



GENERAL WOLFE SCHOOL

2023-2024

HANDBOOK

661 Banning Street, Winnipeg, MB, R3G 2G3

Phone: 204-786-7427 | Fax: 204-775-2882 | Email: generalwolfe@wsd1.org





TABLE OF CONTENTS : : : :

- 3** MESSAGE FROM ADMIN
- 4** OUR SCHOOL
- 5** VISION & MISSION
- 6** SCHOOL DAY
- 7** GUIDELINES
 - LOCKERS
 - RESPONSIBLE USE OF CELL PHONE & DEVICES
 - SCENT FREE ZONE
 - SMOKE & VAPE FREE ZONE
 - BREAKFAST, LUNCH HOUR & THE NOOK (CANTEEN)
 - ATTENDANCE POLICIES & PROCEDURES
 - SAFE ARRIVAL
 - LEAVING SCHOOL GROUNDS
 - ILLNESS AT SCHOOL
 - ABSENTEEISM CONCERNS
 - LATES
 - MEDICATIONS/HEALTH PLANS
 - COMPUTERS & TECHNOLOGY
 - REPORT CARDS
 - STUDENT ACTIVITIES
 - STUDENT DRESS CODE
 - BICYCLES, SCOOTERS & SKATEBOARDS
 - NEWSLETTERS, WEBSITE, SCHOOL NOTICES & MEDIA
 - SCHOOL SAFETY
 - VEHICLE PICK-UP & DROP-OFF
 - FIRE DRILLS & EMERGENCY PROCEDURES
 - SAFE & CARING CLIMATE
 - RESTORATIVE PRACTICES
 - BEHAVIOUR EXPECTATIONS
 - THREAT ASSESSMENT
 - SUSPENSION OF STUDENTS
 - COMMUNICATION WITH CAREGIVERS



A MESSAGE FROM ADMIN

• • • • •
• • • • •

Welcome to General Wolfe School! Our goal is to provide students with an environment that is safe, caring, supportive and engaging in order for them to develop the skills, values and mindset needed for academic, social and emotional growth. We encourage kindness, respect and perseverance at school, and know that in partnership with families/guardians, our students will become well rounded global citizens.

In order for learning to occur, an atmosphere with clear expectations is necessary, therefore we are providing you with this package of information which will explain the guidelines necessary for the success of each student. Please reach out if you have any questions or concerns.

Yours in Education,

Mrs. Susan Darazsi
Principal

Mr. Matt Frost
Vice Principal

WELCOME TO THE WOLFPACK!



OUR SCHOOL

At General Wolfe School, serving grades 7 through 9, we celebrate diversity, promote cultural understanding and ensure equitable opportunities for academic growth and personal development. We provide a rigorous curriculum aligned with educational standards, covering core subjects alongside numerous option courses.

Our staff actively promote positive relationships among students, encouraging collaboration and appreciation of differences. We celebrate various cultural events, organize diversity-focused activities, and provide opportunities for students to learn from one another's experiences and perspectives.

Additionally, we offer a variety of extracurricular activities to cater to students' varied interests and talents. These activities include sports teams, clubs, arts programs, and community service opportunities. Through participation in extracurricular activities, students have the opportunity to develop leadership skills, explore new passions, and build friendships with peers who share similar interests. We look forward to fostering partnerships with families and the school. Have an amazing school year!



VISION & MISSION



VISION • • • • •

General Wolfe School is dedicated to empowering all learners to explore their full and unique potential in a healthy and safe community.



MISSION • • • • •

SAFE & CARING - Our school and classrooms will be safe, encouraging and supportive places to learn and grow.

EQUITY & DIVERSITY - We will be supportive of our diversity; welcoming and appreciating each other's cultures, languages, similarities and differences. We are committed and accountable to equity by ensuring that everyone receives what they need to be successful.

ACADEMICS - Our learning environments and activities will be engaging and positive with accessible materials, technology and resources.



SCHOOL DAY

The regular school day begins at 9:00am and ends at 3:30pm. Doors will open at 8:45am so that students may use their lockers, put away their jackets etc. and make their way to their first class. In case of inclement weather, exceptions will be made as per the Winnipeg School Division's Cold Weather Guidelines (when the wind chill reading reaches -28 degrees Celsius via Environment Canada at The Forks).

General Wolfe Student Schedule Timetable Example						
	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6
Period 1 9:00 – 10:10am						
Period 2 10:10 – 11:15am						
Period 3 11:15-12:20pm						
LUNCH 12:20 – 1:20pm						
Period 4 1:20 – 2:25pm						
Period 5 2:25 – 3:30pm						



GUIDELINES

LOCKERS

Each student will be assigned a lock and locker. Students in grades 7 & 8 will have a locker partner. Students in grade 9 will have their own individual locker. The following guidelines apply to the use of these lockers to ensure student safety:

- The student must use the locker assigned.
- Combination locks will be provided by the school and personal locks are not to be used.
- Students are responsible for all personal belongings. The school is not responsible for personal belongings left in lockers. Valuable items should not be brought to school or left in lockers at any time.
- Students are asked to use their lockers during arrival, dismissal, lunch hour and as instructed by a teacher and/or classes that require specific outdoor/gym wear (e.g., Phys Ed, Outdoor Ed). Please do not access lockers during breaks as this creates hallway congestion.
- A replacement fee of \$5.00 may be charged for lost locks.
- Students are to keep their locker combinations confidential. Please do not share the numbers with friends. Sharing combinations is a violation of school rules and will result in loss of locker privileges. (This means the locker may be taken away for a period of time).
- Decorating the **INSIDE** of lockers to personalize them is permissible. Please do not decorate the outside of lockers (no tape of any kind, no stickers or writing, nothing glued or stuck to lockers, such as mirrors or notepads). **INSTEAD USE:** magnetic mirrors, magnets, sticky tak etc.
- How to open a combination lock:
 - a. Turn right (clockwise), past zero twice and then stop at the first number of the combination.
 - b. Turn left (counterclockwise), past the second number of the combination once and then stop on the second number the next time around.
 - c. Turn right (clockwise), to the third number of the combination. Pull up on locker latch.

The school will not be responsible for lost or stolen articles.



RESPONSIBLE USE OF CELL PHONES & DEVICES

At General Wolfe School we aspire to have a positive and productive learning environment with a focus on academic achievement and appropriate socialization. It is a privilege to have cell phones at school – we desire to have students use these devices in a responsible and appropriate manner. Please review school policies below:

- Cell phones must be switched OFF or be on SILENT and stored in a backpack, locker or a secure space during class time.
- Headphones/smartwatches/wireless earbuds should also be "off and away".
- Cell phone use is prohibited in classrooms, restrooms, and school offices, unless otherwise stated by a teacher.
- Students may be subject to disciplinary action if their use of their cell phone disrupts the school's educational environment. Examples of this include, but are not limited to: cheating, bullying, harassment, unlawful recording or photographing & violating other school rules
- Cell phones/devices should only be used for educational purposes and in consultation with the teacher. Students **MUST** follow and respect teacher instruction in regard to use of cell phones/devices
Refusal to follow rules may result in the following:
 - a private warning
 - teacher confiscation and note/phone call home
 - office confiscation and parent/guardian picks up the phone
 - student turns cell phone into the office each morning and picks it up at the end of the day or leaves it at home
- Cell phones/devices can be used on school grounds:
 - before and after school
 - during the lunch hour



RESPONSIBLE USE OF CELL PHONES & DEVICES

- We ask that parents/guardians do not text/call their child while they are in class. If contact is necessary during instructional time, please call the office at 204-786-7427.
- The school and its staff are not responsible for any damage to or theft of a student's cell phone and/or devices. Students must properly secure and take care of their own phones and/or devices.

SCENT FREE ZONE

General Wolfe School is a Scent Free Zone as some of our staff and students may have an allergic reaction to chemicals added to perfume/scented products. Reactions may include coughing, severe headaches, trouble breathing, chest pain & nausea.

Some of the products that may cause or provoke an allergic reaction include: hair products, perfume/cologne, aftershave, hand/body lotions and sprays and strong smelling soaps. Let's support the students and staff here who have allergies by not wearing scented products when in our school. Thank you for your support in advance.

SMOKE & VAPE FREE ZONE

General Wolfe School is a Smoke & Vape Free Zone, and smoking/vaping is prohibited on all school property. For students, failure to comply with the policy will result in interventions/consequences that may include:

- first offence - verbal warning in school
- second offence - in school suspension
- third offence - out of school suspension
- fourth and a fifth offense - subsequent offences will be referred to Superintendent's Department and/or Board of Trustees



BREAKFAST PROGRAM

A free, nutritious breakfast is available for all students between 8:45-9:00am. Breakfast will be served out of the Nook and students are expected to dispose of their garbage in the appropriate bins. A typical breakfast menu may include cereal and milk, scrambled eggs, toast and fruit, yogurt and/or pancakes. Students are expected to get to their first period class on time.

LUNCH HOUR

Over the lunch hour, students are either expected to go home for lunch or stay in the lunch program. Please note that there is limited space in the lunch program and all applications must be approved by the office before students may attend. Applications are located in the office. Those students staying for the lunch program will remain inside the building for the first half hour and go outside or to a club for the second half hour. Adult supervision is provided both indoors and outdoors. The grade 7 students will eat in the Pit, grade 8s will be in the Band Room and the grade 9s will eat in the Art Room. Emergency lunches are available at the office for students who may require them.

THE NOOK

Students may purchase a hot, healthy lunch from the Nook (canteen) for \$4.00. Typical lunches may include tacos, spaghetti & meatballs, pizza, burgers, soup, stew & bannock, quesadillas etc. alongside a variety of salad, fruit &/or veggies & dip. Students may pay for their lunch at the Nook over the first half of the lunch hour. If the student is not enrolled in the Lunch Program, they are expected to leave the school premises.



ATTENDANCE POLICIES & PROCEDURES

At Winnipeg School Division, one of our greatest priorities is ensuring all students arrive safely at school each and every day. To enhance our existing absence-checking procedure, we use a student absence reporting system created by School Messenger called SafeArrival. This system reduces the time it takes to verify student attendance, makes it easy for parents/guardians to report their child's absence and easy for staff to respond to unexplained student absences.

SAFE ARRIVAL INFORMATION

Parents/guardians are asked to report their child's absence in advance, whenever possible, using one of these convenient methods:

1. SchoolMessenger app (free)

- Provide your email address to the school.
- Get the app from the Apple App Store or the Google Play Store (or from <https://go.schoolmessenger.ca>).
- Tap Sign Up to create your account.
- Select Attendance from the menu, and then select Report an Absence.

2. Web and Mobile Web: go.schoolmessenger.ca

- Provide your email address to the school.
- Go to the website.
- Click Sign Up to create your account.
- Select Attendance from the menu, then select Report an Absence

3. Interactive Toll-free Phone: 1-855-278-4513

- Call the toll-free, interactive telephone system.
- Follow the instructions to report an absence.

Absences can be reported in advance:

- 24 hours/day
- 7 days a week
- For any school day in the school term
- Up to the cut-off time on the day of the absence.



SAFE ARRIVAL INFORMATION CONTINUED

Whenever an absence is reported or updated, you will receive a confirmation notice by email and/or text message (assuming you have provided your contact information to the school). If you don't report your child's absence in advance, the automated notification system will try to contact you (using the communication preferences if you have set them up in the SchoolMessenger app).

You will be asked to provide the reason for your child's absence immediately. You may do so using the phone line, website or mobile app. If you try to explain an absence using SafeArrival, but are then told that it is past the cut-off time, please contact the school directly.

If you don't want to receive notifications when your child is absent, be sure to report your child's absence in advance. If you do receive notifications of your child's absence, be sure to provide the reason as quickly as possible, using one of the 3 methods listed above or during the phone call notification itself.

LEAVING SCHOOL GROUNDS

Once students arrive in school (a.m. and p.m.) they are expected to stay on school grounds. A telephone call from the parent/guardian explaining the reason for leaving is required before a student will be allowed to leave. If a student is being picked up during the school day, the person picking the student up must call ahead or come in to the school office to sign that student out. Please note that the person picking up a student must be an adult and verified on the student's registration form. Parents/guardians will be informed if their child leaves the school during the learning day without permission.

ILLNESS AT SCHOOL

If a student does not feel well enough to attend classes, the student is to notify their teacher before reporting to the office. Arrangements will be made for the student to go home. The school staff will not provide Aspirin or other internal medications to students.



ABSENTEEISM CONCERNS

It is expected that students will attend at least 90% of all classes. This is a provincial, divisional and school expectation. Regular absences will be reported to Student Services for follow up as per provincial policy. If a student skips school or fails to attend regularly, the parents/guardians will be contacted via phone call, email and/or a letter and a solution will be worked out. Please note that the Community Support Worker and/or the Attendance Officer may be contacted to conduct a home visit.

LATES

ARRIVAL TO SCHOOL (AM & PM)

Students are expected to be on time for all classes. Students who arrive late, **MUST** sign in at the office before they go to class. They will receive a **WELCOME SLIP** and will submit it to their subject area teacher. If students do not sign in at the office their absence will not be changed and the School Messenger system will continue to contact parents/guardians.

LATES BETWEEN CLASSES

Students who are more than 5 minutes late transitioning from one class to the next (unless verified by a teacher) will be asked to get a late slip from the office.

MEDICATIONS/HEALTH PLANS

Medications that are to be administered by the school must be part of a URIS health plan. Students with major health issues must complete a health plan and carry the necessary equipment, such as inhalers for asthma and epipens for allergic reactions. We have permission forms in the office which need to be filled out by a parent/guardian before medication will be given to a student. Medications should be provided by parent/guardian and will be stored at the school (in office). Schools and students are not permitted to distribute Tylenol, Aspirin, etc.



COMPUTERS & TECHNOLOGY

Students are responsible for appropriate behavior when on the school computer just as they are in a classroom or school hallway. Access to network services will be provided to students who agree to act in a considerate and responsible manner. Use of the Internet and other computer networks will take place in teacher supervised settings only. Student privileges of computer usage may be revoked if any misbehavior, misuse or cyberbullying occurs.

REPORT CARDS

Report cards are issued three times a year, as indicated on the school calendar. Typically, report cards are issued the week following the end of the grading period.

STUDENT ACTIVITIES

General Wolfe School offers a variety of activities to provide students with opportunities to develop their interests and skillsets. Students are encouraged to participate and get involved! These may include athletic programs, academic and/or special interest clubs. If you need help in signing up for an activity, contact the assigned teacher advisor or the office.

STUDENT DRESS CODE

Students are asked to dress in a manner that does not interfere with the learning environment. Specifically, offensive language/pictures on clothing is not permitted (swearing, racist remarks/images & references to drugs, alcohol or sexual comments). Students may wear a hat or hoodie as long as it does not obstruct their face and is appropriate for school.

BICYCLES/SCOOTERS/SKATEBOARDS

All bicycles, scooters etc. must be parked in the racks provided and equipped with locks. The school is not responsible for damage or theft of bicycles/scooters etc. or their parts while they are parked in the racks. Skateboards may be stored in school lockers, however, they are not to be used on school sidewalks.



NEWSLETTERS, WEBSITE, SCHOOL NOTICES & MEDIA

General Wolfe School posts a bimonthly newsletter on the school website. Families may request a hard copy of the newsletter by contacting the office. School notices of upcoming events, field trips or exciting announcements will go home and/or be posted on our website throughout the year. In accordance with Policy KBAA, parents/guardians are asked to fill out a media consent form for their child, which is part of our school registration package. Once consent has been given, the child has permission for media coverage events. You may change your consent at any time by contacting the school principal and/or the office.

VEHICLE PICK-UP & DROP-OFF

We ask parents/guardians/drivers to adhere to all traffic rules within school zones. Student safety is our highest priority and we request that all drop-offs and pick-ups be done at the side of the school on Burnell Street, adjacent to the field. There has been an increase in traffic violations over the past couple of years and we ask that we all do our part to ensure the safety of all community members. See below for safety procedures:

- Double Parking is Not Permitted. It limits visibility, traffic flow, and boxes-in drivers and school buses. Double parking is illegal at all times and subject to enforcement action.
- Parking in Staff Parking Lot. The staff parking lot is for staff only, and not to be used as a pick-up or drop-off zone for students.

Thank you for your support and keeping our students safe.



SCHOOL SAFETY

FIRE DRILLS & EMERGENCY PROCEDURES

While schools cannot prevent crisis situations, they can be prepared to respond quickly, efficiently and appropriately to ensure the safety of students and staff members when situations occur. Throughout the school year, the students and staff of General Wolfe School will practice parts of the Crisis Response Plan. Fire drills, school Lock-Down and Hold and Secure practices are mandatory. Ten fire drills (one per month), three lockdowns and one evacuation practice are held each year to familiarize students with emergency procedures. In the event of an emergency evacuation, students will be directed to Daniel McIntyre High School.

SAFE & CARING SCHOOL CLIMATE

General Wolfe School is committed to providing safe, caring and inclusive place for learning. We encourage:

- courtesy and respect
- support for student well-being
- belonging and connectedness
- equity and equality
- positive and supportive relationships
- teaching and learning that considers student differences
- recognition of efforts and accomplishments
- celebration of diversity
- an ongoing focus on student achievement

We reinforce our safe & caring school climate through our Code of Conduct guidelines, teaching Digital Citizenship, utilizing Positive Behaviour Intervention Supports (PBIS) and adhering to Bullying Prevention Protocols. See our PBIS Behaviour Expectations Matrix on pages 18-21.

Problems can arise but can be solved through open discussion. For parents/guardians who may have concerns please follow these steps:

- talk to the teacher first
- If you cannot resolve the issue, talk to the principal
- If you cannot settle the issue, talk to the superintendent
- If the issue cannot be resolved, talk to the Chief Superintenden



SAFE & CARING SCHOOL CLIMATE CONT'D

This policy serves as fair notice to students that incidents of threats to self-harm or to harm others will be actively investigated by the school/Division. Because of the serious nature of such incidents, the investigation will continue even if the parent/guardian cannot immediately be contacted. Continued effort will be made to contact the parent/guardian.


RESTORATIVE PRACTICES

The students and staff at General Wolfe School have developed a **School Code of Conduct** based on Restorative Practices. We acknowledge that everyone makes mistakes and that learning from these mistakes helps us grow as individuals. We believe that when an individual makes a mistake, they should take ownership for that mistake and take steps to correct the harm that they have done. Restoring relationships is fundamental to creating a safe and caring learning community that nurtures the growth of all of its members.


When restoration is required, we will work with students to implement measures appropriate to the student and the situation. The following restorative measures are examples of how we might deal with behavioural concerns or conflicts:

- A teacher or administrator may speak with a student to reach agreement on future behaviour and consequences.
- A student may initiate restorative measures (concrete actions) they will take to make amends with those they have wronged. For example, a written apology.
- A teacher or administrator may mediate a disagreement between students in conflict.
- A teacher or administrator may hold a classroom conference for issues impacting student well-being and learning (e.g., classroom behavioural expectations).


GENERAL WOLFE SCHOOL BEHAVIOUR EXPECTATIONS

	Be Respectful	Be Responsible	Be Safe
HALLWAY & RAMP	<ul style="list-style-type: none"> • Walk quietly and directly to class • Respect the property of others • Respect the learning of others • Listen to all adults the first time 	<ul style="list-style-type: none"> • Ask for help when you need it • Do your task and return to class • Use appropriate language • Keep hallways clean • Cell phones stay in backpacks or pockets at all times 	<ul style="list-style-type: none"> • Make sure your teacher knows where you are and have a hall pass • Walk in a straight line on the right side of the hall, eyes facing forward • Keep your body to yourself
BATHROOM	<ul style="list-style-type: none"> • Respect the privacy of others • Wait your turn • Put toilet paper in the toilet and flush • Use a quiet voice and appropriate language • Listen to all adults the first time 	<ul style="list-style-type: none"> • Wash hands with soap & water • Keep bathroom clean • Seek teacher permission & use the hall pass • Take the shortest path to and from the bathroom • Tell adult if there are any problems • Return to class immediately 	<ul style="list-style-type: none"> • Keep your body to yourself • Walk • Keep the bathroom scent free • Food and drink stay out of the bathroom • Report damages and/or graffiti
WATER FOUNTAIN & FILLING STATION	<ul style="list-style-type: none"> • Listen to all adults the first time • Line up single file • Wait your turn 	<ul style="list-style-type: none"> • Return to class promptly • Be aware of others waiting • Use the fountain closest to where you are 	<ul style="list-style-type: none"> • Touch only the water with your mouth • Line your bottle up under the spout properly • Keep your body to yourself • Keep water in the fountain


GENERAL WOLFE SCHOOL BEHAVIOUR EXPECTATIONS

	Be Respectful	Be Responsible	Be Safe
THE PIT	<ul style="list-style-type: none"> • Respect the learning of others • Use a quiet voice and appropriate language • Listen to all adults the first time 	<ul style="list-style-type: none"> • Keep area clean • Work quietly • Cell phones stay in backpacks or pockets at all times 	<ul style="list-style-type: none"> • Stairs are for walking • Keep your body to yourself
OFFICE	<ul style="list-style-type: none"> • Use a quiet voice and appropriate language • Say “please” and “thank you” • Wait your turn and be patient • Listen to all adults the first time 	<ul style="list-style-type: none"> • Ask for help when you need it • Sit quietly • Be helpful 	<ul style="list-style-type: none"> • Stay in Student area • Keep your body to yourself • Report to office when arriving late or leaving early
ENTRANCE & EXIT	<ul style="list-style-type: none"> • Hold doors for others • Use a quiet voice and appropriate language • Greet others politely • Listen to all adults the first time 	<ul style="list-style-type: none"> • Arrive on time (8:50 am, 12:40 pm) • Enter and exit school single file 	<ul style="list-style-type: none"> • Keep your body to yourself and be aware of other’s personal space • Walk • Hold any sporting equipment while in the school • Keep doorway clear
ASSEMBLIES	<ul style="list-style-type: none"> • Listen to all adults the first time • Respect start signal • Sit on your bottom • Use expected voice volume 	<ul style="list-style-type: none"> • Enter and exit quietly • Ignore distractions • Show active listening • Stay in your spot for the duration 	<ul style="list-style-type: none"> • Keep your body to yourself • Leave objects (including phones) where asked to • Sit where directed

GENERAL WOLFE SCHOOL BEHAVIOUR EXPECTATIONS

	Be Respectful	Be Responsible	Be Safe
LOCKERS	<ul style="list-style-type: none"> • Listen to all adults the first time • Use a quiet voice and appropriate language • Respect school property 	<ul style="list-style-type: none"> • Go to your locker before school, at lunch and after school • Be aware of others around you • Keep your locker clean 	<ul style="list-style-type: none"> • Keep your combination private • Keep your body to yourself
OUTDOOR AREAS	<ul style="list-style-type: none"> • Listen to all adults the first time • Use appropriate language • Include others • Follow Fair Play rules • Respect school property 	<ul style="list-style-type: none"> • Be aware of others • Dress for the weather • Return equipment to where it belongs • Play stops when the bell rings • Put garbage and recycling where it belongs 	<ul style="list-style-type: none"> • Use equipment as it is intended to be used • Use our bodies safely • Report any problems to an adult • Ice and snow stays on the ground
CHANGE ROOMS	<ul style="list-style-type: none"> • Respect the privacy and property of others • Clean up after yourself • Use appropriate language • Listen to all adults the first time 	<ul style="list-style-type: none"> • Come prepared with your gym shoes and clothes. • Once changed stay in the gym • Keep your belongings neat • Change quickly (less than 3 minutes) and report to gym/next class 	<ul style="list-style-type: none"> • Keep your body and eyes to yourself • Walk in and out

GENERAL WOLFE SCHOOL BEHAVIOUR EXPECTATIONS

	Be Respectful	Be Responsible	Be Safe
TO & FROM SCHOOL	<ul style="list-style-type: none"> • Use appropriate language • Respect property of community members and local businesses • Respect the privacy of others when using social media/technology 	<ul style="list-style-type: none"> • Arrive on time (8:45-8:50, 12:40-12:45) • Be aware of your surroundings • Present yourself in a positive way 	<ul style="list-style-type: none"> • Stay on the sidewalk • Cross at the lights • Exit the vehicle on sidewalk side • Report any problems to a safe adult
LUNCH PROGRAM	<ul style="list-style-type: none"> • Listen to all adults the first time • Sit in assigned area • Use a quiet voice and appropriate language • Respect the food choices of others 	<ul style="list-style-type: none"> • Come to lunch promptly with everything you need (lunch, outdoor clothes) • Clean up any messes • Use trash cans and recycling bin • Weather permitting, go outside promptly when dismissed 	<ul style="list-style-type: none"> • Stay seated while eating • Respect allergy alerts • Eat only your own food • Wash/sanitize hands before eating • Keep your body to yourself
LIBRARY	<ul style="list-style-type: none"> • Use a quiet voice and appropriate language • Handle books with care • Listen to all adults the first time • Food and drink stay outside the library 	<ul style="list-style-type: none"> • Put books back in the correct spot • Return books on time • Keep library clean • Use technology appropriately 	<ul style="list-style-type: none"> • Walk • Keep our bodies to ourselves • Push in chairs when done



THREAT ASSESSMENT

The purpose of the threat assessment process is to use the best knowledge, skill and experience available to assess high-risk threatening behaviours so that appropriate interventions can be identified to protect individuals from harm and ensure a climate of safety in schools and the community.

Any child who poses a high risk to self-harm or who threatens harm to others will undergo an intense investigation. All high-risk behaviours will be taken seriously and high-risk students will be assessed accordingly. When a high-risk threat is made to self-harm or to harm others, it is essential to assess any safety risk(s), put in place the required interventions to ensure safety, analyze appropriate next steps and determine appropriate consequence. **No student who has posed a threat of harm to themselves or to others will be permitted to attend school until safety is assured.**

In the event that such a situation arises, the resulting investigation will be extensive in scope and includes the involvement of Clinical Services. Police and other agencies may be included in the process. The Manitoba Safe School Charter (Province of Manitoba, S.M. 2004, c. 24) sets guidelines that apply to students and staff regarding threatening behaviour. Behaviours that will not be tolerated in schools and that will be dealt with immediately include but are not limited to the following:

- bullying or abusing physically, sexually, or psychologically; verbally or in writing or otherwise
- discriminating unreasonably on the basis of any characteristic set out in subsection 9(2) of The Human Rights Code
- using or possessing a weapon as “weapon” is defined in Section 2 of the Criminal Code of Canada
- inappropriate use of electronic mail, the internet, cell phones and electronic communication devices to deliver/create threats or harm including bomb threats, harassment or bullying
- verbal/written threats to injure/hurt others or to do harm to themselves, including threats that are gestures, drawings, or writings.



THREAT ASSESSMENT CONT'D

This policy serves as fair notice to students that incidents of threats to self-harm or to harm others will be actively investigated by the school/Division. Because of the serious nature of such incidents, the investigation will continue even if the parent/guardian cannot immediately be contacted. Continued effort will be made to contact the parent/guardian.

SUSPENSION OF STUDENTS - WSD POLICY JGD

Principals shall seek alternatives to student suspensions when feasible.

Where student behaviour affects the class, the student is withdrawn to a supervised alternate location to complete their assignment. Such withdrawal would normally be temporary, but when a prolonged withdrawal is recommended, the parents/guardians are contacted.

Students may be suspended from school for the following: weapons (possession, threat, attack), physical assault (staff and students), verbal assault (staff and students), substance use/abuse of illegal drugs, alcohol and tobacco; abuse of controlled substances, trafficking in illegal drugs, property damage, misconduct (conduct considered detrimental to the learning environment which is not included in the above) and inappropriate use of the Internet.

COMMUNICATION WITH CAREGIVERS - RE: DISCIPLINARY ACTION

Staff members at General Wolfe School believe that effective communication between school and home is essential in helping children develop physically, socially, emotionally and intellectually. Parents will be contacted regarding disciplinary actions concerning their child. Should a parent wish to appeal a disciplinary decision or have questions or concerns about such a decision, they are encouraged to contact whomever took disciplinary action. If your concerns are not addressed to your satisfaction, contact the school Principal or Vice-Principal. If your concerns still have not been addressed to your satisfaction, contact the District Director or Superintendent.

WOLFPACK



PRIDE!