

ÉCOLE MARIE-ANNE-GABOURY PARENT HANDBOOK

2019-2020

Administration
Paula Meyer - Principal
Tyler Milloy – Vice-Principal

Secretaries
Micheline Girard
Micheline Scott

Telephone: (204) 253-9704
Fax: (204) 255-5541
<http://www.lrsd.net/schools/Gaboury>



Respecter et faire de son mieux
Respect and Aim for the Best

TABLE OF CONTENTS

STAFF	4
FRENCH IMMERSION IN THE LRSD	5
OUR BELIEFS AT ÉCOLE MARIE-ANNE-GABOURY	5
OUR SCHOOL MISSION STATEMENT.....	5
HOURS OF OPERATION	6
ATTENDANCE AND PUNCTUALITY	6
Attendance	6
Arrival and Dismissal.....	6
Early Pick-Up & Dismissal.....	6
Call Back System	6
BEHAVIOUR EXPECTATIONS	7
Student’s Code of Behaviour	7
Interventions.....	8
LRSD Resolution of Concerns.....	9
Dress Code	10
Recess Expectations.....	10
Social Contract	11
Smoking	11
Cell Phones.....	11
COMMUNICATION WITH PARENTS	11
Information about Students	11
Child Custody	11
Emergency Closing.....	11
Injuries	12
EXTRACURRICULAR ACTIVITIES.....	12
Activities.....	12
Intramural Activities	12
Interschool Programs.....	12
Patrols.....	12
Field Trips & Films.....	13
LIBRARY SERVICES.....	13
PERSONAL ITEMS/LOCKERS.....	13
LUNCH POLICY	13
Lunch.....	13
Lunch Supervisors	14

MEDICATION	14
NEWSLETTERS, SCHOOL WEBSITE, TWITTER.....	14
PHYSICAL EDUCATION	14
REPORT CARDS/PORTFOLIOS.....	14
Report Cards/Student Parent Teacher Conferences	14
SPECIAL EVENTS.....	15
STAFF MEETINGS	15
STUDENT AGENDAS	15
STUDENT SERVICES/CLINICAL SERVICES.....	15
Student Services	15
Clinical Services Unit.....	15
TRANSPORTATION	16
Bussed Students.....	16
Parking & Drop-Off Area	16
Bicycles, Rollerblades, Skateboards & Scooters	16
VISITORS/VOLUNTEERS	17
Parents Reporting to the Office.....	17
Visitors	17
Volunteers.....	17
École Marie-Anne-Gaboury 2019-2020 DATES TO REMEMBER	18

ÉCOLE MARIE-ANNE-GABOURY

STAFF FOR THE 2019-2020 SCHOOL YEAR

Kindergarten	Mme Lise-Anne Mandaliti
Kindergarten	Mme Katrina Male
Grade 1	Mme Candace Côté
Grade 1	Mme Julie Gosselin
Grade 1	Mme Natalie Marcoux
Grade 2	Mme Samantha Hudon
Grade 2	Mme Savannah Olson
Grade 2	Mme Brigitte Vuignier
Grade 3/4	Mme Kayla Gauthier
Grade 3/4	Mme Stéphanie Légaré
Grade 3/4	Mme Anelise Poutes-Manzanares
Grade 3/4	Mme Caitlin Sage
Grade 3/4	Mme Lindsey Waldie
Grade 5/6	Mme Haley Bielinski
Grade 5/6	Mme Erica Stechesen
Grade 5/6	M. Danys Lachance
Grade 5/6	Mme Chantal Marcoux
Grades 7/8.....	Mme Lynne Daumler
Grades 7/8.....	Mme Trisha Taylor
Grades 7/8.....	Mme Rae-Ann Trudeau
Music.....	Mme Élyse Vézina-Martel
Band.....	Mme Gabrielle Wiebe
Guitar.....	Mr. Daniel Bergman
Physical Education.....	M. Joël Bohémier
.....	Mme Caitlin Sage
.....	M. Brett Delisle-Boughen
Student Services	Mme Michelle Kennedy
.....	Mme Stéphanie Légaré
.....	M. Tyler Milloy
.....	Mme Margo Popkey (IPL)
Teacher Librarian.....	M. Derek Acorn
Library Technician	Mme Lise Sokal
Educational Assistants	Mme Christy Antony
.....	Mme Mélanie Audette
.....	Mme Taylor Hacault
.....	Mme Collette Luik
.....	Mme Oumou N'Diaye
.....	Mme Michelle Scott
Clinical Services	
Psychologist	M. Alex Peniuta
Social Worker	Mme Kim McKay
Speech/Language	Mme Réanne Rivard
Occupational Therapy	Mme Megan Appleton
Physiotherapy	Mme Angela Anderson
Head Custodian.....	Mme Michelle Perrin
Evening Custodian.....	Ms. Roxanne Castro
Evening Custodian.....	Ms. Gisèle Lavigne
Evening Custodian.....	Mr. Ron Carrière
Administrative Secretary.....	Mme Micheline Girard
Secretary.....	Mme Micheline Scott
Principal.....	Mme Paula Meyer
Vice-Principal.....	M. Tyler Milloy

FRENCH IMMERSION IN THE LOUIS RIEL SCHOOL DIVISION

The Louis Riel School Division offers a French Immersion Program that provides an opportunity for students, who possess little or no knowledge of the French language upon entry to the program, to become functionally bilingual by the end of Grade 12. Students can enter the program in Kindergarten or beginning of Grade 1. The academic content is designed to be parallel and equal to the English program.

The philosophy of immersion schools such as École Marie-Anne-Gaboury is that a student best learns a second language by consistently communicating and studying in that language. We recognize that to become bilingual, we need to practice our French language skills at every available opportunity. For our students, learning a second language requires effort and commitment.

While learning is the primary objective, the priority at École Marie-Anne-Gaboury is to learn while developing a sound working knowledge of the French language and becoming fully bilingual. We thank you, as parents and guardians, for having chosen to provide your children with a unique opportunity to benefit from the immersion experience, one which will be enriching and rewarding. Parents/guardians and teachers need to work in partnership in order to encourage our young people to regularly use French at every available opportunity. In the end, it is the students who will be the true beneficiaries of our common commitment to this goal. For these reasons, the expectation is that students communicate in French in class, in the hallways, during in-school and out-of-school activities, and with all staff members.

OUR BELIEFS AT ÉCOLE MARIE-ANNE-GABOURY

We believe that every person at École Marie-Anne-Gaboury has the right to:

1. Feel emotionally and physically safe;
2. Be treated with compassion and respect;
3. Learn and celebrate successes;
4. Make positive and appropriate choices that empower him/her to become the person they want to be;
5. Have fun and be happy.

OUR SCHOOL MISSION STATEMENT

Our school community is committed to achieving the full potential of each individual in a safe and positive environment. We strive to develop bilingual students who will be responsible lifelong learners.

HOURS OF OPERATION

The school office is open between 8:00 am. and 4:00 pm. If you need to contact the school after hours, please leave a message on our answering machine.

School hours:

8:52	Students enter classrooms and prepare for the day
9:00 – 9:07	O Canada and announcements
10:07-10:22	Recess for students of Grades 1-6
11:52-12:52	Lunch Hour
12:52	Afternoon classes resume
2:22 -2:37	Recess for students of Grades 1-6
3:37	Students dismissed for the day

Grade 7 & 8 students attend Practical Arts classes one half day per week in the afternoons on **Day 1 and 5** of the 6-day cycle.

The Louis Riel School Division follows a 6-day cycle for all their students. Classes will all be scheduled on a 6-day cycle.

ATTENDANCE AND PUNCTUALITY

ATTENDANCE

As there is a direct relationship between attendance and academic achievement, all students are encouraged to attend school regularly. If you are aware of an absence in advance or wish to give your child permission to leave the school grounds at lunchtime, students must bring notes to their teacher, who will forward them to the office. In the event that your son/daughter will be absent or late for classes, please contact the school at (204) 253-9704, between the hours of 8:00 and 8:52 am or you can leave a message on our answering machine before that time.

ARRIVAL AND DISMISSAL

Students are expected to remain outdoors until the bell rings. In case of inclement weather (when the temperature is **-27 C** with wind chill or heavy rainfall), students are allowed to enter by the “parking lot”, “East Gym” and “Kindergarten” doors and remain in the foyers. Students are supervised for 15 minutes before the bell rings in the morning. They then enter at their designated doors and are met by their classroom teacher. At dismissal time, students are expected to walk home or line up to take the bus unless an activity has been organized for them at school.

EARLY PICK-UP OF STUDENTS

When it is necessary to pick up your son/daughter prior to dismissal time, please **report to the office to sign them out** and we will have your child come to the office for dismissal. This causes less classroom disruption.

CALL BACK SYSTEM

We will contact you at home or at the office if your child is absent and we have not received a message to justify his/her absence from school. If your son/daughter must leave the school early for an appointment during school hours, a written note to the office or classroom teacher will suffice. **We ask that you report to the office to pick up your young person during class time.**

BEHAVIOUR EXPECTATIONS

Each child is unique and has individual needs. **Our goal** at École Marie-Anne-Gaboury is to provide an enriching and meaningful learning environment for your child. We are committed to fostering a high level of self-esteem in all students, and to helping them become responsible citizens. We believe that all students and staff have the **capacity** and the **responsibility** to behave in a respectful manner. Therefore, together we want to help your child:

- Develop respect of self and others (including all adults and peers);
- Learn that making mistakes is okay and that we learn from them;
- Make decisions wisely;
- Work and play in a safe environment;
- Handle life situations appropriately through Restitution;
- Be kind.

STUDENT'S CODE OF BEHAVIOUR

Academic Success – To ensure success in your school year, you are expected to come to school prepared, to complete all class and homework assignments on time and to accomplish this to the best of your ability.

Honesty – You are expected to be honest in your relationships with other students and staff. You are expected to submit your own work, which represents your best effort.

Attendance, Absenteeism & Tardiness – You will report to class promptly each day, ready to work. If for any reason you should arrive late for class (after 8:52am or 12:52 pm), you will report to the office and be given a late slip before going to your classroom. For your safety, parents/guardians must call the school to inform us of your absence. In the event that they should forget, the school will contact them to verify the absence.

Respect for Others – You are expected to respect the feelings, opinions, ideas and property of others:

- Use appropriate problem solving techniques (see How to Solve Problems).
- Listen when others speak.
- Be polite.
- Use a controlled tone of voice.
- Work and play co-operatively.

Appropriate Language – Your language should show respect for staff and students. Name calling, swearing, rude, obscene or threatening language, whether spoken, written, implied or gestured, are unacceptable.

Student Movement – You will enter and exit the school at your designated entrance when signaled to do so by a staff member. While inside the school, always walk in a quiet, orderly manner. At lunchtime, you shall remain in your classroom for the lunch period and follow school lunchroom policy, after which you may go to your designated play area.

When you are outside at recess, you **must get permission from the supervisor on duty** before you enter the school. You shall remain on school property during the school day. Your parents are requested to **report to the office** when picking you up during school hours to sign you out.

Care of School property – You will respect school property (e.g. classrooms, halls, bathrooms, playground, gym, music room, library, all equipment, textbooks, chairs, desks and supplies). You have a responsibility to help keep your school and its surroundings neat and tidy.

Extra-Curricular Activities – All relevant school rules apply when you are on a school bus, at extra-curricular activities and on field trips.

HOW TO RESOLVE PROBLEMS

École Marie-Anne Gaboury has developed guidelines and interventions that will be used to resolve problems. The Louis Riel School Division encourages proactive student responsibility, self-discipline and respect for others. Further, the Division accepts responsibility to implement effective measures to deal with inappropriate or disruptive behavior.

The following interventions are intended to protect the rights of all students to learn in a safe and orderly environment, while at the same time seeking to preserve the dignity and self-worth of the student being disciplined.

Staff shall apply these actions in a reasonable manner, as would be used by a kind and judicious parent, and in a manner which seeks to preserve the student's sense of self-worth, and in a manner permitting the student's continued learning. Therefore, in exercising appropriate discipline, staff members shall apply their sound professional judgment.

The consequences listed below are not in absolute order, although generally a higher-numbered consequence would not occur before lower-numbered consequences had been initiated. For more serious infractions, however, more serious consequences may result immediately.

INTERVENTIONS

1. Classroom actions –
 - ◆ Non-verbal signals, eye contact, appropriate facial expressions or gestures, moving towards or standing near the disruptive student, etc.
 - ◆ Verbal messages – reminders, on the spot feedback on behavior, warnings, etc.
 - ◆ Seat assignment – assigning a disruptive student to a specific seat or a specific student learning group where behavior can be more closely monitored by the teacher, or where the student is less likely to engage in or be drawn into disruptive behaviors.
 - ◆ Other measures – appropriate to grade level and maturity of the student.
2. Informal Interviews – A teacher, counselor or administrator would talk with the student regarding the student's behavior. Such interviews are held in private and may involve communication with parents. Objectives of such informal interviews may be to help students realize the nature of their behavior, to obtain a verbal commitment from the student to improve or to allow staff to sense if there are factors in the student's personal situation indicating a need for follow-up, e.g. additional supportive strategies or referral to counselors or other professionals. The parent(s) may be contacted depending on the circumstances.
3. Parent Contact – Contact is made with the parent(s)/guardian(s) to discuss the behavior of the student and to explain the steps the student must undertake to improve the behavior. These contacts can range from a telephone conversation, a reflection sheet, an e-mail, etc.
4. Counseling – A conference or series of conferences may be held with a member of the Student Services team and/or other appropriate staff with the primary goal of developing a plan for changing attitudes and improving student behavior. These sessions can also indicate to the Student Services team whether additional professional support or referral to other agencies is arranged. The parent(s)/guardian(s) will be contacted.
5. Formal Conference – A conference is held with the student, parent(s)/guardian(s), teacher, administrator and other system staff involved to discuss the student's behavior. The conference is held to discuss the steps the student must undertake to improve the behavior,

to explain the disciplinary and/or support measures the school has already or is continuing to implement, and requesting appropriate parent/guardian support activities.

6. Removal of Privileges – The school administrator will notify the parent(s)/guardian(s) when such removal of privilege occurs.
7. Detention – Where such detention extends beyond regular school hours, the parent(s)/guardian(s) are informed. Groups of students are not detained for the infractions of a few. Where students transported by school bus are detained after school or in case of severe weather, prior arrangements for safe transport home are made with the parent(s)/guardian(s).
8. Dealing with Theft/Vandalism – The student and/or parent(s) may be required, under Section 28.8 of the Public Schools' Act, to compensate the Division for theft or vandalism for damages incurred. Such restitution may be monetary in nature, but could take alternative forms.
9. Restitution – This is used as a tool to gain control without sacrificing the self-esteem of the individual. Restitution assists people in making an internal evaluation of what they can do to repair their mistakes.
10. In-School Suspension – Depending on the number of occurrences or the severity of the behavior, in certain instances, students are withdrawn from the regular classroom environment, for a defined amount of time, to another supervised location in the school such as the office or the Student Services' classroom.
11. Out-of-School Suspension - Depending on the number of occurrences or the severity of the behavior, in certain instances, students are withdrawn from the school environment for a defined amount of time.
12. Clinical Services Unit Referral – Such involvement may include a level of assessment or counseling for the students. In all cases, parental permission is a requirement of a formal referral.
13. Performance Contract – Such contracts are developed between the school, the parents/guardians and the student. Consequences for failure to meet the agreed-upon behavior standards are clarified. Such an agreement is documented, with copies provided for all concerned parties.
14. Police or Service Agency Involvement – In certain cases, in addition to school disciplinary action, the police may be informed by the school administration and parent/guardians are informed immediately that police have been contacted. Where police involvement occurs on school premises and a parent/guardian is not available, the administrator shall be present with the student “in loco parentis” until such time as the parent/guardian arrives. Other circumstances may result in referral to Child and Family Services.
15. Expulsion – This is the most serious consequence prescribed in the Public Schools Act.

LRSB RESOLUTION OF CONCERNS

The Louis Riel School Division Protocol for resolving concerns or conflicts strives to maintain positive, honest and respectful relationships to address misunderstandings that may occur between members of its school community. When such misunderstandings occur, the central priorities must be:

- the best interests of students who may be affected by the misunderstanding;

- to provide opportunities for the person(s) most closely involved in the misunderstanding to resolve it promptly and conclusively.

Differences of opinion are a normal part of human relationships and offer opportunities for communication, new learning and improved relationships.

In all cases, clear, timely and direct communication assists effective resolution of misunderstandings:

- When you have a concern regarding a matter involving your child and another student, beginning with your child's classroom teacher may help. However, you may believe the situation is more appropriately addressed by the administration team. If whomever you decide to consult about a conflict between students is not immediately available, leave phone numbers and times when the teacher/administrator can return your call.
- If you have a concern involving a staff member, **please contact that person as your first step**. Again, if that person is not immediately available, leave information that will assist him/her to contact you. Once in contact with the staff member, state your concern as clearly and calmly as is possible. This is an opportunity to ensure that any missing information is provided to resolve the concern. Most, if not all, differences can be resolved satisfactorily at this level.

In either instance, if your concern is not resolved satisfactorily, your next step is to speak with the Principal or Vice-Principal at the school after informing the staff member that you intend to do so. This action supports honest working relationships between parents/guardians and staff members.

The majority of concerns are resolved at the school level. However, if your concern remains unresolved after discussion with the Principal or Vice-Principal, contacting the Superintendent's Department is appropriate, once you have informed him/her of your wish to do so.

If the concern cannot be resolved by contacting the Superintendent's Department, you may then direct your concern, in writing, to the Louis Riel School Board. The School Board will respond, usually following inquiries with the involved parties.

The School Board and the Superintendent's Department trust that this process will result in the satisfactory resolution of those concerns which may, from time to time, arise between members of our school community. Communication is the key!

DRESS CODE

Students are expected to dress appropriately for school. We request that parents ensure that they assist their son/daughter in exercising good judgment in selecting appropriate wear for classes. Clothes should be modest and in good taste. During the warmer months, we ask that students not wear short shorts (i.e. whether standing or sitting, their buttocks should not be exposed), any clothing that exposes their underwear/briefs or shirts that expose midriffs or chests. Warm clothing is a must for the winter season, keeping in mind that Grades 1 to 6 go outside for morning and afternoon recess and that all students are outdoors at lunchtime.

At École Marie-Anne-Gaboury, we do not wear hats, caps and bandanas inside the building out of respect for the learning environment. We ask that everyone remove their hats as they enter the school and leave them off until they exit the building.

RECESS EXPECTATIONS

All students from Grade 1 to 6 will have an outdoor morning and afternoon recess. Children need time to play and relax in order to better concentrate in the classroom. If a child has been ill, he/she should not return to school unless he/she can go outside for recess. If a special need

arises to have a child stay indoors (asthma, etc.), please telephone the office and check with the Principal or Vice-Principal before the child returns to school. This also applies to Kindergarten students. Even though Kindergarten students may not have a regular recess until spring, the children go outside frequently and it is at times upsetting to a child to have to remain indoors. Grade 7 & 8 students do not have morning and afternoon recesses, but rather five-minute breaks in the morning and afternoon. They go outdoors only at lunchtime, unless they are involved in intramural sports or clubs.

SOCIAL CONTRACT – Students and teachers in each classroom will develop their classroom beliefs and sign the Social Contract by which all will abide.

SMOKING

No smoking is allowed on or in any property of the Louis Riel School Division. This includes in the school itself, schoolyard, and parking lot (including in personal vehicles).

CELL PHONES

Cell phones are permitted during school hours for academic reasons and with the permission of an adult on staff. They are not to be used for personal use or during recess. If parents need to contact their son or daughter during school hours, please call the office (204) 253-9704.

COMMUNICATION WITH PARENTS

INFORMATION ABOUT STUDENTS

Any information that the school has about your son/daughter is available to you, to our school personnel, or division personnel. It is not available to other agencies without your permission. Both parents have equal right to information about their child unless the school has a court order restraining one parent from access to information as mentioned earlier. Copies of any judicial court order regarding custody of children must be given to the school if you wish for us to comply with the order.

CHILD CUSTODY

Please inform the office if both parents wish to receive notes, report cards, etc. We will do all in our power to ensure that both parents receive the necessary information. If you have a court order that limits the right of one parent in matters such as custody or visitation, please provide the office with a copy of legal restriction rights. Unless a copy of your court order is on file with us, we must provide equal access to both parents. Therefore, in order to avoid any unnecessary problems that may arise, please ensure that the school has the proper documentation.

EMERGENCY CLOSING

If it becomes necessary to cancel regular classes for the day or to have an early closing of school, an announcement will be posted on the LRSD website, radio stations CBC-990, CBC/CSKS-1050, CFWM (BOB 99.9), CJOB/CJKR-680, CKSB-88.1, CKY-580, FAB 94 FM, KISS 102 FM, 92 CITI FM, QX 104 FM, AND VIRGIN (HOT 103) as well as on our Twitter page. Bussed students will be brought to their regular drop-off point. Non-bussed students will be dismissed at regular school hours even if transported students are taken home early due to storm warnings.

INJURIES

You will be notified promptly of any serious injury that might require medical attention such as serious cuts, possible sprains, breaks or concussions. If you are unable to transport your child to a doctor or hospital, we will take the child in question ourselves or call an ambulance on your behalf. You are reminded that hospitals require parental consent. Please ensure that your Manitoba Medical Number and your child's personal number are indicated on the student registration form, as well as an up-to-date list of emergency phone numbers in order that we may make contact in case of such emergencies.

EXTRACURRICULAR ACTIVITIES

ACTIVITIES

On occasion, students will participate in organized activities held at the school. Please understand that these activities are planned to support their learning and are an extension of the classroom. Encourage your child to participate in special activities at the school.

INTRAMURAL PROGRAM

Throughout the year, children will have the opportunity to participate in intramural activities, which will take place at lunchtime. These activities include a variety of games and modified sports.

INTERSCHOOL PROGRAMS

We encourage our Grade 7 & 8 students to participate in a variety of activities that involve other schools in the division. Cross-country, volleyball, and basketball are examples of these activities.

PATROLS

Student patrols will be in place at 8:37 - 8:52 am and 3:37 - 3:52 pm every day. A crossing guard is provided by the School Board at Dunkirk and Hastings Boulevard as well as on Pulberry on the south end of the school for 15 minutes at 8:35 am and 3:37 pm.

FIELD TRIPS AND FILMS

Parents will be notified of all field trips involving their young person. Students must always have parental permission to attend field trips. A detailed description of the outing will be provided. At times, we may request monetary assistance from you for busses or admission costs. Monies from classroom funds may be used to defray the cost of some of the outings. If the cost of the outing poses financial difficulty for your family, please call the Principal so that your child may participate. Your call will remain confidential.

Any films shown at school other than those approved by Manitoba Education and Training will require your written permission prior to viewing. A note will be sent home indicating the film and rating and must be returned to your child's teacher prior to viewing.

LIBRARY SERVICES

Our goal at École Marie-Anne-Gaboury is to impart the value and enjoyment of books and reading. Students are provided with access to textbooks that can cost over \$50 each and library books ranging in cost from \$25-\$30 each. Students are responsible for taking care of books. If a book is damaged, students will be responsible for its replacement. If lost books are found after the replacement fee has been paid and are returned in good condition, we will gladly refund the amount.

PERSONAL ITEMS/LOCKERS

The school cannot accept responsibility for loss, damage, or theft of personal property such as electronic equipment, bicycles, clothing/hats, jewelry, money, etc. Please ensure that your son/daughter does not bring large sums of money to school, nor expensive electronic equipment, as we cannot assume any responsibility for lost or stolen articles. Students from Grades 4 to 8 students will each receive a half locker. Lockers must be locked at all times, preferably with a combination lock rather than a key lock. All lockers are school property and the school administration reserves the right of access to lockers. Teachers will keep a record of all lock combinations. Students and parents are reminded that administration does have the right to search lockers and seize any objects that are infractions to the law.

LUNCH POLICY

LUNCH

Teachers will discuss lunchroom rules with their students on an ongoing basis. Students are to remain seated in their designated space as assigned by the classroom teacher. They are expected to clean up their place and dispose of garbage at the end of the lunch break.

In an effort to reduce waste and promote green practices at École Marie-Anne-Gaboury, students and all staff are encouraged to use reusable containers and to compost organic materials.

Students who stay for lunch are expected to **remain on the school grounds for the entire lunch hour**. If parents of a full-time lunch student want their child to go somewhere else during the lunch hour, then they must write a note for each occasion when this will happen (unless, of course, it is a situation where, for example, you want your child to be away every Day 5 for Grade 7 & 8 where you would only need to write a note stating that your child will not be at

school for lunch on Day 5). For legal reasons, we cannot accept a blanket note from a parent allowing a child to leave the grounds whenever the child wants.

There is a **fee of \$90 for the year for all students who are staying at school for lunch. If your child is only staying on an occasional basis, the cost is \$1 per day and can be given to the office.**

LUNCH SUPERVISORS

Our lunch supervisors are hired by the school to ensure that all students remaining at lunchtime are supervised. In addition, Grade 6 students act as lunch monitors to assist our younger students with their lunches. If you have a concern relating to the lunch period, please contact the teacher or a member of Administration, rather than the lunch supervisor.

MEDICATION

All medication brought to the school must be kept in the office. Please be advised that we need a parent/guardian's signature before administering any medication to students, whether it is prescription or over-the-counter medicine. The form *Administration of Prescribed Medication to Pupil* is available at the office. It is important that you notify the office if your child is taking medication. Students who require Epipens must have them in their possession at all times, and another Epipen may be kept at the office.

SCHOOL WEBSITE, TWITTER

Information for École Marie-Anne-Gaboury and the Louis Riel School Division is available on our website (www.lrsd.net/gaboury) and you can follow us for trending information at @magLRSD on Twitter.

PHYSICAL EDUCATION

It is imperative that all students from **Grades 3 – 8** have proper gym clothing (shorts & t-shirt) for physical education classes. Students need a pair of running shoes with **non-marking** soles. Students must change into this clothing before all physical education classes.

REPORT CARDS/PORTFOLIOS

REPORT CARDS /STUDENT PARENT TEACHER CONFERENCES

We will hold Student/Parent/Teacher Conferences after first and second term report cards are issued. This gives students enough time to discuss their report with you by the time the Student Parent Teacher Conferences are held.

- The **first term report card**, distributed on **Friday, November 15th**, focuses on the student's capacity to manage the expectations of his/her program and do not include summative assessments. The Student Parent Teacher Conferences will be held on the evenings of **Wednesday, November 20th** and **Thursday, November 21st**.
- A more comprehensive **second term report card** will be distributed on **Monday, March 16th** with the **portfolio evening** being held on **Wednesday, March 25th**. The portfolio evening is an opportunity for you as parents to celebrate your child's progress and provide him/her with support and encouragement for their work in school.
- The **final report card** will be distributed on **Monday, June 29th**.

SPECIAL EVENTS

BIRTHDAY INVITATIONS

We request that birthday invitations not be distributed openly at school. It can be hurtful to those who have not been invited.

STAFF MEETINGS

All schools in the Louis Riel School Division have regular staff meetings held once a month on the **fourth Tuesday** of each month except for December and June. On those days, students will be dismissed one hour earlier at 2:37 pm. Staff meetings do not follow the 6-day cycle.

STUDENT AGENDAS

A student agenda is provided for students from Grades 2 to 6. The cost of these agendas is included in the student classroom fees, which are collected at the beginning of the year by the classroom teacher.

STUDENT SERVICES/CLINICAL SERVICES

STUDENT SERVICES

The Resource Teachers, as members of the student services support team, provide assistance and support to students through a consultative-collaborative approach with the classroom teacher. The resource teachers work collaboratively with teachers, parents, administration, clinicians (CSU) and most importantly the students. Referrals to resource services are generally requested by the teachers, however, they may originate from the parents, the administration or from the student. Parents are consulted before referrals are made and are kept informed of the developments and progress of their child once he/she is referred for services. Resource services may be on a consultative basis or the resource teacher may be involved in direct intervention. In all cases, the aim is to keep the students integrated in the classroom and to provide instructional programs to meet the needs of the students. Our resource team for the 2019-2020 school year consists of Mme Kennedy, Mme Légaré, M. Milloy, and Mme Popkey. Feel free to contact your child's teacher, the resource department or the administration should you require additional information, or should you have any questions or concerns in regard to your child's progress.

CLINICAL SERVICES UNIT

The Clinical Services team (as part of Student Services) gives us valuable assistance through the services of a Speech and Hearing Clinician, Psychologist, and Family Social Worker, Occupational Therapist and Physiotherapist. These services are at no cost to you.

Psychologist	M. Alex Peniuta
Social Worker	Mme Kim McKay
Speech/Language	Mme Reanne Rivard
Occupational Therapist	Mme Megan Appleton
Physiotherapist	Mme Angela Anderson

More information about these services is available by contacting the school or the Louis Riel Office of Clinical Services at (204) 253-2681.

OCCUPATIONAL THERAPY – Developing Skills for the Job of Living

Our divisional occupational therapists are part of the Clinical Services Unit, and work to support the needs of all learners in the Division's 40 schools.

While at school, children have "jobs" to do: listening, cooperating, playing, coordinating large and small body movements, printing, sitting, and learning. The goal of school-based Occupational Therapy is to work with teachers to assist all children to be as successful as possible at these "jobs."

As part of the Louis Riel School Division healthy child initiative, Getting Ready to Learn, Early Years teachers will have the support of divisional occupational therapists in the classroom to support the educational programming of all students in our Early Years programs. If specific needs are identified, parents will be contacted for consent to explore further support.

Our occupational therapists look forward to working with teachers and students at your school.

TRANSPORTATION

BUSSED STUDENTS

All busses will arrive via Hastings Boulevard and drop off in the reserved bus loop at the northeast entrance of Hastings school. A staff member from École Marie-Anne-Gaboury will be there to greet the students. Students will then walk together to École MAG. At the end of the day, children line up near the bus loop (at Hastings school) and then proceed onto their designated busses when the supervisor on duty (a staff member from École MAG) gives them permission to do so. School busses exit via Maralbo Street lane. Please **do not park** in this lane or on the lane between Hastings Boulevard and Maralbo Street. The **bus loop is off limits** to all vehicles except busses. **Please DO NOT DRIVE IN THE BUS LOOP.**

Students are not permitted to take another school bus to go to a friend's home after school. Non-bussed students may not take a bus to visit with friends.

In rare occasions, busses may break down or be delayed on cold, stormy days. Should this occur, please follow these guidelines:

1. Students should wait at their bus stop no longer than 10 to 15 minutes on cold days.
2. Students should proceed home or to a babysitter or a designated emergency home.
3. Parents should first call Tricia Sharp, Transportation Coordinator at (204) 253-2681.
4. Arrangements should be made with your child as to where to go in case of an emergency.

PARKING AND DROP OFF AREA

Due to limited space, and to ensure student safety, we request that vehicles refrain from entering the back lane and the school parking lot. The preferred practice for student drop off and parking is:

- For quick drop-offs (a minute or less): Stop on Pulberry (away from the pedestrian corridors) with four-way indicators; students exit from the curb side of the vehicle.
- Parking or longer drop-offs (more than one minute): Park on one of the bays near the school (Weaver or Crofton Bays).

Please note: We ask people to avoid parking in the small "bus loop" (along the fence near the back lane) as this has been reserved for a permit for the St. Vital Daycare van. We also remind

drivers of the no-parking zone on Weaver Bay near Pulberry. We may occasionally put parking cones in these areas as a friendly reminder.

BICYCLES, SKATEBOARDS, ROLLER BLADES AND SCOOTERS

We strongly encourage students to ride their bicycles to school, however we also strongly recommend that a very secure lock (such as a kryptonite lock) be used at the school rather than a less expensive and more easily compromised lock as there have been stolen bikes in the past. We encourage you to review bicycle safety recommendations with your son/daughter.

The school does not accept any responsibility for the safety of bicycles, skateboards, roller blades and scooters. As per LRSD administrative guidelines, "The use of skateboards, roller blades and scooters is prohibited in school buildings during the school days."

VISITORS/VOLUNTEERS

PARENTS REPORTING TO THE OFFICE

In accordance with the Louis Riel School Division Fire Safety Plan, all visitors, volunteers, and parents coming to spend time in the building will now report to the office to sign in where they will be issued a volunteer identification badge.

VISITORS

All visitors to the school must report to the school office.

VOLUNTEERS

Parents and grandparents are always welcome to volunteer at the school. Please contact your child's teacher (in person, by telephone at (204) 253-9704 or by e-mail) if you wish to become a parent volunteer. **As per divisional policy, all parent volunteers are required to sign in at the office and wear a visitor identification badge issued to them while volunteering at École Marie-Anne-Gaboury.**

École Marie-Anne-Gaboury 2019-2020 DATES TO REMEMBER

Tuesday, September 3, 2019.....	Opening Day Conferences (1:00 p.m. - 4:00 p.m./5:00 p.m. - 8:00 p.m.)
Wednesday, September 4, 2019	Opening Day Conferences (12:00 p.m. – 3:30 p.m.)
Thursday, September 5, 2019	First Day of School Grades 1 to 8
Friday, September 6, 10, 12, 2019	"Staggered entry" for Kindergarten starts
Mon. Sept. 9 – Fri. Sept. 13, 2019	"Staggered entry" for Kindergarten continues
Friday, September 13, 2019	School Assembly K to Gr. 8
Monday, September 16, 2019.....	Professional Development Day – Divisional – No classes
Tuesday, September 17, 2019.....	All Kindergarten Students attend school together
Tuesday, September 17, 2019.....	PAC Annual General Meeting
Tuesday, September 24, 2019.....	Staff Meeting / Early Dismissal (2:37 p.m.)
Tuesday, September 24, 2019.....	First Note Night – Grade 7 Band Students (7:00 p.m.)
Friday, September 27, 2019	Terry Fox Day
Wednesday September 25, 2019	MAD Science Presentations Gr 2 to 6 only – P.M.
Monday, September 30, 2019.....	Orange Shirt Day
Tuesday October 8, 2019	LifeTouch Picture Day (9:00 a.m)
Thursday, October 10, 2019	Immunizations (Gr. 6 only)
Monday, October 13, 2019	Thanksgiving – No school
Tuesday, October 22, 2019	Staff Meeting / Early Dismissal (2:37 p.m.)
Wednesday, October 23, 2019.....	Mad Science start date (3:45 p.m.)
Friday, October 25, 2019.....	Professional Development Day/MTS Day - No classes
October 28 – November 1, 2019.....	Spirit Week (United Way)
Wednesday, October 30, 2019.....	Mad Science (3:45 p.m.)
Thursday, October 31, 2019.....	Haunted House - Gym
Tuesday, November 5, 2019	Draw Date – PAC Fundraiser (7:00 p.m).
Wednesday, November 6, 2019.....	LifeTouch Picture Retakes (1:00 p.m.)
Wednesday, November 6, 2019.....	MAD Science (3:45 p.m.)
Friday, November 8, 2019.....	Remembrance Day Service (10:30 a.m.)
Wednesday, November 13, 2019.....	MAD Science (3:45 p.m.)
Friday, November 15, 2019.....	Student Progress Reports Sent Home
Wednesday, November 20, 2019.....	Parent Teacher Conferences
Wednesday, November 20, 2019.....	NO MAD Science
Thursday, November 21, 2019	Parent Teacher Conferences
Friday, November 22, 2019.....	Professional Development Day – Divisional – No classes
Tuesday, November 26, 2019	Staff Meeting / Early Dismissal (2:37 p.m.)
Wednesday, November 27, 2019.....	MAD Science (3:45 p.m.)
Friday, November 29, 2019.....	School Assembly (1:00 p.m.)
Wednesday, December 4, 2019	MAD Science (3:45 p.m.)
Wednesday, December 11, 2019	MAD Science (3:45 p.m.)
Tuesday, December 17, 2019.....	Winter Concert – K to 6
Wednesday, December 18, 2019	MAD Science (3:45 p.m.) (last session)
Thursday, December 19, 2019	House Activities (10:30 a.m.) – Sing-a-long
Friday, December 20, 2019	Last day of School – Early Dismissal (2:37 p.m.)
Monday, January 6, 2020.....	Classes resume
Tuesday, January 28, 2020	Staff Meeting / Early Dismissal (2:37 p.m.)
Thursday, January 30, 2019.....	House Activities (1:00 p.m.)
Friday, January 31, 2020	Professional Development Day – Divisional – No classes
Monday, February 17, 2020	Louis Riel Day – No school
Tuesday, February 18, 2020	House Activities – Festival du Voyageur (1:00 p.m.)
Thursday, February 20, 2020.....	Festival du Voyageur Supper
Tuesday, February 25, 2020	Staff Meeting / Early Dismissal (2:37 p.m.)
Monday, March 2 – 20, 2020	Kindergarten Registration Month
Friday, March 6, 2020	Professional Development Day – No classes
Friday, March 13, 2020	Professional Development Day – Divisional – No classes

Monday, March 16, 2020 Student Progress Reports Sent Home
 Tuesday, March 24, 2020 Staff Meeting / Early Dismissal (2:37 p.m.)
 Wednesday, March 25, 2020 Portfolio Night
 Thursday, March 26, 2020 House Activities
 Friday, March 27, 2020 Last Day of School before Spring Break
 Monday, April 6, 2020 Classes resume
 Friday, April 17, 2020 Professional Development Day – Divisional – **No classes**
 Wednesday, April 22, 2020 Seniors’ Day
 Tuesday, April 28, 2020 Staff Meeting / Early Dismissal (2:37 p.m.)
 Thursday, April 30, 2020 House Activities
 Friday, May 8, 2020 Professional Development Day – Divisional – No classes
 Tuesday, May 12, 2020 Immunizations (Gr. 6 & 8 only)
 Monday, May 18, 2020 Victoria Day – No School
 Tuesday, May 26, 2020 Staff Meeting / Early Dismissal (2:37 p.m.)
 Tuesday, May 26, 2020 Guitar Concert - Gr 7 & 8
 Wednesday, May 27, 2020 Band Concert - Gr 7 & 8 - CCFM
 Thursday, May 28, 2020 Amazing Race House Activities (1:00 p.m.)
 Mon. June 1 – Wed. June 3, 2020 Grade 7 and 8 – Camp Red Rock
 Thursday, June 4, 2020 PAC Summergrill (5:00 p.m.)
 Friday, June 5, 2020 Professional Development Day – **No classes**
 Wednesday, June 10, 2020 Stay and Play – 2020-2021 Kindergarten Students
 Friday, June 19, 2020 Kindergarten Graduation (a.m./p.m.)
 Thursday, June 25, 2020 House Activities – Water (1:00 p.m.)
 Monday, June 29, 2020 Student Progress Reports Sent Home
 Friday, June 30, 2020 Kindergarten Students – **NO SCHOOL**
 Friday, June 30, 2020 Last day of School – Early Dismissal (2:37 p.m.)

Updated August 19, 2019