Parent handbook "Main dans la main, on se prépare pour demain " École Van Belleghem Grades kindergarten to grade 8



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Principal: Michèle Olson Vice Principal: Julie Labossière

MISSION STATEMENT

École Van Belleghem is a collaborative learning community committed to providing a challenging and caring academic environment in both French and English languages.

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

"Main dans la main, on se prépare pour demain!" "Hand in hand, we prepare for the future!"

TABLE OF CONTENTS

École Van Belleghem's Code of Conduct École Van Belleghem's Life Skills Expectations
École Van Belleghem's Philosophy Louis Riel School Division
Protocol for the Resolution of Concerns
Board of Trustees
Divisional Personnel
École Van Belleghem Personnel
Programs
Activities
Arrival and Dismissal
Attendance
Audio-Visual Equipment
Bicycles
Call Back System
Child Custody
Clinical Services Unit
Dress Code
Early Pick-up of Students
Electronics
Emergency Closing
Field Trips and Films
Guidance
Hats and Caps
Hours of Operation

Information about Students
Injuries
Lateness Policy
Library
Library Books
Lunch
Medication to Students during School Hours
Music
Newsletters
Parent Advisory Council's Statement of Purpose
Parents Reporting to the Office
Parking
Peanut/Nut Safe School
Physical Education Classes
Recess Expectations
Resource
School as a Safe and Secure Place
School Patrols
School Spirit
Skateboards, Roller Blades, In-line Skates, Scooters
Student Support Services
Telephone Messages
Volunteer Activities
Main dans la Main

ÉCOLE VAN BELLEGHEM'S Code of Conduct

STATEMENT OF BELIEFS

We Believe That...

- Children are unique and inquisitive learners.
- Children learn in different ways.
- Children deserve respect, structure, guidance, and a sense of belonging.
- Children learn to establish goals for personal growth in order to develop artistically, emotionally, intellectually, physically, and socially.
- Children develop self-confidence through inquiry, discovery, and creative problem-solving.
- Children learn to develop responsibility for their actions and the resulting consequences through interactions with others.

- Educators should be caring, openminded professionals who model and promote motivation and life-long learning.
- Educators, parents and students are responsible for making decisions that lead to successful learning.
- High academic standards are achieved through challenging curricula designed to address various learning styles and needs.
- The use of constantly updated technology enhances skills which promote future learning opportunities.
- Learning occurs best in safe, secure, fun-filled, and caring environments.
- Ongoing communication and the cultivation of positive relationships between home and school encourage learning.
- Our diversity is our strength.



ÉCOLE VAN BELLEGHEM'S CODE OF CONDUCT

Our school has developed life skills expectations (Code of Conduct)

Main dans la main, on se prépare pour demain.

Hand in hand we prepare for tomorrow.



BE RESPECTFUL BE SAFE BE RESPONSIBLE

ÉCOLE VAN BELLEGHEM'S PHILOSOPHY

We believe that discipline is a state of mind, a way of life, a process vital to success in school and in life. One of our major considerations is the physical and emotional safety of our children. School should be a safe environment for playing and for learning.

The essence of good discipline is respect respect for self, respect for others, and respect for rules and authority. It is an attitude that must begin at home, reinforced by the school and applied through life. The ultimate goal is selfdiscipline.

The École Van Belleghem discipline plan is based on the principle of positive reinforcement and role modeling. We believe that positive reinforcement will help a child follow our school's plan. The staff ensures that all students are aware of the rules within the classroom, in the school and on the playground.



The main focus at École Van Belleghem is that we believe all students can be selfmotivated in showing respect and selfdiscipline.

Effective teaching and learning occurs best in a positive school climate where students behave appropriately.

Teachers and other adults have an ongoing responsibility to prepare students for their role as citizens and to model these attributes in their daily interactions with students. Teachers teach the social lessons of the day and instruction in character education focuses learning on friendship, caring, empathy, citizenship and respect. The partnership between the school and the home is strengthened and together schools and parents take responsibility in teaching children and reinforcing appropriate behaviour.

DIVISION PROTOCOL FOR THE RESOLUTION OF CONCERNS

One of the most important aspects of communication, especially when resolution of concerns is the goal, is that it occurs with the person who can most appropriately respond to suggestions or questions. The Division's Protocol for the Resolution of Concerns provides guidelines to assist all members of the community.

The Protocol 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 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. Clear, timely and direct communication assists effective resolution of misunderstandings:

- When you have a concern regarding a matter involving your young person 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. 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. 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!

The LRSD Protocol for the Resolution of concerns can be found at <u>www.lrsd.net</u> as Appendix E of Policy BC - Board conduct & Authority.

	SION PERSONNEL 257-7827	Grade 1: Thierry Anjoubault Roxanne Lacroix Dominique Poirier		Julie Labossière Lisa Cadez Lynn Lavallee	
Superintendent:	Christian Michalik				
Assistant Superinte		Grade 2:	Michelle Phaneuf Christine Solomon	IPL: Denise Paillé-Jones	
	Henri Peloquin			CLINICAL SERVICES UNIT	
		Grade 3:	Nadine Courcelles	Speech Pathologist	•
			R. Marion-Lemoine	Psychologist: Social Worker:	Robert George Chantal Knockart
		Grade 4 :	Julie Gaudette		RAMMES
			C. Smith/J. Young		nic program, with the
Transportation	253-2681, ext. 337	Grade 5 :	Louise Saurette	-	al Education and Music,
		Grade5/6 :	David Paquette	is taught by the ho	
		Grade 6:	Karen McColm	•	ba Education, Training
		Grade 7/8:	Michael Sharpe	-	s. There is a strong
ÉCOLE VA	N BELLEGHEM		Donald Sorin	•	velopment of literacy
	SONNEL		Evelyn Tugby	•	the past few years,
	aff member by email		the Parent Advisory Council has		y Council has provided
	ame followed by a dot	LIBRARY		funding to purchase reading materials,	
	name <mark>@lrsd.net</mark>	Teacher Librarian:	Lynn Fajardo	math and science manipulatives, as well as	
with Second		Assistant Librarian:	Micheline Poirier	•	Education equipment to
ie michele	.olson@lrsd.net	MUSIC		enhance the efforts of teachers in these areas. Our school has also developed an	
ADMINISTRATIO	N	Danielle Cormier, Kristen Cress and Lori Arthur		•	n as a leader in the use
Principal:	Michèle Olson	Arinur		of technology at th	•
Vice-Principal:	Julie Labossière	PHYSICAL EDUCAT	TION On occasion, students will participate in		
		Gérald Cyr and Brett Delisle			s held at school. Please
OFFICE STAFF				-	ese occur in conjunction
Administrative		INSTRUCTIONAL ASSISTANTS			and to develop social
Secretary:	Gisèle Laurin	Denise Acres, Marnie			kills. Please don't ask
Secretary: Ginette Petit		André Chartier, Naddia Casaubon			hter be excused from
		Michel Vandermeulen		these important ac	
				•	s are an extension of
		CUSTODIAL STAFF-		the classroom.	
TEACHING STAFF		Ed Thibert Joel Durand			
Kindergarten:	Carol Suggitt	STUDENT SERVICE	S		
		Resource: Denis	e Paillé-Jones		

ARRIVAL AND DISMISSAL

Students are expected to report to their classrooms at 8:20 a.m. Students enter through their designated entrance when the bell rings at 8:17 a.m. In case of inclement weather (when wind chill is higher than -27 or rain), students are allowed to enter at their respective doors before 8:17 a.m. Supervision is provided at the back of the school between 8:05 a.m. and 8:20 a.m. Students arriving at school before 8:20 a.m. must walk around the

building to the back playground. At dismissal time, 3:00 p.m. (2:00 p.m. on early dismissal days), students are expected to walk home or take the bus unless an activity has been organized for them at school. *If picking up your children, we request that all parents meet them at the front door beside the office. We ask parents to NOT go to your child's classroom to meet them unless you have an arranged meeting with the teacher.

Students who take the bus will exit out the back doors only. This protocol allows for better flow of students exiting the classrooms and reduces congestion in the hallways. We thank you for your compliance in this matter.



SHOULD A STUDENT MISS THE BUS, THE STUDENT WILL REPORT TO THE OFFICE AND PARENTS WILL BE CONTACTED.

ATTENDANCE

Because of the direct relationship between attendance and academic achievement, all students are encouraged to attend school regularly. Students must bring notes to their teachers for absences from school.

BICYCLES

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

- 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.



CLINICAL SERVICES UNIT

The Clinical Services Unit gives us valuable assistance through the services of a Speech and Hearing Clinician, Psychologist and Family Social Worker. More information about these services is available by contacting the Clinical Services Office at 50 Monterey Road at 253-2680.

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.

Clothing should not include, for example, such inappropriate attire as short shorts, muscle shirts, half shirts, tank tops, cutoffs and spaghetti straps. Clothing that depicts violence, profanity or drug/alcohol use or is inappropriate in any way, is unacceptable in a school setting. Also unacceptable is clothing with racist, violent, drug or beer slogans, as well as bare midriff tops.

Warm clothing is a must for the winter season, keeping in mind that Grades One to eight students are outside for morning afternoon recess and at lunchtime.

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.

ELECTRONICS



Cell phones, IPods and other electronic devices and/or games are not allowed at school for students in grades k-6. The grade 7 and 8 students and parents will sign a "bring your own device" contract in September.

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 over radio stations as well as on the divisional website.

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.

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. At times, we may request monetary assistance from you for buses or admission costs. Monies from classroom funds may be used to defray the cost of the outings. If you are unable to bear the cost, please make a call to your child's homeroom teacher or the principal.

GUIDANCE

The guidance counsellor provides a variety of services:

- classroom programming around issues such as prevention of drug and alcohol abuse, bullying and making friends
- small group intervention on areas such as social skills, anger management, loss, and dealing with family break-up
- individual counselling for students in difficulty, through request from parent, student or teacher

HATS, CAPS and HOODS

At École Van Belleghem, we do not wear hats, caps or hoods inside the building out of respect for the learning environment. This includes adults as we need to be good role models. We ask that everyone remove their hats and hoods as they enter the school and leave them off until they exit the building. Exceptions are made for winter wear.

HOURS OF OPERATION

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:

8:20 a.m.	Students enter classrooms
8:30 a.m. C	Canada and Announcements
10:00-10:15p.m	. Recess
11:15-12:10 p.m	. Lunch Hour
12:10 p.m.	Afternoon classes resume
1:45-2:00 p.m.	Recess
3:00 p.m.	Students dismissed
*2:00 p.m	Early Dismissal

*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 2:00 p.m. **Early dismissal** also applies to the last day of school in December and June.

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.



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 guestion 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.

LATENESS 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. Students arriving late must report to the office for a late slip before proceeding to class. If lateness persists, the administration will call the parents to discuss this issue.

LIBRARY

School libraries are places where students learn information literacy and develop lifelong learning skills and habits. In school

libraries, students are taught how to:

- Access information effectively and efficiently
- Solve problems strategically
- Apply critical thinking skills
- Create new information products
- Use effective and creative communication skills
- Use information appropriately and respectfully
- Develop independent reading and learning habits

The teacher-librarian collaborates with teachers in planning research projects and activities to help students develop independent learning skills. Students learn to locate, access, select, and edit information using a variety of resources including books, magazines and the Internet. They use this information to shape their attitudes, knowledge, and behaviour as they acquire life-long learning skills. The library program strives to keep the information literacy skills at the cutting edge of technology!

LIBRARY BOOKS

Library books cost on the average between \$10 and \$25. These books are on loan to the students and must last a number of years. If a student loses or damages a book, the library will ask the parents for the replacement value of the book. Should the book be found and returned to the library, the replacement fee will be refunded.

LUNCH

École Van Belleghem has a lunch supervision program for all students. The cost is \$90.00 per student to a maximum of \$360.00 per family. We would appreciate receiving post-dated cheques made payable to École Van Belleghem.

Students from grades 1-6 who eat lunch at school are expected to remain on the school grounds during the entire lunch hour. Students must abide by the rules and remain on school grounds. Grade 7 and 8 students may only leave the school grounds with a signed permission form, signed at the beginning of the year. If parents wish, they may take their child out for lunch. We ask that you send a written note to the school office. Parents assume full responsibility for their children at that particular time.

MEDICATION TO STUDENTS DURING SCHOOL HOURS

Q

All medication (including Advil, Tylenol, Benadryl etc.) must be prescribed by a physician.

All medicine must have a prescription label on the bottle or box, with the name of the patient, prescribed dosage and the date. Parents must fill out and sign a medical form at the office. All medication must be kept at the school office. It is very important that you notify the office if your child(ren) are taking any medications. Students who need an Epi-pen must carry it at all times. A second Epi-pen will be stored at the office.

MUSIC



École Van Belleghem offers a General Music program, which includes singing, playing a variety of instruments, listening activities, movement, reading, writing, creating and performing. Students have the opportunity to participate in many extra-curricular ensembles, for example: the primary choir, the elementary choir, the Orff group (an instrumental group for grades 4-6), Band in grades 7 and 8. *Please note that the recorder is introduced in the upper elementary years.

NEWSLETTERS



A newsletter will be uploaded to the school's website once a term. Please take the time to read it. It will keep you informed as to what is happening in the school, important events, and dates to remember for that particular month.

PARENT ADVISORY COUNCIL'S STATEMENT OF PURPOSE

The École Van Belleghem Parent Advisory Council is committed to the enrichment of children's learning experiences through parental involvement in the school community. This is achieved by fostering communication between staff, parents, and the community at large. The focus of Parent Advisory Council activities is to help provide materials and programs which enhance school life and create a positive learning atmosphere. Parents are invited to participate in school planning in a variety of ways: forums, surveys or committees regarding the school improvement plan. We highly value confidentiality and privacy in our school. A volunteer manual is available in the office. A confidentiality agreement is attached with the manual.

PARENTS REPORTING TO THE OFFICE

All visitors, volunteers, and parents coming to spend time in the building will report to the office to sign in. Visitor ID badges will be handed out to visitors. Anyone wandering around the school without an ID badge will be asked by any staff member to report to the office. PARKING



For safety reasons, we ask that parents **do not** park in the bus loop or the staff parking lot. As an alternative for parking, please use the parking lot behind WalMart on Vermillion Rd.

PEANUT/NUT SAFE SCHOOL

There are several children attending École Van Belleghem who suffer a LIFE-THREATENING allergy to peanuts and tree nuts (almonds, Brazil nuts, cashews, hazelnuts (filberts), macadamia nuts, pecans, pine nuts (pignolias), pistachio nuts and walnuts.) Other names for tree nuts are: Anacardium nuts, Calisson (a marzipan-like candy made from almonds), Marzipan (almond paste), Nut Meats, Pinon or Queensland nut. Even a tiny exposure to these foods 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.

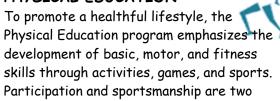
We therefore ask your co-operation. We ask that you:

- Avoid sending any snacks or items containing peanuts/nuts with your child to school including food, snacks, or chips cooked in peanut oil or that read "may contain trace amounts".
- Inform your child that sharing of food is not permitted.

It is imperative that we all teach children to respect this very serious situation and discourage teasing or threatening of the allergic child. Please realize how important your co-operation is. We would take the same care should your child have such a health care need.

Thank you for your consideration and support in this matter. As a school team, we will do our utmost to ensure the safety of all students.

PHYSICAL EDUCATION



very important aspects of the program. In addition to the regularly scheduled classes, students are invited to intramural games and lunch hour activities on given days. Student leadership is encouraged through the training and organizing of student referees, sports leaders and clubs. Other activities promoting fitness and health are special sports days, divisional events and after school events such as floor hockey and other individual and team sports. Congratulations to our grade 4-6 Cross Country Team. They were great ambassadors of École Van Belleghem.

RECESS EXPECTATIONS

All students 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, even though they 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.



STUDENT SERVICES TEAM

The student services team consults and collaborates with classroom teachers to identify and implement learning strategies for all students Individualized educational programs and learning materials are developed for students with special needs. The student services team is responsible for the French Immersion Literary Intervention Program known as I.P.L. (Intervention precoce en lecture) for the Grade 2 students. As well, the student services team coordinates the work of the Instructional Assistants who provide indispensable help to the children in our care. Please feel free to contact the student services department should you require additional information or should you have any questions or concerns in regards to your child's progress.

SCHOOL AS A SAFE AND SECURE PLACE

We believe that school should be a safe and welcoming place for children to learn and grow. With the co-operation of staff and parents, a *Code of Conduct* has been developed and implemented for our school.

The basic premise is stated in our Mission Statement: that children be respected and learn to respect others. Communication between staff and parents is an important factor in ensuring that problem situations are guickly resolved in a fair and firm manner.

To help minimize problems in the playground, our school counselor works with students every year to be Conflict Mediators. They patrol the yard at recess and are available to help children resolve small conflicts. Staff also train and monitor School Patrols, who help children cross the Lakewood and Vermillion intersection

There is always an adult supervising the lunchroom, the loading and unloading of school buses, and the playground at lunch time and recesses.

To help us provide a safer environment for our students with severe allergies; we kindly ask that you refrain from bringing any foods containing peanuts, nuts or their by-products to school.



SCHOOL PATROLS

Our school patrols deliver a vital service to the students and parents of École Van Belleghem. Patrols are chosen from among interested students in Grades 5 and 6, and a new group is trained each

spring.



students take on such a responsibility.

If your child shows an interest in being a patrol, please support him or her to be an active, punctual member of the team. Patrols are on duty at the corner of Vermillion and Lakewood between 8:10 -8:20 a.m. and 3:00 - 3:10 p.m. with an adult supervisor.

SCHOOL SPIRIT AND STUDENT PARTICIPATION



Our school has developed a wonderful school spirit in its twenty years of life. With the collaboration of parents, students, and staff, we have created a school song, a logo, a mascot, a slogan, Tshirts, and a magnificent guilt that symbolizes the warmth of our school climate. Our school colors are yellow and black and all student and staff are invited to wear our school colors every Friday.

Grade 5-6 students have the option of joining School Patrols. The Grade 6 students may become Leadership Students, or School Secretaries. Students also volunteer to serve as milk monitors, sports referees, the recycling club and school secretaries. Students are encouraged to be involved in one or more of these activities. Students also participate in great numbers in the noon hour activities organized by the Physical Education and Music Specialists. Enthusiasm and school spirits are in generous supply

SKATEBOARDS, ROLLER SKATES/BLADES, IN-LINE SKATES AND SCOOTERS

School Division policy on Student Safety has clear directives regarding the use of skateboards, scooters and roller blades on school property. They are not to be used on school property during school hours namely 8:00 a.m. to 3:00 p.m.

We are not responsible for damage,

theft or injury. We ask, therefore, that you support the present divisional policy and city by-laws by limiting their use during the above-noted hours.

Please note: Roller blades are permitted when they are part of an activity supervised by the Physical Education teacher. A note advising parents of this special circumstance will be sent home



TELEPHONE MESSAGES

Students will be allowed to use the telephone in the office if they have their teacher's written permission.

Please send a note with your child if there are any changes in the day's routine, and hold personal calls for students to **emergencies only**.

An important message can be passed on to the student through the classroom teacher during the day if necessary.

Grade 7 and 8 students may bring an electronic device to school such as a cell phone or laptop. Parents and students must sign the use of technology in the school agreement.

The use of cell phones during school hours is not permitted.

VOLUNTEER ACTIVITIES

Parents and other family members are active in many facets of school life — in classrooms, on field trips and in school celebrations. Volunteers regularly help out with reading programs, hot lunches, the annual Family BBQ's, Christmas Cheer Board hampers, and Staff Appreciation Week.

If you are interested in being a volunteer, please leave your name with the classroom teacher or the secretary. All volunteers will receive the Volunteer Handbook and must sign a **Confidentiality Form**.

Reminder: All volunteers must sign in at the office and receive a Visitor ID Badge.

STUDENT SUPPORT SERVICES

Students have access to the services of divisional clinicians: psychologist, social worker, speech-language pathologist, psychiatrist, physiotherapist, and occupational therapist, the program is set up so that the clinicians, the program is set the parents can often coordinated and focused assistance to students. 5

Main dans la main

Main dans la main, on est sur le chemin Tous ensemble pour découvrir Main dans la main on est dès le lend'main Prêt à apprendre à s'épanouir **REFRAIN**

> Main dans la main On se prépare pour demain Main dans la main On se prépare pour demain On se prépare pour demain Main dans la main

Main dans la main, du plus p'tit au plus grand À l'école, on se sent chez soi Main dans la main, enseignants ou parents À notre école on y croit



Main dans la main, on apprend en français À rire, à chanter, à jouer Main dans la main, c'est ensemble qu'on le fait Comme une grande famille enjouée

Main dans la main à l'école Van B Les murs sont remplis de beaux souvenirs Main dans la main on se salue entre amis Nous voyageons vers un bel avenir

> Main dans la main On se prépare pour demain Main dans la main On se prépare pour demain Main dans la main Main dans la main

REFRAIN