



SAMUEL BURLAND

S C H O O L

## Parent and Student Handbook 2019-20

September 2019

Dear Students and Parents:

Welcome to another year of growing and learning at Samuel Burland School. We are glad to welcome all learners to our school community. Samuel Burland School is a great place in which to grow academically, socially, emotionally, and physically. Our school vision statement, developed in a collaborative effort by all students and staff, is "Burland CARES". Each letter stands for an important shared belief:

C: citizenship  
A: attitude  
R: respect and responsibility  
E: empathy  
S: safety

As we strive to live up to these shared beliefs, we anticipate a great year.

Students- Samuel Burland's staff will provide you with many challenges and opportunities for growth. We promise to help you succeed in your classroom work, and to provide a range of activities to help make learning engaging and rewarding. We hope you will enter into the positive spirit of learning, trying hard, learning from mistakes, and never being afraid to ask for help.

Our quest is to maintain a clean, comfortable, safe school, full of enthusiastic, happy and focussed learners who are taught, guided and supported by enthusiastic, happy and focussed staff. Lifelong learning is one of the hallmarks of our community; we are all striving to know more, and to add to our skill sets.

We invite you to contact us with suggestions, concerns, or questions. Please put your ideas to us in person or via e-mail ([ross.cathers@lrsd.net](mailto:ross.cathers@lrsd.net) or [bob.cowie@lrsd.net](mailto:bob.cowie@lrsd.net)). We also encourage parents to get actively involved by joining our Samuel Burland Parent Association, a vibrant group committed to supporting a great public school experience for all Burland students and their families.

Regards,

Mr. R. Cathers and Mr. B. Cowie  
Samuel Burland School Administration

## THE SAMUEL BURLAND STAFF

Our staff for the 2019-20 school year is as follows:

<b>Classroom Teachers</b>	
Kindergarten am	Mrs. Cottick
Kindergarten am	Mrs. Van Driel
Grade One/Two	Mrs. Gietz
Grade One/Two	Ms. Best
Grade One/Two	Ms. Armstrong
Grade One/Two	Mrs. Takeuchi
Grade One/Two	Mrs. Malahias
Grade Three/Four	Mrs. Yanchishyn
Grade Three/Four	Mrs. Sabo
Grade Three/Four	Mr. Schneider
Grade Three/Four	Mrs. Paukovic/Ms. Lafantaisie
Grade Five/Six	Mr. Peters
Grade Five/Six	Mrs. Hartley
Grade Five/Six	Mr. Van Dongen
Grade Five/Six	Mrs. French Varga
Grade Five/Six	Mrs. Barre
Grade Seven	Mrs. Desrochers
Grade Seven	Mr. Juric
Grade Eight	Mr. Lowton
Grade Eight	Ms. Schellenberg
<b>Specialists</b>	
Physical Education	Mr. Messejnikov
Physical Education	Ms. Parrington
Grade 7-8 Band, Music	Mr. Petrowski
Music	Mrs. Moss
Student Services	Mrs. Nicholls
Student Services	Mrs. Shangreaux
Student Services	Mrs. Saint-Cyr
Student Services	Mrs. McComber
Student Services/Literacy	Ms. Esteves-Braga
<b>Office Staff</b>	
Administrative Secretary	Mrs. Coleman
Secretary	Mrs. Imperadeiro
<b>Administration</b>	
Principal	Mr. Cathers
Vice-Principal	Mr. Cowie
<b>Library Staff</b>	
Teacher-Librarian	Mr. Cowie
Library Assistant	Ms. Lavoie
<b>Educational Assistant Staff</b>	
Educational Assistant	Mrs. Bergen
Educational Assistant	Mrs. Campbell

Educational Assistant	Mrs. Christensen
Educational Assistant	Mrs. Farooq
Educational Assistant	Mrs. Fraser
Educational Assistant	Mrs. Radomsky
Educational Assistant	Mrs. Remillard
Educational Assistant	Mrs. Theriault
Educational Assistant	Mrs. Vodopivic
Educational Assistant	Mrs. Whittick
Educational Assistant	Mrs. Norris
Educational Assistant	Mrs. Entz
<b>Clinical Services Staff</b>	
Psychologist	Mrs. Andrea Janzen
Social Worker	Mrs. Judy Linton
Speech-Language Pathologist	Mrs. Louise Stuart
<b>Custodial Staff</b>	
Head Custodian	Mr. Brent House
Night Custodian	Mr. Gary Cameron
Custodial Aide	Mr. David Edwards

## SCHOOL HOURS

**Students enter the school at 8:47 and classes begin at 8:57. Lunch break is from 11:45 until 12:40. Classes dismiss for the day at 3:30.**

When weather is inclement, students will be allowed to stand inside the school entrances, but are not to go to their classrooms until their homeroom teachers meet and accompany them, or the entry bell rings.

## STAFF MEETINGS

Staff meetings for all school staffs in Louis Riel School Division are listed below. Students are dismissed one hour before the usual time. Consequently, all Burland Students will be dismissed at 2:30 P.M. on the following dates:

September 24	October 22	November 26	January 28
February 25	March 24	April 28	May 26

**PLEASE NOTE: There are no staff meetings in December and June, but on the last day prior to winter (December 20) and summer break (June 30), school ends at 2:30 pm.**

## SCHOOL INSURANCE

The Louis Riel School Division and the [Manitoba School Boards Association](#) are committed to the health and welfare of students. Informing parents about different options for student accident insurance assists their informed decisions. The Association recommends the Reliable Life Accident Policy which your child will be bringing home the first week of school. Parents choosing the plan will remit the form and payment directly to Reliable Life Insurance Company.

**Divisional Paid Coverage** : All LRSD students are automatically insured under the **Universal Student Accident Insurance** program. The program provides some basic medical coverage while students attend school or participate in school-organized activities. It does not extend to any other activities at times outside of school or to a pre-existing illness or medical condition. This coverage compliments (not replaces) the voluntary Student Accident Health Insurance, and is excess of benefits provided by Manitoba Health and other group benefits programs. For more information:

<https://www.lrsd.net/What-We-Offer/Student-Accident-Insurance/Documents/3.12-1.pdf>

## SCHOOL PICTURES

We will be having our school pictures taken on October 24th. This year we are going with the “Two Proof Program” with Lifetouch. Students will receive a “Tomorrow Day” notice allowing parents to select their choice of background color from five different options. This flyer is returned to the child’s teacher on photo day. Two photos will be taken of each student using the background/pose selected and the proofs will be returned to the school in approximately 10 days for distribution. Parents choose the proof they prefer and a package from a wide variety of package options available. It is suggested that students wear brightly colored clothing for best results.

Picture retake day will be the afternoon of November 13th - for students who either missed the first picture day or need to have a retake due to photos not being satisfactory.

## STUDENT REGISTRATION AND INFORMATION FORM

It is very important to have accurate records of business phone numbers, medical information, baby-sitter name and emergency numbers for all our students.

On the first day of school, each Burland student will take home a computer printout of the student information we currently have on record. We would like **ALL** parents to return a form for **EACH OF THEIR CHILDREN** attending Burland School and would request all changes/additions or deletions be made **IN PEN** directly on this form. Please include the email address on the form that you would like to receive school correspondence at. **Please return the form by September 11th so that we will have the CORRECT information on file for each student.**

## PAYMENT OF VARIOUS SCHOOL FEES

For record keeping purposes, when you are sending one cheque for various payments, please indicate on the back of the cheque the name, grade and teacher of each child, each separate amount and a breakdown of what the amount is for.

**Receipts for payment will be given on request and must be requested at time of payment.**

## CALL BACK SYSTEM FOR CHECKING ATTENDANCE

We use our call back system to ensure that parents and school personnel have a quick and accurate method of accounting for a child’s whereabouts. We would ask that if your child is going to be late or absent that you notify us in advance by phoning our secretaries at 254-0124 or leave a message on the answering machine. If your child is marked absent and we have not heard from you, we will call you.

If your child arrives late for school, he/she must report to the office **FIRST** before going to class so that the secretaries are aware that he/she is late, not absent. This will prevent unnecessary and potentially worrisome call backs.

### **Safety Policy: SIGNING YOUR CHILD OUT, and ILLNESS NOTIFICATION**

Parent(s)/Guardian(s) please go directly to the school office **to sign your child out** when coming to pick him/her up during the school day. Students will be released from school only to people on the emergency contact list for that family.

The school office should be notified in advance in writing by the parent/guardian before students leave school early or leave the grounds at lunch time. If your child is in our lunch program, he/she is not permitted to leave the grounds without specific written permission for each occasion or a blanket permission form.

If your child becomes ill at school, he/she must contact a parent before being allowed to go home. He/she will have to be picked up at school by a parent, relative or other designated adult. Should you be unable to make arrangements for a ride, your child will be driven home by one of the staff.

### **ABSENCES DUE TO FAMILY TRAVEL OR HOLIDAY**

From time to time parents are faced with the tough decision on whether or not to take their children out of school for family travel. We realize that sometimes this is unavoidable, such as when a family crisis or special event occurs. Moreover, we need to inform parents that it is not possible for teachers to construct work packages which will adequately bridge the instructional gaps which will occur as a result of these absences.

### **School Closure due to Inclement Weather**

It is very rare that school is cancelled, but occasionally buses don't run when the temperature is very cold. The divisional website at <http://www.lrsd.net> is the best resource for weather related announcements.

### **COMMUNICATION WITH THE SCHOOL**

#### **Contacting Your Child at School**

Should the need arise, please contact your child via one of the school secretaries or administrators. Explain the situation to our staff, and we will relay a message, or **in an emergency**, call the child from class. Please help us to maintain order and prevent disruptions of the learning environment by **NOT** contacting your child unless absolutely necessary, not contacting your child directly by cell phone and by **NOT** going directly to a classroom door.

#### **VISITORS**

We recognize the need and benefits of parents visiting the school, and encourage these visits. Because the security of students and staff is a matter of continuing importance, all people, other than the staff of a school, are considered visitors and are asked, upon entering the school, to report to the

office. **We have a sign-in system, and each visitor will be issued a tag that he or she must wear while in the building.**

Visits by students who are friends or relatives of students are not permitted unless arranged through administration prior to their arrival. The principal or an authorized staff member may direct a person to leave the school if causing a disturbance or interruption, or if trespassing.

## COMMUNICATING A CONCERN

### **CONCERNS? PARENTS, CALL THE TEACHER FIRST.**



At one time or another, we have all experienced a misunderstanding with someone. Did she say this? What did he mean by that? What happened?

While you probably have ways of handling a concern such as this with your family, your children or your employer, how should you handle a misunderstanding with your son's or daughter's school?

Many misunderstandings can be worked out by talking with the teacher. **Communication is the key!**

- **First, contact the school and ask to speak to the teacher involved.** If you call when the teacher is in class, the school secretary will take a message and the teacher will call you back as soon as possible.
- Explain your concerns to the teacher. Try to remain calm, as most issues can be resolved with greater ease if both parties remain cool-headed and polite.
- Be sure when stating your concern to focus on the issue. Phrases such as *"I heard that this was said"* or *"I understand that this happened"* or *"Could you tell me about what happened"* are good ways to start the dialogue.
- However, if by chance the matter is still not resolved to your satisfaction, you should tell the teacher you will contact the school administration and then phone the school principal or vice-principal.
- The principal, in conjunction with the teacher or other staff member will work towards resolving your concern. This may be done through a phone call or a meeting at the school.
- Should the matter still be unresolved at this point, you may contact the assistant superintendent responsible for that school. (Either ask the principal for the assistant superintendent's name or phone the Board Office).
- If the matter remains unresolved at this point, you may then contact the superintendent. And finally the school board for a final decision.
- At all stages from teacher to the school board, you are requested to tell each level that you are not satisfied and are going up to the next level.

## LUNCH INFORMATION

The Louis Riel School Division governs all lunch programs through administrative guidelines. The safety of students is a paramount consideration. We aim to provide an excellent ratio of adult supervision for our children. The lunch students are supervised by paid supervisors in the school as they eat, and outside after lunch. The Burland model also fosters leadership and work experience for our senior students, who work with our adult supervisors and the children in the lunch program.

If your child is over age 12 and has your permission to go home for lunch when you are not home, or to go to a friend's home for lunch, or to go to a restaurant for lunch, please complete our permission form and return to the office for our files. Otherwise we will be calling to check on your child's whereabouts if he/she is not in the lunch room.

It is our intent to continue with the user-paid program, endorsed by the Samuel Burland Parents Association. The cost to parents is \$1.50 per day per child, or \$15.00 per month per child, \$30.00 for two children and a maximum charge of \$38.00 per month per family. Tax receipts will be generated and uploaded to the Parent Portal for this child care expense in February and June. Students staying more than ten days a month are asked to send post-dated cheques to cover the three terms. Cheques should be made payable to Samuel Burland School and dated the first day of each term. These cheques should be sent to the school by the **END OF THE FIRST WEEK OF SCHOOL**. Should there be a move or any other reason why the children do not stay, cheques will be returned or refunds made for partial months by refunding the difference between the monthly rate and the daily rate. Parents who will be sending children every now and again, or on just certain days of the week are asked to either send \$1.50 each day their child is to stay, or for convenience pre-purchase lunch tickets.

	Single Child Rate	Two Children Rate	Family Rate
Yearly	\$150.00	\$300.00	\$380.00
Term 1-Sept-Dec	\$60.00	\$120.00	\$152.00
Term 2-Jan-Mar	\$45.00	\$90.00	\$114.00
Term 3-April-June	\$45.00	\$90.00	\$114.00

Provisions for Students in Special Circumstances:

Students who access intramural activity and stay for lunch pay the casual fee as they need to be supervised while they eat. Funded students who are supervised by an EA do not pay lunch fees, but funded students who are not "covered" by an EA at lunchtime do need to be supervised, and will need to pay the applicable fee. Families who need assistance regarding lunch fees are asked to contact Mr. Cathers or Mr. Cowie, as accommodations can be arranged.

Lunch Fees for Student Lunch Supervisors: As per LRSD policy, please note that ALL students who stay for lunch, even those working as paid supervisory helpers, are to pay lunch fees.

*"Given that **all** students are under the supervision of adults, regardless of volunteer roles in which they may participate, the following should apply:*

- *All students are assessed the basic per-student lunch fee that applies in the school*
- *Exemptions occur only if parents disclose financial constraints to the school's Principal*
- *Therefore, students whose parents supervise at lunch should also pay the fee (again with the exception of those who disclose financial constraints)"*

Parents and students should note that staying for lunch at school is a privilege. Students whose behavior is unsatisfactory will be in jeopardy of being suspended from the program. The school will contact you if your child breaks the rules, so that you can assist us in reinforcing civilized behaviour.

**If your child goes home for lunch, they are not to return back to the school grounds prior to 12:35.**

There are children in our school who have severe allergies to some foods. Exposure to even a tiny amount of this item could be potentially serious and life-threatening. Anaphylaxis, the medical term for “allergic shock” or “generalized allergic reaction” can be rapid and deadly. We can all play a role in preventing such a dangerous and frightening situation at school. Although the specific child and family must take responsibility to avoid exposure, staff, other children and their families can also help to make the school environment safer. While we cannot create an “allergen free” environment in a school setting, it is possible to reduce the risks for children who may have severe allergic reactions. Therefore, we ask for your cooperation in providing an “allergen-safe environment”:

- please check the list of ingredients on items you send to school
- **don’t send items containing peanut butter, other nut butters, nuts, fish or seafood.**
- discourage your child from sharing lunch or snack foods at school
- teach your child(ren) to respect this very serious situation

We realize that this may be an inconvenience for you, but please know how important your cooperation is. No doubt you would expect the same consideration should your child have an urgent health care need.

### SCHOOL CANTEEN

Our canteen sells a variety of foods designed to supplement lunches. These will be available to all students from 11:45 - 12:05 P.M.

### MILK OR LUNCH TICKETS

Once again, we will be selling milk and lunch tickets. The advantages are that students and parents do not have to find change each morning for milk or lunch fees, and the handling of money is cut down. Also, parents know their child is having milk and not some other products available at the canteen. Parents interested in purchasing tickets can send a note or fill out the form attached in APPENDIX B, and return it to the school. Additional tickets may be picked up at the office. Money and order forms should be sealed in an envelope marked MILK or LUNCH and given by your child to his/her teacher.

### TRAFFIC AND PARKING

#### STAFF PARKING LOT

**The staff parking lot is for use by staff members only.** Even though a space may be vacant during the day, this spot has been assigned to, and is being paid for, by a staff member who may have had to be out of the building for a few minutes, or who may work part time. Although we have one visitor parking space, it’s reserved for our substitute staff, volunteers or guests. As well, please do not use the staff lot to drop off and/or pick up your children. This compromises safety. **In short, PLEASE DO NOT ENTER OR PARK IN THE STAFF LOT. Thank you for your cooperation.**

#### BUS LOOP/DAY CARE DROP OFF ZONE/ LOADING ZONE on Burland Avenue

For the safety of our children, the cooperation of all parents is requested in complying with The City of Winnipeg regulations. The police do monitor the situation and will ticket drivers ignoring the traffic control signs or ignoring or impeding our student patrols.

1. **NO VEHICLES OTHER THAN BUSES ARE ALLOWED TO USE THE BUS LOOP BETWEEN 8:30 am AND 4:30 pm.** Our school buses will not enter the bus loop when cars



are parked in the loop. Therefore, it is imperative that cars not enter the loop at the above mentioned times.

2. Please do not infringe upon the safety zone marked by the orange cones. Drop off are to be done outside of this zone (marked by traffic cones before the bus loop entrance and beyond the exit). **No U-turns on Burland in front of the school, at the bus loop entrance or exit are allowed**, as this endangers our patrols and students crossing the street.
3. Do not stop in the no-parking/no stopping/loading zone lanes and leave your vehicle. Even if your vehicle is left running or you are just walking your child to the door, you are considered parked, and may be ticketed.
4. Please avoid idling your vehicle if stopped along Burland Avenue. Be environmentally aware!
5. The only vehicles allowed to use the Day Care Zone (located in the staff parking lot) are those driven by Day Care parents or staff. No others are allowed in that area
6. We also request parents to observe the "Handicap parking spot" which is reserved. **Only valid permit holders are allowed to use this spot**. Stopping to let your child off in this area is not permitted.

## STUDENT PEDESTRIAN SAFETY

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We have two pedestrian crosswalks on Burland Avenue to serve students living north of Burland Avenue - one at Pately Crescent and the other at Healy Crescent.

Parents living north of Burland Avenue are asked to advise their children to use the handiest of these crosswalks and to cooperate fully with the patrols whose job it is to ensure they cross the street safely. Parents are also asked to set a good example by using the crosswalks when accompanying their children to school; jaywalking is dangerous, even for adults!

## Community Relations

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The Samuel Burland Parent Association meets monthly. During the year, this very important organization supports numerous fundraisers and special events designed to enrich school life at Burland. Please support the SBPA by attending a meeting and adding your voice to the discussion.

There are numerous opportunities during the school year for parents to attend school events. We encourage parents to attend our assemblies and special events. We also encourage parents to volunteer in classrooms and to assist with clubs and activities.

## THE SAMUEL BURLAND PARENTS' ASSOCIATION

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Welcome back. We are very excited about this year's potential parent-led activity at Samuel Burland School. We have many ideas to bring community and enrichment to your children's lives but we need you to make this happen. We promise we will not ask you to do something that will not be worthwhile. SBPA Meetings consist of an update of school activities given by either the Principal or Vice-Principal and Teacher representative, financial update and committee updates. We then discuss school needs and ways we can help. Our goal is to be updated and back home in an hour and a half. These days our time is so valuable, but just a little of yours will make a large difference to your child's and many other children's school experience.

If you have ever asked yourself "What is missing at Samuel Burland?", then here is your chance to be a part of the answer. We look forward to meeting new Burland parents and renewing friendships at the next Samuel Burland Parent Association meetings. The culture of Samuel Burland School is built

upon collegial partnerships between home and school, and this healthy culture is greatly enhanced by the dedication and hard work of our Parents' Association.

### **VOLUNTEER OPPORTUNITIES**

We have always had significant numbers of volunteers in our school. We welcome this tangible support and the commitment to education and to our children it represents. Parent volunteers can make arrangements with classroom teachers. We have special programs like the Paired Reading program that we recruit for.

### **PRIVATE HOME CHILD CARE**

A list of licensed childcare facilities can be accessed at [www.gov.mb.ca/childcare](http://www.gov.mb.ca/childcare).

## **Samuel Burland School Code of Conduct**

Samuel Burland School nurtures an environment where effective teaching and learning can occur, and where everyone feels safe and valued. Our "words to live by" are, "Burland CARES". It is our mission to promote growth and development which will empower students to live by our shared beliefs: Citizenship, Attitude, Respect and Responsibility, Empathy and Safety. Thus, it is expected that all students will conduct themselves appropriately at school as well as in the larger community.

### ***We Believe That...***

Effective teaching and learning occurs best in a healthy school climate. Teachers and other adults have an ongoing responsibility to prepare students for their role as citizens, and to model these attributes in their daily interactions with students.

A strong partnership between the school and the home allows us to share responsibility for teaching children and reinforcing appropriate conduct.

Students and staff need to demonstrate Burland CARES.

The Code of Conduct is a guide for students to follow. Rules and procedures may change if necessary during the course of the school year. Students must

- behave responsibly, and in a respectful manner
- show concern for and tolerance for others
- comply with the Code of Conduct.

All actions must be safe not only for the individual, but they may not put others at risk.

Our expectations at Samuel Burland School revolve around the strong beliefs summarized in our school code:

**Burland CARES.  
Citizenship, Attitude, Respect and Responsibility, Empathy, Safety**

**When mistakes are made, we expect:**

- learning from mistakes
- acquiring different behaviors and strategies
- making better choices next time
- making amends

Students are expected to:

- Demonstrate respect for the rights, roles and responsibilities of other students and staff
- Demonstrate respect for the school and the property of others
- Adhere to school policies respecting appropriate use of electronic mail and the Internet, including the prohibition of materials that the school has determined to be objectionable
- Attend school regularly
- Arrive on time for school
- Follow guidelines for appropriate school attire
- Ensure that all assignments and tests demonstrate academic honesty

School staff plays a critical role by modeling respect for and support of the above expectations.

Staff will intervene when students:

1. Use profanity (including language and/or gestures)
2. Are disrespectful
3. Do not maintain academic integrity – engage in plagiarism, cheating etc.
4. Utter threats
5. Are disruptive and interfere with the learning of others
6. Fail to complete their class work or homework
7. Use technology inappropriately

Students are referred to administration when the following occurs:

1. Fighting
2. Serious physical harm to and/or assault on an employee or another student.
3. Weapons on the school grounds (including school buses and bus stops)
4. Serious damage to property. This includes fires that are set on school property.
5. Chronic behaviour problems
6. Stealing
7. Threats to staff members and/or other students.
8. Leaving class or school without permission.

The following must be noted as stipulations that will result in immediate referral to the administration, as outlined in the Public Schools Act:

- Bullying, or abusing physically, sexually or psychologically (orally, in writing or otherwise) any person is unacceptable
- Discriminating unreasonably on the basis of any characteristic set out in subsection 9(2) of The Human Rights Code is unacceptable
- Using, possessing or being under the influence of alcohol or illicit drugs at school is unacceptable
- Gang involvement will not be tolerated on school sites
- Possessing a weapon, as “weapon” is defined in section 2 of the Criminal Code (Canada), will not be tolerated on school sites

Interventions, including disciplinary consequences for violating the Code of Conduct, in all situations are intended to preserve the dignity and self-worth of all involved in the disciplinary action. Interventions/consequences may include:

- Counseling

- Formal conference
- Temporary withdrawal from the classroom
- Parental involvement
- Removal of privileges
- Detention
- Restitution
- Clinician referral
- Performance contract
- Police involvement
- In-School Suspension
- Out-of-School Suspension

## SMOKING

Louis Riel School Division has a smoke-free workplace policy. There is no smoking within the building or anywhere on the school grounds. This applies to students, staff, parents, and community members.

## SAMUEL BURLAND EMERGENCY RESPONSE PLAN

Our Emergency Response Plan is meant to ensure that Samuel Burland School is a safe school. Our objective is to be proactive in developing procedures, to be prepared should an emergency arise, and to have established lines of communication. Samuel Burland School Administration will ensure that:

- Emergency Plan is prepared and distributed to staff
- Drills are performed
- There is a process in place for accounting for all students in an emergency
- Classroom teachers, office staff, custodians, students all know their roles and responsibilities in emergencies

## EVACUATIONS

If the school has to be evacuated due to an emergency, students will be escorted to École George McDowell. The outside doors will be locked and a sign put in the window of the main door stating:

<p style="text-align: center;">Samuel Burland School has been evacuated. DO NOT ENTER Students may be picked up at École George McDowell 366 Paddington Rd.</p>
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## Information for students

### GENERAL EXPECTATIONS AND RESPONSIBILITIES OF BURLAND STUDENTS

Samuel Burland is your school, and, like each student here, you have rights and obligations. You share the school with other students who have the same goals as you do – to do as well as possible

academically, to build friendships, and to participate in and enjoy the many activities the school offers. These goals can be achieved when all students do their very best to be good citizens.

### **RESPECT FOR SELF**

Self-respect is shown by doing your best and behaving ethically. Self-respect means being responsible, polite, hard-working.

### **RESPECT FOR OTHERS**

You share this school with many others, so be a good citizen. You are expected to help our community function effectively by treating both your fellow students and all staff members with courtesy and respect. Have a positive attitude and use appropriate language. Being uncooperative with a teacher, instructional assistant, custodian, secretary or peers is not acceptable.

### **RESPECT FOR PROPERTY**

This school and its contents have been provided by the taxpayers of Louis Riel School Division and Manitoba for us all. We take great pride in the excellence of our facilities and in the hard work of our custodial staff, but they cannot maintain this place alone. You are expected to treat the building and its contents with care. Do your part to make sure that the building and the grounds remain clean and tidy. This includes cleaning up after yourself! You are also responsible for caring for and returning all learning materials which are loaned to you by the school.

### **CLASSROOM OBLIGATIONS**

Your classroom obligations are straightforward. You are at school to learn and thus are expected to attend all your classes, to arrive on time, to bring all necessary materials and to be ready for work. Be an active class participant: ask questions. Come to class with a positive attitude, and ensure that your behaviour is helpful to the learning process.

### **OUT-OF-CLASS OBLIGATIONS**

Whether you are enjoying free time, are on a field trip, doing a research project, or participating in an athletic event, you are a representative of Samuel Burland School and of the Louis Riel School Division. Represent us well!

### **SCHOOL BUS BEHAVIOUR**

Safety is the first priority! Students must sit in their assigned seats and face forward. The bus driver's instructions are to be followed. Any misbehaviour will be reported to the school, and then to the parents. Disciplinary action may follow, including withdrawal of bus privileges.

### **DRESS CODE FOR STUDENTS AT SAMUEL BURLAND SCHOOL**

In terms of dress we believe that:

- Dress within limits, is a matter of personal taste which the school should respect;
- Dress does communicate some messages about both individual and the school;
- Dress can both reflect a school's culture and values and affect a school's culture and values;
- Dress should observe and respect the formality of the school setting;
- It is important to maintain some basic standards so that dress is not offensive to the sensitivities of others and so that dress practices do not develop which would reflect or affect our culture in negative ways in the view of the staff and community.

As a result of those beliefs, Samuel Burland School requires that it's students and staff:

1. Wear clothing free from offensive words and messages;

2. Ensure that the following are covered at all times: buttocks, chest, stomach, sides (torso) and undergarments;
3. Do not wear hats in the school except for special school sponsored events;

Students who do not follow the dress code may be asked to not wear the offending piece of clothing again, may be asked to cover offensive words/messages and parents may be called to assist. We ask parents to support and reinforce the dress code.

### TEXTS AND LIBRARY BOOKS

Students are asked to take special care of the texts and library books loaned to them by the School Division. We expect a certain amount of depreciation, but excessive wear or loss will have to be paid for by the students.

### COMPUTERS AND THE INTERNET

Students are welcome to use the school computers and wi-fi with permission, once they and their parents have completed the LRSD Acceptable Use document.

### SCHOOL LOCKERS

Lockers are the property of the school and **must remain locked**. Students are responsible for the condition and contents of their lockers. While lockers appear secure we don't recommend storing cash, electronics or other valuables. Don't share your combination with other students.

The school reserves the right to search lockers at any time it is felt such a measure is necessary for the safety and security. All Grade 7 and 8 students must provide their own locks, but must provide the combination code to the school.

### BICYCLES AT SCHOOL

For those bringing bikes, we ask that you keep your bike locked to the bike rack when you are in school. It should be noted that we have had bikes stolen from the school. Although this happens infrequently, bicycle security is the responsibility of the student. Students who ride bikes to school **MUST** wear a helmet. For safety reasons students are reminded to "walk" their bikes on school property.

### SKATEBOARDS, ROLLER BLADES AND SCOOTERS

Skateboards, roller blades, and scooters can be used to travel to school but can't be used at recess or in the school building. Skateboards and roller blades must be stored in lockers and scooters should be locked to the bike racks.

### ELECTRONIC DEVICES AT SCHOOL (PHONES, I-PODS, TABLETS, ETC.)

Individual teachers will explain classroom expectations for electronic devices. Students are reminded that phone conversations or text messaging with friends must be conducted outside of class time. As well, with the cell phones' photo, text and internet capabilities, there are serious privacy, security and cheating concerns. **Devices used inappropriately will be confiscated and returned at the end of the day or to a parent.**

If you need to call home, come to the office.

### PERSONAL BELONGINGS AT SCHOOL

Students and parents are asked to ensure all personal belongings brought to school are labeled with the owner's name. This will go a long way to ensuring that any lost items will be returned to their

owner. Students are discouraged from bringing expensive toys or valuables to school. All Band students are advised to store their instruments **in** the Band Room. **We are not responsible for lost or stolen items!**

Students' belongings are generally safe at school, but unfortunately, thefts do happen. Students are reminded to leave special valuables, jewelry, and money at home or in the care of a teacher. Keep an eye on your purse, do not leave valuables in the change room during Phys Ed, do not leave your locker unlocked, do not leave projects or textbooks lying around classrooms or hallways. **We cannot be responsible for replacing stolen items.**

### **STUDENT SERVICES PROGRAM**

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While the majority of students receive their educational programming in the classroom, a continuum of services is available at the school and divisional level in order to meet the wide range of needs presented by all students. The Student Services team at Samuel Burland School collectively aims to offer the skills and knowledge to meet the needs of our population. We also have available the services of the Clinical Services Unit which include: psychology, social work and speech and language clinicians.

### **BAND PROGRAM**

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All grade 7 & 8 students participate in the Band program. Students must provide the instrument that they play in this course. Although most students play an instrument that they own or rent from a music store, some of the larger instruments are available for rental from the school division. The band teacher will provide information and advice about instruments.

### **PRACTICAL ARTS PROGRAM for Grade 7- 8 students**

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Students in grades 7 & 8 attend Highbury School for Practical Arts. Start and dismissal times for students attending Human Ecology and Industrial Arts classes have been adjusted to allow for travel and home school programming. Morning sessions are 8:45 – 11:22 and afternoon are 12:45 – 3:22.

**(Grade 7 students attend on Day 5 – a.m.; Grade 8 students attend on Day 2 a.m.)**

Students are expected to arrive **5 minutes before class** in order to be ready to start on time. Students are not to arrive earlier than that. If your child is going to be absent from their Practical Arts classes, please contact the office at Samuel Burland, as we are responsible for tracking down any absent students.

**When Burland's classes have been cancelled due to a Burland School – Based In-Service or Administration Days, students are expected to be in attendance at their Practical Arts classes as usual. Cancellations of Practical Arts classes only occur when the host school has a school-based PD event.**

## EXTRA CURRICULAR PROGRAM

The school offers a wide variety of extra and co-curricular opportunities for students. These vary from year to year, depending on the resources available at the school. As always, we welcome parent ideas and volunteerism to enrich the education of our students.

In athletics, we welcome parent involvement and occasionally need some assistance with coaching. If you have any experience in any of the school sports and would like to develop coaching as a community service, please call or see Mr. Messejnikov in our Physical Education Department at 204-254-0124.

## MEDICALERT'S NO CHILD WITHOUT PROGRAM IS AT OUR SCHOOL

**no child without**<sup>®</sup>  
Canadian MedicAlert<sup>®</sup> Foundation

The **No Child Without** program offers a free MedicAlert membership to students who attend our school and are between the ages of 4 and 14. If your child has a medical condition, allergy or is required to take medication on a regular basis then you should consider a MedicAlert membership through this program. MedicAlert is your child's voice in an emergency,

MedicAlert membership;

- Enables first responders to quickly obtain up to date medical information by means of the child's Electronic Health Record through the 24 Hour Emergency Hotline
- Communicates with the parent or emergency contact upon activation of the Hotline

For further information come to the office for a brochure or go to [www.nochildwithout.ca](http://www.nochildwithout.ca). To register your child you will need a **No Child Without** brochure from the office. If your child is already part of the **No Child Without** program and there have been changes to their medical condition, medications or emergency contact information, call MedicAlert at 1-866-679-3220 to update your child's file

### Picture Day is Coming!

Mark your Calendar for our School Picture Day on  
**Thursday, October 24th**

Picture Day information forms will be sent home with all students.

Please review the information form and send it back with your child on Picture Day. All students will be photographed for school service products. Proofs will be sent home for you to preview the images before you buy!

For Tips on preparing for photo day visit [lifetouch.ca](http://lifetouch.ca)  
Questions call Lifetouch at 1-866-457-8212 or email: [guestservices@lifetouch.ca](mailto:guestservices@lifetouch.ca)





## APPENDICES

### **MILK/LUNCH TICKETS ORDER FORM (optional)**

Additional tickets may be picked up at the office. Money and order forms should be sealed in an envelope marked MILK/LUNCH and brought by your child and given to his/her teacher.

Name of Student \_\_\_\_\_ Grade/Teacher \_\_\_\_\_

Please find enclosed:

\$17.00 for 20 **WHITE MILK** tickets  \$17.00 for 20 **CHOCOLATE MILK TICKETS**

\$15.00 FOR 10 LUNCH TICKETS

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