



École Van Belleghem

**INFORMATION
HANDBOOK
2024-2025**

**Directrice/Principal: Michelle Bacon
Directrice adjointe/Vice-Principal : Paulette Sabourin**

**10 Vermillion Road, Winnipeg, Manitoba R2J 2T1
Tel: (204) 255-1134 Fax: (204) 255-1160**

<http://www.lrsd.net/schools/belleghem>

✉ @belleghemLRSD

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LRSD Land Acknowledgement

The Louis Riel School Division (LRSD) brings together a community of schools on the traditional land of the Anishinaabeg, Ininewak, and Dakota. Our division is located on the National Homeland of the Red River Métis. We recognize that Manitoba is also the traditional land of the Anishininiwak and Dene.

We respect the treaties made on this land and acknowledge the harms and mistakes of the past and present. We dedicate ourselves to authentic alliances with Indigenous communities in a spirit of reconciliation and cooperation.

We recognize and honour Shoal Lake 40 First Nation, the source of Winnipeg’s life-sustaining drinking water, as well as the Treaty Territories that generate and provide the electricity that powers daily activity throughout the province and beyond.

The ongoing development of LRSD's land acknowledgement is guided by our Indigenous Council of Grandmothers and Grandfathers, and we thank them for their generosity and collaboration.



Directrice/Principal: Michelle Bacon
Directrice-adjointe/Vice-Principal: Paulette Sabourin
Secrétaires/Secretaries: Marie Kopp
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Bienvenue / Welcome,

École Van Belleghem would like to acknowledge that we are on Treaty One Territory. We recognize that this land is the traditional territory of the Anishinaabe and the homeland of the Red River Métis. With this acknowledgement, we demonstrate respect for Indigenous people, and we celebrate our relationship with one another.

Warmest wishes to all those who are new to École Van Belleghem and those who are returning to the fold! École Van Belleghem is a kindergarten to Grade 8 French Immersion school in the Louis Riel School Division. We strive to create and foster a learning environment which promotes the development of each child's intellectual, social and emotional well-being.

The handbook provides general information, programs, services, and some course descriptions that are offered at our school. The school website, parent portal, weekly messages and digital platforms are also means for you to remain connected with school activities.

We welcome your support and engagement as the community at large plays a vital role in enhancing the experiences in your child's schooling.

We trust that this information will be of assistance in preparing for a successful and enjoyable school year at École Van Belleghem. Please contact us if you have any questions, comments or concerns.

Michelle Bacon & Paulette Sabourin
Administrative Team



Louis Riel School Division

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

Tel: (204) 257-7827

Fax: (204) 256-8553

The School Trustees of the Louis Riel School Division are:

Darlene Gerrior
Ryan Palmquist
Irene Nordheim

Chipalo Simunyola
Sandy Nemeth
Pamela Kolochuk

Cindy Turner
Chris Sigurdson
Ian Walker

DIVISIONAL STAFF

Superintendent of Schools:

Christian Michalik

Secretary-Treasurer:

Jamie Rudnicki

Assistant Superintendents:

Michelle Jean-Paul

Ron Cadez

Jeff Anderson

Darcy Cormack

Staff at École Van Belleghem collaborate with divisional staff and elected officials to realize the statements of vision and mission on the following page. Staff at École Van Belleghem invite you to approach them with questions or concerns that you may have regarding your child(ren)'s education. Please consult the *Protocol for the Resolution of Concerns*, presented at the end of this document, for helpful steps to follow to ensure an efficient process.

VISION & MISSION OF THE LOUIS RIEL SCHOOL DIVISION

**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 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.**

IMMERSION SCHOOLS IN LOUIS RIEL SCHOOL DIVISION:

The Louis Riel School Division offers a French Immersion program which provides the opportunity for students who possess little or no knowledge of the French language, upon entry into the program, to become plurilingual by the end of Grade 12. The program is designed for students whose families do not speak French, but who want their children to learn French as a second language.

The French Immersion Program begins in Kindergarten and continues to Grade 12. The academic content of the program is designed to be parallel to the English Language Program. Instruction in Kindergarten & Grade 1 is entirely in French while in Grades 2 to 8 instruction is 75% in French and 25% in English.

There are 13 French Immersion schools in Louis Riel School Division:

Collège Béliveau, Grades 7 to 12	296 Speers Road	204-255-3205
Collège Jeanne-Sauvé, Grades 9 to 12	1128 Dakota Street	204-257-0124
École George-McDowell, Grades 6 to 8	366 Paddington Road	204-253-1492
École Guyot, K to 8	400 Willowlake Crescent	204-257-2540
École Henri-Bergeron, Grades 5 to 8	363 Enfield Crescent	204-233-7079
École Howden, K to 8	150 Howden Road	204-257-0656
École Julie-Riel, K to 5	316 Ashworth Street	204-253-2363
École Marie-Anne-Gaboury, K to 8	95 Pulberry Street	204-253-9704
École Provencher, K to 4	320, avenue de la Cathédrale	204-233-0222
École Sage Creek School (dual track), K to 6	315 Sage Creek Boulevard	204-253-8199
École St-Germain, K to 5	77 John Forsyth Road	204-254-0120
École Van Belleghem, K to 8	10 Vermillion Road	204-255-1134
École Varennes, K to 8	22 Varennes Avenue	204-253-1375

ÉCOLE VAN BELLEGHEM STAFF TEAM

Principal	Michelle Bacon
Vice-Principal	Paulette Sabourin
Kindergarten	Carol Suggitt
Kindergarten	Keegan Collett
Kindergarten	Mélanie Crête
Grade 1	Narendra Kaur
Grade 1	Alexia Olson
Grade 1	Danika Bourrier
Grade 2/3	Kylie Marana
Grade 2/3	Jenna Latimer
Grade 2/3	Christine Solomon
Grade 2/3	Hailey Betker
Grade 2/3	Djahida Tir
Grade 4/5	Courtney Mazurkiewich
Grade 4/5	Janet Young
Grade 4/5	Joanne Girouard
Grade 4/5	Louise Saurette
Grade 6	Evelyn Tugby
Grade 6	Karen McColm
Grade 7/8	Chantal Boulet
Grade 7/8	Lizanne Hombach
Grade 7/8	Bromlei Daley
Grade 7/8	AJ Staniscia
Music/Band	Danielle Laurendeau-Cormier, Lori Arthur
Physical Education	Thomas Delisle-Boughen/Kristine Gregoire
Student Services	Isabelle Marcotte, Lisa Cadez, Michelle Follows, Kate-Lynn Macchia
Teacher-Librarian	Linette Pelda-Touchette
Library Technician	Jocelyne Procyk
Secretaries	Marie Kopp, Ginette Petit
Custodians	Ed Thibert, Marc Aminot, Thomas Brereton
Educational Assistants	Denise Acres, Marnie Thomas, Lise Mersereau, Hanna Kabouia, Djourdat Toibou Michelle Scott
Before and After School Coordinator	Annaka Kopp

ÉCOLE VAN BELLEGHEM MISSION STATEMENT:

Be respectful, Be safe, Be responsible

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

STUDENT MISSION STATEMENT:

« Main dans la main, on se prépare pour demain! »

« Hand in hand, we prepare for the future! »

STATEMENTS OF BELIEFS:

At École Van Belleghem, 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, open-minded professionals who model and promote motivation and life-long learning.
- Educators, parents and students are responsible for making decision 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 cultivation of positive relationships between home and school encourage learning.
- Our diversity is our strength.

BE RESPECTFUL

BE SAFE

BE RESPONSIBLE

LANGUAGE POLICY:

Helping students to communicate in French is the central mission of our French immersion school. We do this by creating authentic situations for students to apply their skills every day: listening to morning announcements, reading posters in the hall, presenting at school-wide assemblies, greeting a teacher on the playground, are just a few examples. School staff serve as role models for students. Their enthusiasm for the language motivates students to learn.

Realizing that **French is vital, dynamic, and fun** is key to our students' success. Field trips, plays, concerts, videos, and other cultural activities also contribute to achieving this goal.

Families play a **key role** in motivating their child to learn French. Talk to your child about why you enrolled them in French Immersion, ask them to speak the language for you, or offer them praise on their achievements. Learning a second language is hard work!

To guide our work, we follow the communication protocol below:

Students in Grades 1 to 8 are expected to speak in French to all staff in the school and on the playground.

Students will speak to each other in French during all classes which are taught in French.

All staff members will speak to each other in French.



SCHOOL HOURS:

The doors at École Van Belleghem open at **8:17 a.m.** Classes begin at **8:27 a.m.**

a)

Grade 2 to Grades 8	8:27 a.m. – 3:00 p.m. 10:00 a.m. – 10:30 a.m. Recess
Lunch Hour	12:00 p.m.-12:25 p.m Lunch 12:25 p.m.-12:55 p.m. Recess
Kindergarten to Grade 1	8:27 a.m. – 3:00 p.m. 9:30 a.m. – 10:00 a.m. Recess 12:00 p.m.-12:25 p.m. Lunch 12:25 p.m.-12:55 p.m.- Recess

b)

Office Hours **8:00 a.m. – 4:00 p.m.**

c)

Supervision provided

- *at the beginning and the end of the day:* on the playground and near bus loop from 8:02 - 8:17 a.m. and from 3:00 p.m. until the last bus leaves
- morning and lunch recesses; and
- during all school activities.
- end of the day on the school ground 3:00 a.m. – 3:15 a.m.

The Louis Riel School Division uses the six-day cycle.

ABSENCES/LATE ARRIVALS:

If your child will be absent or late for school, please telephone our secretary or leave a message on the answering machine. If we do not hear from you by 8:45 a.m. or 1:10 p.m., we will contact you at home or at work. Please notify the school in advance, if you expect your son/daughter to be absent from school for an extended period of time. Please email marie.kopp@lrsd.net and ginette.petit@lrsd.net .

A student who arrives late in the morning or after lunch must report directly to the office. Families will be notified by the school principal if their child is habitually late.

DISMISSAL PROCEDURES:

Families are asked to inform the classroom teacher of regular dismissal procedures during the Opening Day Conference. Any changes to the regular dismissal procedure must be communicated in writing, via the agenda or e-mail. Due to safety concerns and distractibility for the students, we request that parents who pick up their child(ren) at the school, wait outside and meet them at the designated doors.

ÉCOLE VAN BELLEGHEM PARENT ADVISORY COMMITTEE:

Research shows that children do better in school when their parent(s) or guardian(s) are involved in their education. One way to be involved is through the École Van Belleghem Parent Advisory Committee. This group of dedicated parents plan special events and share ideas with school administration. They provide feedback on important issues as well. Your participation is welcome at all monthly Parent Advisory Committee meetings. Please join us! It's a great way to meet new people and to get to know the school better. The meeting dates and times are announced regularly. Meeting minutes and agendas are posted on our school website.

COMMUNICATION:

Direct communication between home and school is **essential** to your child's education. Please contact teachers or administration whenever you have a question or concern. Our school website, parent portal, Twitter, email, weekly reminders and Parent Committee meeting minutes are excellent sources of information.

HEALTH CONDITIONS:

If your child suffers from asthma, allergies, seizures or any other special condition that could affect health or learning, you are asked to contact the school office. A health care plan will be developed to ensure all staff are aware of signs that your child is in distress and know how to intervene appropriately.

MEDICATION:

Provincial health regulations prohibit the administration of **any** medication, including non-prescription medication, without written permission. Forms are available in the office. All medication must be stored in the office (unless otherwise specified in the child's health care plan), and administered according to an agreed-upon plan. Divisional guidelines state that the first dosage of any new medication shall not be administered at school. It is the family's responsibility to ensure the first dosage of any medication has been well tolerated before it will be administered at school.

Students using **adrenaline auto-injectors** or **asthma inhalers** must have them at school and stored in the place designated in their health care plan at all times. Families must be sure to replace medications when they expire and notify the school of any changes in dosage or administration.

PEANUT-/NUT-SAFE SCHOOL:

Due to life threatening allergies for some students, we are asking that no peanut or nut (cashew, pecan, walnut, hazelnut, almond) products be brought to school. This includes products marked "may contain traces of nuts" or "manufactured in a facility that also produces nut products". For additional information on preparing healthy snacks and lunches free of peanuts and nuts, please refer to website <http://www.youville.ca> or call Youville Clinic at 204-255-4840.

LUNCH PROGRAM:

All families have the option of enrolling their children in the lunch program. The cost for this service is \$90.00 per year per student. **On-line payments can be made through your parent portal.**

Tax receipts will be issued at a later date via the parent portal. Lunch fees apply to all students staying for lunch, including bussed students and children of lunch supervisors. This fee covers the costs of the supervisors required for the lunch program. Lunch programs are not funded provincially and are not a mandated right. If these costs will result in any hardships for your family, please contact the office.

Lunch expectations:

- I will remain seated and eat my own lunch at my own desk or designated table.
- I will use a “speaking voice” when talking to others in the eating area.
- If I need help, I will raise my hand and a lunch monitor/supervisor will come and help me.
- After eating, I will clean my area and put my garbage in the garbage container before leaving the classroom.
- I will take home what belongs to me after lunch to reuse or to recycle.
- I will listen and cooperate with the lunch supervisors/monitors at all times.

While students are in the classroom:

- The classroom door will remain open at all times while the students are eating lunch.
- The classroom door will be locked while students are outside.

Students registered in the lunch program must remain at school during lunch hour. If your child needs to leave the school at lunch time for a special appointment, please send a note.

Student 11 years of age and under are not allowed to leave the school grounds at lunch time unless they are accompanied by an adult and have permission from their parent/guardian. Students 12 years of age or older (and in Grade 7) may leave school grounds unaccompanied provided that they bring a note from their parent/guardian. A “blanket authorization” form granting permission to leave school grounds at their choosing is also available for this purpose. (is this available electronically? If so, would putting a link here help? If not, is that something we should add/develop?) Note that students who choose to leave school grounds over the lunch hour must remain absent for the duration of the hour, in order for the school to determine student presence in the event of an emergency.

Please note that we cannot assume responsibility for students eating lunch off school grounds. Students who do not remain at school for lunch should return to school at 12:55 p.m.

LUNCH SCHEDULE:

Students in Grade 2 to Grade 8 will eat lunch at 12:00 p.m., followed by recess at 12:25 p.m. Students in kindergarten to Grade 1 will have recess at 12:00 p.m., followed by lunch at 12:25 p.m.

MILK PROGRAM:

For families who choose to take advantage of our milk program, students may pre-purchase a card with 20 vouchers at the school office. The cards can be purchased at the office for \$20. Students can choose between two options 250 ml 2% white milk or 250 ml chocolate milk. Milk will be distributed to students at lunch time.

NUTRITION PRACTICES:

In 2007, Manitoba Education published the *Manitoba School Nutrition Handbook* designed to help school communities develop nutrition policies and implement changes to promote healthier eating options. In

accordance with this directive, the Louis Riel School Division developed Guideline EFA – [Nutrition in Schools](#), to manage all practices related to nutritional education, and to the distribution of food during school hours and school-related events.

TELEPHONE:

Parents are reminded to send a note with their child (in the agenda or in an envelope), to email the classroom teacher or to email or call the school office if there are changes to their child’s daily routine. Parents are encouraged to only call to speak with their child(ren) in the case of an urgency/emergencies as paging students in the classroom is a disruption to learning.

In the case of an urgency, students may use the telephone situated in the school office. Students must first obtain permission from their classroom teacher to use the phone. We encourage students to use the phone only in the case of an urgency/emergency. Visits to friend’s homes should be pre-arranged and permission obtained before coming to school. The telephone should not be used for these purposes.

Cellphone usage is not permitted during school hours, including lunch and breaks, for students in kindergarten to Grade 8 as stated by the Manitoba Education Department.

VAN BELLEGHEM FRENCH IMMERSION PRESCHOOL

Van Belleghem French Immersion Preschool has 3 programs: 3-year-old class (Tuesday/Thursday mornings 8:25-11:00), 4-year-old AM class (Monday/Wednesday/Friday mornings 8:25-11:00) and 4 year old PM class (Monday/Wednesday/Friday afternoons 12:00-2:30. They have temporarily relocated to General Vanier School 2-18 Lomond Blvd. For further details please contact Lisa Hunt at 431-278-3898 or vanbfpreschool@gmail.com.

ECOLE VAN BELLEGHEM BEFORE AND AFTER SCHOOL CARE:

Ecole Van Belleghem has a Before and After School Program for children kindergarten to 6. For more information, call the office 204-255-1134 or Annaka.kopp@lrsd.net.

- Before-School: 7:00 a. m. to 8:17 a.m.
- After-School: 3:00 p. m. to 5:30 p.m.

FIRE AND EVACUATION DRILLS:

All schools are required to hold ten fire drills during the school year. These drills practiced are to ensure the safety of our students. The school floor plan with fire exits and extinguisher sites are posted throughout the school.

The Louis Riel School Division has established an evacuation policy to protect children in case of an unforeseen emergency. The evacuation centre for École Van Belleghem students is [J.H. Bruns Collegiate](#), located at 250 Lakewood Blvd.

EMERGENCY CONTROL PROCEDURES DRILL:

The provision of a safe learning environment is of paramount concern at École Van Belleghem. To assist schools in addressing potentially dangerous situations, our school division has developed an *Emergency Preparedness* policy to guide our actions. Accordingly, we conduct **Emergency Control Procedures Drills**, commonly referred to

as lockdown drills, twice a year. Families are informed in writing in advance of such drills so that they may help to prepare their child(ren).

In case of an emergency or potential threat occurring outside of the immediate vicinity of École Van Belleghem, the school will enter into a “Hold and Secure” mode. All exterior doors will be locked and monitored. Classes will continue to function normally. Students and staff cannot leave the building, nor can visitors to the school enter the building.

In case of a threat of violence within or in relation to École Van Belleghem, the school will enter into “Lockdown” mode. All movement of students and staff will be restricted.

The “Hold and Secure” and “Lockdown” procedures will remain in place until confirmation with police authorities allows the school to return to normal functioning.

SURVEILLANCE CAMERAS:

Surveillance cameras are mounted at strategic points within the school and on school property. The cameras are not monitored on an ongoing basis but record activity for future reference should circumstances warrant.

FIELD TRIPS:

Field trips enhance learning by allowing students to make connections to the world around them. As a result, field trips are an integral part of the school program. Families are informed in advance of all field trips and must provide written consent for their child to participate. Families have the option of signing a blanket permission form given at the beginning of the school year authorizing their child to participate in school outings to local sites that do not require transportation and that occur within half of the regular instructional day. Families may be asked to cover expenses related to these outings; families requiring financial assistance are requested to speak in confidence with their child’s teacher or a school administrator. Divisional Administrative Guideline IHC – [Extended Instructional Programs](#) and *The Off-School Site Guidelines and the Safety Guideline for Physical Activity in Manitoba Schools* will be used in planning off-site activities. See also *Outdoor Education* on page 19.

TRANSPORTATION POLICY:

Each year, bus safety rules are reviewed with all students. Violation of bus safety rules can lead to suspension of bus privileges. Answers to many transportation-related questions can be found on the divisional website at: <http://www.lrsd.net/What-We-Offer/transportation/pages/default.aspx>

During extreme cold conditions, buses cannot operate safely. If the Environment Canada weather station at the airport indicates a wind chill of -45 or below, or an air temperature of -45°C or below at 6:00 am, the Superintendent of LRSD will cancel school bus transportation and communicate his decision to the media. Schools will remain open, however, and classes will proceed as normal.

To find out if buses are cancelled, you can listen to a local radio station such as CJOB 680 AM or CBC 89.3 FM or check the cancellations listings on the CJOB [website](#). Please remember that *if buses are cancelled in the morning, they are also cancelled in the afternoon*. If you drop your child off at school, kindly make arrangements to pick them up at dismissal time, 3:00 pm. If someone else will be picking them up, please notify the school office or send a note in your child's agenda. Thank you for your assistance in this matter.

OUTDOOR RECESSES:

The Louis Riel School Division recognizes that it is important for students to have outdoor physical activity and to play. However, the safety of students must be taken into account when dealing with frigid weather. Students may be allowed outside for a maximum of 15 minutes when the wind chill reaches -27. Students will not be allowed outside for lunch or recess when the wind chill reaches -30. School administration will make their decisions based on the information from the Environment Canada Weather Station which is located at the Forks. The airport weather station is used as a back-up in circumstances when the Forks weather station is unavailable.

We occasionally receive requests from parents asking us to keep their children indoors during recess times because they are not feeling well. Students with heavy colds, etc., which are serious enough to prevent them from participating in physical education, recesses or other outdoor activities, should remain at home until their condition improves. This will likely benefit the students concerned and prevent the spread of this illness to others. Please ensure that your children are dressed properly for the weather. It is advisable for students to bring extra pants and socks. A change is often necessary due to the wet and cold weather. To avoid adding to our clothing collection in the Lost and Found, please be sure to label all articles of clothing. Boots, hats, mitts/gloves, scarves, and snow pants for the younger children will help make recess an enjoyable time. Exceptions are made on an individual basis for children who may need to remain indoors for an extended period of time because of a physical condition or recovery from a serious illness or accident. In such cases, a letter from the doctor is required.

SKATEBOARDS, SCOOTERS, BICYCLES AND ROLLER BLADES:

In order to ensure the safety of our students, staff and visitors, skateboards, scooters, bicycles and roller blades are not to be used on school property during school hours, namely 8:00 a.m. to 3:15 p.m. Wheeled footwear, such as 'Heelies', are not allowed on school property at any time.

Students using skateboards, scooters and roller blades must stow them in their locker or in their classroom upon arrival at school after first asking permission from an adult supervisor.

Students are responsible for bicycles, skateboards or any other personal belongings they have chosen to bring to school. Bicycles should be locked in the bike cage provided. The bike cage will be locked at the beginning of the school day and unlocked at dismissal. Unfortunately, the school cannot accept responsibility for any lost or stolen bicycles.

ANIMALS IN SCHOOL:

As a general rule, pets are not allowed in the school building. This practice ensures the safety of students with allergies and eliminates disruptions to regular routines. Remember that even the tamest pet may react unexpectedly when surrounded by curious children or when inadvertently startled. Note that a city bylaw prohibits dogs in the schoolyard (certified service animals are exempt).

NO SMOKING OR VAPING POLICY:

Smoking and vaping are prohibited in all school buildings and on all school grounds of the Louis Riel School Division.

DRESS CODE:

Students are expected to dress appropriately for the weather conditions. Clothing should allow students to actively participate in all recesses and physical education classes without risk of exposure to the element. Clothing with inappropriate or offensive messaging will not be permitted on school grounds. Appropriate attire gives the message that learning is important and valued in our school. Should a student come to school dressed inappropriately, he/she will be expected to change clothing immediately.

STUDENT INJURIES:

If students receive a minor injury such as a cut on the finger, the injury will be treated. If the injury is more serious, parents or guardians will be contacted. **It is very important to provide the school with an emergency contact person.** Students who are recovering from an illness may be allowed to stay in for recess for one day, provided they have a note. If there is a medical plan recommended by a doctor, please ensure that the plan is shared in writing with the school. Alternate arrangements need to be made with the office.

The Louis Riel School Division subscribes to a student accident insurance policy which provides various benefits to families, including reimbursement of ambulance costs, for accidents occurring during school activities. Additional personal coverage is also available. For further information, visit <http://www.lrsd.net/What-We-Offer/Student-Accident-Insurance/Pages/default.aspx>

LIBRARY LEARNING COMMONS:

The school library is an essential component of the education process. It is an extension of the classroom and can promote independent learning skills and lifelong reading habits.

Book Exchange: Students will have the opportunity to exchange library books during class time. The general number of items signed out by students will be determined by grade. All library materials are normally borrowed for a one-week period and must be well cared for and returned when due.

Overdue/Lost/Damaged Items: We are very hopeful that all books will be returned to the library in a timely manner so that all students can benefit from the library's resources. If a book is deemed lost or damaged, students will receive a notification indicating the title and cost of the book. Any payment will be refunded if the book is returned in good condition within 4 months.

Holidays: Students may sign out books one week prior to Winter and Spring breaks so they can enjoy reading them during the holidays.

All materials must be returned to the library in mid-June.

TECHNOLOGY:

Each classroom is equipped with a ceiling-mounted projector, enabling teachers to model technology skills and students to share learning. Desktop and laptop computers as well as mini iPads are available for use by students in each classroom.

Each student is issued a computer account with a username and password. Families must review a list of safe computing practices with their child and sign an authorization form before students are granted access. Students from Grade 4 to 8 may access their computer account and class portal from home using their username and

password. The classroom teacher will review safety measures with students and inform families in writing before access from home is granted. Parents/guardians are invited to visit the parent portal using their username and password. Parents may contact the school office for their password if misplaced.

MUSIC PROGRAM:

Arts education (dance, dramatic arts, music & visual arts) is important in supporting students' social, emotional, and academic growth.

École Van Belleghem's music program (K-8) is based on the following goals:

1. to help students read, write, and understand music so that it may provide a lifelong source of pleasure;
2. to foster individuality through creativity and self-reflection;
3. to expose students to a wide variety of genres, time periods and cultures;
4. to encourage social development, collaboration and teamwork;
5. to develop visual, listening, and motor skills;
6. to encourage correct vocal production skills, and instrumental technique;
7. to develop the ability to communicate in French through the medium of music.

The **general music program (K-6)** places a strong emphasis on the Orff pedagogy, through singing, playing, moving, improvising, exploring and creating. Students are also free to join one of our extra-curricular choirs:

École Van Belleghem is also pleased to offer various workshops and concert opportunities to round out the students' learning, some of which include:

Choral Celebration	Orff Days
Folk Dance in the Park	Divisional choirs
Winnipeg Symphony Orchestra Concerts	Annual concert

All grades 7 & 8 students will participate in **Harmonie/Band**. Students will get to learn one of the following instruments:

Flute	Trombone
Clarinet	Euphonium
Trumpet	Tuba
French Horn	Alto saxophone (available in grade 8)

There is an annual fee to cover the band instrument rental. Students will be provided with opportunities to play in assemblies and concerts. Students are also free to join the grade 7/8 choir. If there are concerns regarding the cost of instrument rental, please speak in confidence with school administrator.

PRACTICAL ARTS:

Grade 7 and 8 Practical Arts classes will be taught at J.H Bruns Collegiate, Niakwa school, Windsor Park Collegiate and Collège Beliveau on Day 6 in the afternoon. Please refer to the schedule sent at the beginning of the year. Please note that families are responsible for providing transportation to and from Practical Arts classes.

PHYSICAL EDUCATION:

The main objective of our physical education program is to provide our students with a wide variety of meaningful physical activity experiences that will develop their skills and foster a desire to be physically active every day. Beginning in kindergarten, our students acquire and develop ten physical skills:

- Cardiorespiratory endurance
- Muscular endurance
- Balance
- Flexibility
- Coordination
- Agility
- Speed
- Strength
- Accuracy
- Power

These physical skills will look different depending on the developmental level of the student as well as the activity they are participating in (e.g., a grade 1 student jumping over a line on the gym floor compared to a grade 8 student doing a triple jump at a track and field meet). Through the development of the ten physical skills, we provide our students with a solid foundation of physical literacy that they can refine and expand throughout their lifetime.

Although we teach a *physical* education program, we firmly believe that physical activity is the cornerstone of all aspects of well-being. Therefore, we incorporate the Indigenous philosophies of the **Seven Sacred Teachings** and the **Circle of Courage** in our pedagogical approach. Through the Seven Sacred Teachings our students learn the importance of respect, humility, courage, honesty, truth, wisdom, and love. With the Circle of Courage, we teach our students the values of belonging, mastery, independence, and generosity. By incorporating Indigenous perspectives in our physical education program, we promote our students' health through a holistic lens, including their mental, emotional, and physical well-being.

Gym attire

All students require athletic footwear with non-marking soles. Grade 7/8 students are required to change into appropriate gym attire, namely a t-shirt and shorts or athletic pants.

Middle years athletic program

The Middle Years Athletics Program at École Van Belleghem provides students the opportunity to participate in interscholastic sports. Middle years athletics provides a context for success that some students experience infrequently in other settings as well as a point of engagement for school in general. Some of the many benefits of participation include:

- Improved confidence, self-esteem, and self-efficacy
- Development of physical fitness and athletic abilities
- Enhanced team-work, interpersonal skills and leadership skills
- A sense of belonging, pride, and school spirit
- An understanding of fair play and competition

École Van Belleghem participates in the Louis Riel School Division Middle Years Athletics Program and fields teams in as many programs as possible. Participation in extra-curricular activities depends on student interest and availability of coaches. Programs vary from year to year and may include:

- Grade 4/5/6/7/8 cross country
- Grade 7/8 volleyball
- Grade 7/8 handball
- Grade 7/8 basketball
- Grade 7/8 badminton
- Grade 7/8 track and field
- Grade 6/7/8 ultimate frisbee
- Grade 5/6 flag football
- Grade 5/6 mini volleyball
- Grade 5/6 mini basketball

The success of our Middle Years Athletics program results, in part, from clear expectations for students, coaches, and parents.

Student-Athlete Expectations:

- Respect your teammates, coaches, opponents, and officials
- Be polite and always maintain self-control
- Demonstrate responsibility by being punctual and attending all practices and games
- Practice and play with energy, effort, integrity, and enthusiasm
- Be humble in victory and gracious in defeat
- Be a student of the game; acquire the knowledge and the skills necessary for success
- Focus on progress rather than outcomes when measuring success

Coaches Expectations:

- Remember that the athletic arena is a classroom with moral and educational obligations
- Be inclusive, patient, and supportive with the student-athletes
- Model the expected student-athlete behaviours as outlined above
- Be knowledgeable and understand the rules and strategies of the game
- Maintain fair, unprejudiced, and appropriate relationships with all team members
- Pay careful attention to the physical, mental, and emotional condition of players
- Inspire a love of the game and a desire to compete fairly
- Take a strong stand against profanity, unfair play, and dangerous behaviour
- Always maintain self-control, accepting decisions of officials without outward appearance of vexation

Any coach not complying with these expectations may be subject to review by the Athletic Council.

Expectations of Parents and Guardians:

Parents/guardians are the most influential adults in their children's lives. They are, in fact, their children's primary coaches and teachers. As such, parents must strive to model positive behaviour for their children. Parents are required to demonstrate the same expected behaviours as the student-athletes. Parents/guardians must remember that their children are not professional athletes. They must foster a love of the game, and a desire to improve ability, compete fairly, and above all, have fun. Parents are also reminded that all coaches volunteer their time, be they school staff, parents, or high school students. Their gift of time is generous, and our athletics program depends on it. All spectators are required to adhere to the LRSD Zero Tolerance Practice Regarding Abuse of Referees and must at all times be respectful towards student-athletes, coaches and other spectators.

OUTDOOR EDUCATION:

Outdoor education is a valuable component of the Physical Education program at École Van Belleghem. Outdoor education provides students the opportunity to attain learning outcomes in an authentic, meaningful context while exploring their city and province and developing an appreciation of the natural environment. Outdoor education includes a wide variety of activities such as downhill skiing, skating, snowboarding, snowshoeing, camping, hiking, cycling, rock climbing, and archery.

Outdoor education experiences are often the fondest memories that students recall from their schooling. Such rich common experiences draw students together, forming social bonds that define them as a unit, strengthening their sense of belonging, and enhancing school pride. Trying new activities expands their horizons. Succeeding at a difficult challenge—whether it be rock climbing or staying away from home for the first time—builds character and self-confidence. Outdoor education also provides a means of nurturing the budding independence of some students and the expressed need for independence of other students.

We aim to provide a variety of outdoor education experiences to our students. Consistent with [divisional guidelines](#), we address the following objectives when planning and implementing off-school site programs:

1. To provide educational experiences that complement the regular curriculum of the school.
2. To provide educational experiences which provide opportunities to all students.
3. To provide educational experiences that are relevant to the curriculum, have educational value, and are not hazardous to students.

There is a greater need for risk management in off-school site activities and outdoor education as compared to a regular classroom setting. By setting standards of behaviour and in fully discussing all safety rules prior to the activities/trips, both students and staff should be able to enjoy a safe and unique educational experience. With this goal in mind, all outdoor education experiences are planned in accordance with the guidelines of the extended instruction program policy.

Downhill and cross-country skiing, snowboarding and residential camping have been selected as possible outdoor education experiences. We believe that these experiences must be carefully coordinated in order to ensure safety and reap maximum benefit.

STUDENT SERVICES:

The Student Services Program exists to provide students with equal opportunities to learn and succeed. The Student Services staff serves as a support to the classroom teacher and, depending on the student's needs, may develop a collaborative action plan to be applied in or out of the regular classroom.

Isabelle Marcotte, Lisa Cadez, Kate-Lynn Macchia and Michelle Follows currently form the school-based student services team.

Requests for assistance can be initiated by students, staff, families, or administration. Following referrals, pertinent data on students may be collected through observations, student and family interviews, teacher conferences or analysis of student work, and testing. Action plans may be developed by a team comprised of the student, families, teacher(s), other specialists and administration.

The divisional Student Support Services offers support to the school and families in areas such as Psychology, Social Work, Speech and Language, Physiotherapy, and Occupational Therapy. Referrals for these services are made through Student Services.

Our school team consists of the following clinicians:

School Psychologist: Rachel Roy

School Social Worker: Sandra Hrycaiko

Speech and Language Pathologist: Jeannine Wheeler

Physiotherapist: Elan Chochinov

Occupational Therapist: Sarah Grainger

If you are experiencing health, family or personal issues that could affect your child(ren)'s learning and behaviour, please contact your child's teacher, student services teacher or the school administration.

CODE OF CONDUCT:

School Expectations:

Our school is committed to excellence based upon a positive school climate and the belief that every person can succeed, students and adults alike. The ultimate goal of a Code of Conduct is to develop student self-discipline. Pupils and staff must behave in a respectful manner and comply with the code of conduct.

Attributes of appropriate behaviour include but are not limited to:

- respect for self and others;
- empathy;
- cooperation;
- courtesy;
- responsibility;
- honesty

Conflict is a natural part of the growth process. When issues arise they will be dealt with promptly and fairly. Students will be expected to participate actively in the resolution of conflicts or problems. Responses to behaviour occur with consideration for individual needs and circumstances.

Effective behaviour management strategies:

- promote self-discipline;
- are proactive;
- consider developmental differences;
- are based on fair and equitable treatment;
- support constructive behaviour change;
- respect the findings of educational research;
- consider the safety and welfare of the school community.

Adults have the responsibility to model for students those attributes and behaviours which support a positive learning environment. Parents and guardians play a significant role in shaping their child's behaviour and attitudes and therefore a constructive partnership with the home is crucial.

The following regulations are taken from the **Public Schools Act**:

- Pupils and staff must behave in a respectful manner and comply with the code of conduct
- Bullying, abusing physically, sexually or psychologically, 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 in nor on school property
- Students and staff must adhere to school policies respecting appropriate use of electronic mail and the Internet, including the prohibition of material that the school has determined to be objectionable

In short, the following is not tolerated at École Van Belleghem:

- defiance of authority
- fighting
- threats
- possession of dangerous objects
- defacing/damaging property
- defiance of school rules
- inappropriate physical contact
- abusive language/gestures
- harassment (verbal, physical, sexual)
- use/possession of knife/weapon
- racial or homophobic slurs
- bullying

The following interventions are used to support learning among students who violate the Code of Conduct:

- classroom intervention
- parent contact
- behaviour/performance contract
- counseling
- formal conference
- removal of privileges
- restitution and restorative justice
- Clinical Services Unit support

If a problem situation is serious or repeated, parents or guardians will be asked to meet with the teacher and/or administration and to help solve the problem.

Parents will be informed of such problems either in writing or by phone. Teachers or administration will contact parents or guardians as soon as possible.

PROTOCOL FOR THE RESOLUTION OF CONCERNS

We are all here to help your children, our students to grow and prosper. Consequently, direct communication between home and school is essential to your child's healthy education. Teachers and the school administration will send out emails to parents on a regular basis to keep parents informed.

Parents are encouraged to keep in contact with their child's teachers to keep apprised of their child's progress and any challenges that they may be facing. It is important for parents to establish an efficient method of communication with the classroom teacher so that concerns can be addressed in an effective and timely manner.

In some cases, miscommunications occur and can be causes of concern. Whenever parents have a concern, they should contact the person with whom they have the concern directly. If after speaking with that person the concern remains unresolved, it would be appropriate to contact the person's immediate supervisor, as per the school division's communication protocol. For example, a concern with a child in the classroom should first be directed to the classroom teacher. If that conversation does not resolve the concern, then the administration should be contacted. Please refer to the text below for divisional protocol for the resolution of concerns.

Louis Riel School Division 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 Louis Riel School Board.

The School Board will respond, usually following inquiries with the involved parties. The School Board and the Superintendent's Department trust that this process will result in the satisfactory resolution of those concerns which may, from time to time, arise between members of our school community.

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

Contact: Louis Riel School Board Address: 900 St. Mary's Rd. Winnipeg, MB R2M 3R3