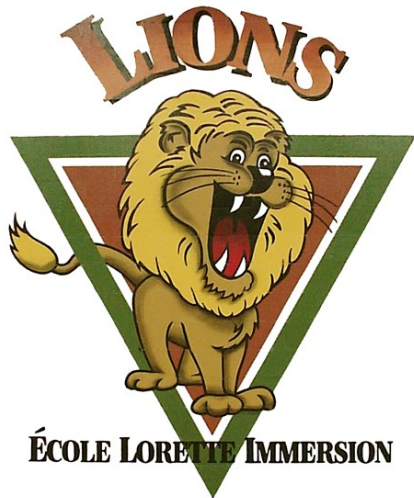


École Lorette Immersion



475 Senez Street
Lorette, Manitoba R5K 1E3
Téléphone: 878-4233
Website: www.eli.srsd.mb.ca
Email: eli@srsd.ca
Principal: Christian Leclerc

Student/Parent Handbook 2021-2022



Office Welcome

Dear Parents and Students,

Bienvenue and Welcome to École 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 École 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 our 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 École Lorette Immersion.

The year 2021-2022 promises to be an exciting year for all of us. With your support, flexibility and patience, as well as the hard work of our staff, we are certain that we will all enjoy a safe and academically rich school year.

Christian Leclerc
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**

École Lorette Immersion School Staff

2021-2022

Mme Stephanie Beaudoin	Kindergarten / Reading Recovery
Mme Emily Greening	Kindergarten
M. Jason Gole	Grade 1/2
Mme Vanessa Villing	Grade 1/2
Mme Roxane Gagne	Grade 1/2
Mlle Breanne Berke	Grade 3/4
Mme Stephanie Scheller	Grade 3/4
Mlle Gabrielle Sorin	Grade 5/6
Mme Jodi Dixon	Grade 5/6
Mme Carmelle Lafreniere	Grade 5/6
Mme Martyne Laliberte	Grade 7/8
Mme Julie Gobeil	Grade 7/8
M. Dylan Tretiak	Grade 7/8
Mme Tracey Kirby-Savard	Resource Teacher
Mme Laura Nault	Counsellor
Mme Carmelle Cook	Music K-5/6
Mme Sylvie Reimer	Band 5-8
M. Matt Sieffert	Physical Education
M. Ron Verrier	Physical Education
Mme Danielle Manaigne	Librarian
Mme Michelle Sorin	Secretary
Mrs Lindsay Henderson	KAP Instructor
Mrs Tina Dornian	KAP Assistant
Mme Nicole Gesell	Ed Assistant
Mme Karen Rivard	Ed Assistant
Mme Naomi Wight	Ed Assistant
Mme Loralie Brown	Ed Assistant
M. Jean Rocan	Custodian
M. Christian Leclerc	Principal

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 22, 2021 written report cards go home. November Oral Conferences format is to be determined.

Monday, March 14, 2022 written report cards go home. March Oral Conferences format is to be determined.

Wednesday, June 29, 2022 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. This is especially important now due to contact tracing, we must log every visitor. All visitors to ELI are asked to please wear a mask before entering the building.

Student access to the school

Students will access the school from their assigned door. This will minimize traffic as recommended by Manitoba Health.

Door 1 (main door) - Maternelle & Grade 1/2

Door 2 - Grade 3/4

Door 3 - Grade 5/6

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.

New this year, Students arriving late for school will proceed directly to their classrooms. 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, 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. All students must remain off school grounds until at least 12:20pm so that they can follow proper hand hygiene protocols before re-integrating with their classmates.

Any student leaving the school grounds during the day or for part of the day must notify the classroom teacher or office by phone call or email. **During Covid, students do not have permission to leave the school grounds at lunch, unless they are going to their own home.**

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

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. 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
8:40 A.M.	Announcements/Opening Exercises
11:25-12:25	Lunch
3:10	School day ends

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

At this point we are not in need of parent volunteers. As field trips and extracurricular events have been cancelled until further notice. We will send out a note to our beloved school community if this situation changes.

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 long weekend. Please ensure that these suggestions are sent directly to the Principal or Vice-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

In 2021-2022 students will not be required to change clothing as classes will mainly occur outdoors. Students should attend the day with footwear that is appropriate for outdoor activities.

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 will be offered provided that our staff can safely adhere to Manitoba Health Guidelines.

Field Trips

Field trips will be re-visited if the protocols allow.

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 Literacy 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.

Covid 19 updates

Here is a link to our divisional web page for the most up to date information and parent letters.

WWW.SRSD.MB.CA

If information pertains specifically to ELI, we will be sending prompt messages to our community whenever necessary.