

# École Henri-Bergeron



## Parent Handbook

2023—2024



## École Henri-Bergeron

363, croissant Enfield

Winnipeg, Manitoba

R2H 1C6

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Fax: (204) 233-3145

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

Twitter or X: @bergeronLRSD

Instagram: @henribergeronlrsd

**Transportation:** (204) 253-2681 ext. 337  
**IT Help Desk:** (204) 257-7827 ext. 58611  
**Day care** Happiness Is (204) 757-7025

**Principal:** Sharad Srivastava [sharad.srivastava@lrsd.net](mailto:sharad.srivastava@lrsd.net)  
**Vice Principal:** Ida Azevedo [ida.azevedo@lrsd.net](mailto:ida.azevedo@lrsd.net)  
**Bergeron Office :** [bergeron.office@lrsd.net](mailto:bergeron.office@lrsd.net)

## TABLE OF CONTENTS

<b>MESSAGE FROM ADMINISTRATION</b>	1
<b>MISSION STATEMENT</b>	2
<b>FRENCH IMMERSION PROGRAM</b>	2
<b>LANGUAGES AT ÉCOLE HENRI-BERGERON</b>	2
<b>CODE OF CONDUCT</b>	3
<b>SCHOOL STAFF</b>	4
<b>GENERAL INFORMATION</b>	
Arrivals and Dismissals	5
Attendance and Tardiness	5
Bell Times	5
Bicycles/Scooters/Rollerblades/Skateboards	6
Bus Transportation	6
Cell Phones	6
Cold Weather	6
Communication	7
Dress Code	8
Emergency Preparedness Plan	8
Illness	8
Leaving the School/School Grounds	8
Lunch Program Fees	8
Medication for Students	9
Milk Program	9
Music Program	9
Parent Advisory Council (PAC)	10
Peanut/Nut safe School	10
Property Damage	10
Public Health Nurse	10



## MESSAGE FROM PRINCIPAL AND VICE PRINCIPAL

Bienvenue / Welcome,

***École Henri Bergeron 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 Henri-Bergeron and those who are returning to the fold! Every year is important and special in a person's life and it is our mission to work with you to make this year as important and meaningful as possible for the young people who will be attending our school. We can promise you that we will work hard with you this year and beyond. Together— educators and caregivers, are bonded by our common desire to see our children flourish!

École Henri-Bergeron houses both the Early Immersion program and the Middle Immersion program. Early Immersion refers to students who have begun Immersion in KG or Gr. 1. So, we have a Grade 5-8 for that program. Middle Immersion refers to students who begin Immersion in Grade 4. We house the Grades 4—6 Middle Immersion program. Once the Middle Immersion students complete Grade 6, the students attend the Immersion school of their catchment area.

Throughout the school, we strive to create a learning environment that fosters the development of the intellectual, social and emotional dimensions of each child. We endeavour to provide learning experiences that will enable every student to be their best and to be successful.

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.

The staff wish your child (ren) success, satisfaction and happiness at École Henri-Bergeron. We welcome your engagement 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 Henri-Bergeron. Please contact us if you have any questions or concerns.

Sincerely,  
Sharad Srivastava  
Directeur/ Principal

Ida Azevedo  
Directrice adjointe/ Vice Principal



## **École Henri-Bergeron**

### **MISSION STATEMENT**

Children at École Henri-Bergeron experience success as learners in both official languages in a climate of mutual respect, care and trust.

### **OUR SCHOOL**

École Henri-Bergeron is a Grade 5 - 8 Immersion (Early Immersion) as well as a Grade 4 – 6 Middle Immersion Program school located in the heart of old St. Boniface. École Henri-Bergeron draws its population from a relatively large area and yet still maintains a family-like atmosphere with a student population of approximately 235 students.

École Henri-Bergeron has a teaching staff of 15.75 (homeroom, Physical Education, Music/Band, Teacher-Librarian and Student Services). Support staff members also include secretaries, a library technician, educational assistants and custodians. We house a before-and-after-school child care program also : Happiness Is... .

We provide students with a wide range of programs, designed to promote their success as learners, as they develop skills in both the French and English languages in an environment of mutual respect, care and trust.

École Henri-Bergeron values and enjoys a high degree of collaboration with and involvement of our parents, the community and the school. We seek out and value contributions of parents, students and staff in order to create a community of learners.

### **FRENCH IMMERSION PROGRAM**

The goal of the French Immersion Program is to develop proud, confident, engaged, plurilingual global citizens.

The French Immersion Program enables students to interact spontaneously, autonomously, and confidently in French with pride and ease. They seek opportunities to engage in the Francophone community. Their identity as Canadian citizens, competent in both French and English, creates lifelong opportunities and fosters openness to other languages and cultures.

In the French Immersion Program, students study the same curriculum content as their peers in the English program.

### **LANGUAGES AT ÉCOLE HENRI-BERGERON**

The school is administered in French, while the communication with parents is in English. French is the language of communication among staff as well as between staff and students. As a rule, extracurricular and other special events are conducted in the French language.



# Code of Conduct

École Henri-Bergeron strives to provide a safe, welcoming and caring school community. An environment where effective teaching and learning can occur for all students. It is expected that all students conduct themselves in a kind and respectful manner in and out of the school community.

## ***We Believe That...***

All students can do well if they can. Effective learning occurs best in a positive school climate where students are expected to do their best and demonstrate respect towards others at all times. Other attributes that are encouraged for our students include but are not limited to:

- empathy
- kindness
- accepting
- cooperation
- courtesy
- responsibility
- honesty
- collaboration

A positive school climate results from beliefs and a culture of respect, honesty and commitment to the well-being of all students and staff. A culture where students and staff expect a safe, caring and unwavering commitment to success for all. Diversity is embraced and everyone feels accepted in their learning community. Parents and caregivers play a significant role in shaping their child's attitudes and behaviours. Indeed, a positive collaborative spirit between home and school is key to a positive school climate.

## ***Behavioural Expectations***

All staff and students must behave in a respectful manner and comply with the code of conduct. We believe that all students want and can be successful and are able to demonstrate appropriately respectful behaviour. Our ultimate goal is self-awareness, social awareness and empathy towards other people.

***BE KIND***

***BE RESPECTFUL***

***BE RESPONSIBLE***

**SCHOOL STAFF 2023—2024**  
**(current as of August 2023)**

**Administration**

M. Sharad Srivastava	Principal	Office
Mme Ida Azevedo	Vice Principal	Office

**Classroom Teachers**

M. Philippe Picoux	Grade 4 Middle Immersion	Room 21
Mme Charla Ramsey	Grade 5 Middle Immersion	Room 20
Mme Allyson Pickerl	Grade 6 Middle Immersion	Room 7
Mme Jocelyn Hansell	Grade 5/6	Room 9
M. Mohamed Eldessouky	Grade 5/6	Room 10
Mme Camille Bédard	Grade 5/6	Room 11
Mme Brandy McKay	Grades 5/6	Room 12
Mme Nassima Amrouche	Grade 7/8	Room 13
M. Michael Sharpe	Grade 7/8	Room 15
Mme Monique Dubé	Grade 7/8	Room 16
Mme Brittany Bowden	Grade 7/8	Room 17

**Specialist Teachers**

Mme Brigitte Girouard	Music, Band	Room 5
M. Kevin Levesque	Physical Education	Gymnasium
Mme Teresa Wolfe	Physical Education	Gymnasium
Mme Kathleen Witkowicz	Teacher Librarian	Media Centre

**Student Services Teachers**

Mme Ida Azevedo	Grades	Room 3
Mme Hélène Savard	Grades	Room 3
Mme Colleen Chaput	Grades	Room 3

**Support Staff**

Mme Marie Gérardy	Admin. Secretary	Office
Mme Carole Robidoux	Secretary	Office
Mme Nicola Parent	Library Technician	Library
Mme Hélène Moore	Educational Assistant	
Mme Bonnie Gauthier	Educational Assistant	
M. Andrew Wiebe	Educational Assistant	
Mme Jessica Balamatowski	Educational Assistant	
Mme Riham Ahmed	Educational Assistant	

Michelle Perrin	Head Custodian	
René Sauvlet	Evening Custodian	

Mme Michelle Ledet	Lunch/ Bus Supervisor	
Mme Agata Szielka	Lunch Supervisor	

Mme Hassina Sadoun	Language Monitor	
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## GENERAL INFORMATION

### Arrivals and Dismissals

Supervision is provided as of 8:30 am. If you need to bring your child to school before 8:30 am, please register with Happiness Is ... (see phone numbers on page 2).

At the end of the school day, students **must promptly** leave the school to return home or to their day-care location. Supervision is provided at the bus loop **only** for students using the division's bus transportation. If you are picking up your child after school, please meet them by the office. If a parent wishes to speak to a teacher, please pre-arrange a phone call or on-line meeting with the teacher in question.

You Are Here: [Home](#) > [Contact Us](#)

### Contact Us



École Henri-Bergeron  
363 Enfield Crescent  
Winnipeg, Manitoba, R2H 1C6  
Phone: (204) 233-7079  
Fax: (204) 233-3149

#### Related Links

- [Online Contact Form](#)
- [Addressing Concerns](#)

Students are allowed to enter early due to temperatures below –27, for sports practices; stay late for practices or performances.

### Attendance and Tardiness

There is a direct connection between punctuality, regular school attendance and academic success. A student who arrives after the 8:57 am bell misses important morning school announcements, routines and classroom community building opportunities that promote a positive and healthy start to the day. Students who arrive late must

get a late slip from the office to present to the teacher.

For safety reasons, it is extremely important that parents/guardians contact the school if your child will be absent or late for school. We must be able to act immediately if a child has not made it to school. Therefore, your call is required. If you call before 8:15 am or after 4:00 pm, leave a message on our answering machine. Every absence must be justified by a parent or guardian. If you do not report your absence prior to the start of the school day, we will contact you at one of the phone numbers you have provided. Please notify the school in advance if you expect your child to be absent from school for an extended period of time. Parents who prefer to notify the school of absences via email. Please send information to [bergeron.office@lrsd.net](mailto:bergeron.office@lrsd.net).

**If your child is not feeling well, please keep them at home.**

Please note that throughout the school year there are 10 Professional learning /Administration Days where there are no classes for students. These dates are recorded on the calendar at the end of the handbook and are also on the school website calendar at [<http://www.lrsd.net/schools/bergeron>]

### Bell Times

The typical school day unfolds as follows:

Time	Timing
Office hours	8:00 am—4:00 pm
First bell	8:47 am
National anthem and announcements	8:57 am
Morning classes begin	9:00 am
Morning Recess (Grades 4—6 only)	10:30 am to 11:00 am
Lunch time	12:30 pm to 1:25 pm
Dismissal	3:30 pm

Please note that on the 4th Tuesday of the month, the school day ends at 2:30 pm; lunch hours do not change.



## Bicycles/Scooters/Rollerblades/Skateboards

Active transportation is encouraged! Students are encouraged to come to school by bicycles, scooters, rollerblades and skateboards. However, the school accepts no responsibility for damage to or loss of these items. Bicycle racks are located at the front of the school where the bicycles may be locked. It is always best to use a U-lock. Scooter, rollerblades, and skateboards must be stored in student lockers.



## Bus Transportation

Students who are eligible for ridership on the Divisional school bus must follow the same expectations that would apply in the school and classroom. Safety is of the ultimate priority and a student who cannot or will not follow the rules on the bus or at the bus stop may forfeit the right to bus transportation and be required to find alternative transportation to school.

## Cell Phones



The principles of the Code of Conduct (Be kind, Be respectful and Be responsible) are in place at all times during school and school activities. This includes the usage of cell phones. Students are expected to keep their phones on silent and in their bags. They may be taken out only when a staff member authorizes. This includes at recesses.

During class times phones are only used when an adult authorizes it. Grade 7/8 students may use their cell phones during lunch dining time. Students may use their phones before and after school. Recesses are opportunities for students to move, socialize and therefore phones are not allowed to be used. Please note, unauthorized filming and photographing of students and staff is not permitted.

Staff will discuss in an ongoing manner the concepts of digital citizenship and the responsible use of technology. We also request that parents call the school when they need to reach the school – texting one's child during the school day can be a distraction to a child's learning.

The school is not responsible if the student loses or damages their device. Internet and Wi-Fi access for each student is controlled by the teacher and principal. Privileges may be revoked if a student chooses to make poor choices in the use of his/her electronic device.

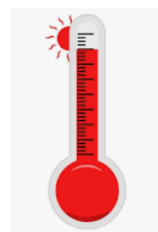
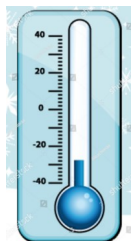
**Most importantly, the reality is that your students are in contact with each other – they are connected via text messages and social media. Are you connected with your child on social media? Do you have the contact information of your child's friends or their parents? What explicit conversations with your children on topics related to safety, privacy and kindness when on line? The school team will not become involved with on-line behaviour which occurs beyond school hours unless there is an explicit link to our school's name.**

**It also makes a lot of sense to disinfect phones regularly.**

## Cold Weather

The Louis Riel School Division recognizes that it is important for students to have the chance for outdoor physical activity. That being said, the safety of students must always be taken into account 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. School administration will make their decisions based on the information from the Louis Riel School Division website.



## Hot Weather

At the time of publication, there are no formal guidelines on what to do when there is very hot weather. On very hot days, should we be outside, students will have access to water fountains located inside the building. When necessary, we will have indoor recesses or go out for a shortened period of time.

## Dress Code

Students are expected to dress appropriately for school. We keep dress code as gender inclusive as possible. Parents are requested to encourage and assist their child in exercising good judgement in selecting appropriate wear for classes.

Clothing with offensive language and messages is not acceptable. Clothing which encourages drug or alcohol use, inappropriate language or violence, discrimination or the like is also not acceptable. Clothing must be suitable for the tasks being accomplished—this could include limited jewelry during Physical Education or Practical Arts situations, appropriate footwear at all times, some extra clothing in case of spills or temperature fluctuations, etc.

**NB: A reminder that all students need a pair of indoor shoes and a separate pair of outdoor footwear.**

## Emergency Preparedness Plan

This plan guides all of the Division's schools. That plan includes emergency control procedures drills twice per year. Various situations compel response plans to clear school hallways and we want students, staff and visitors to be prepared. Not all situations are high-risk, some merely demand added caution.

You can assist us in three ways:

- Reinforce with your child (ren) the importance of respecting adult authority during emergency control procedures drills and situations.
- If you are visiting the school, please model respect for the emergency control procedures by following the directions of staff members without questions.
- Reinforce with your child that not all situations are high-risk. We do not want them to be unnecessarily anxious; we do want them to feel confident that they can assist us all to manage unexpected situations.



## Illness

If your child is not well, please keep them at home and inform the office (bergeron.office@lrsd.net).

## Leaving the school/school grounds

Under no circumstances, should a student leave the school or the school grounds without staff consent.

When students go home for lunch, they are to come back a few minutes before the bell rings for them to return to class.

Grade 7/8 students whose parents have given permission to leave campus at lunch time, must leave **for the entire lunch hour** and must only come back a few minutes before the beginning of the afternoon. While students are always welcome when they are feeling unsafe, we must have accurate records of who is with us in case of an emergency.

# OFF-CAMPUS

## Lunch Program Fees

Students are welcome to eat at school for a cost of \$90.00 per year. This fee covers the salary of the lunchroom employees who supervise the students during the entire 55-minute lunch hour. Students who fail to follow the lunchtime rules may forfeit the right to eat at school and other arrangements would need to be made by the parents.

*NB: A communication will be sent in September with different payment options.*



## Communication



We are all here to help you 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 effectively.

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

## Medication for Students

The Louis Riel School Division has a clear guideline with respect to the administration of medication to students. No medication (prescribed or not) is allowed on the child's person (other than Epipens and inhalers). Only those medications prescribed by a physician may be given, subject to the following conditions:

- A form signed by the parent/guardian must be given to the school, authorizing school staff to administer the prescribed medication;
- Medication must be delivered to the school by personnel at the school office and clearly labelled with the name of the medication, the name of the student, the name of the pharmacist, the name of the prescribing physician, the prescribed dose, the frequency and method of administration, and the date the prescription was filled.
- Parent/guardian must notify the school in writing of any changes in dosage or time of administration of medication
- Please note, even over the counter medication requires a prescription.
- Medication must not be administered for the very first time at school itself.



**Medication presented to a school not meeting the conditions of this regulation cannot be administered by school division staff. The parent/guardian retains full responsibility for administering the medication.**

## Milk Program

We will be selling milk tickets for white and chocolate milk:

Individual cartons of 250mL : \$1.00 (exact change only)

Frequent buyer card : \$20.00 for a card of 21



## Music

École Henri-Bergeron offers a general music program until Gr. 6 which places a strong emphasis on the Orff Schulwerk skills. Students are invited to participate in our school choir. In addition, École Henri-Bergeron supplements the music program with concerts and workshops by other talented musicians. It is the primary goal of our Music program that each child learns to appreciate music and develop musical abilities.

**In Grades 7 and 8, Band is a required course. There is a \$130 band instrument rental fee.**



## **Parent Advisory Council (PAC)**

The École Henri-Bergeron Parent Advisory Council is dedicated to the education and well-being of the students at École Henri-Bergeron. The Parent Advisory Council acts in a consultative capacity with the administration in many decisions that are made at the school and divisional level. In addition, the group organizes activities for the school community, such as fundraising for special initiatives, skating program, an annual spring fair, coordination of volunteers and much more.



The Parent Advisory Council welcomes all parents to attend their monthly meetings and become active members of the group. Meetings are usually the 4<sup>th</sup> Tuesday of the month at 6:00 p.m. in the school library or on-line. Meeting schedules for the 2023-24 year will be shared in September 2023.

## **Crossing Guards**

Personnel will be assigned to crossing guard duty opposite the playground on Enfield Crescent. In order to encourage active transportation, there are two crossing guards near the Safeway on Marion. We do our best to staff these positions.



## **Allergy sensitive school**

The school will take all reasonable measures to prevent any life-threatening allergies triggered by peanuts or nuts (cashew, pecan, walnut, hazelnut and almond). This includes products marked “may contain traces of nuts” or “manufactured in a facility that also produces nut products.” We thank you in advance for your cooperation of this matter. We also have students allergic to LRSD asks that students and visitors avoid using scented products.

## **Property Damage**

Any student who damages school property or the property of others, whether carelessly or intentionally may be asked to pay for the repair or replacement of the assessed damage.

## **Public Health Nurse**

A public health nurse is assigned to École Henri-Bergeron and is available to our school for consultation. If you wish to contact the nurse, please call the Public Health Unit at 204-540-2035.

