

La Barriere Crossings School

Parent/Student Handbook

2023 - 2024



245 Le Maire Street
Winnipeg, Manitoba R3V 1M2
Phone: 204-275-5048
Fax: 204-275-6299
Email: lbc@srsd.ca
Website: www.lbc.srsd.mb.ca

Welcome to La Barriere Crossings School. This handbook is intended to provide parents and guardians with information concerning programs, procedures, and routines of the school. The handbook is also designed to answer questions regarding expectations, roles and responsibilities. This handbook is by no means all inclusive. It will be updated and improved at each reprinting.

SEINE RIVER SCHOOL DIVISION

Mission

Seine River School Division engages students in learning experiences that develop
literate,
innovative and socially responsible citizens.

Our Vision

Learning Today – Shaping Tomorrow!

We Believe that:

Children must feel valued
Children will learn
Children’s learning needs must be met

We Value

Honesty
Empathy
Respect

LBC MISSION STATEMENT

(Revised September, 2013)

To provide an inclusive learning environment
for our culturally diverse school community;
while contributing to the development of all students
in achieving their fullest potential.

LBC SCHOOL PRIORITIES

Learning & Leadership
Student Engagement & Inclusion
Educational Partnerships

LA BARRIERE CROSSINGS SCHOOL STAFF 2023 - 2024

Principal

Mrs. C. Mason
204-878-5306
cindy.mason@srsd.ca

Vice-Principal

Mrs. N. Estabrooks
204-878-5449
nancy.estabrooks@srsd.ca

Teachers

Mrs. R. Pirie	ria.pirie@srsd.ca	Extension 7679
Ms. M. Paterson	melissa.paterson@srsd.ca	Extension 7683
Ms. S. Ridge	shelby.ridge@srsd.ca	Extension 7674
Mr. B. Trenchard	brian.trenchard@srsd.ca	Extension 7788
Mrs. J. Wait	jocelyne.wait@srsd.ca	Extension 7627
Mr. C. Anderson	collin.anderson@srsd.ca	Extension 7686
Mr. J. Gusdal	jeff.gusdal@srsd.ca	Extension 7677
Mrs. O. Nuga	oluyemisi.nuga@srsd.ca	Extension 7681
Mr. S. Severin	stefan.severin@srsd.ca	Extension 7672
Mr. J. Moore	joe.moore@srsd.ca	Extension 5362

Resource Teacher

Mrs. A. Vivian
204-878-5427
alissa.vivian@srsd.ca

Resource Teacher

Ms. E. Klostermaier
204-878-5014
evi.klostermaier@srsd.ca

Guidance Counsellor

Ms. A. Scherbain
204-878-5414
amy.scherbain@srsd.ca

Educational Assistants

Mrs. Fair	Mrs. Hallatt
Mrs. Oyaide	Mrs. Wasef
Mrs. Cybulski	Mrs. Ahmed
Mrs. Fadiya	Mrs. Akinpade
Mrs. Ogunsanya	Ms. McKinnell
Mr. R. Hallatt	Ms. Hirkewal
Ms. Farg	Ms. Bala

Secretary

Mrs. Metro
barbara.metro@srsd.ca

Librarian

Mrs. Inness
lori.inness@srsd.ca
204-878-5363

Custodians

Mr. St. Jean (Day)

Mr. Candoy (Evening)

SEINE RIVER SCHOOL DIVISION

**475-A Senez Street
Lorette, Manitoba
R5K 1E3
Phone: 204-878-4713
Fax: 204-878-4717**

SRSD Governance Structure

The Board of Seine River School Division is comprised of nine elected trustees, representing three Wards within the Division. Each Ward is comprised of three trustees. Terms for trustee elections coincide with Municipal elections in Manitoba and trustees are elected for four year terms.

The current Wards and elected trustees:

Ward 1 (communities of St. Norbert, LaSalle and Glenlea)

Wendy Bloomfield	wendy.bloomfield@srsd.ca
Gary Nelson	gary.nelson@srsd.ca
Warren Reavely	warren.reavely@srsd.ca

Ward 2 (communities of St. Adolphe, Iles des Chenes and Lorette)

Christine Roskos	christine.roskos@srsd.ca
Vicky Kiansky	vicky.kiansky@srsd.ca

Ward 3 (communities of Ste. Anne, Richer and La Broquerie)

Theresa Bergson	theresa.bergson@srsd.ca
Robert Rivard	robert.rivard@srsd.ca
Lise Verrier	lise.verrier@srsd.ca

Central Administration

Dr. Ryan Anderson	Superintendent / CEO
Mr. Chris Szun	Assistant Superintendent Instruction & Curriculum
Mrs. Teresa Hampton	Assistant Superintendent Student Services
Ms. Amanda Senkowski	Secretary-Treasurer
Mr. Ross Groll	Maintenance Supervisor
Mrs. Carole Carriere	Transportation Supervisor

Schools in the St. Norbert area:

La Barriere Crossings School

245 Le Maire Street

Phone: 204-275-5048 Fax: 204-275-6299 Email: lbc@srsd.ca

Principal: Mrs. C. Mason

Vice-Principal: Mrs. N. Estabrooks

Grades 5 - 8 English

Parc La Salle School

190 Houde Drive

Phone: 204-269-1503

Principal: Mr. D. Marvin

Grades K - 4 English

Ecole St. Norbert Immersion

900 Ste. Therese Avenue

Phone: 204-261-4430

Principal: M. F. Remillard

Grades K - 8 Immersion

College St. Norbert Collegiate

870 Ste. Therese Avenue

Phone: 204-269-4920

Principal: Ms. K. Sieffert

Grades 9 - 12 English

Grades 9 - 12 Immersion

Daily Time Schedule

STUDENT ENTRY - A.M. 8:40 - 8:50 A.M.

OPENING EXERCISES 8:50 A.M.

PERIOD 1 8:50 - 9:35 A.M.

PERIOD 2 9:35 - 10:15 A.M.

RECESS (GRADE 5 & 6) 10:15 - 10:30 A.M.

PERIOD 3 10:15 - 10:55 A.M.

PERIOD 4 10:55 - 11:35 A.M.

LUNCH HOUR 11:35 - 12:35 P.M.

Grade 5 & 6 LUNCH ROOM 11:35 - 12:05 P.M.
LUNCH RECESS 12:05 - 12:35 P.M.

Grade 7 & 8 LUNCH RECESS 11:35 - 12:05 P.M.
LUNCH ROOM 12:05 - 12:35 P.M.

PERIOD 5 12:35 - 1:15 P.M.

PERIOD 6 1:15 - 1:55 P.M.

RECESS (GRADE 5 & 6) 1:55 - 2:10 P.M.

PERIOD 7 1:55 - 2:40 P.M.

PERIOD 8 2:40 - 3:20 P.M.

GENERAL DISMISSAL 3:20 P.M.



Reporting to Parents

The school will have three opportunities during the school year to report to parents.

Term 1

Written Reports – Monday, November 20th, 2023

P/T Conferences – November 23 & 24, 2023

Term 2

Written Reports – Monday, March 18th, 2024

P/T Conferences – March 21 & 22, 2024

Term 3

Final Written Reports – Thursday, June 27th, 2024

Lost and Found

The Lost and Found is located at the N.E. entrance of the school. Found articles should be turned in promptly to the office. Report all losses or mysterious disappearances to the office as soon as possible. It is recommended that all personal belongings and equipment be clearly identified with the student's name and room.

Student Leadership

Student Leadership participation provides students with an opportunity to develop leadership skills while helping their school by working with the staff to address students' concerns and wishes. Students will apply and be interviewed for positions on the leadership council to represent their fellow classmates.

Monthly Newsletter & Calendar

In an effort to be environmentally responsible, we will be sending home an abridged paper version of our monthly newsletter. The full version newsletter, along with a calendar will be posted on our school website each month. The calendar will feature times and dates of upcoming activities as well as information about the school, as well as information about the activities going on in the classroom.

School Website

Parents can stay well informed of activities going on at LBC by on our school website: www.lbc.srsd.mb.ca. Monthly newsletters are posted on our website.

School Photographs

Individual and class pictures will be taken early in the fall and again in the spring. Every student will have their picture taken for record purposes. Purchase of the pictures once taken is, of course, optional.

Library Books

It is every student's responsibility to care for the books in the library and to return them on time. Students who lose books will be held financially responsible.

Text Books

Each text book is stamped with the Division's stamp which includes a condition report. Students will be required to pay for books lost or damaged beyond "normal" wear and tear. Any money collected for such books will go to purchase of new books. Textbooks will be checked out the same as library books.

N.S.F. Cheques

From time to time, the school receives N.S.F. cheques written by parents to pay for things such as fund raisers, school pictures, field trips, etc. The school will not accept cheques from parents who have previously written N.S.F. cheques. When this happens, the parents will be responsible for the additional bank charges as well as the original amount of the cheque. If a payment to the school is required at a time when you are unable to pay, please contact the office to make arrangements for a deferred payment.



Transportation

In accordance with Seine River School Division policy, transportation shall be provided for Grades K to 4 pupils residing more than 0.8 kilometers from school and for Grades 5 to 12 pupils residing beyond 1.6 kilometers in a developed area and beyond 0.8 kilometer in a rural area.

A personalized transportation plan shall be developed for those special needs students requiring special consideration.

According to Manitoba Regulation 216/82, no school bus, while transporting pupils, shall be used to carry any animals, firearms, explosives, flammable liquid, or anything of a dangerous or objectionable nature, or any article likely to endanger the safety of the passengers. Items being carried on by students are limited to small articles that can be easily and safely carried on the lap. (An article wider than the pupil's lap or extending above the shoulders is not considered a small article) The rights and privileges of each child will be observed only as long as the rules of good bus behaviour are observed. The moment a student's behaviour put the safety of others at risk, they will be dealt with fairly & impartially

If a change in seating is needed, the pupil will be moved to a seat near the bus driver so that behaviour may be more closely monitored.

Class Cancellation Criteria (K-12)

Blizzard	A combination of: <ul style="list-style-type: none">• Reduced visibility due to snow & blowing snow• Windchill factors greater than -25• Snow blocked road conditions
Cold	Windchill values in excess of -45
Fog	Visibility reduced so as to create a safety hazard

Notification Procedures

i) Division Wide

The decision to cancel classes due to severe weather conditions shall be taken by the Superintendent in consultation with the Transportation Supervisor. The decision will normally be reached before 7:00 am and announcements will be made to the media as well as on the Seine River School Division website

The Transportation Supervisor will notify the bus drivers.

In the event of adverse conditions arising during the course of the school day, school will remain open. Students will not be transported home. If adverse conditions exist in the afternoon, a decision may be taken not to operate school buses. An announcement to this effect would be made to the media by 3:00 pm. Parents may pick up their children at the school.

Student Absences

Students are required to supply their teacher with a signed note from their parent/guardian to explain the reason for their absence. The note should also be dated. Parents may also use our call back line to report their child's absence from school.

Absentee Call Back

Parents/Guardians are asked to call (204-275-5048) or email (lbc@srsd.ca) the school if a student is going to be absent from school for any reason. It is essential that during school hours we know where each student is. If a student is reported absent and the school has not been contacted, the home and/or work and/or emergency numbers will be contacted. The purpose of the "Call Back" procedure is to ensure the safety of the children.

Entrance/Exit of Students

The grades 5 and 6 students are to **enter** through the north entrance, facing the playground and **exit** through the north or south entrances. Grade 7 and 8 students are to **enter/exit** through the front entrance.

Indoor Footwear

All students are required to have a pair of running shoes with non-marking soles at school for use as indoor shoes on days of inclement weather and for gym classes.

Bus Loading / Parents Loading - Parking

Buses *ONLY* will park to load and unload in the bus lane in front of the school. Because of safety concerns parents are asked not to drop off or pick up their children in this area between the times of: 8:00 - 8:45 and 3:00 - 3:45 P.M.

Parents who are parking vehicles to come into the school are asked to park on Le Maire Street in front of the school.

Staff parking lot is reserved and spots are paid for by staff. Please do not park in those spots. This applies during the day and for special events such as Concerts, Parent/Teacher Interviews, etc. We appreciate your cooperation with the above mentioned.

Damage to School Property

Students shall be held responsible for damage to school property resulting from willfulness or neglect on the part of the child. Such responsibility may involve restitution for all damages.

Medical Information

It is essential that parents notify us about any health problems or potential problems that their children are subject to. We ask you to update this information as part of our yearly registration procedure but should the condition change over the course of the school year, please notify the school immediately.

Medication

Prescription medication shall be administered to students as per the following guidelines:

1. The parents must submit a written request accompanied by a letter from a medical doctor before the school may accept responsibility for administering medication to a student. Form letters are available from the office.
2. The medication must be brought from the home by the parent, guardian, member of the family, bus driver or other reliable person. Whatever appropriate arrangement is made, it is important that the correct medication is provided and that it is available as required. A cabinet with a lock or some other means of keeping the medication under lock and key is available. If refrigeration is required, then a small locked container may be kept in the refrigerator.

3. The medication container must have the process of disposal noted on it and must have the official label of the pharmacist. The container should be one for school use and a separate container should be kept at home. Assuming the medication is to be given on a regular basis, someone must take the responsibility of keeping to the schedule. If it is a teacher, then provisions must be made for situations where the teacher is absent. A list of people who will administer the medication must be left with the principal.

No other medication will be administered by the school.

Accidents

In case of any minor accident or illness reported to the office, first aid shall be rendered and parents will be notified for further direction if the principal deems it necessary.

In the case of accident or illness, which, in the opinion of the principal, requires immediate medical care, first aid shall be rendered. If the parents cannot be reached immediately, the principal will take or arrange for the injured student to be taken to the Victoria General Hospital emergency ward if it is deemed necessary to do so. The parents shall be notified of such actions as soon as possible thereafter. Any cost of ambulance service will be the responsibility of the parent. School personnel will not deliver students to hospitals other than Victoria General.

Lockers

Each student in the school is assigned a locker with a ***school issued combination lock***. The assignment of a locker is a privilege. The function of the locker is to store coats, shoes, book bags, lunches, etc, through the day. Students are asked to refrain from bringing valuable personal items, or large sums of money to school. The serial numbers and combinations of all locks in use will be recorded and kept on file at the office.

Bicycles & Roller Blades, and Scooters

Students may ride bicycles to school in the warm months. All bikes must be parked in the bike racks and locked up immediately upon arrival at school, and not removed until leaving for home. Students may not ride bikes around on the school yard at any time during the school day. For reasons of safety, students are asked not to bring roller blades or any shoe with a roller device or scooters to school. Skateboards may be used to come to and from school. They must be parked in the office or in the student's locker during the school day.

Students' Use of the Phone

Students will be permitted to call home, with teacher's permission, in cases of emergency. As a general rule, however, students should not expect to have use of the phone, i.e. having "*forgotten*" to ask parent's permission to do something after school when prior notice was given is not 'an emergency'.

Interschool Sports

The school participates in divisional athletic leagues. These programs are extensions of the school, made possible by staff who volunteer their evenings and weekends to coach. They provide enrichment opportunities to students who meet the behavioural expectations of their regular programs. Teams are composed of primarily grade 7 and 8 students. However, at LBC all students who are interested in a sport are invited to try. League restrictions will, of course, limit the number of students who ultimately will represent the school in each sport. *Students must note that athletic ability and skill at any given sport, while important, will not be the only criteria for selecting school teams. Any student who wishes to play on a school team must maintain consistent academic effort and exemplary behaviour in the classroom.*

Addressing Concerns

Should you have a concern regarding the school, please contact the teacher directly to discuss the matter. If involvement of the principal is deemed necessary after having spoken to the teacher, please contact the office at 204-275-5048. If the principal is unable to resolve the matter to your satisfaction, contact the Superintendent of the school division, Mr. Mike Borgfjord @ 204-878-4713.

EMERGENCY PROCEDURES

Fire Drills

Ten drills are conducted each school year.

Bus Evacuation Drills

All students must participate in school bus evacuations at least two times per school year.

School Evacuation Drills

Schools are required to hold one school evacuation drill each year. La Barriere Crossings School's evacuation site is Parc La Salle School at 190 Houde Drive. Parents will receive notice of the date of such drills before they happen.

School Lockdown

*In the event that the school needs to implement our Lock Down Procedures, to ensure the safety of students and staff, please **do not** try to contact your child or the school. Once the Lock Down has been deemed "All Clear" students will be invited to contact parents so they will know their child is safe.*

In an emergency situation requiring a lockdown (e.g. weather-related events, campus intrusion, hazardous material leaks, etc.), the following procedures will be followed:

1. The school principal or designate shall be required to immediately assess any reports of threat-related behaviours and take appropriate action.
2. The principal will announce over the PA system the "The school is in lockdown."
3. Classroom teachers are to do the following:
 - a. Clear all hallways without delay. Students in hallways are to immediately enter the nearest open classroom.

- b. Hurry students into the closest unlocked classroom, office or storage room. Students in washrooms should remain there until a staff member gives directions. They should lock themselves in a bathroom stall.
- c. Lock the classroom door, turn off the lights and close the blinds/drapes.
- d. If the door will not lock, quickly pile desks and other heavy moveable items to deter entry.
- e. Have students sit quietly where they are not visible either from the door or outside windows. If not possible, be sure all blinds are closed.
- f. Try to maintain calm and silence.
- g. Do not use the intercom. Ignore the fire alarm.
- h. Forbid student use of cellular phones.
- i. No one, under any circumstances is to leave the classroom until further notice.
- j. Do not leave the room until a credible person informs you that the danger has passed and advises you on how to safely exit the school.
- k. Once you and the students in your care have exited the school, stay with them until you have all been taken to a secure alternate location.
- l. Remain available as requested to speak with police investigators.
- m. Do not speak with the media during the course of the police investigation.

Post Lockdown:

- a) Principal will give the all clear signal.
- b) Hold a general assembly to debrief.
- c) Send information home to parents.



Information Technology

Acceptable Use Policy for Seine River School Division Grade 5 - 12

This policy was designed for all individuals having access to school/divisional/personal technology services.

Today's digital environment provides staff and students with a multitude of opportunities to be a part of digital culture that connects people to a broader local and global context. The ability to utilize technology to create authentic and powerful teaching and learning experiences requires strong policies to guide practices. Seine River School Division believes that for staff and students to participate fully, safely and ethically a clear statement of responsibilities and digital opportunities must be defined. We believe that effective and sustainable processes of technology integration will enable all users of our computer network and Internet system, herein referred to as the SYSTEM, to appreciate and respect the following opportunities and responsibilities:

- To communicate, publish and interact online. This could include emailing, wikis, blogs, tweets, social media, texting and other online communication tools
- To access digital resources for research, learning and participating in educational processes for local and global issues
- To learn online and support the diverse range of course/content areas being studied
- To augment classroom experiences through online multimedia interactions that provide alternative modes of learning.
- To exhibit leadership for digital citizenship
- To demonstrate personal responsibility for continuous learning
- To exhibit a positive attitude and ethical behaviours towards the use of technology for collaboration and productivity
- To advocate and practice safe, legal and responsible use of information

What is an Acceptable use Policy (AUP)

An Acceptable Use Policy (AUP) is a written agreement, signed by students and their parents or legal guardians, outlining the terms and conditions of use for the Seine River School Division Technology Network. This AUP contains several sections and you and your child should discuss each section and sign the permission form in the appropriate places. This AUP specifically sets out acceptable uses, rules of on-line behavior, and access privileges. Also covered are penalties for violations of the policy. Anyone using the School Network is required to sign this AUP, and know that it will be kept on file.

Acceptable Use Policy

A. Educational Purpose

Seine River School Division's SYSTEM is provided to schools for educational and administrative purposes and its use is limited to such.

Activities that are acceptable on the SYSTEM include classroom activities, career development, and high-quality personal research and school administrative tasks.

The Division has the right to place reasonable restrictions on the material accessed or posted through the SYSTEM.

Users may not use the SYSTEM for commercial purposes. This means one may not offer, provide, or purchase products or services through the SYSTEM unless it is for approved school-based projects or fundraisers.

The SYSTEM may be used to communicate with elected representatives and to express personal opinions on political issues, but not for political lobbying.

B. Student/Staff/Visitor Internet Access

The World Wide Web (WWW) is a global database system providing access to information from around the world. E-mail is an electronic mail system, which allows students to communicate one-to-one with people throughout the world.

Students/Staff/Visitors may have access to the Internet WWW information resources through their classroom, library, school computer lab or personal electronic device.

Students may have e-mail access only under their teacher's direct supervision using an account approved by the school.

C. Unacceptable Uses

The following uses of The SYSTEM are considered unacceptable:

1. Personal Safety and Personal Privacy

Students will not post personal contact information about themselves such as one's address and telephone number. This information may not be provided to an individual, organization, or company, including World Wide Web sites that solicit personal information.

School web pages will not display individual information/pictures without written permission from parents. Caution will be taken to protect student privacy and limit access to individual information. Students will not agree to meet with someone they have met online.

Students must promptly disclose to a teacher or other school employee any message received that is inappropriate.

2. Illegal Activities

Users will not attempt to gain unauthorized access to The SYSTEM or to any other computer system through The SYSTEM or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. Users will not make deliberate attempts to disrupt the computer system or destroy data.

3. System Security

Users are responsible for their individual accounts and must take all reasonable precautions to prevent others from being able to use the account. Under no conditions should one's password be provided to others. Users will avoid the inadvertent spread of computer viruses by following appropriate virus protection procedures when loading or downloading files from external sources.

4. Inappropriate Language

Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on World Wide Web pages. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.

5. Respect for Privacy

Users will not forward a message that was sent privately without permission of the person who sent the message. Private information, including personal contact information, about another person is not to be posted. Parents have the right to request to see the contents of their son or daughter's e-mail files.

6. Respecting Resource Limits

Students will not download large files unless permission is gained from the supervising teacher. The posting of chain letters or spamming is not condoned. (Spamming is sending an annoying or unnecessary message to a large number of people.) Users will subscribe only to high quality discussion group mail lists that are educationally relevant and will only log on with the expressed permission of the supervising teacher.

7. Plagiarism and Copyright

Users will not plagiarize works or material found on the Internet unless it is in the public domain. All users will respect the rights of copyright owners.

8. Inappropriate Access to Material

The SYSTEM is not to be used to access material that is designated for adults only or is profane or obscene (pornography), that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (hate literature).