



# Family and Student Handbook

## 2024-2025

*Together; we CARE, we LEARN, we GROW*

### **SOUTHWOOD SCHOOL STAFF 2024-2025**

Principal - Marge Thiessen

Vice Principal - Dawn Machel

School Counselor - Courtney Baudry

Learning Support - Melissa Heinrichs, Holly Gushulak, Vanessa Kluz

Literacy Support - Donna Neufeldt, Lisa Coulter

Numeracy Support - Trevor Neufeld

Kindergarten - Helga Vogt, Christine Gudmundson, Corliss Friesen, Shania Neyron

Grade 1 - Lindsay Hrehirchuk, Mandy Murphy, Tabitha Cavanaugh, Kendra Friesen, Jessie Olfert, Brittany Hildebrand

Grade 2 - Sandi Kauenhofen, Kayla Mehling, Tamara Banman, Laurie Cox, Trudy Smeltz

Grade 3 - Tara Bairos, Julia Hiebert, Valley Bergman

Grade 3/4 -- Katie Bridle, Kristjana Peterson, Michaela Dueck

Grade 4 - Marianne Neufeld, Cassie Healey, Katherine Schneider, Teighlor Porth

Physical Education - Cheryl Chernos, Shania Neyron

Music/Band - Karla Brown, Sarah Stegne

Administrative Secretary - Cindy Froese

Secretary - Amber Friesen

Library Support Specialist - Sarah Locke

EA - Kathy Bergen, Amber Friesen, Hilda Hildebrand, Karen Hoffman-Peters, Kristy Klassen, Charlene Kratavicius, Erica Rempel, Abel Schinke, Jennifer Schroeder, Elizabeth Ikhine, Christy Bolisay, Lorie Chipilski, Kristina Schelenberg, Kristelle Dueck, Aimee Friesen, Yvette Hammer, Yvette Fisher, Tanisha Thakar, Vanessaandel, Janett Seibel, Reanna Stack, Jordana Robart

Custodian - Russ Sobering

Custodial Assistant - Scott Ritchot, Lolita Catalan

**Southwood Calendar** [Website Calendar Link](#)

**SOUTHWOOD - 2024 - 2025 DATES**

DATE	2024-2025	SOUTHWOOD SCHOOL EVENT
Sept.	2	Labour Day
	3	Admin / PD Day & Meet the Teacher Night
	3	Staff Meeting
	4	First day of classes for Gr. 1-4
	4, 9, 10 & 11	Kindergarten Staggered Entrance Days
	TBD	Assembly – 3:00 - 3:25 p.m - Care Learn Grow (no K's)
	10	First regular school day for odd day Kinders
	11	First regular school day for even day Kinders
	13 & 16	Strong Connections Gr 1-4
	25 & 26	Photo Days
	26	Terry Fox Run
	27	Orange Shirt Day – Grades 3 and 4 – Special Event
	30	Truth and Reconciliation Day - Monday
Oct.	7	Assembly – 3:00 - 3:25 p.m – Gratefulness (no K's)
	14	Thanksgiving Day – No School
	25	MTS PD DAY – No School
Nov.	6	Picture Retake Day
	7	Assembly 12:00 - 12:25 p.m. – Remembrance Day
	8	Admin/PD Day
	11	Remembrance Day - Monday
	22	Admin/PD Day – No School
	26	Report Cards Term 1 On Parent Portal
	28	Student Led Conferences – 4:30 - 8:15
	28	Book Fair Evening – 4:30 - 8:00
Dec.	TBD	Southwood Winter Concert ( Gr. 3 & 4)
	16	Assembly – 3:00 - 3:25 p.m. – Holiday Celebration
	20	Last day of classes before Winter Break
Jan.	6	First Day of Classes after the Break
	6	Assembly 3:00 - 3:25 p.m. – Math Challenges
	31	PD Day – No School
Feb	3	Assembly 3:00 - 3:25 p.m.– I Love to Read Month
	TBD	Kindergarten Report Cards On Parent Portal
	17	Louis Riel Day – No School
	19	Winter Fun Day
	26	Pink Shirt Day - Kindness Assembly
	28	HTA PD Day – No School
Mar	3	Chocolate Sales
	TBD	Artist In the School
	7	Administration Day – No School
	10	Assembly 3:00 - 3:25 p.m.– Showcase of Learning

	25	Report Cards Term 2 On Parent Portal
	27	Student Learning Expo – 4:30 - 7:30 p.m.
	28	Last day of classes before Spring Break
Apr.	7	Back to School
	14	PD Day – No School
	18	Good Friday - No School
	22	Assembly 3:00 - 3:25– Caring for others and the earth
May	TBD	Volunteer Appreciation Event
	TBD	Middle School Welcome evening
	6	Kindergarten Welcome Evening
	8 & 13	Pre-Kindergarten Orientation Days
	TBD	Assembly 3:00 - 3:25 – TBA
	19	Victoria Day – No school
	22	Spring Concert Event (Gr. 1 & 2)
June	9	Assembly 3:00 - 3:25 – Celebration of Achievement
	23	Next Level Day
	25	Grade 4 Farewell (Parent Assembly 9:15 a.m.)
	26	School Picnic and Last Day of School
	27	Final Term Report Card On Parent Portal
	30	Admin Day – No Classes

### **DAILY ROUTINE**

8:50	Students enter school in the morning
9:00	O’Canada and Announcements
9:05-10:30	Learning Block 1
10:30-10:45	K/1 Nutrition Break/Recess
10:45-11:00	Gr. 2/3/4 Nutrition Break/Recess
11:00-12:00	Learning Block 2
12:00-1:00	Lunch/Activity Break 12:00-12:30 (K/1’s eat lunch and Gr. 2/3/4’s Break) 12:30-1:00 (Gr. 2/3/4’s eat lunch and K/1’s Break)
1:00-2:05	Learning Block 3
2:05-2:20	K/1 Nutrition Break/Recess
2:20-2:35	Gr. 2/3/4 Nutrition Break/Recess
2:35-3:40	Learning Block 4
3:40 - 3:45	Dismissal

## **ARRIVAL AND DISMISSAL ROUTINES**

School doors are open as of 8:50 am and students are welcome to come into the school at that time. Students should not arrive prior to 8:30 am as there will be no supervision prior to this time. As children arrive at school they will be expected to stay outdoors until 8:50 am. Backpacks and school bags can be kept on their backs, hung on the fence, or placed on the ground near the entrance door. Supervision is available for early bus students and on the schoolyard starting at 8:30 am.

Students are dismissed at the following times. 3:40 – Early Bus Students head straight to their buses. 3:45 - Walkers and Pick ups dismissed to their grade level pick up zones - see the attached map. Late bus students are dismissed to their bus lines. Parents who are picking up students, please see that section.

## **ATTENDANCE**

It is expected that students will attend school each day. Please be aware that missing even a few days of school each month can have a great impact on your child's learning. However, please do not send students who are ill to school. If a student becomes ill during the day parents/guardians will be notified.

## **CALL BACK SYSTEM**

As a safety measure, this system is used to ensure the whereabouts of our children. The process involves three important steps.

- 1) The parent/guardian of a child who will be absent from school **must** notify the school. This can be done by contacting the teacher or office by phone or email between 8:30-9:00. Or you can use your Parent Portal access to directly excuse your child, selecting one of the reasons in the drop down menu.

Phone: 204-326-3518

Email: [southwood@hsd.ca](mailto:southwood@hsd.ca)

- 2) Shortly after 9:10 am and 1:00 pm, teachers will notify the office of unexcused absences.
- 3) Our office staff will call the home or given numbers to confirm the student's absence.
- 4) An automated phone call will occur, leaving a message if we have not confirmed the reason for an absence through the above listed attempts.

## **END of DAY Arrangements**

Predictable routines that remain the same day to day, help us keep your children safe and secure as they travel to and from school. We know that changes to family's schedules occur, but if at all possible we ask that you keep the end of day routine the same for your child, i.e. if your child takes the bus home, if at all possible, do not make changes to that routine. If, for a serious reason, you need to change your child's home time routine, you must call the school prior to 3:00 to arrange changes. This ensures that we have enough time to communicate changes with our staff and your child.

## **Information and Communication:**

Our school website is a great place to find school schedules, newsletters, staff names and email addresses, PAC information and much more.

We encourage you to follow our Instagram feed on the website for day by day updates on school news. In addition, you can always reach the school via email at [southwood@hsd.ca](mailto:southwood@hsd.ca). The secretary or principal will respond to your emails as promptly as possible. Our phone number is 204-326-3518 if you prefer to call.

## **WEATHER and RECESS**

All students are expected to go outside for some fresh air and exercise. Exceptions are made only if there is a doctor's note stating that the child is well enough to be at school, but has a condition requiring that he/she stay indoors. In the case of rain and/or extreme cold, we follow our winter weather guidelines are:

**-25 to -29 Celsius (with a wind chill)** – All students will stay indoors for all or partial recesses.

**-30 Celsius or below (with a wind chill)** – Students will stay indoors for the whole recess.

In the case of multiple indoor recesses due to cold weather, teachers may choose to take their class outside for a 5 – 10-minute break if needed. At these times, the class will be very closely supervised.

In the case of extreme heat, time outdoors may be shortened or activities restricted. Students will be encouraged to stay hydrated and drink plenty of water.

Parents, please ensure that your child is dressed appropriately for weather conditions.

## **HEALTHY LUNCHES**

Healthy food is essential for learning. Therefore, we encourage all students to bring a balanced lunch to school that reflects the guidelines in the Canada Food Guide. Please avoid large portions of junk food and sugary drinks. We appreciate your efforts to provide a healthy lunch for your child. If providing a healthy lunch is difficult, please talk to our secretary and we can include your child in our daily lunch program, without cost to you.

## **NUTRITION BREAK SUPERVISION**

Hanover School Division provides supervision for students during the nutrition breaks. Educational assistants on our staff and one teacher on call will be responsible for the students during this time. All students are welcome to stay at school during the lunch break, as long as they follow the rules of the lunchroom/playground and are respectful to the supervisors. If students are disrespectful or uncooperative during lunch break, alternative arrangements will have to be made for the student to eat elsewhere.

## **ACTIVITY BREAKS**

Activity breaks occur three times throughout the day, there are two 15 minute recesses and one 30 min recess. Teachers and EA's will be on supervision during this time.

## **SOUTHWOOD SCHOOL IS A "NUT AWARE SCHOOL"**

At Southwood School, we are committed to providing a safe environment that is inclusive for all children. In common with most other schools, we have a number of children with nut allergies. Southwood School is 'Nut Aware'. We do not describe the school as being 'Nut Free' because we can't guarantee that students or adults have not brought nuts, or traces of nuts, into the building. We ask that you are aware of this policy and take

care to make sure your child's lunch does not contain nut items that would put someone else's child in danger. If you have any questions, please feel free to contact the school.

### **BUS TRANSPORTATION**

Students are required to use their assigned bus only and will not be able to bring guests on the bus. All students are expected to respect the bus driver and follow rules for safety, both on field trips, and to and from school. Bus misconduct reports could result in a loss of transportation privileges. Our goal is to ensure the safety of all students using bus transportation.

### **FOOTWEAR AT SCHOOL**

Students must wear appropriate footwear inside and outside at all times. We request that all students keep a pair of runners at school which they can wear inside. Concerns for school cleanliness, personal hygiene, and safety prompt our request for this change of footwear.

### **CLASSROOM ACTIVITIES - Special Events**

Teachers are in charge of planning activities for the classroom. Timely communication from teacher to parents and parents to teacher is crucial for these events to run smoothly. Requests to bring special treats for birthdays or other events need to be made well in advance. We encourage parents to restrict special event treats for classes to snack type foods rather than larger meals. This is to avoid over supplying young students with more food than is appropriate during the day, as students all bring lunches to school. For special "Show & Tell" type events, parents should make sure that these will fit into the teacher's plans. Teachers are also aware of allergies and phobias, and may restrict treats or visits from pets due to these considerations.

### **PHONES and Phoning Home**

Students may not bring cell phones or other devices from home. This is according to Hanover School Division Policy for elementary school students from Kindergarten to Grade 4.

Students who obtain a telephone pass from their homeroom teacher may use the phone in urgent situations. Students need permission from an adult in the school to make and accept phone calls. Calls need to be made or taken under the supervision of a staff member. This may include a "speaker phone" conversation if the student is unable to communicate clearly. Students seeking permission to go to a friend's house after school will not be given permission to use the phone, as these arrangements need to be made by parents prior to the school day. Teacher permission is required for all students to either send or receive outside communication during school hours.

### **FAMILY CONTACT INFORMATION**

Please make sure the school is advised of any changes in telephone numbers, places of employment, medical information, etc. It is important that we have updated information in case of an emergency.

### **LEARNING COMMONS/Library**

Each class has one period in the learning commons/library in a 6-day cycle. Please help your child return his/her books with a loan period of 2 weeks.

Please help your child to:

1. Handle books with care and place them in a safe spot.

2. Carefully supervise interested preschoolers.
3. Keep books away from pets.
4. Transfer the books in a plastic bag to and from school, especially on rainy days or if drinks are kept in the backpack.

Getting a book wet often destroys a book completely. In this case, a fine letter is sent home and a specific fee is requested which is determined by the age of the book, its original condition, and replacement cost. If a book has obviously been misused (evident by rips, markers, drawings, etc.), but does not need to be replaced a small fee will be requested. A note from the parent explaining the reason for the book's bad condition is much appreciated.

### **RESPONSIBLE USE OF TECHNOLOGY**

Hanover School Division has implemented policy and procedures regarding student, staff and visitor rights and responsibilities in the use of technology in our school division. (See HSD Responsible Use of Technology Policy, Code AH, [at this link](#). Staff, students and visitors and volunteers must adhere to the policy respecting appropriate use of electronic devices and the Internet, including the prohibition of accessing, uploading, downloading or distributing material that HSD determines to be objectionable or contrary to the divisional mission statement. Upon registration and prior to volunteering, parents will be expected to read the policy and sign it indicating they understand the policy. At Southwood School students are only allowed on the Internet with a teacher's permission. Our larger goal is to teach students to be good "digital citizens", as they use technology for their learning.

### **LOST AND FOUND**

*Lost and Found* items are displayed on shelves in the front foyer. Items such as watches, jewelry, glasses, etc. are kept in the office when found. You are encouraged to check the *Lost & Found* for missing items. Unclaimed items will be brought to the Steinbach MCC Thrift Store at the end of every month. Be sure to **clearly label** your child's shoes, boots and ski pants - this will be a great help in reclaiming lost items.

### **DROPPING OFF AND PICKING UP STUDENTS**

Please, ***DO NOT USE THE BUS LANE OR THE STAFF PARKING LOT TO DROP OFF YOUR CHILD***. Doing so puts your child and others at risk! The parking lot is for staff use only. Any special Parking Arrangements **MUST** be made with school administration.

You may STOP on Barkman Avenue or 3<sup>rd</sup> Street in the loading zones to drop off or to wait for your child; however, if you want to PARK and leave your vehicle you **may not use** the loading zones. Parking in a loading zone has resulted in many drivers being ticketed.

### **VISITORS and Parents REPORTING TO THE OFFICE**

All visitors, including parents, are required to identify themselves at the office. This is one of the ways we ensure that children in our building are safe. If you are coming in to pick up your child, we ask that you wait for them at the front office while our staff calls into the classroom. This minimizes interruptions in the classroom and ensures safety for students. Remember that while you are your child's family, you are a stranger to all of the other students in our building.

It is also important for the office to be aware of relatives or friends who have been asked to pick up children from our school. These visiting adults should have been cleared by a call to the office by the student's parents/guardians.

### **EMERGENCY SCHOOL CLOSING**

When weather conditions are questionable or extreme please visit the Hanover School Division Website or listen to a local radio station such as AM 1250, AM 950 or CJOB 680, for up to date school cancellation information. School closures will be announced between 6:30 and 8:00 in the morning. You will also receive an automated phone call from the Hanover School Division Office, to inform you of the school closure, provided we have your updated contact information. Bus route delays will also be available on the Hanover School Division website @hsd.ca

### **PUBLIC HEALTH CONCERNS and COMMUNICABLE DISEASES**

Although the public health nurse is not available at our school on a regular basis, any problems such as pinkeye or head-lice should be reported to the school immediately as they are highly infectious and need to be dealt with at once.

### **VALUABLES OR PERSONAL BELONGINGS**

Please do not bring valuable personal items from home. They can inadvertently get damaged due to the carelessness of other students. Theft is also a concern. We cannot be responsible for any loss or damage done to these items. Teachers have varying approaches to students bringing small toys to school. We recommend that students keep their personal toys at home unless they are part of a teacher initiated plan or project.

### **BICYCLES**

Bicycles are to be parked in bike stands during school hours. Students are not to go near the bike stands during the school day. Students must walk their bikes while on the schoolyard. It is strongly recommended that students use locks on bikes.

### **STUDENT DRESS CODE**

Students are asked to dress appropriately for the elementary school environment. Clothing that has offensive language or suggestive wording is not permitted.

### **VOLUNTEERS**

Volunteers are an essential part of Southwood School. For the safety of all of our students we require a Criminal Record Check and a Child Abuse Registry Check to be completed prior to volunteering. This check is required for all of our parents that will be going on any kind of field trip. There are many different opportunities for parent volunteers for as little or as much time as you are willing to commit. All new volunteers at Southwood will receive our volunteer handbook which provides further details for you. Please inquire at the office if you would like to become a volunteer.

### **EMERGENCY and SAFETY PROCEDURES**

Southwood School tries to anticipate the many types of emergencies or dangers that can take place in a school setting. Each year we review the procedures and responses that would be used if and when an emergency arises. If your child is injured at school we will assess the nature of the injury, apply any necessary First Aid and if necessary, call the parent. An ambulance would be called in case of a serious injury.



Staff use the following proactive safety strategies;

- Staff teams have been given training in CPR and First Aid
- Procedures and plans for fire emergencies, bomb threat, response to dangerous individuals are reviewed and rehearsed by the crisis team. These plans address a wide variety of scenarios.
- Identification tags for all staff, volunteers and for HSD employees are used.
- Practice drills for fire, tornadoes, and lockdowns are completed with the entire school population each year. Parents are notified when we rehearse lockdown drills.

## **HOUSE COLOUR SYSTEMS**

The house colour system is designed to help build our school community, citizenship, and give students a sense of belonging and ownership. Each grade is assigned to a house colour, identified by one of five colours: Pink, Yellow, Purple, Orange, Green or Blue.

Within their house colour designation, students participate in special events like CARE, LEARN, GROW challenges, dress up challenges, assemblies, and other cross-grade activities throughout the year.

Our aim is that the house system will give students a focus of identity outside of their classroom. By strategically planning to have cross grade activities we provide opportunities for students to meet peers with whom they may not otherwise interact. It also allows older students to build skills related to citizenship, responsibility, and mentorship.

Students earn points for their house by participating in school activities, community service, and adhering to our school motto – CARE, LEARN, GROW. Houses are also awarded points for positive behaviour and citizenship. Over the course of the year, colour house teams will be drawn to participate in the CARE, LEARN, GROW award activities led by the school principals. All staff members are also part of the house colour teams.

## **BEHAVIOUR INTERVENTIONS**

**When students are behaving in ways that put themselves or others at risk or continue to disrupt the learning environment, interventions are necessary to keep all students safe and learning. First and foremost, Southwood staff work positively with students to assist them in regaining control of their actions. We use a variety of strategies both proactive and reactive. You may hear your child(ren) talk about being in a coloured zone. They are referring to “The Zones of Regulation” – a curriculum written by Leah M. Kuypers.**

**What are The Zones of Regulation ?**

- A curriculum designed to foster self-regulation and emotional control.
- Southwood School has adopted this great resource and works at putting it into practice as a whole school involving all grades K-4.
- The students learn that they have zones, or different levels, of emotional states. They become aware that their emotions and sensory needs, as well as their environments, can influence which zone they are in.
- Students identify what coloured zone they are in and why. They then learn what tools or strategies to use to get themselves back to the “Green Zone.”

BLUE	GREEN	YELLOW	RED
Sad	Happy	Frustrated	Mad/angry
Sick	Calm	Worried	Terrified
Tired	Okay	Silly/Wiggly	Yelling/hitting
Bored	Focused	Excited	Out of control
Moving slowly	Ready to learn	Loss of some control	

### **Managing Behavior - Responses to repetitive behavior that is difficult for students to self manage.**

Sometimes students are not ready to work at a higher level of self-control and self-reflection. In these cases, we manage their behaviour more “externally” with consequences, with the hope of one day moving to more self-understanding. The following pages have some descriptions of behaviour levels and possible consequences we would consider.

#### **Level I Behaviours**

Examples of level 1 behaviours are

- Running in building
- Unsafe/rough play
- Littering
- Spitting
- Failure to follow classroom/playground rules.
- Classroom disruption/excessive noise
- Disruptive transitions
- Hands-on/play fighting
- Non-directed profanity
- Out of assigned area
- Put-downs/name-calling
- Inappropriate displays of affection

#### **Level I Consequences**

Consequences for Level 1 behaviours may include but are not limited to:

- Verbal discussion - including apologies, restitution or problem solving strategies.
- Loss of privileges - including time out on the playground, eating lunch outside of the classroom, etc.
- Time out with supervision - sitting out of an activity for a period of time
- Clean up duty

## **Level II Behaviours**

Here are some possible examples of Level II behaviours:

- Repeated Level I behaviour
- Aggression – severe verbal and physical

## **Level II Consequences**

Consequences for Level II behaviours may include but are not limited to:

- Verbal correction
- Loss of privileges
- Behaviour plan
- Time out
- Clean up duty

## **Level III Behaviours**

Level III behaviours could include:

- Chronic Level II behaviour
- Theft/stealing
- Physical aggression
- Vandalism
- Possession of inappropriate and potentially unsafe objects
- Intimidation/verbal threats
- Harassment/bullying
- Verbal abuse/directed profanity
- Disrespect, non-compliance or defiance toward adults
- Assaultive behaviour
- Cyber-bullying

## **Level III Consequences**

Level III consequences could include:

- Pay for damages
- Behaviour plan
- Referrals for programming
- In-school suspension
- Out of school suspension

## **FREEDOM FROM HARASSMENT POLICY**

Southwood School's Code of Conduct Plan is supported by Hanover School Division's *Freedom from Harassment Policy* (3B-45 at [www.hsd.ca](http://www.hsd.ca)). The policy outlines the consequences of harassment and procedures for reporting harassment. This policy also outlines the procedure for investigating and dealing with harassment claims.

## **CYBER-BULLYING**

Cyber-bullying is bullying using any electronic media and includes text, images, and video sent via email or posted on blogs or on-line public forums such as YouTube, FaceBook, Twitter(X), Instagram, etc.

Cyber-bullying is considered a Level III Behaviour and, if proven to be connected to the school community in any way, will not be tolerated. Cyberbullying that does not affect students at school will need to be handled by the parents at home.

Digital Citizenship is taught in the Phys. Ed./Health curriculum and is revisited constantly as students use technology at school. Parents are also encouraged to remain very vigilant in monitoring your children's activities on the computer while at home or at a friend's home.

## **SCHOOL BUS DISCIPLINE POLICY**

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

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

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

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

### **II. Behavior Guidelines and Consequences**

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

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

#### **Consequences for Class 1 Offenses**

- First Offense – Warning or 1 to 5 days suspension
- Second Offense – Warning or 1 to 5 days suspension
- Third Offense – 5 to 10 days suspension
- Fourth Offense
  - 10-day minimum suspension
  - Possible loss of all bus service
  - Parent/Principal meeting (optional)

**B. Class II Offenses**

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

**Consequences for Class 2 Offenses**

- First Offense – Warning or 1 to 5 days suspension
- Second Offense – 5 to 10 days suspension
- Third Offense
  - 10-day minimum suspension
  - Possible loss of all bus service
  - Parent/principal meeting (optional)
- Fourth Offense – loss of bus service

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

**What is bullying? What is it?**

<p><b>TEASING</b></p> <ul style="list-style-type: none"> <li>● Everyone is having fun</li> <li>● No one is getting hurt</li> <li>● Everyone is participating equally</li> </ul>	<p><b>CONFLICT</b></p> <ul style="list-style-type: none"> <li>● No one is having fun</li> <li>● There is a possible solution to the disagreement</li> <li>● Equal balance of power</li> </ul>
<p><b>MEAN MOMENT</b></p> <ul style="list-style-type: none"> <li>● Someone is being hurt on purpose</li> <li>● Reaction to a strong feeling or emotion</li> <li>● An isolated event (does not happen regularly)</li> </ul>	<p><b>BULLYING</b></p> <ul style="list-style-type: none"> <li>● Attacked physically, socially, and/or emotionally</li> <li>● Unequal balance of power</li> <li>● Happens more than once over a period of time</li> <li>● Someone is being hurt on purpose</li> </ul>

## **PROTOCOL FOR ADDRESSING CONCERNS**

Students aren't always going to get along, and conflicts are a normal part of childhood. In fact, learning how to resolve issues on our playgrounds and in our classrooms can teach many social skills, including empathy and sharing. At Southwood School, we use a variety of student centered and classroom wide interventions to support students when dealing with conflict. We also understand that issues of conflict come home to you as the parents and guardians. When this occurs and there are concerns or questions that need addressing, we ask that parents and guardians follow the protocol below when addressing these concerns.

### **What Can I do when there is a Problem at School - Helping my child through difficult circumstances.**

1. Always speak to the teacher most directly involved with the problem. He/she will be the most likely to solve it with you. For Example: If your son or daughter is experiencing difficulty in music class, speak to the music teacher first.
2. Always consult with your child's classroom teacher. They are in charge of your child's education for the year. Set up a meeting and state your concerns specifically.
3. If the problem continues and cannot be resolved with your child's teacher, you can speak with the Learning Support Teacher, Vice Principal, or Principal.

Note: In order to keep lines of communication open and positive, it is a good idea to follow these steps in order. People in step two or three can only address issues if the previous steps have been followed. This is their professional code of conduct.

Understanding the line of communication in Manitoba schools is essential in working to resolve a concern in a school community. This line of communication should be followed in this order:

1. Classroom Teacher (Responsible for providing educational programming and working with parents to achieve that goal)
2. Principal (Responsible for running the school and overseeing the learning environment including safety, discipline of students, and care and maintenance of the building)
3. Superintendent (Responsible for providing leadership in all matters relating to education in the school division)
4. School Board (Responsible for determining school policy and overseeing its implementation. The divisional school board is generally accepted as the 'final word' on school division concerns)
5. Education Administration Services/Dispute Resolution Coordinator (Education Administration Services can provide assistance to parents on government policy and legislation. The Dispute Resolution Coordinator assists parents with concerns involving programming and placement for students with IEPs)

*Working Together: A Guide to Positive Problem Solving for Schools, Families and Communities*

**CONCLUSION:**

The purpose behind every expectation and procedure outlined in this handbook is to create a safe, secure, and respectful environment for all members of our school community, facilitating academic and social growth. We are looking forward to a fabulous year! Thanks for joining us in making it successful and memorable.