



## **Turtle River School Division - Administrative Procedure**

### **Section B – School Administration School Day**

In accordance with the regulations of the Public Schools Act, the instructional day at all grade levels must be a minimum of five and one-half hours, unless the school board approves alternate times under special circumstances. This period includes recess but does not include the lunch break.

The specific opening and closing times and the length of the lunch break may be determined by a school board resolution. For grades 1 through 6, recess is mandatory for all students in both the morning and afternoon. These recesses must last at least ten minutes but must not exceed fifteen minutes.

#### **Student Insurance Program**

The responsibility for personal injury and life insurance lies with parents. Parents have the option to purchase insurance sponsored by the Manitoba Association of School Trustees.

#### **Corporal Punishment**

Corporal punishment is strictly prohibited as a means of discipline in all schools within Turtle River School Division.

#### **Staff-Student Relations**

The board expects all students and staff members within Turtle River School Division to treat each other with respect and courtesy, fostering a positive and cooperative working and learning environment.

#### **Supervision of Students**

Supervision of students is essential to ensure safety and order throughout the school day. The following guidelines must be observed:

1. General Supervision
  - a. The school, playground must be supervised at appropriate times each school day.
  - b. All bus loading and unloading activities must be directly supervised.

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2. Recess and Noon Hour Supervision
  - a. The playground must be supervised during recess and lunch breaks.
  - b. Supervision must also extend to classrooms, washrooms, auditoriums, and hallways during these times.
3. Responsibility of the Principal and Staff
  - a. The principal and school staff are responsible for students from the time they arrive at school until they leave at the end of the day.
  - b. If any area of the school is unsupervised, the principal may be held accountable for any incidents or damages.
4. Leaving School Premises
  - a. All students, except those going home for lunch, must remain on school grounds unless granted permission by the principal or a supervising teacher.
  - b. A note signed by a parent or guardian is required to request permission for a student to leave the premises. However, such a note does not guarantee approval.
5. Mass Exodus
  - a. No mass exodus of students from the school premises is permitted during the school day, regardless of the circumstances.
  - b. Students walking to and from school should be encouraged to use the side of the road safely, avoiding behaviour that might cause accidents or obstruct traffic.
6. Meetings and Practices
  - a. Staff members organizing meetings, practices, or rehearsals (e.g., choir or drama) must arrive before the first students.
  - b. Students should go directly to the meeting place and must not be left to roam the school unsupervised.
7. Behaviour and Property Care
  - a. Rowdy behaviour and excessive noise are unacceptable.
  - b. Students who damage school property will be required to make restitution.
8. Indoor Supervision
  - a. Indoor supervision must not be conducted from the homeroom or the staffroom.

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#### **Testing Program**

Turtle River School Division recognizes the value of individual standardized, and standards-based tests as tools for grouping students, measuring student progress, and evaluating academic programs.

#### **Controversial Speakers.**

The Turtle River School Division Board permits controversial speakers to present in schools, provided the following conditions are met:

- The speaker submits a detailed outline of their presentation to the superintendent beforehand.
- The principal or their designate is present during the presentation.

The superintendent may cancel a speaker's engagement if the presentation outline is deemed detrimental to the school division.

The principal or their designate retains the authority to adjourn the presentation at any time if the material presented is considered harmful to the division.

#### **Student Records**

Student records are confidential and will not be released except in accordance with legal requirements.

- When a student transfers to another school within the division, their records will move with them.
- When transferring to a school outside the division, the student's records will remain at their last attended school unless requested by the receiving school.

Homeroom teachers are responsible for providing the school administration with the necessary information for cumulative records. The division ensures the maintenance of student records from kindergarten through grade 12.

Students who have completed their education or have withdrawn from school must submit requests for duplicate transcripts to the school or division office. The first transcript is provided free of charge; subsequent requests will incur a \$10.00 fee.

Students are responsible for ensuring that credits earned from non-accredited institutions will be recognized by Manitoba Education and Training.

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