



**St. Emile School**  
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# St. Emile School Handbook

## OUR MISSION STATEMENT

St. Emile School is a Christian community of learners dedicated to nurturing the development of capable, collaborative, contributing, and caring students. We strive to provide an inclusive education within a faith-based environment that fosters the spiritual, moral, intellectual, physical, social, and emotional growth of all members of our community. St. Emile School believes ALL children are a gift from God.

To achieve our goals, we have over 50 professional and support staff. The students' learning experience includes: promotion of Christian values, a multimedia environment, a resource centre, school celebrations, dramatic productions, a learning fair, and a varied sports

## OUR HISTORY

St. Emile Parish was founded in 1941. Father Lionel Bouvier founded St. Emile in 1960. In its first year, there were 26 Grade One students who were taught by Renee France LaBossiere. Today, more than 340 students attend St. Emile. We offer Pre-Kindergarten to Grade 8 programs. The school is located at 552 St. Anne's Road, one block south of Bishop Grandin Boulevard.

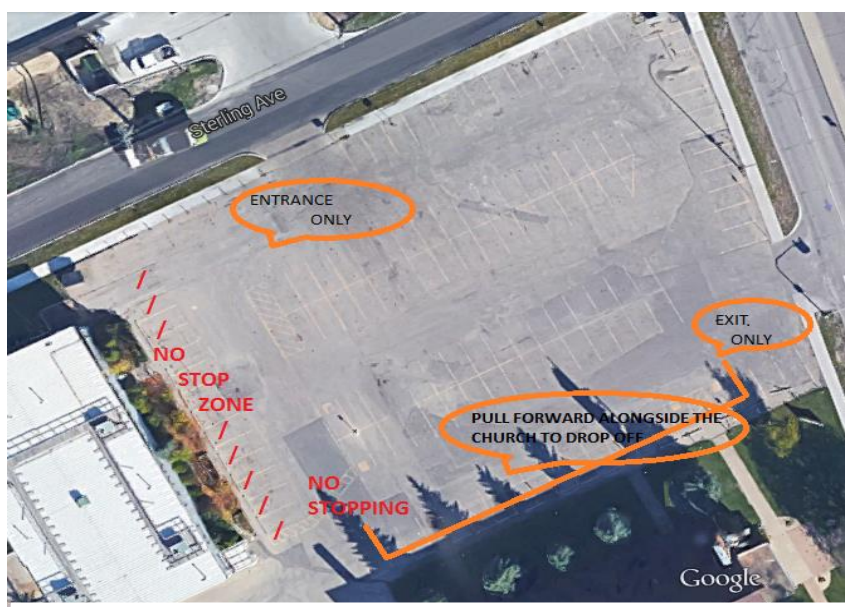
St. Emile School is part of the St. Emile Parish and as such is part of the Archdiocese of St. Boniface. St. Emile's professional and dynamic staff of teachers includes pre-kindergarten to grade 8 classroom teachers, a team of Educational Assistants, as well as Physical Education, Resource, Music, and French specialists. We also have the support of Louis Riel School Division clinicians including a speech and language therapist, psychologist and social worker. The Manitoba Education, Citizenship and Youth Curriculum and the Catholic religious programs are taught at all grade levels.

St. Emile School is part of the  
Archdiocese of St. Boniface and Manitoba Catholic Schools.

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## DROP OFF & PICK UP



### **Dropping Off**

- Enter only from Sterling Ave.
- Turn right and drive around to the church if you are not parking.
- Turn left into the parking lot if you are going to park.
- Park in the parking stalls if you are going to get out of the vehicle.
- Pull forward as far as you can alongside the church to drop and go.
- Children must only exit on the passenger side of the vehicle.
- DO NOT stop in front of the school to drop off.
- Everyone must use the crosswalk
- All bikes must be dismantled.

### **Picking Up**

- Enter only from Sterling Ave.
- Turn left and park in a stall.
- Exit only onto St. Anne's.

Please be patient and respectful of others at all times. Alert the office of any drivers not following the rules and we will remind them of our policies.

The safety of our students, staff and families is our number one priority. The effectiveness of any plan is largely determined by the rate to which it is followed. Please carefully review these rules and share them with anyone that will be driving your children to school.

## Student Supervision / Drop-Off and Pick up Policy

Outdoor supervision of students begins at 8:30 a.m. There is no outdoor supervision after school. Students who arrive before 8:30 a.m. or remain after 3:30 p.m. will be expected to use the 'Before and After School Care' program.

**Students should not be on the school grounds or inside the school before 8:30 a.m.**

There is no supervision outside after school has finished for the day. There are grade 5/6 volunteer patrols on duty to assist with parking lot safety from 8:30 a.m. – 8:45 a.m. and from 3:30 p.m. until 3:45 p.m. Any students remaining on the school grounds after 3:45 p.m. will be sent by the office to the After School Program and charged for this service accordingly.



## School Board

St. Emile School is run by a volunteer Board of Directors made up primarily of parents of children attending the school. The board has elected members who meet monthly along with our school principal, an executive member of the Parents' Association, and the St. Emile Parish Pastor.

The board works in conjunction with the administration and staff of the school to set policy and ensure the needs of the school are met. The St. Emile School Board's mission is to provide a safe and caring environment where children can learn to the best of their abilities.

Visitors are welcome to attend meetings with advance notice to the office. The board also welcomes any parents/guardians interested in becoming board members to either contact the board president, principal, or make his/her interests known at our annual general meeting.

## Parents' Association

The St. Emile Parents' Association, of which all parents and guardians are members, performs two core functions. One is to raise funds for our school and students, by coordinating various fundraising events throughout the school year. In the past, funds raised have contributed to the upgrading of the library and playground, and also the purchasing of information technology, audio-visual and science equipment for the school.

The other main function is to participate in fostering a strong community school spirit through its support and execution of events such as a school barbeque, hotdog and pizza days, teacher appreciation week and parent information evenings.

Parents are encouraged to attend the monthly meetings. Please contact the PA at [parents@stemileschool.com](mailto:parents@stemileschool.com) if you have any questions, concerns or suggestions.

## Volunteer Opportunities

As part of the St. Emile community, adult volunteers play a vital role in a variety of school programs. Please be aware that you must complete a Child Abuse Registry Check and additionally a Criminal Record Check if you are volunteering for coaching, supervision for overnight retreats or if you are handling money for school purposes. Volunteers are required throughout the school year, in classrooms, on field trips, and with various tasks and fundraising events. Due to many food and fragrance allergies within the school, all volunteers are asked to refrain from using scented products.

## Student Support Services

A Resource teacher and many Educational Assistants make up the Student Services Team at St. Emile School. The team works with students, teachers, clinicians and parents to help every student reach his/her full potential and become well-adjusted and engaged learners. The population of St. Emile is a diverse one, and the school team develops Adaptation Plans, Behaviour Intervention Plans, and Individualized Education Plans to help our students meet the outcomes of the Manitoba Curriculum. The team also acts as the Guidance Department helping students with any emotional and social issues that may arise.

Through a shared services agreement with the Louis Riel School Division, St. Emile School is able to offer our students Industrial Arts Classes and the services of a psychologist, social worker, and a speech language pathologist.

St. Emile School is able to provide assessments and extra support to students, based on the priority of needs, using Educational Assistants, who assist in the classrooms under the supervision of the teacher.

## Regular School Hours

Pre-K & Kindergarten 8:45 a.m. – 3:15 p.m.

Grades 1-8 8:45 a.m. – 3:30 p.m.

Early Dismissal is on the 4th Tuesday of each month at 2:15 p.m. (2:10 for Pre-K & Kindergarten)

**\*\*hours may be subject to change to accommodate staggered schedules\*\***

## Before and After School Care Program

As a convenience for our working parents, St. Emile School offers supervised before and after school care to all students registered in the program. The program begins on the first day of school and runs from 7:00 a.m. – 8:30 a.m. and from 3:30 p.m. – 6:00 p.m. each school day (the program does not operate during all staff professional development/administration days, Christmas Break, Spring Break or summer holidays).

For the safety of our students, all children must be signed out of the program by an authorized person. I.D. will be required if the person picking up is not known to our staff.

Any children not picked up at 3:30 p.m. will be placed in the after school program and the family will be charged the applicable fee.

## Attendance/Call back Policy

The safety of your child is important to us. If for any reason your child is unable to attend school or will be late, please notify the office before 8:30 a.m. If we do not hear from you, we will call your cell phone to ensure your child is safe and secure.

**Please ensure your contact numbers and email addresses are up to date!**



## Visitors to the School

For the safety and well-being of students and staff, we require **ALL VISITORS** to report to the office upon arrival at the school. They are to sign in for a visitor's pass and wear it for the duration of their visit.

## Communication with Teachers

Parents can communicate with teachers using email or by booking an appointment. At no time should a parent interrupt instructional time to speak with a teacher unless it has been pre-arranged. Also, parents need to ensure that they are using respectful language when communicating with all staff.

## Student Illness



We do not have the facilities or staff supervision at school to accommodate children who are ill. **If your child is too ill to go outside at recess or participate in school activities, please keep your child at home that day.** If they become ill after their arrival at school, we will telephone you and expect someone to pick him/her up.

## Lockers

All students in Pre-K – Grade 4 will be assigned cubbies with hooks and all students in grades 5-8 will be assigned lockers. Students are responsible for keeping these clean and tidy. No decorations are permitted. Students in grades 5-8 will be assigned a combination lock for use with their locker. The lock must be used at all times and returned to the classroom teacher in June. A deposit of \$10 will be collected from students in grades 5-8 for a lock. Only locks provided by St. Emile School can be used on students' lockers. The Administration reserves the right to inspect a student's locker at any given time.

## Co-curricular and Extra Curricular Activities

### **School Celebrations**

A monthly Eucharistic Celebration is held at the church. All children attend and participate in the preparation and singing during mass. We also plan celebrations during Advent, which are held in the gym and finally our annual spring celebration at St.Vital Park.

### **Hockey Academy**

Grades 3-8 students with two years of hockey experience are welcome to apply to the Hockey Academy. Students will experience 65+ ice times as well as ongoing evaluations and reports.

### **Learning, Science & Technology Fair**

Each spring, St. Emile School endeavors to celebrate learning through a school wide event. This may be presented as a concert or a learning fair that focuses on one area or theme (ex. Science or technology).

### **School Choir**

The school choir is composed of students in grades 3 & 4. The choir leads the singing at our monthly celebrations and performs at other special school and community events.



### **Student Council**

An elected student government and class representatives from each grade (1-8) make up the student council. Our student council coordinates activities for the entire student body.

### **Industrial Arts**

Grade 7 & 8 students attend Victor Wyatt School once per 6 day cycle to attend a variety of classes in woodworking, metals, textiles, food and nutrition, graphic design and engineering.



## **UNESCO Associated School**

St. Emile School is a UNESCO(United Nations Educational, Scientific and Cultural Organization) associated school. We strive to establish a culture of peace and promote democracy, human rights and mutual understanding through both curricular and extra-curricular projects related to:

- world concerns and the role of the United Nations
- human rights / democracy
- intercultural learning
- environmental issues

## **Dramatic Productions**

Each year we host at least one dramatic production involving the entire school. Our Christmas concert, for example, has become one of our most popular school wide events.

## **Outdoor Education**

Our students begin to embark on outdoor overnight adventures in grade 5. There are winter and spring trips for students in grades 5, 6, and 7. The grade 8 students embark on a week-long out-of-province trip.

## **Sports Programs**

Our school participates in the Manitoba Catholic School Association League and competes with other independent and public schools in Winnipeg in volleyball, basketball, badminton, running club, and track and field. We also play host to sports camps for students throughout the year.



## Student Leadership Opportunities

Our students are encouraged to develop leadership skills and responsibility through activities such as:

- Lunch monitors
- Microwave helpers
- Safety patrol program
- A multi-grade buddy system for various school activities
- An active student council made up of students from each grade level
- Special events' ambassadors (i.e. learning fair, open house, reading month, etc.)
- Peacekeepers' program during outdoor recesses

## Lunch Program Policy



All students remain in their classrooms to eat lunch. Supervision is provided by staff and student monitors. Lunch is eaten and then students are dismissed for lunch recess. The lunch program is a privilege. Any student who consistently displays inappropriate or disruptive behavior will be required to make other arrangements for the lunch hour. Students are NOT allowed to leave the school premises during the lunch hour without an email sent or a written note signed and dated by at least one parent or guardian.

## Classroom Library



Each classroom is equipped with a wide variety of reading materials. Students will have access to fiction, non-fiction, reference and levelled stories to meet diverse reading abilities within the classroom. Teachers have gathered reading material that is age, grade and curricular appropriate.

## Milk Program

St. Emile offers a milk program sponsored by the Manitoba Milk Marketing Board. We have been a part of this program for over 20 years! Students may pre-purchase a 237 ml carton of milk (chocolate or white) for \$.90 each to enjoy with their lunch each day. Orders are placed monthly.

## Personal Property

Please ensure that your children's clothes, boots, gloves, scarves, running shoes, lunch kits and any other personal belongings are labelled with their name. Clothing can get misplaced, and many children have identical or similar items. If a child has lost or misplaced an article of clothing, there is a good chance it will be in the lost and found benches located near the main entrance. Children should look in these benches. Parents are also encouraged to come to the school and look in these boxes for lost items. Every year many valuable articles of clothing are left behind. Bi-annually, unclaimed items are collected and donated to a charitable organization.

## Communication

St. Emile School endeavors to respect the environment in our communication. When possible, our methods will be electronic. Please ensure we have the proper email address for you to receive informative emails including:

- Weekly E-News Bulletins
- Monthly event calendars
- Teacher blog and 'schoolnotes' updates

We also offer communication using the following:

- School website: [stemileschool.com](http://stemileschool.com) (with classroom links)
- Classroom bulletins
- Bulletin boards
- Student planners – which are required and supplied for grades 1-8.
- A phone for students to use (with their teacher's permission) is located in the office.

## School Uniform Policy

St. Emile School has a school-wide uniform that all students from K-8 must wear. All tops must be purchased from Top Marks ([www.topmarks.ca](http://www.topmarks.ca) **school code EMI01**). Top Marks will come to the school each spring for a uniform fitting session. Used uniform pieces will be available for purchase at different events throughout the year.

### All grades:

- White or navy blue, matching socks or tights
- Indoor shoes with non-marking soles
- Outdoor shoes must be removed at the entrance doors.
- If worn under uniform, all undershirts must be white only and short-sleeve.

### Boys: Grades K-5

- Navy uniform pants or shorts
- Short sleeve white polo shirt
- Navy zippered hoodie

### Grades 6-8

- >Navy uniform pants or shorts
- >Short sleeve white button shirt
- >Navy zipper sweater

**Girls: Grades K-5**

- Navy pants, shorts, tunic, skort, or box pleat skirt
- Short sleeve white poplin blouse or
- Short sleeve white polo shirt
- Navy zippered hoodie

**Grades 6-8**

- >Navy pants or kilt
- >Short sleeve white poplin blouse
- >Navy zipper sweater

**Physical Education: Grades 2 – 8**

- Navy shorts
- Navy St. Emile gym t-shirt with logo

***The uniform policy is enforced by all staff. Failure to comply will result in a phone call home requesting proper attire. Continued disregard for the policy will result in the student being removed from the classroom until a proper uniform is worn.***

## Color Days

On each monthly early dismissal day, the children are invited to participate in "color days". Students are asked to bring a food donation or a loonie in exchange for not having to wear their uniform! Casual clothing meeting the dress code standards may be worn on those days. **The last half of June will** also be known as "color days" and students are welcome to wear casual dress for the last two weeks of school. Uniforms are mandatory for all field trips, except when administration authorizes an exception.

**Casual Dress Code Standards:**

- Clothing is to be the appropriate size.
- Clothing should not be faded or worn out in appearance.
- Skirts and shorts are to be knee length or no shorter than 2 inches above the knee (no slits).
- Students are to be neat in appearance at all times.
- All clothing worn at school is to be in good repair (no holes or stains).
- No patterns or logos deemed "un-Christian" are permitted.
- No hats are to be worn indoors.
- All shirts must have sleeves and cover one's midriff.
- Pajama pants are not acceptable.

## Homework

All students are required to have all materials (books, homework, student agenda etc.) and assignments completed each day, ready for class participation. If a student has been absent for any reason, or did not complete his/her homework, they are expected to speak to his/her teacher before the start of class. We believe that good study skills and homework routines should start early. Each year the expectation and time required will increase as follows:

Kindergarten - grade 2:

20-30 minutes per day including daily home reading, math practice and weekly spelling words in grades 1 & 2. Incomplete assignments may be sent home for completion and special projects may be assigned throughout the year.

Grades 3 & 4:

30-45 minutes per day including daily home reading, math practice and weekly spelling words. Incomplete assignments may be sent home for completion and special projects may be assigned throughout the year. Students will be expected to study for quizzes and tests at home.

Grades 5 - 8:

45-60 minutes per day including novel studies and home reading. Homework will be assigned in a variety of subjects. Incomplete classwork will be sent home for completion as well as special projects as assigned. Students will be expected to study for quizzes and tests at home and review sheets will be sent home as an aid.



# CODE OF CONDUCT

## Attendance and Punctuality

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### **Students:**

Attend school and classes regularly and punctually.  
Leave the school grounds promptly when dismissed unless parents are on site supervising.  
Be responsible for completing work missed in a timely manner.  
Report to the office when arriving late.

### **Parents:**

Encourage and ensure regular and punctual attendance.  
Notify the school office by note or by phone before 8:30 a.m. if the student will be late or absent.  
Notify the school office by note, phone or e-mail if the student must leave early.  
Notify the teacher, office and principal before taking a child out of school for any extended absence.

### **School:**

Keep accurate records.  
Adhere to attendance and call back policy.  
Determine reasons for all absences.  
Is not expected to prepare the classwork that the student may be missing prior to an absence.  
May assign some work for the student to complete while away.

## Readiness

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### **Students:**

Have all materials (books, homework, agenda, etc.) and assignments complete for active participation.  
Have supplies ready and be focused to learn in all classes.  
Are responsible for completion of missed assignments.  
Participate to the best of their ability in class and school activities.

### **Parents:**

Contribute to the overall well-being of the child.  
Prepare students for school, encourage a productive day and prompt completion of assignments.  
Remind student of the agenda and supplies to ensure proper use.

### **School:**

Provide a clear outline of expectations and required materials.  
Assume the responsibility to deliver the program.  
Keep accurate and appropriate records.

## Respect for Authority

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### **Respectful Workplace Policy**

*'No one, whether they are a staff member, student, parent, volunteer or visitor should be subject to discrimination, harassment, bullying, disrespectful or violent behavior, for any reason, at any time. And no one has the right to discriminate against, harass, bully, show disrespect or violence towards anyone else, at work or in any situation related to employment'* – Government of Manitoba Labour and Immigration- Workplace Safety and Health Division Regulation #M.R 217/2006. February 1, 2011

### **Students:**

Recognize, accept and respond to all levels of authority within the school.  
Demonstrate behavior that contributes to an orderly, supportive and safe learning environment.

### **Parents:**

Encourage respect for the authority levels within the school.  
Adhere to Workplace Safety and Health Division Regulation #M.R. 217/2006 during all email, phone calls and in-person meetings.

### **School:**

Enforce school policies.  
Recognize positive behavior.  
Follow Workplace Safety and Health Division Regulation #M.R. 217/2006.

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## Respect for Property

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### **Students:**

Be respectful and responsible for public, school and personal property.  
Encourage pride in the school.

### **Parents:**

Label all possessions with names.  
Label all uniforms including gym clothes.

### **School:**

Provide a clear outline of expectations.

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## Respect for Others

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### **Students:**

Actively participate as active learners  
Contribute to a safe and secure learning environment.  
Respect the rights of others.  
Not use intimidating gestures, words, or actions that threaten the safety of another person.  
Not tolerate or use inappropriate language against race, religion, ethnic background or gender.  
Resolve conflict and difficulties through discussion or by seeking assistance from school personnel.

### **Parents:**

Contribute to the safe and secure learning environment.  
Respect the rights of others.  
Not use intimidating gestures, words or actions that threaten the safety of another person.  
Not tolerate or use inappropriate language against race, religion, ethnic background or gender  
Support all school policies and the Code of Conduct.

### **School:**

Contribute to the safe and secure learning environment.  
Respect the rights of others.  
Not use intimidating gestures, words or actions that threaten the safety of another person.  
Not tolerate or use inappropriate language against race, religion, ethnic background or gender  
Promote fair and equitable treatment for all students.  
Provide appropriate role models.

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## Internet and Electronic Mail

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### **Students:**

Respect appropriate use of electronic mail and the Internet, including the prohibition of accessing, uploading, downloading, possessing or distributing materials that the school has determined to be objectionable (see computer user policy).

### **Parents:**

Remind students that access to computers, email and the Internet is for educational purposes and is a privilege.

### **School:**

Provide a clear outline of expectations and prohibited content.

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## Proper Dress

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### **Students:**

Due to allergies, students must be scent free.  
Dress in full uniform daily.  
Wear non-scuff shoes.  
Dress appropriately for color days.

### **Parents:**

Ensure students wear 'Top Marks' school uniform daily.  
Label all students' clothing and footwear including all outdoor wear.

### **School:**

Provide appropriate role models.  
Clearly define the uniform and dress code policies.  
Donate unclaimed lost and found items to charity.

## Other

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### **Students:**

Not use skateboards, scooters and rollerblades in the school  
Store and lock their bicycles in the racks provided.  
Turn off electronic devices and keep them in their locker during school hours.  
Claim confiscated materials from administration.

### **Parents:**

Be aware of and remind students of expectations.  
Encourage the students to follow all school rules.  
Claim confiscated materials from administration.

### **School:**

Clearly define expectations.  
Seize prohibited items.  
Return confiscated items at the end of the day.

**New to the Code of Conduct:** Using, possessing, or being under the influence of alcohol or illicit drugs, including tobacco, cannabis, e-cigarettes, and vapes, on school property or at school related activities inside or outside the school property, is not acceptable and may result in suspension or expulsion from the school.

## Playground Rules

In order to maintain safety during outdoor recess and class time, we have established a set of rules for all students to follow. Each grade is assigned certain days to play on the play structure. Having students of similar size and ability on the play structure is key to reducing injury. The 'back field' is the area west of the fence where the soccer nets are located. This area is set aside for the older children. Only students from grade 5 – 8 are allowed in that area during recess. At all times, our students are expected to respect the rights of others and their property.

### **Play Structure Safety Rules:**

1. Playground equipment should be used appropriately and safely.
2. Students will go down the slide, one at a time, feet first and on their bottom.
3. No running or walking up the slides.
4. Tag and grounder games are not to be played on the structure.
5. Shoes must be worn on the structure.
6. Students may not climb on the top of any part of the structure.
7. Students must not push or pull other students while on the structure.
8. Students may use the structure after 3:30 p.m., if supervised by a parent.
9. Students must immediately follow the instructions of a supervisor while on the structure.

### **Swing Safety Rules:**

1. Always hold on with both hands.
2. No standing, doubling or twisting on the swings.
3. No jumping off the swings when in motion.
4. Stand clear of moving swings to avoid injury.

## Range of Consequences

We believe:

- Consequences should be fair but not necessarily equal.
- Consequences teach about behaviour.
- Consequences should not be punishments.

**Effective discipline achieves four goals that punishment cannot. It shows students what they have done wrong, gives them ownership of the problems created, gives them ways to solve the problems, and leaves their dignity intact.**

Consequences that support the development of inner discipline may include, but not be limited to the list below. The individual nature of a student's behaviour will be given consideration when determining appropriate consequences.

1. Informal Discussion: All concerned parties will meet with the student to reach an agreement regarding the student's behavior.
2. Behaviour Log Book: Behaviour will be recorded in a binder in the office, and may involve a student meeting with administration. If a student is written in the book three times, a call will be made to parents notifying them of the behaviours.
3. Conference: A conference may be held with the student, teacher, administrator and appropriate staff to develop a plan of action. Parents may be notified/involved.
4. Parental Involvement: The parent will be contacted to discuss the specific behavior of the student and steps that must be undertaken to change the behavior. The nature of the contact may vary from a telephone conversation to a formal meeting at the school involving the parent, student and school personnel.
5. Detention of Student: The student will be detained at the school from 3:30 p.m. until 4:00 p.m. on the following school day under staff supervision. Parents will be notified of the detention in advance.
6. Withdrawal from Classroom Setting: The student will be temporarily removed from the classroom setting and relocated to a supervised alternate location.
7. In-school Suspension: The student will be withdrawn from the classroom setting and relocated to a supervised alternate setting.
8. Removal of Privileges: Access to playground and participation in field trips, outdoor recess, extra-curricular activities, and special events will be removed. The school will notify the parents when such privileges are removed.
9. Restitution: The student or parent may be required to compensate for damages incurred. Such restitution may be monetary in nature but could take alternate forms.
10. Behavioral/ Performance Contract: In some instances, the student will be required to meet specific behavioural standards. Such behavioural plans are documented with copies provided to all concerned parties.
11. Formal Administrative Interview: Incidents will be documented, and parents will be notified. If required, a meeting will take place with parents, administration and appropriate staff. The student must commit to a written plan of action designed to modify the underlying behavior. Behavior will be monitored and documented over a period of time, after which a follow up conference will take place.
12. Suspension: In-school and out-of-school suspension from school is a serious consequence that is imposed subject to administrative discretion.
13. Outside Agency: Whenever necessary, the appropriate outside agency will be notified. Some examples include Child and Family Services, Police, Truancy Officer, and the Child Guidance Clinic.
14. Expulsion: In rare circumstances, a student's behavior may be deemed severe enough that he/she will be asked to withdraw from the school.

## Technology/ Acceptable Use Policy

### Introduction

This policy outlines the expectations that St. Emile has adopted with regards to the use of school computers, laptops, tablets and the internet. This *Acceptable Usage Policy* is meant to cover student

activity with respect to on-site computers and is meant to lay a foundation of understanding between staff, teachers, parents and students. It is also intended to educate parents with regards to the steps St. Emile School is taking to ensure that the Internet and computer technology is being used in a responsible manner.

### Student Use of Computers

The use of computer technology shall be consistent with the purpose, mission and goals of St. Emile School and used only for educational purposes. The purpose in providing computer and technology services for your child is to facilitate his/her learning experience through access to electronic resources and tools.

### General Guidelines

- Students will treat all equipment with respect and care at all times.
- Students, and their parents may be held financially responsible for damage to any technology item should it be deemed intentional.
- All students accessing school devices are assigned a unique login ID and password. Students must not share their username or password with anyone.
- Do not attempt to install software on any device.
- Do not change system settings on any device.
- Do not create or distribute any computer virus over the Internet.
- Do not eat or drink near any equipment.
- Follow proper shut down procedures and only shut equipment down when instructed.
- Do not save or store music files on your network account.
- Do not use school equipment to copy and distribute music.
- Do not enter, or attempt to enter, any account for which you do not have permission.
- Do not attempt to access personal files for any account that is not your own or any files that have not been created by you, without permission.
- Respect the workplace of those around you. Do not, under any circumstance, interfere with the keyboard, mouse, monitor or any other part of equipment which is being used by someone else.

**\*\*\*Note: These guidelines apply to ALL technology equipment in the school including computers, laptops, tablets, etc.\*\*\***

### Internet guidelines

Access to the internet is provided in each classroom and throughout the school. We recognize that there is a great deal of content on the internet which is objectionable. In light of this, we have taken precautionary measures to ensure the chance of our students being exposed to inappropriate content and websites is minimal.

St. Emile School receives content filtering through its relationship with Merlin ([www.merlin.mb.ca](http://www.merlin.mb.ca)). Through the content filtering tool Merlin provides the following protection:

- Blocks websites based on a categorized database.
- Provides St. Emile with the tools to selectively add and block access to websites and services.

### Student Guidelines:

**Devices may only be used with staff permission.**

- The Internet is not to be used for online communication of any type without staff permission.
- Students will not access personal accounts online including but not limited to; web hosting, webmail, chat, 'Facetime', 'iCloud' or any similar services without staff permission.
- Students will not use technology to harass, insult or bully others.
- If accidental viewing of inappropriate content takes place the affected student must notify a

staff member immediately.

- Access to the Internet at our school is a privilege not a right. This privilege may be suspended at any time for inappropriate use.

We make every effort to directly supervise all students while accessing Internet-based resources. We cannot guarantee with complete certainty that a student will never be exposed to upsetting or inappropriate content, however we do take the utmost care to minimize the risk. The combination of Merlin content filters and direct supervision create a safe Internet learning environment for all of our students.

## Cell Phone/Telecommunication Device Policy

As technologies continue to advance, so have the implications related to safety, privacy, and the intrusive use of these devices. We take responsibility for governing the use of these devices to ensure the safety of the learning environment and all staff and students. Cell phones have disrupted the school environment unlike any other technological advancement. We have identified the following potential issues with students having these devices on school property.

### The Challenges of Cell Phones and Personal Devices in the School Environment:

- Cell phones ringing in class and disrupting the lesson.
- Students using a cell phone to call home when feeling ill without informing the school.
- Student, in turn, leaves the school without proper notification to the office or teacher.
- Students sending messages to each other during class time.
- Students using a device camera to take still photos or videos of other students without permission. These images may be uploaded to the Internet without the other student's knowledge.
- Students recording video in the classroom, bathroom or playground without permission.

### Guidelines for Student Use:

- Cell phones must be on silent (not vibrate) at all times while in the school.
- Cell phones will be kept in students' lockers during class time. Teachers may on occasion permit the use of cell phones for educational activities
- Cell phones may be used by students in the before and after school programs.
- Cell phones are not permitted in any washroom or changeroom at any time
- Cameras and audio recorders may only be used for specific educational benefit and only with explicit permission from the teacher or administration.
- Any phone brought into a classroom will be held by the teacher until the next recess when the student can return the phone to their locker.
- No inappropriate photos or videos will ever be taken
- You must have permission from the people involved whenever a photo or video is taken.

### Consequences for Infractions:

- First offence: student receives a warning, and the device is confiscated until the end of the day.
- Second offence: cell phone is confiscated and will be returned only to the parent or guardian.
- Third offence: student loses privilege of having a cell phone at school and further disciplinary action may be administered at the discretion of the principal. This may include an in-school suspension or in extreme cases an out of school suspension or expulsion.



## Bullying Prevention Policy

At St. Emile School, we are all committed to providing a safe learning environment that is caring and compassionate and provides our students with every opportunity to grow to their full potential in all areas- physically, socially, intellectually, spiritually and emotionally. Part of our character education includes teaching our students that any form of bullying is not acceptable.

### What is Bullying?

Bullying has been defined as 'repeated, unwanted, aggressive behavior that involves a real or perceived power imbalance that is intended to hurt another individual physically, mentally, or emotionally'.

### What Are Some Signs or Effects of Bullying?

The child being bullied may experience lower self-esteem, anxiety, headaches, stomachaches, self-blame, lower academic achievement, and avoidance of school and absenteeism.

## Bullying Prevention and Education

### **Students:**

- Learn to distinguish between 'tattling' and reporting bullying.
- Learn and apply conflict resolution skills to resolve disputes.
- Not be a silent witness to bullying.
- Report all incidents of bullying.
- Refrain from participating in any bullying behavior.
- Report all bullying to their classroom teacher, the principal or another staff member.

### **School:**

- Be role models in word and action.
- Help identify areas where bullying occurs.
- Educate students to recognize bullying.
- Communicate to students the effects of bullying.
- Inform students about the consequences of bullying.
- Acknowledge pro-social behavior among students.
- Maintain a high level of student supervision.
- Thoroughly investigate all suspected or reported incidents of bullying.

### **Parents:**

- Allow and encourage their children to report and deal with peer conflicts.
- Advise their children to report all incidents of bullying.
- Inform staff when their child feels too intimidated to report a personal problem related to bullying.
- Inform the school if any bullying is suspected.
- Discourage retaliation if their child is bullied.

### **Once a Bullying Situation Has Been Identified the School Will:**

- Begin the investigative process to gather additional information.
- Intervene with the student(s) responsible for bullying with appropriate action and consequence.
- Intervene to support the child who has been bullied.
- Contact the parents of the child who has been bullied and the parents of the child who has exhibited bullying behavior.
- Repeated bullying behavior will not be tolerated, and at the discretion of the principal, may result in suspension or expulsion.

## Fire and Lockdown Drills

*Fire drills are held regularly to ensure the school can be evacuated in an orderly, panic-free manner in case of an emergency. Appropriate footwear must be worn at all times, since fire drills are unannounced, and every person must leave the building when the fire alarm sounds. Lockdown drills are held bi-annually.*

The purpose of a lockdown drill is to protect as many people as possible from imminent danger inside the school. Activating a 'lock down' quickly, will potentially save lives, reduce injuries, and will assist the police and other emergency responders in dealing with the situation effectively.

There are three different types of lockdowns, each announced by its own specific phrase announced over the school's public address system. They are as follows:

### **School Lockdown Phrase:**

**"Activate Lockdown, Activate Lockdown, Activate Lockdown – NOW"**

Restricts the movement of staff and students due to a threat of violence within the school. All students will be provided with a safe location for the duration of the incident. School will be completely locked down until confirmation is received that the threat is over.

### **Hold and Secure Phrase:**

**"Attention all staff- the school is now in Hold and Secure. Attention all staff- the school is now in Hold and Secure. Attention all staff- the school is now in Hold and Secure"**

Involves an emergency situation occurring outside the school, and not related to the school (i.e. a criminal offence in the area)  
All students will be locked in the school with staff members only allowing known people to enter the school.

### **Sheltering in Place Phrase:**

**"Attention all staff- the school is now in Sheltering in Place Mode. Attention all staff- the school is now in Sheltering in Place Mode. Attention all staff- the school is now in Sheltering in Place Mode."**

Involves a situation where leaving the school may pose a safety issue, often due to environmental dangers. All staff and students must stay in the school building and take protective measures as instructed by office staff over the personal address system.