

École Henri-Bergeron



Parent Handbook

2021—2022



École Henri-Bergeron

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MESSAGE FROM ADMINISTRATION

Bienvenue / Welcome,

École Henri Bergeron would like to acknowledge that we are on Treaty One Territory.

We recognize that this land is the traditional territory of the Anishinaabe and the homeland of the Red River Métis.

With this acknowledgement, we demonstrate respect for Indigenous people and we celebrate our relationship with one another.

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

École Henri-Bergeron is a Grade 4-8 French Immersion school in the Louis Riel School Division. We strive to create a learning environment that fosters the development of the intellectual, social and emotional dimensions of each child. We endeavor to provide learning experiences that will enable every student to be his/her best and to be successful.

The handbook provides general information, programs, services and some course descriptions (Gr. 7 & 8) that are offered at our school. The school website, parent portal, parent portal, weekly messages from myself and Twitter accounts are also means for you to remain connected with school activities.

The staff wish your child (ren) success, satisfaction and happiness at École Henri-Bergeron. We welcome your engagement in your child's schooling.

We trust that this information will be of assistance in preparing for a successful and enjoyable school year at École Henri-Bergeron.

Please note that at the end of this handbook, there is a COVID-19 Appendix. This will give essential information as of August 2021 on COVID. Please note that this pandemic is forcing us to do things differently, and our knowledge on education through the pandemic continues to evolve. Please note that we will always work in good faith and in the interest of our students' well-being and academic growth. We may not always get it right... but never doubt in our good intentions and our informed manner of addressing pedagogy. We will have to be flexible and nimble in our approach to schooling, We thank you in advance for your understanding and working with us in the same spirit.

Please contact us if you have any questions or concerns.

Sincerely,
Sharad Srivastava
Directeur/ Principal

Ida Azevedo
Directrice adjointe/ Vice Principal



École Henri-Bergeron

MISSION STATEMENT

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

OUR SCHOOL

École Henri-Bergeron is a Grade 4 - 8 French Immersion School located in the heart of old St. Boniface. École Henri-Bergeron draws its population from a relatively large area and yet still maintains a family-like atmosphere with a student population of approximately 275 students.

École Henri-Bergeron has a teaching staff of 21 which includes 1.5 Student Services teachers, a Physical Education teacher, a Music teacher, a Teacher-Librarian and a Principal and Vice Principal. Support staff members also include secretaries, a library assistant, educational assistants and custodians. We house one before-and-after-school child care program for the convenience of working parents: Happiness Is... .

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

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

FRENCH IMMERSION PROGRAM

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

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

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

LANGUAGES AT ÉCOLE HENRI-BERGERON

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



Code of Conduct

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

We Believe That...

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

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

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

Behavioural Expectations

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

BE KIND

BE RESPECTFUL

BE RESPONSIBLE

SCHOOL STAFF 2021—2021
(current as of August 2021)

Administration

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

Classroom Teachers

M. Philippe Picoux	Grade 4 Middle Immersion	Room 21
Mme Charla Ramsey	Grade 5 Middle Immersion	Room 4
Mme Allyson Arnal	Grade 6 Middle Immersion	Room 3
Mme Jocelyn Hansell	Grade 4	Room 20
M. Jeremy Ritchot	Grade 4	Room 7
M. Colin Bernardin	Grade 4	Room
Mme Jaclyn Richard	Grade 5	Room 9
Mme Shelby Magnifico	Grade 5	Room 10
Mme Camille Bédard	Grade 6	Room 11
Mme Mme Brandy McKay	Grade 6	Room 12
Mme Nassima Amrouche	Grade 7/8	Room 13
Mme Monique Dubé	Grade 7/8	Room 16
Mme Brittany Bowden	Grade 7/8	Room 17

Specialist Teachers

Mme Brigitte Girouard	Music, Band, Choir	Room 5
M. Kevin Levesque/ Mme Caitlin Sage	Physical Education	Gymnasium
Mme Kathleen Witkowicz	Teacher Librarian	Media Centre

Student Services Teachers

Mme Ida Azevedo	Grades 4-8	Room 15
Mme Hélène Savard	Grades 4 & Middle Immersion	Room 15
Mme Nicole Joyal	Grades 7/8	Room 15

Support Staff

Mme Marie Gérardy	Admin. Secretary	Office
Mme Sharon Kroeger	Secretary	Office
Mme Nicola Parent	Library Assistant	Media Centre
Mme Caitlin Quigley	Educational Assistant	
Mme Hélène Moore	Educational Assistant	
Mme Bonnie Gauthier	Educational Assistant	
M. Andrew Wiebe	Educational Assistant	
Mme Jessica Balamatowski	Educational Assistant	
TBD	Educational Assistant	
M. Justin Pilotte	Head Custodian	
M. Stéfan Pilotte	Evening Custodian	
M. Rick Picklyk	Evening Custodian	
Mme Michelle Ledet	Lunch/ Bus/ Patrol Supervisor	
Mme Jennifer Pederson	Lunch Supervisor	
Mme Alla Dianka	Lunch Supervisor	
Mme Sue Black	Crossing Guard	

GENERAL INFORMATION

Arrivals and Dismissals

Upon arrival in the morning, children must proceed to the school yard. **Supervision is provided as of 8:30 am. Please do not drop off your child before 8:30 am.** Students only enter the school at 8:50 am. **If you need to bring your child to school before 8:30 am, please register with Happiness Is ... (see phone numbers on page 2).**

At the end of the school day, students **must promptly** leave the school to return home or to their day-care location. Supervision is provided at the bus loop **only** for students using the division's bus transportation. If you are picking up your child after school, please meet him/her by the office. If a parent wishes to speak to a teacher, please present yourself at the office and the secretary will call the teacher. **ALL** students not in the after school care centres at school, or involved in school-based extra-curricular activities must leave the school grounds no later than 3:45 pm.

Attendance and Tardiness

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

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

If your child is not feeling well, please keep them at home. You can find more information at www.lrsd.net

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

Bell Times

The typical school day unfolds as follows:

Time	Timing
Office hours	8:15 am—4:15 pm
First bell Students enter as per cohort	8:50 am
National Anthem and announcements	8:57 am
Morning classes begin	9:00 am
Morning Recess	10:30 am
Lunch time	12:30 pm to 1:25 pm
Dismissal	3:30 pm

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

Bicycles/Scooters/Rollerblades/Skateboards

Active transportation is encouraged! Students are encouraged to come to school by bicycles, scooters, rollerblades and skateboards. However, the school accepts no responsibility for damage to or loss of these items. Bicycle racks are located at the front of the school where the bicycles should be locked at all times. U locks are a better option. Scooter, rollerblades, and skateboards must be brought into the school upon arrival in the morning/afternoon and left in the office area if arrangements are made in advance. If lockers are available for use, they should be stowed there.



Bus Transportation

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

Cell Phones



The principles of the Code of Conduct (Be kind, Be respectful and Be responsible) are in place at all times during school and school activities. This includes the usage of cell phones. Students are expected to keep their phones on silent and in their bags. They may be taken out only when a staff member requests. This includes at recesses. Unauthorized filming and photographing of students and staff is not permitted. Staff will discuss in an ongoing manner the concepts of digital citizenship and the responsible use of technology. We also request that parents call the school when they need to reach the school – texting one's child during the school day can be a distraction to a child's learning.

The school is not responsible if the student loses or damages their device.

Internet and Wi-Fi access for each student is controlled by the teacher and principal. Privileges may be revoked if a student chooses to make poor choices in the use of his/her electronic device.

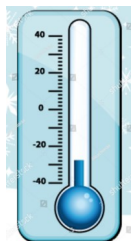
Most importantly, the reality is that your students are in contact with each other – they are connected via text messages and social media. Are you connected with your child on social media? Do you have the contact information of your child's friends or their parents? Have you had explicit conversations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

It also makes a lot of sense for families to disinfect their phone frequently and regularly

Cold Weather

The Louis Riel School Division recognizes that it is important for students to have the chance for outdoor physical activity. That being said, the safety of students must always be taken into account when dealing with inclement weather.

Students may be allowed outside for a maximum of 15 minutes when the wind chill reaches -27. Students will not be allowed outside for lunch or recess when the wind chill reaches -30. School administration will make their decisions based on the information from the Louis Riel School Division website.



Communication



We are all here to help you children, our students to grow and prosper. Consequently, direct communication between home and school is essential to your child's healthy education. Teachers and the school administration will send out emails to parents on a regular basis to keep parents informed. Our school also uses an automatic telephone system which will leave messages regarding some school activities during the school year.

Parents are encouraged to keep in contact with their child's teachers to keep apprised of their child's progress and any challenges that he/she may be facing. It is important for parents to establish an efficient method of communication with the classroom teacher so that concerns can be addressed in an efficient and timely manner.

In some cases, miscommunications occur and can be causes of concern. Whenever parents have a concern, they should contact the person with whom they have the concern directly. If after speaking with that person the concern remains unresolved, it would be appropriate to contact the person's immediate supervisor, as per the school division's communication protocol. For example, a concern with a child in the classroom should first be directed to the classroom teacher. If that conversation does not resolve the concern, then the administration should be contacted. Please refer to the text below for divisional protocol for the resolution of concerns.

Louis Riel School Division Protocol for the Resolution of Concerns

The Louis Riel School Division Protocol for resolving concerns or conflicts strives to maintain positive, honest and respectful relationships to address misunderstandings that may occur between members of its school community. When such misunderstandings occur, the central priorities must be:

- the best interests of students who may be affected by the misunderstanding;
- providing opportunities for the person(s) most closely involved in the misunderstanding to resolve it promptly and conclusively.

Differences of opinion are a normal part of human relationships and offer opportunities for communication, new learning and improved relationships.

In all cases, clear, timely and direct communication assists effective resolution of misunderstandings:

- **When you have a concern regarding a matter involving your young person(s) and another student, beginning with your young person's classroom teacher may help.** S/he may direct the inquiry further to another classroom teacher or the administration. However, you may believe the situation is more appropriately addressed by the administration team. If whomever you decide to consult about a conflict between students is not immediately available, leave phone numbers and times when the teacher/administrator can return your call.
- **If you have a concern involving a staff member, please contact that person as your first step.** Again, if that person is not immediately available, leave information that will assist him/her to contact you. Once in contact with the staff member, state your concern as clearly and calmly as is possible. This is an opportunity to ensure that any missing information is provided to resolve the concern. Most, if not all, differences can be resolved satisfactorily at this level.

In either instance, if your concern is not satisfactorily resolved your next step is to speak with the Principal or Vice Principal at the school **after informing the staff member that you intend to do so.** This action supports honest working relationships between parents/guardians and staff members.

The majority of concerns are resolved at the school level. However, if your concern remains unresolved after discussion with the Principal or Vice Principal, again after informing him/her of your wish to do so, contacting the Superintendent's Department is appropriate.

If the concern cannot be resolved by contacting the Superintendent's Department, you may then direct your concern, in writing, to the Louis Riel School Board.

The School Board will respond, usually following inquiries with the involved parties. The School Board and the Superintendent's Department trust that this process will result in the satisfactory resolution of those concerns which may, from time to time, arise between members of our school community.

Your cooperation with this Protocol is helpful and appreciated. Communication is the key!

Contact: Louis Riel School Board Address: 900 St. Mary's Rd. Winnipeg, MB R2M 3R3

Dress Code

Students are expected to dress appropriately for school. Parents are requested to encourage and assist their child in exercising good judgement in selecting appropriate wear for classes. Clothing with offensive language and messages is not acceptable. Students are not to wear clothing which is too revealing or encourages drug or alcohol use, inappropriate language or violence which occurs violence, discrimination or the like. Students who do not exercise good judgment with school attire will be asked to change into clothing that is appropriate for school.

We keep dress code as gender consistent as possible. Bare midriffs, short shorts, muscle shirts or tank tops that expose chest areas, bare shoulders during on-line video meetings will result in the student being asked to cover up.

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

Emergency Preparedness Plan

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



You can assist us in three ways:

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

Illness

Please see the COVID Appendix at the end of this handbook.

Leaving the school/school grounds

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

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

Due to COVID, we will not have students out in the community during lunch hours.

OFF-CAMPUS

Lunch Program Fees

Students are welcome to eat at school for a cost of \$80.00 per year. This fee covers the salary of the lunchroom employees who supervise the students during the entire 55-minute lunch hour. Students who fail to follow the lunchtime rules may forfeit the right to eat at school and other arrangements would need to be made by the parents.

NB: A Lunch Program letter which will be sent in September with different payment options.



Medication for Students

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



- A form signed by the parent/guardian must be given to the school, authorizing school staff to administer the prescribed medication;
- Medication must be delivered to the school by an adult and clearly labelled with the name of the medication, the name of the student, the name of the pharmacist, the name of the prescribing physician, the prescribed dose, the frequency and method of administration, and the date the prescription was filled.
- Parent/guardian must notify the school in writing of any changes in dosage or time of administration of medication

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

Milk Program

Due to COVID, we will not be selling milk at the school.

Music

École Henri-Bergeron offers a general music program to Grades 4-6 which places a strong emphasis on the Orff Schulwerk skills. Students are invited to participate in our school choir. In addition, École Henri-Bergeron supplements the music program with concerts and workshops by other talented musicians. It is the primary goal of our Music program that each child learns to appreciate music and develop musical abilities.

In Grades 7 and 8, Band is a required course.

COVID protocols will determine our ability to offer music programming.



Parent Advisory Council (PAC)

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



The Parent Advisory Council welcomes all parents to attend their monthly meetings and become active members of the group. Meetings are usually the 4th Tuesday of the month at 6:00 p.m. in the school media centre.

COVID protocols will determine if meetings will be in person or online.

Patrols and Crossing Guards

Student Safety Street Patrols are on duty while students travel to and from the school in the morning and after school. They are located opposite the playground on Enfield Crescent. A reminder that safety patrols adhere to the cold weather guidelines, therefore, there are no patrols when it is colder than -30. Student Safety Bus Patrols are on duty while students travel to and from the school on the bus in the morning and after school.



In order to encourage active transportation, there are two crossing guards near the Safeway on Marion.

Allergy sensitive school

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

Property Damage

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

Public Health Nurse

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



École Henri-Bergeron



COVID-19 Notice

This document is current as of August 2021.

Please consult the www.lrsd.net website regularly for current COVID-19 information.