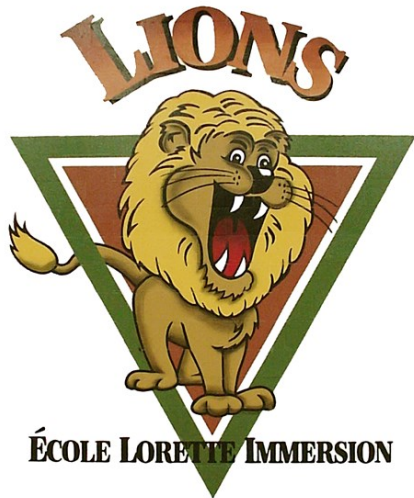


# École Lorette Immersion School



475 Senez Street  
Lorette, Manitoba R0A 0Y0  
Téléphone: 878-4233  
Website: [www.eli.srsd.mb.ca](http://www.eli.srsd.mb.ca)  
Email: [eli@srsd.ca](mailto:eli@srsd.ca)  
Principal: Mme Mireille Bazin-Berryman

## Student/Parent Handbook 2018-19



## Principal's Welcome Letter

Dear Parents and Students,

Bienvenue and Welcome to Lorette Immersion.

Contained in this handbook is a wealth of information to help you through the upcoming year.

As you read through this information, I hope that you will get a sense that Ecole Lorette Immersion is a dedicated community of parents and staff who are striving to provide our children with a safe, caring and challenging environment. It is my belief that children are the priority in the school. We are here to provide them with an environment that fosters strong academic achievement and self-esteem. All children can be successful and we must work together to help them reach their potential.

As parents you are the best advocate for your child. Never hesitate to get involved in school life. Concerns, suggestions and your support are important to us. Ongoing and honest communication is the best insurance for a positive experience at Ecole Lorette Immersion.

The year 2018-2019 promises to be an exciting year for all of us. With your support and the hard work of our staff, I am certain that we will all enjoy our year together.

*Mme Mireille Bazin-Berryman*  
Principal

### About École Lorette Immersion School

ELI is a Kindergarten to Grade 8 school. It is a French Immersion milieu. This means that all communication with our students is in French. We strive to create an environment that provides our students with opportunities to become functionally bilingual. All communication with parents is in English.

At ELI, students are encouraged to work hard and to participate in the school life. We offer a strong academic program and a variety of clubs and sport teams. We believe in challenging every student to develop their knowledge, skills, social habits and their self-esteem. In other words, we want them to be the best they can be.

Creating a caring and active environment for the students would not be possible without the dedication of our staff and the strong support of our parents and community. ELI community is strong and dedicated to make this school the best it can be.

## **Mission Statement**

***At École Lorette Immersion, our mission is to provide a quality education in a safe and nurturing environment while promoting academic excellence, respect and bilingualism.***

*École Lorette Immersion*  
certified 2010



## **ELI's Slogan**

Striving for **Excellence**      Dévoué à l'**Excellence**  
Dedicated to **Learning**      Apprenant pour **La vie**  
United in **Immersion**      Unis en **Immersion**

### Ecole Lorette Immersion School Staff 2018-2019

Mme Mireille Bazin-Berryman	Principal
Mme Tracey Kirby-Savard	Resource
Mme Vanessa Villing	Kindergarten
Mme Martyne Laliberté	Grade 1/2
Mme Stephanie Beaudoin	Grade 1/2
Mme Stephanie McMaster	Grade 1/2
Mlle Breanne Berke	Grade 3/4
Mme Jordyn Perrin	Grade 3/4
Mme Stephanie Scheller	Grade 3/4
M Jason Vandenberghe	Grade 3/4
Mlle Gabrielle Sorin	Grade 5/6
M. Robert Marcoux	Grade 5/6
Mme Carmelle Lafreniere	Grade 5/6
Mme Julie Gobeil	Grade 7/8
Mlle Amita Khandpur	Grade 7/8
M. Dylan Tretiak	Grade 7/8
Mme Liette Weir	Reading Recovery
Mme Natalie Moore	Early Literacy
Mme Jacquie Dion	Counsellor
Mme Nathalie Houle	MY Support
Mme Carmelle Cook	Music
Mme Madeline Lowe	Band
Mme Ida Yachison	Physical Education
Mme Vanessa Villing	Physical Education
Mme Danielle Manaigre	Librarian
Mme Michelle Sorin	Secretary
Mme Nicole Gesell	Ed Assistant
Mme Karen Rivard	Ed Assistant
Mme Brigitte Mourant	Ed Assistant
M. Jean Rocan	Custodian
M. Adam Zivic	Custodian

## **ELI Core Values**

The ELI Code of Conduct is based on four beliefs and values. As a community we expect everyone to be Safe, Responsible, Positive and Respectful. These beliefs are the core of our Code of Conduct. Our behavior will vary depending on where we are in the school and what activity we are doing. The consequences will also vary depending on our age, level of understanding and maturity. Parents play an important role in reminding their children of the four core values of our school.

### **Oral French**

ELI students are expected to speak French when addressing their teachers, each other or guests. The students play an important role in creating a French environment. As a staff we recognize that it is not an easy task. We have instituted ways to motivate and encourage students to speak French. Most of our students have responded in a very positive manner to our expectations. However, when a student refuses to make the effort of speaking French in class, we need as parents and teachers to address the situation. As a parent who chooses an Immersion program for your child, you play an important role in helping your child recognize the need to speak French at school. Ongoing communication is the key for success. As a staff, we recognize the difference between effort and having difficulty with the language.

### **Reporting to Students and Parents**

Reporting student's progress and achievement must be consistent with the goals and outcomes of the curriculum. The school will report to parents 3 times during the school year.

Monday, November 19 written report cards go home  
November Oral Conferences Nov 22 (eve) Nov 23 (am)

Monday, March 18, written report cards go home  
March Oral Conferences Mar 21 (eve) March 22 (am)

Thursday, June 27 Written report cards go home

Parents will also be informed by phone, through the student's agenda, informal parent meetings, or simply by signing a test or a project to confirm that you have seen the product and the evaluation. Communication between parent and teacher is very important at all times.

From time to time, it is necessary to adapt or enrich a student program to ensure success. These changes will be indicated on the student report card and will be done with the support and participation of the parent.

## **Dress Code**

Students are expected to dress appropriately for school.



- Students' dress should reflect consideration of self and others. It should be in good taste and suitable for any public place. Common sense and decency are the guidelines.
- Footwear must be worn at all times. Students will keep an extra pair of shoes to wear inside.
- Hats, caps and toques are to be removed on entering the building.

### **Visitors to the School**

All visitors must report to the office and sign in. They must sign out on departure.

### **Attendance**

Good school attendance is important to student's success. Consistent attendance regardless of your child's age or academic placement, results in academic growth, social growth, and emotional growth.

In the event that your child must be absent from school on a given day or part of a day, it is important that you inform the school by phone at 878-4233 or email eli@srsd.ca. If we do not receive prior knowledge of a child's absence we will call the home of the parents to inquire into the child's absence. This assures us that the child is safe and is absent with the parent's knowledge. If your child must leave school for a dental or doctor appointment, the same method may be used, or a written note prior to the appointment will suffice.

Students arriving late for school **must** report to the office first so we are aware that he or she has arrived. If your child is arriving late with your knowledge and permission, please send a brief note with the child stating the reason.

All students, Kindergarten to Grade 8, are to remain on the school grounds during the school day unless they have permission from parents to leave the grounds.

At lunch time, village students may go home for lunch. Transported students and students who do not typically go home for lunch and are 12 years old or older need a note from their parents to leave the school grounds.

Any student leaving the school grounds during the day or for part of the day must sign out at the office. They must report to the office on their return.

## Safety Procedures

### **1. Fire Drills**

Fire drills are held regularly in order to teach students how to evacuate the building in an orderly fashion should a crisis occur. There will be 10 during the year.

### **2. Bus Emergency Evacuation**

Drills on emergency bus safety and evacuation are held twice a year in order to learn the most effective way of loading, dismounting, riding and emergencies.

### **3. Lockdown Practice**

2 Practices per year are performed. One in November and the other in April.

### **3. Snow Storms**

A decision to cancel classes is arrived at by the Superintendent in consultation with the Transportation Supervisor. The decision will normally be reached before 7:00 a.m. and announcements will be made on the following radio stations: CKSB (1050) and CKXL (91.1 FM) in French; CJOB (680) and CBC (990) in English, SRSD website : [www.srsd.mb.ca](http://www.srsd.mb.ca)

### **4. Recess and wind chill**

All the children will stay indoors when the wind chill reaches -27C.

### **5. Administering Medication and Student Illness**

Parents must submit a written request accompanied by a letter from a medical doctor before the school may accept responsibility for administering medication to a student. The medication must be brought from home by the parent, guardian, or other reliable person in its original packaging. Students must not bring any medication to school.

Information regarding the administration of the medication, frequency of administration, and emergency contact persons must be provided with the medication. If prescription medication will be required at school, please contact the school for the letter or forms that require completion. The form is on the ELI website.

School personnel will not be dispensing Tylenol, Aspirin, or any other over the counter medication to students at any time. If a student needs to leave school due to illness parents will be contacted and suitable arrangements will be made.

### **6. Concussion Protocol**

Concussion protocol training and awareness is available online at [www.cattonline.com](http://www.cattonline.com). Coaches, Physical Education Teachers, and Administration will be following this protocol and training.

It is the parent's responsibility to inform the school should their child have a concussion.

## School Organization

ELI operates on the 6 day cycle. A regular school day is organized as follows:

8:30 A.M.	Entry
8:35 A.M.	Announcements/Opening Exercises
8:40-10:00	classes
10:00-10:15	Recess
10:15-11:25	classes
11:25-12:25	Lunch
12:25-1:45	classes
1:45-2:00	Recess
2:00-3:10	classes



## Newsletters

Information concerning school events, whether it is for students, staff, or parents, will be sent home at the beginning of every month. Please look for these and keep them posted so that you and your child will be aware of regularly scheduled events. Individual memos will also be sent home as additional information or as reminders.

To lessen our footprint we try to send as many paperless copies as possible via email.

## Parent Volunteers

Many of the things that get done in our school wouldn't get done without the help of our volunteers. Parents who can offer some form of help on a weekly basis or even on occasion, are asked to contact the school and fill in the volunteer application. Parents may also contact their child's teacher if they would like to volunteer. Parents who volunteer are required to fill out the Volunteer Parents Authorization to conduct an Abuse Registry Check form. Also any parents that volunteer to drive students will need to fill out the Volunteer Driver form as well.

## Class Placements

Many factors are taken into consideration when placing your child(ren) into their class groupings to ensure the best placements possible for students.

Some factors include:

- Learning and working styles
- Social dynamics and interactions among students
- Range of student abilities
- Special needs information
- Gender (ratios)

Family demographics (twins, cousins, etc.)

As a staff, we try to ensure balanced classes which maximize learning for all students. This process begins in early spring.

Parental suggestions may be considered but must be provided in writing prior to May 20. Please ensure that these suggestions are sent directly to the Principal and that the reasoning is clear. The Principal may contact you to discuss these suggestions.

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

Our Parent Advisory Council is involved in many aspects of the school. It is an active group of parents who have input in the school annual plan and objectives. This group of parents promotes our school and is responsible for many activities happening during the school year such as the Community Pancake Breakfast and playground enhancements. Everyone is welcome to attend our meetings. The meeting dates are included on the monthly calendar.

## **Physical Education**

Students in grade K - 8 are asked to wear appropriate clothing on the days that they have Physical Education classes. This includes non-skid, non-marking running shoes, shorts and T-shirt used exclusively for Phys-Ed. Parents are asked to check that Physical Education clothes are taken home to be washed on a regular basis. All gym clothes should be labeled and kept in a gym bag or cloth bag.

## **Electronics**

It is expected that all electronic equipment **remain at home**. These are usually expensive and the school will **not** be responsible for lost, broken or stolen items. Only our divisional iPad project classes should have electronics at school.  
Eg: Ipods, MP3 Player, cell phone, etc.

## **Lost And Found**

The Lost and Found is located in the foyer of the school. Periodically during the year the "lost" articles are displayed on tables near the gym to be "found". All items not claimed will be donated to a charity.

## **Bicycles**

Students bring their bicycles to school at their own risk. It is well known that the risk of vandalism for bicycles at school is very high, therefore please be sure that your child has a quality bicycle lock. Schools cannot be responsible for bicycles, locks or lost keys.

## **Computer & Network Access Acceptable Use Policy**

Internet use is available to students in our school under the supervision of staff members. When students register for school, parents will receive a copy of the Seine River Internet Use Policy letter and parent authorization form. Students will NOT have access to any computers in the school until the form is returned. It will be kept on file year to year. Should you need to be refreshed on this document please inform the school.

## **Extra Curricular Activities**

Extra-curricular activities are organized for students throughout the year. They may take place at noon hour and before or after school. They can be sports, choir, art or other clubs. The number of activities we have or sports teams we field depends on the time and expertise of our staff, as well as the number of volunteers we get from the community. If anyone is interested in coaching an upper middle years sports team or becoming involved in an extra-curricular activity, please inform the school.

## **Field Trips**

Field trips are an important part of the curriculum. Teachers may plan field trips for individual classes or grades based upon class interest and curriculum topics of study. Parents or guardians will be notified prior to the field trip with the details of the excursion. Parents may help by providing extra supervision, transportation, or by simply accompanying the class. You may also find the experience quite exciting! For any field trip outside the school, a **signed original letter** needs to be returned to school. It is integral that the school knows you have all the information and are making an informed consent for the activity.

## **Library**

The integrated school library program provides for systematic instruction and practice in locating, processing and sharing information in all formats. Skills are built not in isolation but rather in meaningful conjunction with subject areas, and student's benefit from the regular use of our library. We also have a library technician to support our teachers and students.

## **Student Support Services**

École Lorette Immersion has the services of a full time resource teacher, a half time counselor, a half time Reading Recovery teacher, a half time Early Literacy Teacher, and a half time Middle Years Support Teacher. The school also has access to the services of clinicians from our divisional Student Services Department.

Teachers consult with our school based student services team when concerns arise with a student—whether academic or otherwise. If program adaptation is required the Resource Teacher is involved and parents are consulted. Parents are informed prior to any diagnostic testing taking place with their child. Before a clinician can see any student from our Student Services Department, the parents need to give written approval.

## **Homework**

We believe that homework has a definite place in the educational process. It should be a positive experience and must be developmentally appropriate. It requires close monitoring and feedback from both parents and teachers. Homework can take many forms such as reading, studying, research, practice, reviewing notes, etc.