

LOCKPORT SCHOOL

2022 - 2023

STUDENT HANDBOOK

Mr. H. Freiter, Principal

Mr. D. Marshall, Vice Principal

**129 Lockport Road
Lockport, MB
R1A 3H6**

204-757-9881

<https://www.lssd.ca/schools/lks/>

Twitter – LOCK_LSSD

Instagram – lockportlancers

Instagram – lockport_lancer_athletics

TABLE OF CONTENTS

Calendar.....	3-4
Expectations for Common Areas.....	4-5
Student Code of Conduct.....	6
Training Camps.....	7
Interventions and Supports.....	7
General Procedures.....	8
Daily Schedule.....	8
Lunch Break.....	8
Absences.....	8
Attendance and Lateness.....	8
Holidays/Vacations.....	8
Dress Code.....	8-9
Cell Phones.....	9
Electronics and Use of Internet.....	9-10
Emergency Closing.....	10
Fire Drills.....	10
Leaving School Property.....	10
Gum and Sunflower Seeds.....	11
Canteen.....	11
Lockers.....	11
Minibikes, Snowmobiles, Cars.....	11
Lockport Instagram.....	11
Teacher Advisor Groups.....	11
Telephone.....	11
School Photographs.....	11
Student Fee.....	11
Programs and Reporting.....	12
Course Requirements.....	12
Evaluation of Student Progress.....	12
Grade 9 Credit System.....	12
Student Activities.....	12
Awards.....	12
Student Services.....	13
Student Violence Threat/Risk Assessment.....	13
Suspension.....	13-14
Bus Conduct.....	14-15
Smoking / Vaping Policy.....	16
Alcohol and other Substances.....	16-17

**REVISED
Lord Selkirk School Division
2022-2023 School Calendar**



	Monday	Tuesday	Wednesday	Thursday	Friday
September 2022				1	2
	5 Labour Day	Day 1 6 Admin (K-12)	Day 2 7 School-Based PD (K-12)	8 School Open (Gr. 7 Only)	9 School Open (Gr. 7-9)
	12	13	14	15	16
	19	20	21	22	Day 2 23 School-Based PD (K-12)
	26	27	28	29	Day 1 30 National Day for Truth & Reconciliation (K-12)

	Monday	Tuesday	Wednesday	Thursday	Friday
October 2022	3	4	5	6	7
	10 Thanksgiving	11	12	13	14
	17	18	19	20	Day 3 21 MTS PD Day (K-12)
	24	25	26	27	28
	31				

	Monday	Tuesday	Wednesday	Thursday	Friday
November 2022		1	2	3	Day 1 4 Student Learning Conferences (K-9)
	7	8	9	10	11 Remembrance Day
	Day 6 14 School-Based PD (K-12)	15	16	17	18
	21	22	23	24	25
	28	29	30		

	Monday	Tuesday	Wednesday	Thursday	Friday
December 2022				1	2
	5 Report cards (K-9)	6	7	8	9
	12	13	14	15	16
	19	20	21 Last Day of Classes	22 Christmas	23 Break
	26 Christmas	27	28	29	30

	Monday	Tuesday	Wednesday	Thursday	Friday
January 2023	2	3	4 Break	5 Schools Re-open	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30	31			

**REVISED
Lord Selkirk School Division
2022-2023 School Calendar**



	Monday	Tuesday	Wednesday	Thursday	Friday
February 2023			Day 5 1	Day 6 2	Day 1 3 Division PD (.5) / School-Based PD (.5) (K-12)
	Day 2 6 Semester 2 Begins	Day 3 7	Day 4 8	Day 5 9	Day 6 10
	Day 1 13	Day 2 14	Day 3 15	Day 4 16	Day 5 17
	Louis Riel Day 20	Day 6 21	Day 1 22	Day 2 23	Day 3 24
	Day 4 27	Day 5 28			

	Monday	Tuesday	Wednesday	Thursday	Friday
March 2023			Day 6 1	Day 1 2	Day 2 3
	Day 3 6	Day 4 7	Day 5 8	Day 6 9	Day 1 10
	Day 2 13 Report cards (K-9)	Day 3 14	Day 4 15	Day 5 16	Day 6 17 Student Learning Conferences (K-9)
	Day 1 20	Day 2 21	Day 3 22	Day 4 23	Day 5 24 Last Day of Classes
	Spring 27	28	29	30	31 → Break

	Monday	Tuesday	Wednesday	Thursday	Friday
April 2023	Day 6 3 Schools Re-open	Day 1 4	Day 2 5	Day 3 6	Day 7 7 Good Friday
	Day 4 10	Day 5 11	Day 6 12	Day 1 13	Day 2 14
	Day 3 17	Day 4 18	Day 5 19	Day 6 20	Day 1 21
	Day 2 24	Day 3 25	Day 4 26	Day 5 27	Day 6 28

	Monday	Tuesday	Wednesday	Thursday	Friday
May 2023	Day 1 1	Day 2 2	Day 3 3	Day 4 4	Day 5 5
	Day 6 8	Day 1 9	Day 2 10	Day 3 11	Day 4 12
	Day 5 15	Day 6 16	Day 1 17	Day 2 18	Day 3 19
	Victoria Day 22	Day 4 23	Day 5 24	Day 6 25	Day 1 26
	Day 2 29	Day 3 30	Day 4 31		

	Monday	Tuesday	Wednesday	Thursday	Friday
June 2023				Day 5 1	Day 6 2 School-Based PD (K-12)
	Day 1 5	Day 2 6	Day 3 7	Day 4 8	Day 5 9
	Day 6 12	Day 1 13	Day 2 14	Day 3 15	Day 4 16
	Day 5 19	Day 6 20	Day 1 21	Day 2 22	Day 3 23
	Day 4 26	Day 5 27	Day 6 28	Day 1 29 Last Day of School (K-12)	Day 2 30 Admin (K-12)



EXPECTATIONS

SETTING

	RESPECTFUL	RESPONSIBLE	SAFE
COMMON AREAS	<ul style="list-style-type: none"> -Stay in your personal space -Respect other's personal space -Walk -Use the door on the right -Eat your own food -Enjoy the company of those around you -Use appropriate language and volume 	<ul style="list-style-type: none"> -Proceed directly to destination -Have all materials out & ready at the start of class -Be physically & mentally present, ready to think, participate & engage -Clean up after yourself -Have all school materials needed for work at home -Lockers organized & locked -Keep halls clean & your area clean -Return all equipment to its destination -Listen to announcements -Stay seated unless you have permission -Follow instructions -Keep Bear Pits free from food and/or drink 	<ul style="list-style-type: none"> -All headwear off while inside school -Positive & polite with & to others -If taking bus, follow driver's expectations -Use appropriate language and volume -Clean up after yourself -Listen, speak in turn -Keep your area clean -Stay to the 'right'
ASSEMBLY	<ul style="list-style-type: none"> -Stay in your personal space -Respect other's personal space -Stay with your class in your assigned area -Polite, kind speech & behaviours -Applaud when appropriate 	<ul style="list-style-type: none"> -Allow others to listen & learn -Recognize & thank presenters -Model appropriate behaviour -Follow instructions 	<ul style="list-style-type: none"> -Listen, learn, participate -Walk and sit in an orderly fashion -Stay seated
NOON BREAK	<ul style="list-style-type: none"> -Stay in your personal space -Eat your own food -Stay in designated area -Use appropriate language and volume -Table Manners -Enjoy the company of those around you -Be kind to others 	<ul style="list-style-type: none"> -Listen to announcements -Stay seated unless you have permission -Keep it clean (litter, language, & landscape) -Proceed directly to destination -Dress appropriately for weather -Return all equipment to its destination -Follow instructions 	<ul style="list-style-type: none"> -All headwear off while inside school -Use appropriate language and volume -Clean up after yourself -Engage in proper conversations & play -Stay to the 'right'
WASHROOM	<ul style="list-style-type: none"> -Stay in your personal space -Use good hygiene 	<ul style="list-style-type: none"> -Use facility as intended in a timely manner -Use materials & equipment appropriately (stalls, soap, sinks, hand dryers) -Return to class promptly 	<ul style="list-style-type: none"> -Be considerate of other's privacy -Clean up after yourself
CELL PHONES	<ul style="list-style-type: none"> -Before sharing anything review whether it is: <ul style="list-style-type: none"> -True -Helpful -Inspiring -Necessary -Kind -Stay in your personal space -Respect other's personal space 	<ul style="list-style-type: none"> -Cell phones only to be used: before school, during transition times, noon break, after school, or at teacher's discretion -Follow all instructions -When outside, line up in your designated area -Last person out of the classroom turn off lights & closes door 	<ul style="list-style-type: none"> -Cell phones are not to disrupt the educational environment -Follow all adult instructions for cell phone use
EMERGENCY PROCEDURES	<ul style="list-style-type: none"> -Stay in your personal space -Respect other's personal space 	<ul style="list-style-type: none"> -Answer when your teacher calls your name for attendance -Use appropriate language and volume -Stay to the 'right' -Walk in single file -Stay with your class in your assigned area 	

Student Code of Conduct

Lockport School is a learning community that has high learning and behaviour expectations. These expectations are constant, clear and communicated to all. Structures are put in place to allow for the creation of a school culture where learning and safety are at the forefront of education.

We believe that our school code of conduct represents our highest aspirations for all of our students. We will demonstrate that all staff members share the same high expectations for student behaviour. By ensuring that our students behave in accordance with these high expectations, our goal is to improve learning and achievement while protecting safety for everyone in our school community.

For students to make responsible choices at school, we believe that their teachers must teach what is expected while they are at school. Our approach to school discipline is based on clear expectations, effective teaching of the desired behaviours, and consistent support from all adults. We invite parents to partner with us in the process of teaching children to become respectful, responsible, and considerate individuals.

We believe that, for students to achieve the high expectations we have set for school discipline, they should not only be informed of the school and classroom rules, but they need time to practice and reinforce the skills as well. Once students have learned to follow procedures and routines, they can save their most important thinking for what matters the most at school – challenging learning tasks in the classroom.

We believe that, as a school staff, we must not only teach classroom, school, and Divisional rules, but also the language of respect including respectful body language; respectful facial expressions; respectful tone of voice; respectful self-talk; disagreeing respectfully; using words to solve problems and conflicts; presenting and supporting differing points of view; and honouring and recognizing others. We do so through classroom lessons, character education, classroom meetings, guest speakers, themes, and assemblies. All staff is always committed to model respectful behaviour.

We believe that students come to our school to learn and achieve their fullest potential, and, in times of trouble, we make every effort to keep the emphasis on learning rather than punishment. The root word for discipline is to ‘teach’.

We believe that the more students are engaged in high-level, meaningful, developmentally appropriate, and challenging tasks, the more apt they are to be positive learners who devote their energies toward learning and achieving, and not toward making poor choices regarding their behaviour.

We believe that the behaviour of students should improve with time, guidance, and interventions. Therefore, we expect our Grade 8 and 9 students to be role models to each other and to the Grade 7 students as well. To build this maturity, the staff will require older students to take on significant responsibilities and leadership.

Training Camps

At the beginning of September, the school staff will teach students appropriate behaviours for the school environment. These behaviours include expectations throughout the school based on respect, responsibility, and safety. These Training Camps are designed to increase student success, maximize learning, and protect safety. Reviews will be done after the Christmas and March breaks.

Interventions and Supports

We believe that students learn in different ways. Because the goal of school discipline (and classroom discipline) is always about learning, the intervention used for inappropriate behaviour will depend upon the individual student. Many students may just need to be reminded that they broke a rule and be given an opportunity to demonstrate how to uphold the rule in the future. Other students may need to be engaged in the process of problem-solving, restitution and restorative justice. Some students may require intensive intervention and a detailed plan for success. We believe that the most important purpose of discipline is student learning. Therefore, depending upon the severity of the problem faced by a student, one or more of the following may be used to get that student “back on track”:

- ★ Counselling
- ★ Restitution
- ★ Noon hour tutorial
- ★ Reflection and self-improvement plan
- ★ Increased supervision
- ★ Removal from special activities (for safety reasons)
- ★ School service
- ★ Restorative justice
- ★ Contact and co-ordination with parents
- ★ Relocation to an alternate learning environment
- ★ Restructuring and/or relocation of break time/lunch
- ★ Restructuring of the school day
- ★ Child/Youth worker involvement

In addition, significant interventions and consequences may be required for dealing with serious or frequent misbehaviour. These may include:

- ★ Detention
- ★ Removal of privileges
- ★ In-school suspension (with a re-entry plan)
- ★ Out-of-school suspension (with a re-entry plan)
- ★ Involvement of support personnel and agencies
- ★ Police intervention
- ★ Expulsion

Professional judgment will be used in this process. Issues of competence, frequency, and deliberateness will be considered, along with other mitigating circumstances. Students will be held responsible for their work and actions. They are encouraged to work to their full potential.

GENERAL PROCEDURES

DAILY SCHEDULE

The school day begins at 9:00 a.m. and ends at 3:25 p.m.

The noon hour is from 11:50 a.m. to 12:45 p.m.

8:55	Warning Tone – 5 minutes to TAG (Teacher Advisory Group)
9:00	Opening Exercises – Bulletin, Announcements, O’Canada
9:10	Morning Classes Begin – Period 1
11:50	Beginning of noon hour and lunch period
12:00	Students who are finished lunch may leave rooms Noon Hour Activities Begin
12:40	Noon Hour Activities End. Warning Tone.
12:45	Afternoon Classes Begin – Period 4
3:25	Classes End
3:30	First Bus Leaves

LUNCH BREAK

Students will eat in their TAG rooms between 11:50 a.m. and 12:00. Students will be assigned to lunchroom clean-up. At 12:00 the bell sounds and students may leave their rooms and head to their noon break activity. Those who do not wish to participate in noon break activities must remain in their TAG classroom.

ABSENCES

Parents are asked to notify the school if their child is going to be absent. If a student is absent without parental consent, a call from the school to the parent at their contact number will be made, in most cases before noon.

ATTENDANCE AND LATENESS

Students are expected to be in all classes on time. If a student “skips” school or a class, the parents will be involved.

HOLIDAYS/VACATIONS

Sometimes families will plan holidays that involve some time away from school. In the case where a student is struggling academically, being away from school for long periods of time is not recommended. In some cases, it is possible to decide in advance to help the student to keep up on their school work. Parents should contact the administrators or counsellor to discuss any such request in advance.

DRESS CODE

School dress codes are a tool to teach students the importance of a respectable appearance that not only helps prepare them for the workplace but can also positively impact their self-respect and self-esteem.

- * Clothing must cover undergarments and private parts and must not be ‘see through’.
- * Clothing may not depict, advertise, or advocate the use of alcohol, tobacco, marijuana, or other controlled substances.
- * Clothing may not depict pornography, nudity, sexual acts, or innuendo (ie: Playboy).
- * Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any protected groups.

- * Any non-religious headwear (i.e. hats, hoods, toques, bandanas) are not to be worn at anytime inside the school.
- * Clothing must be suitable for all scheduled classroom activities including Physical Education, science labs, Tech. Ed., Human Ecology, and other activities where unique hazards exist.

School Administration may make exceptions and waive aspects of the dress code during special events such as Spirit Day. As an example, hats, beachwear, and pajama bottoms may be reserved for Spirit Days.

CELL PHONES

Cell phones can be learning tools used to enrich, expand, and explore in classrooms. Utilizing cell phones is a privilege that comes with expectations, rules, and consequences. Cell phones can be used before school, during transition times, noon break, after school, or at teacher's discretion.

Expectations for usage in the classroom:

At the teacher's discretion, cell phones may be used to connect to the internet for relevant classroom activities and may be used to seek information relevant to classroom activities.

Rules for usage in the classroom:

Cell phones will be used responsibly at all times and for purposes directed by the teacher. Cell phones are not to be used to phone or text message for personal and/or social reasons during class times. At no time are students allowed to record or photograph one another.

Consequences for usage:

Should a student be caught violating the expectations/rules, the following will occur:

1st offence – warning

2nd offence – teacher secures phone and turns into office where student is allowed to pick it up at the end of the day. Teacher will contact parent.

3rd offence – teacher secures phone and turns into school admin. School admin will contact parent. Parent must pick up the phone from the school.

Students are not required to have or use a cell phone for class. If a classroom activity warrants the use of a cell phone, alternative methods will be presented for students who do not have cell phones and/or wish to refrain from cell phone usage at school.

ELECTRONICS and USE OF INTERNET

Lockport School supports the use of digital technologies to enhance the learning environment. Digital resources including devices and access to networks to enhance student-learning experiences are provided. Acceptable use of these resources applies to computers, online use, electronic and multi-functioning devices, and the prevention of cyber bullying. Under the direction of teachers and with authorization of the school principal, the use of personal devices is permitted for educational purposes only. These devices must be used responsibly, ethically, and legally. This guideline also applies to personally owned devices accessing the Division network.

Some specific Internet use guidelines include:

- Students must always have a teacher/supervisor supervising. Students are not to use the computers without an adult supervisor. If students are unsure if the information they are accessing is acceptable, they must ask before accessing.

- Students are not to access, upload, download, or link to any sexually explicit material, hate literature, information on illegal activities, and information that would not be allowed in a regular classroom
- Chat Lines, ICA, newsgroups are not to be used.
- External E-Mail, such as Hotmail and Yahoo, etc. are not to be used.
- Students are not to bring to school, or download and install, any program files on school computers.

Students who use the Internet in an irresponsible way will have their computer privileges removed for a time period deemed appropriate by the school administrator.

Students using personal electronics in an irresponsible way will have their device removed to the office. At some point, irresponsible use may result in a student needing to leave their device at home rather than bring it to school.

Students' home and personal Internet use can have an impact on the school and on other students. If students' personal Internet expression – such as a threatening message to another student or a violent Website – creates a likelihood of disruption of the school's operations, students may face school discipline and criminal penalties.

EMERGENCY CLOSING

When weather conditions necessitate the closing of schools, announcements will be broadcast on various radio stations. Our school division has an automated phone system, called SchoolMessenger, which will be used to notify parents of any weather-related closures.

FIRE DRILLS

10 fire drills are held during the year. Evacuation procedures are explained to students early in the year and escape routes are posted in each room. Lockdown, Hold and Secure, and Evacuation procedures are also explained.

LEAVING SCHOOL PROPERTY

✧ AT LUNCH

Students are expected to remain on school property during the entire day, including the noon hour.

✧ WITH A PARENT/GUARDIAN DURING THE DAY

Parents need to come into the office and office staff will call your child from class. The parent or authorized representative will then sign the **SIGN OUT/IN BOOK** in the office before leaving the school with their child.

Parents will be notified in cases where school staff is aware that students are leaving school property without permission.

Parents should call the school or send a note if they themselves will not be the person picking up their child. The student may also give a note to the office staff when they arrive at school.

All students arriving late, for whatever reason, **must** sign themselves in at the office before proceeding to class.

GUM AND SUNFLOWER SEEDS

Sunflower seeds are not allowed due to the problems with cleaning them up. Gum chewing is allowed at the discretion of the teacher.

CANTEEN

This is open after the TAG lunch eating period. The canteen has a variety of snack foods available for purchase, as well as milk, and some lunch choices such as pizza pops, frozen pizzas, tacos, etc.

LOCKERS

Hall lockers and combination locks will be assigned by the TAG teachers.

For security reasons, only locks issued by the school may be used on hall lockers. Lock switching and locker trading are not allowed without permission from the office. Locks and lockers are the property of the school. It is important to note that the school administration reserves the right to open assigned lockers if there are reasonable grounds to believe the lockers may contain items that are stolen or could be considered harmful to the students or the school.

Students are expected to keep lockers neat and tidy. Interior “decorations” may be used if they are removable and not offensive to other people. Valuable items should not be kept in lockers.

MINI-BIKES, SNOWMOBILES, QUADS

The use of mini-bikes, snowmobiles, or any other motorized vehicles by people on school property is not allowed. Referrals will be made to the RCMP as required.

SOCIAL MEDIA (formerly newsletter)

Important items can be submitted by staff to the principal for publication on the school Instagram page and on Twitter. Important sports related news and photos can be submitted by staff for publication on the school athletics department Instagram page. **Important and timely information will continue to be sent home via School Messenger.**

TEACHER ADVISOR GROUPS (TAG)

Each teacher has a group of approximately 12-15 students from across the grade levels assigned to them. The teacher will meet with the students daily to touch base, take attendance, and handle a variety of other matters. Students have the same teacher advisor for three years.

TELEPHONE

Lockport School’s telephone number is 204-757-9881. Students are permitted to use the office phone in the event of an emergency, if they become ill, or if they are calling at the request of a staff member. Since the office telephone may become overburdened by uncontrolled student use, students are always asked as to their need for using the phone.

SCHOOL PHOTOGRAPHS

Student photographs will be taken by rd PhotoCorp. A variety of packages are available for order.

STUDENT FEE - \$20.00

This fee supports intramurals, special activities, teams, special assemblies, and other clubs that take place around the school. It also covers a Lockport School t-shirt. Every Friday is wear your Lockport Gear to school.

PROGRAMS AND REPORTING

COURSE REQUIREMENTS

The following programs are required of students in all three grades: Language Arts, Mathematics, Physical Education, Health, Science, and Social Studies. In Grades 7 and 8 students also take French, as well as a combination of Human Ecology and Technical Education.

In Grades 7 and 8, students may choose between Band and Art. The school will supply a limited number of musical instruments. Parents are encouraged to acquire instruments on a rent-to-own plan. This ensures a good quality instrument as well as a higher level of commitment from parents and students.

In Grade 9, students must choose two of the following courses: Human Ecology, Technical Education, Band, French, or Art. These are credit courses that count towards high school graduation.

EVALUATION OF STUDENT PROGRESS

Student progress is evaluated on a continuous basis in all subject areas. Methods of assessment include tests, projects, written assignments, and oral presentations. There may be some comprehensive school-based exams in all grades. A year-long cumulative grading system will be used. All students will receive three reports during the school year.

GRADE 9 CREDIT SYSTEM

Our Grade 9 students still attend Lockport School; however, they are on the high school credit system. In Grade 9, students are required to take eight courses for a total of eight credits. Six of these are compulsory, or required, credits, and two are elective credits. The minimum requirement for high school graduation in Manitoba is 30 credits.

STUDENT ACTIVITIES

A variety of activities are offered every year. Here are some of the ones that have been organized in the past:

- Noon Hour Activities and Clubs: Yearbook, Intramural Gym Programs, Library, Resource Activities, Canteen Helpers, Junior Parliament, Leadership, Drama, Jazz Band, Peer Helpers, eSports
- Student Sports: Volleyball, Basketball, Indoor and Outdoor Track and Field, Cross Country, Badminton
- One Day Events: Take Our Kids to Work, Track and Field Day, Grade 9 Farewell, Terry Fox Run, Teacher/Student competitions/activities
- Special Events: Band Trips, Ski Trip

AWARDS

Awards for achievement and athletics are presented at our regular assemblies. Student of the Month awards are given out for each grade level. An Awards Assembly takes place on the last day of school for the Grade 7 & 8 students and at the Farewell Ceremony for the Grade 9 students.

STUDENT SERVICES

Lockport School has many services available to students and parents. Please contact the school for more information on any of these:

- STUDENT SERVICES TEAM (SST) – school counsellor, resource teacher, psychologist, home support worker and administrators; available to provide support for students encountering difficulties that cannot be solved within the classroom
- COUNSELLING AND RESOURCE SERVICES
- DOROTHY E. NEWTON LIBRARY
- PUBLIC HEALTH NURSE, AFM YOUTH WORKER, RCMP LIASION, START PROGRAM – these agencies work in collaboration with Lockport School, and arrangements to contact them can be made through the Counsellor or Administrators

STUDENT SERVICES TEAM

The Student Services Team reviews students who are not performing at a satisfactory level academically. This team works with teachers and parents to establish a plan of action for each individual student with the objective of bringing the student's work up to at least a minimum standard. For those students for whom retention appears to be a possibility, those with two or more "F" marks in required subjects, the following procedures are used:

- An SST member will contact students and their parents to discuss the problem. A plan will be established that may include: daily homework sheet, adapted program, extra academic, or guidance help
- Students who continue with failing marks beyond the second report will be the subject of a meeting between school, parents, and student. The objective of this meeting is to establish a plan based upon the needs of the student.

STUDENT VIOLENCE THREAT/RISK ASSESSMENT - Informed Consent

All threats and threat related behaviours are taken seriously and assessed in a timely fashion to not only ensure the safety of staff and students but also to provide supports to those who have made these same threats. When an individual's behaviour poses a potential threat to safety, LSSD utilizes the violence threat risk assessment (VTRA) model to comprehensively assess the unique situation. This multidiscipline process involves interviews and data collection to form a comprehensive support plan to keep our community safe.

SUSPENSION

Suspensions can take the form of in-school suspensions, where the student is suspended from the classroom and placed in a supervised alternate setting, and out-of-school suspensions, where the student is not allowed to attend school for a specified period of time. Suspension from school is a serious consequence that is imposed subject to School Board Policy. In all cases of suspension, the parent is notified. Before a suspended student can return to school, a conference with the parents and student may be required. **An out-of-school suspension means that a student will NOT be able to participate in any extra-curricular activity scheduled during the suspension and may not be eligible to participate in other extra activities for a probationary period. The length of the probationary period will be an administrative decision. The student would earn back the privilege to be considered for extra activities, provided that no further serious discipline issues occur during the probationary period.**

- **LONG TERM SUSPENSION:** suspension by the School Board is a serious consequence resulting when it is determined that a student's continued presence in the Division schools is injurious to the welfare of the people of the school. This requires an official action by the Board of Trustees and is completed in accordance with the Public Schools Act. The result is that the student may not attend any school operating in the Lord Selkirk School Division until the period of suspension is complete.

If a student's behaviour involves law-breaking of any kind, the RCMP may be involved immediately, with parents also being notified of the situation.

- **FIGHTING** is seen as a very serious matter. A fight does not usually solve a problem or prove anything. Students who fight will be suspended. A student who assaults another student will be suspended and the RCMP may become involved with the possibility of assault charges. Less serious flare-ups may be looked upon as momentary lapses of judgment and dealt with as such.

Students that remain as bystanders and/or video a fight will face disciplinary action as well that may or may not include suspension.

Parents may appeal disciplinary decisions taken by the school, by first contacting the school administration and then contacting the Superintendent of Education for the Lord Selkirk School Division.

BUS CONDUCT

While the law requires the School Division to furnish transportation, it does not relieve parents/guardians from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

Once a child boards the bus – and only at that time – does he or she become the responsibility of the Transportation Department. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the day.

The right to use school bus transportation is a privilege. A school bus is an extension of the classroom, and as such children are required to conduct themselves on the bus in a manner consistent with established standards for classroom behaviour.

Students using transportation services in the Lord Selkirk School Division are expected to display respect for the driver and their fellow passengers as well as the equipment used for their transportation. Abuse of the driver, other passengers, or the vehicle will not be tolerated. Restitution will have to be made for any willful damage to the bus. Some specific guidelines:

- The bus driver is in charge. Students will follow his/her direction promptly.
- Students shall be at their designated stop five minutes prior to scheduled bus arrival time.
- Students shall enter/leave the bus in an orderly manner and only at their designated stop.
- Unnecessary conversation with the driver is discouraged.
- Students shall sit in their assigned seats, facing forward, and shall not stand or move about the bus while the vehicle is in motion. Ordinary conversation is appropriate.
- Students may adjust windows with driver consent. At no times are students to place arms, legs, head, etc. through the windows.
- Electronics are permitted on the bus provided they are used in an appropriate manner.

- Eating and drinking on the bus are not permitted.
- Littering on the bus or through the bus windows will not be tolerated.
- Students must not touch roof vents or engage the emergency equipment, including the radio unless directed to do so by the bus driver.
- Students who display inappropriate behavior will be reported to the school administration and action will be taken in accordance with the “Schedule of Disciplinary Actions”.

SCHEDULE OF DISCIPLINARY ACTIONS FOR BUS TRANSPORTATION

We are concerned about the safety and well being of all Lord Selkirk School Division pupils. Riders who violate the School Bus Safety Rules may have their school bus privileges suspended. We seek to assure uniform treatment of our pupils, and as such the following schedule will be followed throughout the Division:

GRADES 7 – 9

1st Violation

- Parents notified
- School administrator/student conference

2nd Violation

- Parents notified
- Conference with parent, student, and school administrator, copy of policy to be shared with parents
- Student placed on probation, next infraction would mean suspension

3rd Violation

- Parents notified
- Minimum 5-day suspension

4th Violation

- Parents notified, and follow up by letter
- Minimum 20-day suspension
- Parent and student must appear before the Facilities & Services Committee prior to reinstatement of school bus privileges

5th Violation

- Parents and Superintendent notified
- School bus privileges suspended for the rest of the year
- Parent and student must appear before the Facilities & Services Committee prior to reinstatement of school bus privileges for the following year

Although the above outlines the normal procedures to be used, a school administrator may implement an immediate suspension of riding privileges if deemed necessary. The Board may implement an indefinite or permanent suspension of school bus privileges if deemed necessary. A suspension of bus riding privileges includes transportation to and from swimming, field trips, etc. The transportation supervisor shall be notified prior to the suspension.

SMOKING / VAPING POLICY

Smoking/vaping is not allowed:

- On or in divisional property at any time. Vaping/Smoking on the bus will result in an automatic suspension from the bus
- During school or division sponsored activities

CONSEQUENCES FOR INFRACTION OF SMOKING/VAPING POLICY

- All students will be advised of the Division Policy.
- Upon the first infraction, automatic one day suspension. The administration will review policy with the student regarding regulations, assistance available, and future consequences if infraction recurs. Parents are contacted.
- For the second infraction, there will be an automatic 3-day suspension until parent/guardian meets with school officials to discuss a plan of action and to give support. Parents will be contacted prior to the suspension.
- For the third infraction, a meeting will be called of student and parent(s) with school officials and the Superintendent's Department. Automatic 5-day suspension, or a specific plan for behaviour change, will be recommended.
- For the fourth infraction, a recommendation for expulsion will be made by the school administration to the Superintendent. The student and parent(s) have the right to appear before the School Board.

ALCOHOL AND OTHER SUBSTANCES

Issues regarding a student's use of drugs and alcohol at Lockport School are addressed immediately upon suspicion. A student's involvement with the use of drugs or alcohol may be at different stages and therefore intervention needs to be handled in a variety of ways dependent upon the individual student's situation.

Lockport School must enforce the consequences laid out in these guidelines and parents must be responsible for seeking and providing out of school support and treatment. Together, parents and school can help students address drug and alcohol related issues.

Our guidelines address four separate concerns:

- | | |
|----------------------|---------------------------|
| *Prevention | *Intervention |
| *School Consequences | *Support and/or Treatment |

Information on all these areas is available through our counselling office. The school consequences are as follows:

SUSPECTED USE: documentation of observed student behaviour that leads to suspicion. Student referral with documentation to school counsellor. Discussion with student. A continuation of monitoring. Possible involvement of parents and administration to support a referral to an appropriate agency.

UNDER THE INFLUENCE OR POSSESSION: the student's safety is ensured in a private, supervised setting. Administration is notified immediately. School counselor may become involved. RCMP may be contacted. Parents are contacted and asked to remove the student from the school setting.

- **1st Offence** – 5-day suspension; mandatory referral to AFM; failure to comply with AFM referral will result in an indefinite suspension; parent-student re-entry meeting on return from suspension
 - **2nd Offence** – 1-6 week suspension; parent-student re-entry meeting on return from suspension; parents are encouraged to follow through with out-of-school treatment and support
 - **3rd Offence** – indefinite suspension with a recommendation for expulsion.
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- **TRAFFICKING/DISTRIBUTION:** student is removed to a private, supervised setting. Administration is notified immediately. School counsellor may become involved. RCMP notified to confiscate alcohol or drugs. Parents are contacted and asked to come to the school immediately.
 - **1st Offence** – immediate suspension with a recommendation for expulsion