École Julie-Riel

School Handbook 2023-2024



Principal : Lyette Carrière

Vice-Principal : Carole Bonin

316 Ashworth Street

Winnipeg, Manitoba R2N 2L7

Telephone : (204) 253-2363 Fax : (204) 253-6120

At École Julie-Riel, we are committed to living and learning in French on Treaty 1 Territory, the traditional land of the Anishinaabe Ojibwe, Dakota, Ininewak, Cree and Métis Nations.

**MISSION STATEMENT**

Our mission is to create an atmosphere that enables children to become bilingual, respectful, and responsible citizens while providing them with opportunities to discover their strengths as learners.

TABLE OF CONTENTS

Julie-Riel Staff 2023-2024 5

The French Immersion Program… 6

Language Policy… 6

School Catchment Area 7

School Office Hours..................................................................................................................................8

School Hours 8

Call Back System 8

Early Pickup of Students 9

Sharing Information About Your Child 9

Student Injuries 10

Emergency Contact 10

Volunteers 10

Arrivals and Dismissals 10

Designated Doors 11

Staying in at Recess 11

Dressing for recess (in all weather)…………………………………………………………………………………………………...12

Staff Parking Lot & Bus Loop 12

Bus Procedures - on the Bus 13

Bus Procedures - at School ………………………………….…………………………………….………………………………….…13

Field Trips 14

Student Progress Reports 14

Dress Code… 14

Hats and Footwear 15

Prohibited Items.....................................................................................................................................15

## School Cancellation Due to Inclement Weather 15

Wind Chill 16

Bus Cancellation… 16

Before and After School Program 17

Behaviour Management Plan 17

Lunch Program 17

Lunch Hour Protocol 18

Technology 19

Acceptable Use Agreement 19

Library Program 19

Physical Education 20

Music… 20

Student Services 21

Counselling Services 21

Clinical Services Unit….………………………………………………………………………...…...……………………………………..21

Occupational Therapy… 21

Medication 22

# Peanut / Nut Safe School…………………………………………………………………………………………………………. 23

# Smoke Free School………………………………………………………………………………………………………………….. 23

# Personal Belongings…………………………………………………………………………………………………………………. 23

Electronic Devices………………………………………………………………………….………………………………………………….23

Cell Phones……………………………………………………………………..………………………………………………………………..24

Lockers 24

Lost and Damaged Materials 24

Lost and Found Items 24

Bicycles 24

Roller Blades, Skateboards, and Scooters 25

Kids in the Know Program 26

Student School Agenda 26

How to Handle Concerns 26

Appendix 1a Code of Conduct… 28

Appendix 1b Code of Conduct / Expectations… 30

## École Julie-Riel School Calendar 31

Louis Riel School Division 2023-2024 School Calendar………………………………………………………………………32

**ÉCOLE JULIE-RIEL STAFF 2023-2024**

|  |  |  |
| --- | --- | --- |
| **Grade** | **# CLASS** | **Teachers** |
| Kindergarten | 5  4  5 | K AM Sarah Springett  K AM2 Jordynn Nimchonok  K PM Sarah Springett |
| 1e | 2  3  1 | Céline Lambert  Samantha Gevers  Zoubida Baba Aissa |
| 2e  2e  2e | 9  11  10 | Denise de Rocquigny-King  Melody Gomercic  Julie Biljardt |
| 3e  3e | 12  13 | Céline Johnson  Joni Tesoro |
| 4e / 5e | 15  16  18  17 | Dalmie Doerksen / Joël Vandale  Fabrice Siaux  Faith Loewen / Ashley Séguin  Fiona Cook |
| 4e IM | 21 | Mona Ibrahim |
| 5e IM | 22 | Kimberley Peters |
| 6e IM | 14 | Stéphanie Gagnon |
|  | | |
| Music | Judith Jardines-Lopez | |
| Phys Ed | Danika Giguère  Nicole Schell (2,4,6) | |
| Student Services | Karlene Fontaine  Lindsey Gendreau | |
| Principal  Vice-Principal | Lyette Carrière  Carole Bonin | |
| Admin Secretary  Secretary | Diane Balkissoon  Omo Atiku | |
| Teacher-Librarian  Library Tech | Derek Acorn (2,4,6)  Nicolette Nuytten | |
| Educational Assistants | Michèle Samborski Margot Lacroix  Pascal Fillion Tiara Tomlin-Spence Emily Perrier | |
| Family Center | Coleen Oman  Carine Coréa | |
| Caretaking Staff | Paul McNair (day)  Gil Durack (evening) | |
| Lunch Supervisors | Bob Fleury, Tahmina Hoque, Rizwana Rahman | |

**THE FRENCH IMMERSION PROGRAM**

Two French Immersion programs exist in our school.

Early French Immersion begins in Kindergarten or Grade 1 and is characterized by full-day French instruction. The introduction of English Language Arts is in Grade 2.

A second entry point for French Immersion is the middle Immersion Program, which begins in Grade 4. This program offers full-day French instruction in the classroom for Grade 4. English is introduced in Grade 5. After Grade 6, Middle Immersion students are integrated with the Early Immersion students to continue their studies to the end of secondary school. Designated school pathways have been developed to ensure that students have a continuation of programming from the Grade 4 entry to the end of secondary school.

### LANGUAGE POLICY

At École Julie-Riel, students are expected to make a commitment to learning and using the French Language. Parent / Guardian support is crucial in helping your child or children develop their French language skills.

Expectations for students:

* Students are expected to speak in French to all staff inside the school and on the playground.
* Students are expected to speak to each other in French during all classes which are taught in French.
* Students are expected to speak to each other in French during transitions in the hallway, or when entering the school from recess or lunch.
* Students are expected to speak to each other in French during all class outings, during clubs, or intramural activities.

**SCHOOL CATCHMENT AREA**

Each school has a designated catchment (attendance) area. Each student’s resident address (the address of either their parent(s) or guardian(s) in the Division) determines which Kindergarten to Grade 12, English or French Immersion School, the student shall attend.

**The address of a day care nursery, pre-school facility, babysitter, or other childcare provider, does not determine which school the student may attend.**

Parent(s) / Guardian(s) can apply to attend a school outside of their designated catchment area (as determined by their resident address) by completing a School of Choice (within division) Transfer Application. Completion of this request is no guarantee that a placement in the requested school will be accepted. Placement to a school other than the student’s designated school is subject to availability of space and the necessary program and staff resources at the chosen school, as determined by the Principal. As well, the Manitoba Education specifies that there is a priority of admission to schools as follows:

* students designated to attend that school (living in the catchment area)
* other students residing in the school division
* students from schools outside the school division

Staffing and resource allocations to schools are based on projected enrollments for each school, including those students who might move into the catchment area over the summer.

Until the Principal has a firm idea about his / her catchment area student numbers, they cannot accept out of catchment School of Choice (out-of-division) transfer Application. Thus, a School of Choice (within division) Transfer Application may not be approved or denied until school opens in August. Parent(s) / Guardian(s) making a School of Choice (within division) request may have their request placed on a waiting list by the school.

The Louis Riel School Division sincerely regrets that not all requests for transfers can be approved. The reality of the population demographics in south St. Vital is such that many of our schools are at capacity and there is little room to accept out of catchment students. Please note the following:

* parents should consult the school’s administration prior to relocating to a different catchment area
* policies regarding School of Choice (within division) requests may be made on a yearly basis by the LRSD
* students attending a school through a School of Choice (within division) are not entitled to school bus transportation. (However, parents may apply to the LRSD Transportation Department to purchase a seat on a regular bus route, space providing.)

### SCHOOL OFFICE HOURS

Our school office hours are from 8:00 a.m. to 4:00 p.m. Please leave a message with the office if you need to get in touch with teachers or students.

#### SCHOOL HOURS

8:27 a.m. First bell

Students enter school

8:37 a.m. National anthem and announcements

8:40 a.m. Classes begin

10:10 - 10:25 a.m. Recess (Gr. 1-6)

11:25 - 12:20 p.m. Lunch period (Gr. 1-6)

1:55 - 2:10 p.m. Recess (Gr. 1-6)

3:10 p.m. Dismissal

### CALL BACK SYSTEM

If your child will be absent or late for school, please call the office at 253-2363 or email us to inform us. If you call before 8:00 a.m. or after 4:00 p.m., leave a message on our answering machine. **Every absence must be justified by a parent or guardian.** We must be able to respond immediately if a child has not arrived at school, therefore your call is very important. If your child arrives late for school, he / she must report to the office for a late slip before entering class.

#### EARLY PICK UP OF STUDENTS

Occasionally parents must pick up their children prior to our regular dismissal times. We ask that you please let the teacher and office know and parents can pick up their child **at the office**.

**SHARING INFORMATION ABOUT YOUR CHILD**

All student information the school possesses stays within the school division. It is not available to other agencies without your permission, and this includes email addresses.Both parents have equal rights to information about a child unless there is a court order restraining one parent. A copy of this court order must be given to the school so that we may comply with this legal document.

#### STUDENT INJURIES

Students sent to the office with headaches, stomach cramps, etc., will stay there for a short time. Afterwards, the child will return to the classroom if he / she feels better, or we will telephone the parent to pick up the child.

You will be notified promptly of any serious injury (sprains, breaks, concussions, etc.) which might require medical attention. If any injury warrants hospitalization, we will make every effort to call you or your emergency contact for prior approval. If you are unavailable, we will call an ambulance on your behalf. You are reminded that hospitals require parental consent when treating a child.

#### EMERGENCY CONTACT

Please ensure that your Manitoba Medical Numbers are on the student information form, as well as an up-to-date list of phone numbers where we can reach you, and the name and number of someone to contact in case of an emergency in your absence.

**VOLUNTEERS**

École Julie-Riel strongly supports the role of our volunteers. We ask that you please sign in at the office. In this way, everyone will be able to identify you in the school and welcome you to help with our students.

#### ARRIVALS AND DISMISSALS

Students are expected to promptly report to their classroom at 8:27 a.m. Students enter through their designated entrance when the bell rings at 8:27 a.m. In case of inclement weather, a sign will be placed on the windows and students can enter their respective entrances and wait there for their teacher until the 8:27 bell. Supervision is provided at the front and back doors starting at 8:10. At dismissal time, students are expected to leave the school grounds immediately to walk home or take the bus unless an activity has been organized for them at school.

### DESIGNATED DOORS

To ensure the safety of our students there is a need for a plan for orderly movement of students through the school, particularly at dismissal times when all are attempting to leave at once. Parents are asked to meet their children at their designated doors and to wait outside.

All exterior doors will always remain locked. Visitors wishing to enter the building will need to use the main entrance only and ring the bell or call the number that is indicated. Someone will meet you at the door. Should someone be picking up a child, the office staff will call the classroom to inform the teacher. Volunteers will need to sign in, obtain and wear a “Parent Volunteer” sticker while in the building.

To enable our students to gain entrance to the building to use the washroom, water fountain or obtain help at the office, one school yard exterior door will be unlocked during the three recesses. At other times, it too will remain locked.

Parents who pick up their children are asked to wait outside at the respective door if the weather permits. During inclement weather, you may enter through the main entrance at 3:05 p.m. in order to minimize classroom interruptions.

We feel these measures will provide you, your children, and our staff with an increased sense of security. We thank you for your cooperation.

Therefore,

* If you are picking up one child at the school, please wait outside at the appropriate door
* If you are picking up more than one child, please determine an appropriate place for these children to gather and meet you
* Please remind your children that they should come to the office if for any reason you are not where you said you would be at dismissal time. We will ensure their safety until we can reach you.

### STAYING IN AT RECESS

It is very important for children to spend time outside each day and play and relax to better concentrate in class. Students who are not feeling well will be allowed to stay in from recess for one day, **provided they have a note**. They will be sent to the office during recess. It is not possible to keep them inside for any longer than this since we do not have the resources to supervise your children on a long-term basis.

### DRESSING FOR RECESS (in all weather)

Please ensure your child has the appropriate clothing and footwear for the weather as we go outside in sun, rain, or snow.

A change of clothing, especially socks and pants, is important to include. Extra mittens or gloves in the winter is also appreciated.

#### STAFF PARKING LOT & BUS LOOP

For reasons of safety, it is imperative that motorists **NOT ENTER** the bus loop and staff parking lot to drop off or pick up children.

The following are the guidelines / laws:

* vehicles are strictly prohibited in the bus loop between 7:50 a.m. and 3:45 p.m.
* vehicles are not to stop near the entrance and the exit of the bus loop
* the staff parking lot is reserved exclusively for staff vehicles only
* you must be the holder of a Handicap Permit to use the parking spot reserved for those people who require special access
* we recommend you drop your children off on Nova Vista (North side); it is monitored by student / adult patrols, it is a few minutes to walk to / from school, and students may exit on the boulevard side of the car
* please DO NOT park your vehicle in the back lane as this creates problems with our neighbors

Please help us keep your children safe.

#### 

#### BUS PROCEDURES

#### On the Bus

First Bus Canada provides bus service to all eligible schools in the Louis Riel School Division. In collaboration with First Bus Canada, the LRSD has recommended a uniform approach to bus safety rules and in dealing with bus misconducts.

Bus Misconduct Reports

* 1st report: school administration speaks with student, further consequences may be applied, depending upon the situation
* 2nd report: school administration meets with the student to discuss the matter in detail with further consequences applied, depending upon the situation; parents contacted.
* 3rd report: student may be suspended from using the school bus for 1 to 5 days and an alternate means of transportation during that time becomes the parents’ responsibility
* any further misconduct reports may be cause for indefinite or permanent suspension from using school division buses
* suspension reports are sent home by mail.

**At School**

Upon arriving at school in the morning, students will:

* Disembark the bus in an orderly fashion
* Proceed to their designated entry door

At the end of the day, students will:

* Leave by their designated door at dismissal
* Walk to their bus line
* Wait and remain in line quietly
* Wait for supervisor to escort students to the bus
* Always be respectful of the bus supervisors.

### FIELD TRIPS

A field trip is a valuable way to enhance the learning experience of our children. All students are expected to participate in these field trips. From time to time, we will be asking parents to pay part of the transportation costs and admission fees for excursions. A signed permission slip is required from the parents to allow the child to participate.

**STUDENT PROGRESS REPORTS**

The Louis Riel School Division has adopted a common policy (IKAB) on student assessment, evaluation and reporting. The report aims to provide parents with clearer, more comprehensive information about their child’s progress as well as suggestions on how they can best support their child with his / her learning. This report is standardized in all the schools in the Louis Riel School Division.

There will be three formal reporting periods:

* November
* March
* June

Each report will inform parents about their child’s social development, work habits, time management and attendance profile. In the second part of the report, teachers will provide comments to describe the students’ learning progress and achievement to date and constructive suggestions for further growth and goal setting.

Students should also be assessed using a scale to describe a child’s learning based on work samples, demonstrations, and classroom observations of concepts, skills and applications required in each subject area. More information will be forthcoming throughout the year.

**DRESS CODE**

Students enjoy the freedom to express themselves through various means, clothing being one of them. Our dress code, which prohibits clothing with offensive language and messaging, helps to cultivate a safe, healthy and positive learning environment.

### HATS AND FOOTWEAR

At École Julie-Riel, hats are not worn inside the building. We ask that students and adults remove their hats as they enter the school and leave them off until they exit the building.

Shoes are to be worn at all times. We ask all our students to have two pairs of shoes at school – one pair of indoor shoes and one pair of outdoor footwear to ensure safety and cleanliness.

**PROHIBITED ITEMS**

To ensure the safety and well-being of all, students should not have the following items on school property during school hours:

* aerosol cans (i.e. deodorant, etc…)
* lighters and matches
* beverages containing high contents of caffeine (Jolt, Red Bull, etc…)
* over the counter medication (Tylenol, Advil, etc…)
* alcohol or illicit drugs
* any dangerous weapons as defined by the Criminal Code of Canada

**SCHOOL CANCELLATION DUE TO INCLEMENT WEATHER**

Early dismissals due to blizzard warnings or other emergencies are a possibility during the school year. The procedure is as follows:

If an emergency where early dismissal is necessary, announcements will be made over radio stations CBC, CJOB, CTV, and others, as well as on X (formerly known as Twitter):

* @louis\_riel\_sd
* [@transportLRSD for time-sensitive updates on transportation delays or cancellations](https://twitter.com/transportLRSD)

Bussed Students:

Students will be brought to their regular drop-off point at the time determined by the emergency.

Non-Bussed Students:

Students will be dismissed at regular school hours even if transported students are taken home early due to storm warnings.

In the event that the whole school closes early, the school will attempt to phone the parents to inform them of the early dismissal.

**Parents are encouraged to develop a plan so their child knows what to do if no one is home.**

**WIND CHILL**

The Louis Riel School Division recognizes that it is important for students to have the chance for outdoor physical activity and a chance to play. At the same time, the safety of students must be considered when dealing with inclement weather.

The Louis Riel School Division states:

“Students may be allowed outside for a maximum of 15 minutes when the wind chill reaches – 27° C. Students will not be allowed outside for lunch or recess when the wind chill reaches – 30° C. ”

**School administration will make their decisions based on the information from the Meteorological Station which is located at The Forks. That site may be accessed at** [www.**lrsd.net**](http://www.lrsd.net)

**BUS CANCELLATION**

During extremely cold weather when buses are unable to be operated safely and with assurance, bus service will be discontinued.

Wind chills of – 45° C, or greater (with wind chills according tothe information from Meteorological Station which is located at The Forks at 6:00 a.m.), will dictate cancellation of school buses within the Division.

When cancellation of school bus transportation occurs, it is for the entire day. An announcement will be made on local radio stations CBC, CJOB, CTV, and others, as well as on Twitter:

* @louis\_riel\_sd
* [@transportLRSD for time-sensitive updates on transportation delays or cancellations](https://twitter.com/transportLRSD)

**BEFORE AND AFTER SCHOOL PROGRAM**

The YM-YWCA provides quality childcare in a safe, convenient and caring environment for children in Grades 1-5 who are attending École Julie-Riel. Please call 204-256-4270 for more information.

# BEHAVIOUR MANAGEMENT PLAN

## Divisional Plan

The school division has updated its policies on student discipline. A copy of this document is available on the Divisional website.

## School Plan

The main purpose of our school code of conduct is to promote safe and appropriate behavior. Please see Appendix A at the end of this document.

**LUNCH PROGRAM**

The lunch program at École Julie-Riel is primarily designed as a service to students who are bussed to school, to those who walk a long distance or for students who have parents working. All students who stay at school for lunch are required to pay the $100.00 lunch fee. Any students who wish to participate in lunch hour activities such as chess, tutoring, etc. are required to pay the lunch fees. Students staying on an occasional basis must pay $1.00 per day.

The lunch supervisors’ salaries come from these funds. To maintain the proper number of lunch supervisors and the safety of students staying for lunch, we require your full support.

Lunch supervisors adhere to mandated safety guidelines and follow the necessary training.

**Lunch Supervision fees - Revenue Canada**

According to Revenue Canada, lunch supervision falls under Child Care and is a tax-deductible item for eligible parents.

If you require more information on this tax benefit, please call Revenue Canada, Tax Services at 984-2732. Receipts will be issued in June.

**LUNCH HOUR PROTOCOL**

Please remind your child of behavioral expectations during the lunch period.

Lunch students:

* are expected to cooperate and be respectful
* will talk quietly and remain seated while eating to prevent injuries and to promote a pleasant atmosphere
* are expected to clean up their table or desk
* have permission to use washroom facilities before or after lunch
* are asked to leave their eating area quietly and in an orderly fashion

Eating lunch at school is a privilege, not a right, and the privilege may be revoked.

Consequences for not following lunch rules:

1. Lunch supervisor will speak to child individually
2. Lunch supervisor and administration speak to child individually
3. If student continues to be disruptive, consequences may be given (i.e., eating lunch in the office)
4. Parents may be contacted if disruptive behavior persists.
5. Following these steps, if the disruptive behavior persists, a student’s lunch privileges will be revoked for a specific amount of time (to be determined) and other lunch arrangements will have to be made by the parents.

**Please Remember:**

We cannot permit students registered for the Lunch Program to leave the school grounds unless they are accompanied by a parent or a designate. We cannot accept occasional requests (notes, letters, phone calls) from parents to allow their children to leave school property.

Any student who does not stay at school for lunch should not return to school before 12:20**.** In this way, we have an accurate count of the number of students we are responsible to supervise over the lunch hour.

**TECHNOLOGY**

The students at École Julie-Riel are provided with opportunities to enhance their skills in the area of technology. To meet this challenge, teachers will provide students with relevant experiences that will enable students to become proficient learners in the accessing, processing and delivery of information with the aid of current technology. These experiences are presented through an integration of technological literacy in the regular curriculum.

### ACCEPTABLE USE AGREEMENT

Students and parents are required to sign anacceptable use agreement for the use of the Internet provided by the School Division. A copy of the signed agreement is placed in the student’s file at school.

### LIBRARY PROGRAM

The school library is an essential component of the educational process. It is an extension of the classroom and strives to develop independent learning skills and lifelong reading habits.

Students will have the opportunity to borrow or exchange books during class time. The number of items signed out by students will be determined by grade level.

All library materials are normally lent for a one-week period. It is important that the borrowed materials be handled properly and returned when due. Parents’ assistance in this matter is greatly appreciated.

If books or other materials are not returned by the due date, students will receive two notifications. If the items are still outstanding, a letter requesting payment will be mailed to the parents of the student. The money collected will be used to replace the books lost.

Any payment made by parents will be refunded if the book, magazine, etc, is returned in good condition. Library privileges will be suspended until the item(s) / or the money is received. If you have any questions, please call us at the library.

### PHYSICAL EDUCATION

The physical education program offers a wide variety of activities to promote cooperation, fitness and loco motor development.

The following regulations have been established in the organization of the program:

1. Starting in grade 4 the children are expected to dress as follows: T-shirts, shorts or gym pants and non-marking running shoes.
2. If your child is unable to participate in physical education on a particular day for medical reasons, please have him / her bring a note to that effect.
3. If he / she is unable to participate for an extended period of time, please forward a medical certificate or note from the doctor to the office.

**MUSIC**

**K-5 Program Description**

"The Louis Riel School Division strives for excellence in music education. Music is an exciting subject that develops the intellectual, creative, social and physical growth of children. Teachers encourage students to experience music in a variety of enjoyable activities. Music enhances the students' quality of life.”

The K-5 Music Program is a blend of various approaches such as Orff and is enhanced by the individual teaching styles of the music specialists. It is an active program, which uses speech, singing, playing, movement and listening to involve the whole child. These activities not only develop the students' musicianship, but also develop skills useful in other subject areas. This variety of approaches will meet the individual needs of the students and lay the foundation for music education in the junior and senior high years.

### STUDENT SERVICES

The student services team provides assistance and support to students through a consultative-collaborative approach with the classroom teacher. The team works collaboratively with teachers, parents, administrators, other clinicians (Clinical Services Unit: psychologist, social workers, occupational therapist, etc.) and most importantly, the students.

Referrals for services are generally requested by the teachers, however, they may originate from the parents or the administrators. Parents are kept informed of the developments and progress of their child once he / she is referred for services. Services may be on a consultative basis or direct intervention. In all cases, the aim is to keep the students integrated in the regular classroom and to provide programs to meet the needs of the students to enhance learning and self-esteem. This may be done individually as well as in small and large groups.

**COUNSELLING SERVICES**

The counsellor works in the school within classrooms, with small groups or on an individual basis. Students may be referred by school staff or can self-refer in order to be seen by the counsellor. Parents may also contact the counsellor at the school in order to request that their child be seen. The counselling program’s objectives are to teach students how to solve problems, make their own decisions and communicate appropriately with others. Students are taught to accept responsibility for their own behaviour and to develop acceptance and understanding for others. The counsellor can be reached at school by calling 253-2363.

### CLINICAL SERVICES UNIT

The Clinical Services Unit gives us valuable assistance through key services such as: Psychology, Social Work and Speech & Hearing. These services are free of charge to

parents.

**OCCUPATIONAL THERAPY – DEVELOPING SKILLS FOR THE JOB OF LIVING**

Our divisional Occupational Therapists (OTs) are part of the **Clinical Services Unit**, and work to support the needs of all learners in the Division’s forty schools.

While at school, children who receive OT services 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 help all children to be as successful as possible at these jobs.

As part of the Louis Riel School Division healthy child initiative called, Getting Ready to Learn, divisional OTs may collaborate with Early Years teachers regarding educational programming for all students in their classrooms. As a result, early years students may have contact with a divisional Occupational Therapist. If specific individualized needs are identified, parents will be contacted to explore further OT involvement.

Our Occupational Therapist looks forward to working with teachers and students at school.

### MEDICATION

Please be advised that we cannot administer prescription or over-the-counter medication without a parent's signature. Special forms are available at the office. All medication, including over-the-counter medication must be stored in original pharmacy containers. Students are not to carry medication with them of any kind (i.e., Tylenol, Advil, etc.).

It is very important that you notify the office if your child has a life-threatening allergy or is taking medication such as but not limited to an inhaler, EPIPEN, etc.

Thank you for your cooperation.

### PEANUT / NUT SAFE SCHOOL

There are several children attending École Julie-Riel who suffer a LIFE-THREATENING allergy to peanuts / nuts. Even exposure to a tiny amount of this item could be potentially serious and life threatening. We can all play a role in preventing such a dangerous and frightening

situation at school. Although each child and his / her family must take responsibility to avoid exposure, staff, other children and their families can also help to make the school environment safer.

École Julie-Riel has been a peanut-safe school.

We ask that you please:

* check the list of ingredients on items you send to school
* avoid sending any snacks or items containing peanuts / nuts with your child to school, including any foods cooked in peanut oil or products that “may contain nuts”
* inform your child’s teacher before giving food products to any children, other than your own, at school
* teach your children about this very serious situation

Thank you for your cooperation.

# SMOKE FREE SCHOOL

As stated in School Division Policy ADC / GBED, the Louis Riel School Division believes that it has a responsibility to provide a healthful environment for all students who attend our schools, for all employees who work in our schools, and for all volunteers and visitors to our schools.

Effective August 29, 2001, École Julie-Riel became a smoke free environment. Students, employees, and visitors are not permitted to smoke anywhere on school grounds including personal vehicles parked on school property.

The smoking ban will be strictly enforced.

**PERSONAL BELONGINGS**

We ask that personal belongings such as card collections, jewelry, toys and any other personal belonging be left at home. The school will not assume responsibility for any lost, stolen or damaged items. Laser pointers are also not permitted in the school. These items will be confiscated and returned to the owner at the staff member’s discretion.

**ELECTRONIC DEVICES**

Electronic devices such as Ipads, Ipods, Nintendo DS and any other hand-held devices are **NOT permitted in the school**. These items will be confiscated and returned to the owner at the staff member’s discretion.

**CELL PHONES**

Students must keep cell phones in their lockers or backpacks. If you must contact your child during school hours, please do so by calling the school.

Cell phones will be confiscated and returned to the owner at the staff member’s discretion.

**LOCKERS**

École Julie-Riel provides lockers for the convenience of students from grades 2 to 5. Students are not to change lockers once they have assumed responsibility for the condition of the locker, and for its contents. We recommend that they do not keep valuables and money in their locker. Students who are required to share a locker will assume equal responsibility for it and its contents.

School lockers may be subject to inspection. Searches will be conducted when the administration has reason to believe that a risk to health or safety exists.

**LOST AND DAMAGED MATERIALS**

Parents and students are reminded that damaged, lost or stolen school property requires reimbursement.

# LOST AND FOUND ITEMS

During the school year, many students misplace or forget a variety of items including shirts, pants, sweatpants, socks, mittens, boots, sweaters, etc. These items are stored in our “Lost & Found” box until it is full. At regular intervals we donate the contents, as we do not have storage facilities.

### BICYCLES

The school is unable to accept any responsibility for the safety of bicycles brought to school. Please review these bicycle safety recommendations with your child.

Students should:

* wear a helmet
* have adequate training in proper bicycle riding
* ride single
* respect all traffic rules
* have a good lock to secure the bicycle in the rack (preferably a U-lock)
* dismount and walk bicycle to rack upon arrival on school grounds
* walk bicycle to perimeter of school grounds upon leaving

The playground is an area designed for sports and activities other than cycling.

**ROLLER BLADES, SKATEBOARDS AND SCOOTERS**

A reminder that skateboards, scooters, and roller blades are not allowed on school grounds during the school day. Policy JLT states:

“The use of skateboards is prohibited…

* in school buildings; and
* on school grounds during the school day and for 15 minutes prior to and 15 minutes following the school day.”

The use of roller blades commonly referred to as in-line skates is permitted:

* on roadways designated by the City of Winnipeg as Bicycle Routes during the period when vehicular traffic is restricted to local access on said roadways; and
* on roadways in the City of Winnipeg parks, except where such use is expressly prohibited by traffic control devices”

However, street shoes with built in wheels are not allowed in the school.

### KIDS IN THE KNOW PROGRAM

Kids in the Know is a safety curriculum designed to empower children and reduce their risk of victimization. It focuses on building self-esteem through teaching critical problem-solving skills. The program uses an inclusive, community-based approach to heighten safety awareness. The core premise of the curriculum is based on key root safety strategies and environments which are reinforced and practiced throughout every grade level. Kids in the Know compliments the Manitoba Curriculum Framework of outcomes for Active Healthy Lifestyles (Manitoba, Education and Training). The curriculum has been designed to coordinate with Child Find Manitoba’s web site ([www.childfind.mb.ca](http://www.childfind.mb.ca)) and (cybertip.ca) an internet-based tip line which allow the public to report the online sexual exploitation of children in Canada. For your information safety tip sheets will be included in our monthly newsletters this year.

### STUDENT SCHOOL AGENDAS

Agendas are required for students from Grades 2 to 5 at a cost of $5. They are to be used as an organizational and planning tool and are an effective means of communicating between home and school.

**HOW TO HANDLE CONCERNS**

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 we all have ways of handling concerns such as this with our families, our children or our employers, how should you handle a misunderstanding with your son or daughter’s school?

Communication is the key.

First, contact the school and request 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. Be sure to leave the phone numbers where you can be reached during the day as well as in the evening.)

Explain your concerns to the teacher. Try to remain calm and collected, 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.

Many misunderstandings can be worked out by talking with the teacher.

However, if the matter is still not resolved to your satisfaction, you should tell the teacher you will contact the school administration and then contact the School Principal or Vice-Principal.

The Principal or Vice-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 remain 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.

Should the matter still remain unresolved, you may make an appeal to the Board of Trustees for a final decision.

At all stages, from teacher to the Board of Trustees, you are requested to tell each level that you are not satisfied and are going up to the next level.

On the other hand, if teachers and / or other staff members have done something which you applaud, why not phone them or write them a note or even send a letter to the Principal!

Appendix 1a

**École Julie-Riel Code of Conduct**

Our mission at École Julie-Riel is to create an atmosphere that enables children to become bilingual, respectful and responsible citizens while providing them with opportunities to discover their strengths as learners.

École Julie-Riel wishes to ensure that its school is a welcoming, safe and caring school community - an environment where effective teaching and learning can occur. It is expected that all students will conduct themselves appropriately at school as well as at divisional sponsored activities in the larger community.

**We Believe That…**

Effective teaching and learning occur best in a positive school climate where students interact with others kindly and respectfully.

All adults in the school bear an ongoing responsibility to prepare students for their role as citizens and to model these attributes in their daily interactions with students. Adults model friendship, caring, empathy, citizenship and respect. The partnership between the school and the home is strengthened when they share the responsibility in teaching children and reinforcing appropriate behaviour.

The goal is for students to self-regulate their own behaviour, their emotions and their choices. Our expectations revolve around three beliefs. These powerful words guide a standard of behaviour at our school

#### BE RESPECTFUL BE SAFE BE RESPONSIBLE

**To enjoy maximum success, students:**

* respect the rights, roles and responsibilities of all in our learning community
* respect their school and the property of others
* respect school and divisional policies to be good digital citizens
* attend school regularly and on time
* commit to doing their best work every day

Staff will offer support and redirect choices and behaviours when students:

1. Use inappropriate language or gestures
2. Are disrespectful of others’ rights, values and identity
3. Are dishonest in their words or their work
4. Utter threats
5. Are disruptive and interfere with the learning of others
6. Do not demonstrate their learning to the best of their ability

Administration will intervene in a variety of ways when behaviours involve physical fighting, physical or sexual assaults on other students or staff, bullying, discrimination, the use of weapons or drugs, damage to property, theft, gang involvement, leaving the classroom without permission or chronic behaviour problems.

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 process. Interventions / consequences may include:

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

**École Julie-Riel** **Code of Conduct** / **Expectations**

Students at École Julie-Riel make a personal commitment to speak French.

**Class**

* I arrive on time and enter in a pleasant quiet manner.
* I bring materials to class and get ready for learning.
* I follow classroom rules.
* I listen, work and ask for assistance.
* I move quickly and quietly to the new activity.
* I take material home, complete and bring homework back.

**Hallways**

* I walk quietly on the right.
* I keep my hands and feet to myself.

**Assemblies** / **Concerts**

* I enter quietly and take my place.
* I am a respectful spectator by remaining seated and listening.
* I participate appropriately (singing, applauding with my hands).
* After the assembly I exit quietly with my group.

**Lunchroom**

* I respect and listen to the directions of the supervisors.
* I remain seated to eat my lunch.
* I keep my hands and feet to myself.
* I leave my place clean.
* I place my litter in the garbage.

**Washrooms**

* I use the facilities.
* I wash my hands with soap and water.
* I leave the area clean.

**Library**

* I listen, read, work and ask for assistance.
* I whisper.
* I am polite.
* I respect the equipment and the rules concerning technology.

**Recess**

* I play safe games that involve no contact.
* I get in line at the sound of the bell.
* I listen and respect the supervisors.
* I remain in the designated areas.

**Evacuation**

* I remain calm.
* I walk in line.
* I remain silent.
* I listen to the teachers’ instructions.

**Out of School Activities**

* I am polite, respectful and courteous.
* I listen and follow the supervisors’ instructions.
* I remain with the group.

**Gymnasium**

* I get ready quickly at the beginning and end of the course.
* I participate.
* I follow the directions and I listen to the teacher.

**School Bus**

* I remain seated in my place.
* I keep my hands and feet to myself.
* I speak in a normal tone.

**Arrival and Departure**

* I do not cross the bus loop or the parking lot.
* I enter and exit by the designated door.
* I get in line at the sound of the bell and I wait for my teacher.
* I remove my outdoor shoes.

**Office**

* I wait patiently.
* I am polite, respectful and courteous