

# École St. Germain

# SCHOOL HANDBOOK

## 2026 - 2027



77 rue John Forsyth  
Winnipeg, MB R2N 1R3  
Tel: (204) 254-0120  
[www.lrsd.net/StGermain](http://www.lrsd.net/StGermain)

We acknowledge that our school is located on Treaty 1 land, the traditional land of the Anishinaabek, Ininewak and Dakota. École St. Germain is situated on the homeland of the Red River Métis. We realize that our journey towards reconciliation can only begin once the truth about the harms that were done in Canada's past and present have been brought to light.

## MISSION STATEMENT

The mission of École St. Germain is to develop critical thinkers who learn and thrive in a caring French environment. We celebrate and respect diversity, nurture a strong sense of belonging, and build an inclusive community. We encourage learners to take pride in the French language while demonstrating respect for themselves, for others, and towards the environment.

La mission de l'École St. Germain est de former des penseurs critiques qui apprennent et s'épanouissent dans un milieu francophone accueillant. Nous célébrons et respectons la diversité, cultivons un fort sentiment d'appartenance et favorisons une communauté inclusive. Nous encourageons les élèves à être fiers de leur développement de la langue française tout en faisant preuve de respect envers eux-mêmes, les autres et l'environnement.

## VISION STATEMENT

At École St. Germain, we envision a future where every student is an engaged, confident, and globally responsible citizen. Through a strong sense of belonging, multilingual learning, and meaningful experiences, we inspire independent lifelong learners who demonstrate empathy, respect, and a commitment to making a positive difference in their communities and beyond.

À l'École St. Germain, nous envisageons un avenir où chaque élève devient un citoyen confiant, engagé et responsable à l'échelle mondiale. Grâce à un fort sentiment d'appartenance, au développement du plurilinguisme et à des expériences d'apprentissage enrichissantes, nous inspirons des apprenants autonomes pour la vie qui font preuve d'empathie, de respect et d'un engagement à contribuer positivement à leur communauté et au monde qui les entoure.

## FRENCH IMMERSION PROGRAM

The French Immersion program is designed to nurture proud, confident, engaged, and multilingual global citizens. Through French Immersion, students develop the ability to communicate naturally, independently, and confidently in French. They are encouraged to participate actively in la Francophonie and to appreciate the value of multilingualism. As Canadian citizens who are proficient in both French and English, students gain lifelong opportunities while developing an appreciation for diverse languages and cultures.

Students enrolled in the French Immersion program learn the same curriculum outcomes and academic content as students participating in the English Program.

# LANGUAGES AT ÉCOLE ST. GERMAIN

The school operates primarily in French, while communication with parents/caregivers is provided in English. French serves as the language of interaction among staff members and between staff and students. Whenever possible, extracurricular activities and special events are offered in French to support and strengthen students' language development.

The objective of École St. Germain is to provide a learning environment that promotes French as a second language while supporting each student's social and emotional well-being. Students are encouraged to develop the knowledge, skills, and attitudes necessary to reach their individual potential and become confident, lifelong learners.

## CODE OF CONDUCT

École St. Germain is committed to fostering a safe, inclusive, and nurturing school community where all students can learn and succeed. We strive to create an environment that supports effective teaching and meaningful learning for everyone. Students, staff and parents/caregivers are expected to demonstrate kindness and respect in all interactions, both within the school and throughout the broader community.

We believe that every student can succeed when provided with the appropriate support and opportunities. Learning flourishes in a positive school climate where students are encouraged to do their best and treat others with dignity and respect. In addition to these expectations, students are encouraged to develop qualities such as:

- kindness
- acceptance
- empathy
- collaboration
- responsibility
- humility
- cooperation
- honesty
- courtesy

A positive school culture is built on mutual respect, integrity, and a shared commitment to the well-being of all students and staff. It is a community where everyone feels safe, valued, and supported in achieving success. Diversity is celebrated, and every individual is welcomed as an important member of the learning community. Parents/Caregivers play an essential role in shaping their child's attitudes and behaviour, and a strong partnership between home and school is fundamental to maintaining a positive school climate.

All students, staff, and parents/caregivers are expected to act respectfully and follow the school's code of conduct. We believe that students want to succeed and can demonstrate positive, respectful behaviour. Our ultimate goal is to help students develop self-awareness, social awareness, and empathy for others.

- BE KIND
- BE RESPECTFUL
- BE RESPONSIBLE

## ÉCOLE ST. GERMAIN STAFF

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| Grade          | Class #              | Teacher(s)                                                                                                         |
|----------------|----------------------|--------------------------------------------------------------------------------------------------------------------|
| Kindergarten   | 1<br>2<br>21         | Shannon Best<br>Natasha Kehler<br>Joanne Girard-Gomercic                                                           |
| 1 <sup>e</sup> | 3<br>4<br>20         | Lisa Harrison<br>Joelle Lambert-Zamko<br>Meg Gydé                                                                  |
| 2 <sup>e</sup> | 9<br>7               | Denise Muller-Bulger<br>Chantal Harel                                                                              |
| 3 <sup>e</sup> | 8<br>10<br>11        | Sasha Ostrowski<br>Shannon Saunders<br>Justine Reynolds                                                            |
| 4 <sup>e</sup> | 6<br>19<br>22        | Katherine Fox<br>Marissa Pastulovic<br>Janette Carrière                                                            |
| 5 <sup>e</sup> | 14<br>15<br>16<br>17 | Nathalia Fernandes and Sam Fouquette<br>Marie-Claude Morin<br>Chantal Marcoux<br>Jonathan Shand and Laurie Tyndall |

|                                        |                                                                   |
|----------------------------------------|-------------------------------------------------------------------|
| Music                                  | Michelle Mielniczek-Loboz and Josée Roy                           |
| Physical Education                     | Nicole Cloutier<br>Josée Roy                                      |
| Student Services                       | Roxanne Lacroix<br>Gisèle Mousseau<br>Chris Prescott              |
| Principal<br>Vice-Principal            | David Charney<br>Leeanna Rook                                     |
| Administrative Secretary<br>Secretary  | Lise McKellar<br>Natasha Vermette                                 |
| Teacher-Librarian<br>Library Assistant | Linette Pelda-Touchette<br>Louise Soko                            |
| Educational Assistants                 | Rachel Lagacé<br>Isabelle Moreau<br>Guy Patenaude<br>Louise Wilde |
| Head Custodian<br>Evening Custodians   | TBA<br>Carol Armstrong<br>Christine Craig                         |

## BEFORE AND AFTER SCHOOL CHILDCARE

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St. Germain Daycare Centre Inc. (unaffiliated)  
 Faith Children's Centre (unaffiliated)  
 LRSD BLAST Program

204-256-4757  
 204-253-2587  
 204-253-7944 ext. 24310

## SENIOR LEADERSHIP TEAM

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|                                                                              |                |
|------------------------------------------------------------------------------|----------------|
| <b>Superintendent and CEO</b>                                                | Jackie Connell |
| <b>Secretary-Treasurer and CFO</b>                                           | Jamie Rudnicki |
| <b>Assistant Superintendent Staff Services</b>                               | Mia Guenther   |
| <b>Assistant Superintendent Planning Policy and Research</b>                 | Jeff Anderson  |
| <b>Assistant Superintendent Diversity, Equity and Inclusion Services</b>     | Corey Kapilik  |
| <b>Assistant Superintendent Student, Clinical and Instructional Services</b> | TBA            |

## LRSD BOARD OF TRUSTEES

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|                                      |                           |
|--------------------------------------|---------------------------|
| <b>Chairperson of the Board</b>      | Sandy Nemeth, Ward 3      |
| <b>Vice-Chairperson of the Board</b> | Irene Nordheim, Ward 2    |
|                                      | Peter Bjornson, Ward 3    |
|                                      | Pamela Kolochuk, Ward 4   |
|                                      | Ryan Palmquist, Ward 3    |
|                                      | Chris Sigurdson, Ward 2   |
|                                      | Chipalo Simunyola, Ward 4 |
|                                      | Cindy Turner, Ward 1      |
|                                      | Ian Walker, Ward 1        |

## 2026-2027 - École St. Germain Calendar

### September

- 8 Professional Development Day (am) **(NO SCHOOL)**
- 8 Opening Day Conferences (12:30 – 5:30 p.m.)
- 9 Opening Day Conferences (8:30 – 12:00 p.m.)
- 10 First Day of Classes (Grades 1 – 5)
- 22 Staff Meeting (2:10 pm dismissal)
- 29 Orange Shirt Day
- 30 National Day for Truth and Reconciliation **(NO SCHOOL)**

### October

- 12 Thanksgiving Day **(NO SCHOOL)**
- 20 Photo Day (Individual photos)
- 23 Professional Development Day **(NO SCHOOL)**
- 27 Staff Meeting **(2:10 p.m. dismissal)**
- 28 Professional Development Day **(NO SCHOOL)**

### November

- 11 Remembrance Day **(NO SCHOOL)**
- 24 Student Progress Reports posted online
- 24 Photo Retake Day (Individual photos)
- 24 Staff Meeting **(2:10 p.m. dismissal)**
- 25 Student Progress Conferences (evening)
- 26 Student Progress Conferences (evening)
- 27 Professional Development Day **(NO SCHOOL)**

### December

- 18 Last Day of Classes **(2:10 pm dismissal)**

### January

- 4 Classes Resume
- 26 Staff Meeting **(2:10 pm dismissal)**

### February

- 5 Professional Development Day **(NO SCHOOL)**
- 15 Louis Riel Day **(NO SCHOOL)**
- 23 Staff Meeting **(2:10 pm dismissal)**
- 24 Pink Shirt Day

### March

- 1 Professional Development Day **(NO SCHOOL)**
- 16 Photo Day - Group class pictures
- 19 Professional Development Day **(NO SCHOOL)**
- 23 Student Progress Reports posted online
- 23 Staff Meeting **(2:10 p.m. dismissal)**
- 24 Student-Led Portfolio Conferences (evening)

- 25 Last Day of Classes before Spring Break
- 26 Good Friday **(NO SCHOOL)**

### April

- 5 Classes Resume
- 16 Professional Development Day **(NO SCHOOL)**
- 27 Staff Meeting **(2:10 p.m. dismissal)**

### May

- 5 Red Shirt Day
- 7 Professional Development Day **(NO SCHOOL)**
- 24 Victoria Day **(NO SCHOOL)**
- 25 Staff Meeting **(2:10 p.m. dismissal)**

### June

- 4 Professional Development Day **(NO SCHOOL)**
- 28 Student Progress Reports posted online
- 30 Last Day **(2:10 p.m. dismissal)**



**\*PAC Meetings – 2<sup>nd</sup> Thursday each month from 7-8pm in the library**

# 2026 - 2027 School Calendar



| September 2026 | Sunday | Monday       | Tuesday                  | Wednesday                                  | Thursday | Friday   | Saturday |
|----------------|--------|--------------|--------------------------|--------------------------------------------|----------|----------|----------|
|                |        |              | 1                        | 2                                          | 3        | 4        | 5        |
|                | 6      | 7 Labour Day | 8 PD Day Day 1           | 9 First Day of Classes Day 2               | 10 Day 3 | 11 Day 4 | 12       |
|                | 13     | 14 Day 5     | 15 Day 6                 | 16 Day 1                                   | 17 Day 2 | 18 Day 3 | 19       |
|                | 20     | 21 Day 4     | 22 Early Dismissal Day 5 | 23 Day 6                                   | 24 Day 1 | 25 Day 2 | 26       |
|                | 27     | 28 Day 3     | 29 Day 4                 | 30 National Day for Truth & Reconciliation |          |          |          |

| October 2026 | Sunday | Monday              | Tuesday                  | Wednesday       | Thursday | Friday              | Saturday |
|--------------|--------|---------------------|--------------------------|-----------------|----------|---------------------|----------|
|              |        |                     |                          |                 | 1 Day 5  | 2 Day 6             | 3        |
|              | 4      | 5 Day 1             | 6 Day 2                  | 7 Day 3         | 8 Day 4  | 9 Day 5             | 10       |
|              | 11     | 12 Thanksgiving Day | 13 Day 6                 | 14 Day 1        | 15 Day 2 | 16 Day 3            | 17       |
|              | 18     | 19 Day 4            | 20 Day 5                 | 21 Day 6        | 22 Day 1 | 23 MTS PD Day Day 2 | 24       |
|              | 25     | 26 Day 3            | 27 Early Dismissal Day 4 | 28 PD Day Day 5 | 29 Day 6 | 30 Day 1            | 31       |

| November 2026 | Sunday | Monday   | Tuesday                  | Wednesday          | Thursday | Friday          | Saturday |
|---------------|--------|----------|--------------------------|--------------------|----------|-----------------|----------|
|               | 1      | 2 Day 2  | 3 Day 3                  | 4 Day 4            | 5 Day 5  | 6 Day 6         | 7        |
|               | 8      | 9 Day 1  | 10 Day 2                 | 11 Remembrance Day | 12 Day 3 | 13 Day 4        | 14       |
|               | 15     | 16 Day 5 | 17 Day 6                 | 18 Day 1           | 19 Day 2 | 20 Day 3        | 21       |
|               | 22     | 23 Day 4 | 24 Early Dismissal Day 5 | 25 Day 6           | 26 Day 1 | 27 PD Day Day 2 | 28       |
|               | 29     | 30 Day 3 |                          |                    |          |                 |          |

| December 2026 | Sunday | Monday          | Tuesday         | Wednesday       | Thursday        | Friday                                          | Saturday      |
|---------------|--------|-----------------|-----------------|-----------------|-----------------|-------------------------------------------------|---------------|
|               |        |                 | 1 Day 4         | 2 Day 5         | 3 Day 6         | 4 Day 1                                         | 5             |
|               | 6      | 7 Day 2         | 8 Day 3         | 9 Day 4         | 10 Day 5        | 11 Day 6                                        | 12            |
|               | 13     | 14 Day 1        | 15 Day 2        | 16 Day 3        | 17 Day 4        | 18 Last Day of Classes Day 5<br>Early Dismissal | 19            |
|               | 20     | 21 Winter Break | 22 Winter Break | 23 Winter Break | 24 Winter Break | 25 Winter Break<br>Christmas Day                | 26 Boxing Day |
|               | 27     | 28 Winter Break | 29 Winter Break | 30 Winter Break | 31 Winter Break |                                                 |               |

| January 2027 | Sunday | Monday                 | Tuesday                  | Wednesday | Thursday | Friday                           | Saturday |
|--------------|--------|------------------------|--------------------------|-----------|----------|----------------------------------|----------|
|              |        |                        |                          |           |          | 1 Winter Break<br>New Year's Day | 2        |
|              | 3      | 4 Schools Reopen Day 6 | 5 Day 1                  | 6 Day 2   | 7 Day 3  | 8 Day 4                          | 9        |
|              | 10     | 11 Day 5               | 12 Day 6                 | 13 Day 1  | 14 Day 2 | 15 Day 3                         | 16       |
|              | 17     | 18 Day 4               | 19 Day 5                 | 20 Day 6  | 21 Day 1 | 22 Day 2                         | 23       |
|              | 24     | 25 Day 3               | 26 Early Dismissal Day 4 | 27 Day 5  | 28 Day 6 | 29 Day 1                         | 30       |

# 2026 - 2027 School Calendar



| February 2027 | Sunday | Monday                    | Tuesday                  | Wednesday | Thursday | Friday         | Saturday |
|---------------|--------|---------------------------|--------------------------|-----------|----------|----------------|----------|
|               |        | 1 Day 2                   | 2 Day 3                  | 3 Day 4   | 4 Day 5  | 5 PD Day Day 6 | 6        |
|               | 7      | 8 Semester 2 Begins Day 1 | 9 Day 2                  | 10 Day 3  | 11 Day 4 | 12 Day 5       | 13       |
|               | 14     | 15 Louis Riel Day         | 16 Day 6                 | 17 Day 1  | 18 Day 2 | 19 Day 3       | 20       |
|               | 21     | 22 Day 4                  | 23 Early Dismissal Day 5 | 24 Day 6  | 25 Day 1 | 26 Day 2       | 27       |
|               | 28     |                           |                          |           |          |                |          |

| March 2027 | Sunday | Monday          | Tuesday                  | Wednesday       | Thursday            | Friday          | Saturday |
|------------|--------|-----------------|--------------------------|-----------------|---------------------|-----------------|----------|
|            |        | 1 Day 3         | 2 Day 4                  | 3 Day 5         | 4 Day 6             | 5 Day 1         | 6        |
|            | 7      | 8 Day 2         | 9 Day 3                  | 10 Day 4        | 11 Day 5            | 12 Day 6        | 13       |
|            | 14     | 15 Day 1        | 16 Day 2                 | 17 Day 3        | 18 Day 4            | 19 PD Day Day 5 | 20       |
|            | 21     | 22 Day 6        | 23 Early Dismissal Day 1 | 24 Day 2        | 25 Day 3            | 26 Good Friday  | 27       |
|            | 28     | 29 Spring Break | 30 Spring Break          | 31 Spring Break | Last Day of Classes |                 |          |

| April 2027 | Sunday | Monday                 | Tuesday                  | Wednesday | Thursday       | Friday          | Saturday |
|------------|--------|------------------------|--------------------------|-----------|----------------|-----------------|----------|
|            |        |                        |                          |           | 1 Spring Break | 2 Spring Break  | 3        |
|            | 4      | 5 School Reopens Day 4 | 6 Day 5                  | 7 Day 6   | 8 Day 1        | 9 Day 2         | 10       |
|            | 11     | 12 Day 3               | 13 Day 4                 | 14 Day 5  | 15 Day 6       | 16 PD Day Day 1 | 17       |
|            | 18     | 19 Day 2               | 20 Day 3                 | 21 Day 4  | 22 Day 5       | 23 Day 6        | 24       |
|            | 25     | 26 Day 1               | 27 Early Dismissal Day 2 | 28 Day 3  | 29 Day 4       | 30 Day 5        |          |

| May 2027 | Sunday | Monday          | Tuesday                  | Wednesday | Thursday | Friday         | Saturday |
|----------|--------|-----------------|--------------------------|-----------|----------|----------------|----------|
|          | 2      | 3 Day 6         | 4 Day 1                  | 5 Day 2   | 6 Day 3  | 7 PD Day Day 4 | 8        |
|          | 9      | 10 Day 5        | 11 Day 6                 | 12 Day 1  | 13 Day 2 | 14 Day 3       | 15       |
|          | 16     | 17 Day 4        | 18 Day 5                 | 19 Day 6  | 20 Day 1 | 21 Day 2       | 22       |
|          | 23     | 24 Victoria Day | 25 Early Dismissal Day 3 | 26 Day 4  | 27 Day 5 | 28 Day 6       | 29       |
|          | 30     | 31 Day 1        |                          |           |          |                |          |

| June 2027 | Sunday | Monday   | Tuesday  | Wednesday                | Thursday | Friday   | Saturday |
|-----------|--------|----------|----------|--------------------------|----------|----------|----------|
|           |        |          | 1 Day 2  | 2 Day 3                  | 3 Day 4  | 4 Day 5  | 5        |
|           | 6      | 7 Day 6  | 8 Day 1  | 9 Day 2                  | 10 Day 3 | 11 Day 4 | 12       |
|           | 13     | 14 Day 5 | 15 Day 6 | 16 Day 1                 | 17 Day 2 | 18 Day 3 | 19       |
|           | 20     | 21 Day 4 | 22 Day 5 | 23 Day 6                 | 24 Day 1 | 25 Day 2 | 26       |
|           | 27     | 28 Day 3 | 29 Day 4 | 30 Early Dismissal Day 5 |          |          |          |

## OFFICE AND SCHOOL HOURS

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|             |                                                                                                                        |
|-------------|------------------------------------------------------------------------------------------------------------------------|
| 8:00        | School office is open                                                                                                  |
| 8:00-8:10   | Buses begin arriving. Supervision at front of the school                                                               |
| 8:10-8:27   | Supervision available at front and back of school for students being bused or dropped off                              |
| 8:27        | 1 <sup>st</sup> bell rings for students to line up at their designated doors. Here they will be greeted and will enter |
| 8:37        | 2 <sup>nd</sup> bell rings. Land Acknowledgement, O Canada and announcements                                           |
| 8:40-10:40  | 120-minute learning block with built-in nutrition break                                                                |
| 10:40-11:10 | Morning recess                                                                                                         |
| 11:10-12:40 | 90-minute learning block                                                                                               |
| 12:40-1:05  | Lunch break                                                                                                            |
| 1:05-1:35   | Lunch recess                                                                                                           |
| 1:35        | Bell rings for students to line up at their designated doors                                                           |
| 1:40-3:10   | 90-minute learning break                                                                                               |
| 4:00        | School office is closed                                                                                                |

## PICKING UP AND DROPPING OFF

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Students are expected to enter through their designated entrance when the bell rings at 8:27 a.m. For students who arrive after 8:27, they are asked to enter through the main entrance at the front of the school. Doors are locked during the day, and so students or parents/caregivers arriving after 8:27 can enter through the front entrance.

Students who arrive after 8:37 am will be buzzed in through the front doors using the security camera telephone system at the front entrance. They will then be asked to present themselves at the office for a ticket to give to their teacher. This is done so that all students are accounted for.

In case of inclement weather, students will be brought into the school between 8:10-8:27. We **do not** provide supervision on the south side before and after school. This area is out of bounds for the students. Please ensure all children remain on the west side (baseball diamond side) of the backyard sidewalk, where they are in view. When the bell rings and students are dismissed at 3:10, students are expected to bike or walk home, get picked up, or take the bus.

\*For parents/caregivers who are picking up their children after school, we request that all children be met outside near their designated entrance and exit.

Students who take the bus or go to either the St. Germain Daycare or Faith Children's Centre use the front entrance only. This protocol allows for better flow of students exiting the classrooms and reduces congestion in the hallways.

## VISITORS REPORTING TO THE OFFICE

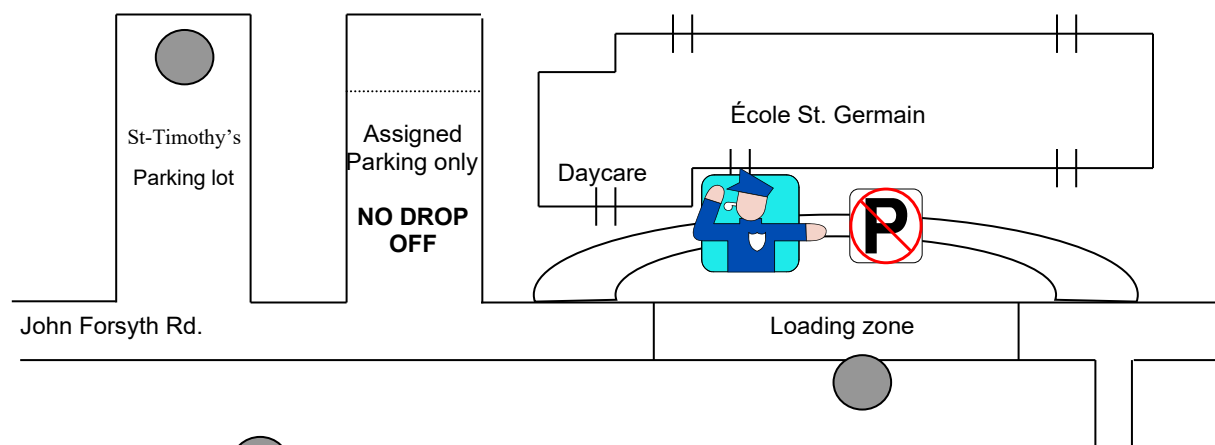
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In accordance with the Divisional Fire Safety Plan, all visitors, volunteers, and parents/caregivers coming to spend time in the building will now report to the front entrance of the school, and will then present themselves through the buzzer/intercom camera system. Once buzzed in, they will be asked to report to the office to sign in. In addition, all people who enter the school **are required** to wear an identification badge. If you need to go anywhere in the school, you will receive a “visitor badge” at the office. Anyone wandering around the school without a nametag will be asked by any staff member to report to the office.

## SCHOOL SAFETY MAP WITH DROP OFF AREAS

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We ask that parents/caregivers respect the following drop off zones at all times, during the school day, so that we can all work together to ensure the safety of our children:



**DROP OFF AREAS =**



The Parish of St. Timothy's has once again generously given us permission to use their parking lot for parents/caregivers to drop off and pick up their children before and after school.

1. For safety reasons, it is prohibited for vehicles to enter the bus loop between 7:45 a.m. and 3:45 p.m).
2. For safety reasons and to avoid congestion, it is prohibited for vehicles driven by non-staff members to enter the staff parking lot between 7:45-3:30 p.m.
3. It is prohibited for non-residents to use the condominium parking lot during school hours.

We appreciate your support and co-operation in this important safety matter. Our children thank you for putting their safety first.

## SCHOOL BUSES

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If a bus arrives at a student's stop and there is nobody to meet them, the student will remain on the bus and will be returned to the school. Parents/Caregivers will be notified and will be asked to meet the bus at the front of the school. After school, should a student miss the bus, the student will report to the office and a parent/caregiver will then be contacted to pick them up.

## ATTENDANCE

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Because of the direct relationship between attendance and academic achievement, as well as to promote a sense of belonging for all children, students are encouraged to attend school regularly. If your child will be late or away from school for any reason, please notify our clerical team by phone (204-254-0120), email ([stgermain.office@lrsd.net](mailto:stgermain.office@lrsd.net)) or by using the Safe Arrival app. For safety reasons and with the goal of clear communication, each child's absence must be justified (by a parent/caregiver) for each day that your child will be absent (even in the case of consecutive days away).

In the event that your child will be absent or late for classes, please contact the school, between 8:10 and 8:40 a.m. or you can also leave a message on our answering machine outside of school hours. Every absence must be justified and if we do not hear from you, we will contact you at home or at work to verify the reason your child is absent from school.

If your child must leave the school early for an appointment during school hours, a written note to the office or classroom teacher is greatly appreciated.

## COMMUNICATION

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We are committed to supporting your children as they learn, grow, and thrive. Strong communication between home and school is essential to ensuring a positive educational experience for every student. To keep families informed, teachers and school administration will communicate regularly with parents/caregivers through email and other school communications.

Parents/Caregivers are encouraged to maintain regular contact with their child's teacher to stay informed about academic progress as well as any challenges that may arise. Establishing an effective and reliable method of communication with the classroom teacher helps ensure that questions and concerns can be addressed in a timely and constructive manner.

At times, misunderstandings may occur and lead to concerns. When this happens, parents/caregivers are encouraged to communicate directly with the individual involved. If the matter is not resolved after that discussion, the next step is to contact the individual's immediate supervisor, following the school division's communication protocol. For example, concerns related to classroom matters should first be discussed with the classroom teacher. If the issue remains unresolved, school administration should then be contacted. Please refer to the information below regarding divisional procedures for resolving concerns:

## **Louis Riel School Division Protocol for the Resolution of Concerns**

The Louis Riel School Division's protocol for resolving concerns and conflicts is designed to promote positive, respectful, and honest relationships throughout the school community. When misunderstandings arise, the primary focus should be:

- the well-being and best interests of students affected by the situation;
- ensuring that those most directly involved have the opportunity to resolve the matter promptly and effectively.

Differences of opinion are a natural part of working and learning together and can provide valuable opportunities for communication, learning, and stronger relationships.

### **In all situations, clear, respectful, and timely communication supports the successful resolution of concerns:**

· **If you have a concern involving your child and another student, beginning the conversation with your child's classroom teacher is often the best first step.** The teacher may redirect the concern to another teacher or to administration if appropriate. In some circumstances, parents/caregivers may feel the matter is best addressed directly by the administration team. If the teacher or administrator is unavailable, please leave your contact information and a convenient time to return your call.

· **If your concern involves a staff member, your first step should be to contact that individual directly.** If the person is unavailable, please leave information that will allow them to return your call. When discussing the concern, communicate clearly and respectfully. This conversation provides an opportunity to clarify information, address misunderstandings, and work toward a resolution. Most concerns can be successfully resolved through direct communication at this stage.

If the issue remains unresolved, the next step is to speak with the Principal or Vice-Principal after informing the staff member of your intention to do so. This process supports honest and professional relationships between school staff and families.

Most concerns are resolved at the school level. However, if a satisfactory resolution is not reached following discussions with the Principal or Vice-Principal, and after advising them of your intention, you may contact the Superintendent's Department for further assistance.

If the matter remains unresolved after consultation with the Superintendent's Department, concerns may then be submitted in writing to the Louis Riel School Board.

The School Board will review and respond to the concern, typically after gathering information from the individuals involved. The School Board and Superintendent's Department are confident that this process promotes fair and effective resolutions to concerns that may occasionally arise within our school community.

Thank you for your cooperation and commitment to this protocol. Open and respectful communication remains the foundation of strong partnerships and successful problem-solving.

**Contact:** Louis Riel School Board

**Address:** 900 St. Mary's Road, Winnipeg, MB R2M 3R3

## RECESS AND PROPER ATTIRE

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All students will have a 30 minute outdoor recess from 10:40-11:10 and from 1:05-1:35 each day. Children benefit from being outdoors to help them better concentrate in the classroom and to connect with their peers. Students are not permitted to eat while they are outside during recess.

If a child has been ill, he/she should not return to school unless he/she can go outside for recess. If a special need arises to have a child stay in (asthma, etc.), please telephone the office and check with the principal or vice-principal before the child returns to school. This also applies to kindergarten students.

Warm clothing is a must for the winter season, keeping in mind that all students go outside for morning and lunch recess. Also, please ensure they have proper footwear for rain or snow. For safety reasons, students are not permitted to play in puddles or on icy patches in the school yard.

We encourage all members of our school community to respect a basic dress code. Clothing should be suitable for active participation in daily school programs, including all subjects, with emphasis on encouragement for learning and respect for self and others. All students must have indoor shoes that are appropriate for physical education.

For safety reasons and cleanliness, students are asked to always remove outdoor shoes and boots when walking the school hallways.

Out of respect for our neighbours and for safety reasons, our students are not permitted to play along the fences during recess. Students are also reminded to not approach the surrounding sidewalks and streets that border our backyard.

Students are not permitted to leave the school building or school grounds during recess or at any time without authorization from a staff member.

## INCLEMENT WEATHER

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Since there are many sources from which we can verify current temperatures and forecasts -often times with conflicting temperature readings -and since our school yard is wide open and does not have much shelter from strong winds, we consistently refer to the LRSD website -Environment Canada weather information. We use the temperature reading from the Winnipeg James Richardson International Airport when we make our decisions as to whether our recess will be indoor or outdoor. The Louis Riel School Division policy regarding inclement weather states the following:

## Maximum Continuous Outdoor Instruction Time

The maximum continuous length of time that instruction can occur outdoors is determined by the wind chill or air temperature as per Environment Canada. Principals and teachers must consider these guidelines when planning outdoor instruction.

|                                               |                                          |
|-----------------------------------------------|------------------------------------------|
| <b>-7 to -15 °C</b><br>Up to 1 ½ hours        | <b>-16 to -22 °C</b><br>Up to 1 hour     |
| <b>-23 to -26 °C</b><br>Up to 45 minutes      | <b>-27 to -29 °C</b><br>Up to 15 minutes |
| <b>Below -29 °C</b><br>No outdoor instruction |                                          |

We recognize and appreciate the benefits of spending time outdoors, and so at École St Germain, we offer a Puddle Jumper Club (Club des Vers de Terre) and a Polar Bear Club (Club des Ours Polaires) whenever there is inclement weather and supervision is available. Permission surveys are sent home during the school year for parents/caregivers who wish for their children to be involved in our Polar Bear Club or Puddle Jumper Club during the school year, when the weather is less than ideal.

## FIRE DRILLS AND EVACUATION PROCEDURES

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All schools are required by law to have 10 fire drills throughout the school year. The drills are for the protection of the children and staff; therefore, every drill must be seen as a real emergency situation. Plans for fire exits, alarm stations and extinguisher sites are located throughout the school.

The Louis Riel School Division has established an evacuation policy in order to protect children in case of an unforeseen emergency such as a gas leak, an actual fire, etc. In the event that such an emergency should occur, the evacuation centre for École St. Germain students will be George McDowell School. An evacuation drill will be held early in the school year. In case of inclement weather, the evacuation will be held at St. Timothy's Church.

## EMERGENCY PREPAREDNESS PLAN

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The Board of Trustees of the Louis Riel School Division affirms the importance of plans that assist schools and other divisional work sites to anticipate and respond to various situations of emergency. The Board believes that a consistent plan assists school and divisional staff to collaborate when necessary, to respond to situations of emergency.

*“Policy EBCA – Emergency Preparedness 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:

- Tell your child(ren) about 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.
- Assist your child(ren) to understand that not all situations are high-risk. We do not want them to be unnecessarily anxious; we do want them to feel confident in reacting to an urgent and unexpected situation.

## EMERGENCY CLOSING

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If it becomes necessary to cancel regular classes for the day or to have an early closing of school, an announcement will be made on the LRSD website.

Bused students will be brought to their regular drop-off point. Non-bused students will be dismissed at regular school hours even if transported students are taken home early due to storm warnings.

In the event that the whole school closes early, the school will attempt to phone the parents/caregivers to inform them of the early dismissal.

We ask parents/caregivers to develop a plan, so their child knows what to do if no one is at home.

## MEDICATION TO STUDENTS DURING SCHOOL HOURS

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All medication brought to school must be kept at the school office. Please be advised that we need a physician's and a parent/caregiver's signature before administering any medication to students. Forms are available at the office. It is very important that you notify the office of all children who are taking medications (epipen, ritalin, asthma medication, etc.). Students who need epipens must carry them at all times. A second epipen will be stored at the office. Only prescribed medication can be administered by staff.

## INJURIES

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You will be notified promptly of any serious injury that might require medical attention such as serious cuts, possible sprains, breaks, or concussions. If you are unable to transport your son/daughter to a doctor or hospital, we will take the child in question ourselves or call an ambulance on your behalf. You are reminded that hospitals require parental/caregivers' consent. Please ensure that your Manitoba Medical Number and your child's personal number are indicated on the student registration form, as well as an up-to-date list of emergency phone numbers in order that we may make contact in case of such emergencies.

## NUT SAFE SCHOOL

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There are several children attending École St. Germain who have a LIFE-THREATENING allergy to peanut butter and nuts. Even exposure to a tiny amount of this item could be potentially serious and life threatening.

We the staff and parent/caregiver community strive to provide a safe environment for all our students. To this end, we have reviewed the individual needs of our students and the procedures and policies presently in place. We can all play a role in preventing such a dangerous and frightening situation at school. Although the specific child and family must take responsibility to avoid exposure, we can also help to make the school environment safer.

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

- ❖ You avoid sending all snacks or items containing peanuts/nuts with your child to school including food, snacks, or chips cooked in peanut oil.
  - ❖ You inform your child's teacher before giving food products to any children, other than your own at school.
- Many common areas, for example: mini-gym, computer lab, library, and music room must also be safeguarded. We will therefore ask students who forget and bring peanut butter/nuts to school to eat their lunch in a designated area. We will then ensure that the tables in this area are properly washed.

It is imperative that we all teach children to respect this very serious situation and discourage teasing or threatening of the allergic child.

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

## SMOKE AND PERFUME/COLOGNE FREE ENVIRONMENT

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The Division believes that it has a responsibility to provide a healthy environment for all students who attend our schools, for all employees who work in our schools and for all volunteers and visitors to our school. Therefore, the School Division Board of Trustees bans smoking in all division facilities, schools, grounds, and vehicles.

## PHYSICAL EDUCATION CLASSES

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For safety reasons, students are required to have proper footwear to participate in physical education class. Hats are not permitted during gym class, and therefore students who are wearing hats must place them on the table outside the gymnasium upon arrival.

## MUSIC CLASSES

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Music concepts and skills are taught through singing, listening, body percussion, and various movement activities. Music is celebrated at École St. Germain through activities and events (but not exclusive to) clubs, choir, assemblies, concerts, and LRSD's Folkdance in the Park.

## LIBRARY LEARNING COMMONS

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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. All library materials are normally borrowed for a one-week period and must be well cared for and returned when due.

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

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

**Overdue/Lost/Damaged Items:** We are very hopeful that all books will be returned to the library in a timely manner so that all students can benefit from the library's resources. If a book is deemed lost or damaged, students will receive a notification indicating the title and cost of the book (up to a maximum of \$20 per book). Any payment will be refunded if the book is returned in good condition within 4 months. Should payment be an issue, please reach out to the school administration team.

## STAFF MEETINGS

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All schools in the Louis Riel School Division have regular staff meetings held once a month on the fourth Tuesday of each month except for December and June. Students will be dismissed one hour earlier on those days, at 2:10 p.m. **Early dismissal** also applies to the last day of school in December and June.

## LUNCH PROGRAM FEES

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École St. Germain has a lunch program for all students. The cost is \$100.00 per student to a maximum of \$300.00 per family. Fees will be collected in advance. By using the SchoolCash option in the LRSD parent portal, we are requesting that parents/caregivers pay the full amount of \$100.00 for each and every child per family or 2 payments— 1 for \$40.00 by September 10th, 2026 and the other for \$60.00 by February 1<sup>st</sup>, 2027. We have our lunch supervision staff that we must pay to supervise our students from 12h40-13h35. If your child only stays occasionally for lunch, the fee is \$1.00 per day.

Students who eat lunch at school are expected to remain on the school grounds during the entire lunch hour. Although supervision is provided, once we are outside, it is impossible to monitor the exact whereabouts of each student at all times. It is the students' responsibility to abide by the rules and to remain on the school grounds.

## ELECTRONIC DEVICES (PHONES, SMART WATCHES, CAMERAS, EAR BUDS, ETC)

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École St Germain follows the **Louis Riel School Division (LRSD) Cell Phone Use in Schools Policy GBEF/JICJ and JK**, which includes smart watches, cameras, ear buds, etc, and which is aligned with the *Ministerial Directive (August 15, 2024)* on cell phone use. Our goal is to promote the appropriate and responsible use of cell phones to support a safe and respectful learning environment.

### Policy Overview:

#### 1. **Cellphone Usage:**

- Cellphones are not permitted for use during school hours (8:27 AM - 3:10 PM), including lunchtime.
- If students have these devices with them, they must keep their cellphones in their backpacks or lockers from the time they arrive at school until the end of the school day.
- Cell phone use in school changerooms and washrooms, and during recess, as well as during school lockdown is strictly prohibited.
- Consent is always required before audio/video recording any person
- All staff and adult supervisors are expected to model respectful and appropriate use of technology. Phones will not be used during instructional times.

#### 2. **Exceptions:**

- In special circumstances, such as medical needs or as a communication device, cellphones may be used upon approval by school administration.

#### 3. **Enforcement:**

- Staff will monitor students' appropriate and responsible use of cell phones. If a cell phone is being used at an inappropriate time, teachers will ask for it to be put away. If this becomes a reoccurring problem, further steps will be taken, including communication with guardians when necessary.

#### 4. **Communication:**

- Parents/Caregivers are encouraged to communicate with their children before and after school hours, utilizing designated times for phone contact.
- The school office (204-254-0120) is the primary point of contact for all parent/caregiver and student communication during the school day. If any parent/caregiver wishes to contact their child during the school day, please be sure to call our office.

#### 5. **Appeals:**

- In accordance with [Procedure G](#), any concerns or disputes related to cell phone use and this policy may be brought forward through an appeal mechanism that includes consultation with school administration and, if necessary, divisional leadership.

#### 6. **Summary:**

- School staff will support students in following the guidelines of this policy, as it is understood that it is in place to support their learning. The effort and support in implementing this policy are greatly appreciated.
- École St Germain will assume no responsibility in any circumstances for the loss, destruction, damage, or theft of any cell phone or electronic device brought from home, nor for any communication costs associated with the use of such devices, whether authorized or not. Students and families are responsible for locating such lost or stolen items.

Thank you for helping us create a positive learning environment that supports appropriate use of cell phones and technology. This policy will be communicated annually to the whole school community through the school announcements.

## TOYS FROM HOME

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To reduce the possibility of damage, theft, objects being lost or misplaced, left outside, etc, we ask that all toys and stuffed animals be left at home. Toys, stuffed animals, playing cards, etc can act as a distraction from student learning, and therefore we ask that these not be brought to school. While we are strong believers in the use of sensory tools when needed, our school is equipped with these tools and therefore these do not have to be brought from home.

## UNIVERSAL NUTRITION PROGRAM

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LRSD's Universal Nutrition Program (UNP) was launched in September 2024. Funding for the UNP is provided by federal and provincial governments, together with contributions from charitable and non-profit organizations. The goal is to provide students in need with access to fresh, nutritious, and locally sourced food to promote health, academic success, and community engagement. The LRSD Nutrition Program is more than just meals—it's about creating connections, honouring diversity, and building a stronger community. This is done in a way that is free of judgment and respects each student's dignity.

At École St. Germain, food safety remains a top priority. Students who have a need for additional food have daily access to a variety of grab-and-go, pre-packaged options such as yogurt, cheese, whole and cut fruits, vegetables, milk, and granola bars. Students are always reminded to make sure they eat the food that they have brought to school first, and if there is still a need for additional food afterwards, this option is available. There is a morning nutrition time (generally at around 10AM) and a lunch break at 12:40PM.

We believe that all students benefit from a healthy diet and we are prepared to help ensure that our students have everything they need to experience success at school.

## MILK PROGRAM

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Milk tickets for both white milk and chocolate milk will be available for purchase:

Individual 250 mL cartons

Frequent purchaser card

Single purchase option (cash only; exact change required)

## BIKE CAGE

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The gates of the bicycle/scooter compound at the front of the school are locked Monday-Friday between 8:45-3:00. Students are however encouraged to lock their bikes and scooters (including e-scooters, e-bicycles) inside the compound for an added layer of security. The school is not responsible for items that are stolen from the bicycle compound during the school day.

## BICYCLE, SCOOTERS AND SKATEBOARD SAFETY

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It is prohibited for students to ride bicycles, scooters and skateboards in front of the school and in the school yard between 8:00-3:45. This is to promote safety, as we often have families, students, staff and school buses in this area before and after school. Students who are using bicycles, scooters and skateboards for transportation are asked to walk their devices to and from the bicycle compound. Helmets are also strongly recommended for all of our riders.

## PETS IN THE SCHOOL YARD

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We ask all families to please refrain from bringing pets into the school and school yard during school hours. There are students and staff members in all schools who are allergic and/or who have had traumatic experiences with animals in the past. We ask that this please be respected at all times.

## CHILD CUSTODY

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In most cases, when parents are divorced, both mother and father continue to have equal rights where the children are concerned. Please inform the office if both parents wish to receive school emails, phone calls, notes, report cards etc. We will do all in our power to ensure that both parents receive the necessary information at all times. If a court order exists that limits the right of one parent in matters such as custody or visitation, please provide the office with a copy of legal restriction rights. Unless a copy of your court order is on file with us, we must provide equal access to both parents. Therefore, in order to avoid any unnecessary problems that may arise, please ensure that the school has the proper and current documentation. If any changes occur during the school year, please notify the office.

## LRSD PARENT PORTAL ACCESS

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Any information that the school has about your son/daughter is available to you, to our school personnel, or division personnel. It is not available to other agencies without your permission. Both parents have equal rights to information about their child unless the school has a court order restraining one parent from access to information as mentioned earlier. Copies of any judicial court order regarding custody of children must be given to the school if you wish for us to comply with the order.

## PARENT ADVISORY COUNCIL (PAC)

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The École St. Germain Parent Advisory Council is committed to supporting the learning and well-being of all students at École St. Germain. Acting in an advisory role, the Parent Advisory Council works collaboratively with school administration on a variety of school and divisional matters. In addition, the council helps organize activities that enrich the school community, including fundraising initiatives, and organizing fun events such as Movie Nights and School Dances, as well as many other events.

The Parent Advisory Council encourages all parents/caregivers to attend monthly meetings and become involved in the council's activities. Meetings are generally held on the 2nd Thursday of each month at 7:00 p.m. in a designated school room or through an online platform. Child minding is always available for parents/caregivers who would like to attend but cannot find childcare.

## SCHOOL PATROLS

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École St. Germain has an engaged group of Grade 5 students each year who volunteer to take shifts as our school patrols, at the intersections of John Forsyth Rd and Thornewood Ave. and at the bicycle path at John Forsyth Rd. To ensure everyone's safety, we remind motorists to please drive very cautiously through this area at all times. Our school safety patrols participate in a divisional training program from the Winnipeg Police Department each September.

## PROPERTY DAMAGE

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Students who intentionally or accidentally damage school property or the belongings of others may be held responsible for the cost of repairing or replacing the damaged item(s).

## PUBLIC HEALTH NURSE

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A Public Health Nurse is assigned to École St. Germain and is available to provide consultation and support when needed. If you would like to speak with the nurse, please contact the Public Health Unit at 204-540-2035.

## FIELD TRIPS

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Parents/Caregivers will be notified of all field trips involving their young person. Students must always have parental/caregiver's permission to attend field trips. At times, we may request monetary assistance from you for buses or admission costs. If you are unable to bear the cost, please make a discreet call to your child's homeroom teacher or the principal, and your young person shall attend the outing nonetheless.

## FAMILY ASSISTANCE

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Throughout the school year, there will be events organized at ÉSG such as hot lunches, field trips, school dances, etc. We want all of our students to have equal opportunity to participate in all events, regardless of financial barriers. Parents/Caregivers who would like financial assistance to help cover fees for certain events or hot lunches during the school year are encouraged to discretely contact M. Charney or Mme Rook, our school administrative team, by calling 204-254-0120 at any time. Holiday hampers will be also be prepared in December, and if you feel that your family would appreciate and benefit from a food and gift hamper during the holiday season, please contact us by the end of October.

## FILMS

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Films are occasionally used as an extension of learning (e.g. novel study or themed unit). If a film is rated PG, you will receive notice prior to the film being shown.

## SCHOOLS OF CHOICE

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Parents/Caregivers may apply to attend any school inside or outside of their home Division. If accepted, they will not be required to pay Out-of Division fees. In addition, they will no longer have to re-apply on a yearly basis to stay.

It is important to note that the requested school must have space and the necessary resources. As well, parents/caregivers are responsible for transportation and lunch fees. Also, once accepted, you are no longer guaranteed a space in your “old” school should you change your mind. More information about this change is available from the Department of Education or the school office.

## STUDENT AGENDAS

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All students in Grade 2- Grade 5 will receive a student agenda, paid through their fees collected in September.

## STUDENT SERVICES

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### **A. Philosophy of Inclusion**

Manitoba Education, Citizenship and Youth is committed to fostering inclusion for all people. Inclusion is a way of thinking and acting that allows every individual to feel accepted, valued, and safe. An inclusive community consciously evolves to meet the changing needs of its members.

Through recognition and support, an inclusive community provides meaningful involvement and equal access to the benefits of citizenship.

In Manitoba we embrace inclusion as a means of enhancing the well-being of every member of the community. By working together, we strengthen our capacity to provide the foundation for a richer future for all of us.

### **B. Counselling Program**

The counselor works with students on an individual basis, in small groups, or with the class as a whole. Students may self-refer, be referred by school staff or be seen at the request of parents/caregivers. Interested parents/caregivers need only contact the school at 254-0120 and ask to speak to the counselor. Objectives of the counselling program are to teach young people to accept responsibility for their own behavior, to develop in them an understanding and acceptance of self and others, and to teach them how to make decisions, solve problems,

communicate and relate to others at one time or another. All students may meet with the school counselor individually, or through classroom presentations.

### **C. Resource Services**

The resource teacher, as a member of the student services support team, provides assistance and support to students through a consultative-collaborative approach with the classroom teacher. The resource teacher works collaboratively with teachers, the counselor, the parents/caregivers, the administrators, other clinicians, (Clinical Services Unit, physiotherapist, occupational therapist...) and most importantly the students.

Referrals for resource services are generally requested by the teachers, however, they may originate from the parents/caregivers, the administrators or from the student. Parents/Caregivers are kept informed of the developments and progress of their child once he/she is referred to for services. Resource services may be on a consultative basis or the resource team may be involved in direct intervention. In all cases, the aim is to keep the students integrated in the regular classroom and to provide instructional programs to meet the exceptional needs of the students.

Please feel free to contact the resource department should you require additional information or should you have any questions or concerns in regard to your child's progress.

### **D. Clinical Services**

Clinical Services support the school and its students through the services of a Speech and Language Therapist, Psychologist, Physiotherapist, Occupational Therapist and Family Social Worker. These services are at no cost to families.

More information about these services is available by contacting the Clinical Services Office at 50 Monterey Road at 253-2680.

## **BIRTHDAYS AND SHARING PERSONAL INFORMATION**

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School staff is not able to facilitate the distribution of birthday invitations and other celebrations for occasions outside of the school day. Both the school and PAC promote many activities throughout the school year where parents/caregivers may become acquainted with each other and exchange particulars. (such as phone numbers, emails, and addresses, if they so choose). The school is not able to release information or phone numbers and addresses.

## **VOLUNTEERS**

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Parents/Caregivers are always welcome at the school. If you have some time to contribute, there are many opportunities during the year where we can use the help. Please contact the school at 204-254-0120 if you wish to become a volunteer. All volunteers must sign in at the school office upon arrival and are asked to review the following LRSD policy regarding School Volunteers:



## **POLICIES, GUIDELINES AND PROCEDURES**

| <b>SUBJECT</b>           | <b>N.E.P.N. CODE</b> |
|--------------------------|----------------------|
| <b>SCHOOL VOLUNTEERS</b> | <b>IJOC</b>          |

### **I. POLICY**

The Louis Riel School Division (Division) recognizes that volunteers bring unique expertise and insight that enrich learning opportunities for students.

Consistent with its statutory obligation to provide a safe and caring school environment that fosters and maintains respectful and responsible behaviours (The Public Schools Act, Section 41(1)(b.1)), the Division has a duty to ensure that any individual who aspires to work with students on a voluntary basis:

- possesses the skills and knowledge necessary to ensure student safety;
- does not present a foreseeable risk to students;
- is not listed on the Child Abuse Registry; and
- is free of pertinent criminal charges.

Accordingly, the **GUIDELINES** and **PROCEDURES** below shall govern volunteers in any school setting.

### **II. GUIDELINES**

- A. A “volunteer” refers to any person, other than an employee, who offers their services freely to support students and staff in any school setting.
- B. The recruitment, selection, training and recognition of volunteers shall be the responsibility of the Principal (or designate).
- C. Understanding the need for a judicious balance between the rights and privacy of volunteers and protecting students, the Division will request of any individual aspiring to volunteer in a school setting a check of the Provincial Child Abuse Registry and a Criminal Record Check, except as noted in **PROCEDURE B**.
- D. Volunteers occupy a position of trust and must:
  1. fulfil all legislated responsibilities;
  2. comply with all divisional policies and expectations;
  3. be aware of the school code of conduct; and
  4. follow direction given by the Principal (or designate).

|                                                                                                            |                           |             |
|------------------------------------------------------------------------------------------------------------|---------------------------|-------------|
|  <b>SCHOOL VOLUNTEERS</b> | <b>N.E.P.N.<br/>CODE:</b> | <b>IJOC</b> |
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### III. PROCEDURES

- A. All volunteers must be approved by the Principal and must be supervised directly by the Principal or a teacher designated by the Principal, as per the [Persons Having Care and Charge of Pupils Regulation](#) (M.R. 23/2000). Direct supervision need not necessarily involve co-attendance by a principal/teacher and the volunteer as per [The Public Schools Act](#) 91(2).
- B. A volunteer working independently or regularly with students in any setting will:
  1. authorize the Division to reference the Provincial Child Abuse Registry or provide to the Division the results of a Child Abuse Registry Check current to within six (6) months (note that volunteer Child Abuse Registry Checks are exempt from fees under subsection 11.1(2) of the [Child and Family Services Regulation](#) (M.R. 16/99); therefore, Child Abuse Registry checks are available at no cost to prospective volunteers); this process must be completed annually;
  2. be required to complete a Criminal Record Check with Vulnerable Sector Screening, with the cost paid by the Division or provide to the Division the results of a Criminal Record Check with Vulnerable Sector Screening current to within six (6) months; this process must be completed every two years; and
  3. be required to complete Respect in School and/or Respect in Sport training and provide proof of certification to the Principal.

Volunteers under the age of 18 are exempted from requirements 1-3 above.

Volunteers working in the presence of school staff and for a short duration may, at the discretion of the School Principal, be exempted from requirements 1-3 above.

- C. Prior to authorizing the volunteer to begin providing services, the Principal must:
  1. receive and review the results of the Criminal Record Check, Child Abuse Registry Check, and Respect in School/Sport certification;
  2. consult with the Superintendent of Schools (or designate) where results of the Criminal Record Check or Child Abuse Registry Check raise concern;
  3. ensure the aspiring volunteer possesses the necessary skills to ensure student safety and skill development (e.g., in the case of volunteer coaches: relevant playing experience, knowledge of the game, coaching qualification, if applicable); and
  4. provide orientation (or arrange for orientation to be provided) to the volunteer, including a review of this **POLICY** and the [Responsibilities of School Volunteers Administrative Protocol](#).
- D. The Principal will submit the results of the Criminal Records Check and Child Abuse Registry Check, and Respect in School/Sport certification to Staff Services.
- E. The School Principal may request renewal of the Criminal Record Check and/or Child Abuse Registry Check at any time, at the Division's expense.
- F. Volunteers must adhere to the Responsibilities of School Volunteers Administrative Protocol.
- G. Should a concern arise regarding the conduct of a volunteer, the steps of the [LRSD Protocol for the Resolution of Concerns](#) must be followed.
- H. The School Principal has the authority to discontinue a volunteer's service at any time.

|                 |                                |                                                                                                                                                                                                     |
|-----------------|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Adopted:</b> | March 2, 2004                  | <b>Legal References:</b> <a href="#">The Public Schools Act</a> , Sections 41(1)(b.1); 47.1.(3)(b)(i); 48(1)(s); <a href="#">Persons Having Care and Charge of Pupils Regulation</a> (M.R. 23/2000) |
| <b>Revised:</b> | February 5, 2019; June 2, 2026 |                                                                                                                                                                                                     |

|                                                                                                            |                           |             |
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|  <b>SCHOOL VOLUNTEERS</b> | <b>N.E.P.N.<br/>CODE:</b> | <b>IJOC</b> |
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Required Documents:

- [Child Abuse Registry Guidelines](#)
- [Criminal Record Check Guidelines](#)
- [Child Abuse Registry Application](#)

|                 |                                |                                                                                                                                                                                                     |
|-----------------|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Adopted:</b> | March 2, 2004                  | <b>Legal References:</b> <a href="#">The Public Schools Act</a> , Sections 41(1)(b.1); 47.1.(3)(b)(i); 48(1)(s); <a href="#">Persons Having Care and Charge of Pupils Regulation</a> (M.R. 23/2000) |
| <b>Revised:</b> | February 5, 2019; June 2, 2026 |                                                                                                                                                                                                     |

