

***STUDENT  
HANDBOOK***

***2022-2023***



535



**PORTAGE LA PRAIRIE SCHOOL DIVISION**

-3rd Street N.W., Portage la Prairie, Manitoba R1N 2C4

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## **STATEMENTS OF PURPOSE, MISSION AND VALUES**

The **PURPOSE** of The Portage la Prairie School Division is:

To provide, or make provision for, appropriate schooling opportunities for students eligible attend Portage la Prairie School Division.

The **MISSION** of Portage la Prairie School Division is:

To recognize the individual needs and potential of our students and to provide these students with the opportunity to undertake schooling experiences that will contribute to the development of their full potential. Schooling experiences will give consideration to the future demands that will be placed upon society by our rapidly changing world.

The following **VALUES** have been identified as a high priority and are therefore expected to be incorporated into the decision making of the staff and students of the Portage la Prairie School Division:

- 1. HONESTY**
- 2. COMMITMENT**
- 3. DIGNITY**
- 4. COMPASSION**
- 5. COOPERATION**
- 6. EQUALITY**

## Our Mission Statement

*At ÉAMS, we provide authentic learning experiences for all students through a collaborative system of support that values diversity, and encourages resilient, responsible learners.*

## Our School

Logo/Motto



Coat of Arms



Mascot – Eagle

School Colours – black, white, silver

Team Name – United

## Our School Wide Expectations

We are **U**nited

We are **i**nclusive

We are **k**ind and helpful

We **T**ake responsibility

We **r**espect ourselves and others

We celebrate **D**iversity



## Arthur Meighen

Arthur Meighen was a highly respected lawyer, who practiced in Portage la Prairie, and represented Portage la Prairie as its Member of Parliament. An editorial which appeared in the Winnipeg Free Press on Aug. 6, 1960, opened with the statement: "It is doubtful if Canadian public life has produced a more brilliant and tragic figure than the Right Honourable Arthur Meighen."

In 1908, Arthur Meighen was elected as a Conservative Member of Parliament, and went on to serve as Secretary of State for External Affairs, Minister of Mines, Minister of the Interior, and in 1920, at age 46, became Prime Minister. Although he was Prime Minister twice, he served in that office for just over 17 months in total, and was later appointed to the Senate. He retired from politics in 1941, after 30 years of service to the people of Canada.

Arthur Meighen was noted for his brilliant oratory, his honesty and integrity, and upon his death in 1960, was paid glowing tributes by politicians from all parties.

*Excerpt taken from "Farewell But Not Forgotten AMHS 1965-2006" copyright 2006 Arthur Meighen High School Farewell Committee. Permission for use granted by Bob Turner, Editor.*

## École Arthur Meighen School

*Arthur Meighen High School* first opened its doors to 403 students on November 1, 1965. After the amalgamation and restructuring of AMHS and PCI in September 2006, "*Ecole Arthur Meighen School*" became Portage's first "Middle School", and welcomed students and staff from Grades 5 to 8 Crescentview and École Prince Charles. When Victoria School closed its doors in June 2007, EAMS was pleased to welcome their students and staff, too. At present, EAMS welcomes Grade 4 to 8 and has approximately 460 students.

# PBIS (Positive Behaviour Intervention Systems) at Ecole Arthur Meighen School

## PBIS is:

- A positive behavior program to make our school a safe, responsible, and respectful place!
- Clear school-wide expectations with consequences and rewards
- Focus is on teaching and reteaching behaviours
- Recognition and celebration for
- successes


## What does PBIS do for Students?

- Teach them appropriate behaviours - Lessons throughout the year, reteaching opportunities
- Recognize and praise their positive behaviours - Rewards, opportunities to participate in special events, school swag, etc.
- Creates consistency amongst the school environment
- Creates a fun, positive atmosphere!

## How does PBIS work?

- Students follow the same rules and expectations at EAMS.
- These will be on posters throughout the school.
- When students follow the rules and expectations, they are recognized.
- When students do not follow the rules, there are planned consequences to help them get back on track.
- Everyone is on the same team!

## ***Behaviour Matrix- Positive Behaviour Interventions and Supports***

<b>Soaring Behaviours</b> 	Hallways	Playground	Washrooms	Lunchrooms	Entrance/ Exit Areas
<b>Be Respectful</b>	-Move quietly through the hallways during transition times -garbage and recycling in appropriate bins	-Use school appropriate language -Put garbage and recycling in the bins provided -Listen to all adults at first request	-Keep facilities clean -Use school appropriate language	-Use school-appropriate language and volume -Dispose of your garbage and recycling -Listen to all adults at first request	-Use school-appropriate language -Hold the door for the person behind you -Wipe shoes upon entry

<p><b>Be Safe</b></p>	<ul style="list-style-type: none"> <li>-Hoods down/hats off</li> <li>-Walk on the right hand side and follow arrows</li> <li>-Keep hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>-Keep hands and feet to yourself</li> <li>- Report injuries to an adult immediately</li> <li>-Use equipment properly</li> <li>-Dress for the weather</li> </ul>	<ul style="list-style-type: none"> <li>-Give others privacy and space</li> <li>-Use proper hand washing hygiene</li> <li>-Report inappropriate behaviour to an adult</li> <li>-Washrooms are a phone free zone</li> </ul>	<ul style="list-style-type: none"> <li>-Only eat your own food</li> <li>-clean your hands before eating</li> <li>-Stay seated in your own desk until dismissal</li> </ul>	<ul style="list-style-type: none"> <li>-Keep doorways clear</li> <li>-Use the door on your right when entering and exiting</li> <li>-sanitize your hands</li> </ul>
<p><b>Be Responsible</b></p>	<ul style="list-style-type: none"> <li>-Be in your classroom with required school supplies when the bell rings.</li> <li>-Use hallway for transition only</li> </ul>	<ul style="list-style-type: none"> <li>-Follow the rules of a game as determined by your class</li> <li>-Clean and return equipment to the designated area</li> <li>-Stay in your grade area</li> <li>-Line up with your class when the bell goes</li> </ul>	<ul style="list-style-type: none"> <li>-Use washroom time efficiently and appropriately</li> <li>-Return to class immediately after using the washroom</li> </ul>	<ul style="list-style-type: none"> <li>-clean up after yourself</li> <li>-communicate pre-arranged lunch plans to an adult</li> </ul>	<ul style="list-style-type: none"> <li>-Keep foot traffic moving through the doorways.</li> <li>-Enter and exit through your designated door</li> </ul>

## **EAMS STAFF 2022-2023**

### **ADMINISTRATIVE STAFF**

<b>Principal</b>	<b>Ms. K. Zwarich</b>
<b>Vice-Principal</b>	<b>Mr. D. Moar</b>
<b>Administrative Assistant</b>	<b>Mrs. M. Whincup</b>
<b>Clerical Assistant</b>	<b>Mrs. R. Reynolds</b>

### **TEACHING STAFF**

<b>Grade Four</b>	<b>Ms. J. Besana</b> <b>Miss K. MacAulay</b> <b>Mrs. K. Gardiner</b>
<b>Grade Five</b>	<b>Ms. A. Duchnycz</b> <b>Mrs. A. Klassen</b> <b>Mr. D. Brooks</b>
<b>Grade Five F.I.</b>	<b>Mme A. Mckenzie</b> <b>Mr. O. Edwards</b>

<b>Grade Six</b>	<b>Ms. K. Davey Mr. J-G Crevier Ms. E. Moar Mr. C. Talbot</b>
<b>Grade Six F.I.</b>	
<b>Grade Seven</b>	<b>Mr. J. Schrader/Mrs. R. Braun Ms. B. Drummond Mr. D. Durdle Mme T. Ritchot</b>
<b>Grade Seven F.I.</b>	
<b>Grade Eight</b>	<b>Mrs. J. Hartnell Mr. B. Janz Mr. B. Nurse Mme K. Horning</b>
<b>Grade Eight F.I.</b>	
<b>Junior Life Skills</b>	<b>Mrs. J. Murray</b>
<b>Home Ec. / Industrial Arts</b>	<b>Mrs. R. Hannah (Sewing Textiles) Mr. B. McGowan (Metal Works) Ms. K. Moar (Foods) Mrs. S. Larson (Graphic Arts)</b>
<b>Music</b>	<b>Mr. E. Goertzen (Music, 7/8 Guitar) Mr. T. Clink (7/8 Band) Mr. S. Preun (8 Guitar)</b>
<b>Physical Education Resource</b>	<b>Mr. D. Rosset/Mr. B. Janz Mrs. T. Pierrepont/Mrs. L. Goertzen</b>
<b>Guidance Counselors</b>	<b>Mrs. P. Rheault Mr. A. Martini</b>

## **SUPPORT STAFF**

### **Educational Assistants:**

<b>Mrs. K Alford</b>	<b>Mr. N. Wagner</b>	<b>Mrs. K. Clements</b>	<b>Mrs. P. Demman</b>
<b>Mrs. J. di Dio</b>	<b>Mrs. K. Durand</b>	<b>Mrs. K. Erickson</b>	<b>Ms. D. Beaulieu</b>
<b>Ms. M. Kahler</b>	<b>Mrs. C. Kasprowich</b>	<b>Ms. L. Marks</b>	<b>Mrs. C. Perry</b>
<b>Ms. S. St.Goddard</b>	<b>Miss J. Turner</b>	<b>Mr. J. Vachon</b>	<b>Mrs. A. Nicholls</b>

**Librarian:** **Mrs. S. Cooper**

**Custodians** **Mr. J. Kowerchuk** **Mr. P. Guadalupe** **Ms. J. Furet**  
**Ms. D. Bone** **Ms. F. Alas-Carrero**

## 2022-2023 School Calendar

### 2022

September 5 (Monday)	LABOUR DAY - SCHOOLS CLOSED
September 6 (Tuesday)	K -12 Administration/Professional Development
September 7(Wednesday)	K-12 Professional Development in AM - No Classes / School Meet and Greet PM
September 8 (Thursday)	First Day for Students
September 14 (Wednesday)	Principals' Council
September 16 (Friday)	Strong Beginnings (K-9)
September 19 (Monday)	Strong Beginnings (K-9)
September 21 (Wednesday)	Administrators' Council
September 30 (Friday)	NATIONAL TRUTH & RECONCILIATION DAY – SCHOOLS CLOSED
October 10(Monday)	THANKSGIVING - SCHOOLS CLOSED
October 12 (Wednesday)	Principals' Council
October 19 (Wednesday)	Administrators' Council
October 21 (Friday)	MTS PD Day - No Classes
October 24 (Monday)	Divisional Professional Development - No Classes
November 4 (Friday)	K-12 Administration Day
November 11 (Friday)	REMEMBRANCE DAY – SCHOOLS CLOSED
November 16 (Wednesday)	Principals' Council
November 23 (Wednesday)	Administrators' Council
December 7 (Wednesday)	Administrators' Council
December 21 (Wednesday)	Last Day Fall Term
December 22 - January 4	CHRISTMAS BREAK - SCHOOLS CLOSED

### 2023

January 5 (Thursday)	First day of Spring Term
January 11 (Wednesday)	Principals' Council
January 13 (Friday)	K- 12 Administration – Student Led Conferencing/ -No Classes
January 18 (Wednesday)	Administrators' Council
January 30 – February 3	High School Exam Week
February 6 (Monday)	Second Semester begins at High School
February 8 (Wednesday)	Kindergarten Registration
February 15 (Wednesday)	Principals' Council
February 17 (Friday)	Divisional Professional PD Day - No Classes
February 20 (Monday)	LOUIS RIEL DAY - SCHOOLS CLOSED
February 22 (Wednesday)	Administrators' Council
March 6 (Monday)	K-12 Administration Day No Classes
March 8 (Wednesday)	Principals' Council
March 15 (Wednesday)	Administrators' Council



March 27 – March 31

SPRING BREAK - SCHOOLS CLOSED

April 7 (Friday)

GOOD FRIDAY – SCHOOLS CLOSED

April 10 – April 14

Education Week

April 12 (Wednesday)

Principals’ Council

April 19 (Wednesday)

Administrators’ Council

April 21 (Friday)

K to 12 Student Led Conferencing - No Classes

April 24 (Monday)

K -12 Professional Development – Year Reflection

May 17 (Wednesday)

Principals’ Council

May 22 (Monday)

VICTORIA DAY - SCHOOLS CLOSED

May 24 (Wednesday)

Administrators’ Council

June 7 (Wednesday)

Principals’ Council/Admin Council

June 30(Friday)

Last Day for Students AM/ Administration PM -No Classes PM

### Time Elements/Bells/Buzzers

Bell Time	Inside	Outside	Notes
8:40	X	X	Students outside
8:50	X	X	Students picked up by teacher outside
8:57	X		Opening Announcements
10:30	X	X	Grade 4/5/6 end of recess, Grade 7,8 end of break
12:40		X	Grade 5/6 end of lunch to go outside, Grade 7/8 end of lunch break
12:50	X		Grade 7/8 resume instruction
1:20		X	Grade 5/6 end of lunch break
2:10	X	X	Grade 7/8 end of break inside and outside
2:50		X	Grade 5/6 end of recess outside
3:30	X	X	Dismissal

## 2022-2023 Alternate Lunch and Break Times

<b>Grade 4</b>		
	<b>Time</b>	<b>Minutes</b>
Outside	8:40 - 8:50	10
Homeroom	8:50 - 8:57	7
Period 1	9:00 - 9:40	40
Period 2	9:40 - 10:15	35
Recess	10:15 - 10:30	15
Period 3	10:30 - 11:10	40
Period 4	11:10 - 11:45	35
Period 5	11:45 - 12:25	40
Lunch	12:25 - 12:40	15
Lunch Break	12:45 - 1:20	35
Period 6	1:25 - 2:00	35
Period 7	2:00 - 2:35	35
Recess	2:35 - 2:50	15
Period 8	2:50 - 3:30	40

<b>Grade 5</b>			<b>Grade 6</b>		
	<b>Time</b>	<b>Minutes</b>		<b>Time</b>	<b>Minutes</b>
Outside	8:40 - 8:50	10	Outside	8:40 - 8:50	10
Homeroom	8:50 - 8:57	7	Homeroom	8:50 - 8:57	7
Period 1	9:00 - 9:40	40	Period 1	9:00 - 9:40	40
Period 2	9:40 - 10:15	35	Period 2	9:40 - 10:15	35
Recess	10:15 - 10:30	15	Recess	10:15 - 10:30	15
Period 3	10:30 - 11:10	40	Period 3	10:30 - 11:10	40
Period 4	11:10 - 11:45	35	Period 4	11:10 - 11:45	35
Period 5	11:45 - 12:25	40	Period 5	11:45 - 12:25	40
Lunch	12:25 - 12:40	15	Lunch	12:25 - 12:40	15
Lunch Break	12:45 - 1:20	35	Lunch Break	12:45 - 1:20	35
Period 6	1:25 - 2:00	35	Period 6	1:25 - 2:00	35
Period 7	2:00 - 2:35	35	Period 7	2:00 - 2:35	35
Recess	2:35 - 2:50	15	Recess	2:35 - 2:50	15

Period 8	2:50 - 3:30	40	Period 8	2:50 - 3:30	40
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Grade 7			Grade 8		
	Time	Minutes		Time	Minutes
Outside	8:40 - 8:50	10	Outside	8:40 - 8:50	10
Homeroom	8:50 - 8:57	7	Homeroom	8:50 - 8:57	7
Period 1	9:00 - 9:40	40	Period 1	9:00 - 9:40	40
Period 2	9:40 - 10:20	40	Period 2	9:40 - 10:20	40
Break	10:20 - 10:30	10	Break	10:20 - 10:30	10
Period 3	10:30 - 11:10	40	Period 3	10:30 - 11:10	40
Period 4	11:10 - 11:50	40	Period 4	11:10 - 11:50	40
Lunch	11:50 - 12:08	18	Lunch	11:50 - 12:08	18
Lunch Break	12:08 - 12:40	32	Lunch Break	12:08 - 12:40	32
Period 5	12:50 - 1:25	35	Period 5	12:50 - 1:25	35
Period 6	1:25 - 2:00	35	Period 6	1:25 - 2:00	35
Break	2:00 - 2:10	10	Break	2:00 - 2:10	10
Period 7	2:10 - 2:50	40	Period 7	2:10 - 2:50	40
Period 8	2:50 - 3:30	40	Period 8	2:50 - 3:30	40

### INFORMATION FOR STUDENTS AND PARENTS OF E.A.M.S.

École Arthur Meighen School is your school. We want you to be proud of being a part of it. Pride in your school comes about through your concern for yourself and your fellow students. If you are willing to become involved in school activities and special functions, and to bring forward ideas that may assist your school in becoming a better place of learning, then you will feel that you have contributed to the betterment of your school. It is through positive involvement that pride is developed. École Arthur Meighen School is a complex school offering many different educational programs to students of varied interests and abilities. No one program is more important than any other. Through mutual understanding and cooperation, we can make a good school a great school.

#### GOOD SCHOOL CITIZENSHIP

You should:

- a) be courteous and fair at all times
- b) build your reputation for personal responsibility
- c) complete your lessons properly each day
- d) take pride in your scholastic achievement

- e) take an active part in your school
- f) be a good sport

### **SCHOOL WIDE EXPECTATIONS OF STUDENTS**

1. I am expected to show consideration, courtesy, and respect to others and their property.
2. I am expected to be responsible for any missed assignments due to tardiness, truancy or illness.
3. I am expected to walk quietly and safely to, and from all activities following the directional arrows on the floor and in an orderly manner. Common sense and safety are my guides.
4. I am expected to avoid the use of profane and inappropriate language and gestures.
5. I am expected to wear clean, dry footwear in the school. If I have boots or wet footwear I will remove or clean them. I will put on suitable footwear for use in school. Fire regulations state that students should always have footwear on at all times.
6. If I remain at school for lunch, I am expected to eat lunch in my classroom only and behave appropriately by showing due respect to property and to others.
7. I am expected to remove headgear (ball caps, toques, hoods, etc.) upon entering the school.
9. If I must leave the school during the school day, I will notify my teacher and sign out at the office. When coming in late, I am to report to the office staff to sign in on my arrival at school.
10. I am expected to leave school promptly at dismissal time, unless involved in a supervised activity, and report home or to a location determined by my parents or guardian.
11. I am expected to treat all school property (walls, desks, lockers, books, etc.) with care and respect and if I do not I am expected to pay for the damage.
12. I am expected to be in my designated classroom during class time. To leave the room, I require the teacher's permission.
13. I am expected to report any vandalism or damage of school property to the school office or classroom teacher immediately upon discovery.

**14. I am expected to keep all tobacco products, and/or lighters, at home and not have or use them on school property. This includes e-cigarettes and vaporizers (vapes). The schools in Portage are all smoke free and violations of this policy are treated seriously.**

**15. I am expected to avoid inappropriate or excessive physical contact while in the school and outside. I will keep my hands and feet to myself.**

**16. I am expected to behave responsibly and appropriately on the school premises, on the way to and from school, on out-of-school activities that are part of the school program; and while traveling on a school bus or in a vehicle being used as part of a school program.**

**17. I am expected to be diligent in pursuing my studies, attend school regularly and punctually, cooperate fully with everyone authorized by the school to provide educational programs and other services, comply with the rules of the school, account to my teachers for my conduct and respect the rights of others at all times.**

### **General Info./Expectations Highlights 2022-2023**

**1) Arriving to/Leaving school: When you arrive at school, you will be meeting your classmates outside in your grade's designated area. Once entering the school, you need to head directly to your classroom and get ready for the day. Please do not go to your locker, wander the hallway, or be in other classrooms. At 3:30, put your things away in your classroom (classroom must be cleaned up, no garbage on the floor) and get ready to go home. You are not permitted to hang around the school or be in other classrooms after dismissal. Bus students would be waiting in the bus loop area and students who are getting picked up should be in the parent pickup/drop off area. If you are walking home, you are not permitted to wait outside with the bus students or to linger at the parent pick up side.**

**Students should not arrive before 8:30 as there is no supervision. This is particularly important in the winter if getting dropped off. Students will only be allowed in the building by admin when the weather inclement or colder than -27. When you arrive in the morning, stay off the play structures.**

**2) Cleaning Desks at Lunch: If you stay for lunch, a staff member will assist students in spraying and wiping desks after eating. I would avoid putting your food on a really dirty desk. Spray and paper towel provided in your homeroom if needed. A clean desk ensures safety.**

**3) Dress Code: We do not have a formal dress code. Please dress appropriately and respectfully for school and learning. Unless your clothing is extremely weather-inappropriate,**

is unsafe, is offensive/rude, we are not concerned. Any concerns would be addressed privately with students.

**4) Electronic Devices:** Personal cell phones, ipads, tablets etc... are brought to school at your own risk. The school will not be responsible if they are lost or stolen. They should be kept locked in your locker. They must be used respectfully and responsibly, i.e. only used when acceptable, like at breaks, recesses, lunch recesses or after you are finished eating. They may only be used in the classroom if/when the teacher allows it. This will vary from teacher to teacher. If you are asked to put it away in a basket or in your locker, you are to comply. If you do not listen/follow the teacher's request, there will be a consequence, whether within the classroom, or the office. \*No videotaping/picture taking/audio recording of students/staff in general, and in particular, without permission.

**5) Energy Drinks:** These are not good for you and are not allowed at our school. **Sunflower Seeds:** These are not allowed at our school or on field trips/events.

**6) Hand and Feet to yourself/Inappropriate Displays of Affection:** Do not lay hands on other students, take their hat off if worn outdoors, or knock it off, no tackling/pushing/shoving etc... And...always awkward to talk about, but students are not to engage in hand-holding, hugging, or kissing in the school or on school grounds (recesses, lunchtime etc...)

**7) Injuries:** If you hurt yourself or get hurt, you need to tell an adult. In some cases, you will need to come to the office. Depending on the injury, your parent/guardian may be called by the Office, or you may be asked to call them to let them know. If *you* see a student get injured or they tell you they did, you need to report it to the office. Don't assume your teacher or another adult always knows. Should you need to go home or get checked out, it is appreciated if your parent/guardian calls the school to let us know how you're doing.

**8) Late to school:** If you are late, you need to come to the front entrance, sign in at the Office and report to your class. If the class you have arrived in time for is not your homeroom teacher, let your homeroom teacher know you have arrived before you head to class. If you don't, and the Office doesn't know that you've even arrived, you will be marked absent and there may be a call home. Always sign in and see your homeroom teacher as soon as you can so they know you are here.

**9) Locker:** You will need to have a lock for your locker (Gr.6-8 is advisable, but 4's and 5's can have one if they like. We also have 1-digit locks for students who struggle to use a lock and need to use a lock.) Key locks are not advisable—the keys are often lost and the lock needs to be cut off. The combination must be forwarded to your homeroom teacher. Your locker door must be kept closed and preferably locked at all times, so others can't go into them.

Jackets/boots/backpack/lunch are usually the only items that are kept in your locker. Do not bring large sums of money to school or valuable items to school. Any money your parent/caregiver gives you for things, give to your teacher asap. Your belongings and papers are not to be on the floor in front of your locker, or papers and backpack straps sticking out of your locker. Locker door needs to be closed. Items will be sent to the lost and found or will be thrown out.

10) Locker decorating: Feel free to decorate, but it needs to all be removed at the end of the year. Please do not use a permanent marker, pen, or pencil on the locker. You will be responsible for removing it or may be asked to pay for any damage to the locker. No stickers, please, as these are hard to remove.

11) Recesses/Breaks: Students need to head outside for recess as soon as the buzzer goes. Staying in the classroom is not permitted. Note: If you are found to be hiding or loitering in the hallways, you may be spending time in the Office during breaks or being supervised by an adult during recess. Gr.7 and 8 students will have their morning break contained in their classroom. They are not permitted to go to other classrooms or to be in the Gr. 4, 5 and 6 Hallways/areas. Grade 7 & 8 students are expected to go outside for their afternoon break.

12) Signing Out: If you have an appointment or your parents are planning on picking you up from school earlier than 3:30, unless it is over the lunch hour, you are expected to “sign out” at the Office. You need to provide a note saying that you are leaving early/have an appointment. Parents may be called if you do not provide a note and/or you may not be permitted to leave.

13) Social Media: Students are reminded to be responsible about social media activity. Students and parents are encouraged to share social media concerns with administration in a timely fashion. \*\*\*Block & Report\*\*\*

14) Tobacco/Lighters/E-Cigarettes/Vapes/Other substances: Cigarettes, matches, lighters etc. are not allowed at school. If brought to school, it may result in an suspension; this could be an in school or out of school suspension

**\*\*Suspected and/or actual drug or alcohol possession or abuse: this will result in a 5 day suspension and would involve a readmission meeting with the Assistant Superintendent.**

15) Bullying: There are often concerns about “bullying”. Please be advised that we have Anonymous Reporting—this can be accessed by a QR code. Info. will be on posters around the schools and will be sent to your parent/caregiver in an e-mailed handbook/newsletter. These will be taken seriously and dealt with.

You should know, however, that “bullying” is *not* when someone, whether you know them or not, calls you a name once or twice. It is considered bullying when *you specifically, are targeted* by someone and bothered *over a period of time*. Also, *bullying is not when two friends have a disagreement. If you feel your friend is bullying you, you might want to reconsider the friendship*. If you go to the Office with this kind of concern, unless you are prepared to cut ties with this friend, it will be treated as *normal conflict*.

**In the case of bullying, don’t be a bystander-if you do see someone in your class getting picked on, please tell your teacher, EA, the Office staff, or another adult in our building. Or report anonymously.**

“Snitching”: Some students won’t tell an adult that someone is bothering them. However, sometimes that other student will report *you* the one time you say or do something back to them and if you *have* ever done or said something to that student, you may be surprised to find yourself in trouble, even though it was only one time, and yet that person has been bothering you A LOT. You will feel that this is unfair. *To avoid this kind of problem, you do need to tell an adult if you are being bothered, even if it has only happened once or twice. You may not want anything done right away, but if it continues, the student needs to be spoken to because you need to be left alone.*

**16) Weapons/Replicas: Any weapon, big or small, or a replica of a weapon (a fake-- like a toy/plastic gun/knife etc...) brought to school will result in an automatic 5 day Out of School Suspension. This includes butter knives and steak knives, plastic or otherwise, at lunch, as well as Swiss Army knives, multi-tools, toys...NO EXCEPTIONS. Always a good idea to check your knapsack before you come to school...make sure these kinds of toys or items etc.. are not in it!**

## **DIVISION POLICIES**

Please review our Division Policies on harassment, sexual harassment, filing complaints and other policies on the PLPSD website: <http://www.plpsd.mb.ca>