KLEEFELD SCHOOL

K-8 PARENT & STUDENT HANDBOOK

2026-27

Welcome to Kleefeld School!

Our mission statement:

BUILDING A FOUNDATION FOR OUR STUDENTS TO BECOME CONFIDENT, COMPETENT, SOCIALLY RESPONSIBLE INDIVIDUALS.

At Kleefeld School we are a community of learners, and everything we do strives to accomplish that goal. We look forward to working together as a team: the student, the parent, and the school to ensure that we all students receive appropriate educational programming and develop to the maximum of our abilities in preparation for an awesome future ahead.

We are a growing school community and are very excited for this school year to begin. The staff have been working hard to get ready, and can't wait to welcome our students and for the learning to start!

PHONE: 204.377.4751
FAX: 204.377.4545
E-MAIL: kleefeld@hsd.ca
WEBSITE: http://.kleefeld.hsd.ca
GRADES: Kindergarten - Grade 8
SCHOOL POPULATION: 480+ students

BELL SCHEDULE

Students who are walking should arrive between 8:45 a.m. and 8:55 a.m.

There will be no outdoor supervision before school.

8:45	Buses Arrive and Students Enter
8:55	In class or at Religious Opening Exercises
9:00	O'Canada and Announcements
9:05	Period 1, 2 & 3
10:40	EY break
10:45	MY Break
10:55	Period 4 & 5
12:00	Early Years Lunch and Middle Years Recess
12:30	Early Years Recess and Middle Years Lunch
1:00	Period 6 & 7
2:10	Recess
2:20	Period 8 & 9
3:30	Bus Students Dismissal
3:35	Town Students Dismissal

ATTENDANCE

Students who attend school regularly are more engaged in learning, have a greater sense of belonging, and are more likely to graduate. Regular attendance is expected. If your child will not be at school on a particular day, please excuse them on Parent Portal or phone the office before 9:10 am. If a student will be gone for an extended length of time, "parent excused" should be noted on Parent Portal.

There is a sign in and sign out form in the office if your child is arriving or leaving at different times other than the regular schedule. Students who arrive late will be asked to sign in at the office to receive a late slip before going to class. If you need to pick up your child, you may call the office from the bus loop and we will send them out to you. Students who are absent for the morning and come to school at lunch do not need to sign in at the office.

BEHAVIOUR EXPECTATIONS

The staff and students have created a document of what are appropriate actions and attitudes to have at Kleefeld School. This document is displayed in every classroom and is taught and followed by our teachers. It follows our foundation of Be Responsible, Be Respectful, Be Safe. The document can be found in the office and other areas around the school. It is also available to view on our school website. Copies are available at the office on request. If you have any questions about it, please ask any teacher or phone the office. Kleefeld School Behaviour Matrix

	All School Settings	Classroom	Hallway	Washroom	Recess & School Grounds	Lunch	Digital Citizenship	Dismissal
Be Responsible	Come prepared and be on time Be an engaged participant Come appropriately dressed for the day	Bring your supplies Focus on learning Complete work on time Clean up after yourself	Move in an orderly manner Keep your locker and area clean	Use at recess or with teacher permission Report concerns Be prompt	Get ready and move to next class promptly after recess Dress appropriately for the weather Bring in equipment	Eat in your designated area Clean up after yourself Take unfinished food home Go outside promptly when the bell rings	Understand and follow the Hanover School Division Acceptable Use Policy (AUP)	Take work home to be completed
Be Respectful	Co-operate with school staff Be kind in words and actions Be considerate of other people	Listen and watch actively Respect other's right to learn	Use inside voices Keep hallways and boot racks clean	Be patient and polite Keep the bathroom clean	Clean up after yourself	Use inside voices Cooperate with supervisors and monitors Use compost, recycling and garbage properly	Use technology to reach meaningful learning goals Leave computer with the next user in mind Post/print only with consent	Bus students move to their bus promptly
Be Safe	Keep your hands and feet to yourself Use school equipment properly Model appropriate behaviours	Use materials and supplies appropriately Always walk	Always walk	Wash your hands with soap Always walk	Keep your hands and feet to yourself Be considerate of other people	Eat only your own food Report problems to supervisors or monitors Stay seated Always walk	The safest place for your personal electronic device is in your locked locker Use appropriately when permitted and supervised by teacher	Go straight home and check in with parents or guardians

DRESS CODE

At Kleefeld School, our standards for appropriate dress is based on showing respect for yourself and others. Many workplaces promote clothing expectations that take into account the atmosphere they are trying to create. At school, that is an environment that promotes learning. It is important to note that we are here to work and learn.

The following guidelines will be used at Kleefeld School, with the intent of protecting the safety, self-confidence, self-respect and self-esteem of our staff and students:

- Clothing and accessories shall not promote alcohol, drugs, sex, violence, profanity, gangs, sexism or racism.
- Revealing clothing should not be worn.
- Footwear must be worn at all times.

Staff may ask students to change their clothes accordingly.

ELECTRONIC DEVICES AND INTERNET USE

In order to cultivate an optimal learning environment that minimizes distractions and promotes focused engagement in all school activities, and in accordance with HSD and provincial policies, Kleefeld School students are not permitted to bring a personal device to school. These grades are considered Cell Phone Free learning environments. If a student requires use of a personal device for notification to administer medication or additional health related concerns, parents should speak to school administration and an accommodation can be provided by the school principal. If a student brings a cell phone to school, they will be asked to leave it at the office for the day.

The Hanover School Division has implemented an "Acceptable Use of Technology" Agreement for all students and staff in our schools. This policy is shared at www.hsd.ca under the Governance > Division Policies > Foundations and Basic Commitments tab. The expectations for appropriate digital citizenship are explained in the policy. A signature from the student and parent/guardian, indicating knowledge and acceptance of the content, will be required when a student of any age enrolls in Hanover. The required forms are available on Parent Portal.

There are iPads available for students to use in the K-2 classrooms, and Chromebooks in the 3-8 classrooms. All devices are monitored by the division and have the best filters that Hanover is able to install on them and devices may only be used with teacher supervision. However, this does not excuse the students' role in their own safety while on a device. It is expected that children will use technology for how the teacher intends it to be used in the class and will immediately report anything unusual.

LOCKERS

Students may be assigned a locker to share in the hall near their classroom. Please refer to the following guidelines regarding lockers:



- Students must use the lockers they have been assigned.
- The school is not responsible for lost or stolen items, but we will help you look for them.
- We encourage students not to bring valuables to school.
- Students will be permitted to use their lockers only during breaks or with teacher permission.

DANGEROUS OBJECTS

Do not bring dangerous objects to school. Items will be confiscated and sent to the office. Parents will be called and may pick them up from the office at their convenience.

LOST AND FOUND

Please clearly label all of your child's personal belongings to help reduce lost items. Items left in the lost and found bin in the main hallway will be displayed several times throughout the school year. Any items that have not been claimed will be periodically donated to self-help organizations.

LIBRARY

Students will come to the library either once or twice per school cycle. During this time they will listen to stories, learn how to find and choose books, and quietly read.

LEARNING SUPPORT (RESOURCE)

The Learning Support Department at Kleefeld School provides a variety of levels of additional support to help meet the needs of individual students and classes. Learning Support teachers may also help students with extra needs in the areas of vision, speech and hearing, EAL, behavioral and social needs, and motor development. Together with parents, our school team develops a plan to promote individuals strengths and help students reach their potential.

If you have a concern as a parent, speak to the homeroom teacher first, and they will involve Learning Support as needed.

Referrals by our Learning Support Department can be made to the division counselor, speech pathologist, social worker, occupational therapist, and psychologist. All referrals are made only with parental consent and must have the support of the school educational team. Information on the services provided by the division is available through our Learning Support Teacher.

SCHOOL GUIDANCE COUNSELOR

Kleefeld School has counselor services available to support all of our students:

A school counselor is primarily concerned with the personal, social, educational and career needs of the students, keeping in mind the best interests of the student.

A school counselor provides counseling and guidance within an educational setting. Counseling and guidance provide opportunities for students to explore feelings, examine information and consider options for problem resolution and decision making. School counselors may work in classrooms to support Social Emotional Learning, small groups and individual students.

A school counselor works in collaboration with school personnel, other professionals, and parents.

If a student would like access to these services, please see the school counselor at the school for assistance and a referral form. A parent may also discuss referral options with their child's homeroom teacher or school admin.

LUNCH

Lunch is from 12:00-1:00. Students will eat in their homerooms for 30 minutes and go outside for 30 minutes. We ask that you avoid sending any peanut items to school.

Town students may go home for lunch.

Bus students will not be allowed to leave the school grounds unless arrangements are made by parents or guardians and notice is sent to the school office.

If students have plans to go to Field's or somewhere other than home, please notify the school office.

Parents of grade 7 & 8 students may send a note or email indicating their child may leave the school grounds to go to other locations around town for the school year. Please note that students leaving campus must sign out and in at the office each time and exit directly through the front doors. Backpacks should be left at school if they are visiting the store.

If a parent is picking up a child for lunch, please call or sign them out in the office.

LUNCH PROGRAM & GRAB 'N' GO FRUIT

Hot Lunches typically happen on Fridays, and can be paid in cash at the office or through the Parent Portal account. Contact the office or go to the Kleefeld School website to learn more.

Hanover School Division, in partnership with Soup's On, provides fruits and vegetables, snack and lunch items to HSD schools. This year, we will have these food items available on a cart that a staff member will monitor in the hallway during the lunch period. If students need to add to their lunch, they are welcome to grab something from the cart. Grab 'n' Go fruit is also available at the office for students to pick up a nutritious snack throughout the day.

PARTICIPATION & STUDENT LEADERSHIP

We want students to establish a strong sense of school pride by directly involving students in helping organize, participate and promote school activities.

The older students have the opportunity to be involved in student leadership at different times throughout the year. Students will have the opportunity to meet with staff to help plan and give ideas for school activities. Areas that students may be involved in include:

- Student voice in school activities and community awareness
- School Spirit Days- being a part of school culture by taking part in fun activities
- Indigenous Day at Kleefeld Park
- Lunch Monitors for gr. 1-3 classrooms
- Red Rock Trip (every 2nd year for gr. 7 / 8)
- Field Trips
- Assemblies
- Student participation in sports, music, volunteering, fun activities, reading, reffing at recess, and peer mentoring

All of our older students will be looked at to provide leadership throughout the school day and in a variety of areas. There will be many opportunities at recess and other times to be involved and to help make our

school a better place.

EMERGENCY SITUATIONS

The staff has specific procedures in case an emergency occurs. Students are not to head home until they have been accounted for, parents have been contacted, or have received instructions from an administrator.

Kleefeld School has trained Crisis Response Team members and a specific protocol to follow in case of emergencies.

Safety drills are practiced to ensure that all students are prepared in the case that a real emergency takes place. Examples include: fire drills, tornado drills, evacuations, and school lockdowns. All students are to wear shoes during the school day so they will not be caught unprepared.

In the case of an emergency in which students are to remain in the building (tornado, lockdown) teachers and students will practice safety procedures. Detailed instructions for fire drill procedures are posted in each classroom.

In the case of an emergency where the school has to be evacuated, gr. 3-7 will go to the Kleefeld Fire Hall and gr. K-2 and gr. 8 will go to the Kleefeld Recreation Center.

TRANSPORTATION

When riding the bus, students will adhere to all safety procedures as set out by the bus driver, and by the rules of safe conduct. Please read the HSD School Bus Student Code of Conduct available at https://hsd.ca/wp-content/uploads/2026/02/EDE-Student-Code-of-Conduct-on-a-School-Bus.pdf. Please discuss the HSD School Bus Policy with your child.

If your child has been waiting for the bus to pick them up for more than 10 minutes, they should return to the house and check the HSD website, call the school or HSD Transportation to see if a notice has been issued for a late bus. Students should be at the bus stop at least 5 minutes prior to the scheduled time.

Bus passes for a student to ride on a bus that is not their regular bus will not be issued.

EMERGENCY SCHOOL CLOSING

In cases of extreme weather conditions, parents can check hsd.ca and/or consult various news organizations. Any school closures will be posted by 6 am and you will also receive a divisional phone call before school starts. If you want to opt out of this home phone call, please contact our school office.

The school has a plan in place in case the students must go home during the day due to a storm or other emergency. Please note that no student under the age of 12 will be sent home without a parent or guardian at home.

MEDICATION AND ALLERGY CONCERNS

At times, students may require medication during school hours. Personnel in our school cannot administer any medication without written consent of parents and authorization of a physician. Forms are available at the school office.

We want to ensure the safety of students and staff that may have allergies. We do have individuals in the school that have severe allergies. Students needing an epi-pen must have it on them at all times. We ask that you not send any peanut related items to school. Thank you for working with us to keep all of our students safe!

If there is a change to your child's health plan, please contact the office so we can keep our files current and your child safe.

COMMUNICABLE DISEASES

Occasionally we find that cases of communicable diseases occur in the school. Should a student become ill at school, parents will be called to pick up their ill child. Should we discover such cases, we may call the Public Health Nurse if needed. Their office will recommend further courses of action. Immunizations are offered for students by our Public Health Nurse with written parental consent.

ACCIDENT & EMERGENCY PROCEDURES

All parents are requested to supply our office with the name and phone number of someone to contact in case of emergency. ***Please inform us of any changes to your contact information.*** We will contact these people only when we cannot contact the child's parent or guardian in an emergency situation.

Any child who receives a minor scrape, cut, or bruise, will be attended to by our staff. Should a child receive a more serious injury, the following procedure will be followed:

- Parents or guardians (or the designated emergency contact person) will be phoned. Parents may be asked to transport their child to see the family doctor or go to the hospital or QuickCare clinic. If we feel that ambulance service is required, we will call 911.
- Most accidents that occur in school can be handled by our staff. We do, however, want parents to understand that we will move quickly to ensure the speediest medical attention for your child should a serious accident occur.

PARKING LOT & BICYCLE STANDS

The parking lot and staff vehicles are out of bounds for students. The school will assume no responsibility for damage or loss of bicycles. If your child rides their bike to school, they should use a CSA approved bike helmet and we encourage the use of bike locks. If bicycles are used, they must remain parked in a bike rack on the East or West side of the school during the day. Students should know and obey bicycle safety rules on their way to and from school. Please discuss safety rules with your child so they know how to properly and safely ride their bikes on the roadways.

VOLUNTEERS & VISITORS

We are very fortunate to have a community in which there are many dedicated volunteers willing to take the time to make a difference in our school! Getting involved with the school can be a rewarding experience for you and your child. We are always looking for volunteers to help in classrooms and on field trips. Each teacher is in charge of selecting the number of volunteers and job description while in the classroom.

All parent volunteers are required to fill out a Child Abuse Registry check and Criminal Record check through the office, as well as a Pledge of Confidentiality. Bring along 2 pieces of ID, one with a photo.

For safety reasons, all visitors are to report to the Main Office upon arrival. Your co-operation is appreciated.

Volunteers and visitors may park in any empty spots in the parking lot after 9:00 am or on the street in front of the school if the parking lot is full.
If you anticipate being in that role at some point this year, call the office to get your checks going because they may take up to 6 weeks to complete.

PAC

The Kleefeld School Parent Advisory Council plays an important role in the life of the school. Parental input is vital in providing great education to the students in our school. If you are interested in contributing to our school community by volunteering as a PAC member, please contact the school for information, or the PAC email address kleefeldpac@gmail.com.

Among the many tasks that this group provides is the playground improvement plans, fundraising, and planning a school picnic in June. The elected council meets with the school principal and teacher representative regularly to discuss life at school. All parents are welcome at these meetings. Dates are available on the school website, emailing the PAC or by email to parents.

BUS LOOP

You are welcome to drop off or pick up your children in the bus loop before or after school, provided there are no buses in the bus loop. It is also intended to be used only for quick drop offs. If you are planning to park for an extended time, please use the street out front.

If picking up your child during the school day, please come into the office to sign your child out for the day/ appointment.

ACADEMICS

Students demonstrate responsibility when they:

- ➢ Do their class assignments with their best effort.
- ➢ Complete their assignments and hand them in on time.
- ➢ Have an organized working space.
- ➢ Make sure they have everything before they go home.

When a student has been away from school, it is the responsibility of the student and/or their parents to find out from their teachers or fellow classmates the work that they have missed.

Teachers may be e-mailed through our school website if you have questions about assignments.

HOW TO REPORT AN ISSUE AT SCHOOL

Parents,educators, and community members share the same goal: to give students the best education possible. Sometimes there are issues within the classroom or disagreements in the school environment that parents may need to assist with resolving. When there is an issue, please follow these steps:

1. Give the issue 24 hours and see if it is still something that needs to be addressed.
2. Please communicate with the teacher involved first. Often the classroom teacher has first hand knowledge related to the problem and can assist with quickly resolving it.
3. If the issue has not been addressed, please contact the principal or vice-principal for more information.
4. If the issue persists, the Superintendent's office can be contacted for further support.

TEXTBOOKS



All textbooks are provided to the students free of charge. It is the responsibility of all students to keep textbooks in the condition they receive them. Students are expected to submit all fees for lost or damaged textbooks to the office upon notification of cost.

REPORTING

Report cards provide the student and parents with a written record of the student's achievement. Report cards indicate how the student is doing in their academic programming. They are a summary of your child's progress, assignments, projects, written work, quizzes and tests, participation, and ability.

Also included in the report are comments by teachers which provide an added insight regarding the student. Parents may be invited to have conferences with the teachers to further discuss progress. Parents are encouraged to make appointments to meet with their child's teachers.

Report cards are issued three times a year in November, March and June. Each report is a cumulative summary of achievement for the school year.

PARENT PORTAL

The HSD Parent Portal is a communications tool designed to enhance and increase parent/guardian involvement in the education of their children, by providing secure online access to their child's student information. With a single username and password, you can access data for each of your children attending an HSD school.

Let's get started. Before creating a Parent Access Account, you will first need to obtain a unique Access ID for each student profile that you want added to your account. The required Access IDs, along with account setup instructions, have been sent via email to all eligible parents/guardians. If you did not receive the specified email, please contact the school office. Upon receipt of your child's Access ID, visit hsd.ca/parent-portal to proceed with account setup. It's easy and only takes a few minutes!

Many of our families are already signed up on the Parent Portal. Much of our school information, report cards, permission forms, and school fees and payment are available through this system. Student accounts are updated regularly and payment can be made on-line or at the school office.

Please contact the school office if you are not signed up so you can access Parent Portal.

STUDENT FEES

At the beginning of the year, students are required to pay the following fees:

- Activity Fee $5 (grade 1-8)
- Tech Ed/Home Ec. Fee $15 (grade 7-8)
- Band Rental Fee $150 (grade 7-8)
- Please make payments on Parent Portal directly.

BAND & VISUAL ARTS

Students in Grade 7 and grade 8 can enroll in either the band or visual arts program, as an Arts Education opportunity. Arts Education in Manitoba schools is mandatory from grades 1-8. All students in Grade 1-6 receive Music and Visual Arts Education. Information will be sent home in Spring to inform parents of options for Grade 7 Arts Education.

The bands may have opportunities to perform at school concerts, school assemblies, festivals and other public

events. Learning an instrument is like learning a sport, you will not get better if you don't practice. Please encourage your child to bring their instrument home and practice it regularly if they are in the band program.

INTRAMURAL PROGRAM

There are intramurals available for the grade 5-8 students. On their scheduled day, the students in that particular grade are invited into the gym during the recess portion of their lunch break. Activities will usually reflect the skills they are learning in Phys. Ed. class and provide an additional opportunity for students to be active. Intramurals will begin once the weather gets colder.

PHYSICAL EDUCATION

All students K-8 are required to have properly fitted clean, indoor, athletic footwear. If the teacher deems the students shoes to be unsafe, parents may be contacted and an appropriate activity will be found.

All students in Grades 4-8 are encouraged to bring a change of clothes (t-shirt, shorts or athletic pants) to change into before P.E. class. If a student is uncomfortable changing in our changerooms, alternate changing areas can be provided. Students are required to be responsible and respectful at all times, and all places in our school. If a student is acting inappropriately, or unable to change in a 3-4 minute time window, an alternate arrangement will be found.

Students in K-3 will not have access to the changerooms.

KLEEFELD SCHOOL SPORTS TEAMS

The Phys. Ed. teacher will be organizing and facilitating the after-school athletic(s) program at the school. We greatly appreciate volunteers from the community that are willing to be a coach for our teams.

Team players who did not attend school during the day may be asked to sit out the evening games.

KLEEFELD STINGERS UNIFORMS/CLOTHING

School athletic wear is available for students to borrow or purchase through the Phys. Ed department. The jerseys come in a variety of sizes featuring the Stingers logo.

We also have Kleefeld School clothing sales available through our website. This can be ordered at any time during the school year.

HOME ECONOMICS/INDUSTRIAL ARTS

All Hanover students taking a Home Ec. or Tech. Ed. course will pay a $20 fee, which will help cover the cost of materials that students will use in those classes. If students attempt larger projects, they may be asked to pay more. Students will be bussed to Mitchell Middle School but pay the $20 fee to Kleefeld School. We will forward the money to the correct department.

SCHOOL WEBSITE

Regular informative emails are sent out and information is available on our website. Information for special events will be sent home directly with students in the form of a letter, email or BrightArrow and are available

on the school website. We invite you to browse through kleefeld.hsd.ca and make use of our links.

CODE OF CONDUCT

At Kleefeld School, we embrace inclusion as a fundamental way of thinking and acting. It's our goal that every individual—student, staff, and community member—feels **accepted, valued, and safe**. Our school is a safe and caring community that continuously evolves to meet the diverse needs of all its members, supporting meaningful involvement and equal access to the benefits of a high-quality education.

The school code of conduct follows the Provincial Code of Conduct, a ministerial directive intended to expand upon existing legislation and regulation.

Students, staff, parents/caregivers and guests are expected to be **respectful, responsible, and safe** and must observe this Code of Conduct at all times on school property, during school-approved activities, and whenever behaviour impacts the school environment.

The Hanover School Division, confirms the disciplinary authority of the principal over the conduct of students while they are at school, on school grounds, at school-sponsored activities, on school buses, and conduct towards one another to and from school. Interventions and consequences may be applied as appropriate to the context, but they need not be applied in the order they appear in this document. The principal maintains authority to determine which behaviour intervention(s) is appropriate in a given situation.

The Provincial Code of Conduct and Hanover Student Code of Conduct emphasize a student-centered and strengths-based approach to behaviour intervention and response, which should be rooted in caring and support. As such there is a focus on preventative practices and positive behavior supports. Consequences will be administered while respecting the student's human dignity and considering their age, development, diverse needs, and social-emotional wellness.

Unacceptable behaviour includes but is not limited to:

- Abusing another person (including children), physically, sexually, emotionally, psychologically, verbally, in writing, or electronically, including threats and/or harm to self or others.
- Bullying another student including hazing.
- Discriminating on the basis of any characteristic outlined in subsection 9(2) of The Human Rights Code.
- Using, possessing, or being under the influence of alcohol, cannabis, or illicit drugs at school.
- Engaging in gang activity on school sites.

- Possessing a weapon, as defined in section 2 of the Criminal Code (Canada), on school sites.
- Theft, vandalism.

In addition, students and staff must adhere to school policies regarding the appropriate use of the Internet, including social media, websites, e-mail, and digital devices. This now explicitly includes the use of AI-generated content (e.g., audio, images, video, or text), doxing, swatting, cyber flashing, and sextortion.

Where the principal believes that a student at the school has been harmed because of another's behaviour, the principal will, as soon as reasonably possible, notify the students' parent(s)/ caregiver(s).

The notification will include the following:
- the nature of the behaviour that resulted in harm to the student
- the nature of the harm to the student
- the steps taken to protect student safety, including the nature of any intervention taken in response to the behaviour

The school principal is required to disclose more information beyond simply the fact that measures have been taken, but this disclosure does not require particular details. This may mean disclosing, in general terms, that one or more of the following actions were taken:
- an ongoing intervention plan has been or will be developed
- a staff member has had a discussion with the student
- the student's parent(s)/ caregiver(s) have been involved
- the student has had privileges removed
- the student was suspended

APPROPRIATE INTERVENTIONS AND DISCIPLINARY CONSEQUENCES

Student-Centred Behaviour Intervention and Response Strategies

Appropriate interventions, responses, and consequences, consistent with the provincial directive, may include but are not limited to:

Discussion with a Trusted Adult

A student meets with a trusted adult (e.g., a teacher, administrator, school counsellor, or an Elder/Knowledge Keeper) to discuss the behaviour.
Parental/Caregiver Involvement
Contact is made with parents/caregivers to discuss behaviour and strategies for positive change.
Formal Meeting
A meeting is held with the student, parents/caregivers, and other relevant support members to develop a plan.
Restoring Community/Restitution
This may involve compensation for damage to school property, either monetarily or through actions that rebuild a sense of community.
Positive Behaviour Agreement
A collaborative agreement signed by the student, parents/caregivers, and school staff that outlines behavior expectations and goals.
Student Services Referral
A referral to school or divisional student services personnel.
Outside Agency/Community Involvement
A referral to outside agencies for health, mental health, or other community resources.
Risk/Threat Assessment
A formal process to assess and respond to threats that impact the school environment.
Police Notification
The police may be notified for serious incidents.

Use of Exclusionary Practices

Exclusionary practices, as outlined in the Hanover Student Code of Conduct, should be used with caution and should be the least restrictive option. These may include withdrawal from the classroom, detention, or removal of privileges.

Withdrawal from Classroom Setting
Withdrawal from the classroom setting for less than half a school day - such withdrawal is usually temporary, and when a prolonged withdrawal is recommended, parent(s)/caregiver(s) will be informed.
Detention

If a detention extends beyond regular school hours, parent(s)/caregivers(s) must be informed.
Removal of Privileges
● Removal of privileges such as access to the playground, cafeteria, library, and/or extracurricular activities under certain circumstances and for a finite period of time. ● Time out. ● Removal from school bus ridership, with parent/caregiver notification.
Sent Home Early
Being sent home early, with parent/caregiver notification.
Suspension
● A teacher may suspend a student from the classroom for up to two days. The teacher must provide alternative programming and discuss with student services. ● A principal may suspend a student from the school for up to five days. The principal with the teacher must provide alternative programming and discuss with student services. ● A superintendent may suspend a student for up to six weeks. Alternatives to suspension must be considered. The superintendent, principal and teacher must provide alternative programming and discuss with student services.
Expulsion
School boards may expel students for severe behavior. The expulsion can only be from the students attending school, not the entire school division. The division must provide alternative programming and designate a case manager for the student.
Managed Move
This is a collaborative process to transition a student from one school to another, which is carefully planned to support the students' needs.

APPEAL PROCESS

The appeal process is in place to protect the rights of students and their parents/caregivers.

Appeals of Disciplinary Decisions
Students and parents must follow the school board's appeal process. Typically, this involves an appeal to the teacher who made the disciplinary decision, then to the school principal if not resolved, then to the superintendent of schools if not resolved, and finally to the school board. Exceptions are suspension in excess of five days and expulsion; in these cases, the appeal goes directly to the school board.
Appeals of Suspension
In the case of a student who has been suspended for more than five days, the school board must permit the student and his or her parent or legal guardian to make representation to the school board about the suspension. The school board may confirm the suspension, modify it, or reinstate the student.
Appeals of Expulsion

A student expulsion may be appealed to the school board. If a parent/guardian (or a student 18 years of age or older) wishes to appeal the board's decision, the school division's appeal process shall be followed.

Rights and Responsibilities
Regarding Behaviour Intervention and Response

Rights and Responsibilities of Students

Students have the following rights:

- to expect that appropriate measures shall be taken to ensure that any behaviour intervention, response, or consequence is administered in a manner consistent with respecting human dignity
- to be treated with care and concern irrespective of situation
- to be accompanied by a parent/caregiver or other adult to assist and make representations to the school board in an appeal when the decision has been made to suspend beyond five days
- to be accompanied by a parent/caregiver or other adult to assist and make representations to the school board before a decision is made to expel
- to access appropriate educational programming during suspension and/or expulsion
- to be accompanied by a parent/caregiver or other adult to assist in consultation during the managed move process

Students have the following responsibilities:

- to attend school and classes regularly and punctually (see Safe and Caring Schools: A policy Directive and Action Plan to Enhance Student Presence and Engagement [Manitoba Education and Early Childhood Learning].)
- to observe school and school division behaviour management expectations and intervention and response policies
- to observe the school code of conduct
- to actively participate in behaviour intervention and response planning
- to complete assignments and other related work required by teachers or other employees of the school or school division
- to be respectful of school property and the property of others who are employed by or attending the school
- to assume responsibility if school and/or division property is destroyed, damaged, or lost as a result of an intentional or negligent act

Rights and Responsibilities of Parent(s)/Caregiver(s)

Parent(s)/caregiver(s) have the following rights:

- to be informed regularly of the attendance, behaviour, and academic achievement of their child in school
- to be informed of the behaviour management, intervention, and response policies of the school and/or school division
- to accompany their child and assist them in making representations to the school board regarding a suspension of more than five days or before a decision is made to expel the child
- to accompany their child and assist them in collaboration during the managed move process

Parent(s)/caregiver(s) have the following responsibilities:

- to cooperate with teachers and other school and/or division employees to ensure their child observes the school and/or division behaviour management, intervention, and response policies, and the school's code of conduct
- to take all reasonable measures to ensure the student attends school regularly

- to assume responsibility, with the student, where school and/or division property is destroyed, damaged, or lost as a result of an intentional or negligent act of that student (Note: Teachers and students whose personal property is damaged or lost may bring action under The Parental Responsibility Act.)

Responsibilities of Teachers

Teachers have to following responsibilities:

- to maintain a safe and caring environment for students attending or participating in activities that are sponsored or approved by the school, whether inside or outside of the school building
- to treat students with care and concern irrespective of situation
- to comply with the school code of conduct
- to foster relationships with students while maintaining their professional boundaries and integrity
- to ensure the interventions, responses, and consequences implemented in performing duties to maintain a safe and caring environment are appropriate given the frequency and severity of the code of conduct non-observance and taking into account the student's age and state of development as well as their degree of social-emotional and mental wellness
- to report to the principal non-observance of the code of conduct while at school or at a prescribed school-approved activity as soon as reasonably possible*
- to report to the principal, as soon as reasonably possible, harmful use of the Internet, electronic communication, and AI-generated content (e.g., audio, images, video, or text) whether it occurs during school hours or not*
- to report to the principal, as soon as reasonably possible, that a student may have engaged in or been impacted by bullying/ cyberbullying behaviour, or any other behaviour that would require an intervention and response, whether it occurs during school hours or not*
- to seize or cause to be seized and take possession of any offensive/ dangerous weapon brought to school by a student and entrust it to the principal
- to promptly document and report to the principal a student suspension from the classroom
- to participate in, when deemed appropriate by the principal, the reentry process to support student transition
- to participate in, when deemed appropriate by the principal, the managed move process to support student transition

* The duty to report to the principal also applies to employees of a school board, school division, or school district, and persons who have care and charge of one or more students during a prescribed school-approved activity.

Responsibilities of Principals

Principals have the following responsibilities:

- to treat students with care and concern irrespective of situation
- to establish, in consultation with the School Advisory Committee, a school code of conduct, and to review that code of conduct at least annually
- to ensure that a school's behaviour management policies—including behaviour intervention, response, and consequences for nonobservance of the school's code of conduct—are consistent with any ministerial or policy directives
- to supervise or ensure supervision of buildings and grounds during school hours, checking for safety, repairs, and cleanliness
- to remove, or cause to be removed, persons from the school premises who are causing a disturbance or interruption, who are trespassing, or who are present for a purpose not reasonably associated with the normal functioning of the school

- to provide behaviour intervention and response, appropriate to the needs of each student, from the time the student arrives at school until the student departs for the day, except during any period that the student is absent from school at the request of their parent(s)/caregiver(s)
- to provide behaviour intervention and response for students on their way to and from school, while travelling to and from school, on school division transportation, and while at school-related activities
- to ensure that the interventions, responses, and consequences implemented in performing duties to maintain a safe and caring environment are appropriate, given the frequency and severity of any code of conduct non-observance, and taking into account the students' age and state of development, as well as their degree of social-emotional and mental wellness
- to notify the parent(s)/caregiver(s), as soon as reasonably possible, if the principal believes that a student has been harmed as a result of another person's behaviour
- to inform the student's parent(s)/caregiver(s), as soon as reasonably possible, of any suspension and the reasons for the suspension
- to give the school board or designate, within 24 hours of a student being suspended, a written report setting out the student's name, the period of suspension, and a description of the incident for which the student was suspended
- to keep a record of each student suspension
- to develop categories of the reasons for which a student may be suspended, and to ensure that each suspension is accordingly categorized
- to keep records on the nature and duration of all suspensions, both in-school and out-of-school
- to ensure that educational programming is available to a student who has been suspended for more than five days
- after consultation with the superintendent, to participate in, and direct appropriate staff to participate in, the managed move process in order to support student transition

Responsibilities of Superintendents

Superintendents have to following responsibilities:

- to inform the student's parent(s)/caregiver(s) of a suspension beyond five days and up to six weeks and the reasons for the suspension where the behaviour has been deemed injurious to the school environment and/or an imminent safety risk to students and/ or staff
- to give the school board or designate a written report setting out the student's name, the period of suspension, and a description of the incident for which the student was suspended
- to advise the school board if and when a student will participate in the managed move process in any capacity
- to engage in consultation with the school principal about the appropriateness of a managed move in any capacity

Responsibilities of School Boards

School boards have the following responsibilities:

- to establish written policy respecting the appropriate use of

    - the Internet, including social media, text messages, direct messages, websites, email, and AI-generated content (e.g., audio, images, video, or text)
    - cameras, cell phones, and any other electronic or personal communication devices identified by the board
- to establish written policy on respect for human diversity and ensure that the policy is implemented in each school—the policy must promote and enhance a safe and inclusive learning environment, the acceptance of and respect for others, a positive school environment, and the training of teachers and other staff on bullying behaviour prevention and respect for human diversity
- to permit a student and their parent(s)/caregiver(s) to make representations to the school board about a suspension of more than five days
- to confirm or modify the suspension or reinstate the student after receiving such a representation
- to suspend or expel any student who has engaged in behaviour deemed injurious to the school environment and/or an imminent safety risk to students and/or staff
- to ensure that alternative programming is made available for students of compulsory school age who are expelled
- to limit or place conditions on the teacher's right to suspend, either with respect to an individual student or generally, if the board is of the opinion that the teacher has repeatedly
    - suspended an individual student for reasons that are not justified
    - suspended students for reasons that are not justified