



ÉCOLE

ST. GERMAIN

PARENT INFORMATION HANDBOOK 2019-2020

ÉCOLE ST. GERMAIN

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Website: www.lrsd.net/schools/stgermain

Twitter: @stgermainLRSD

Principal: Ron Cadez • Vice-Principal: Paulette Sabourin

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MESSAGE FROM THE ADMINISTRATION

Dear Parents and Students,

On behalf of the community of École St. Germain, we welcome you to our school! This handbook provides an overview of our programs, services and policies. École St. Germain offers students the opportunity to learn in a safe and caring environment. We are committed to providing a quality education by providing a learning environment that fosters intellectual, social, emotional and physical growth and development. We strive to work closely with our families to attain our goals and encourage parents to become closely involved in their child's educational journey.

If you have any comments, questions or concerns, please feel free to contact us by phone, e-mail, or in person. Furthermore, please feel free to communicate with your child's teacher to obtain information on his/her achievement and well-being at school.

The staff at École St. Germain looks forward to working collaboratively with parents. We truly hope that your time at École St. Germain will be stimulating, enriching and enjoyable. We thank you for choosing École St. Germain for your child's education.

Sincerely,


Ron Cadez
Principal


Paulette Sabourin
Vice-Principal

ÉCOLE ST. GERMAIN MISSION STATEMENT

The mission of École St. Germain is to create an environment that facilitates second language learning for its students while respecting their social and emotional development. Students will have the opportunity to acquire the knowledge, skills and attitudes that will allow them to develop to their own full potential and to become lifelong learners.

LRSD VISION, MISSION, VALUES STATEMENT AND MOTTO

The Louis Riel School Board values the importance of a Vision and Mission statement that engages all stakeholders and can be the roadmap for our collective goal of cultivating an exceptional learning and teaching environment in the Louis Riel School Division. We encourage everyone to engage in ongoing conversations about our statements and how they can help shape experiences in classrooms, schools, workplaces, the boardroom and the broader community. From our trustees, staff and students to our families and community partners, we must all use these Vision, Mission, and Values statements to inspire and guide our collective work.

Our Vision

Our Vision is for all members of our community to excel as caring, confident, capable, and resilient life-long learners who contribute to a democratic and sustainable world.

Our Mission

Our Mission is to provide a safe, inclusive, and engaging environment, where personal and collective learning and growth are valued, and each one of us reaches our full potential.

We can achieve this by:

- partnering with families and the community
- encouraging bold and creative thinking
- supporting respectful conversations
- responding positively and proactively to student, staff and community needs
- engaging in evidence-informed decision-making
- monitoring and acting on educational and organizational results
- building collective expertise
- empowering students for success in school and in life

Our Values

The core values that guide our collective efforts in achieving our Vision and Mission:

1. **Shared Responsibility and Collaboration:** Encourage staff, students and parents to create collaborative learning goals; promote and support caring, trusting and productive relationships
2. **Learning and Well-Becoming:** Provide extensive professional training and growth opportunities in the form of educational networks and job-embedded learning; promote a student-centred approach to teaching and learning; nurture a culture that supports and encourages the continual success of staff, students and families
3. **Evidence-Informed Decision-Making:** Use our collective expertise along with multiple sources of best evidence to inform decisions
4. **Equity and Reciprocity:** Ensure instructional resources are allocated in a manner that addresses individual and community needs; implement the education-specific calls-to-action outlined by the Truth and Reconciliation Commission; ensure newcomers receive the support they need to thrive; invest in efforts to acknowledge, understand and reduce the impact of poverty and all vulnerabilities
5. **Inclusion and Diversity:** Nurture a community of learning and well-becoming for all that reflects the diverse aptitudes, abilities, identities and experiences of our communities; promote, develop and champion our plurilingual programming (English, French Immersion, French in English schools, Indigenous languages and Heritage languages)
6. **Autonomy:** Support and encourage staff, our students and the community to make informed, uncoerced decisions, which enhance their capacity to express their creativity, individuality and moral independence
7. **Alignment:** Ensure allocations of resources, organizational structures, improvement plans, professional learning efforts, policies and procedures, strategic priorities and goals all support our vision and mission

Our Motto

Thriving Learners ∞ Flourishing Communities – Des apprenants en pleine croissance ∞ Des communautés florissantes

LOUIS RIEL SCHOOL DIVISION CONTACT INFORMATION

900 St. Mary's Road
Winnipeg, Manitoba
R2M 3R3

Telephone: 204-257-7827

Fax: 204-256-8553

The school Trustees of the Louis Riel School Board are:

Ward 1: Louise Johnston (Vice-Chairperson of the Board)

Ward 1: Cindy Turner

Ward 2: Robert Page

Ward 2: Chris Sigurdson

Ward 3: Josie Landry

Ward 3: Sandy Nemeth (Chairperson of the Board)

Ward 3: Neil Vadeboncoeur

Ward 4: Pamela Kolochuk

Ward 4: Tom Parker

Superintendent of schools: Christian Michalik

Assistant Superintendent (responsible for École St. Germain): Henri Péroquin

Assistant Superintendent: Marlene Murray

Assistant Superintendent: Irene Nordheim

Assistant Superintendent: Lisa Aitken

Secretary Treasurer: Marna Kenny

Assistant Secretary Treasurer: Jennifer Hume

ÉCOLE ST. GERMAIN STAFF LIST

ADMINISTRATION

Principal: Ron Cadez
Vice-Principal: Paulette Sabourin

TEACHING STAFF

KINDERGARTEN

Shannon Best
Joanne Girard / Stéphanie
Michiels

GRADE 1

Lise Marcoux
Lindsay McDonald
Lynne Braun
Natasha Gingras

GRADE 2

Carole Morin
Diane Fontaine
Karine Major
Teresa Wolfe

GRADE 3

Lisa Harrison
Joanne Hunt
Chantal Harel
Sasha Ostrowski

GRADE 4

Joel Marquis
Nerissa Brownridge
Lisette Freynet
Danica Ritchot

GRADE 5

Valérie Allard/ Linette
Touchette
Dan Philippot
Janette Carrière
Geneviève Shyiak

STUDENT SERVICES

Christopher Prescott
Joanne Girard
Ginette Paillé
Paulette Sabourin

PHYSICAL EDUCATION

Stéphanie Michiels
Nicole Cloutier
Rebecca Routhier
Caroline Flett

MUSIC

Jennifer Engbrecht
Caroline Flett

OFFICE STAFF

Lise McKellar (Administrative
Secretary)
Nicole Dusablon (Secretary)

CUSTODIANS

Lenny Lavallée
Carol Armstrong
Christine Craig

LIBRARY

Linette Pelda-Touchette
Louise Soko (Assistant
Librarian)

SCHOOL SCHEDULE

SCHOOL HOURS

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

School Hours:

8:27 - 8:37	Students enter classrooms
8:37	O Canada and Announcements
10:10 - 10:25	Recess for Grades 1 to 5
11:25 - 12:20	Lunch Hour
12:25	Afternoon classes resume
1:55 - 2:10	Recess for Grades 1 to 5
3:10	Students dismissed

STAFF MEETINGS

All schools in the Louis Riel School Division have regular staff meetings held once a month on the fourth Tuesday of each month except for December and June. Students will be dismissed one hour earlier on those days, at 2:10 p.m. **Early dismissal** also applies to the last day of school in December and June.

BEHAVIOUR EXPECTATIONS, GUIDELINES AND REPSONSES

CODE OF CONDUCT

School Philosophy

École St. Germain has a commitment to ensure that every student has the opportunity to achieve his/her highest academic, social, and emotional potential. We believe that these emotional and social needs must be addressed in order to promote academic and social growth. We also believe that individuals can learn to make behavioral choices which will facilitate their own and others' development.

Student behaviour will be most positive when:

- * the basic needs of food, clothing, and shelter are adequately met
- * there is an atmosphere of mutual support throughout the school community, which includes all the people who have a stake in the learning environment: students, staff, parents, and the community at large
- * the school is aware of any factors that may affect the student's ability to behave responsibly and positively

This plan is intended to provide a common basis for communication and understanding among all members of the École St. Germain community.

Teachers and other adults have an on-going responsibility to prepare students for their role as citizens and to model these attributes in their daily interactions with students.

Students and staff need to demonstrate the importance of respect for themselves, others, and property.

Behavioral Expectations

- a) Show kindness, courtesy, respect, and consideration for others
- b) Respect the learning environment by:
 - i) arriving on time and being prepared
 - ii) cooperating and doing all assignments to the best of your ability
- c) Respect your property and the property of others

The following expectations derive from the Public Schools Act:

- Pupils and staff must behave in a respectful manner and comply with the school's code of conduct.
- Abuse (physical, sexual, psychological) and bullying orally, in writing or otherwise of any person is unacceptable.
- Discriminating unreasonably on the basis of any characteristic set out in subsection 9(2) of the Human Rights Code is unacceptable

- Using, possessing or being under the influence of alcohol or illicit drugs at school is unacceptable
- Gang involvement will not be tolerated on school sites
- Possessing a “weapon” is defined in Section 2 of the Criminal Code (Canada) will not be tolerated on school sites

Responses for not meeting behavioral expectations

It is important that students, staff, and parents understand the possible response for behavior that does not meet the expectations or compromises the well-being of our school community.

The range of responses allows for judgement of their application, depending on the severity, urgency, and frequency of misbehavior, as well as individual student circumstances. The responses are not always applied in the order in which they appear.

Important goals of our responses are:

- to show the misbehavior
- to show the student how to behave correctly
- to make right what was wrong, if possible
- to allow good personal relationships in the future
- to protect and foster self-worth, acceptance and success in our students
- to improve future behavior

Typical responses

- **Warning/reminder**
Any staff member supervising or observing inappropriate student behavior may give a warning/reminder.
- **Informal teacher/student discussion/feedback on behavior and circumstances**
A teacher talks with the student to reach an agreement regarding the student’s behavior. The parent(s) may be contacted in some circumstances.
- **Informal teacher / student / administrator discussion**
- **Phone call to parents by teacher or administrator**
- **Related assignment or activity**
- **Removal of privileges**
Privileges such as: access to the playgrounds, lunch program, canteen, library, field trips, extra-curricular and interscholastic activities and/or bus transportation, etc... are removed under certain circumstances. The school administrator and/or teacher will notify the parent(s) when a removal of privileges occurs.
- **Parent involvement**
Depending on the situation, parents may be contacted to discuss the specific behavior of the student and steps which must be undertaken to change the behavior. The nature of contact could vary from a telephone conversation to a formal conference at the school with the parent(s), the student and school personnel.

- **School support team involvement**
 A conference or series of conferences are held with the Student Services Teacher(s) and the administration, with the specific goal of developing a plan for changing attitudes and improving student behavior. The parent(s) will be notified.
- **Restitution for damaged, lost, or stolen property**
 The student and/or parent(s) are required to compensate an individual or the school for damages incurred. Such restitution may be monetary in nature, but when appropriate, could take alternative forms such as community service or replacement/repair of damage.
- **Formal interview**
 A conference is held with the student, the teacher, an administrator, the parent(s) and where the student's circumstances so warrant, the Student Services Teacher(s), to develop a plan of changing the student's behavior.
- **Detention of student**
 The student is detained at the school for specific unacceptable behavior.
- **Time-out/Withdrawal from classroom setting**
 Where specific unacceptable behavior is deemed to have a negative impact upon the classroom learning environment, the student is withdrawn to a supervised alternate location to settle down. The length of time of the withdrawal depends on the situation. Prolonged withdrawals would occur only with parental input.
- **In-school suspension**
 The school team and/or administrators will determine the duration and location of a suspension. The student will work in a designated area away from other students for one to two days. Parents will be notified.
- **Clinical Services Unit**
 Clinical Services Unit personnel assist in the remediation of some behaviors. Such involvement may include a level of counseling for the student that is beyond the school's capabilities. In all cases, parental permission is sought.
- **External agency involvement**
 In some circumstances, student behavior may involve violation of the law (e.g. drug-related, theft, assault). In such cases, the police are informed by the school administration. Parents are informed immediately of such action. Other circumstances may result in a referral to Child and Family Services workers. Where a student discloses abuse, the teacher/ administrator must **by law** contact Child and Family Services.
- **Suspension**
 Suspension from school is a serious consequence and is imposed subject to Division Policy JKD/JKE. In such cases, the necessary documentation is forwarded to specified administrative personnel required by policy JKD/JKE. Due process is a significant element of the formal suspension alternative. In all cases of suspension, the parent(s) is/are notified and the suspension is subject to appeal. The maximum single suspensions given are as follows:

- ❖ **Principal** - up to five days: more than five days requires the Superintendent's approval.

- ❖ **Superintendent** - up to six weeks.

- **Behavior Management Plan**

In some instances, the student is required to meet specific behavioral standards in order to avoid more serious consequences. The school, the parent(s) and the student develop such expectations. Outcomes are clarified in order to meet the agreed-upon behavior standards. Such an agreement is documented, with copies provided for all concerned parties.

- **Expulsion**

Expulsion by the Board of Trustees is a serious consequence, resulting when it is determined that a student's continued presence in the division's schools is injurious to other students. Expulsion requires an official action by the Board of Trustees and is completed in accordance with the Public Schools Act, Section 48(4) and Division Policy JKD/JKE. An expulsion means that the student may not attend any school operated by the Louis Riel School Division until such time as the Board of Trustees may remove the expulsion.

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

In either instance, if your concern is not satisfactorily resolved 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, again after informing him/her of your wish to do so, contacting the Superintendent's Department is appropriate.

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

The Board of Trustees 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.

Your cooperation with this Protocol is helpful and appreciated. Communication is the key!

Louis Riel School Division /Policy ADD.

DRESS CODE

Students are expected to dress appropriately for school. We request that parents ensure that they assist their son/daughter in exercising good judgement in selecting appropriate wear for classes. For sleeveless shirts/tops, please ensure their shoulder straps are 3 finger-widths wide. Clothing that depicts violence, profanity or drug/alcohol use is unacceptable in a school setting.

Warm clothing is a must for the winter season, keeping in mind that Grades 1 to 5 students go outside for morning and afternoon recess and that all students (Grades 1-5) are outdoors at lunchtime. Also, please ensure they have proper footwear for rain or snow.

Students are encouraged to not wear hats and caps inside the building out of respect for the learning environment. We ask that students remove their hats as they enter the school and leave them off until they exit the building.

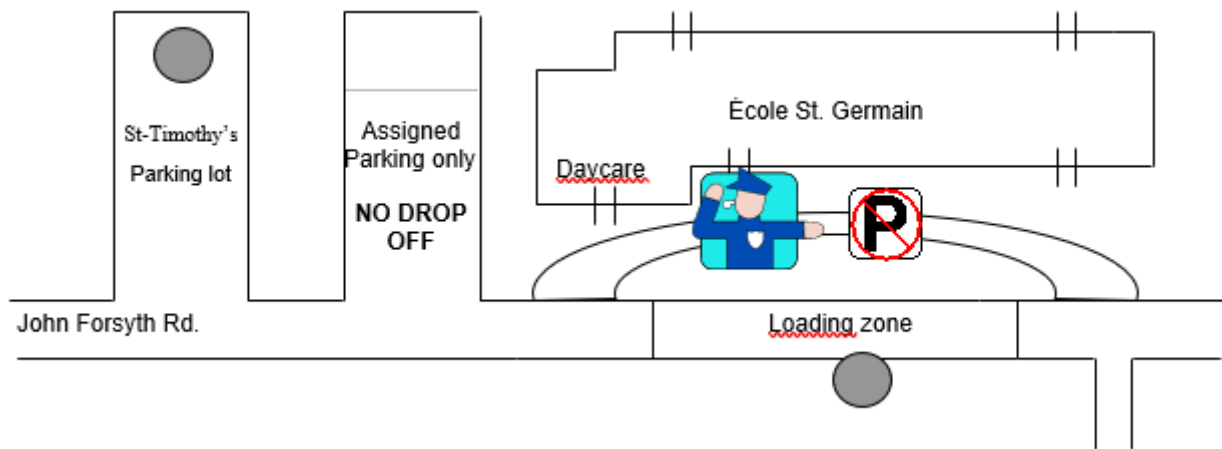
RECESS EXPECTATIONS

All students from Grades 1 to 5 will have an outdoor morning and afternoon recess. Children need time to play and relax in order to better concentrate in the classroom. If a child has been ill, he/she should not return to school unless he/she can go outside for recess. If a special need arises to have a child stay in (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.

GOING TO AND FROM SCHOOL SAFELY

SCHOOL SAFETY MAP WITH DROP OFF AREAS

The École St. Germain Parent Advisory Council, in conjunction with the administration, are very concerned about the safety of our students when they are dropped off and picked up at school. We are especially concerned about encouraging parents to be good models through responsible driving. We know that our young people learn from our actions and therefore, we ask that parents respect the following drop off zones so that we can all work together to ensure the safety of our children:



DROP OFF AREAS =



Drop off all children and pick them up in St. Timothy's Church parking lot (the school has received permission from the church)

1. DO NOT ENTER THE BUS LOOP (between 7:45 a.m. and 3:30 p.m.) or the staff parking lot.
2. DO NOT USE ANY AREA OF THE STAFF PARKING LOT FOR STUDENT DROP OFF OR PICK UP.
3. Drop off the children and pick them up in the drop off zones indicated above.
4. Do not make U-turns or park in places that obstruct the view of our patrols on duty.
5. Do not drop off the children in Condominium parking lot.

We appreciate your support and co-operation in this important safety matter.

Our children thank you for putting their safety first.

PARKING IN THE BUS LOOP & STAFF PARKING LOT

For safety reasons, we ask that parents **do not** park in the bus loop. We have buses picking up and dropping off students continuously throughout the day. As an alternative for parking, please use Thornewood Avenue, Ashford Drive, or John Forsyth Road. The church parking lot may be used for dropping off and picking up children. Please do not use the church parking lot for long term parking.

For safety reasons again, and the fact that staff have paid for reserved parking stalls, we ask that parents **do not park/drop off** students in the staff parking area.

EARLY PICK-UP OF STUDENTS

When it is necessary to pick-up your son/daughter prior to dismissal time, please **REPORT** to the office and we will have your child come to the office for dismissal. This causes less classroom interruption. **We ask that you sign out your child at the office.**

PICKING UP YOUR CHILD AFTER SCHOOL

At the end of the school day, we request that all parents meet their children outside at the back of the school near their designated entrance and exit. Your child will show you which exit they need to use. Parents, please do not make your way to the child's classroom to meet them unless you have an arranged meeting with the teacher. Students who take the bus or go to either the St. Germain Daycare or Faith Children's Centre use the front entrance only. This procedure ensures better flow of students exiting the classrooms and reduces the congestion. We thank you for your compliance in this matter.

SCHOOL SAFETY PATROLS

We are privileged to receive the assistance of some of our Grade 5 students to patrol two crosswalks: in front of the school. Our school safety patrols participate in a divisional training program from the Winnipeg Police Department each September.

LATES AND ABSENCES

LATE POLICY

Students are expected to be on time for all classes. When a student arrives late, it disrupts the learning environment for students and teachers. A student is considered late if he/she arrives at the classroom after the second bell in the morning or the afternoon. That would mean arriving after 8:37 in the morning and after 12:25 in the afternoon. Students arriving late must report to the office for a late slip before proceeding to class. If tardiness persists, the administration may call the parents to discuss.

CALL BACK SYSTEM FOR LATES AND ABSENCES

In the event that your son/daughter will be absent or late for classes, please contact the school at 204-254-0120, between 8:10 and 8:40 a.m. or you can also leave a message on our answering machine after 4:00 p.m. or before 8:10 a.m.

Every absence must be justified and if we do not hear from you, we will contact you at home or at the office to inquire as to why your child is absent from school. If your son/daughter must leave the school early for an appointment during school hours, a written note to the office or classroom teacher is greatly appreciated.

STUDENTS REQUIRING MEDICAL CARE DURING THE SCHOOL DAY

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 son/daughter 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.

MEDICATION TO STUDENTS DURING SCHOOL HOURS

All medication brought to school must be kept at the school office. Please be advised that we need a physician's and a parent/guardian's signature before administering any medication to students. Forms are available at the office. It is very important that you notify the office of all children who are taking medications (epipen, ritalin, asthma medication, etc.). Students who need epipens must carry them at all times. A second epipen will be stored at the office. Only prescribed medication can be administered by staff.

MANAGING SENSITIVE INFORMATION

CHILD CUSTODY

In most cases, when parents are divorced, both mother and father continue to have equal rights where the children are concerned. Please inform the office if both parents wish to receive school emails, phone calls, notes, report cards etc. We will do all in our power to ensure that both parents receive the necessary information.

If you have a court order that limits the right of one parent in matters such as custody or visitation, please provide the office with a copy of legal restriction rights. Unless a copy of your court order is on file with us, we must provide equal access to both parents. Therefore, in order to avoid any unnecessary problems that may arise, please ensure that the school has the proper and current documentation. If any changes occur during the school year, please notify the office.

INFORMATION ABOUT STUDENTS

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

BRINGING PERSONAL PROPERTY TO SCHOOL

BICYCLES, SCOOTERS, SKATEBOARDS & HEELIES

The school does not accept any responsibility for the safety of bicycles brought to school. Please review safety recommendations with your son/daughter including:

1. adequate training in proper bicycle riding
2. ride single
3. respect all traffic rules
4. have a lock to secure the bicycle in the rack
5. leave the bicycle on the rack until it is time to go home

The playground is not designed for bicycle riding, nor for scooters, skateboards or Heelies. These are also not permitted to be used at any time.

ELECTRONIC DEVICES

Students are not permitted to bring personal audio/video equipment such as cell phones or tablets to school. Parents will be notified in advance if any personal technology devices would be required at school. Also, please note that laser pointers are also not allowed at school.

PARENTS IN THE SCHOOL

VOLUNTEERS

Parents are always welcome at the school. If you have some time to contribute, we can always use the help. Please contact the school at 254-0120 if you wish to become a parent volunteer. All parent volunteers must sign in at the school office upon arrival.

Please visit our school webpage at www.lrsd.net/schools/stgermain to access all relevant information about our school.

PARENTS VISITING THE SCHOOL MUST REPORT TO THE OFFICE

In accordance with the Divisional Fire Safety Plan, all visitors, volunteers, and parents coming to spend time in the building will now report to the office to sign in. In addition, all people who enter the school **are required** to wear an identification badge. If you need to go anywhere in the school, you will receive a “visitor badge” at the office. Anyone wandering around the school without a nametag will be asked by any staff member to report to the office.

EMERGENCY PROCEDURES AND DRILLS

FIRE DRILLS AND EVACUATION PROCEDURES

All schools are required by law to have 10 fire drills throughout the school year. The drills are for the protection of the children and staff; therefore, every drill must be seen as a real emergency situation. Plans for fire exits, alarm stations and extinguisher sites are located throughout the school.

The Louis Riel School Division has established an evacuation policy in order to protect children in case of an unforeseen emergency such as a gas leak, an actual fire, etc. In the event that such an emergency should occur, the evacuation centre for École St. Germain students will be George McDowell School. An evacuation drill will be held early in the school year. In case of inclement weather, the evacuation will be held at St. Timothy’s Church.

EMERGENCY PREPAREDNESS PLAN

The Board of Trustees of the Louis Riel School Division affirms the importance of plans that assist schools and other divisional work sites to anticipate and respond to various situations of emergency. The Board believes that a consistent plan assists school and divisional staff to collaborate when necessary, to respond to situations of emergency.

“Policy EBCA – Emergency Preparedness Plan” guides all of the Division’s schools. That plan includes emergency control procedures drills twice per year. Various situations compel response plans to clear school hallways, and we want students, staff, and visitors to be prepared. Not all situations are high-risk; some merely demand added caution. You can assist us in three ways:

- Tell your child(ren) about the importance of respecting adult authority during emergency control procedures drills and situations.
- If you are visiting the school, please model respect for the emergency control procedures by following the directions of staff members without questions.

- Assist your child(ren) to understand that not all situations are high-risk. We do not want them to be unnecessarily anxious; we do want them to feel confident in reacting to an urgent and unexpected situation.

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 made on the LRSD website as well as over radio stations CBC-990/89.3, CBC/CKSB-1050, and CJOB-680.

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. In the event that the whole school closes early, the school will attempt to phone the parents to inform them of the early dismissal. We ask parents to develop a plan, so their child knows what to do if no one is at home.

LUNCH AND SNACK GUIDELINES

LUNCH

École St. Germain has a lunch program for all students. The cost is \$100.00 per student to a maximum of \$300.00 per family. Fees will be collected in advance. We are requesting that parents submit a cheque for the full amount of \$100.00 for each and every child per family or 2 postdated cheques – 1 for \$40.00 dated September 1st, 2019 and the other for \$60.00 dated February 1st, 2020. Even if your young person stays for intramurals, we request that he/she pay for the privilege of staying for lunch. We still need to pay our supervisors. If your child only stays occasionally for lunch, the fee is \$1.00 per day.

Students who eat lunch at school are expected to remain on the school grounds during the entire lunch hour. Although supervision is provided, it is impossible to monitor the whereabouts of all students. It is the students' responsibility to abide by the rules and to remain on the school grounds.

FOOD – LUNCH, SNACK or OTHER

Should your child require that food be provided for snack or lunch, due to financial constraints, the school will assist. Please contact M. Cadez or Mme Sabourin to advise if this support is required. We believe that all students benefit from a healthy diet and we are prepared to help ensure that our students have everything they need to experience success at school.

PEANUT AND FISH SAFE SCHOOL

There are several children attending École St. Germain who have a LIFE-THREATENING allergy to peanut butter, nuts and fish products. Even exposure to a tiny amount of these items could be potentially serious and life threatening.

We the staff and parent community strive to provide a safe environment for all our students. To this end, we have reviewed the individual needs of our students and the procedures and policies presently in place. We can all play a role in preventing such a dangerous and frightening situation at school. Although the specific child and family must take responsibility to avoid exposure, we can also help to make the school environment safer.

We therefore ask your co-operation. We ask that:

- ❖ You avoid sending all snacks or items containing peanuts/nuts or fish with your child to school including food, snacks, or chips cooked in peanut oil.

- ❖ You inform your child's teacher before giving food products to any children, other than your own at school.

Many common areas, for example: mini-gym, computer lab, library, and music room must also be safeguarded. We will therefore ask students who forget and bring peanut butter/nuts to school to eat their lunch in a designated area. We will then ensure that the tables in this area are properly washed.

It is imperative that we all teach children to respect this very serious situation and discourage teasing or threatening of the allergic child. Thank you for your consideration and support in this matter. As a school team, we do our utmost to ensure the safety of all students.

MISCELLANEOUS GUIDELINES

FIELD TRIPS AND IN-SCHOOL ACTIVITIES

Parents will be notified of all field trips involving their young person. Students must always have parental permission to attend field trips. At times, we may request monetary assistance from you for buses or admission costs. If you are unable to bear the cost, please make a discreet call to your child's homeroom teacher or the principal, and your young person shall attend the outing nonetheless.

On occasion, students will participate in organized activities held at school. Please understand that these occur in conjunction with their learning and to develop social and interpersonal skills. The activities are an extension of the classroom, and we therefore encourage you to include your son/daughter whenever possible.

FILMS

Films are occasionally used as an extension of learning (e.g. novel study or themed unit). If a film is rated PG, you will receive notice prior to the film being shown in class.

TELEPHONE MESSAGES

Should you need to communicate with your child during the day, please contact the school secretaries and leave a message with them. Your child will receive this message at an appropriate time when it will not disrupt the classroom. Please appreciate that we cannot interrupt classes unless it is an emergency. Students will only have access to the telephone for

emergencies. We ask that arrangements for after-school plans be made from home. If your child is ill, the school secretaries will contact you.

Cell phones must be turned off in the building. They will be confiscated if used during the school day.

SMOKE FREE ENVIRONMENT

We believe that it has a responsibility to provide a healthy environment for all students who attend our schools, for all employees who work in our schools and for all volunteers and visitors to our school. Therefore, the School Division Board of Trustees bans smoking in all division facilities, schools, grounds, and vehicles.

TEXTBOOKS/LIBRARY BOOK REPLACEMENT

Textbooks cost on average between \$50 and \$80 each. Library books vary in cost. These books are on loan to the students and must last a number of years. If a student loses or abuses a book, we insist that the student to whom the book was issued be responsible for its replacement. If lost books are found after the replacement fee has been paid, we will gladly refund the amount.

PHYSICAL EDUCATION CLASSES

These regulations have been established in the organization of the program:

- 1) Starting in Grade Two, the children are expected to dress appropriately (T-shirt, shorts, cut above the knee, or gym pants). Please ensure that your child has a good supportive athletic shoe and not a platform type running shoe for all gym classes. After changing clothes, students are expected to take their gym bag into the gym. The school assumes no responsibility for personal possessions that are lost, stolen, or damaged if left unattended in the change rooms.
- 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 the Physical Education teacher.
- 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.

The physical education program offers a wide variety of activities to promote cooperation, fitness and gross motor development. The intramural and interscholastic programs that will take place at lunchtime and after school will emphasize the participation and cooperation of students rather than competition. The rules of Fair Play apply to all our Intramural and Interscholastic Programs.

A. Philosophy of Inclusion

Manitoba Education, Citizenship and Youth is committed to fostering inclusion for all people. Inclusion is a way of thinking and acting that allows every individual to feel accepted, valued, and safe. An inclusive community consciously evolves to meet the changing needs of its members.

Through recognition and support, an inclusive community provides meaningful involvement and equal access to the benefits of citizenship.

In Manitoba we embrace inclusion as a means of enhancing the well-being of every member of the community. By working together, we strengthen our capacity to provide the foundation for a richer future for all of us.

B. Counselling Program

The counselor works with students on an individual basis, in small groups, or with the class as a whole. Students may self-refer, be referred by school staff or be seen at the request of parents. Interested parents need only contact the school at 254-0120 and ask to speak to the counselor. Objectives of the counselling program are to teach young people to accept responsibility for their own behavior, to develop in them an understanding and acceptance of self and others, and to teach them how to make decisions, solve problems, communicate and relate to others at one time or another. All students may meet with the school counselor individually, or through classroom presentations.

C. Resource Services

The resource teacher, as a member of the student services support team, provides assistance and support to students through a consultative-collaborative approach with the classroom teacher. The resource teacher works collaboratively with teachers, the counselor, the parents, the administrators, other clinicians, (Clinical Services Unit, physiotherapist, occupational therapist...) and most importantly the students.

Referrals for resource services are generally requested by the teachers, however, they may originate from the parents, the administrators or from the student. Parents are kept informed of the developments and progress of their child once he/she is referred for services. Resource services may be on a consultative basis or the resource team may be involved in direct intervention. In all cases, the aim is to keep the students integrated in the regular classroom and to provide instructional programs to meet the exceptional needs of the students.

Please feel free to contact the resource department should you require additional information, or should you have any questions or concerns in regards to your child's progress.

D. Clinical Services

Clinical Services support the school and its students through the services of a Speech and Language Therapist, Psychologist, Physiotherapist, Occupational Therapist and Family Social Worker. These services are at no cost to families.

More information about these services is available by contacting the Clinical Services Office at 50 Monterey Road at 253-2680.