

HERITAGE SCHOOL 2024-2025

LOCATION	47 HERITAGE BLVD.
PHONE NUMBER	(204)837-1394 FAX (204)832-6676 E-Mail: heritage@sjasd.ca Instagram: @heritage_hawks
GRADES	K - 5
COLOURS	BLUE & GOLD

The community of St. James-Assiniboia has deep Indigenous roots. These lands and waters are the traditional territories of the Anishinaabeg, the Ininewak and the Dakota Oyate peoples. It is the birthplace and national homeland of the Red River Métis. It is also home to members of the Denesuline, the Anisininewuk, and Inuit nations. Our community is bound by Treaty One.

Mission Statement

The mission of Heritage School is to create an environment that fosters positive self-esteem, optimal academic growth, and responsible social interactions.

The success of this mission requires the commitment and cooperation of students, parents, teachers and the community.

BELL SCHEDULE FOR HERITAGE SCHOOL

8:15 – 8:30 A.M.	BREAKFAST (ALL STUDENTS)
8:30 – 8:40 A.M.	ENTRANCE INTO SCHOOL
8:40 – 8:45 A.M.	ROLL CALL, OPENING EXERCISES
8:45 – 9:22	PERIOD 1
9:22 – 10:00	PERIOD 2
10:00 – 10:15	RECESS BREAK
10:15 – 10:52	PERIOD 3
10:52 – 11:30	PERIOD 4
11:30 – 12:35 P.M.	LUNCH BREAK
12:35 – 12:40	ENTRANCE INTO SCHOOL
12:40 – 1:26	PERIOD 5
1:26 – 2:01	PERIOD 6
2:01 – 2:16	RECESS BREAK
2:16 – 2:50	PERIOD 7
2:50 – 3:25	PERIOD 8
3:25 P.M.	DISMISSAL OF STUDENTS

****EARLY DISMISSAL FOR STAFF MEETING/PROFESSIONAL DEVELOPMENT
FIRST AND THIRD TUESDAY
OF EACH MONTH 2:55 P.M.**

GENERAL INFORMATION

1. Students are welcome to have breakfast at school at 8:15 or come onto the school playground after 8:25 a.m. This is when supervision is available. Students are to go home directly after school. Once they have reported to their caregiver, they may join their friends for play.
2. The parking lot is out of bounds for **all** students. Please drop your child off at the playground. During inclement weather, a staff member will call the children inside.
3. Memos sent home by email or paper copies will also be posted on the school website as needed to inform parents of school activities and events.
4. Staff meetings will be held on both the **first** and **third** Tuesday of each month. Students will be dismissed at 2:55 P.M.
5. If your child is going to be absent from school, please report the absence using either

the SchoolMessenger App, the SafeArrival website, or by calling the toll-free number.

6. Prompt pick up at the end of the day is expected. We are unable to provide childcare after school hours.
7. If students are late, they must report to the office for a late slip. This is to ensure we do not call parents and cause undue concern.
8. Permission for early dismissal must be obtained from the office. Students must have a note from a parent/guardian requesting early leave. **For safety reasons, the student must be signed out in the office.**
9. Patrol Safety: To provide safety for our students, school patrols are located at Harvest Lane and Heritage Blvd. Students must respect and follow rules and regulations of the patrols on duty. Patrols are on duty from:
 - 8:25 - 8:35 A.M.
 - 11:30 - 11:40 A.M.
 - 12:30 - 12:40 P.M.
 - 3:25 - 3:35 P.M.
 Patrols may not be on duty in extreme weather conditions.
10. Bicycles must be parked in the racks provided. Students leave their bicycles at their own risk. For the safety of all students, skateboards, scooters, and roller blades should not be brought to school.
11. Fire Drills & Lock-down: Practices are held ten times for fire drills throughout the year and lock-down practices twice to familiarize students with procedures.
12. Emergency School Closing: In the event of extreme weather, the school may be closed. A message will be sent through School Messenger and the school website/Instagram account will have updates and information. In case of evacuation, students would be housed in the Heritage-Victoria Community Club or the Maranatha Evangelical Church.
13. Bus Cancellation: In the event of extreme weather buses may be cancelled. Notification of bus cancellation will be the school website and on the Division website: www.sjasd.ca.
14. School pictures will be taken in October.
15. Student Led Conferences (Parent/child/teacher) are held twice a year (November and April) to allow parents an opportunity to discuss their child's progress with the teachers. Parents are encouraged to

- contact teachers any time during the year.
16. In-Service and Administration Days: During these days, teachers are involved with Parent / Teacher Conferences, report card preparation, curriculum and grade meetings, and professional development.
 17. Indoor recess will be conducted when there is a windchill factor below -28 degrees Celsius.
 18. Due to allergies, nut/peanut products are not permitted at school.

Code of Conduct

In alignment with the Manitoba Education Provincial Code of Conduct and the St. James-Assiniboia School Division's Student Conduct policy (JK), Heritage School's goal is to provide a safe, secure and caring learning environment, which fosters students' personal growth, self-respect, and a sense of belonging and prepares them to be responsible citizens.

Heritage School recognizes that disciplinary measures may be necessary when other approaches to challenging behavior have not been successful. In these situations, interventions and disciplinary consequences may have to be implemented. Interventions and consequences are consistent with the *Provincial Code of Conduct* and take into consideration the frequency, severity of the unacceptable behavior and the student's age and stage of development. Reasonable accommodations for students who have exceptional learning needs are considered. These accommodations take into account the student's ability to comply, and the amount of support required.

Provincial Regulation: Appropriate Disciplinary Consequences in Schools states that the principal has disciplinary authority:

- Over the conduct of students while they are at school
- Over students in terms of their conduct towards one another on their way to and from school, and while being transported via school bus.
- To ensure appropriate use of social media and to address unacceptable student conduct including bullying, cyber bullying and abuse of a student by another.
- To determine which consequence is appropriate in each situation.

Principals will administer such discipline as might be exercised by a kind, firm and judicious parent. Discipline is administered with dignity and professional judgment in order to promote and maintain student self-respect, self-discipline and holds students accountable for unacceptable behavior. Working to develop a safe and positive school climate is a shared responsibility that involves cooperation between the school and parents. Heritage School will notify parents/guardians of situations involving their child in disciplinary situations. Parents are encouraged to contact the school any time they have a concern regarding a disciplinary matter.

Students/parents/guardians may choose to follow the appeal process. This involves an appeal to the staff member 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 Board of Trustees. In cases of suspensions in excess of five days and expulsions, the appeal goes directly to the Board of Trustees. All people on school property and/or engaged in school business must behave in a respectful manner and comply with the code of conduct.

Unacceptable behaviours include, but are not limited to the following:

- Bullying/cyber-bullying
- Social, physical, sexual, psychological, verbal or written abuse or aggression
- Harassment/discrimination
- Under the influence of drugs and alcohol
- Threats to self and others
- Gang involvement
- Possession of a weapon
- Possession or being under the influence of an illicit drug.
- Inappropriate use of the internet and electronic devices/communication

At Heritage School, our belief fits with that of restitution theory. We believe that mistakes are opportunities to learn, and our goal is to assist children to become the people they want to be. Restitution is a growth process for everyone involved, adults as well as children. We create the conditions for children to lift themselves out of failure and to leave behind blame and denial. A successful outcome allows a child to return to the group feeling strengthened.

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.

- Informal discussion
- Parental Involvement
- School Counsellor/Resource Teacher
- Formal Interview
- Withdrawal from Classroom Setting
- Removal of Privileges
- Detention
- Compensation for Damages
- Behavioural/Performance Contract
- Student Services Involvement
- Outside Agency/Community Involvement
- Violence/Risk/Threat Assessment
- Policy Notification
- Student Suspension
- Student Expulsion

The content of this Code of Conduct is reflective of the following sources:

- St. James-Assiniboia School Division Policy JK
- Manitoba Education: Safe and Caring Schools Provincial Code of Conduct – Appropriate Interventions and Disciplinary Consequences

STUDENT ASSESSMENT & EVALUATION

Student evaluation is an on-going process. Methods of evaluation may include:

- Daily assignments
- Notebooks
- Divisional Tests
- Attitude and participation in class
- Special projects
- Unit and cumulative tests and quizzes
- Observations
- Performance

Interim progress reports can be sent home and/or phone calls home can be made at any time during the school year to discuss strengths and challenges regarding student learning and needs. Parents may also request progress reports. Student Led Conferences will be scheduled before or after the Term 1 and 2 reports. Teachers and/or parents may arrange additional conferences at any time during the school year.

BUS SAFETY

1. A bus ridership program is conducted

annually. Students are informed of regulations and expected behavior.

2. Parents of bussed students are informed of bus regulations, schedules, and expected student behavior.
3. Bus drivers are informed of the school's regulations and standards of behavior regarding bus safety.
4. Bus drivers inform the principal of infractions.
5. Meetings are scheduled with bus drivers and students if there are any problems on the bus. Repeated infractions by students may result in a suspension of bus privileges.
6. Students must get off the bus at their specified stop only.
7. Students missing the bus must report to the office immediately.
8. Parents are asked to inform the office if a student is not to take the bus home on any specified day.
9. It is unlawful to pass a school bus when the lights are flashing, regardless of whether the bus is on the street or in a parking lot.

PARENT ADVISORY COUNCIL

The purpose of the Parent Advisory Council is:

- To provide a means of communication between home and the school.
- To involve parents in school activities.
- To involve parents in activities that support school programs.

Organization:

The Parent Advisory Council will consist of a President, Vice-President, Treasurer, Secretary, the school principal and a staff representative. The election of representatives takes place once a year. All parents with children in the school are members and are encouraged to attend. The Parent Advisory Council Annual General Meeting will be advertised by means of school newsletter.

VOLUNTEERS

Volunteers provide valuable and essential services to the students at Heritage School. Programming and school initiatives can flourish with the active participation and support of our Heritage parents and community. Volunteers are required to have Child Abuse Registry and Criminal Record checks. This information for the process is available in the school office and is covered by the school division. Each school year, a variety of volunteer opportunities exist

at Heritage School. Please consider sharing your time, and expertise with the staff and students.

PUPIL FILES

The Public Schools Act requires every School Board to establish a pupil file for each pupil enrolled in a Manitoba School. The pupil file is an ongoing official record for a pupil's education. Each parent (custodial and non-custodial), legal guardian or age of majority pupil has the right to information contained in school or divisional files unless there is a court order forbidding the right to access. Where parents are separated or divorced, both parents have the right to receive information or reports on their child, unless the court orders otherwise. (Divorce Act Section 16(5), The Family Maintenance Act Section 39(4)).

LUNCH PROCEDURES

All students who attend Heritage are welcome to stay for lunch free of charge, provided the following basic expectations are followed:

- Follow the directions given by all lunch supervisors.
- Be polite.
- Speak at a reasonable volume.
- Play safely and respectfully on the school playground.

Consequences for Misconduct

Lunch supervisors will handle minor incidents. All students are expected to follow the rules. Misconduct will result in 3 written warning letters to their parents from their lunch supervisor.

After the first 3 written warnings, the student will be suspended from the lunch program for 5 days.

On the 4th warning, the student will be suspended for 1 month from the lunch program.

On the 5th warning, the student will be removed from the lunch program for the length of time as determined by the Principal.

Any one severe behavioral incident may result in an automatic suspension. Please note that in the event that lunch privileges are suspended, parents/guardians are responsible for making alternate arrangements for the supervision of their child(ren) over the affected lunch hours.

Warning slips or phone calls will be used to inform parents/guardians that a suspension of lunch privileges may be imminent if student behavior does not improve.

STUDENT SERVICES

EDUCATIONAL SUPPORT SERVICES

Educational Support Services in St. James - Assiniboia School Division provides clinical services to students in the division. E.S.S. has a staff of professional workers, including speech and hearing clinicians, social workers, and psychologists. Students in need of assistance are referred to E.S.S. by teachers, principals, parents, physicians, or other community service agencies. Parents must give permission for E.S.S. involvement.

SCHOOL SERVICES

Other services offered by the school are:

- Counselling
- Resource
- Reading Recovery