



INFORMATION HANDBOOK

MANUEL D'INFORMATION

2019-2020

Directrice/Principal: Amy Haworth
Directrice adjointe/Vice-Principal : Michelle Bacon

22 Varennes Avenue, Winnipeg, Manitoba R2M 0N1
Tel: (204) 253-1375 Fax: (204) 253-7202

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

 **@varennesLRSD**

Updated: June 2019

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SCHOOL CALENDAR 2019-2020

DATES TO REMEMBER 2019-2020



École Varennes

22 Varennes Avenue, Winnipeg, Manitoba R2M 0N1

Louis Riel School Division

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

Directrice/Principal, Amy Haworth
Adjoint/Vice-Principal, Michelle Bacon

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☎ (204) 253-1375
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Dear Parents, Guardians and Students,

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

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

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

Amy Haworth & Michelle Bacon
Administrative Team



Louis Riel School Division

900 St. Mary's Road
Winnipeg, Manitoba
R2M 3R3

Tel: (204) 257-7827

Fax: (204) 256-8553

The School Trustees of the Louis Riel School Division are:

Neil Vadeboncoeur

Louise Johnston

Josie Landry

Robert Page

Sandy Nemeth

Pamela Kolochuk

Dave Richardson

Chris Sigurdson

Cindy Turner

DIVISIONAL STAFF

Superintendent of Schools:

Christian Michalik

Secretary-Treasurer:

Marna Kenny

Assistant Superintendents:

Lisa Aitken

Marlene Murray

Irene Nordheim

Henri Péroquin

Director of Information Systems:

Clarke Hagan

Director of Student & Clinical Services:

Steve Lawrie

Director of Facilities:

Charlie Robert

Staff at École Varennes collaborate with divisional staff and elected officials to realize the statements of vision and mission on the following page. Staff at École Varennes invite you to approach them with questions or concerns that you may have regarding your child(ren)'s education. Please consult the *Protocol for the Resolution of Concerns*, presented at the end of this document, for helpful steps to follow to ensure an efficient process.

VISION & MISSION OF THE LOUIS RIEL SCHOOL DIVISION

**Our Vision is for all members of our community to excel
as caring, confident, capable, and resilient life-long learners who
contribute to a democratic and sustainable world.**

**Our Mission is to provide a safe, inclusive,
and engaging environment, where personal and collective learning
and growth are valued, and each one of us reaches our full potential.**

IMMERSION SCHOOLS IN LOUIS RIEL SCHOOL DIVISION:

The Louis Riel School Division offers a French Immersion program which provides the opportunity for students who possess little or no knowledge of the French language, upon entry into the program, to become plurilingual by the end of Grade 12. The program is designed for students whose families do not speak French, but who want their children to learn French as a second language.

The French Immersion Program begins in Kindergarten and continues to Grade 12. The academic content of the program is designed to be parallel to the English Language Program. Instruction in Kindergarten & Grade 1 is entirely in French while in Grades 2 to 8 instruction is 75% in French and 25% in English.

There are 13 French Immersion schools in Louis Riel School Division:

Collège Béliveau, Grades 7 to 12	296 Speers Road	204-255-3205
Collège Jeanne-Sauvé, Grades 9 to 12	1128 Dakota Street	204-257-0124
École George-McDowell, Grades 6 to 8	366 Paddington Road	204-253-1492
École Guyot, K to 6	400 Willowlake Crescent	204-257-2540
École Henri-Bergeron, Grades 4 to 8	363 Enfield Crescent	204-233-7079
École Howden, K to 6	150 Howden Road	204-257-0656
École Julie-Riel, K to 5	316 Ashworth Street	204-253-2363
École Marie-Anne-Gaboury, K to 8	95 Pulberry Street	204-253-9704
École Provencher, K to 3	320, avenue de la Cathédrale	204-233-0222
École Sage Creek School (dual track), K to 8	315 Sage Creek Boulevard	204-253-8199
École St-Germain, K to 5	77 John Forsyth Road	204-254-0120
École Van Belleghem, K to 8	10 Vermillion Road	204-255-1134
École Varennes, K to 8	22 Varennes Avenue	204-253-1375

ÉCOLE VARENNES STAFF TEAM

(current as of May 2019)

Principal		Amy Haworth
Vice-Principal		Michelle Bacon
Kindergarten AM & PM	#8	Susan Benning
Kindergarten AM	#9	Codie Price
Grade 1	#12	Julie Desrochers
Grade 1	#10	Tracy Frédérick/Codie Price
Grade 1	#11	Djahida Tir
Grade 2	#6	Sylvie Leochko
Grade 2	#15	Charla Ramsey/Claire Poliquin
Grade 2/3	#23	Aimée Vandale
Grade 3	#7	Denise Muller Bulger
Grade 4	#21	Lynne Macri
Grade 4/5	#22	Laurie Tyndall
Grade 5/6	#31	Debbie Duncan
Grade 5/6	#32	Dylana Barnabé
Grade 6	#30	Fiona Cook
Grade 7/8	#34	Matthew Massicotte
Grade 7/8	#33	Meghan Waters
Grade 7/8	#35	Stefanie Lavich
Music	#2	Allison Boettcher
Band		Gabrielle Wiebe
Guitar		Daniel Bergman
Physical Education		Monique Ditter, Jean Hardman & Matthew Massicotte
Student Services		Michelle Bacon, Elizabeth Mittelstadt
Early Literacy		Claudette Philippot
Positive Behaviour Support		Tammy Levasseur
Teacher-Librarian		Derek Acorn
Library Technician		Melanie Godin
Secretaries		Nadia Nedjaï, Danielle Hince
Custodians		Gilles LaPlume, Dianne Pauwells, Thomas Brereton
Community Liaison Worker		Paulette Côté
Family Centre Coordinator		Shawna Crane
Family Centre Assistant		Kristine Bettencourt
Educational Assistants		Denise Dewar, Melissa Feniuk, Rachelle Huberdeau, Jessica Schettler & Chantale Thioux-Asselin
Lunch Supervisors		Nicole Huberdeau, Sukhdeep Kaur, Cindy Mazur, Yvonne Riezebos, Eesha Syeda and Kristy Thibodeau
Band Bus Supervisor		Cindy Mazur
Crossing Guards		Dena Nelson and Pamela Peters

ÉCOLE VARENNES MISSION STATEMENT:

To honour, to inspire, to discover.

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

STUDENT MISSION STATEMENT:

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

STATEMENT OF BELIEFS:

At the beginning of the school year, students in each class discuss how they want to learn together. A statement of beliefs called a social contract is developed for each classroom. The Student Council analyzes the social contracts from all classrooms, identifies common themes, and synthesizes a school-wide social contract which is presented at a school assembly and displayed prominently throughout the school. Here is our current version:



Respect
Sécurité
Responsabilité

Contrat social de l'École Varennes



Respect ▣ Sécurité ▣ Responsabilité

School-Wide Social Contract

- Being "Green"
- Helping
- Respecting
- Being responsible
- No bullying
- We encourage everyone to have fun in French

LANGUAGE POLICY:

Helping students to communicate in French is the central mission of our French immersion school. We do this by creating authentic situations for students to apply their skills every day: Listening to morning announcements, asking the secretary for an ice pack, reading posters in the hall, singing the national anthem, presenting at school-wide assemblies, greeting a teacher on the playground, etc. School staff serve as role models for students. Their enthusiasm for the language motivates students to learn.

Realizing that **French is vital, dynamic, and fun** is key to our students’ success. Field trips, plays, concerts, videos, and other cultural activities also contribute to achieving this goal.

Families play a **key role** in motivating their child to learn French. Talk to your child about why you enrolled them in French Immersion. Ask them to speak the language for you. Offer them praise on their achievements. Learning a second language is hard work!

To guide our work, we follow the communication protocol below:

- Students in Grades 1 to 8 are expected to speak in French to all staff in the school and on the playground.
- Students will speak to each other in French during all classes which are taught in French.
- All staff members will speak to each other in French.

SCHOOL HOURS:

The doors at École Varennes open at **8:17 a.m.** Classes begin at **8:27 a.m.**

- | | | |
|----|--|--------------------------------|
| a) | Kindergarten (a.m.) | 8:27 a.m. – 11:15 a.m. |
| | Kindergarten (p.m.) | 12:15 p.m. – 3:00 p.m. |
| | Grades 1 – 8 | 8:27 a.m. – 3:00 p.m. |
| | Lunch Hour | 11:15 a.m. – 12:10 p.m. |
| b) | Office Hours | 8:00 a.m. – 4:00 p.m. |
| c) | Supervision provided | |
| | <ul style="list-style-type: none">• <i>at the beginning and the end of the day:</i> on the playground and near bus loop from 8:02 - 8:17 a.m. and from 3:00 p.m. until the last bus leaves. Supervision is also provided in the École Varennes parking lot from 8:05 - 8:27 a.m. and 3:00 – 3:15 p.m.• morning, afternoon and lunch recesses; and• during all school activities. | |

The Louis Riel School Division uses the six-day cycle. Please refer to the attached 2019-20 school year calendar.



ABSENCES/LATE ARRIVALS:

If your child will be absent or late for school, please telephone our secretary or leave a message on the answering machine. If we do not hear from you by 8:45 a.m. or 12:30 p.m., we will contact you at home or at work. Please notify the school in advance, in writing, if you expect your son/daughter to be absent from school for an extended period of time.

A student who arrives after 8:27 a.m. or 12:15 p.m. must report directly to the office and receive a late slip. Families will be notified by the school principal if their child is habitually late.

VISITORS TO THE SCHOOL:

All visitors, including parents and guardians, must report to the office upon arrival. Those visiting a classroom must sign in at the office and obtain a visitor badge. To ensure a reliable monitoring process, the sign-out register at the office must be completed when picking up children before dismissal. All visitors needing to use the washroom are requested to use the staff washroom located between the main office and the library.

DISMISSAL PROCEDURES:

Families are asked to inform the classroom teacher of regular dismissal procedures during the Opening Day Conference. Any changes to the regular dismissal procedure must be communicated in writing, via the agenda or e-mail. Due to safety concerns and distractibility for the students, we request that parents who pick up their child(ren) at the school, wait and meet them at the office rather than the classroom door.

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

ÉCOLE VARENNES PARENT COMMITTEE:

Research shows that children do better in school when their parent(s) or guardian(s) are involved in their education. One way to be involved is through the École Varennes Parent Committee. This group of dedicated parents plan special events and share ideas with school administration. They provide feedback on important issues as well. Your participation is welcome at all monthly Parent Committee meetings. Please join us! It's a great way to meet new people and to get to know the school better. The meeting dates and times are announced regularly. Meeting minutes and agendas are posted on our school website.

COMMUNICATION:

Direct communication between home and school is essential to your child's education. Please contact teachers or administration whenever you have a question or concern. Our school website, parent portal, Twitter, email and Parent Committee meeting minutes are excellent sources of information.

HEALTH CONDITIONS:

If your child suffers from asthma, allergies, seizures or any other special condition that could affect health or learning, you are asked to contact the school office. A health care plan will be developed to ensure all staff are aware of signs that your child is in distress and know how to intervene appropriately.

MEDICATION:

Provincial health regulations prohibit the administration of **any** medication, including non-prescription medication, without written permission. Forms are available in the office. All medication must be stored in the office (unless otherwise specified in the child's health care plan), and administered according to an agreed-upon plan. Divisional guidelines state that the first dosage of any new medication shall not be administered at school. It is the family's responsibility to ensure the first dosage of any medication has been well tolerated before it will be administered at school.

Students using **adrenaline auto-injectors** or **asthma inhalers** must have them at school and stored in the place designated in their health care plan at all times. Families must be sure to replace medications when they expire and notify the school of any changes in dosage or administration.

PEANUT-/NUT-SAFE SCHOOL:

Due to life threatening allergies for some students, we are asking that no peanut or nut (cashew, pecan, walnut, hazelnut, almond) products be brought to school. This includes products marked "may contain traces of nuts" or "manufactured in a facility that also produces nut products". For additional information on preparing healthy snacks and lunches free of peanuts and nuts, please refer to website <http://www.youville.ca> or call Youville Clinic at 204-255-4840.

LUNCH PROGRAM:

All families have the option of enrolling their children in the lunch program. The cost for this service is \$80.00 per year per student or \$320.00 per year maximum per family. There are two options for this service:

- one payment for the year due October 15, 2019 or
- two payments for the year due October 15, 2019 (\$32) and February 1, 2020 (\$48)

**PLEASE MAKE CHEQUES PAYABLE TO ÉCOLE VARENNES
(POST-DATED CHEQUES ARE ACCEPTABLE)**

Tax receipts will be issued at a later date. Lunch fees apply to all students staying for lunch, including bussed students and children of lunch supervisors. Occasional users will be charged \$1.00 per child per day, payable daily. This fee covers the costs of the supervisors required for the lunch program. Lunch programs are not funded provincially and are not a mandated right.

Lunch Rules:

- I will remain seated and eat my own lunch at my own desk or designated table.
- I will use a “speaking voice” when talking to others in the eating area.
- If I need help, I will raise my hand and a lunch monitor/supervisor will come and help me.
- After eating, I will clean my area and put my garbage in the garbage container, recycling box or compost pail before leaving the classroom.
- I will take home what belongs to me after lunch to reuse or to recycle.
- I will listen and cooperate with the lunch supervisors/monitors at all times.

While students are in the classroom:

- The classroom door will remain open at all times while the students are eating lunch.
- The classroom door will be locked while students are outside.
- All desks will be washed at the end of every lunch hour.

Students registered in the lunch program must remain at school during lunch hour. If your child needs to leave the school at lunch time for a special appointment, please send a note.

Students 11 years of age and under are not allowed to leave the school grounds at lunch time unless they are accompanied by an adult and have written permission from their parent/guardian. Students 12 years of age or older (and in Grade 7) may leave school grounds unaccompanied provided that they bring a note from their parent/guardian. A “blanket authorization” form granting permission to leave school grounds at their choosing is also available for this purpose. Note that students who choose to leave school grounds over the lunch hour must remain absent from 11:15 a.m. until 12:10 p.m.; otherwise, the constant coming and going of students would become unmanageable and the school would not be able to determine who should be present, a key piece of information in the event of an emergency.

Please note that we cannot assume responsibility for students eating lunch off school grounds. Students who do not remain at school for lunch should return to school at 12:10 p.m.

Lunch Schedule: Students in Grades 1 to 4 will eat lunch at **11:15 am.** with recess following at **11:40 am.** Students in Grades 5 to 8 will have recess at **11:15-11:40 am** and will eat lunch at **11:45 am.**

MILK PROGRAM:

Students may redeem a milk voucher (pre-purchased) to obtain milk at lunch time every day. There are two options available - 250 ml 2% white milk or 250 ml chocolate milk. Sheets of 20 vouchers may be purchased at the office at a cost of \$19.00. Vouchers may not be purchased individually.

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

BREAKFAST PROGRAM:

Breakfast is served in the Family Centre between 8:02 and 8:17 am to any student who wants it. The menu varies daily and may include cereal, toast, pancakes, cereal, muffins, fresh fruit, and yogurt. Attendance varies on any given day. The program is financed by grants from the Louis Riel School Division and other successful

grant applications. Food donations are gladly accepted; please speak with our Family Centre staff to find out what items they need. You can also speak to them about volunteering opportunities.

NUTRITION PRACTICES:

In 2007, Manitoba Education published the *Manitoba School Nutrition Handbook* designed to help school communities develop nutrition policies and implement changes to promote healthier eating options. In accordance with this directive, the Louis Riel School Division developed Guideline EFA – [*Nutrition in Schools*](#), to manage all practices related to nutritional education, and to the distribution of food during school hours and school-related events. École Varennes has developed a document detailing current practices at our school related to nutrition, practices that have evolved in light of the provincial and divisional directives referenced above and a result of ongoing dialogue between staff, families, and students. The document was last reviewed in November 2014 and is available by contacting the school office.

TELEPHONE:

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

Students may use the telephone situated in the school office. Students must first obtain permission from their classroom teacher to use the phone. We encourage students to use the phone only in the case of an emergency. Visits to friend's homes should be pre-arranged and permission obtained before coming to school. The telephone should not be used for these purposes.

DAYCARE INFORMATION:

We are pleased to announce that the YMCA daycare programs, Before and After School and Kindergarten Care will continue. The assigned supervisor is Valerie Racine. She can be reached at the daycare by calling 204-255-6201. Regular hours of operation are:

- Before-School: 7:00 a.m. to 8:20 a.m.
- Kindergarten Care: 11:15 a.m. to 3:00 p.m.
- After-School: 3:00 p.m. to 6:00 p.m.

FIRE AND EVACUATION DRILLS:

All schools are required to hold ten fire drills during the school year. These drills are to ensure the safety of our students. The school floor plan with fire exits, alarm stations and extinguisher sites are posted throughout the school.

The Louis Riel School Division has established an evacuation policy to protect children in case of an unforeseen emergency. The evacuation centre for École Varennes students is Deeper Life Church, located at 709 St. Mary's Road, adjacent to the schoolyard.

An evacuation drill to Deeper Life Church will be held each school year.

EMERGENCY CONTROL PROCEDURES DRILL:

The provision of a safe learning environment is of paramount concern at École Varennes. To assist schools in addressing potentially dangerous situations, our school division has developed an *Emergency Preparedness* policy to guide our actions. Accordingly, we conduct **Emergency Control Procedures Drills**, commonly referred to as lockdown drills, twice a year. Families are informed in writing in advance of such drills so that they may help to prepare their child(ren).

In case of an emergency or potential threat occurring outside of the immediate vicinity of École Varennes, the school will enter into a “Hold and Secure” mode. All exterior doors will be locked and monitored. Classes will continue to function normally. Students and staff cannot leave the building, nor can visitors to the school enter the building.

In case of a threat of violence within or in relation to École Varennes, the school will enter into “Lockdown” mode. All movement of students and staff will be restricted.

The “Hold and Secure” and “Lockdown” procedures will remain in place until confirmation with police authorities allows the school to return to normal functioning.

LOST STUDENT/RUNNER SEARCH PLAN:

The school has developed procedures to locate a student who goes missing from the school. Drills will be conducted annually to ensure readiness.

SURVEILLANCE CAMERAS:

Surveillance cameras are mounted at strategic points within the school. The cameras are not monitored on an ongoing basis but record activity for future reference should circumstances warrant.

FIELD TRIPS:

Field trips enhance learning by allowing students to make connections to the world around them. As a result, field trips are an integral part of the school program. Families are informed in advance of all field trips and must provide written consent for their child to participate. Families have the option of signing a blanket permission form authorizing their child to participate in school outings to local sites that do not require transportation and that occur within half of the regular instructional day. Families may be asked to cover expenses related to these outings; families requiring financial assistance are requested to speak in confidence with their child’s teacher or a school administrator. Divisional Administrative Guideline IHC – [Extended Instructional Programs](#) and *The Off-School Site Guidelines and the Safety Guideline for Physical Activity in Manitoba Schools* will be used in planning off-site activities. See also *Outdoor Education* on page 19.

TRANSPORTATION POLICY:

Each year, bus safety rules are reviewed with all students. Violation of bus safety rules can lead to suspension of bus privileges. Answers to many transportation-related questions can be found on the divisional website at: <http://www.lrsd.net/What-We-Offer/transportation/pages/default.aspx>

During extreme cold conditions, buses cannot operate safely. If the Environment Canada weather station at the airport indicates a wind chill of -45 or below, or an air temperature of -45°C or below at 6:00 am, the Superintendent of LRSD will cancel school bus transportation and communicate his decision to the media. Schools will remain open, however, and classes will proceed as normal.

To find out if buses are cancelled, you can listen to a local radio station such as CJOB 680 AM or CBC 89.3 FM or check the cancellations listings on the CJOB [website](#).

Please remember that *if buses are cancelled in the morning, they are also cancelled in the afternoon*. If you drop your child off at school, kindly make arrangements to pick them up at dismissal time, 3:00 pm. If someone else will be picking them up, please notify the school office or send a note in your child's agenda. Thank you for your assistance in this matter.

OUTDOOR RECESSES:

The Louis Riel School Division recognizes that it is important for students to have outdoor physical activity and to play. However, the safety of students must be taken into account when dealing with frigid weather. Students may be allowed outside for a maximum of 15 minutes when the wind chill reaches -27. Students will not be allowed outside for lunch or recess when the wind chill reaches -30. School administration will make their decisions based on the information from the Environment Canada Weather Station which is located at the Forks. The airport weather station is used as a back-up in circumstances when the Forks weather station is unavailable.

SKATEBOARDS, SCOOTERS, BICYCLES AND ROLLER BLADES:

In order to ensure the safety of our students, staff and visitors, skateboards, scooters, bicycles and roller blades are not to be used on school property during school hours, namely 8:00 am to 3:15 pm. Wheeled footwear, such as 'Heelies', are not allowed on school property at any time.

Students using skateboards, scooters and roller blades must stow them in their locker or in their classroom upon arrival to school after first asking permission from an adult supervisor.

Students are responsible for bicycles, skateboards or any other personal belongings they have chosen to bring to school. Bicycles should be locked to the bike racks provided. Unfortunately, the school cannot accept responsibility for any lost or stolen bicycles.

ELECTRONIC DEVICES AND TOYS:

Electronic devices such as cameras, electronic games, and iPods are not permitted at École Varennes. We also ask that students leave collectibles and other toys at home. These objects create a distraction in the learning environment. Cameras can also infringe on others' right to privacy. Families should also be aware that provincial legislation forbids the use of personal electronic devices outside of school hours to intimidate or bully other students. School administration has a responsibility to intervene when they learn of such circumstances.

Students should leave these belongings at home to prevent loss, damage, or theft. The school cannot accept financial responsibility for such items. Students found to be in possession of such objects at school will have them confiscated by school staff. Families will be notified after each infraction.

CELL PHONES:

Personal electronic devices, such as cell phones, are used as a learning tool in Grades 7 & 8. Teachers will incorporate cell phone technology in their courses where appropriate. Students may also use their cell phones to record homework, usually at the end of the day. Otherwise, cell phones must be securely stored in students' lockers or given to the teacher to be securely stored. When students choose to use their devices at other times that are deemed inappropriate, the following consequences will occur:

For a first infraction, the cell phone will be returned at the end of the school day. Student will meet with school administration regarding the infraction. If a second infraction occurs, cell phone will be confiscated and stored at the office until the end of the first day and returned to the office the following day for the remainder of the day. Parents will be notified and may be responsible for claiming the cell phone at the office. Any subsequent infractions will lead to an in-school suspension for disregarding the school's social contract.

PETS:

As a general rule, pets are not allowed in the school building. This practice ensures the safety of students with allergies and eliminates disruptions to regular routines. Remember that even the tamest pet may react unexpectedly when surrounded by curious children or when inadvertently startled. Arrangements can be made for class visits. Note that a city bylaw prohibits dogs in the schoolyard (certified service animals are exempt).

NO SMOKING OR VAPING POLICY:

Smoking and vaping are prohibited in all school buildings and on all school grounds of the Louis Riel School Division.

DRESS CODE:

Students are expected to dress appropriately for the weather conditions. Clothing should allow students to actively participate in all daily activities without risk of inappropriate exposure. Muscle shirts, short shorts that exposes the buttocks, tube tops, beach wear and any questionable or offensive attire will not be permitted on school premises. Clothing that exposes a student's midriff is also not permitted at school. Appropriate attire gives the message that learning is important and valued in our school. Should a student come to school dressed inappropriately, he/she will be expected to change clothing immediately. The wearing of hats, tuques, bandanas and caps is not allowed in the school as a sign of respect for the learning environment.

STUDENT INJURIES:

If students receive a minor injury such as a cut on the finger, the injury will be treated. If the injury is more serious, parents or guardians will be contacted. **It is very important to provide the school with an emergency contact person.** Students who are recovering from an illness may be allowed to stay in for recess for one day, provided they have a note. If there is a medical plan, alternate arrangements need to be made with the office.

The Louis Riel School Division subscribes to a student accident insurance policy which provides various benefits to families, including reimbursement of ambulance costs, for accidents occurring during school activities.

Additional personal coverage is also available. For further information, visit <http://www.lrsd.net/What-We-Offer/Student-Accident-Insurance/Pages/default.aspx>

LOCKERS:

Students in Grades 7 to 8 are provided with locker space and the school will provide a combination lock. Students are responsible for their personal belongings. Please note that the lockers are the property of the school division and that they can be checked by school personnel at any time deemed necessary.

LIBRARY AND MEDIA SERVICES:

The school library is an essential component of the education process. It is an extension of the classroom and can promote independent learning skills and lifelong reading habits.

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

Kindergarten:	1 English book
Grades 1, 2 and 3:	1 English and 1 French book
Grades 4, 5 and 6:	1 French, 1 English and 1 magazine/book CD to maximum of 3
Grades 7 and 8:	Maximum of 4 books, 2 of which should be French

All library materials are normally borrowed for a one-week period. All borrowed materials must be well cared for and returned when due. If Kindergarten students wish to borrow French books, a note from home must be sent to the library.

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

Holidays: Students may sign out books one week prior to Winter and Spring breaks so they can enjoy reading them during the holidays. All materials must be returned to the library in mid-June.

TECHNOLOGY:

Each classroom is equipped with a ceiling-mounted projector, enabling teachers to model technology skills and students to share learning. Classrooms are also equipped with a Mimio which transforms the whiteboard into an interactive computer screen, engaging students in hands-on learning. Desktop and laptop computers as well as mini iPads are available for use by students in each classroom.

Each student is issued a computer account with a username and password. Families must review a list of safe computing practices with their child and sign an authorization form before students are granted access. Students from Grade 4 to 8 may access their computer account and class portal from home using their username and password. The teacher-librarian will review safety measures with students and inform families in writing before access from home is granted. Parents/guardians are invited to visit the parent portal using their username and password. Parents may contact the school office for their password if misplaced.

MUSIC PROGRAM:

Music lies at the core of every culture. One of the fundamental purposes of music education is to transmit our culture to the next generation. Music is one of the most glorious manifestations of our cultural heritage.

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

- to help students develop their aesthetic potential;
- to help students read, write, and understand music so that it may provide a lifelong source of pleasure;
- to foster creativity;
- to develop visual, listening, and motor skills;
- to encourage correct vocal production skills, and percussion instrumental technique;
- to help students become acquainted with their own culture, as well as other cultures;
- to encourage social development and practice teamwork;
- to develop the ability to communicate in French through the medium of music.

BAND AND GUITAR PROGRAM:

All students in Grade 7 and 8 take part in *Harmonie*/Band or Guitar and travel three times per cycle to École Marie-Anne-Gaboury for classes. Each class receives 150 minutes of music instruction per six-day cycle. For security reasons, students are required to stow their band instrument in their locker or in the classroom. In the case of bulky instruments, an additional locker can be provided, subject to availability.

PRACTICAL ARTS:

Grade 7 and 8 Practical Arts classes will be taught at Glenlawn Collegiate and Darwin School on Day 3 in the afternoon. Please refer to the schedule sent at the beginning of the year. Please note that families are responsible for providing transportation to and from Practical Arts classes.

PHYSICAL EDUCATION:

Lifelong physical activity is essential to both physical and mental health and well-being. Kindergarten to Grade 3 classes will focus on basic movement skills, while Grades 4 through 8 will address skills needed for a variety of sports and activities. Games, fair play, and team-building are strongly emphasized. Fitness activities which incorporate muscular strength, muscular endurance, flexibility and cardiovascular fitness will also be taught. An appreciation for personal health will be promoted, and students will develop an understanding of the benefits of regular physical activity.

GYM ATTIRE:

All students are asked to use gym runners with non-marking soles. Skater shoes, sandals and flip-flops do not provide adequate support. From Grades 3 - 8, students are required to change into appropriate gym clothing namely a t-shirt and shorts or athletic pants.

MIDDLE YEARS ATHLETICS:

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

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

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

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

Interscholastic (beyond the school day)

- Cross-Country Running (Grades 4-8)
- Volleyball (Grades 7-8)
- Mini Volleyball (Grades 5-6)
- Basketball (Grades 7-8)
- Ultimate Frisbee (Grade 5-8)
- 4 on 4 Basketball (Grades 5-6)
- Badminton (Grades 7-8)
- Team Handball (Grades 7-8)
- Track and Field (Grades 7-8)
- Flag Football (Grades 5-6)

Curricular (incorporated in the school day)

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

Intramurals & Clubs

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

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

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

Student Expectations

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

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

Students are expected:

- To demonstrate commitment to their team by attending scheduled practices and games;
- To display responsibility by turning in forms on time and taking care of their uniform;
- To exhibit respect toward their teammates by accepting differences in abilities, encouraging one another and using positive language;
- To exhibit respect toward coaches and officials by listening attentively, following the rules, accepting their decisions and thanking them for their generous gift of time;
- To review, sign, and abide the terms of the École Varennes Player/Parent Agreement

A Code of Ethics for Coaches

The **school** expects coaches to:

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

The **athletes** expect the coaches to:

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

Sportsmanship demands that coaches:

- Take a strong stand against profanity, unfair play and unsportsmanlike behaviour of their teams;
 - Maintain self-control at all times, accepting decisions of officials without outward appearance of vexation;
 - Teach athletes to win by use of legitimate means only;
 - Believe in the honesty and integrity of opponents and officials;
 - Teach that to win is always desirable, but to win at any cost defeats the purpose of the game
- Any coach not complying with these expectations may be subject to review by the Athletic Council.*

Expectations of Parents

Parents are the most influential adults in their children's lives. They are, in fact, their children's primary coaches and teachers. As such, parents must strive to model positive behaviour for their children. Parents are expected to demonstrate the same sportsmanship behaviours as coaches.

Parents must remember that their children are not professional athletes. They must foster a love of the game, and a desire to improve ability, compete fairly, and above all, have fun. Parents are also reminded that all of our coaches volunteer their time, be they school staff, parents, or high school students. Their gift of time is generous and our athletics program depends on it. All spectators are required to adhere to the LRSD Zero Tolerance Practice Regarding Abuse of Referees (posted in all gymnasiums). Mistreatment of coaches or game officials will result in a request to leave the gymnasium, field or other game site.

Parents of students participating in interscholastic sports:

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

OUTDOOR EDUCATION:

Outdoor education is a valuable component of the Middle Years program at École Varennes. Outdoor education provides students the opportunity to attain learning outcomes in an authentic, meaningful context while exploring their city and province and developing an appreciation of the natural environment. Outdoor education includes a wide variety of activities such as downhill skiing, snowboarding, snowshoeing, camping, hiking, cycling, horseback riding, rock climbing, and archery.

Outdoor education experiences are often the fondest memories that students recall from their schooling. Such rich common experiences draw students together, forming social bonds that define them as a unit, strengthening their sense of belonging, and enhancing school pride. Trying new activities expands their horizons. Succeeding at a difficult challenge—whether it be rock climbing or staying away from home for the first time—builds character and self-confidence. Outdoor education also provides a means of nurturing the budding independence of some students and the expressed need for independence of other students.

We aim to provide a variety of outdoor education experiences to our students. Consistent with [divisional guidelines](#), we address the following objectives when planning and implementing off-school site programs:

1. To provide educational experiences that complement the regular curriculum of the school.
2. To provide educational experiences which provide opportunities to all students.
3. To provide educational experiences that are relevant to the curriculum, have educational value, and are not hazardous to students.

There is a greater risk in off-school site activities and outdoor education as compared to a regular classroom setting, but the risk is manageable. By setting standards of behaviour and in fully discussing all safety rules prior to the activities on trips, both students and staff should be able to enjoy a safe and unique educational experience. With this goal in mind, all outdoor education experiences are planned in accordance with the guidelines of the extended instruction program policy.

Downhill and cross-country skiing, snowboarding and residential camping have been selected as possible outdoor education experiences. We believe that these experiences must be carefully coordinated in order to ensure safety and reap maximum benefit. We have developed the following multi-year plan as a planning guide. The guide is subject to change in function of evolving needs and new opportunities.

Grades	Outdoor Education Experience	Frequency (2018-2019 = Year A)
Grades 5 and 6	Skiing/Snowboarding Springhill Winter Park, Birds Hill, MB or cross- country skiing at the St. Boniface golf course	One day Every Year

Grades 5 and 6	Spring Camp, Red Rock Bible Camp or a comparable facility	Three days, two nights Every other year (Year B)
Grades 5 and 6	Winter Camp, Red Rock Bible Camp or a comparable facility	Three days, two nights Every other year (Year A)
Grades 7 and 8	Skiing/Snowboarding Holiday Mountain, La Rivière, MB	One day Every other year (Year A)
Grades 7 and 8	Skiing/Snowboarding Asessippi Ski Area Russell, MB	Two days, one night Every other year (Year B)

STUDENT SERVICES:

The Student Services Program exists to provide students with equal opportunities to learn and succeed. The Student Services staff functions as a support to the classroom teacher and, depending on the student's needs, may develop a collaborative action plan to be applied in or out of the regular classroom.

Michelle Bacon and Elizabeth Mittelstadt currently form the school-based student services team.

Requests for assistance can be initiated by students, staff, families, or administration. Following referrals, pertinent data on students may be collected through observations, student and family interviews, teacher conferences or analysis of student work, and testing. Action plans may be developed by a team comprised of the student, families, teacher(s), other specialists and administration.

The divisional Student Support Services offers support to the school and families in areas such as Psychology, Social Work, Speech and Language, Physiotherapy, and Occupational Therapy. Referrals for these services are made through Student Services.

Our school team consists of the following clinicians:

Psychology: Alex Peniuta

Social Work: Kimberley MacKey

Speech and Language: Elissa Hart

Physiotherapy: Anita Walker

Occupational Therapy: Megan Appleton

If you are experiencing health, family or personal issues that could affect your child(ren)'s learning and behaviour, please contact your child's teacher or the school administration.

FAMILY CENTRE:

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

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

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

COMMUNITY LIAISON WORKER

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

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

Come in and visit or call our Community Liaison Worker, Paulette Côté, in the Family Centre and learn more about programs and supports we can offer families at École Varennes.

CODE OF CONDUCT:

School Expectations:

Our school is committed to excellence based upon a positive school climate and the belief that every person can succeed, both students and adults. The ultimate goal of a Code of Conduct is to develop student self-discipline. Pupils and staff must behave in a respectful manner and comply with the code of conduct.

Attributes of appropriate behaviour include but are not limited to:

- respect for self and others;
- empathy;
- cooperation;
- courtesy;
- responsibility;
- honesty

Conflict is a natural part of the growth process. When issues arise they will be dealt with promptly and fairly. Students will be expected to participate actively in the resolution of conflicts or problems. Responses to behaviour occur with consideration for individual needs and circumstances.

Effective behaviour management strategies:

- promote self-discipline;
- are proactive;
- consider developmental differences;
- are based on fair and equitable treatment;
- support constructive behaviour change;
- respect the findings of educational research;
- consider the safety and welfare of the school community.

Adults have the responsibility to model for students those attributes and behaviours which support a positive learning environment. Parents and guardians play a significant role in shaping their child's behaviour and attitudes and therefore a constructive partnership with the home is crucial.

The following regulations are taken from the **Public Schools Act**:

- Pupils and staff must behave in a respectful manner and comply with the code of conduct
- Bullying, abusing physically, sexually or psychologically, orally, in writing, or otherwise, of any person, is unacceptable
- Discriminating unreasonably on the basis of any characteristic set out in subsection 9 (2) of The Human Rights Code is unacceptable
- Using, possessing or being under the influence of alcohol or illicit drugs at school is unacceptable
- Gang involvement will not be tolerated in nor on school property
- Students and staff must adhere to school policies respecting appropriate use of electronic mail and the Internet, including the prohibition of material that the school has determined to be objectionable

In short, the following is not tolerated at École Varennes:

- defiance of authority
- fighting
- threats
- possession of dangerous objects
- defacing/damaging property
- defiance of school rules
- inappropriate physical contact
- abusive language/gestures
- harassment (verbal, physical, sexual)
- use/possession of knife/weapon
- racial or homophobic slurs
- bullying

The following interventions are used to support learning among students who violate the Code of Conduct:

- classroom intervention
- parent contact
- behaviour/performance contract
- counseling
- formal conference
- temporary withdrawal from classroom

- removal of privileges
- detention
- restitution and restorative justice
- Positive Behaviour Support Team
- Clinical Services Unit support
- in-school suspension
- out-of-school suspension
- police/service agency involvement
- expulsion

If a problem situation is serious or repeated, parents or guardians will be asked to meet with the teacher and/or administration and to help solve the problem.

Parents will be informed of such problems either in writing or by phone. Teachers or administration will contact parents or guardians as soon as possible.

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

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