



# École PROVENCHER

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## Parent Handbook 2025-2026

Website: [www.lrsd.net/Provencher](http://www.lrsd.net/Provencher)

Transportation:  
LRSD IT Help Desk: ☎  
Daycares:

Little Voyageurs Learning Centre  
Happiness Is  
Norwood French Immersion Preschool  
St. Boniface Children's Place

(204) 253-2681 ext.337  
(204) 257-7827 ext.58611  
(204) 233-4442  
(204) 797-3793  
(204) 781-7201  
(204) 231-2010

Principal:  
Vice-Principal:  
Administrative Secretary:  
Secretary:

Lynn Caron-Plischke  
Stéfan Herrington  
Nicole Wiebe  
Candace Berard

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Dear Parents, Guardians and Students,

At École Provencher, we acknowledge that we gather each day on Treaty One Land. This land is the territory of the Anishinaabe and the homeland of the Red River Métis. We recognize the harms of the past and present towards our Indigenous population and continue to strive to educate ourselves and our students and to work towards true reconciliation.

On behalf of our staff, we would like to wish you a warm welcome to École Provencher. We are blessed to be in the heart of St. Boniface, surrounded by such incredible resources and culture. Our school has a very rich history which we appreciate each day.

Learning is a natural part of life. The joy and pride of being life-long learners exists in all of us but needs to be nurtured and strengthened as we grow and mature. At École Provencher, we strive to create a learning environment that fosters intellectual, social, emotional and physical growth and development. We need to support each other toward this goal, and we encourage parents to be active participants in their child's educational journey. Students may experience many challenges on their path to learning and discovery. Together, staff and parents can help them to achieve success when we work together as a team, sharing ideas and communicating effectively.

It is important that parents, guardians and students become familiar with their school. This handbook provides vital information about École Provencher. It outlines information about the daily functioning of the school as well as policies that are relevant to the learning environment and community.

We look forward to working with each family. We truly hope that your time at École Provencher will be stimulating, enriching and enjoyable. If you have any comments, questions or concerns, please feel free to contact us by phone, e-mail, or in person.

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## VISION AND MISSION STATEMENTS:

### LRSD 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.

### ÉCOLE PROVENCHER MISSION STATEMENT:

As a French Immersion school, École Provencher strives to provide as a safe and respectful learning environment which develops the acquisition of the French language, useful knowledge, skills and attitudes essential for responsible citizenship and life-long learning.

### OUR SCHOOL:

École Provencher is a Kindergarten to Grade 4 French Immersion school in the heart of St. Boniface. Our families are spread out across a very broad area, but our population of 290 students is a very collection of tremendous diversity and multicultural as our catchment pans from the northern-most point of the Louis Riel School Division, West Transcona and St. Boniface.

### FRENCH IMMERSION IN LRSD:

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 functionally bilingual 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.

ÉCOLE PROVENCHER STAFF:

<b><u>Administration</u></b>	
Principal	Lynn Caron-Plischke
Vice-Principal	Stéfan Herrington
<b><u>Teachers</u></b>	
Kindergarten	Samantha Gevers, Jolie Kanyinda, Sandra Negrao
Grade1	My-Dinh Trinh, Colleen Letkeman, Shari Sauso
Grade2	Shelley Hynes, Celeste Dilka, Christine Solomon
Grade3	Marissa Davey, Teresa Wolfe, Kelsey Romano
Grade4	Melissa Myers, Joane Windle, Theressa François
Physical Education	Rachel Paradis, Stéfan Herrington, Teresa Wolfe
Music	Nicole Poirier, Teresa Wolfe
Student Services	Roxanne Breton, Kelsey Romano, Nicole Poirier, Stéfan Herrington
Teacher Librarian	Suzanne Simpson
<b><u>Support Staff</u></b>	
Administrative Secretary	Nicole Wiebe
Secretary	Candace Berard
Educational Assistants	Djeinabou Diallo, Loubna Benghazi, Karen Warren, Savannah Menard, Ashley Penner, Arielle Lamoureux, Adrian Fajardo, Varuna Ram-Goornaden
Family Centre Co-ordinator	Renée Hill
Family Centre Educational Assistant	Anita Platt
Language Monitor	Christelle Wadja
Head Custodian	James Mrena
Evening Custodians	Flora Fe Agcaoili, Thomas Brereton

## OUR BELIEFS AT ÉCOLEP ROVENCHER:

We believe that every person at École Provencher has the right to:

- Feel emotionally and physically safe
- Be treated with compassion, dignity and respect
- Learn and celebrate successes
- Learn and speak the French language in a positive and caring environment
- Make positive and appropriate choices that empower him/her to become the person they want to be
- Work in collaborative and cooperative manner
- Have fun and be happy

## LANGUAGE POLICY:

- It is expected that students will speak in French to staff members in the school, on school outings and on the playground
- It is expected that students will speak to each other in French during all classes except for English classes
- School assemblies will be primarily in French, however, portions may be in English to facilitate parental participation

## SCHOOL HOURS:

The typical school day unfolds as follows:

First bell-students enter	8:32 a.m.
Second bell-National anthem and announcements	8:42 a.m.
Morning classes begin	8:45 a.m.
Nutritional break	10:15 to 10:25 a.m.
Morning recess	10:25 to 10:55 a.m.
Classes resume	11:00 a.m.
Lunch break	12:30 to 12:55 p.m.
Afternoon recess	12:55 to 1:25 p.m.
Classes resume	1:30 p.m.
Last bell-students leave	3:15 p.m.

School office hours are 8:00 a.m. to 4:00 p.m.

## CALL-BACK SYSTEM:

If for any reason your child will be absent or late for school, please phone the school at 204-233-0222 or leave a message on the answering machine or email the office at [provencher.office@lrsd.net](mailto:provencher.office@lrsd.net). If you do not report your absence prior to the start of the school day, 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.

#### LATE ARRIVALS:

A student who arrives after 8:42 a.m. or 12:30 p.m. must report directly to the office and receive a late slip. Parents and guardians will be notified if their child is habitually late.

#### VISITORS TO THE SCHOOL:

All parents/guardians or visitors must phone and report to the office upon arrival. When picking up a child for an appointment, or upon returning your child to school, please report to the office.

Parents are asked to meet their children outside. It is distracting for students to see their parents waiting in the halls or around the classroom doors. This can also create a safety concern.

#### COMMUNICATION PROTOCOL:

Direct communication between home and school is essential to your child's healthy education. Please contact teachers or administration whenever you have a question or concern.

#### TELEPHONE:

Students may use the telephone when a need arises. We would ask that this be limited to urgent calls only.

#### HEALTH CONDITIONS:

It is imperative that you notify the office if your child suffers from asthma, allergies or any other special condition that could affect health or learning. Specific health forms must be filled out.

#### NUT/PEANUT-SAFE SCHOOL:

Due to life-threatening nut allergies for some students, nut products cannot be brought to school.

Additional information: Please refer to website: [www.youville.ca](http://www.youville.ca) or call Youville Clinic at 204-255-4840.

#### LUNCH PROGRAM:

All parents have the option of enrolling their sons and daughters in the lunch program. The cost for this service is \$90.00 per year per student.

THE \$90 payment is due in September.

A tax receipt will be available on the parent portal at the end of February. Lunch fees apply to all students staying for lunch, including bussed students. 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.

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 contact the school office.

Students are to remain seated while they eat in their classrooms. Students are encouraged to talk with their classmates using a soft speaking voice. Staff directives must be always obeyed or the privilege to eat at school can be revoked by the school administration.

## LUNCH PROGRAM POLICY:

- Sit and eat lunch at their assigned table
- Use a “speaking voice” when talking to others during lunchtime
- Raise their hand and ask a lunch supervisor for help if required
- Put their garbage in the garbage or recycling container upon leaving the room
- Listen to and always co-operate with the lunch supervisors indoors and outdoors

## FIRE AND EVACUATION DRILLS:

All schools are required to hold 10 fire drills during the school year. These drills are for the safety of children. The school floorplan with fire exits, alarm stations, and extinguishers are located 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 Provencher students is Collège Louis Riel, 585 St. Jean Baptiste.

## TRANSPORTATION POLICY:

Each year, bus safety rules are reviewed with all students. Bus drivers are responsible for the enforcement of these rules, and we ask your cooperation in ensuring your child be respectful of all safety rules.

## FIELD TRIPS:

Parents and guardians are required to sign a consent form for all programs and off school site activities. Parents may be asked to cover a portion of the expenses related to these outings.

## OUTDOOR RECESSES:

The Louis Riel School Division recognizes that it is important for students to have outdoor physical activity. However, the safety of students must be considered when dealing with inclement 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. Information will be taken from the Meteorological Station which is located at the Forks. Current weather information is available at [www.lrsd.net](http://www.lrsd.net).

Toys and games should be left at home and are not permitted at school without prior approval and special circumstances.

## ÉCOLE PROVENCHER PARENT COMMITTEE:

Communication between home and school is crucial to a healthy education. It is important that all members of our school family could share their ideas, opinions and concerns with the school.

Your participation is welcome at all monthly Parent Committee meetings. PAC can be contacted by email at [provencherpac@gmail.com](mailto:provencherpac@gmail.com).

## CANADIAN PARENTS FOR FRENCH:

The Louis Riel School Division community has a C.P.F. chapter. For further information, please access their website at [www.cpf.ca](http://www.cpf.ca).

## SKATEBOARDS, SCOOTERS, BICYCLES AND ROLLERBLADES:

The School Board policy on Student Safety has clear directives regarding the use of skateboards, scooters, and rollerblades on school property. They are not to be used on school property during school hours namely 8:30 a.m. to 3:30 p.m. as per School Board policy.

Students are responsible for bicycles or any other personal belongings they have chosen to bring to school. Bicycles should be locked to the bike racks in the bike cage.

## DRESS CODE:

Students are expected to dress appropriately. Appropriate attire supports a safe and respectful learning environment.

## STUDENT INJURIES:

If a student receives 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 emergency contacts. Students who are recovering from an illness or major injury may be allowed to stay in for recess provided arrangements have been made with the office staff; otherwise, it is expected that all students will go out for recess.

## MEDICATION:

Provincial health regulations prohibit the administration of any medication without written permission. Forms are available in the office. All medication must be stored in the office and administered according to an agreed-upon plan.

LRSD policy states that the first dosage of any new medication shall not be administered at school. It is the parent/guardian's responsibility to ensure the first dosage of any medication has been well tolerated before it will be administered at school.

Students who require an EpiPen due to their allergies must always carry one on them. A second EpiPen should be stored at the office.

## LIBRARY/MEDIA SERVICES:

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. As part of the library learning commons, we have a discovery room where the students can use their five senses to explore and use their critical thinking skills.

Book Exchange: Students will have the opportunity to exchange library books during class time. All library materials are normally borrowed for a one-week period. All borrowed materials must be well cared for and returned when due.

Overdue items: The students will have approximately one week to keep their books. If the material is not returned within a reasonable time, a note will be sent home asking for the book to be returned or payment to replace the book. Any payment made will be refunded if the item is returned later within the year. Library privileges will be suspended until either books or money is received.

#### TECHNOLOGY:

Students have access to iPads and laptop computers in the classroom and in the discovery room as a research tool as well as creating various projects. All students using the Internet must have an Acceptable Use Document-Internet consent form signed by a parent/guardian. There are no students' personal cell phones or devices allowed at school.

#### PHYSICAL EDUCATION:

Lifelong physical activity is essential to both physical and mental health and well-being. Kindergarten to Grade 4 classes will focus on basic movement skills. Games, fair play, and team building are strongly emphasized. Fitness activities which incorporate muscular strength, muscular endurance, flexibility and cardiovascular fitness will also be taught. An appreciation for personal health will be promoted, and students will develop an understanding of the benefits of regular physical activity.

Students in Kindergarten to Grade 4 require runners only (no gym clothing required).

#### MUSIC PROGRAM:

Music lies at the core of every culture. One of the fundamental purposes of music education is to transmit our culture to the next generation. Music is one of the most glorious manifestations of our cultural heritage.

At École Provencher, our music program is based on the following goals:

- To help students develop their aesthetic potent
- To help students read, write, and understand music so that it may provide a lifelong source of pleasure
- To foster creativity
- To develop aural, visual, listening, and motor skills
- To encourage correct vocal production skills, and percussion instrumental technique
- To help students become acquainted with their own culture, as well as other cultures
- To encourage social development and practice teamwork
- To develop the ability to communicate in French through the medium of music

#### STUDENT SUPPORT SERVICES:

The goal of Student Support Services Teachers is to provide appropriate educational programming to all students within an inclusive learning environment. Student Support Services teachers provide service and support to students and classroom teachers, and depending on the student's needs, may develop a collaborative action plan to be applied in or out of the regular classroom.

Requests for assistance can be initiated by students, staff, parents, guardians or administration. Following referrals, pertinent data on students may be collected through observations, student and parent interviews,

teacher conferences or analysis of student work, and testing. Action plans may be developed by a team comprised of the student, parent(s), guardian(s), teacher(s), other specialists and administration.

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

**CLINICAL SUPPORT SERVICES:**

The Louis Riel School Division is committed to fostering student success; the Clinical Services Team is an essential component in that process. Its staff members provide additional support and expertise for students, staff and families, and share their services among the Division's schools:

- [School Psychology Services](#)
- [School Social Workers](#)
- [Speech-Language Pathologists](#)
- [Therapy Services](#)

Student success is the responsibility of all members of the divisional community. Referrals of students to clinicians may occur following a process of discussion and consultation that includes parents, and the appropriate school personnel. As all services are voluntary, parents and Guardians must provide informed consent. Referrals may stem from student progress reports and conferences, parental concerns, or classroom observations.

Parents are encouraged to support ongoing communication between the home and the school, as these conversations help to identify student needs and are vital to successful student learning.

**SKILLS FOR SCHOOL SUCCESS:**

<b><u>School Behaviours</u></b>		
Before Class	During Class	After Class
Arrive on time	Follow classroom rules	Take materials home
Enter in a pleasant, quiet manner	Listen carefully	Complete homework Place in school bag
Bring materials to class	Work during class	Bring homework back
Get ready for learning	Ask for assistance	
	Move quickly and quietly to new activity	
<b><u>Organizational Skills</u></b>		
Organization of materials (e.g. use of binder and duo tangs)		
Organization of time (e.g. Use of agenda, scheduling work)		
Organization of content on paper (e.g. headings, margins)		
<b><u>Learning Strategies</u></b>		
Gaining information–Strategies for:		
Reading expository material (e.g. science/social studies-based, factual)		
Reading narrative material (e.g. novels and stories)		
Gaining info from verbal presentations (lectures, demonstrations)		
Demonstrating knowledge or skills–Strategies for:		
Completing daily assignments		

Answering written questions
Writing narrative and expository products
Preparing for and taking tests

\*Copied from: From Advanced Skills of School Success by Anita Archer, PhD. And Mary Gleason, PhD.

## HOMEWORK (SCHOOL RELATED WORK):

All students need good study habits. They should schedule a regular time and place, free of distractions, to do their homework.

Homework may consist of:

- Unfinished assignments from class
- Assigned work
- Studying dictée words and spelling words
- Reading in French and in English
- Reviewing Math facts
- Reviewing class notes
- Working on long-term projects
- Research

On average, a student can expect about 10 minutes per grade level each night, not including reading time.(E.g. Grade1-10 minutes, Grade 4-40 minutes). If homework has been completed in class, students should use this time to read in French and English. They may also use this time to reflect on class activities, to review Math facts, verbs, and spelling/dictée work or class notes. If a student rarely has homework, is frequently overwhelmed with the volume of homework, or consistently exceeds the recommended amount of time spent on homework, parents/guardians should contact the teacher.

Why is Homework Important?

- Homework provides additional practice in basic skill areas (reading, math, and writing).
- Homework allows more time for studying content area material (science, social studies, health).
- Homework teaches critical independent study skills needed in upper grades.
- Homework promotes responsibility.
- Homework increases communication between parents and the school.

How Can I Help my Child Get Organized for Homework?

With your child, select a place for home study:

- Since most homework involves writing, students should normally study at a table or desk.
- The study area should be well lit, quiet, and free from distractions.
- Keep supplies (paper, pencils, pens, and dictionary) in the study area.

With your child, select a time for home study:

- Select a study time for Monday, Tuesday, Wednesday, Thursday, and over the weekend.

- Select a time in the afternoon or early evening so that the child will be alert and will be able to finish the homework before bedtime.
- When possible, select the same daily study time.
- Write down the agreed upon times. You may wish to post these times.

### How Can I Support my Child in Completing Their Homework?

If your child is in the primary grades:

- At homework time, have your child go to his/her homework area
- Ask your child to show you any assignments that he/she needs to do
- Have the child explain the assignment or demonstrate one item
- If your child does not understand the assignment, read the directions to your child or with your child
- Ask your child to explain what he/she is to do
- You may wish to show your child how to do one item
- Check back occasionally
- Acknowledge your child's efforts
- Answer your child's questions
- At the end of homework time, examine the completed assignments

Common Questions:

Must I sit with my child during the entire homework session?

No. Teachers do not expect parents to sit with their child during the entire length of time needed to complete assignments. Help your child get started and check back with your child. Give assistance as needed and/or requested.

What if my child cannot do the assignment?

First, read the directions and any explanatory material on the assignment. Next, explain the assignment to your child and have him/her try an item. If the child still cannot do the assignment, teach your child using the following steps:

I DO IT	Do the first item
WE DO IT	Do the second item with your child
YOU DO IT	Child attempts on his/her own

Use the same vocabulary as the assignment explanations.

If your child still cannot do an assignment, write a note to the teacher asking him/her to review the assignment with your child.

CODE OF CONDUCT:

School Expectations:

École Provencher 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.

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 pro-active
- 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 based on any characteristic set out in subsection 9(2) of The Human Rights Code is unacceptable
- Pupils 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 are not tolerated at École Provencher:

- 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 slurs
- Bullying

In the Louis Riel School Division disciplinary consequences of violations of the Code of Conduct are:

- Classroom intervention
- Parent contact
- Behaviour/performance contract
- Counseling
- Formal conference
- Temporary withdrawal from classroom
- Removal of privileges
- Restitution and restorative justice
- Clinical Services Unit involvement

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.