below is a summary of “the Zones”. We encourage families to talk to their children about this important topic, and get them to reflect on things they have learned about SelfRegulation at school and home.

### The ZONES of Regulation®

<b>BLUE ZONE</b>	<b>GREEN ZONE</b>	<b>YELLOW ZONE</b>	<b>RED ZONE</b>
Sad Sick Tired Bored Moving Slowly	Happy Calm Feeling Okay Focused Ready to Learn	Frustrated Worried Silly/Wiggly Excited Loss of Some Control	Mad/Angry Mean Terrified Yelling/Hitting Out of Control

## **Bus Transported Students**

### **Bus Safety/Ridership**

While on the bus, students are governed by the school rules and expectations. Bus drivers are also able to place additional expectations on riders to ensure the safe transport of students. Riders who are unable to adhere to the expectations risk having their ridership privileges revoked.

- Every year our students will be trained on how to ride the bus properly and what to do in case of an accident/evacuation.
- For more specific information see Bus Ridership Expectations at <https://www.interlakesd.ca/transportation-department-brochure/>
- A caregiver should be at the bus stop or at home when your child gets off the bus. If that's not possible, make sure your child knows exactly what to do – continue straight home, wait for you, call someone, go to a neighbor's house, or whatever you've arranged beforehand.

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