



2025-2026

Family Handbook





**St. Ignatius School
Family Handbook 2025-2026**

239 Harrow Street Winnipeg, MB R3M 2Y3
Tel: 204.475.1386 Fax: 204.475.3961
E-mail: school@stignatius.mb.ca
Website: www.stignatius.mb.ca

Table of Contents

<u>Community History and Organization</u>	<u>2</u>
<u>Tuition and Funding</u>	<u>2</u>
<u>Staff 2025 – 2026 School Year</u>	<u>3</u>
<u>Faith Formation Program</u>	<u>3</u>
<u>Academic Program</u>	<u>4</u>
<u>Co-Curricular/Extracurricular</u>	<u>6</u>
<u>Communication</u>	<u>7</u>
<u>School Safety</u>	<u>7</u>
<u>Student Information.....</u>	<u>9</u>
<u>Extended Day Services.....</u>	<u>11</u>
<u>Code of Conduct.....</u>	<u>12</u>

Please note: For the purposes of this handbook, the term parents is used broadly to refer to parents, guardians, or any other assigned caregiver to the student.

Our mission

To provide quality spiritual and academic growth based on the principle that every child is created in the image of God.

Community History and Organization

Since its inception in 1908, St. Ignatius Parish has been devoted to providing a quality Catholic education. Our school's founders, the Sisters of the Holy Names of Jesus and Mary, and the Jesuits, are strong proponents of Catholic education. Under their guidance, one of the first missions of the parish was to open our school in 1912. St. Ignatius Parish supports the school as its primary mission.

Legal Organizational Structure

St. Ignatius School is operated as an independent school under the Province of Manitoba's Education Administration Act and as a Catholic parochial school under the authority of the Archbishop of Winnipeg. The school building is owned by St. Ignatius Parish and incorporated under provincial law as a not-for-profit educational organization.

Administration

The Principal is responsible and accountable for the day-to-day operation of the school, in accordance with the strategic agenda (he/she is also the liaison between the staff and the Board of Directors). The Principal as Chief Operating Officer attends all Board meetings and presents monthly reports on the operation of the school. The Principal provides academic, administrative and spiritual leadership in the school.

Board of Directors

The Board of Directors is an advisory board comprised of school parents and/or parish members that deliberate on matters concerning budget, policy, and direction, while always focusing on the school mission. The members of the volunteer Board of Directors are representative of the diversity of talents within our school and parish community. The St. Ignatius School Board of Directors works collaboratively with the Principal and Pastor. The Board members and their portfolios are listed annually on the school website.

Tuition and Funding

It is the responsibility of the St. Ignatius School Board to provide our community with information related to the cost of school operations, and how the amount of tuition is decided. For the 2025-2026 school year, independent schools will receive funding based on public school net operating expenditures from the 2023-2024 school year. The Government of Manitoba determined the cost of public education for that year to be approximately \$13,674.00 per student. Independent schools will only receive half this amount or \$6,837.00 per student. Therefore, the school principal and the Board of Directors manage a modest budget based on the grant from the Government of Manitoba and the tuition we receive from our families. For the 2025-2026 school year, the Board has approved a 7% tuition increase.

Tuition for 2025-2026

Kindergarten \$3,950.00	Grade 1 – 8	
	First child \$3,375.00	Second child
	Third child \$2,575.00	Fourth child

Additional Fees

In addition to the cost of education, public schools receive additional funds for **schools do not receive any such additional funding from the government.** It has an additional fee of \$150.00 per student to a maximum of \$200.00 per family. These additional funds will go toward upgrades to our facility.



The future of education requires a strong program in **Science, Technology, Engineering, Arts and Math.** To sustain an innovative program, we must continuously replace our well-used technology and attempt to stay current with the latest educational developments. To this end, the Board of Directors implemented a Technology Fee of \$125.00 per student to a family maximum of \$150.00.

The Winnipeg School Division has terminated all Shared Service Agreements with Independent Schools for the purposes of Industrial Arts programming. In order to provide additional programming to our Junior High students, the St. Ignatius School Board has implemented a \$200.00 per student to the tuition for grade 7 & 8.

Staff 2025 – 2026 School Year

The administration is very proud of the quality of its faculty. We hire dedicated, faith-centered teachers and educational assistants who continually pursue professional development opportunities that strengthen and develop their professional skills.

Faculty

Principal	Jeannine Pistawka
RHA Vice Principal	Kelly Sine
Main Campus Vice Principal	Colleen Villa
Kindergarten	Charna Shewchuk
Grade 1	Tierney Pacheco
Grade 2	Shelly Ouimet
Grade 3	Nicholas Barker
Grade 4	Savannah Xavier
Grade 5	Theresa Kolody-McKay
Grade 6	Virginia Pearson & Caitlin Mahoney
Main Campus Grade 7 & 8 ELA, SS & 7 Religion	Jennifer O’Leary
Main Campus Grade 7 & 8 Math, Science & 8 Religion	Meghan Slater
RHA Satellite Campus Grade 7 & 8 Math, Science & Religion	Michael Rodgers
RHA Satellite Campus Grade 7 & 8 ELA and SS	Kelly Sine
K – 8 French Specialist	Caitlyn Schick
Resource Specialist	Dorothy Piper
Physed Specialist	Matt Eichel
ICT Specialist & Library	Colleen Villa
Music Specialist, 7 & 8 Band and Drama	Rachelle Matychuk
Grade 7 & 8 Industrial Arts	John Zonneveld

Support Staff

Administrative Assistant	Joy Pollreis
Bookkeeper	Shannon Schellenberg
Nursery Coordinator	Sara Hogarth
Nursery Assistant	Janelle Hladik
Educational Assistant	Swathi Ajayaghosh
Educational Assistant	Abrianne Balmes
Educational Assistant	Jennifer Belkin
Educational Assistant	Kiera Gislason
Educational Assistant	Pam Greco
Educational Assistant	Alisha Laycock
Educational Assistant	Miranda Meech
Educational Assistant	Jordan O’Leary
Educational Assistant	Riya Patel
Educational Assistant	Julie Ronan
Operations Manager	Bob Pistawka
Head Custodian	Abraham Salvador

Faith Formation Program

We recognize that parents are the primary faith educators of their children. We encourage families to continue to develop and deepen their faith through family prayer, participation in parish masses and sacraments, and community outreach.

Religious Education

St. Ignatius School utilizes the *We Believe* catechetical program as a daily component of the school's academic life. In addition to regular catechetical instruction, the school responds to the mission of Catholic schools by integrating the values and beliefs of the Catholic faith into all aspects of the school's academic program.

Sacramental Preparation

Sacramental preparation for First Reconciliation (grade 2), First Communion (grade 3) and Confirmation (grade 8) are included in the school's educational mandate. The preparation for receiving these sacraments is a joint undertaking involving parents, the school, and the Parish. Your child will receive instruction in the classroom and you will assist in preparing them at home. Information regarding sacramental preparation will be distributed by the classroom teacher.

Prayer

Each school day begins with prayer. We encourage families to develop rituals around daily prayer such as grace at meals, bedtime prayers, or praying for special intentions.

Participating in Sacramental and Liturgical Celebrations

Mass/liturgical celebrations are scheduled throughout the school year as identified on the school calendar.

Family members are welcome and encouraged to attend. There are also opportunities throughout the school year for students to participate in the sacrament of reconciliation as identified on the school calendar.

Community Service/Social Justice Initiatives

We believe in putting faith in action through community service experiences and social justice initiatives. We teach our students to research, discuss, and respond to needs within our community.

Academic Program

The Faculty at St. Ignatius School teach the curriculum approved by Manitoba Education and Training. We create a dynamic, challenging environment that respects students' differing levels of abilities and motivates them to fully develop their unique talents and skills. Programming is based on the premise that the pursuit of academic excellence fosters a life-long love of learning and active citizenship.

Student Progress & Reporting

Student progress is shared through:

- **Parent-Teacher Conferences:** November and March
- **Report Cards:** February and June

Primary grades emphasize overall development; academic focus increases in later years. Conferences also include goal-setting and revision. Faculty, including the Resource Teacher and Administration, collaborate regularly to identify students needing additional support. When a student is at risk, parents are contacted to participate in planning appropriate interventions.

Resource Program

St. Ignatius School offers a quality resource program. The program is based on a consultative-collaborative model utilizing the resource teacher as a support person for the classroom teacher, the students and the parents. Support is often provided within the regular classroom and varies depending on the needs of teachers and their students. In some cases, the Resource Teacher may provide specific materials for classroom use. In other cases, individual student testing and/or remedial assistance may be provided. The resource teacher also serves as the

link to Speech and Language, Psychology, Reading Clinicians, and Occupational Therapy referrals as needs are identified.

Promotion/Retention

Decisions regarding the promotion or retention of students are made in consultation with the Resource Teacher, Classroom Teacher, School Administration and parents. Factors such as development, maturity, ability level, and attitude are considered prior to making a final decision.

Information and Communication Technology (ICT)

Literacy with ICT involves the ethical and effective use of technology to support learning, critical thinking, and communication. St. Ignatius is a "Bring Your Own Device" school for Grades 6–8. Students use various technologies, including iPads, laptops, digital cameras, and the Internet. ICT is integrated across the curriculum and will continue to evolve. Please refer to Section D of the Code of Conduct for guidelines on responsible technology use.

Basic French

Students in Kindergarten to Grade 8 receive French instruction from a specialist. Learning a second language enhances communication skills, cognitive flexibility, and performance in reading, writing, and math.

Physical Education

Our program supports students' physical, mental, and spiritual health through a range of individual and team activities. Emphasis is placed on skill development, safety, fitness, and healthy lifestyle habits. Student input helps guide program improvement.

Music

Nursery to Grade 6 students receive music education as part of the Arts Curriculum. Instruction includes musical language, instrument use, performance skills, and creative expression.

Grades 7 & 8 Arts and Language Courses

Digital Graphics (Gr. 7)

- *Level 1:* Basics of vector/raster graphics, desktop publishing, and photography. Projects include decals and screen prints.
- *Level 2:* Builds on Level 1 with advanced projects like glass etching and community-based design work.

Drama (Gr. 7)

Explores expressive and cultural communication through movement, voice, and storytelling, fostering creativity and emotional literacy.

Digital Drafting & Design (Gr. 8)

- *Level 1:* Introduction to SketchUp, block modeling, and mechanical drawing.
- *Level 2:* Focuses on residential/furniture design and model building.

Visual Arts (Gr. 8)

Students engage in hands-on artmaking while developing technical skills, cultural awareness, and critical thinking through visual expression.

Advanced French (Gr. 7 & 8)

Immersive instruction using interactive methods such as reading, discussions, role-play, presentations, and games. Emphasis is on developing speaking, listening, reading, and writing skills.

Homework

Homework reinforces learning, builds organizational skills, and promotes student engagement. Amount and type vary by grade. Parents are encouraged to support time management, monitor progress, and communicate with teachers if concerns arise.

Exams

Grades 7 & 8 students write exams in January and June, each worth 20% of the final grade. Students learn study strategies and time management in preparation.

- *Missed exams:* Must be written before planned absences or a mark of 0 is given. Medical absences require a doctor's note and rescheduling.

RHA Satellite Campus

Launched in September 2024 at The Rink in Oak Bluff, the RHA campus offers a Grade 7 Hockey Development program and Grade 8 participation in the Canadian Sport School Hockey League (CSSHL).

Bullying Prevention Program

St. Ignatius actively works to prevent bullying—physical, verbal, relational, or cyber—by educating students, encouraging reporting, and using consistent responses.

The program promotes respect, empathy, and a safe, inclusive, faith-based environment focused on academic and personal growth.

Co-Curricular/Extracurricular

Field Trips

Throughout the year, students may participate in age-appropriate, curriculum-based field trips. These off-site experiences align with the school's mission and educational goals. All trips are planned with consideration for student safety, staff expertise, instructional time, and cost.

Parents will receive detailed information in advance, including the date, time, cost, and any potential risks. Informed consent is required for all off-site activities. A general permission form will be distributed at the beginning of the year for local outings that do not require transportation.

Field trip planning follows school policy and Manitoba's *Safety Guidelines for Physical Activity in Schools*. Supervision ratios are based on age, behavior, and activity type. Staff are trained and equipped to ensure student safety.

Extracurricular Sports

St. Ignatius School participates in inter-school athletic competitions through the Manitoba Catholic Schools Athletic Association (MCSAA), emphasizing skill development and fair play. Team selection is based on criteria established by each coach, who aims to ensure all players receive equitable playing time within MCSAA guidelines.

For students seeking less competitive involvement, intramural activities and developmental leagues offer inclusive participation opportunities, while still upholding fair play principles.

Band Program (Grades 6–8)

Beginner Band is an optional extracurricular program that fosters teamwork, discipline, and creative expression. Students can choose to learn the trumpet, clarinet, flute, or trombone. Musical training also supports development in areas such as memory, coordination, and reasoning.

Additional Programs

Learn to Skate & Hockey Skills (Grades 5–8)

In partnership with The Rink, students may participate in weekly skating or hockey skills sessions from

September to March at River Heights Community Centre. Transportation is provided. (Optional program; additional fees apply)

Swimming Lessons (Grades 2–8)

Offered before school in partnership with Aqua Essence Swim Academy (Kenaston Blvd). Parents drop students off 15 minutes before their lesson. A 30-minute session is followed by bus transportation to school. (Optional program; additional fees apply)

Communication

In order to promote a safe and healthy school community, all communications that relate to the school must be approved by school administration (bulletin board notices, announcements, posters, etc.).

Communication Between Teachers and Parents

At St. Ignatius School, we value strong partnerships between parents, teachers, and staff. While email is a convenient tool for general communication, it is not suitable for addressing complaints, as it may lead to miscommunication.

If parents have concerns, they should schedule a meeting with the teacher. Please note that teachers prioritize classroom instruction and typically check messages once daily. Allow up to 24 hours for a response on weekdays. Teachers are not expected to respond on weekends.

Complaint Protocol

Concerns should be addressed directly with the staff member involved. For classroom-related issues, speak with the teacher first. If unresolved, contact the Principal. If further resolution is needed, the matter may be referred to the Board of Directors. Parents should not approach other parents or students directly, as this can cause misunderstandings. School-wide operational concerns should be directed to the Principal.

E-Updates

We maintain regular communication with parents through notices, email, and the weekly *Friday Folder*, which highlights upcoming school events and activities.

School Safety

RHA Satellite Campus schedule to be determined in August of each school year.

Parents will receive communication regarding pick-up and drop-off times via e-mail.

Student Drop-Off and Pick-Up – Main Campus

- **Morning drop-off:** Supervision begins at 8:35 a.m. Students should not arrive earlier.
- **Afternoon pick-up:** Students must be picked up at 3:30 p.m. (or 11:40 a.m./2:30 p.m. on early dismissal days). Late pickups will be sent to the After-School Program and incur drop-in fees.
- If timely drop-off or pick-up is not possible, please register for the Extended Day Program.

Traffic Guidelines (8:30–8:50 a.m. / 3:25–3:45 p.m.)

- Jessie Avenue is **one-way west**; do not turn east from Harrow.
- The area between Harrow and the driveway is for quick loading only—**no parking over 5 minutes** or leaving vehicles unattended.
- **Do not double park** or block the driveway/handicapped spots.
- Patrols assist with crossing at Jessie and Harrow.
- **Do not turn around** in the school driveway. Students use this area to access the playground.

School Entrances & Visitors

- All doors are locked during the day. Use the **Jessie Street entrance** and camera/buzzer system.
- Do not knock on the Corydon/Harrow entrance—students are instructed not to open it.
- All visitors must **sign in at the office**.
- Items for students should be left at the office; they'll be called during breaks to minimize classroom disruptions.
- For early pick-up, sign your child out at the office—we will bring them to you.

Morning Arrival Procedure

- Supervision starts at 8:35 a.m.
- At 8:50, teachers meet students at designated doors.
- Parents may stay on the playground until the bell but should say good-bye at the door.
- During bad weather, patrols are at all recess doors.

Dismissal & Playground Use

- Parents should wait **outside** for dismissal.
- Students exit through regular recess doors; early years teachers will make **eye contact** before releasing students.
- Children playing on the playground after 3:30 must be supervised by their parent. Extended Day staff cannot monitor unsupervised children.

Playground guidelines

To ensure consistency, all playground supervisors are asked to follow these guidelines. It is appreciated if parents enforce these rules as well.

On the Field

- ☐ Always ask an adult if a ball needs to be retrieved from outside of the fenced area;
- ☐ Soccer and football is only allowed on the field (even on hard top days) due to the number of slips and falls that occur on the gravel.
- ☐ Tackle football is not allowed; one-hand tag only on shoulders.
- ☐ On hardtop days, all students must not use the field (including the garden)

On the play structure

- ☐ Please go **down** the slides on bottoms, feet first. Go **up** the stairs.
- ☐ Absolutely no “grounders”, tag, or chase games within the structure area.
- ☐ You must be in at least grade 3 (after Christmas) to go on the red rings.
- ☐ Go on the rings in consecutive order (1-2-3) and get off at the end. Only 1 person per ring.

On the basketball court

- ☐ Students may **not** play football or soccer on the basketball court.
- ☐ Kindergarten to grade 2 are expected to stay off of the basketball court during all recesses.

Out of bounds / off limits areas

- ☐ Students are expected to stay within the fenced area
- ☐ The following areas are considered **off limits**:
 - Outside the fence
 - On and under all stairs (church steps, Nursery School, fire escape)
 - All ledges (by K/1 door, fire escape ledge)
 - On and under all bars (outside 2/5/6 door)

Students are expected to:

- follow directions of duty supervisors and will be sent to the office if they do not comply
- not throw dangerous objects (e.g., stones, snowballs, etc.);
- treat all community members with respect;
- line up promptly at the sound of the buzzer

Volunteers

Parent volunteers support our school in classrooms, the library, the resource room, and through involvement with

the Board of Directors or SISPAC. All volunteers must wear a school-issued ID badge and complete a Child Abuse Registry (CAR) check every three years.

Fire Drills

We conduct 10 fire drills annually. Parents in the school during a drill are expected to participate.

Lockdown Drills

Two lockdown drills are held each year. Parents will be notified in advance, and staff will prepare students in an age-appropriate way.

- **Hold and Secure:** Entrances are locked, movement is limited, but classes continue.
- **Lockdown:** Access is fully restricted; students and staff shelter in place. A notice will be posted if a lockdown is in effect—no entry or exit is permitted.

Emergency Evacuations

In emergencies requiring evacuation (e.g., toxic spill), students at the main campus will go to the church basement (Ph: 474-2351). The alternate site is Crescentwood Community Centre, 1170 Corydon Ave (Ph: 452-9844). Students will only be released once parents are contacted. (Satellite campus evacuation details not provided.)

Tornadoes

In case of a tornado warning, students will shelter in the school's lower level or, if time allows, the church basement. The school is equipped with an All Hazards Alert Weather Radio for real-time alerts.

Student Information

Attendance

Students must arrive on time daily. Attendance is taken twice a day. Any student not in class by 8:55 a.m. is marked late and must get a late slip from the office.

Parents should notify the office of any absences. Extended absences (e.g., vacations) should be communicated in writing. Teachers are not required to provide work for family holidays.

Wheels on School Grounds

Bicycles must be locked to the fence on Harrow Street. Bikes, roller blades, scooters, and skateboards are **not allowed** in the playground.

Dress Code

Daily Wear:

Students must be neat, clean, and modestly dressed.

- Tops must fully cover the torso—no crop tops, halters, or spaghetti straps.
- Bottoms (shorts/skirts) must be at least mid-thigh.
- No pajamas, unless for special events.
- No hats indoors.
- Indoor/gym shoes required.
- Graphics must be appropriate and align with Catholic values.

P.E. Uniform (Grades 3–8):

- St. Ignatius t-shirt, shorts/sweatpants, socks, and non-marking runners.
- Required for P.E., intramurals, and athletic events (or MCSAA-approved attire).
- Students at the Rink follow the Rink's dress code.

Technology Use

St. Ignatius supports digital learning and provides Wi-Fi and access to Microsoft 365. Technology is a learning tool—not a distraction—and is used to support creativity, collaboration, and digital citizenship.

Devices may only be used with teacher permission. Inappropriate use will result in confiscation for the day; repeated violations have escalating consequences. Teachers or administration may determine final suitability.

Mobile Device Policy

Definition:

Mobile devices include any internet-capable device with camera or communication features.

Policy:

Use of cellphones and personal devices is prohibited during school hours (8:50 a.m.–3:30 p.m.) and the Extended Day program, including recess and lunch.

- Devices must be stored in classroom organizers upon arrival.
- No use is permitted in washrooms.
- Office phones may be used with permission in emergencies.

Exceptions:

Devices may be used during class for approved educational activities under teacher supervision.

Consequences:

- **1st Offense:** Device held by teacher until end of day.
- **2nd Offense:** Device held at office; student retrieves from administrator.
- **3rd+ Offenses:** Parent must collect device; student loses device privileges for the year.

Serious Misuse (e.g., privacy invasion, academic dishonesty, social media misconduct):

May result in detention, suspension, loss of privileges, or expulsion. Police may be involved if necessary.

Library

Students are encouraged to use the library for research and reading. Books may be borrowed and must be returned on time and in good condition. Lost or damaged books must be paid for.

Students must work quietly. Classes visit the library regularly.

Library hours: **9:00–11:45 a.m.** and **12:45–3:45 p.m.**

Lockers and Desks

Lockers and desks are school property and may be inspected by administration. Students must supply their own locks and keep lockers locked.

On Fridays, desks must be tidied for weekend Sunday School use.

The school is not responsible for lost or stolen items but will investigate reported thefts.

Phone Use

Students must ask a teacher to use the phone. In urgent cases, the office phone is available with permission.

Parents may call the office to leave messages; students will return calls at recess.

Cell phones are not to be used during school hours. They must be turned off and stored in lockers. The school is not responsible for lost or stolen devices.

Textbooks

Students receive provincially approved textbooks and are responsible for their care. Lost or damaged books must be paid for.

School Operations

Indoor Recess:

Held when the wind chill is -27°C or colder. Students must still enter through recess doors; supervision is provided.

Emergency Closures:

School closures due to storms follow the Winnipeg School Division. Announcements are made on **CJOB 680 AM**.

School Calendar & Cycle:

The school follows a 6-day cycle in line with the Winnipeg School Division. A yearly calendar is issued in June. Updates are shared via the website, e-updates, and the Friday Folder.

Staff Meetings & Early Dismissals:

Staff meetings are held at 2:30 p.m. on early dismissal days. Parents must pick up students early or register for After-School care.

In-Service Days:

Five in-service days per year are scheduled for teacher training and administration (e.g., report cards, conferences). Qualified substitutes cover classes during teacher absences.

Childcare is available on these days—**\$35/day** for the first child, **\$17.50** for each additional child. Pre-registration is required.

Medical Treatment & Allergy Management

1. **Health Records:** Notify the school of any changes in your child's health.
2. **Medication:** No medication (including pain relievers) may be taken without written parental permission. All medications must be submitted to the office.
3. **First Aid:** Minor injuries are treated at the office. For serious injuries, parents will be contacted. If unreachable, the student will be taken to the hospital by school staff. An ambulance will be called if needed.

Allergies:

Due to life-threatening allergies (e.g., to nuts), **no nut products** are allowed at school.

Extended Day Services

Before and After School Programs

Available for Nursery to Grade 6.

- **Before School:** 7:30–8:35 a.m. Students are then supervised on the playground until the 8:50 a.m. bell.
 - **After School:** 3:30–5:30 p.m. (2:30 p.m. on early dismissal days). Includes snack, outdoor play, activities, movie Fridays, and homework time.
- Note:** No program on 11:40 a.m. early dismissal days.

Lunch Program

Supervised lunch is provided. Milk is available through the School Milk Program. Parents submit monthly order forms and payment by the due date.

Students under 12 may not leave school grounds at lunch without adult accompaniment.

Grades 7 & 8 may leave school grounds with written parental permission; this privilege may be revoked for inappropriate behaviour.

Parent Involvement – SISPAC

All parents are members of the **St. Ignatius School Parent Advisory Council (SISPAC)**, which builds community, advises the Board, and supports school events through volunteering and fundraising.

Meetings: Third Tuesday of each month, 7:00 p.m. (in-person or via Zoom).

SISPAC activities include:

- Building school spirit and community
- Supporting school and parish events
- Fundraising, bake sales, and special lunches
- Hosting family BBQs and parent events
- Organizing classroom reps for communication
- Offering support to families during key life events

Parents are encouraged to volunteer in ways that suit their schedules.

Code of Conduct

Code of Conduct

The Code of Conduct defines the responsibilities of students, parents, and staff in maintaining a safe, respectful, faith-based learning environment.

A. Expectations and Responsibilities

Staff will:

- Foster a positive, inclusive, faith-filled environment.
- Involve parents in educational decisions.
- Support collaboration between school, parish, and home.
- Treat students and parents with fairness and respect.
- Lead by example.

Students will:

- Respect others' rights and safety.
- Show self-discipline and resolve conflicts peacefully.
- Respect cultural differences and follow the dress code.
- Attend school regularly and be prepared for class.
- Complete assignments on time and participate fully.

Parents will:

- Ensure regular attendance and support academic efforts.
- Communicate respectfully and openly with staff.
- Attend meetings and school events.
- Encourage respect and responsibility in their children.
- Support school policies and the Code of Conduct.

B. Bullying and Prohibited Behaviours

Bullying in any form—physical, verbal, social, or cyber—is harmful, unacceptable, and will not be tolerated. It includes repeated actions intended to cause emotional or physical harm.

Types of bullying include:

- *Physical:* Hitting, kicking, spitting, damaging property.

- *Verbal*: Teasing, threats, name-calling, spreading rumours.
- *Social/Relational*: Excluding, manipulating, humiliating.
- *Cyber*: Using technology to harass, threaten, or demean.

Discrimination under the *Human Rights Code*, and the use or possession of alcohol or illicit drugs on school property or during school activities, is strictly prohibited.

D. Technology Use

Use of email and the Internet must align with the school's Acceptable Use Policy (AUP). Access is a privilege, not a right.

Students and staff must submit a signed AUP form before gaining access. Inappropriate content or behaviour online is not permitted.

E. Disciplinary Measures

Minor infractions may result in:

- Warnings
- Parent contact
- Detention
- Restitution

Major infractions may result in:

- Parent meetings
- In-school or out-of-school suspension
- Expulsion

Suspension/Expulsion:

The principal may suspend or expel students whose actions are harmful to the school community. Parents may appeal in writing to the Board of Directors. Full policies are available upon request.

Principal's Behaviour Management

The principal's approach emphasizes teaching self-discipline, supporting student growth, and encouraging forgiveness.

Interventions may include counselling referrals, suspensions, or removal from school, depending on the severity of the behaviour.