

ÉCOLE MARIE-ANNE-GABOURY PARENT HANDBOOK

2022-2023

Administration
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Michelle Kennedy – Vice-Principal

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

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ÉCOLE MARIE-ANNE-GABOURY

STAFF FOR THE 2022-2023 SCHOOL YEAR

Kindergarten.....	Mme Lise-Anne Mandaliti
Kindergarten.....	Mme Lynne Malo
Grade 1	Mme Candace Côté
Grade 1	Mme Natalie Marcoux
Grade 1	Mme Brigitte Chrustie
Grade 2.....	Mme Samantha Hudon
Grade 2.....	Mme Savannah Olson
Grade 3/4	Mme France Chartier
Grade 3/4.....	Mme Kayla Gauthier
Grade 3/4.....	Mme Cassandra Lemon
Grade 3/4	Mme Renée LaPointe
Grade 3/4	Mme Stéphanie Légaré
Grade 5/6	Mme Haley Bielinski
Grade 5/6	Mme Debra Duncan
Grade 5/6	M. Danys Lachance
Grade 5/6	Mme Lindsey Waldie
Grades 7/8.....	Mme Rae-Ann Gagné
Grades 7/8.....	Mme Jess Mohr
Grades 7/8.....	Mme Trisha Taylor
Music	Mme Meara Sparling
Band	Mr. Daniel Bergman
Guitar.....	Mr. Justin Fraser
Physical Education.....	M. Joël Bohémier
.....	Keegan Collett
Student Services.....	Mme Danielle Boudreau
.....	Mme Michelle Kennedy
.....	Mme Stéphanie Légaré
.....	Mme Margo Popkey
Teacher Librarian	M. Derek Acorn
Library Technician.....	Mme Lise Sokal
Educational Assistants	Mme Melissa Feniuk
.....	Mme Taylor Hacault
.....	Mme Collette Luik
.....	Mme Oumou N'Diaye
.....	Mme Gina Painchaud
.....	Mme Abbie Ramer
Clinical Services	
Psychologist	Mme Brianne Curtis
Social Worker.....	Mme Danielle Gessler
Speech/Language	Mme Paige Lecocq
Occupational Therapy.....	Mme Rachel Ward
Physiotherapy.....	Mme Erynn Unrau
Rehab Assistant.....	Mme Chantal Chartier
Head Custodian.....	M. Robert Fillion
Evening Custodian.....	Mr. Stephane Bouloigne-Roy
Evening Custodian	Mr. Matthew Hince
Evening Custodian.....	Ms. Gisèle Lavigne
Administrative Secretary	Mme Micheline Girard
Secretary.....	Mme Micheline Scott
Principal.....	M. Tyler Milloy
Vice-Principal	Mme Michelle Kennedy

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
10:37-11:07	Recess for students of Grades 1-6
11:42-12:42	Lunch for students of grades 7/8 days 2/4/6
11:52-12:52	Lunch for students of grades 7/8 days 1/3/5
12:37-1:37	Lunch 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 6-day cycle in the afternoons.

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. In the event that a student 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 (extreme cold or heavy rainfall), students are allowed to enter through their designated grade level doors and remain in the foyers. Outdoor supervision begins at 8:42, and teachers meet the students outside at 8:52. At dismissal time, students will leave through their cohort doors to meet parents, walk/bike home or lineup at the bus loop at Hastings School for bus pickup. Only students with scheduled extra-curricular activities should remain in the school after the bell at 3:37.

EARLY PICK-UP OF STUDENTS

When it is necessary to pick up a student prior to dismissal time, please **report to the office to sign them out** and we will have them come to the office for dismissal. This causes less classroom disruption and ensures that students are safely met.

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. Absences, late arrivals and early departures can be communicated by calling/emailing the office and the classroom teacher

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 every student. 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 (in the morning or after lunch), you will report to the office 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 Resolve 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 students involved.

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 student to a specific seat or a specific 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. Caregivers 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. 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.
8. 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.
9. 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.
10. 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.
11. 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.
12. 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.
13. 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.
14. 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 them to contact you. Once in contact with the staff member, state your concern as clearly and calmly as 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 them 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!

RECESS EXPECTATIONS

All students from Grade 1 to 6 will have an outdoor recess in the morning and all students in grades 1-8 will have a lunch recess. Children need time to play and relax in order to better concentrate in the classroom. If a child has been ill, they should not return to school unless they 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 recesses, but do sometimes have breaks throughout the day. They go outdoors only after eating lunch, 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 (or vaping) 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).

COMMUNICATION WITH PARENTS

INFORMATION ABOUT STUDENTS

Any information that the school has about your child 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 a parent from access to information. 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.

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 may have opportunities to participate in intramural activities, which will take place at lunchtime. These 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.

Teachers will communicate with families before showing any films that aren't approved by Manitoba Education and Training, to provide families with an opportunity for students to opt out if desired.

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 child does not bring large sums of money to school, nor expensive electronic equipment, as we cannot assume any responsibility for lost or stolen articles. Most students from Grades 3 to 8 will each receive a half locker. Teachers will advise as to whether locks should be provided and used, as well as which types of locks are preferred. All lockers are school property and the school administration reserves the right to access lockers if needed. 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 space 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**. Students in Grades 7/8 are allowed to leave school grounds during lunch hour on days that they have Practical Arts, as well as on other days if parents provide this permission to school staff. As it can be difficult to manage such permissions on a daily basis, families are asked to confirm this permission for the entirety of each school year. In most cases, a student will not be permitted to leave the school grounds for lunch on the day that such permission is given, with the exception that a guardian can pick a student up for lunch at the school office at any time.

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, this can be arranged at a cost of \$1 per day.**

LUNCH SUPERVISORS

Our lunch supervisors are hired by the school to ensure that all students remaining at lunchtime are supervised. In addition, older students may 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

Students need a pair of running shoes with **non-marking** soles. Students may also change clothing for physical education at their discretion 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 before the Student Parent Teacher Conferences are held.

- Term 1 dates:
 - Report cards available on the parent portal **Thursday, November 17th**
 - Triad conferences evenings of **November 23rd** and **November 24th**
- Term 2 dates:
 - Report cards available on the parent portal **Thursday, March 16th**
 - Portfolio conferences evening of **March 23rd**
- The **final report card** will be distributed on **Thursday, 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 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.

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.

STUDENT SERVICES/CLINICAL SERVICES

STUDENT SERVICES

Student Services Teachers work collaboratively with classroom teachers, parents, administration, clinicians and most importantly, the students. The majority of Student Services is provided at the classroom level, in collaboration with the classroom teacher, for the benefit of all students. In discussion with the classroom teacher, this support may also include work with smaller groups or individual students, including working toward goals for an individual student plan. When this occurs, classroom teachers will consult with parents, after which ongoing communication might occur between parents and the Student Services team as well as regular communication with the classroom teacher. In some cases, Student Services teachers may help more in providing resources for families to access supports available in the community. In all cases, the goal is for as much support as possible to occur at the classroom level and for students to participate in classroom activities. Our Student Services team for the 2022-2023 school year consists of Mme Boudreau, Mme Kennedy, Mme Légaré, and Mme Popkey. Should you have further questions about possible supports, it is generally best to first contact your child's classroom teacher.

CLINICAL SERVICES UNIT

The Clinical Services team (as part of Student Services) gives us valuable assistance through the services of the following clinicians:

Psychologist	Mme Brianne Curtis
Social Worker	Mme Danielle Gessler
Speech/Language	Mme Paige Lecocq
Occupational Therapist	Mme Rachel Ward
Physiotherapist	Mme Erynn Unrau

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. 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. Verify the following Twitter accounts for updates: @transportLRSD @magLRSD
2. Students should wait at their bus stop no longer than 10 to 15 minutes on cold days.
3. Parents can call Tricia Sharp, Transportation Coordinator at (204) 253-2681.
4. Students should proceed home or to a babysitter or designated emergency home.

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 child.

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 welcome to offer 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.**