



HENRY G. IZATT

---

MIDDLE SCHOOL

# 2022-23

# School Handbook

960 Scurfield Blvd.  
Winnipeg, MB, R3Y1N6  
P: 204.489.1239  
[www.pembinatrails.ca/henrygizatt](http://www.pembinatrails.ca/henrygizatt)

## TABLE OF CONTENTS

<b>Mission, Pillars, and Community Expectations</b> .....	3
<b>2022-23 Staff List</b> .....	4
<b>HGI 2022-23 Important Dates</b> .....	6
<b>School and Office Hours</b> .....	7
<b>General School Procedures</b> .....	7-20
- Absence and Call Back System.....	7
- Allergy Aware School.....	8
- Attendance/Lates.....	8
- Bicycles, Skateboards, Scooters and Rollerblades.....	9
- Care of School Property.....	9
- Change of Address, E-mail or Phone Number.....	9
- Clubs, Intramurals, and Sports Teams.....	10
- Communication with Parents.....	11
- Controlled Access to Building.....	11
- Electronic Devices.....	11
- Emergency Response Plan.....	13
- Emergency School Closure.....	13
- Field Trips.....	14
- Head Injury.....	14
- HGI School Age Program.....	14
- Home and School Communication.....	14
- Lockers.....	15
- Lunch Program.....	15
- Medication.....	16
- Parent Advisory Council (PAC).....	16
- Reporting Student Progress.....	17
- School Dress.....	17
- School Resource Officer (SRO).....	18
- Standard of Behaviour.....	18
- Storm Days and Extreme Weather Conditions.....	18
- Student Accident and Emergency Procedures.....	19
- Student Drop Off/Pick Up and Parking Safety.....	19
- Student Support Services.....	19
- Threat Assessment.....	20
- Visitors.....	20
- Volunteers.....	20

## Welcome to Henry G. Izatt Middle School

### **Mission Statement, Pillars and Community Expectations**

#### **HGI MISSION STATEMENT**

In a rapidly changing world, we are a community of learners dedicated to nurturing growth and development through diverse and sustainable opportunities.

**H**umanity – **G**rowth – **I**nnovation – **S**ustainability

#### **HGI PILLARS**

**Humanity:** We promote belonging, community, global citizenship, and a healthy learning environment – the groundwork for personal growth and development.

**Growth:** We seek new experiences as means to cultivate curiosity and realize the true potential for learning.

**Innovation:** We take the risks and disruptive leaps necessary to align new and relevant goals for learning with our rapidly changing world.

**Sustainability:** We intentionally infuse sustainability initiatives to connect environmental stewardship, social action, and community partnerships to improve the way we live.

#### **HGI Community Expectations**

Our community expectations were developed in 2021 by a group of students and staff with feedback from all. We strive to have all members of our community - staff, students, and family - demonstrate these characteristics in their interactions with each other, as well as with themselves.

**We are HGI PROUD!**

At HGI, we believe in:

**P**erseverance

**R**esponsibility

**O**pen-Mindedness

**U**nity

**Diversity**  
**HGI School Staff 2022-23**

**Administration**

Kathy Bru	Principal
Margo Beatty	Vice Principal

**Classroom Teachers**

Ronna Cayer	Grade 5
Conrad Erb	Grade 5
Kelly Hrabliuk	Grade 5
Jocelyne McKie	Grade 5
Sarah Prach	Grade 5
Melissa Raposo	Grade 5
Christine Cooper	Grade 6
Jamie Korstrom	Grade 6
Cathlene Linden	Grade 6
Michelle Menzies	Grade 6
Tanya Pfefferle	Grade 6
Sophie Theodorou	Grade 6
Peter Janz	Grade 7 and 8
Erin Labossiere	Grade 7
Raffey Levitt-Pinsky	Grade 7
Michael Penner	Grade 7
Derek Riediger	Grade 7
Karla Friesen	Grade 8 and 7
Shawn Hudson	Grade 8
Sara Mahmood	Grade 8 and 9
Ashleigh Wheatley	Grade 8
Geoff Wright	Grade 8 and 6
Lisa Barkman Hobbs	Grade 9 and Literacy Intervention
Alyssa Caughy	Grade 9
Alex Kozub	Grade 9
Kelly Orloff	Grade 9

**Specialist Teachers**

Gina Grobber	French Culture and Communication
Andrea Hamm	French Culture and Communication
Marc Collier	Physical Education
Kyleigh Parrington	Physical Education
Janine Zajac	Physical Education
David Pelletier	Concert and Jazz Band
Debra Yacheson	Music and Choral
Judith Stevens	Creative and Graphic Arts
Mel Thwaites	Creative Arts
Jessica Baschuk	Human Ecology
Jordan Nelson	Applied Arts (Woodworking)
Sandra Welbergen	Teacher Librarian and Grade 9

**Student Support Services**

Shayna Cockle	Counselling
Melissa Klimack	Counselling
Jonathan Brokopiw	EAL
Cindy Lamb	Resource
Danielle Matthisen	Resource
Christie Petersen	Resource

**Office/Clerical Staff**

Tracey Doble	Administrative Secretary
Yvette Pilon	Assistant Administrative Secretary
Sammi Feng	Secretary
Joy Nadeau	Library Technician

**Educational Assistants**

Kaluhath Abeysundara  
Ruth Ackerman  
Dawn Allen  
Jean-Paul Beaubien  
Sophia Caligiuri  
David Checkley  
Evan Corley  
Darlene Dosch  
Morgan Embury  
Enrico Franz  
Gurvinder Gill  
Nabila Irum  
Hardeep Jassal  
Maria Kaminsky  
Elena Kerkelova  
Maria Macias  
Kathy Maruca  
Chad McMullan  
David Ojo  
Heather Scerbo

**Custodial Staff**

Joey DeJesus	Head Custodian
Rosario Carbajal	Evening Custodian
Dan Kolodiejchuk	Evening Custodian
Richard Wiszniowski	Evening Custodian

**Lunch Coordinator**

Debbie Lount

## HGI Middle School 2022-23 Important Dates

Tuesday, September 6, 2022	Staff Meeting and Professional Learning Day
Wednesday, September 7, 2022	First day of classes
Tuesday, September 13, 2022	Meet the Teacher (4:30 – 5:30)
Tuesday, September 13, 2022	Picture day
Wednesday, September 14, 2022	Picture day
Thursday, September 22, 2022	Strong Beginnings
Friday, September 23, 2022	Strong Beginnings
Friday, September 30, 2022	No school – National Day of Truth & Reconciliation
Friday, October 7, 2022	No classes – Staff Professional Learning Day
Monday, October 10, 2022	No school - Thanksgiving Day
Friday, October 21, 2022	No classes - MTS PD Day
Tuesday, October 25, 2022	Tri-Conferences (4:00 – 8:00 p.m.)
Thursday, October 27, 2022	Tri-Conferences (4:00 – 8:00 p.m.)
Friday, October 28, 2022	Picture retakes
Thursday, November 10, 2022	Remembrance Day Service
Friday, November 11, 2022	No school - Remembrance Day
Friday, November 25, 2022	No classes – Staff Professional Learning Day
Friday, December 2, 2022	No classes – Report Card Writing Day
Monday, December 12, 2022	First day of Term 2
Tuesday, December 20, 2022	Report cards available on-line
Wednesday, December 21, 2022	Last Day of Classes
December 22 – January 4	Winter Break
Thursday, January 5, 2023	Classes Resume
Friday, February 3, 2023	No classes – Staff Professional Learning Day
Tuesday, February 7, 2023	Tri-Conferences (4:00 – 8:00 pm)
Thursday, February 9, 2023	Tri-Conferences (4:00 – 8:00 pm)
Monday, February 20, 2023	No school – Louis Riel Day
Friday, March 17, 2023	No classes – Report Card Writing Day
Tuesday, March 21, 2023	First day of Term 3
March 27 – March 31, 2023	Spring Break
Monday, April 3, 2023	Classes Resume
Thursday, April 6, 2023	Report cards available on-line
Friday, April 7, 2023	No school - Good Friday
Friday, April 14, 2023	No classes – Staff Professional Learning Day
Monday, May 22, 2023	No school - Victoria Day
Friday, June 16, 2023	No classes - Report Card Writing
Thursday, June 29, 2023	Report cards home
Thursday, June 29, 2023	Last day of classes

Friday, June 30, 2023

No classes – Teacher Professional Learning Day

## Office and School Hours

Office hours are 8:00 a.m. – 4:15 p.m. if you wish to contact the office. An answering machine is available to leave a message any time.

8:30 a.m.	Morning student entry bell
8:40 a.m.	Classes begin
9:55 - 10:10 a.m.	Grade 5 & 6 recess
10:05 - 10:10 a.m.	Grade 7 – 9 Break
11:30 a.m.	Lunch
12:30 p.m.	Afternoon student entry bell
12:35 p.m.	Afternoon classes begin
1:50 - 2:05 p.m.	Grade 5 & 6 recess
1:55 – 2:05 p.m.	Grade 7 – 9 Break
3:25 p.m.	Dismissal

### Morning Entry

There is no morning supervision on the school ground before 8:25 a.m. Therefore, we ask that students do not arrive before 8:25 a.m. unless they have a morning practice, planned extra help sessions with a teacher or attend HGI Before and After School program. Only these students will be allowed into the school.

### Dismissal at the End of the Day

Classes at HGI end at 3:25 p.m. Students are dismissed from school at this time and are expected to proceed home or to after school care. Some sports practices occur after school hours, typically at 3:30, 5:00, or 6:30 p.m. For practices scheduled at 5:00 or 6:30 p.m., students are expected to leave school and then return at the scheduled practice time. Students cannot wait in the school until the later practices begin as we have no supervision in place in the school after 3:25 p.m.

## General Information

### Absence Call Back System and Illness

If your child is not attending school, it is critical that the school be informed in advance of the absence. Please let us know prior to morning attendance.

The three methods for letting the school know of an absence are the following:

- 1) Edsby – You may indicate an absence in Edsby. This goes directly into our attendance system.
- 2) Email - You may email [izatt@pembinatrails.ca](mailto:izatt@pembinatrails.ca).
- 3) Phone – You may call the office at 204.489.1239.

If we are not contacted, the secretary will phone home for Grade 5 – 8 students to ensure that your child is safe. These phone calls can be time consuming for the secretaries in our busy office, therefore we ask for your cooperation by letting us know when your child will be absent.

Attendance is recorded for Grade 9 students each period of the day. You will receive an automated phone call if your child is marked absent.

If a student becomes ill at school, he/she will be sent to the office. Office personnel will contact parents/guardians or an emergency contact and arrangements will be made to send the child home. If no contact can be made, the child will remain at school.

### **Allergy Aware School**

Please note that Henry G. Izatt School is a Peanut/Tree Nut Aware School. Due to student and staff allergies, students and staff are to refrain from bringing foods to school that contain peanuts and tree nuts. Teachers will inform parents of classroom specific allergies, and the allergies will be posted on the classroom door. Families will receive direction from the teacher(s) if other foods cannot be brought to school due to severe allergies in the classroom. **Students with allergies who have prescribed auto-injectors (Epi-pens) shall carry their own on their person at all times**, as per divisional regulation JLCD-R.

HGI is also a Scent Aware school. Please avoid wearing scented products in the school. There are staff and students with sensitivities to scents which make them ill.

### **Attendance/Lates**

Because of the direct relationship between attendance and academic achievement, all students are encouraged to attend school regularly. Please send a note/email to the teacher in advance in the case of a planned absence.

Students' punctuality is important, as valuable learning is lost with repetitive tardiness. We expect students to be in class and ready for their first period at 8:40 a.m. for attendance and HGI Live. Students are asked to report to the office when arriving after 8:40 a.m. to get a late slip before going to class.

Grade 5 and 6 parents must report to the school office when picking up their child during regular school hours to sign him/her out. Grade 7 – 9 students may sign themselves out if the office is informed of their departure by parents/guardians. When someone other than a parent/guardian is picking up a child, we ask to be informed prior to the pick-up.

We appreciate parents ensuring students attend school regularly except in cases where illness or other similar cause makes absence unavoidable. In the case of an extended family holiday, the teachers will not prepare a homework package for the child in advance.



In Grade 9, 110 hours is allotted for each full High School credit course. Parents will be contacted once a child misses more than 8 classes in a course. The student will be required to make a commitment to improve attendance and will make up the time/work missed.

### **Bicycles, Skateboards, Scooters and Rollerblades**

Students are encouraged to get to school by means other than a car. Please encourage your child to wear bicycle helmets at all times when riding a bike, skateboard or scooter, and when rollerblading. Students are encouraged to stay alert for cars coming out of driveways, lanes, or parking spaces.

Students can ride to the bike racks, but otherwise are asked not to use their bikes on school property. Students are encouraged to lock their bike with a sturdy lock. The school assumes no responsibility for lost or stolen bikes. There are bike racks at each of the entrances. We ask that students use the bike rack by their designated entrance.

Students may bring skateboards, scooters, and/or rollerblades into the school. However, they are to not to use them on school property and must carry them in the school. Storage of these items is at the child's risk.

### **Care of School Property**

Students will be held responsible for the proper care of all books, supplies, devices, accessories, and equipment furnished by the school. Students who deface, damage, or lose school property shall be required to pay for the damage or loss.

The school is not responsible for items that are either lost or stolen from a student. If a student does not return a textbook or resource, the student who was issued the resource is responsible for its replacement cost.

Library books and other instructional materials are issued to students with the understanding that they will be responsible for their care. Loss or excessive damage will result in a charge to the student.

### **Change of Address, E-mail Address or Phone Number**

To ensure that accurate information is available, please notify the school office in the event of a change of address, name, email address, telephone number, emergency number, employment telephone numbers, or information on the health of your child.

Email is our primary method of information sharing; therefore, it is particularly important that the email address that we have for families is correct.

## **Clubs, Intramurals, and Sports Teams**

Extra-curricular activities such as athletics, music, drama and clubs are a valuable component of a well-rounded Middle Years education. Students who participate in extra-curricular activities have a heightened and enriched learning experience that allows them to contribute to school culture and community on many different levels. HGI believes that athletic opportunities allow student athletes to develop and grow in areas such as teamwork, critical thinking, responsibility and leadership.

Thanks to the dedication of our staff, HGI offers a full complement of extra-curricular activities before and after school, and/or during the lunch recess. Information regarding the clubs that run outside of school hours will be sent home via a letter and/or Permission Click.

### **Clubs**

There will be many clubs offered to students outside of class time. Examples: art, photography, makerspace, Student Voice, GSA club, Youth in Philanthropy, knitting, MYRCA books, yearbook, etc. Students will be provided with information about these clubs to encourage the option of participating.

### **Intramurals**

A great way for students to participate in sports and games in a less competitive manner is through participation in intramurals. They are run over lunch time at various times of the year.

### **Sports**

Participation in athletics also contributes to the overall physical, emotional and social well-being of students. We offer many team and individual sport opportunities ranging from volleyball, basketball, and ultimate to cross-country running, track, and badminton.

### **Pembina Trails School Division Athletic Association Beliefs:**

#### **Grade 5 and 6**

- The emphasis needs to be on fair play, sportsmanship, and character building.
- The programs need to foster the development of positive attitudes.
- All participants play an equal amount of time.
- No game scores are to be kept during team competitions and results from individual competitions will be used to set personal goals for improvement.

-

#### **Grade 7**

- The fundamental belief at this developmental stage is that all students should be given the opportunity to play with **equal** time.
- It is important to provide students with a transition to higher levels of skill development.
- It is important to promote and encourage the enthusiasm to play sports and to be physically active as a way of life.

#### **Grade 8 and 9**

- It is important to increase the quality of the coaching while maintaining a high level of participation.
- Every player should play in every game. The amount of playing time is at the discretion of the coach with the understanding that playing time may be adjusted due to extenuating circumstances (e.g. behaviour, attendance, etc.).

- Coaches must make players aware of the circumstances that may affect their playing time.
- Students are still developing their skills and need to be given the opportunity demonstrate the acquisition and application of these skills.
- Although divisional banners are awarded for team competitions it is important to remember that students still want to PLAY and have FUN.

### **Communication**

Please check the HGI website/portal and the HGI Athletic Calendar on a regular basis. All games, tournaments and practices will be posted online.

### **Communication with Parents**

The primary mode of communication with our parent community is through electronic means. Please be sure to notify the office of any changes to your email address to ensure that important school information is communicated to you in a timely fashion.

All field trip permission forms are shared with parents through Permission Click, a service that allows parents to provide the school with electronic permission for their child to participate in Field Trips and special activities.

The HGI webpage provides parents and our community with detailed information regarding our school. We encourage parents to visit it frequently. Teachers will also communicate with parents and students via Edsby.

### **Controlled Access**

HGI's doors are locked at all times. All visitors, parents and guardians, and divisional staff will be required to access the intercom at the main entrance and then sign in at the main office.

### **Electronic Devices and Technology**

In January of 2022, school staff and the HGI Student Voice created a new device usage policy. The purpose of creating our new guidelines were to promote:

- Connection
- Positive Mental Health
- Wellness (breaking the addiction)
- An Optimal Learning Environment
- Proper Use of Technology

### **Grade 5 and 6**

From 8:30 a.m. to 3:25 p.m., device use is not permitted. This includes while on field trips and during special activities. Devices must be out of sight. Teachers will inform families if devices are required for specific learning purposes (or days).

## **Grade 7 to 9**

From 8:30 a.m. to 3:25 p.m, devices are not to be seen, *including* at morning and afternoon break or in the washrooms, other than:

- As directed by the teacher for educational purposes.
- At lunch.
  - Please eat your lunch first, then use your device. There is no eating after lunch.

This includes while on field trips and during special events.  
Teachers may use device garages at their own discretion.

## **Consequences**

Students will get a fresh start every day. Severity of consequence of Step 2 will depend on frequency and/or severity of the infraction.

Step 1: Warning: “Put your phone away.”

Step 2: Consequence (Examples of responses that may be considered include, but are not limited to...):

- Teacher takes it away (for the class, for the day)
- Contact the parents
- Send the device to the office
- Parent to pick up device from office
- Device gets banned from school

Annually with student registration, students and parents sign an Acceptable Use Policy regarding technology use in Pembina Trails. HGI has wi-fi that is attached to the Pembina Trails secure site. Students each have their own user name, email, and a large amount of virtual storage. Students can access the internet from their own devices when directed by a teacher and at lunch in grades 7 – 9 but must follow the Acceptable Use Policy while on our secure site and/or on our school grounds.

Students are expected not to text peers during class time, even when they are using technology to enhance their learning. Should a parent need to contact their child during the school day, we ask that you call the school office instead of calling or texting your child.

Using a personal technology device to photograph people without their permission at school or at a school-based event is prohibited.

Any risk of damage or theft must be assumed by the student and his/her family.

## **Divisional Policy JICJ (excerpts):**

With prior permission of the teacher and/or school administrator electronic communication devices can be used for educational purposes. At no time may the camera function be used without prior permission from an adult. School officials, including classroom teachers, may confiscate and search electronic communication devices if there is suspicion that school rules

or policies are being violated. Searches of electronic devices will be limited (where reasonable) to those parts of the device that contain information related to the violation of school rules or policies. Schools will develop a communication protocol to inform students and parents/guardians of the diminished expectation of privacy when electronic devices are brought to school. Repeated unauthorized use may lead to further action as determined by the school. The Pembina Trails School Division will assume no responsibility in any circumstance for the loss, destruction, damage or theft of any electronic communication device or for any communication costs associated with the unauthorized use of such devices. Students and families are responsible for locating such lost or stolen items.

### **Use of Headphones and Ear Buds**

Headphones and ear buds are not to be used in the hallways. This is for safety reasons, as well as to encourage socialization and connection between students.

In class, the use of headphones and ear buds is at the discretion of the teacher.

### **Emergency Response Plan**

HGI has established an Emergency Response Plan which aims to protect the health and safety of all students and staff. This includes the following safety plans: Fire, Lockdown, Emergency Evacuation and Natural Disaster. We are expected to hold ten fire drills, two lockdown drills, and two tornado drills per year.

In case of an evacuation, all students will be evacuated to Whyte Ridge Elementary. In the event of an emergency evacuation, parents would be contacted directly.

### **Emergency School Closure**

In the event of extreme inclement weather, the school may be closed. The decision to close the school is made by the Superintendent of Schools and not by individual administrators. Please listen to a local radio station such as CJOB (680 AM) or CBC (990 AM) for an announcement regarding school closures in Pembina Trails School Division. You will also be informed by the school via email.

Where a storm breaks during the school day, schools will remain open and operational. Students who are already in school will not be dismissed during the school day because of inclement weather.

Please note: Should a lightning storm occur during the noon hour, recess or dismissal times, all students will be kept in the building until the storm has passed, or a parent picks them up at the end of the day.

## **Field trips**

All field trips are extensions of classroom learning activities. Supervision is the responsibility of staff member(s) sponsoring the activity. School and divisional behavioral expectations pertain to students during school field trips. Students who engage in inappropriate behaviour on field trips may be required to return to school and/or be escorted by a parent/guardian for future field trips.

Expectations for behaviour and safety while riding the bus for field trips or extracurricular events are the same as those of the classroom and playground. Students are under the supervision of the bus driver and/or accompanying teacher. Emergency evacuation procedures will be rehearsed twice yearly.

## **Head Injury**

Pembina Trails School Division has a head injury policy to ensure we have safety measures in place to protect our students. Parents are encouraged to report to the school immediately if their own child suffers a head injury with signs of a concussion. Students cannot continue with our sports teams or Phys. Ed. Class until a diagnosed concussion has been cleared by a doctor and paperwork has been completed. Students are also encouraged to report a head injury to school office staff immediately to ensure a proper follow-up. We will phone home if we suspect a head injury.

## **HGI School Age Program**

A Before and After School program operated by the Fort Garry Child Care Co-Op Inc. is offered to HGI students. This program is a licensed child care centre located in HGI. It provides a program designed for Grade 5 and 6 students in a relaxed, safe environment. They plan fun activities such as crafts, sports, games and engaging projects. They are open on in-service days.

The program's hours are 7:00 – School Start and 3:25 – 6:00 p.m. Please call at 204.453.7600 for registration information.

## **Home and School Communication**

Two-way communication between home and school is essential for student success and is strongly encouraged. Parents/guardians are encouraged to communicate regularly with their child's teacher and principal through phone calls, emails and scheduled meetings. Teachers will also use Edsby to communicate with parents and keep students up to date on assignments and important class information.

### **Home Room Teacher or Subject Area Teacher**

To speak with your child's teacher please call **204.489.1239** and the office will direct your call. You can also communicate by email for any student or classroom related issues. Teachers will

return your call or email as soon as possible, and you can expect a response within two working days. If a concern requires lengthy emails or much back and forth of emails, a phone call or in-person meeting is advised. Please refer all questions to the classroom teacher, not the Educational Assistant, as the classroom teacher is the one who is responsible for students and will best answer your questions.

### **Student Support Team**

When appropriate, questions may be directed to a member of our student support team, such as one of our resource teachers or counsellors. It is important that you do not prematurely bypass the homeroom or subject area teacher.

### **Administration**

After you have talked with the appropriate teacher or student support team member and you continue to have concerns, or if you have a question of a more general nature, you may wish to call our Principal, Mrs. Kathy Bru, at **204.489.1239** or send her an email at [kbru@peminatrails.ca](mailto:kbru@peminatrails.ca). You can also contact our Vice Principal, Mrs. Margo Beatty at **204.489.1239** or send her an email at [mbeatty@peminatrails.ca](mailto:mbeatty@peminatrails.ca).

We invite you to visit our website frequently at <https://www.peminatrails.ca/hengrygizatt> where you will find year and month calendars and important information regarding school activities.

### **Lockers**

Lockers are school property. The use of a locker is a privilege, and if a student is unable to use their locker properly, other arrangements will be made. The administration reserves the right to inspect lockers at any time deemed necessary. To avoid theft or loss of property, lockers should always be kept locked. Locker combinations should not be given to other students.

A portion of student fees cover the use of a shared locker and the rental of a lock for the school year. If the lock is lost during the year, there will be an additional \$5.00 fee to replace it.

### **Lunch Program**

We offer the service of a Lunch Program. Registration information and cost of this service is available in the office or on our school website.

Students eat lunch in their classrooms under the supervision of the Lunch Program supervisors from 11:30 a.m. to 11:55 a.m. Students go outside or to a scheduled activity to enjoy 35 minutes of supervised recreation time for the remainder of the lunch hour when they are not eating.

We have expectations for our lunch program that promote everyone's safety and well-being. We ask students to eat together respectfully as if they were in a 'restaurant-like' setting.

We ask that students:

- Co-operate with lunch supervisors. Students are expected to be polite and helpful.
- Eat politely and with good manners.
- Talk quietly in the classroom so that lunch supervisors can easily be heard over the combined voices.
- Eat only the lunch sent by their family.
- Remain seated at their own desk or in a spot designated by the lunch supervisor.
- Clean up after lunch is eaten.
- Follow safe recess guidelines.

Students enrolled in the Lunch Program are required to remain on the school property during the lunch hour unless arrangements have been made by a parent/guardian and communicated with the teacher and lunch supervisor. Those going home for lunch or Grade 8 and 9 students who chose to leave the grounds may return at 12:30 p.m. Please note that being part of our Lunch Program is a privilege and not a right. Students who cannot demonstrate appropriate lunch conduct may lose their Lunch Program privileges.

### **Medication**

If your child requires regular medication during the school day, it will be administered through the office following the completion of a divisional form that includes staff/parent signatures. All medication must remain in the original prescription container.

### **Parent Advisory Council (PAC)**

The Parent Advisory Council is open to all parents, guardians and interested individuals within the HGI community. The Parent Advisory Council provides parents with the opportunity to be involved in school related issues and educational topics.

In the past, one of the functions of the Parent Advisory Council was to support various projects within the school, such as technology purchases, grounds improvement and overall support of the school. This school year, the Parent Advisory Council will collect a fee instead of fundraising. While this will be considered an optional fee, it is encouraged to support the Council in order to maintain the educational projects supported by this group.

The Parent Advisory Council also jointly oversees the operation of the Lunch Program with the Administration of HGI and assists in providing a positive experience for the participants.

The Parent Council welcomes you to join them at their regular monthly meetings (**usually** the 3<sup>rd</sup> Wednesday of the month at 6:30 p.m.).

**\*\*\*We are currently looking for parents/guardians to lead and participate in our PAC.**



## **Reporting Student Progress**

In September, the students of HGI participate in Strong Beginnings. Students have a one-hour appointment with their classroom teacher with the purpose of getting to know students as learners through formal and informal assessments in the areas of Literacy, Numeracy and Learning Behaviours.

Teachers communicate five times per year with parents regarding their child's learning. October and February are Tri-conferences, where the parent, child and teacher meet to review the child's learning profile: identifying areas of strength, interests, learning needs and learning goals. These conversations are critical to ensure that the child's team is working together to support growth.

Formal report cards are distributed in December, early April and June. Parents are encouraged to communicate directly with their child's teacher regarding any questions, concerns and/or suggestions to support their child's academic, social/emotional and behavioural growth.

## **School Dress**

Our focus is on teaching and learning while understanding the adolescent need for self-expression as each student develops a strong self-concept. Establishing a school dress code presents a contentious issue, but we believe it is important to maintain a set of guidelines for appropriate school attire.

HGI is a public educational setting. Students are expected to dress appropriately for school and demonstrate mutual respect for themselves and for one another. Parents are important members on the dress code team, and we appreciate your help in guiding your child(ren)'s clothing choices.

### **The HGI team expects students to choose:**

- clothing that covers appropriately
- socially appropriate graphics and words on all clothing
- safe footwear; all footwear must stay on the feet; no "flip flops" (both the Woods and the Foods Labs have safety expectations)

### **The HGI expectations around wearing of hats, toques and hoods are as follows:**

- Students can wear hats and toques inside HGI provided that:
  - they do not block other students' view of a screen, whiteboard, or speaker (respect for others).
  - they do not prevent staff from seeing a student's eyes (safety and connection purposes).
  - they remove hats/toques as they enter the office to allow secretaries the chance to identify them (respect for the number of students who enter the office).

- Students and staff will remove hats/toques for O Canada (respect for our country), and at other times upon request of the school (ie: Remembrance Day Service, Picture Day, Performances and Ceremonies).
- Students will not wear hoods in school. This is so that we can see their faces.
  
- A change of clothing is optional for Physical Education. However, all students must have non-marking running shoes that are safe and acceptable for gym activities. Students who participate in before and after school sports teams must change for their practices and games. HGI gym clothing and a gym bag may be purchased from the school.
  
- Outside wear is kept in lockers.

The school administration reserves the right to require changes of any manner of dress that is deemed inappropriate for school.

### **School Resource Officer (SRO)**

Local law enforcement agencies have attached uniformed officers to all schools in the Pembina Trails School Division.

The school resource officer (SRO) performs the regular duties of a law enforcement officer, gives classroom presentations, serves as a resource to parents/guardians, students and staff, and assists in mediations.

### **Standard of Behaviour**

The Pembina Trails School Division, in collaboration with staff, parents and students, has developed [Creating a Safe and Caring Learning Community: A Standard of Behaviour](#). It is a teaching model, rather than a mandate for behaviour. The emphasis is on teaching rather than telling, nurturing rather than sanctioning, and including rather than excluding. The objective is to ensure, to the fullest extent possible, the provision of a safe and caring community for all.

All parents receive a Standard of Behaviour pamphlet when their child starts school in Pembina Trails. This document outlines our common beliefs as well as: a) the responsibilities of students, staff and parents; b) disruptive behaviour; c) severely disruptive behaviour; and d) appropriate responses. All students and parents should review the Standard of Behaviour document annually when completing the registration process. It can be found on the school webpage.

### **Storm Days and Extreme Weather Conditions**

On extreme cold and rainy days, we ask parents to ensure that their child is appropriately dressed according to daily forecasts. When the wind chill drops below -27°C, it is raining heavily or there is lightning, students will remain indoors during recess, lunch time, and while

waiting for the school bus. Weather readings used by HGI are obtained by Environment Canada (The Forks).

School buses will not run on days where the temperature is below -45°C. School will still be in session and parents will be responsible for drop off and pick up of any bussed children on those days. This is a decision made by the Superintendent of Schools and not individual school administrators. It will be announced on local media, and you will receive an email from Pembina Trails Transportation.

### **Student Accident and Emergency Procedures**

Students should inform a teacher or come to the office when injured. Our staff will attend to minor injuries such as scrapes, bruises or cuts. Should a child receive a more serious injury, a parent/guardian will be contacted, and procedures outlined on the registration form will be followed. All accidents are reported on a Student Accident Report and submitted online.

### **Student Drop Off/Pick Up and Parking Safety**

Please help to ensure the safety of all members of the HGI community. Drop off and pick up at HGI is a very busy time of the day as parents are driving their children to and from school. The parking lot is reserved for staff use. All spots are reserved for school staff, other than the two visitor spots. It is not to be used for dropping and picking up students.

Please adhere to the City of Winnipeg signage regarding stopping and parking. There is a cross walk that students use which needs to be kept clear at all times. A crossing guard will be on duty in the morning and after school. Please avoid blocking the cross walk as it becomes a concern for our kids to safely cross the road.

The loop can be used to drop students off with the exception of when the school buses are loading and unloading (8:20 - 8:35 a.m. and 3:20 - 3:45 p.m.), and during recess times (9:55 - 10:10 a.m., 11:55 a.m. - 12:35 p.m., and 1:50 - 2:05 p.m.).

For student safety, we ask that you:

- Do not make u-turns on Scurfield Blvd.
- Do not use the staff parking lot or a nearby driveway to turn around.
- Have children exit the car on the curb side.
- Do not double park and exit your child between cars.
- Have children cross at the cross walk instead of running across Scurfield.

Thank you in advance for your collaboration in keeping our students safe!

### **Student Support Services**

A continuum of supports is available to support student learning. The core educational team centers on the student and includes the teacher and the parents/guardians. The classroom teacher plays a critical role in determining the appropriate resources needed to support

individual learning and when necessary will access the in-school support team. This team includes the administrator, the resource teacher and the school counsellor. If additional support is required the team may access, with parent/guardian permission, the divisional clinical supports.

### **Threat Assessment**

The Pembina Trails School Division has a policy that requires a Student Threat Assessment to be done in all cases of students making significant threats. The purpose of the assessment is to help us know how best to support high-risk students and those affected by the situation in order to promote the safety and welfare of all. Our goal is to respond to threats in a professional way that provides a safe and caring learning environment for all.

### **Visitors**

For security reasons and in order to protect the integrity of the learning environment, access to the school and classrooms is monitored. We ask that all visitors to the school (including parents/guardians) check in at the office, sign in, and collect a visitor or volunteer badge before proceeding to the classroom areas.

Office staff will deliver lunches, forgotten items, and messages to children. Please do not try to have a quick meeting with the teacher at 8:30 a.m. and 3:25 p.m. if you see them outside doing duty or in a hallway. These are very busy times for the teacher, and he/she is occupied managing the routines of the day with the students. If you need to speak to a teacher, please make an appointment.

### **Volunteers**

Volunteers are a valuable asset to our school, and we welcome them. There are many ways they can offer their time: clubs and teams, field trips, costumes for musicals/concerts, classroom support, etc. Teachers and staff will ask for volunteers when needed. You may also let the office know if you are interested.

In order to keep students safe, we ask that volunteers check in with the office and receive a volunteer badge. If working one on one or with small groups of children, Pembina Trails requests that volunteers complete a Child Abuse Registry and Criminal Record check. Please see the secretary for more information. HGI will incur the cost of these checks.