



INFORMATION HANDBOOK

MANUEL D'INFORMATION

2025-2026

Directrice/Principal: Michelle Kennedy
Directrice adjointe/Vice-Principal : Erin Sheldon

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

 **@varennnesLRSD**

Updated: June 2023

TABLE OF CONTENTS

Letter to Parents from Administration	4
School Trustees and Division Personnel	5
Vision & Mission of the Louis Riel School Division	6
Immersion Schools in the Louis Riel School Division	6
École Varennes Staff Team	7
Mission Statement	8
Student Mission Statement	8
Language Policy.....	9
School Hours	9
Absences/Late Arrivals.....	10
Visitors to the school	10
Dismissal Procedures	10
École Varennes Parent and Caregiver Committee	10
Communication.....	10
Health Conditions	11
Medication	11
Peanut-/Nut-Safe School	11
Lunch Program	11
Milk Program.....	12
Breakfast Program	12
Nutrition Practices	13
Telephone	13
Daycare Information	13
Fire and Evacuation Drills.....	13
Emergency Control Procedures Drills	14
Lost Student/Runner Search Plan	14
Surveillance Cameras	14
Field Trips.....	14
Transportation Policy.....	15
Outdoor Recesses	15
Skateboards, Scooters, Bicycles, Heelies and Roller Blades	15
Electronic Devices and Toys.....	15
Cell Phones.....	15
Pets.....	16
No Smoking/Vaping Policy	16
Dress Code	16
Student Injuries.....	17
Lockers	17
Library and Media Services	17
Technology.....	17
Music Program	18
Physical Education	18
Gym Attire	19
Middle Years Athletics Program	19

Outdoor Education.....	21
Student Services.....	22
Family Centre	23
Community Liaison Worker	23
Code of Conduct	23

Attachments:

SCHOOL CALENDAR

DATES TO REMEMBER

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.



École Varennes

22 Varennes Avenue, Winnipeg, Manitoba R2M 0N1

Louis Riel School Division

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

Directrice/Principal, Michelle Kennedy

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☎ (204) 253-1375

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Dear Parents, Guardians and Students,

Learning is a natural part of life. The joy of learning is something which exists in all of us, but which needs to be nurtured and strengthened as we grow and mature. At École Varennes, we want to ensure that all of us, students, staff and families alike, are encouraged to learn to our fullest potential. We look forward to working in partnership with you as we work towards this goal.

The students of our community are on a voyage of discovery where the destination is unknown. They are learning about themselves and about the ever-evolving world we share. They are constantly faced with decisions, some of which can be very exciting, and others rather daunting. It is our job as a school community to help our young people on their voyage, to give them the guidance and help they need, to give them the freedom to make their own choices when appropriate, and sometimes to let them skin their knees. We can help them to succeed best when we all work together as a team, sharing ideas, successes and challenges. The home-school connection is vital to this enterprise. Through informal conversations, written communication, and of course through the Parent and Caregiver Advisory Council, our collaboration and mutual support is essential. We will all benefit from this effort, but the greatest benefit will go to our children. As we join hands, we create a safety net that gives our students the sense of security they need to take risks, to grow in confidence and wisdom, and to learn to live useful and fulfilling lives.

We want to hear from you, to learn from you, and to support all the members of the École Varennes family as best we can. If you have comments, questions, or concerns, please do not hesitate to contact us by phone, e-mail, or in person.

Michelle Kennedy & Erin Sheldon
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:

Ian Walker
Irene Nordheim
Ryan Palmquist

Darlene Gerrior
Sandy Nemeth
Pamela Kolochuk

Chipalo Simunyola
Chris Sigurdson
Cindy Turner

DIVISIONAL STAFF

Superintendent of Schools:

Christian Michalik

Secretary-Treasurer:

Jamie Rudnicki

Assistant Superintendents:

Michelle Jean-Paul
Ron Cadez
Jeff Anderson
Darcy Cormak

Staff at École Varennes collaborate with divisional staff and elected officials to realize the statements of vision and mission on the following page. Staff at École Varennes 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 an additional 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 6	400 Willowlake Crescent	204-257-2540
École Henri-Bergeron, Grades 4 to 8	363 Enfield Crescent	204-233-7079
École Howden, K to 6	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 3	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 6	22 Varennes Avenue	204-253-1375

ÉCOLE VARENNES STAFF TEAM

Principal	Michelle Kennedy
Vice-Principal	Erin Sheldon
Kindergarten	Jill Ross-Enns
Kindergarten	Cheyanna Wai
Kindergarten	Nihad Issa
Grade 1	Janelle Gagnon
Grade 1	Jean Hardman
Grade 1	Susan Benning
Grade 2	Béhin Safakhah
Grade 2	Hailey Scott
Grade 2	Hailey Betker
Grade 2	Karen Van Deynze and Christine Troop
Grade 3/4	Lynne Macri
Grade 3/4	Sydney Jozsa
Grade 3/4	Naziha Yemboul
Grade 3/4	Gabrielle Mainella
Grade 3/4	Thomas Bailey-Robertson
Grade 5/6	Mory Camara
Grade 5/6	Codie Price
Grade 5/6	Brian Riddell
Music	Allison Boettcher
Physical Education	Mathew Fiola, Danica Bérard
Student Services	Nerissa Brownridge, Julie Desrochers & Geneviève Legal
Teacher-Librarian	Suzanne Simpson
Library Technician	Neo Diehl
Secretaries	Danielle Hince & Stéphanie Lacasse-Rioux
Custodians	Stephen Kytaychuk & Nino Rosi
Community Liaison Worker	Ricardo Charry
Family Centre Coordinator	Shawna Crane
Family Centre Assistant	Laura Sullivan
Educational Assistants	Denise Dewar, Breanne Gobeil, Rachelle Huberdeau, Arlene Kellas, Samuel Stoik, Jacqueline Ross, Kadesha Ross, Khadija Tarrhi, Diane Kuhana-Kamanda, Philippe St. Cyr, Belinda Gakpetor, Kafui Aloumon
Lunch Supervisors	Dena Nelson, Sebika Ray, Iqra Gaffar, Ananya Sood, Barb Duguay
Crossing Guards	Dena Nelson, Gordon Nazarko
Food Preparation	Cindy Mazur

ÉCOLE VARENNES MISSION STATEMENT:

To honour, to inspire, to discover.

As a French Immersion school, École Varennes provides a safe and respectful learning environment which facilitates the acquisition of useful knowledge, skills and attitudes essential for responsible citizenship.

STUDENT MISSION STATEMENT:

À l'École Varennes, nous respectons notre école, nous sommes responsables de nos actions, et nous faisons de bons choix pour être en sécurité. Ensemble, nous pouvons faire une différence! At École Varennes, we respect our school, we are responsible for our actions, and we make good choices to be safe. Together, we can make a difference!

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, asking the secretary for an ice pack, reading posters in the hall, singing the national anthem, presenting at school-wide assemblies, greeting a teacher on the playground, etc. 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. Offer them praise on their achievements. Learning an additional 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 Varennes open at **8:17 a.m.** Classes begin at **8:27 a.m.**

- | | | |
|----|--|--|
| a) | Kindergarten
Grades 1 – 6
Lunch Hour | 8:27 a.m. – 3:00 p.m.
8:27 a.m. – 3:00 p.m.
K-2 11:00a.m.-11:30a.m. followed by recess
3-6 11:30p.m.-12:00p.m. followed by recess |
| b) | Office Hours | 8:00 a.m. – 4:00 p.m. |
| c) | Supervision provided on school grounds | |
- *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. Supervision is also provided in the École Varennes parking lot from 8:05 - 8:27 a.m. and 3:00 – 3:15 p.m.



- morning, afternoon and lunch recesses; and
- during all school activities.

The Louis Riel School Division uses the six-day cycle. Please refer to the attached 2025-26 school year calendar.

ABSENCES/LATE ARRIVALS:

If your child will be absent or late for school, please telephone our secretary (204) 253-1375, leave a message on the answering machine or email stephanie.lacasserioux@lrsd.net and danielle.hince@lrsd.net. If we do not hear from you by 8:45 a.m. or 12:30 p.m., we will contact you at home or at work. Please notify the school in advance, in writing, if you expect your son/daughter to be absent from school for an extended period.

A student who arrives late in the morning or after lunch must report directly to the office and receive a welcome slip. 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 cohort doors.

Dismissal time is a very busy time for teachers. Parents wishing to speak to a teacher, especially at the end of the day, are encouraged to set up a meeting time in advance.

ÉCOLE VARENNES PARENT AND CAREGIVER ADVISORY COUNCIL:

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 Varennes Parent and caregiver Advisory Council. This group of dedicated parents plan special events and share ideas with the school administration. They provide feedback on important issues as well. Your participation is welcome at any of the scheduled meetings throughout the year. 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 and Parent and Caregiver Advisory Council meeting minutes are excellent sources of information. Parents/guardians are invited to visit the parent portal using their username and password. Parents may contact the school office for their username if misplaced.

The Parent Portal is used to see your student's report card and pay fees on-line. To access the parent portal, please visit www.lrsd.net, scroll down and click on the red Parent Portal icon. When setting up your account, please use the email that was provided to the school. Also, the school does not have access to passwords therefore please ensure to mark it down in a safe location.

BIRTHDAYS:

Due to allergies and dietary restrictions for many of our students, we ask families to refrain from bringing food snacks to celebrate their child's birthday at school.

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 SUPERVISION:

All families whose child(ren) stay at school during the lunch hour must opt-in to the lunch supervision service. If your child(ren) are returning home for the lunch hour, you can opt-out of this service. The cost for this service is \$90.00 per year per student or \$360.00 per year maximum per family.

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. Occasional users will be charged \$1.00 per child per

day, payable daily. 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 paying these fees causes any hardships for your family, please contact the administration

Lunch Rules:

- 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, recycling box or compost pail 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.
- All desks will be washed at the end of every lunch hour.

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.

Students 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 written 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. Note that students who choose to leave school grounds over the lunch hour must remain absent for the duration of the hour; otherwise, the constant coming and going of students would become unmanageable and the school would not be able to determine who should be present, a key piece of information 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 11:55 p. m.

LUNCH SCHEDULE:

Students in Kindergarten to Grade 2 will eat lunch at 11:00 am, with recess following at 11:30 am. Students in Grade 3-6 will have lunch at 11:30pm, followed by recess at 12:00 pm.

MILK PROGRAM:

Students may redeem a milk voucher (pre-purchased) to obtain milk at lunch time every day. There are two options available - 250 ml 2% white milk or 250 ml chocolate milk. Sheets of 20 vouchers may be purchased at the office at a cost of \$20.00. Or milk can be purchased individually at the office for \$1.00 each.

Milk will be distributed to students at lunchtime in exchange for a ticket. Please purchase your vouchers in advance. We occasionally run out of either chocolate milk or white milk. Rather than have students go without, we offer them the other product as a substitution.

BREAKFAST PROGRAM:

Breakfast is available for all students. It will be provided by the Family Center and delivered to classes. We are currently revisiting our process for serving breakfast as space constraints require a new approach. In the interim, any child needing breakfast can let their classroom teacher know and one will be provided. The menu varies daily and may include cereal, toast, pancakes, muffins, fresh fruit, and yogurt. Attendance varies on any given day. The program is financed by grants from the Louis Riel School Division and other successful grant applications. Food donations are gladly accepted; please speak with our Family Centre staff to find out what items they need. You can also speak to them about volunteering opportunities.

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. École Varennes has developed a document detailing current practices at our school related to nutrition, practices that have evolved considering the provincial and divisional directives referenced above and a result of ongoing dialogue between staff, families, and students. The document was last reviewed in November 2014 and is available by contacting the school office.

DAYCARE INFORMATION:

We are pleased to announce that the YMCA daycare programs, Before and After School will continue. Please contact the daycare by calling 204-509-2181 if you have any questions.

- Before-School: 7:00 a. m. to 8:20 a.m.
- After-School: 3:00 p. m. to 6:00 p.m.

FIRE AND EVACUATION DRILLS:

All schools are required to hold ten fire drills during the school year. These drills are to ensure the safety of our students. The school floor plan with fire exits, alarm stations 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 Varennes students is [*Deeper Life Church*](#), located at 709 St. Mary's Road, adjacent to the schoolyard.

EMERGENCY CONTROL PROCEDURES DRILL:

The provision of a safe learning environment is of paramount concern at École Varennes. 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 Varennes, 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 Varennes, 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. 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 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 make sure that your children are dressed properly for our invigorating winter days. It is advisable for students to bring extra pants and socks. A change is often necessary due to the wet and cold weather of the winter months. 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.

CELL PHONES:

In alignment with provincial legislation, cell phones are not permitted for use in school. At École Varennes we work hard to help our students develop safe and healthy habits regarding the use of technology. We are applying a developmentally appropriate strategy to set boundaries and teach personal management skills to support our students to become autonomous in those two areas. Therefore, personal cell phones must be kept in student's lockers during the school day. All technology required for academic work at school will be provided by the school. Personal cell phones are not to be used while at school. Students who have cell phones for safety reasons for to and from school purposes must keep them in their locker. Students will be given a reminder if found to be using their phone at school. Parents will be notified if there is a persistent issue with cell phone use. Student use of cell phones during a lockdown is prohibited. All cell phone use in changerooms and washrooms is prohibited.

ADULT USE OF CELL PHONES:

Adults may use cell phones for the following purposes- if required as part of a student safety plan, if sanctioned for some other reason by school administration. Teachers may use a cell phone to manage the application: SeeSaw. Photos will only be taken with parental consent and shared as indicated on the consent form. All people at École Varennes will only take pictures or videos with the consent of the subject.

SCHOOL TELEPHONE:

Please send a note with your child if there are any changes in your child's daily routine and limit personal calls for students to **emergencies only**. Important messages can be passed on to students by the classroom teacher or secretary if necessary. Paging a student in the classroom interrupts the lesson flow and is only possible with the approval of school administration.

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 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.

SKATEBOARDS, SCOOTERS, BICYCLES AND ROLLER BLADES:

To ensure the safety of our students, staff and visitors, skateboards, scooters, bicycles, heeled shoes and roller blades, etc, are not to be used on school property between 8:00 am to 3:15 pm.

Students using skateboards, scooters and roller blades must stow them in their locker or in their classroom upon arrival to 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 to the bike racks provided. Unfortunately, the school cannot accept responsibility for any lost or stolen items.

PETS:

To maintain a safe and healthy environment for students and staff, as well as prevent any incidents that may occur due to dogs on school property, we kindly ask that you keep your dogs at home and not bring them to school at any time. While we know that many of you have dogs that are friendly and great with kids, we ask that you understand that people have different levels of comfort with animals and pets can occasionally be unpredictable. Therefore, we remind families that according to the City Bylaw on responsible Pet Ownership (92/2013) under section D Owner's Care Responsibilities, paragraph 4(1)j (i): The owner of a dog in the City of Winnipeg must ensure that the dog is not on school grounds. Your support and understanding is greatly appreciated.

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 elements. 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/they 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, 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>

SCHOOL EVENTS:

The school organizes evening events for families. We welcome anyone who is interested in helping.

LOCKERS:

Students in Grades 5 and 6 are provided with locker space and the school will provide a combination lock. Students are responsible for their personal belongings. Please note that the lockers are the property of the school division and that they can be checked by school personnel at any time deemed necessary.

LIBRARY AND 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.

Book Exchange: Students will have the opportunity to exchange library books during class time. The number of items signed out by students will be determined by grade:

Kindergarten:	1 Book
Grades 1, 2 and 3:	1 English and 1 French book
Grades 4, 5 and 6:	1 French, 1 English and 1 magazine/book CD to maximum of 3

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: Students will receive 3 notifications when books or other materials have not been returned to the library by the due date. If the material is not returned, a bill will be sent to the family of the student. Any payment will be refunded if the item is returned. Library privileges will be suspended until books or money are received.

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 6 may access their computer account and class portal from home using their username and password. The teacher-librarian will review safety measures with students and inform families in writing before access from home is granted.

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 Varennes, our music program is based on the following goals:

- to help students develop their aesthetic potential;
- to help students read, write, and understand music so that it may provide a lifelong source of pleasure;
- to foster creativity;
- to develop 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.

PHYSICAL EDUCATION:

Lifelong physical activity is essential to both physical and mental health and well-being. Kindergarten to Grade 3 classes will focus on basic movement skills, while Grades 4 through 8 will address skills needed for a variety of sports and activities. 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.

GYM ATTIRE:

All students are asked to use gym runners with non-marking soles. Skater shoes, sandals and flip-flops do not provide adequate support. From Grade 3-8, students may change into appropriate gym clothing.

MIDDLE YEARS ATHLETICS:

The Middle Years Athletics Program at École Varennes provides students the opportunity to:

- Be physically active;
- Develop athletic abilities, team work skills, good citizenship, sense of fair play, leadership, and sportsmanship;
- Build relationships with peers and coaches;
- Build confidence / Increase self-esteem;
- Enhance school spirit;
- Apply their French language skills.

Our Middle Years Athletics Program provides a context for success that some students experience infrequently in other settings as well as a point of engagement for school in general.

Programs: École Varennes participates in the Louis Riel School Division Middle Years Athletics Program. Programs vary from year to year and may include:

Interscholastic (beyond the school day)

- Cross-Country Running (Grades 4-6)
- Mini Volleyball (Grades 5-6)
- 4 on 4 Basketball (Grades 5-6)
- Flag Football (Grades 5-6)

Curricular (incorporated in the school day)

- Indoor Track Meet (Grades 5-6)
- Intro to Track and Field (Grades 5-6)

Intramurals & Clubs

- Intramurals consist of various independent and team activities including leagues and tournaments.
- Clubs can be held during or beyond the school day.

École Varennes fields teams in as many programs as possible. Participation in extra-curricular activities depends on student interest and availability of coaches. In past years where we have had students interested in playing but insufficient numbers to field a team, we have been successful in securing a position on teams with other nearby schools.

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

Student Expectations

In games and practices, students are expected to demonstrate the five principles of fair play:

- Respect for the rules
- Respect for the officials
- Respect for your opponents
- Give everyone an equal chance to participate
- Maintain self-control at all times

Students are expected:

- To demonstrate commitment to their team by attending scheduled practices and games;
- To display responsibility by turning in forms on time and taking care of their uniform;
- To exhibit respect toward their teammates by accepting differences in abilities, encouraging one another and using positive language;

- To exhibit respect toward coaches and officials by listening attentively, following the rules, accepting their decisions and thanking them for their generous gift of time;
- To review, sign, and abide the terms of the École Varennes Player/Parent Agreement

A Code of Ethics for Coaches

The **school** expects coaches to:

- Be an integral part of the school system with its educational contribution;
- Remember that the athletic arena is a classroom with moral and educational obligations required at all times;
- Insist upon high scholarship and enforcement of all rules of eligibility.

The **athletes** expect the coaches to:

- Maintain a genuine and up-to-date knowledge of what they propose to teach;
- Maintain fair, unprejudiced relationships with all team members;
- Pay careful attention to the physical condition of players;
- Inspire a love of the game and a desire to compete fairly.

Sportsmanship demands that coaches:

- Take a strong stand against profanity, unfair play and unsportsmanlike behaviour of their teams;
- Maintain self-control at all times, accepting decisions of officials without outward appearance of vexation;
- Teach athletes to win by use of legitimate means only;
- Believe in the honesty and integrity of opponents and officials;
- Teach that to win is always desirable, but to win at any cost defeats the purpose of the game

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

EXPECTATIONS OF PARENTS

Parents 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 expected to demonstrate the same sportsmanship behaviours as coaches.

Parents 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 of our 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 (posted in all gymnasiums). Mistreatment of coaches or game officials will result in a request to leave the gymnasium, field or other game site.

Parents of students participating in interscholastic sports:

- Are required to attend an organizational meeting at the beginning of each season;
- Must review and sign the Player/Parent Agreement;
- Are requested to supervise one game per season as "bench parent".

OUTDOOR EDUCATION:

Outdoor education is a valuable component of the Physical Education program at École Varennes. 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, snowboarding, snowshoeing, camping, hiking, cycling, horseback riding, 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 risk in off-school site activities and outdoor education as compared to a regular classroom setting, but the risk is manageable. By setting standards of behaviour and in fully discussing all safety rules prior to the activities on 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. We have developed the following multi-year plan as a planning guide. The guide is subject to change in function of evolving needs and new opportunities.

STUDENT SERVICES:

The Student Services Program exists to provide students with equal opportunities to learn and succeed. The Student Services staff functions 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.

Jean Hardman, Mélanie Boily, Aimée Vandale and Nerissa Brownridge 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:

Psychology: Brianne Curtis

Social Work: Jacqueline Tymchuk

Speech and Language: Elissa Hart

Physiotherapy: Erynn Unrau
Occupational Therapy: TBA

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 or the school administration.

FAMILY CENTRE:

The École Varennes Family Centre provides opportunities for preschool children, their parents, guardians or caregivers to participate in a variety of interactive activities. The program allows children and adults to learn from “hands on” participation and by sharing experiences with others.

The goal of the program is to promote and encourage awareness of community resources, effective parenting skills, nutrition and health food choices, as well as the desire and ability to read.

For further information, please contact the Family Centre Coordinator, Shawna Crane, at 204-253-1375.

COMMUNITY LIAISON WORKER

We are fortunate at École Varennes to have a community liaison worker to support our school community. The Community Liaison at École Varennes can...

- Support through home visits
- Provide support to families with transportation
- Assist families in accessing community resources:
 - Dental care, Vision care, Medical care, Mental Health
 - KidSport, Volunteer Opportunities,
 - Training and Employment Services, Parenting Information, Language Classes
 - Winnipeg Harvest, Household items, Clothing

Call our Community Liaison Worker, Narendra Kaur, in the Family Centre and learn more about programs and supports we can offer families at École Varennes.

CODE OF CONDUCT and Restorative Practice:

School Expectations:

Our school is committed to excellence based upon a positive school climate and the belief that every person can succeed, both students and adults. The 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. At École Varennes, we apply Restorative Practice which allow both victim and aggressor to come together to repair damaged relationships so that the victim can feel safe, and the aggressor can be returned to the community with dignity having learned from and repaired, their mistake.

Attributes of community centered 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.

Our School universally applies strategies to support students to contribute to our learning community that:

- 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 Varennes:

- 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 with the intent to harm
- 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 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.

Following an out-of-school suspension, a re-entry meeting will occur to review school expectations.

Where the safety of other students' learning and well-being is affected, an immediate suspension may result. Length of suspensions will vary according to the severity and type of incident.