École Tuxedo Park
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SCHOOL COMMUNITY HANDBOOK 2026-2027

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Our Mission:

We are a French milieu believing in **love, critical thinking,** and **common humanity**.

Our Vision:

We strive to support each child to cultivate the best version of themselves as learners and citizens.

Our Values:

Belonging, Kindness, and Fun

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Welcome To Our Little School Community with a Big Heart

École Tuxedo Park Class Times

First bell	8:50 (entrance)
Active Start	8:50 – 9:00 for all students every Friday
Recess	10:30 – 10:45
Kindergarten dismissal	11:45
Gr. 1 – 4 lunch hour	11:45
First noon bell	12:45 (entrance)
Second noon bell	12:50 (classes resume)
Recess	2:20 – 2:35
Dismissal	3:35

Students remain outside the school until the first bell rings at 8:50 a.m. Students enter the building at **8:50 a.m.** and **12:45 p.m.** Please ensure that your child **does not arrive at the school prior to 8:35 a.m.** as there is no supervision before this time. Students taking the bus will be monitored before and after school hours by a staff member.

When the bell rings, students will be greeted by classroom teachers at the designated entrance/exiting doors.

- K, Grade 1 and Grade 2 classes: East doors towards the north side of the building
- Grade 3 and 4 classes: East doors towards the south side of the building

At the end of school hours, students will exit using the same entrance/exit doors. Families are kindly asked to wait for their child by their vehicle or within our school grounds at a pre-planned meeting spot that you will specify with your child. If someone else will be picking up your child, please inform Vanessa Kirkham, our administrative secretary, so that we may prepare for this.

Important Dates

Tri-conferences among students, parents/caregivers and teachers are held twice a year to allow an opportunity to discuss each child's progress. Three report cards will be sent home. Parents/caregivers are encouraged to communicate with teachers about their child's progress at any time during the year whenever the need arises. If you wish to communicate with your child's teacher, you are invited to schedule an appointment or send a short-written message. You may typically expect a response within one or two workdays as some may have meetings or be part of a professional development session. Teachers do their best to respond promptly and want to work in partnership with everyone.

September 7, 2026	Labour Day
September 8, 2026	Metro Common Day
September 8, 2026	Welcome to My Classroom
September 9, 2026	First Day of School for Students
September 24 & 25, 2026	Strong Beginnings

September 30, 2026	National Day of Truth & Reconciliation
October 12, 2026	Thanksgiving Day
October 23, 2026	Metro Common PD Day
October 28, 2026	Divisional Common PD Day
November 11, 2026	Remembrance Day
November 27, 2026	ÉTP School PD Day
December 21-January 1	Winter Break
January 4, 2027	First Day of Classes after Winter Break
January 29, 2027	Divisional Common PD Day
February 5, 2027	Metro Common PD Day
February 15, 2027	Louis Riel Day
March 19, 2027	Metro Common PD Day
March 26, 2027	Good Friday
March 29 – April 2, 2027	Spring Break
April 16, 2027	Metro Common PD Day
May 24, 2027	Victoria Day
June 11, 2027	Divisional Common PD Day
June 29, 2027	Last Day of School for Students
June 30, 2027	ÉTP School PD Day

GENERAL SCHOOL PROCEDURES

Allergy Aware
École Tuxedo Park has a well-developed plan around allergies. There are several children attending École Tuxedo Park who have severe life-threatening food allergies; thus, our school is declared 'Allergy Aware'. Students and staff are asked not to bring fish, egg, peanut, or nut products into classrooms in which students are allergic to such products. If there are additional allergies in your child's classroom, you will be notified by a letter the first week of school, with the necessary details.

All families can play a role in preventing an anaphylaxis reaction from occurring by not sending ANY snacks or items containing peanuts/nuts to school, even though there may not be a student in your child's classroom who suffers from a life-threatening allergy. We want to prevent cross contamination from occurring as we encourage students to properly wash their hands regularly. We also allow all students to participate in after-school activities and be safe in all areas of the school. The practice will be enforced during outings and field trips.

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.

Animal Policy
Dogs are not allowed on school grounds as per one of the City of Winnipeg's by-law.

An animal may be permitted on school premises based on an **organized and approved school activity**. We ask for the arrangement to be made with ÉTP. Please communicate with your child's teacher to make such arrangements. Forms will need to be filled out. You may find out more information through the following site: img-animals-on-division-premises.bf13968337.pdf

Attendance, Lates, Out of School Appointments and Dropping Off Items
"The Pembina Trails Board of Trustees believes that daily school attendance and punctuality in class enhance personal growth, and develop life-long habits essential to the future of our citizens and our community" Policy: Je Student Attendance. We know that regular attendance enhances successful student learning, including a sense of belonging. Punctual attendance will serve students well as they will transfer in the workforce. We ask parents and caregivers, whenever possible, to please schedule appointments for students or family vacations on the days when the school is closed. There are 12 weeks of school closure, weekends, and before and after school to accommodate such scheduling for families. **Teachers are not expected to provide homework for any absence** as we believe in evidence based home-school relations as seen on page 7.

Parents/Caregivers are asked to enter student absences on Edsby. Alternatively, please contact the school at 204-889-3602 to notify us of a student absence. If the school has not been informed, families will be contacted through Safe Arrival (an automated system) to confirm their child's absence.

Punctuality is essential in developing sound academic habits. Students are expected to be ready to go to class at **8:50 a.m.** and **12:45 p.m.** Parents/Caregivers are encouraged to ensure their children arrive on time for school prior to the morning entrance to minimize disruptions to the classrooms and provide all children with a sense of belonging. If students are late, they must report to the office before entering the classroom since this must be documented for each report card.



Parents/caregivers are kindly asked to please contact Vanessa Kirkham, our administrative secretary, if you are planning to pick up your child during school hours. Mme Kirkham will then be able to prepare the teacher and the child.

All parents or caregivers are asked to go to the front entrance of the school and ring the doorbell when picking up their child during the school day. The teacher will be notified by the office staff and the student will be brought to you.

Should you need to drop something off for your child, please ring the doorbell at the front entrance and Mme Kirkham will take the item from you and ensure that it is given to your child. Please do not take the item directly to your child as this is disruptive to the classroom learning environment.

Bicycle Safety
Families are asked to review bicycle safety with their children. The following resource from MPI may be useful: http://www.mpi.mb.ca/en/PDFs/KidsCyclingBrochure.pdf .

We invite the use of rollerblades, roller shoes, skateboards, and scooters if children ride these safely on the way to school and on the way home with parent/caregiver consent. All bicycles and other sports equipment with wheels as noted above are not to be driven on school grounds to ensure the safety of all families. Students, however, may ride their bicycles up to the bike rack if they are directly accompanied by a parent or caregiver nearby and are looking out for pedestrians. Such methods of transportation may be used on school grounds during a planned Physical Education or community event with guidance from the teaching or support staff/organizations or volunteers. All sportive equipment with wheels must be locked outside on ÉTP's bike rack facing Corydon. A strong lock is highly recommended. Should this not be possible, we ask that the equipment remains at home. All bicycles and sportive equipment with wheels are the responsibility of the student and parent/caregiver. We do not have any insurance coverage for lost or stolen bikes. ÉTP will not assume responsibility for loss, damage, or theft.

Black Soles/Black Marks



All footwear must pass the “kick” test. A dragged heal on a light tile floor must leave no mark. If it does, the footwear must not be worn to school. Our custodial staff works very hard to keep our school a clean and healthy place to be. They need our cooperation and help. We therefore ask all students to have a pair of non-marking indoor and outdoor shoes, including boots in wintertime. We want to continue maintaining our rubber gym floor susceptible to scratches and costly to repair. Flip flops are not permitted as a precautionary measure in case of an emergency.

Bussing

Our staff will supervise our students arriving and departing on buses. If you pick your child up after school and your child is not to take the bus home at the end of the day, please tell the office before 3:00 p.m. or have your child tell the bus supervisor before they leave with you. This avoids delays in loading the bus.

Many of our students travel to and from school by bus. Consequently, the area of bus safety is of concern to us as a school. We ask that parents and caregivers assist us in attempting to ensure that our children travel safely by reading the Standard of Behaviour and Bus Ridership pamphlet, which can be found at the end of this handbook as well as online.

Courtesy and respect must be shown to fellow passengers, people along the route and the bus driver. Students who persist in violating these rules may be denied the privilege of riding on the school bus.

If there are concerns regarding transportation, please contact the Transportation Coordinator at 204-488-1767.

Change of Address, Email Address or Phone Number

If your address, email account or phone numbers change at any time during the school year, please submit the new information to the school office or make the update through Edsby immediately. This also includes cell and work phone numbers and your emergency contacts. It is imperative that we can contact you at all times in case of illness or emergencies related to your child.

Classroom Celebrations

Families are welcome, with the classroom teacher's approval, to send purchased treats from the store that are individually wrapped and free from allergens.

We do not provide class lists or contact information for birthday invitations and other family requests as we are respectful of the Freedom of Information and Protection of Privacy Act (FIPPA).

Communication or Play Devices

Communication or play devices from home including cell phones are not to be used in school. These are expected to remain at home.

All students are expected to follow Pembina Trails School Division’s Acceptable Use Policy. Before a photograph is taken or a recording may take place, permission must be given by the subject of the photograph or recording. Any public distribution of images must have the written consent of any and all subjects in the photo. Families may record concerts and assemblies for personal viewing purposes only within the family setting.

Dress Code

School dress reflects the importance of the daily education environment and is a statement of mutual respect.

Clothing worn to school should be modest and clean. Unacceptable clothing for school includes garments that expose bare backs, midriffs, or undergarments; and clothing with offensive and/or controversial wording or logos.

The school staff reserves the right to use discretion regarding dress they consider inappropriate for students in a school setting.

Students are also asked not to wear caps, sunglasses or hats in school. We believe this is a form of polite and respectful social behaviour.

Clothing that may obstruct the child's vision is not allowed as it will prevent us from assessing if the child needs medical attention.

Emergency School Closing

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 www.cjob.com) for an announcement regarding school closure or the cancellation of school buses in Pembina Trails School Division. Information about closures will also be posted on the Pembina Trails School Division website.

École Tuxedo Park has an emergency response plan designed to provide for the safety of our students during school hours. If the school should have an emergency and we are unable to remain in the building, the students will be relocated to the Tuxedo Community Centre. Parents and caregivers will be notified at that time or following the evacuation.

Evidence Based Home-School Relations (Homework)

As we look at the effect of homework on student achievement based on several meta-analyses involving over 100,000 students over the past twenty years as seen in Visible Learning (2009) and Visible Learning for Teachers (2012)(http://headguruteacher.com/2012/10/21/homework-what-does-the-hattie-research-actually-say/), we know that such effects are higher for high-school students than for elementary-school students. Factors that are considered at the high school level are the likelihood of distractibility, effective study habits that are taught, better self-regulation and monitoring of work on behalf of the student and teacher, the complexity and appropriateness of tasks in addition to time investment. We know that the effects of homework are low in elementary schools. We, at ÉTP, believe in changing how we do homework and focusing on building home-school relations. We know students benefit from:

- Ongoing home reading support customized for every student at every grade level.
- Making a recipe with support.
- Enriching their socio-emotional experiences and skills through ongoing dialogues with family members and playing board games together.
- Engaging in critical thinking skills and enhancing a sense of belonging by creating an artistic or scientific project with a family member.
- Exploring the great outdoors (https://www.care.com/a/5-health-benefits-of-playing-outside-131104115840) through informal play while learning through a multi-sensory approach based on curiosity and a connection with mother earth.
- Reinforcing something already learned for independent practice such as focusing on a learned melody on the recorder.

We believe that children need the freedom and time to play. They need unconditional love and unstructured times to simply let go and be a child within firm yet nurturing boundaries. Families are welcome to offer support and opportunities to engage our students in worthwhile challenges in the home or community through sensible extra-curricular activities.

We also believe in setting high student expectations within our learning community where risk-taking that involves making mistakes is a key component in student success as students learn self-regulation. With such high expectations on student achievement and relevance, we play a major role in student growth and learning.

Just like sport coaches, the goal is not to win each game, but to teach and improve the quality of each player's skills, to play the game in the spirit of the rules, to develop goals as individuals and a team, to value commitment and loyalty to improvement, and to be fair to all players with participation and aiming to thrive through unlimited potential. Our expectations at school are the same as we value strength-based learning and cultural diversity.

We know that students can set goals and high expectations through confidence building based on prior knowledge, a sense of belonging, goal setting, making choices and applying what they learn which is why we believe in helping all students in a collaborative manner to attain this excellence. We want to engage all our students based on success criteria and learning intentions through deliberate practice at school where students are exposed to surface and deep knowledge. Together, let us focus on building positive home-school relations. We want to work together in progressing students to become critical evaluators and learned citizens for a bright future (http://www.pembinatrails.ca/generalinfo/index.html).



Head Injury
Pembina Trails School Division has a head injury policy to ensure we have safety measures in place to protect our students. Parents and caregivers are encouraged to report to the school immediately if their own child suffers a head injury with signs of a concussion. Students are also encouraged to report a head injury to school office staff immediately to ensure a proper follow-up.

Liability for Accidents and Personal Property
Information on student accident insurance is now updated on the Divisional web page https://www.pembinatrails.ca/School/StudentAccidentInsurance/Pages/default.aspx .

Lost and Found, and Toys
All clothing, footwear and other articles should be clearly labeled with your child's name. If items are labeled, it makes it easier for school staff to return them. Unmarked items are placed in the lost and found box near the gym. Prior to winter, spring, and summer holidays, we ask all students to have a careful look at the unmarked items. All unclaimed items are donated to a charitable institution before each holiday. Occasionally students lose valuable property such as watches, bracelets, rings, or toys at school. The school will not assume any responsibility for lost or stolen articles. Therefore, we recommend that students do not bring valuable items to school. We discourage the bringing of toys to school. To avoid conflicts that occur because of trading, loss, etc., please insist that these distractions remain at home.



Lunch Hour Program
Lunch fees are collected every September for students in grades 1 – 4. Lunch program fees cover the costs of employing classroom lunch supervisors and one lunch coordinator.

ÉTP PAC (Parent Advisory Council) periodically provides the option to purchase fun lunch. This is completed online via the Parent Council website: https://etp.parentcouncil.net . Please note fun lunches are run by PAC, it is not a school based program.

Students eat lunch in their classrooms and are asked to be SET for lunch (S=sit down; E=eat and do not waste and T=talk with a soft voice).

Cartons of 2% white milk and 1% chocolate milk are available for purchase at lunchtime. Milk tickets are available for purchase through a link that is found on the school's website.

Please remember to send a fork and spoon in your child's lunch kit.

Medication for Students

The Pembina Trails School Division policy governing the administration of medicines to students reads:

> *School staff shall not apply any external antiseptics such as Mercurochrome, Ozonal, etc., to injuries sustained by students. In the case of minor cuts or abrasions, the wound is to be washed and, where necessary, a sterilized bandage applied. In the case of serious cuts or other injuries, the child is to be referred to a physician for treatment.*
>
> *Aspirin, Tylenol or any other form of internal medication, cannot be administered without prior written consent. The school division form for prescribed medication is available at the school.*

Netiquette

Digital communication plays a significant role in our daily lives. This set of guidelines is intended to promote and support positive communication between home and school. Please follow a digital citizenship practice that promotes our school community's mission statement.



- Please double-check the "to line" and include the content in the body of the email while:
  - Using respectful language
  - Avoiding using all caps.
- Should you have sensitive concerns, parents and caregivers are kindly asked to contact your child's classroom teacher.
- Please note that we will do our best to respond to emails and messages in a timely manner on school days.

Nutrition Program

École Tuxedo Park participates in Manitoba's Universal School Nutrition Program. This program provides free, nutritious snacks to all students and ensures that no student is hungry throughout the school day.

Parking



It is nice to see so many families pick up and/or drop off children. We ask that families park in **front of the fence on the east side** facing the outdoor equipment. This area is the property of the Pembina Trails School Division. You can also park in **visitor parking** or in the lane on the west side of the school, near the staff parking. Students should **not** be dropped off or picked up in the bus zone on the small street located on the east side of the building as we need that area to be clear at all times.

Every child at École Tuxedo Park is precious so please take the time to make certain that all our students are safe by parking your car and accompanying your child to the opening of the fence at the beginning of the day and meeting them there at the end of the day.

Play Dates and Personal Information

At times, families may want to plan a play date after school. We ask families to please make their own arrangements regarding student transportation and scheduling. Pembina Trails School Division buses do not accommodate such arrangements. Should a family request another family to pick up their child after school, we ask the family who is making arrangements for their child to be picked up, to please confirm this plan with the office or your child's classroom teacher.

As we, in Pembina Trails, are responsible for managing and protecting information as outlined in the Education Administration Act (EAA), the Public Schools Act (PSA), the Freedom of Information and Protection of Privacy Act (FIPPA), the Personal Health Information Act (PHIA) and the Youth Criminal Justice Act (YCJA), we will not provide family contact information for birthday invitations and other personal family events. Schools may not serve as a liaison between families or as a provider of personal information, including class lists.

A Permission Click will be sent to families to ask if the school can share family contact information with our Parent Advisory Council (PAC). This release of contact information will allow PAC to better communicate with families about events including fun lunches, movie nights, the annual BBQ and winter festival.

Positive Home-School Relations

At École Tuxedo Park, we continue to be mindful of our school's respect agreements in the form of a school wide social contract which states the following:

We respect each other, therefore,

1. *We are kind.*
2. *We include others.*
3. *We speak respectfully.*
4. *We keep safe.*

For our children to live by these values, we want to be great role models. As the saying goes, it truly takes a village to raise a child. Without fostering positive relationships through collaboration and healthy communication for the well-being of our school community, this wouldn't be possible. Our common purpose, at École Tuxedo Park, continues to be about building **relationships** through positive **collaboration** and **communication** with the French language, values, and culture at the heart of these three modalities.

Ongoing communication about your child's progress and strengths is important to us.

- As of September, teachers inform families about children's educational journey in writing, through classroom websites and emails.
- In October and later during the year, families participate in tri-conferences to celebrate student success and establish learning goals with us.

  Families play a key role in their children's educational experiences. Working together towards common goals means we are working interdependently to create a collaborative school community. For this reason, we want to come together to:

  - ✓ have open dialogues and truly listen to one another through kindness
  - ✓ ask questions and seek clarification, if needed, around your child's progress
  - ✓ grow together through constructive feedback
  - ✓ celebrate what learners experience and validate each other's successes
  - ✓ demonstrate care, integrity, and respect in our interactions
  - ✓ translate our good intentions into specific steps.

We approach the teacher when we have concerns as the teacher is at the center of your child's education at school, while working in partnership with you.

1. Center yourself and pinpoint the problem. When we are happy, relaxed, and curious, our minds open like flowers.
2. Imagine some possible solutions for the problem.

3. Prepare a short list of the most pressing questions (1-3) you would like answered during the meeting.
4. Schedule a meeting by contacting your child's classroom teacher by email or phone.
5. Begin positively by, for example, thanking the teacher for taking the time to meet and then make a few complimentary and supportive comments.
6. Present your concerns in a clear and non-accusatory manner.
7. Listen objectively to the teacher's responses to your questions.
8. Resolve differences by focusing on problem solving.
9. Strive to maintain the dialogue and end the meeting cordially.

Recess

We expect that our students will go outside at recess to socialize and for fresh air and exercise. Please see that your child is dressed according to weather conditions. During inclement weather, children will have indoor recess.

Students may remain inside during recess only in the event of a reported or visible illness during school hours by a staff member (i.e., sudden vomiting, serious physical injury) or with an obvious physical restraint such as a cast.



Indoor recess occurs when the temperature **reaches or exceeds -27° Celsius**. You may consult ÉTP's website to see weather conditions with the use of Environment Canada and ÉTP's weather station. Please ensure children are dressed warmly during Winnipeg's winter season. We want our students to dress for recess success.

Scarves are not allowed as they are a choking hazard. Students may wear neck warmers.

Search of Students\ Personal Effects

Please note that we can undertake a search of students' storage area and personal effects when based on reasonable suspicion that a regulation, rule, or discipline has been breached and that the search will reveal evidence of the breach or violation.

Supplies and Books

School fees are collected in September through Permission Click. These fees are used to purchase school supplies for our students.

Library books and home reading books may be provided by the school and distributed by a teacher or by the librarian for classroom and home use. Students are responsible for keeping books and supplies in good condition. Willful damage or loss of these will result in a fine to cover repair or replacement.

Visitor Access

At École Tuxedo Park, we follow these routines and practices to help ensure a safe environment.

- Everyone enters the school through the front doors and reports to the office. Please do not walk directly to your child's classroom as this is disruptive to the learning environment in the class.
- Volunteers sign in at the office upon arrival.
- All doors of the school remain locked throughout the day.



Parent Advisory Council

École Tuxedo Park's Parent Advisory Council (PAC) has always been a highly active group and extremely supportive of our school. We are certainly fortunate for the many services and support our PAC provides to make our school a better place. Please consider attending PAC meetings. Being involved with the council and attending meetings are a fantastic way to get to know the teachers, other families, and to find out what is happening at École Tuxedo Park.

Playground Safety Rules

All children must remain on the south side of the school during recess and before the bell rings in the morning. The north side of the school and the rest of our grounds are used as an outdoor classroom.

Children are encouraged to "keep hands and feet to themselves" knowing that they are used for helping as a basic rule. This means that horseplay, play fighting, pushing, tackle games, tripping, etc. are not allowed. What starts as seemingly fun ends up in someone getting hurt.



Teasing, name calling, and put downs are not allowed since they do not correspond with our respect agreements. For these incidents, there will be an intervention based on Pembina Trails School Division's Standard of Behaviour.

Families are welcome to see Pembina Trails School Division's Standard of Behaviour revised through the following sites: Student Standard Of Behaviour
As well, there is a Threat Assessment brochure located at Pembina Trails Fair Notice and Practice Student Threat Assessment.

Social Learning

We choose at ÉTP to continue creating a safe, caring, and inclusive learning community as a priority to ensure that children can successfully grow and develop into nurturing and contributing leaders in their communities. We want a common framework, philosophy and language and believe in building community through a Restitution journey in conjunction with well-established programs including the Respect program, Senior Buddies, Roots of Empathy, Kimochis, and much more. Real Restitution, by Diane Gossen, focuses on relationships, responsibility, and respect through an invitational and collaborative approach. When staff, students and families treat each other with respect, the learning environment improves, and student engagement/results increases. Restitution teaches self-discipline and the skills needed to take responsibility for actions. Restitution is strength based, and each person thinks about who they want to be.

Classrooms' social contracts are created annually through a collaborative process. We believe that it is all right to make mistakes and see these as windows of opportunities to learn and grow. Conditions are created for all to fix their mistakes and return to the group strengthened.

We, the staff of École Tuxedo Park, believe in the following for the well-being of the whole child:

- children are unique
- children have individual and common needs
- children are influenced by their environment and their family
- children need boundaries, structure, and guidance to achieve responsible behaviour
- through self-evaluation and lifelong learning, children flourish best when there is a strong, positive cooperative partnership between home and school

We, the staff of École Tuxedo Park, believe in the following for the effectiveness of staff supporting the whole child:

- in the professional growth of each teacher
- that an effective way of achieving functional bilingualism is to offer instruction in a French language setting
- the goal of instruction is to empower each child to take responsibility for his/her own learning behaviour
- on-going assessment, student reflection, and evaluation are an integral part of the instructional process
- in the need to offer and work toward ever-increasing teaching to diversity
- in striving for academic excellence
- it is important for teachers to accept students as they are, stimulate their interests, and challenge them to meet their unlimited potential
- discipline provides a school climate which promotes a positive self-concept and individual student growth leading to responsible behaviour and good citizenship
- logical consequences should be based on respect while maintaining the dignity of the child as we lead together in a nurturing environment.

"One measure of a school's success is how well it restores disruptive, defiant, misbehaving children or non-attenders, the loners, the ones who make little or no attempt to learn back to the school community and to learning".

- Diane Gossen, Real Restitution Trainer and Author http://realrestitution.com/





Standard of Behaviour and Bus Ridership:



Bus Safety:

Students are responsible for:

Waiting for the bus:

• Arrive at the designated bus stop 5 minutes prior to pick-up time.
• Keep a safe distance back from the roadway.
• Be respectful of both public and private property while waiting.

Boarding the bus:

• Do not approach the bus until it has come to a complete stop.
• If students need to cross the roadway to board the bus, they must wait for the driver's signal and look both ways to ensure traffic has stopped before crossing the roadway. Students must cross 3 meters (a safe distance) from the front of the bus.
• Line up and wait for the door to open.
• Board the bus in single file and use the handrail.

Behaviour while on the bus:

• Behaviour that may distract the driver or interfere with their driving will not be tolerated.
• Follow the driver's instructions. The bus driver is responsible for the safety of the bus and all passengers.
• Eating or drinking on the bus is not permitted.
• Students are to remain in their assigned seats and remain seated at all times.
• Alcohol, drugs, tobacco, and vaping products are prohibited on the bus.
• Keep the aisle clear at all times by keeping belongings on your lap or on the floor in front of the seat.
• Windows may only be opened with the driver's permission.
• Never place any part of your body out of the window.
• Do not tamper with any components or equipment on the bus.

Getting off the bus:

• Remain seated until the bus comes to a complete stop.
• Leave the bus in an orderly fashion. Remain in single file and use the handrail upon exit.
• The bus driver will signal when it is safe to cross the road. Students must cross 3 meters (a safe distance) from the front of the bus, checking both ways for oncoming traffic.

Parents/Caregivers are responsible for:

• Ensure their child's safety and conduct prior to boarding and after drop-off at their designated stop (for example, this includes travel between the bus stop and residence).
• Ensure their child is at the designated bus stop at least 5 minutes prior to the scheduled pick-up time.
• Participate when called upon to participate in conversations with School Administrators and the Transportation Department about their child's behaviour on the school bus with the respect to the Pembina Trails Standard of Behaviour.
• Provide timely updates regarding contact information and any other student specific information (for example: address, contact information).
• Ensure that only students who have been determined to be eligible for transportation and confirmed as registered for transportation, are able to ride the school bus.
• Proactively communicate with school administrators any concerns regarding student behaviour, safety on, and/or travelling to and from the bus stop.