**Gretna Elementary School**

622 9th Street

Box 90

Gretna, MB R0G 0V0

Email: gretna@blsd.ca

**Property of …**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City/Town: \_\_\_\_\_\_\_\_\_\_\_\_\_ Province/State: \_\_\_\_\_\_\_\_\_\_**

**Postal Code/: \_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Number: \_\_\_\_\_\_\_\_ Homeroom: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Welcome to Gretna School**

**2019-2020**

**GOAL MISSION STATEMENT**

We, the parents/guardians, students and staff of Gretna School work together to create a positive and safe environment which fosters academic, social and extracurricular achievement.

**Gretna School Vision**

1. **Academic and Other Achievements:**
	* To create equal learning opportunities for all students using all available resources, focusing on strong academic and other achievements.
2. **Positive and Safe School Atmosphere:**
	* To create an atmosphere in which parents/guardians, students and staff will work to foster a positive and safe environment. Learning will happen in an atmosphere that is respectful, caring and fair.
3. **Working Together:**
	* To create an effective school in which all participants (staff, students, parents/guardians) work together in a co-operative and supportive way, demonstrating mutual respect.

**The General Educational Philosophy**

1. Each child has the right to be recognized and treated as an individual.
2. Education is a co-operative effort, and it is when parents and schoolwork in co-operation and harmony that a child benefits most positively from his/her school experience.
3. Evaluation is continuous and by a variety of means.
4. We support the grade or level concept in academic skills. If a child has special needs - an adapted program may be developed for him/her. A child should be placed so he/she can learn in the most enabling, least restrictive environment.
5. We support the Restitution Model of Discipline.
6. The school will strive to foster an open, tolerant, inquiring atmosphere in the learning process.
7. The staff shall always consider the total development of the child to help him/her to develop a full, well-rounded, well-adjusted personality.

 To realize these objectives to the fullest, the school must seek the full co-operation and support of the community and people whom it serves, in an open and positive relationship, so that goals and aspirations may be realized.

**CODE OF CONDUCT**

**Students**

**Have the right to expect that:**

* They will be treated with courtesy, consistency, fairness, respect, and in a non-discriminatory manner as outlined by the *Human Rights Code*.
* There will be clear, relevant learning activities related to the outcomes of *Manitoba Education Curricula*.
* They will be able to work in a school climate which is safe, pleasant, orderly, respectful, and conducive to learning; free of bullying or physical, psychological, verbal, or sexual abuse, in written, oral or physical form.
* School personnel will be accessible to students for help concerning learning activities, personal and career decisions, in a manner and a time that suits the situation.
* Feedback regarding learning activities will be provided in a timely fashion.
* School administrators will monitor programs and instruction in the school.
* Staff will adhere to and apply the divisional *Code of Conduct Policy*.
* They will have the opportunityto participate in school activities.
* Teachers will abide by the terms of their *Professional Code of Conduct.*
* Their special needs will be taken into consideration in relation to expectations and accommodations. i.e. differential instruction, adaptations, and modifications.
* There will be clear criteria with respect to the assessment and evaluation process.

**Are responsible for:**

* Attending regularly and punctually.
* Being prepared for all classes by bringing required materials and completed homework assignments.
* Making arrangements for required work missed due to absence.
* Treating students and parents/guardians fairly, consistently, and respectfully.
* Developing respect for self, others, and property.
* Maximizing education opportunities through active participation.
* Resolving conflicts and difficulties in a manner that is mutually acceptable and meets the *Code of Conduct* of the school.
* Taking pride in their school and community.
* Using the technology in an ethical manner.
* Following legal and school behavioral expectations as outlined by the Divisional Policy.

**Parents/Guardians**

**Have the right to expect that:**

* They will be treated with courtesy, consistency, fairness, respect, and in a non-discriminatory manner as outlined by the *Human Rights Code*.
* Teachers will provide effective instruction for students and will display enthusiasm for teaching and learning.
* School staff will respect others and property.
* Students will be able to participate in curricular activities.
* Reasonable precautions will be taken to ensure the safety of students to and from school, and while in school.
* Administrators will exhibit leadership and support for students and for staff.
* Administrators will actively supervise programs and instruction in the school.
* Teachers will teach the required Manitoba approved curricula, as well as, provide the assigned programs and services using appropriate teaching practices and methods.
* Clear, relevant learning activities will occur in the school, along with explanations for the evaluation procedures to be used.

**Are responsible for:**

* Treating staff with courtesy and respect.
* Informing themselves of school expectations and procedures.
* Treating students and parents/guardians fairly, consistently, and respectfully.
* Instilling in their son or daughter:
* The desire to work to the best of his/her ability.
* An understanding of the importance of education.
* Respect for property and resources.
* Respect for the rights of fellow students and staff.
* Recognition of the authority of the school staff to ensure a safe, secure, non-threatening learning environment.
* Contacting the school when there are areas of affirmation and concern.
* When possible, attending school events and meetings to give support to the school.
* The regular attendance of their child in school.
* Informing the school when their child will be absent.

**Professional Staff**

**Have the right to expect that:**

* They will be treated with courtesy, consistency, fairness, respect, and in a non-discriminatory manner as outlined by the *Human Rights Code*.
* Students will attend school regularly and on time, with assignments completed and with appropriate materials.
* The behavior of students will promote a positive learning environment.
* Administrators will provide leadership and support.
* They will receive appropriate feedback with respect to their performance.
* They will have the support and cooperation of students, parents/guardians, colleagues, and staff in the performance of their duties.
* Students will observe school behavioral expectations.

**Are responsible for:**

* Planning, teaching, and supervising assigned classrooms or courses.
* Establishing and maintaining a learning environment which is pleasant, orderly, respectful, and conducive to students’ learning.
* Evaluating student achievement in accordance with fair assessment practices.
* Communicating information about student progress, attendance, behavior, and special needs to students, parents/guardians, and administration.
* Arranging suitable out-of-class time for assisting students.
* Providing an environment that will promote self-esteem.

**GRETNA SCHOOL’S STUDENT BEHAVIOUR PLAN**

The school has introduced and is continuing to implement the Restitution Model in dealing with student behavior management.

In Restitution, we recognize that making mistakes is part of being human, and that learning to fix the mistake or rebuilding trust strengthens people.

When the process of making restitution does not appear to be working or the situation is unsafe or disrespectful, students will be sent to the office and will be dealt with as follows:

*Students sent to the office for severe or unsafe misbehavior will be dealt with on an individual basis. Parents will be contacted about the incident, and the consequences.*

**HARASSMENT POLICY**

Complaints of harassment will be dealt with by staff or administration. Complaints will be investigated and action will be taken. Possible actions may include talking to the perpetrator, loss of privileges, suspension from school, etc. In dealing with each situation we will be guided by a Restitution Philosophy. We believe that students should be given the opportunity to fix their mistakes. Throughout this process the rights of the victim will be paramount. Students who re-offend will be dealt with more severely.

**OTHERS:** **For Safety Reasons**

- Students are expected to stay on the school grounds all day. If they need to leave school grounds, parents must either send a signed note or telephone the school to give permission. **Information regarding our lunch hour expectations will be sent home.**

 - Kindergarten to grade 3 students who use the park playground should cross the street only at the crosswalk, and **ALWAYS** be on the alert for cars.

- Students must wear appropriate footwear at all times. NO bare feet or socks.

* + Students are expected to keep their hands and feet to themselves. Play fighting is not encouraged.
	+ Skateboarding is allowed, but only from 8:30 to 8:50 a.m. on either cement pad; grades K-3 on the front and grades 4-8 on the back. Students must wear helmets.

**DRESS CODE**

*Border Land School Division Dress Code Guidelines:*

**STUDENT DRESS CODE**

***Schools, together with administrative interpretation of their applicability, shall consider the following guidelines and definitions:***

* All clothing shall be neat and clean.
* Clothing may not distract attention from schoolwork of either the wearer and/or other students. Guidelines determining appropriate dress shall be based on the premise that a student must be dressed appropriately when the school is considered as a work place.
* When deemed appropriate, students shall remove outerwear and footwear, and store these clothing items in their lockers or assigned storage areas before proceeding to, or engaging in, any other activities.
* Industrial arts and vocational students shall wear the appropriate uniform.
* People must wear shoes or runners in schools, as they may have to evacuate the school immediately in case of an emergency.

**These points shall be enforced as expectations for dress code.**

* No one may wear any clothing that displays offensive wording, pictures, graphics, symbols, or slogans.\*

 \* Offensiveness is;

* + Any wording, symbols, or depiction with sexual connotations.
	+ Any wording, symbols, or depiction related to substance abuse including pictures of liquor, marijuana leaves.
* Any wording, symbols, or depictions, which offend reasonable community standards.

The Division recognizes the possibility of multiple interpretations of a “Definition of Offensiveness”. Appeals regarding the decisions of school administrators shall be via the Superintendent and the Board (in that order). Pending the outcome of appeals, students shall comply with the school administrator requirements.

* The wearing of gang colors or insignia of any sort is subject to disciplinary action.

***Gretna School Policy:*** *Students and staff are responsible for dressing appropriately at school.*

We take pride in the appearance of our students and staff. Our dress reflects the quality of our thinking and actions.

All staff will take responsibility for helping students understand the dress code. Students whose clothing does not fit school expectations will be informed that their clothing is not appropriate, and may be given different clothing to wear, or sent home to change.

1. All clothing is expected to be clean and modest.
2. Footwear: Students are expected to wear appropriate footwear at all time, in case they need to evacuate the buildings.
	1. Runners for physical education (no sandals)
	2. Sandals are acceptable as inside shoes.
3. Shirts: Students are expected to wear shirts at all times.
	1. No halter tops
	2. Straps on tank tops must be two fingers wide
	3. Shirts must cover midriffs.
	4. Slogans on shirts must be in good taste and not offensive.
4. Pants and shorts
	1. Shorts are to be worn in a way that no underwear is showing, and no parts of their body is inappropriately exposed.
	2. Pants are expected to be clean and worn in such a way that underwear is covered.

**Daily Schedule at Gretna Elementary School**

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| --- | --- |
| **Time** | **Event** |
| **8:30** | **Doors to the School opened** |
| **8:50** | **Bell rings to come inside** |
| **8:50 – 9:00** | **Opening Exercises** |
| 9:05 | Period 1 |
| 9:35 | Period 2 |
| 10:05 | Period 3 |
| **10:35 – 10:50** | **RECESS** |
| 10:55 | Period 4 |
| 11:30 | Period 5 |
| **12:00 – 12:20** | **LUNCH** |
| **12:20 – 12:55** | **Students go outside** |
| 1:00 | Period 6 |
| 1:30 | Period 7 |
| **2:00 – 2:15** | **RECESS** |
| 2:20 | Period 8 |
| 2:55 | Period 9 |
| **3:25** | **CLEAN UP AND GET READY** |
| **3:30** | **END OF DAY – BUS STUDENTS DISMISSED** |
| **3:35** | **TOWN STUDENTS DISMISSED** |

School doors open at 8:30 a.m. Students are asked to place their backpacks on the lobby shelves and then go outside until the bell rings at 8:50 a.m. Town students need not be at school until 8:45 a.m.

***If parents need to drop off anything for their child during class time we would ask that it is left in the office and the school will take it to the classroom. We want to minimize distractions to their learning during their class time.***

**LUNCH and RECESSES**

Students are expected to go outside during all recesses. If it is too cold, or raining, an announcement is made, and students are allowed to stay in their classrooms. Staff will use discretion when making decisions on these days.

|  |
| --- |
| **Indoor Recess Guidelines**(*The temperatures are with the windchill*) |
| **-27 or warmer** | Outside recess |
| **-27 to -35** | Teacher discretion (they will make the call) |
| **-35 or colder** | Indoor recess |

Students are given 20 minutes to eat lunch and should remain in a desk. When the 12:20 bell rings, they are expected to clean up their area and get ready to go outside. If they require more time to finish their lunch, they are given more time, but we encourage them to finish quickly. Town students are encouraged to go home for lunch. At all times students should be in their seats, keep their hands and feet to themselves, and be respectful towards all adults and staff who are on lunch duty.

**CHANGE IN ROUTINE FOR STUDENTS WHEN LEAVING SCHOOL**

For your child’s safety and staff’s peace of mind, we request that if your son or daughter is going anywhere else except home after school that you, as parents, **call us or send a note confirming that you are aware of these plans**. **This is very important if your child is going to be taking the bus with another student. Our bus drivers MUST have a note for the student to go on that bus.** Staff have also reminded students of the above procedure.

**HAIR CHECKS**

Hair checks are conducted by a group of volunteers organized by the Parent Advisory Council. All students are checked several times a year, or as needed. If nits are found parents will be notified. Once the student has had the treatment they may return to school. If parents do not have the proper treatment options available, please be in touch with the school. We will work with families to help clear up the situation.

**LIBRARY**

Kindergarten students may check out 1 book every school day. All other students are allowed to check out up to 3 books at a time. Students can return and exchange books several times per week. This is left to the discretion of the home-room teacher. Students who sign out books are responsible for the book. If it gets lost, or damaged, they may be charged $6.00, or replacement value. The decision to charge for lost books will be decided by the principal and librarian together.

**EXTRA-CURRICULAR ACTIVITIES**

**Inter-school Teams Grades 7 and 8**

* Our inter-school teams are generally for grades 7 and 8 but may include grade 6 students, if

necessary to form a team.

* Our school encourages all junior high students to participate in our inter-school sports program. At Gretna we look for active, healthy kids and being part of our sports teams is one way we encourage physical activity.
* Transportation will usually be by bus, but there are occasions when the team numbers are low and it makes more sense to take one or two cars. Parents may be asked to help in this area.

**BAND**

Grades 7 and 8 students will take part in our band program. Each student will be charged $50 for band. This covers the cost of repairs to any instrument. The school will cover any instrument rentals. Our goal is to make band affordable for each family and w have budgeted to cover instrument cost. If you are unable to cover the $50 please contact the office and we can make arrangements on a payment plan that works for you. Students in the band program are expected to perform at school functions, and also attend some festivals as arranged by the band teacher.

**STUDENT ASSESSMENT**

In Kindergarten to grade 3, students are assessed on the work they do on a daily basis. A wide variety of assessment tools are used to assess a student’s ability level. Running records, one-on-one interviews, observations, and tests are just some of the assessment tools the teacher will use. In grades 4 to 8, students are also assessed using a wide variety of assessment tools. The results for the K-6 report card will be reported using a scale of 1-4. Grades 7 and 8 will also be reported on using a 1-4 scale and their final grades will be converted to letter grades. The weighting of each assignment will be determined by the teacher and explained to the student.

A written report of your child’s progress will be sent home in November, mid-March, and at the end of June. For the November report, students will be involved in a three-way conference where a discussion will take place between the student, parent and teacher. This conference will focus around the student’s strengths, areas to improve on, and the outlined goals for the upcoming term.

Parents need to make appointments for interviews with teachers for November and March, or whenever a teacher, or parent, feels it is necessary.

Please do not hesitate to contact your child’s teacher if you have any concerns.

**EMERGENCY PROCEDURE FOR SEVERE WEATHER**

SCHOOL BOARD POLICY

**In the AM**

If weather conditions are such that bus service is deemed inadvisable, the Transportation Coordinator will make the decision between 6:30 and 7:00 AM. A decision not to run the buses will mean that students will not be in attendance for that day in the affected region. Information for families will be shared on our Facebook page ([www.facebook.com/gretnaelementaryschool/](http://www.facebook.com/gretnaelementaryschool/)), our school website (<http://www.blsd.ca/school/ges/Pages/default.aspx>), or on the radio stations listed below:

* Golden West 950 AM
* The Eagle 93.5 FM

**In the PM**

For the afternoon regular dismissal:

Buses will leave at their regularly scheduled time, or not at all. In order to ensure safety of transported students, it is recommended that buses do not leave the school other than at their regularly scheduled times.

If the weather has deteriorated significantly over the day, the buses will not run. This decision will be made at 2:00 PM so that the schools have ample time to notify parents and/or arrange appropriate billets.

SCHOOL PROCEDURE

If severe weather occurs while students are already at the school there will **NOT** be an early closing. Classes will continue as usual, as the students are safe at school. If the blizzard continues into the afternoon and the buses are canceled, we will adopt the following procedure:

1. the school will begin to phone parents to notify them as to where their children are going. Every bus student should have a billet family they can stay with in case of a storm.

**Please have this arranged in advance and notify the school so we know where to send your child.**

1. all students will be kept in school until 3:35 p.m., unless a parent arrives to pick up his/her child. We ask that all parents, when arriving at school report to the office, so the school can account for all students as they leave the building.
2. if we receive telephone instructions from a parent, then students will be allowed to leave, as per instructions, with a billet parent, or with a ride prior to 3:35 p.m.
3. after 3:35 p.m., if the weather permits we will send any town students, who have not been picked up, home on foot, and their billet students with them.

**MEDICATION**

It is the policy of our school not to dispense medication to our students unless it has been prescribed by a physician. To dispense this medication, a form must be completed by the parent, giving the school permission to administer the medication. Medicines such as Tylenol, Advil, etc. can be administered at the school. In these situations, parents will be contacted by phone to receive permission before administering medication. Parents may also send a note with details of when their child can have a Tylenol. Permission will be need on a daily basis for these types of medication.

The medication must be stored in a locked cupboard in the office and will be dispensed by an adult who works at Gretna School. A record of medication and time that it was given will be recorded in the office.

**LOCK DOWN PROCEDURE**

In the event an armed intruder enters the building, who poses a threat to our students or staff, the following general announcement will be made:

 **“Attention students and staff please remain in your classroom until further notice - we are in a lock down.”**

Students in the hall are ushered into the nearest classroom

1. Lock the door. Once the door has been locked **do not** open it until there has been an announcement on the PA, and the principal or a police officer has come to your door and informed you that the lock down is over.
2. Cover windows
3. Turn off the lights
4. Students sit against assigned walls.
5. Be Quiet
6. **Remain in the classroom until you are informed that the lockdown is over**. **Staff and students will be informed via the PA that the lockdown is over. They are to remain in their classroom, in lock down, until the principal or a police officer knocks on the door and informs you that the lock down is over.**

Students in the washroom are to remain there.

1. Enter a stall, lock the door and sit on the toilet tank. Stay there until the Principal or a Police Officer tells you can leave.

Students in the Computer Lab, Music room, French room, Art room are to stay there with the teacher or adult in charge. Students in the gym go to the change room.

Students and supervising staff outside of the building are to move to an assigned spot

1. K – 3 playground will go to the east end of the church
2. 4 – 8 playground will go to the south side of the arena
3. Wait until the principal or a police officer tells you it is safe to return to the school
4. De-brief the group in a safe spot.

Students need to play their best game of ‘hide and seek’ inside the classroom and need to stay away from glass (windows), and keep quiet. Teachers need to email Jason and Vicki as to the status of their students and indicate who is missing and where they might be. (ie. Johnny went to the bathroom and has not returned.)

**Jason/Vicki** will call 911. Police will arrive and follow their protocol.

***Classes/Staff will remain in lockdown until the principal announces that the situation is back to normal.***

# ICT\* USE AGREEMENT/FAIR NOTICE

**Manitoba Education, Citizenship, and Youth has provincially mandated infusion of technology in teaching and learning so that students may develop literacy for the future. Teachers direct and supervise the use of technology. Technology is required in all curricula.**

**Student rights:**

* Students, like everyone, have the right to be safe in the online environment\*.
* Students have the right to access information that is free from hate propaganda, sexist, homophobic, racist, pornographic, or obscene content.
* Students have the right to access selected educational ICT resources for their learning.

**Student responsibilities:**

* *Appropriate behavior:* When using ICT, all students will maintain the behavior outlined in their school’s Code of Conduct.
* *Safe behavior:* Students will not reveal, post, or send personal information about themselves or others in the online environment (last name, address, phone number, pictures, passwords, or school name).
* *Respect for others in the online environment:* Students will be polite and will create and use appropriate content. Students will not offend or threaten others.
* *Responsible participation:* Students will exit any inappropriate sites or resources and will inform a teacher if inappropriate resources are accessed.
* *Work cooperatively:* Students will work with peers and staff to create a positive environment to enhance learning.
* *Respect for property:* Students will treat equipment with respect and will follow the school guidelines for ensuring that equipment is properly maintained and the network remains secure. Students will respect the owners of ideas by requesting permission for use of copyrighted work, and by giving credit to the source of the information that they access.

**School responsibilities:**

* Border Land School Division (BLSD) has a responsibility to provide a safe learning environment. We take precautions to protect our staff, students, and schools by restricting access to inappropriate materials.
* BLSD staff have a responsibility to teach students about safe, responsible, ethical, and appropriate use of ICT.
* Students use technology in an open and constantly changing environment. Potential risks or dangers always remain, and BLSD cannot guarantee that access to ICT will be free from all controversial or inappropriate materials. We will do our best to provide a safe and secure learning environment.

**Please review the Rights and Responsibilities for your child’s participation in learning activities using ICT. Take some time to discuss these with your child.**

**STUDENT THREAT RISK ASSESSMENT**

This bulletin serves as Fair Notice to the parents/guardians of BLSD that all incidents of threat to self-harm or to harm others will be actively investigated. After a threat is made, this investigation will begin even if parents/guardians cannot be informed immediately. Continued efforts will be made to contact the parents/guardians of the student who made the threat that a threat assessment is being done.

**Why am I getting this information?**

Every parent needs to know how schools respond to threats including technology-based threats.

**Why am I getting it now?**

All schools have been trained to respond to threats and assess risks in order to keep students safe.

**What is a Threat?**

A threat is communicating intent to do harm or act out violently against someone or something. Threats may be verbal, written, drawn, electronic (email, Facebook, cell phone, etc.), or made by gesture. Threats will be taken seriously, investigated and responded to.

**Duty to Report**

Because of the serious nature of a threat, school staff, parents, students and

community members must report all threat related behaviours.

**Who is Involved in a Threat/Risk Assessment?**

Each school team has a Threat/Risk Assessment Team which is multi-disciplinary. The team may include the principal, vice-principal, guidance counselor, school division clinicians and other agencies including the police.

**Other Agencies and Partners**

Schools have connections with partners and agencies including local police, RCMP, Mental Health, and Child & Family Services. These partners may participate in gathering information, analyzing information and developing and implementing intervention plans.

**What Happens in a Student Threat Risk Assessment?**

All threat making behaviour(s) by a student(s) are reported to the principal who activates the protocol for the initial response.

When a threat occurs, it is essential to:

1. Make sure that everyone is safe.

2. Interview the threat maker, teachers, other school staff, friends, classmates and peers, parents, and any and all other people who might have information connected to the threat-making incident to collect information.

3. Search the student’s backpack, locker, desk, and any other location at school and sometimes at home (student’s bedroom) or in the community that provides information connected to the threat.

4. Connect with identified partners and agencies to share information about the threat.

5. Analyze all the information and assess if the threat is low, medium or high.

6. Develop intervention plans that will be shared with parents, staff and students (as required).

7. Put the intervention plans into action together with identified partners and agencies.

**What is the Purpose of a Student Threat Risk Assessment?**

* To ensure the immediate safety of students, staff, parents and community members.
* To decide if the threat-maker will act on the threat
* To develop and implement an intervention plan that addresses the emotional and physical safety of all parties including students, staff, parents, community members and the person making the threat.
* To promote the ongoing emotional and physical safety of all students, staff, parents and community members.