

HANDBOOK OF EXPECTATIONS
FOR STUDENTS, STAFF
& PARENTS

2024-2025



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Mrs. Ross- Kindergarten

Mrs. Margetts- Grade One

Ms. Charlton- Grade Two

Ms. Paulson- Grade Three

Mrs. Rudge- Grade Four

Mrs. Soutter- Grade 5 Homeroom

Mr. McMurtry- Grade 6 Homeroom

Mrs. Olson- Grade 7 Homeroom

Mr. Martin- Grade 8 Homeroom

Mrs. Clark- Music

Mrs. Proctor- Gr. 5 ELA/SS

Mrs. MacMillan- Learning
Support/ELC

Ms. Pruden- Guidance

Mrs. Burdett- Admin.
Assistant

Mrs. Ivany- Administrator

Support Staff:

Ms. S. Byron

Mrs. Crockatt

Mrs. Goodman

Mrs. Rempel

Ms. Magus

Mrs. McInnes

Mrs. S. Nawroski

Mrs. Reykdal

Mrs. Will

Custodians

Mr. S. Petrowski

Mrs. M. Williams

Bus Drivers:

J. Oliver

D. Oliver

C. Sholdice

T. Belfour

S. Thomas

Divisional Specialists:

L. Cliffe- Speech-Language Pathologist

J. de Groot- Occupational Therapist

J. McMurray- School Social Worker

WHAT WE EXPECT OF EVERYONE



I am respectful

- With my words, actions, volume and my tone

I am kind

- To myself and others

I am attentive

- To what is being asked of me and of the space around me

I am responsible

- For my words, my actions, my possessions and my privileges

I am honest

- Acknowledging my mistakes, is how I learn and grow

RESPECT FOR HUMAN DIVERSITY

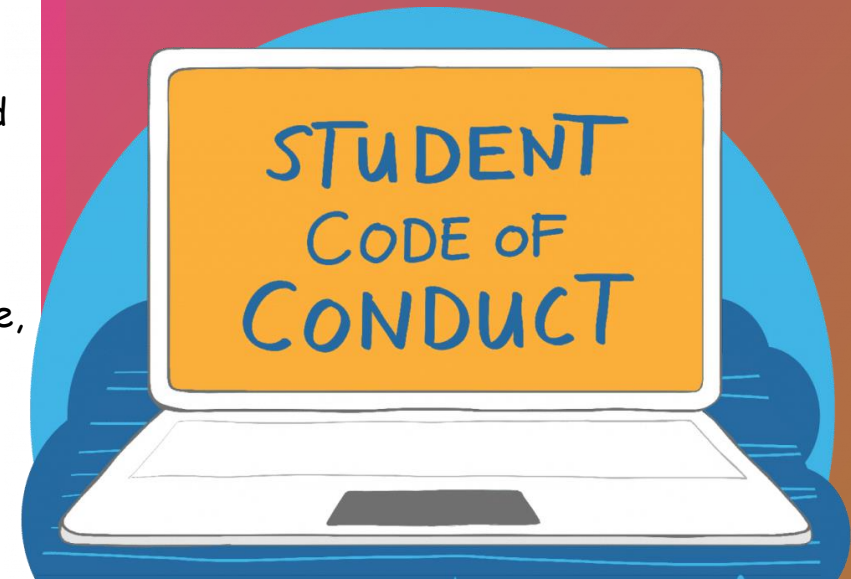


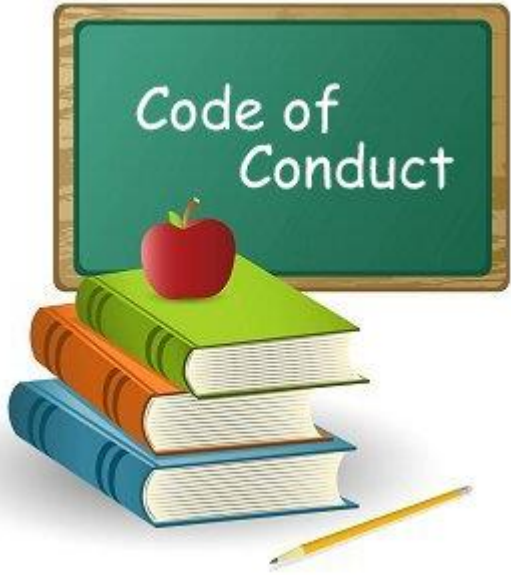
- **EVERYONE** is welcome in this building, on the playground, and on your bus.
- It is **everyone's job** to make everyone feel welcomed and safe in this school community, no matter their skin colour, religion, where they come from, where they live, what their parents do, gender identity or expression, sexual orientation, weight, advantages, disadvantages, or abilities.
- This is based on the Charter of Human Rights and Freedoms, and the Manitoba Human Rights Code

For more information, please see ISD Administrative Procedure 1100 Respect for Human Diversity on the website: <https://www.interlakesd.ca/admin-procedures/>

Students are expected to practice appropriate behaviour, at all times. This includes:

- Being responsible for your words and actions
- When you make a mistake, accepting that there may be consequences, help repair it, and move on
- Showing respect for the rights, property and safety of themselves and others
- Respecting and appreciating the diversity of all school members regardless of their race, culture, ethnicity, religion, gender, sexual orientation, age or ability
- Expressing themselves with respectful and inclusive language and behaviour;
- Using electronic devices and technologies in an ethical and appropriate manner;
- Exhibiting behaviour that avoids all forms of intimidation, harassment and discrimination of any kind
- Attending classes, activities and events, and being prepared and on-time
- Showing courtesy and respect for the rights of all people in the school and in the community
- Demonstrating behaviour that contributes to a supportive, inclusive and safe learning environment
- Resolving interpersonal conflicts and difficulties through discussion or by seeking assistance from school personnel
- Weapons, violence, threats of violence, vandalism, disrespectful or derogatory language directed at an individual will result in immediate consequences which will vary in penalty and severity depending on the action





SCHOOL ADULTS

Students can expect from adults:

- the freedom to risk learning new things without fear of making a mistake, in an environment of respect and acceptance
- encouragement, support, recognition, effective instruction, guidance and appropriate resources;
- recognition and acknowledgment of their unique talents, skills and qualities
- the freedom from harassment, intimidation (e.g. labelling, name-calling, ridicule, taunting, criticism or contempt) and threat of physical harm from adults or peers
- the freedom to make choices, influence their own learning and pursue personal interests
- the freedom to have (and appropriately express) their own feelings and opinions without fear of reprisal.

ISD staff are responsible for the following:

- treating parents, students and fellow staff with dignity and respect at all times
- participating and cooperating with parents/guardians and other school staff in the development and implementation of plans to address the learning needs of students
- communicating information about student behaviour to parents/guardians and administration as appropriate
- establishing and maintaining a secure, non-threatening and inclusive learning environment
- using electronic devices and technologies in an ethical and appropriate manner
- providing an environment that promotes self-esteem and self-discipline and responding to all behaviour detrimental to physical and emotional safety of students in their care
- teaching and modelling appropriate behaviour
- incorporating those aspects of learning about diversity that are appropriate to the age of their students.

Parents and Guardians can reasonably expect to:

- be informed regularly of the attendance, behaviour and academic achievement of their child in school
- consult with their child's teacher or other employee of the Division about the child's program and academic achievement
- receive information about programs available to his or her child
- be informed of the discipline and behaviour management policies of the school or school division and to be consulted before the policies are established or revised

Parents and Guardians are reasonably expected to:

- treat staff with dignity and respect at all times, and when attending school events, they are responsible to model these standards of behaviour
- follow established protocol in expressing concerns about staff members
- ensure that their child attends regularly and punctually
- help their children understand and succeed in meeting the behavioural expectations outlined in this Code of Conduct/Student Handbook
- contact the school regarding their child's needs (academic, social, emotional and behavioural)
- demonstrate support for the school and offer constructive input
- problem-solve in a manner respectful of all involved

CODE OF CONDUCT - PARENTS



The expectation at Warren Elementary School is that students are dressed so they can safely participate in all activities throughout the day.

Certain clothing may be considered as inappropriate for school and school events.

This includes but is not restricted to:

- any article or apparel which displays obscene words, pictures, or designs;
- any article that conveys a sexually suggestive remark, demonic image, a pro-alcohol message, a tobacco message, or a pro-drug message.

All students attending class must wear clothing that is suitable for daily wear and must dress in a manner that is not unduly threatening.

- Bandanas or any clothing that suggests a gang affiliation (including gang colours and gang markings) will not be tolerated at the school.

While interpretation of these terms is necessary and community standards change through time, current expectations are the following:

- caps and other types of head wear may be allowed provided they are removed as a part of respectful protocol (for example, during ceremonies);
- concealing clothing (for example, large bulky jackets, trench coats, etc.) are not to be worn inside the school;
- and any inappropriate body piercings should be covered up.

For more information, please see ISD Administrative Procedure 3070 on the website: <https://www.interlakesd.ca/admin-procedures/>

DRESS CODE



ATTENDANCE

In accordance with the updated Provincial policy regarding attendance, the Interlake School Division has also updated its attendance policy.

Please contact the school if your child is going to be away

Frequent absences (k-8 is more than 10 days a term) impacting school *MAY* result in:

- A student support file being opened
- A case worker from the school being assigned to create an attendance plan with your family
- A family meeting at the school
- Ongoing frequent absences require the school to follow up with our student services department and possible referral to outside agencies for family support

For more information, please see ISD Administrative Procedure 3170 on the website: <https://www.interlakesd.ca/admin-procedures/>

Every day 
COUNTS!

School success starts
with attendance



ATTENDANCE & CHANGES TO SCHEDULE

- **Please call, text, or email** if your child is going to be away - whether because they are sick, have an appointment or for a sports commitment ... **PLEASE** let us know
- If your child is away, please encourage them to **be responsible** to check in with their teachers to collect what they have missed - sometimes it means doing some catch-up in a morning or during a break
- If you are making changes to the afternoon pick-up/drop off schedule, please have parents email, call or text that information to your homeroom teacher or phone the office (204)322-5576 to let Caitlin know **BEFORE 2:00pm.**

STUDENT BUS RIDERSHIP



- You are asked to be at your stop 5 minutes before your scheduled time
- Respect and kindness remain the behaviour expectations
- Stay in your assigned seat
- Stay in your seat until the bus has stopped at the school or your home
- If you aren't going to be at school please have a parent let the bus driver know so that the bus isn't waiting for you
- If you are going home with someone else or someone is coming home with you, please ensure that the school knows BEFORE the end of the day - both parents need to notify the school
- Repeated or severe inappropriate behaviour on the bus **could** result in temporary or permanent alternate assigned seating even, suspension from the bus

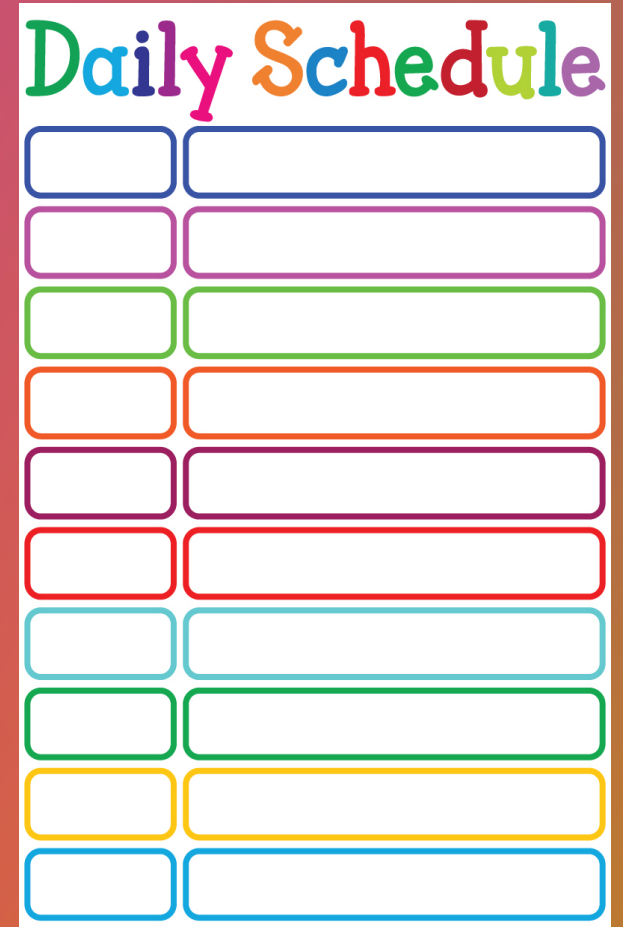
For more information, please see ISD Administrative Procedure 9050 on the website: <https://www.interlakesd.ca/admin-procedures/>

**WARREN ELEMENTARY SCHOOL TIME TABLE
2024-2025**

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6
8:47am to 9:40am						
9:40am to 10:30am						
	10:30am -10:50am Nutrition Time (K-4) & Outside Time (5-8) 10:50am-11:10am Outside Time (K-4) & Nutrition Time (5-8)					
11:10am to 12:00pm						
12:00pm to 12:50pm						
	12:50pm -1:10pm Nutrition Time (K-4) & Outside Time (5-8) 1:10pm – 1:35pm Outside Time (K-4) & Nutrition Time (5-8)					
1:35pm to 2:25pm						
2:25pm to 3:15pm						

Opening Exercises (O Canada & Announcements): 8:47 AM

End of Day Dismissal: 3:20pm = Bus Students
 3:25pm = Town & Daycare Students



MORNING PROCEDURES



- Busses arrive at the school between 8:35-8:40. Students get off the busses at 8:40 and have 5 minutes outside before the bell rings to go inside.
- Doors open for students at **8:45am**. Please keep this in mind for town students or when dropping your child off, especially during the colder months. There is no supervision of students prior to 8:40.
- Morning announcements and "O Canada" take place at 8:50.
- Our front doors remain locked throughout the school day. If you are picking up your child or coming to the school for a meeting, you will need to press the buzzer to have them opened.

Our school follows a balanced school day, meaning that there are 2 nutrition/activity breaks.

First Break- 10:30-11:10

- 10:30-10:50:
 - Kindergarten-Grade 4 Nutrition Break
 - Grades 5- Grade 8 Activity Break
- 10:50-11:10:
 - Kindergarten- Grade 4 Activity Break
 - Grades 5 - Grade 8 Nutrition Break
- If students need to use the washroom, they are to ask the supervising adult
- Students stay in classrooms until the supervising adults dismisses the class,
- Students are asked to leave their eating space and classrooms tidy, push in their chairs, and put their lunch away.
- Caffeinated Energy Drinks, such as Monster and RedBull, are not permitted at school or when participating in school activities off school property.

Second Break- 12:50-1:35

- 12:50-1:10:
 - Kindergarten-Grade 4 Nutrition Break
 - Grades 5- Grade 8 Activity Break
- 1:10-1:35:
 - Kindergarten- Grade 4 Activity Break
 - Grades 5 - Grade 8 Nutrition Break

For more information, please see ISD Administrative Procedure 1050 on the website: <https://www.interlakesd.ca/admin-procedures/>

NUTRITION BREAKS



- The adults outside are in charge. Their expectations are based on safety and fairness for all students.
- Play respectfully and kindly.
- No sports require heavy or hard body contact - touch or tap, as long as everyone is being **reasonable and respectful with the touches and/taps - students will be asked to leave the game if you aren't able to play appropriately for a school setting.**
- Students must stay within the playground, not on the bus loop or in the surrounding field.
- If students take equipment out - **THEY** must bring it back into the school and put it where it belongs.
- Students are expected to **STOP** playing and return to the school when the bell goes.
- Students are expected to be responsible to be on time for their classes.



OUTDOOR EXPECTATIONS

GYM EXPECTATIONS



- Play respectfully of others and of the equipment.
- Good sportsmanship must be demonstrated when playing team games.
- Students are expected to leave the gym tidy, putting equipment away and helping to keep the storage room tidy.
- No slapshots when playing floor hockey stick.
- Goggles must be worn when playing floor hockey.
- If students are not able to meet these expectations, they will need to take a break from using the gym and equipment until they are able to demonstrate appropriate behaviour.

PHYSICAL EDUCATION

- All students are expected to participate to the best of their abilities
- If a student is not able to participate in Phys Ed, due to illness or injury - a parent needs to contact the classroom teacher or office.
- Grades 5-8 should have a change of clothes so that they can fully participate in Phys Ed
- At various times of the year, Phys Ed will take place outside for activities
- Phys Ed teachers will go through their specific expectations for a safe and fun year in Phys Ed



- This course is provided to students in Grades 5 and 7
- The specific learning outcomes are outlined in the Manitoba Physical Education and Health Curriculum.
- Classroom lessons will be led by the school Guidance Counsellor, Mrs. Pruden.
- BEFORE the classes are taught a permission slip will be sent home for all families to review and return.

FAMILY LIFE: SENSITIVE ISSUES



CLASSROOM EXPECTATIONS

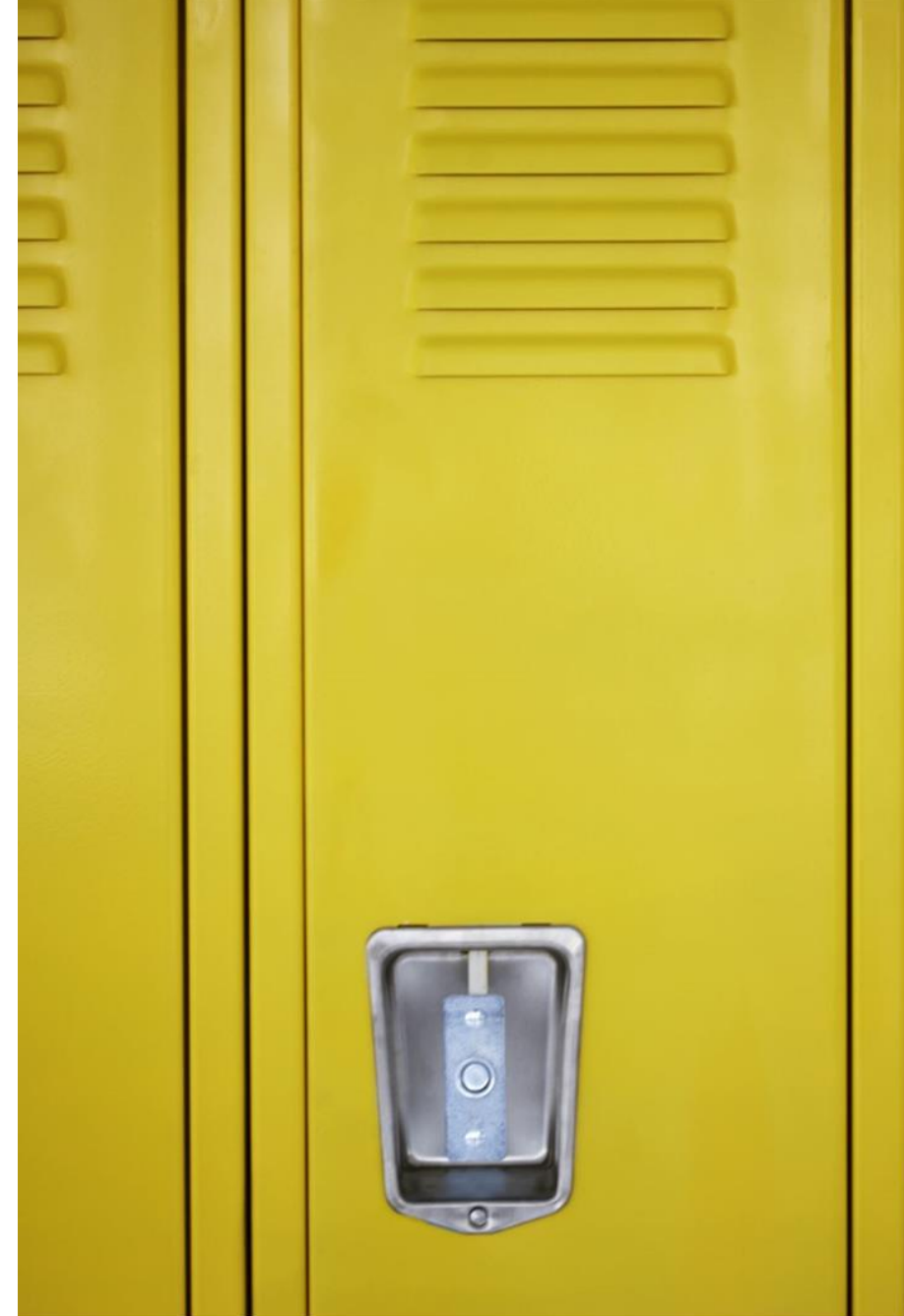
Each classroom is run by a different adult so the expectations may be slightly different and in the coming weeks each of us will take time to go through what we expect in each of our classrooms and courses but overall, we have the following expectations for all students:

- **Respectful**
 - With your words, actions, volume and tone
 - Towards peers and adults
- **Kind**
 - To yourself and to others
- **Attentive**
 - To what is being asked of you and of the space around you
- **Responsible**
 - For your work, your words, your actions, your possessions and your privileges
- **Honest**
 - Ask for help when you need it
 - Acknowledging your mistakes, is how you learn and grow



LOCKERS

- • Provided for Grades 7 and 8 students.
- **It is the student's responsibility to keep their locker tidy.**
- •It is **NOT** a closet or personal library
- •Be respectful of those that have lockers beside you.
- •Locks are an option, but your homeroom teacher **MUST** be provided your combination - this is **IN CASE** you are away sick and either your teacher or a work partner needs something from your binder, **OR** if you forget your combination.



SCHOOL SUPPLIES



- Classroom supplies are provided by each classroom teacher.
- Fees were paid by families to the school in order to purchase these supplies.
- Please treat supplies with respect and use them appropriately.
- If you are careless with supplies and using them inappropriately, the office will contact parents to arrange for them to be replaced.
- Students were asked to bring:
 - Indoor shoes with non-marking soles
 - Water bottle
 - Back-pack
 - Clothes for PE (Grades 5-8)
 - Some classrooms requested additional items as per individual school supply lists.

There may be a few fees throughout the year:

- September - Fee for school supplies
- Depending on the activity or sport, there may be a fee
 - This can help cover costs like refs, activity cost or transportation (IF it is an extra-curricular activity, like skiing or end of year trips)

There is also limited fundraising throughout the year BUT when conducted, goes towards programming for our students

- Our school's on-going fundraiser is our weekly hot-lunch program (Munchalunch). This is voluntary, and we do our best to manage the rising cost of supplies.
- Occasional "Treat Sales" to support specific events such as Grade 8 Farewell
- Our PAC may also conduct some fundraisers throughout the year - participation is voluntary and greatly appreciated!

STUDENT FEES & FUNDRAISING



For more information, please see ISD Administrative Procedure 3240 Student Fees and Fundraising on the website: <https://www.interlakesd.ca/admin-procedures/>

SCHOOL LAPTOPS & I-PADS



- Devices cannot be used in the presence of food or drinks.
- Laptops and I-Pads are for school related work and activities.
- Do not ADD programs or games onto the computers - it is one of the ways that they get slowed down and need to be sent in for repair
- Devices can be monitored - including passwords and content viewed/searched.
- Students are responsible for what happens on the device while they are signed in:
 - Students are not to share passwords with anyone.
 - They are asked to sign-out when they are done using the device.
- Devices must be used respectfully and put away appropriately or students will not have the privilege to use them.

For more information, please see ISD Administrative Procedure 3150 Responsible Use of Information and Communication Technologies - Students on the website: <https://www.interlakesd.ca/admin-procedures/>

PERSONAL DEVICES

- In accordance with provincial legislation, cell phones are a privilege to have at school and are NOT required to be here.
- Cell phones are not to be used on school property during school hours (8:30am-3:30pm) by students from Kindergarten to Grade 8.
- Students are expected to keep their devices in their backpack at all times throughout the school day.
- Students in Grades 5-8 who have parental permission to leave school grounds at second nutrition break may access cell phones at that time.
- Consequences of cell phone use on school property:
 - First occurrence- a warning will be issued
 - Second occurrence- cell phone will remain in office for remainder of day and parents/guardians notified.
 - Third occurrence- cell phone will remain in office and parent/guardian will be notified to pick up cell phone.



For more information, please see ISD Administrative Procedure 3150 Responsible Use of Information and Communication Technologies - Students on the website:

<https://www.interlakesd.ca/admin-procedures/>

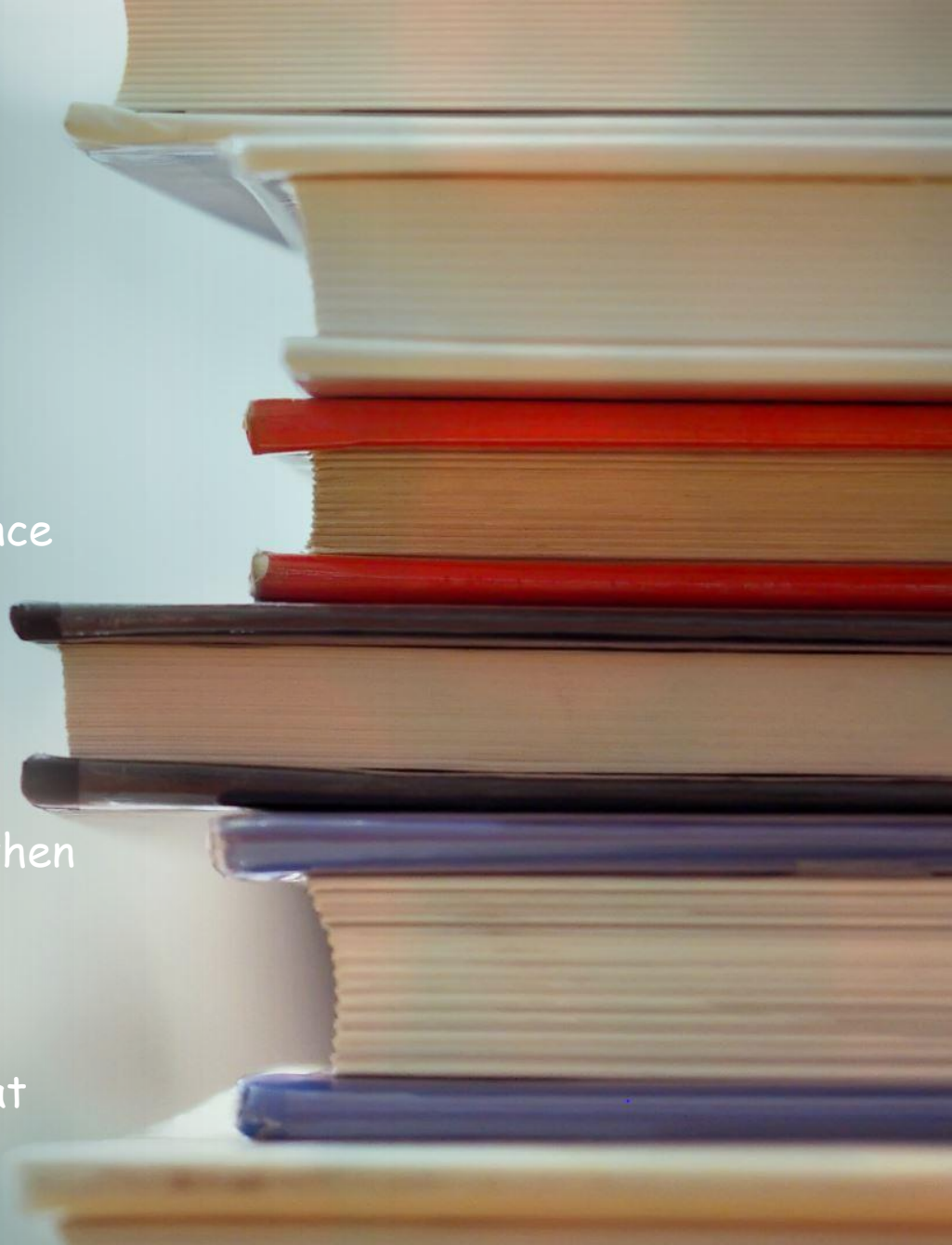


SOCIAL MEDIA

- Students/staff may NOT take pictures of children at school without their permission.
- Students/staff absolutely cannot post/snap, etc. pictures of children.
- If their activities on social media (snap, etc.) impact someone at school, there may be school-based consequences for students.
- With students we will promote that, "If you couldn't say it to that person's face in front of your homeroom teacher... don't post it or say it online."
 - Students are responsible for their words, whether you say them online or at school.

LIBRARY & SCHOOLBOOKS

- Sign out library books with Mrs. Will.
- **YOU** are responsible for the books that you sign out -
 - Don't lend them to a friend - they can sign the book out once you return it
 - Don't leave them laying around
- Take care of the books - treat them respectfully
- Return them when you're done - less likely to lose them and then the next person can have a turn with the book
- If there is a book or series that we **MUST** get, please let Mrs. Will or your homeroom teacher know and we will see what we can do!



- The Kindergarten to Grade 8 school year is divided into 3 Terms.
- A Report Card of progress is shared with students and their families at the end of each term. This includes grades and comments for each subject area. A 1 to 4 Grade Scale is used for Kindergarten to Grade 4 assessment. Grade 7 and 8 students also receive a percentage grade.

Grade Scale	Academic Achievement of Provincial Expectations
4	Very good to excellent understanding and application of concepts and skills
3	Good understanding and application of concepts and skills
2	Basic understanding and application of concepts and skills
1	Limited understanding and application of concepts and skills
ND	Does Not yet Demonstrate the required understanding and application of concepts and skills

- The Interlake School Division also supports several ongoing Divisional Assessments, which focus on literacy and numeracy throughout the school year.
- Provincial Assessments are required for students in Grades 3, 7, and 8. Classroom teachers provide information to families prior to these assessments.

ASSESSMENTS & EVALUATIONS



EMERGENCY PREPAREDNESS PLAN

- Our Emergency Preparedness Plan is updated each September by the school administrator and reviewed by all staff prior to beginning the school year.
- It includes information such as emergency contacts, procedures for threats of various contexts, and emergency drill procedures during the school year, such as fire drills and lockdowns.
- The Emergency Preparedness Plan is posted on the Warren Elementary School website (<https://we.interlakesd.ca/>)

- We will do ten fire drills per year, including at least one over the winter months- this is why we ask that you have indoor shoes on your feet all the time.
- Alarm will sound and you will be asked by your teacher to line up and single file out of the building quietly and quickly without running.
- Line up again for attendance.
- If we need to evacuate the building, we evacuate to Warren United Church - we practice this once a year.
- If there is a lockdown, and a fire alarm sounds - the lockdown is what you obey unless your teacher determines that the fire risk is real and greater.



FIRE DRILLS

LOCKDOWN



- All staff and students practice lockdowns twice throughout the school year; once in October and once in February.
- A lockdown is called because of a threat in the building.
- Students will hear an announcement calling for a lockdown.
- Teachers will quietly direct students where to go - generally out of sight of the doors and windows, lights are turned off.
- **Silence** is the expectation.
- Following a lockdown practice, there is opportunity to ask a few questions.

- Hold & Secures are called because of a threat in the area.
- The threat could be known or unknown.
- It could be an animal or a person.
- It could also be environmental.
- All exterior doors are confirmed to be locked (which they always throughout the school day) and there would be an indoor break if needed.
- Everyone stays indoors until there is a change in the threat assessment.
- One Hold & Secure will be practiced each school year in which students will be brought indoors from the playground.



**HOLD &
SECURE**

VIOLENT THREAT RISK ASSESSMENT (VTRA)

- **What is a Threat?**
 - A threat is an expression of intent to do harm or act out violently against someone or something. Threats may be verbal, written, drawn, posted on the internet, or made by gesture.
- When a threat is present, a decision may be made to initiate the VTRA process. For more information on this process, please refer to [ISD Administrative Procedure 4200](#).
- **What Do Parents and Students Need to Know:**
 - Any threats must be reported to the school principal.
 - Investigation may involve divisional staff, police, and other community agencies.
 - Investigation may involve locker or property searches.
 - Interviews will be held with the person of concern and other students or adults who may have information about the threat.
 - Parents/guardians of the students who are directly involved will be notified.
 - Threatening behaviour may result in disciplinary action.
 - An intervention plan may be developed for the student making the threat and support plan developed for any individuals targeted by threats.
 - It is important for all parties to engage in the VTRA process. If, for some reason, the threat maker or their parent/guardian are reluctant to participate in the process, the process will continue to ensure a safe and caring learning environment.

COMMUNICATION WITH FAMILIES

Administrative Procedure 3180
School - Home Communications



- The PowerSchool portal provides parents/guardians with access to their child's progress throughout the term.
- Parents/guardians are asked to review their contact information and emergency contacts at the beginning of the school year to make sure they are up to date.
 - <https://www.interlakesd.ca/powerschool-parent-portal/>
- The School Website provides information throughout the school year, including monthly calendars, the WES Handbook, community report, and Divisional updates.
 - [Warren Elementary School \(interlakesd.ca\)](https://www.interlakesd.ca)

STUDENT SERVICES

- Student services is staff and services provided by the school division to meet the needs of all students, including those who have exceptional learning needs, in an inclusive school setting.
- They are under the leadership of the Student Services Administrator.
- Referrals to professional services are made through learning support teachers, guidance counsellors and/or principals.
- For more information on the Student Services Department, please check out the website: <https://www.interlakesd.ca/programs/student-service-programs/>



HOME ROOMS

Kindergarten- Mrs. Ross (tross@isd21.mb.ca)

Grade One- Mrs. Margetts (amargetts@isd21.mb.ca)

Grade Two- Mrs. Charlton (jcharlton@isd21.mb.ca)

Grade Three- Mrs. Paulson (jpaulson@isd21.mb.ca)

Grade Four- Mrs. Rudge (krudge@isd21.mb.ca)

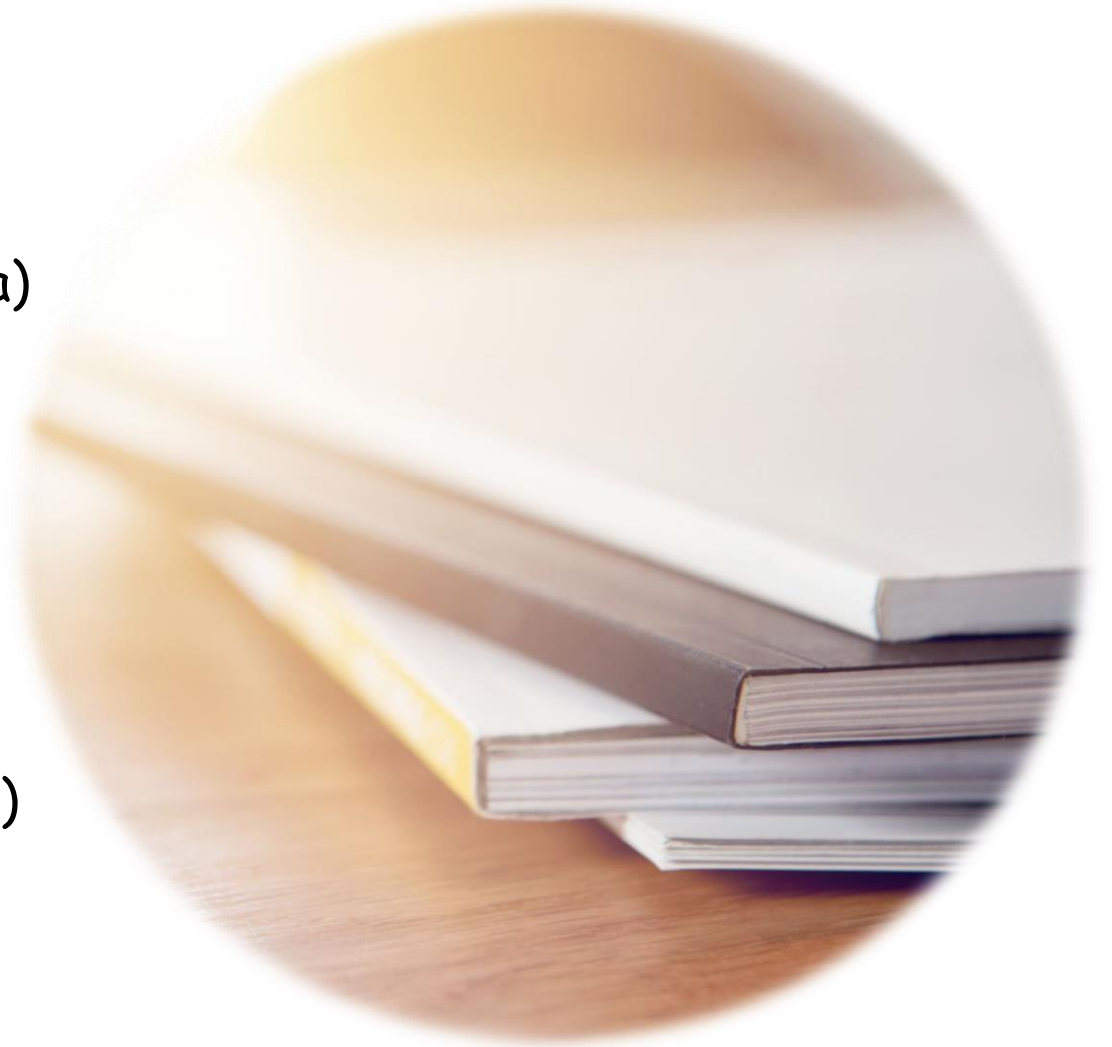
Grade Five- Mrs. Soutter (msoutter@isd21.mb.ca)

Grade Six- Mr. McMurtry (smcmurtry@isd21.mb.ca)

Grade Seven- Mrs. Olson (dolson@isd21.mb.ca)

Grade Eight- Mr. Martin (smartin@isd21.mb.ca)

• These are the rooms where you start each day



If you have questions or concerns not answered in this handbook, please do not hesitate to reach out to the school office:

Administrative Assistant:

Mrs. Caitlin Burdett- we@isd21.mb.ca
(204) 322-5576

Administrator:

Mrs. Morag Ivany- mivany@isd21.mb.ca
(204) 322-4243



QUESTIONS?