

# INFORMATION HANDBOOK



***École St. Norbert Immersion School***

Ste.-Thérèse Ave, St. Norbert, Manitoba R3V 1H8

204-261-4430

sni@srsd.ca

Dear Parents and Students,

Bienvenue and Welcome to École St-Norbert Immersion.

**Contained in this handbook is a wealth of information to help you through the upcoming year. We ask that every family take the time to read and share the information in this handbook with all members of their family. It is important that every family is aware of the expectations at ESNI.**

As you read through this information, I hope that you will get a sense that École St-Norbert Immersion is a dedicated community of parents and staff who are striving to provide your children with a safe, caring, challenging and inclusive school environment. It is my belief that as educators, we ensure that children come first in everything we do. We are here to provide them with an safe school environment that fosters academic achievement and development. All children can be successful, and we must work together to provide them with the best possible education.

As parents you are the best advocate for your child. Never hesitate to get involved in school life, either by volunteering in the school or being part of the Parent Advisory Council. Your cooperation, concerns, suggestions and support are important to us. Ongoing and open communication is the best insurance for a positive experience at École St-Norbert Immersion.

The year 2022 - 2023 promises to be an exciting one. With your support and the hard work of our staff and students, I am confident that students will achieve academic success and prosper as global citizens.

*François Rémillard*  
Principal

## **About École St-Norbert Immersion**

ESNI is a Kindergarten to Grade 8 French Immersion School. All communication with the students is in French. We strive to create an environment that provides the students with opportunities to become functionally bilingual. All communication with parents is in English.

At ESNI, 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 sports teams. We believe in challenging every student to develop their knowledge, skills, social habits and their self-esteem. We want everyone to be the best student 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. The ESNI community is strong and dedicated to making this school exceptional!

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### **WE BELIEVE THAT...**

- Students should be engaged and passionate about their learning.
  - High expectations are for all students.
  - Patience and perseverance are the path to personal and academic growth.
  - A school community that works collaboratively fosters a safe learning environment for all.
  - Respect is the foundation for all behavior and positive relationships.
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**École St-Norbert Immersion School Staff  
2022 - 2023**

François Rémillard	Principal
Jo-Anne Allaire	Secretary
Joëlle Paillé	Kindergarten
Kaitlyn Lawrie	Kindergarten
Alexis Bouchard	Grade 1/2
Roxanne Gagné	Grade 1/2
Lexee Lindberg	Grade 1/2
Nevene Guergues	Grade 1/2
Veronica Rondeau	Grade 3/4
Jen Galdu	Grade 3/4
Remi Gagnon	Grade 3/4
Rachel Fisher	Grade 4/5
Ariel Anthony	Grade 5/6
Karen Smit	Grade 5/6
Tammy Harding	Grade 6/7
Jennifler Catellier	Grade 7/8
Chantelle Gauthier	Resource
Nicole Weir	Counsellor
Mandy Knapp	Music & Band
Richard Berard	Physical Education
Alysha Baggs	Kids at Play
Marissa Rempel	Kids at Play
Amandine Kern	Library Technician
Sharon Voetberg	Educational Assistant
Denise Emond	Educational Assistant
Abdessamad Lahmidi	Educational Assistant
Yvonne Duchesne	Custodian
Christine Joubert	Custodian
Dwayne Ammeter	Custodian
Carlos Munoz	Custodian

## Home & School Communication

As a parent, you work in partnership with the school to ensure that your child gets the best opportunities to learn and grow. To facilitate a positive learning environment, it is important that direct and on-going communication is established between parents and staff.

All communication between the school and home is conducted in English. Progress reports, newsletters, web pages and notices are all in English. Interviews, held twice a year, are just one facet of parent/teacher communication. Parents are encouraged to contact the staff by phone, 204-261-4430, by e-mail ([sni@srsd.ca](mailto:sni@srsd.ca)) or in writing at any time during the school year to address their concerns.

ESNI 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 continue to implement games, draws and activities to encourage the students. Most of the students respond in a very positive manner to our expectations. When students do not speak French, it affects their capability to progress in all academic areas. When a student refuses to make the effort to speak French in class, we need 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. When a student struggles with the language, we provide supports to help the individual.

Communication within the school is in French. School assemblies are conducted in French and students are encouraged to use the French language outside the classroom at every opportunity. Counseling and discussions of a sensitive matter, or safety concerns, are in English.

Announcements are made to the student body on a daily basis. Should you have an announcement regarding a community event or achievements of a student or a group of students, please contact the school by 8:30 in the morning if you would like the announcement made.

## Reporting to Students and Parents

Reporting student's progress and achievement is consistent with the goals and outcomes of the curriculum and Provincial guidelines. It reflects both the students' strengths and challenges. It is ongoing. Any report to parents will deal with cognitive (academic, learning) and/or affective (behavior, organization) areas.

There are 3 formal reporting periods at ESNI.

November: Report Card/Oral Conferences

March: Report Card/ Student-led Conferences

June: Report Card

Parents may also be informed of student progress by phone, through the student's agenda, informal parent meetings or email. Communication between parents and teachers is very important at all times and should be ongoing.

From time to time, it is necessary to adapt, enrich and even modify a student's program to ensure success. These changes will be indicated on the student's report card and will be done with the support and participation of the school's student support team and the parents.

## Transportation and Student Pick-up

Any questions related to transportation are to be directed to the transportation department by phone (204-422-6222). Information concerning transportation questions (delays, cancellations, etc.) can be verified on the SRSD website (<https://srsd.ca>).

Changes in transportation arrangements must be brought to the transportation department by parents and cannot be authorized or arranged by the school.

**We ask parents to please not park in the intersection in front of the school as they pick-up or drop-off their children. Student safety is important!**

## Safety Procedures

### 1. Fire Drills & Lock downs

Fire drills (10 a year) and lockdowns (2 a year) are held regularly in order to teach students the proper procedures should a crisis occur.

In the case of an extreme situation whereby the school must evacuate, the basement hall of the St. Norbert Catholic Church is the designated evacuation

site. The students and staff would make their way to the site and the ESNI Emergency Crisis Response team would contact the parents.

Lockdowns are practiced twice a year. At ESNI, there are 2 types of lockdowns. A letter to parents will be sent to parents to advise them of the upcoming drill and to eliminate any confusion or anxiety.

The Green Cross lockdown occurs if there is a situation unfolding in the school where we would not want students wandering the hallways (i.e. a student has had an accident and paramedics are coming in). The classroom door remains closed and teaching continues. The students do not leave the classroom.

A lockdown occurs if there is a dangerous situation unfolding in the school (i.e. intruder). Classroom doors need to be closed and locked, lights turned off, and students need to sit quietly against the wall that is on the same side as the door.

## 2. Bus Emergency Evacuation

Drills on emergency bus safety and evacuation are held twice a year in order to learn the most effective way to get on and off the bus; the proper etiquette when riding the bus and what to do in case of emergencies.

## 3. School Closure and Inclement Weather

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: CBC (990), CJOB (680), CKRC (630), CKY (580), CHSM (1250), and affiliated FM stations in English, and CKSB (1050) in French. You can also verify the divisional website (<https://srsd.ca>). A school-wide text or email to parents is often sent whenever possible.

## 4. Recess and wind chill

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

## 5. Administering Medication and Student Illness

Non-prescription medication will not be administered by staff, nor will students be allowed to self-administer non-prescription medication while at school.

The process for the administration of prescription medication is outlined in the Seine River School Division Regulation JHCD. When medication is required, the parent (or legal guardian) will provide the school with a completed "Authorization for the Administration of Prescribed Medication" form. The medication must be delivered to the school by the parent/guardian in the original pharmacy labeled container and left at the office.

## 6. Safe School Community

We believe in a respectful, safe and inclusive school environment. Intimidating, bullying and harassing behaviors have no place in the ESNI school community. With this in mind, every disciplinary matter is dealt with on a case-by-case basis depending on the incident. Some examples of responses that may be considered in addressing inappropriate behavior are as follow:

- Discussion with those involved, communication with parent or guardian, behavior note sent home
- Meeting that may involve students, staff, parents and/or Divisional personnel
- A plan that may include counseling, mentoring or mediation
- Time out: a “cooling off” period
- Student detention
- Withdrawal of privileges
- Making amends either monetarily or through school-based community service/ restitution
- Development and implementation of behavioral plan or contract
- Suspension: in-school or out-of-school

## **Dress Code**

Students are expected to dress appropriately for school.

- Clothing or jewelry must not reflect messages promoting drugs, alcohol or violence.
- Clothing or jewelry must not reflect messages that are sexually oriented, offensive to others or demeaning to any person or group.
- Any form of dress that reflects gang involvement is strictly prohibited.
- Hats, caps, and toques are not to be worn in the building. (with exception: Ex: rewards for speaking French)
- Jackets are to be stored in lockers and are not to be worn in class.
- Students will keep an extra pair of shoes at the school to wear inside. Indoor shoes must be worn in the school at all times. Students will be asked to remove their outdoor footwear when it is wet outside or there is snow on the ground. If the students do not wish to leave their outdoor and/or indoor shoes in the boot boxes provided, they can leave them in their locker. The school will not be responsible for lost or damaged shoes.
- 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.
- Clothing should be clean, free from odors and in good taste. Students in Grades 5 to 8 should be cognizant that it is important to be attentive to personal hygiene.
- During the winter months and cooler autumn and spring weather, we ask that parents ensure that their child come to school dressed for the weather conditions. We expect children to go outside at break time to enjoy the fresh air.

During Phys. Ed. classes, students must wear appropriate athletic clothing. Ex: spandex volleyball shorts, 2 finger straps (no under garments showing). Students cannot wear clothing that will inhibit them from performing the activities in the gym. Students must bring their Phys. Ed. clothing home to wash regularly.

## **Attendance**

Students enter the school at 8:40am and are dismissed for lunch at 11:35am. Afternoon classes resume at 12:35pm and end at 3:20pm.

Good school attendance is important to student's success. Consistent attendance regardless of your child's age or academic placement, results in academic, social, 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 204-261-4430 or email at [sni@srsd.ca](mailto:sni@srsd.ca). If we do not receive prior knowledge of a child's absence, we will contact 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 an appointment, the same method may be used, or a written note prior to the appointment will suffice. If students will not be taking the bus after school, the parents must notify the school.

All students, Kindergarten to Grade 8, are to remain on the school grounds during the school day unless they have permission on occasion from parents or a teacher to leave the grounds. At lunch time, K to 4 students residing less than 0.6 KMs from school, and Grades 5 to 8 students residing 1.6 KMs from school, may go home for lunch. Transported students need a note from their parents to leave the school grounds and if they do have permission to leave the school grounds, they must be accompanied by an adult. Regularly transported students who come to school by bicycle in the Fall and Spring are still considered transported students. They, therefore, require notes to leave at lunch time as above.

Students arriving late for school **must** report to the office first so we are aware that he or she is not absent. If your child is arriving late with your knowledge and permission, please send a brief note with the child stating the reason.

## School Hours

ESNI operates on a 6-day cycle. A regular school day is organized as follows:

**8:40 – Doors open**  
**8:50 – Opening Exercises/Announcements**  
8:50-9:20 – Classes  
9:20-9:50 – Classes  
9:50-10:20 – Classes  
**10:20-10:35 – Recess**  
10:35-11:05 – Classes  
11:05-11:35 – Classes  
**11:35-12:35 – Lunch**  
12:35-1:05 – Classes  
1:05-1:35 – Classes  
1:35-2:05 – Classes  
**2:05-2:20 – Recess**  
2:20-2:50 – Classes  
2:50-3:20 – Classes  
**3:20 – Dismissal**

The buses pick up and drop off at the back of the school. When the bell rings for students to come in, in the morning or from recess, they are expected to line up with their class. Their homeroom teacher will come and get them.

To ensure safety, parents, guardians and students are asked not to walk in the “bus loop” before, during and after school hours.

## School Web Site

The school’s web site (<https://esni.srsd.ca/>) offers a variety of information for the ESNI community. The home page offers a list of upcoming events and a school calendar informing parents of long term scheduled events, professional development days and holidays. You may also access school forms and our monthly Newsletter. Please let us know, at the office, if you do not have access to a computer, we would be more than happy to accommodate your need or provide hard copies of documents.

## Newsletters

A newsletter with information concerning school events will be sent home electronically at the beginning of every month. Please ensure that your current e-mail address is in our database. If you do not have an e-mail address, a copy of the Newsletter will be photocopied for you. Please let us know. The ESNI Newsletter enables families to be aware of regularly scheduled events. Individual memos will also be sent home as additional information or as reminders.

## Parent Support

A positive attitude and support from parents contribute in any learning environment. As a parent your influence on your child's education is invaluable. When the parents strongly believe in the Immersion Program, the children are more likely to be highly motivated in learning a second language.

Parents who have chosen the Immersion Program are encouraged to:

- Understand and support the objectives pursued by the Immersion Program.
- Ensure a positive liaison and co-operation with the school.
- Create, within the home, an atmosphere conducive to the learning of a second language by the child.

Additional information on French Immersion and how to encourage your child can be obtained from Canadian Parents for French Immersion. Check out their web site! ([www.cpf.ca](http://www.cpf.ca))

## Parent Advisory Council (PAC/SNIAC)

Our Parent Advisory Council (SNIAC) is involved in many aspects of the school. It is an active group of parents who has input in the school's annual plan and objectives. This group of parents promotes our school and is responsible for many activities occurring during the school year such as the Meet the Teacher Barbeque and various other activities. The SNIAC also organizes many fundraisers to fund their many worthwhile projects for the improvement of our school. Everyone is welcome to attend our monthly meetings and if you are interested in joining the SNIAC, contact the school.

## Parent Volunteers

Many of the things that occur in our school would not happen without the help of volunteers. Parents who can offer some form of help on a weekly basis or even on occasion, are asked to contact the school and leave their name with the secretary. Parents may also contact their child's teacher if they would like to volunteer. Volunteers are required to fill out the Child Abuse Registry Check form. Any parents that volunteer to drive students will need to fill out the Volunteer Driver form as well.

## Electronics (Cell phones & tablets)

We recommend that all electronic equipment **remain at home**. These are usually expensive and **the school will not be responsible for lost, broken or stolen items**. (eg: cell phones, games, cameras, etc.) At ESNI, we believe in teaching students responsible use of technology. The Grade 7 & 8 students are allowed cellular phones at school, however, there are strict guidelines students must adhere to:

- Teachers can require students to leave phone with the teacher.

- No electronics in washrooms, change rooms or outside
- Set phones to mute or vibrate
- Certain educational games can be played at the teacher's discretion during class time and/or breaks
- No texting without teacher permission
- No pictures taken without permission
- No social media
- No answering of phones or **texts** \* **We ask parents to contact the office in case of emergency or if pick-up arrangements need to be made.**
- Teacher has the last word...

If a student uses his/her electronic device inappropriately, it will be taken to the office where the parents will be able to pick it up at their convenience. There is a phone at the office if students wish to contact their parents for reasons of illness or transportation. If parents wish to speak with their child during the day, they can phone the school and we will put them in contact with him/her. Devices are permitted on the school bus.

#### IPADS:

The Seine River School Division provides the Grade 5 – 8 students an iPad. The SRSD goal is to supply our students with an added tool that will enable them to follow the Manitoba curriculum while engaging in projects that are based on their interests while at the same time, developing second language skills. iPad are very versatile. There are a variety of apps and programs available for students to explore. The same guidelines mentioned above apply to the use of the iPads.

### **Recesses**

Students are expected to remain outside during recesses, weather permitting. Only students with doctors' certificates will remain indoors for recess breaks due to medical conditions.

**A good rule of thumb is that if students are too sick to be outside, they are probably too sick to be at school.**

### **Noon Hour**

Grade K-2 students eat lunch on the main floor from 11:35am to 11:55am. Grade 3 to 8 students eat their lunch on the second floor. Students do not have access to microwaves.

Students who take the bus are expected to remain at school during the noon hour. If a student must leave, a written permission from the parents must be presented and an adult must accompany him or her.

## **Snack Program and Special Lunches**

ESNI has a snack program at no cost to parents. A selection of fruits and vegetable are available for students throughout the day. Milk products are also available free of charge (milk, cheese & yogurt).

Pizza days will be held every two weeks. In the morning, the students can order a Ham and Pineapple, a Pepperoni or a Cheese pizza for 2\$ a slice. The students give their money to the teacher who in turn hands it into the office or parents can pay online.

## **Lockers and Locks**

The Grade 5 – 8 students have lockers in the hallway by their classrooms. All the students are provided with a lock (by the school). Students are responsible for the cleanliness of their locker and the contents within. The school reserves the right to open the locker of any student at any time to verify contents.

## **Lost and Found**

The Lost and Found is located by the back entrance of the school. Periodically, the "lost" articles are displayed on tables near the gym to be "found". All items not claimed will be donated to a charity. **The school is not responsible for lost, misplaced or stolen items.**

## **Bicycles**

Students bring their bicycles to school at their own risk. Please ensure that your child has a quality bicycle lock. The school cannot be responsible for bicycles, locks or lost keys.

## **Books**

Textbooks are supplied by the school. Students are responsible for their issued books. **If a student should lose or damage a textbook, they must pay for the replacement of that book.**

## **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 from year to year. Should you need to be refreshed on this document please inform the school. **VPNs are not permitted on iPads.**

## **Sports and Extra-Curricular Activities**

ESNI students are encouraged to participate in a variety of sports throughout the year. Boys and girls who like a more competitive atmosphere can also join our after-school teams: cross-country running, volleyball, basketball, badminton and baseball teams. Track and field events occur throughout the year. The teams play against other schools and there are practices on a regular basis.

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

## **Field Trips, Student Exchanges and Camp Arnes**

Field trips are an important part of the curriculum. Teachers may plan field trips based on class interest and curriculum topics of study. Parents or guardians will be notified prior to the field trip with the details of the excursion. Parents may help by providing extra supervision or transportation. You may find the experience quite exciting! For any field trip outside the school, except areas such as the forest, the river near the school or other areas in close proximity to the school, a form will need to be filled out to allow your child to participate. If your child has a medical condition as indicated in his or her URIS plan, and does not come to school with the proper equipment necessary for his or her participation in the outing (eg. EpiPen, puffer), he or she will not be permitted to go on the trip.

At ESNI we apply through Experiences Canada to go on student exchanges. If accepted, our Grade 7 & 8 students participate in the exchanges to improve their knowledge and understanding of Canada. The exchanges enable them to learn first-hand about the history, geography, economy, institutions, cultures, communities, languages and other facets of their country. It is a great authentic opportunity for our students to practice speaking French. The Grade 5 & 6 students participate in Camp

Arnes. One year the camp is in the Winter. The students are exposed to a variety of physical activities and activities in nature.

## **Outdoor Classroom**

With the beautiful LaSalle River just behind our school, we are privileged to offer our students a place not only to learn about the environment but also to foster stewardship and a positive attitude toward protecting this resource. The woods behind the school are often utilized as a learning environment by teachers. Community walks and visits are also important elements to supplements student learning. In the winter, the woods behind the school are excellent for our snowshoe/cross-country skiing program.

Our school is also involved in a recycling and composting program.

## **Library**

The integrated school library program provides for systematic instruction and practice in locating, processing and sharing information in all formats. Students benefit from the regular use of our library. We also have a library technician to support our teachers and students.

## **Student Council**

The ESNI Student Council consists of a group of Grade 5-8 students who have applied to be part of the Council because they want to make a difference. The Council's function is to participate in school planning, advising and coordinating student activities (dances, fundraising for charities, etc.) in collaboration with staff and parents.

## **School Community Service**

At ESNI the Grade 5-8 students are able to develop leadership and people skills by helping in the implementation of the following programs:

**Lunch Monitor** - The Grade 7 and 8 students help every noon hour with the supervision of our Kindergarten to 4 students from 11:35am to 11:55am. They are trained to assist our lunch supervisors.

**Patrols** - The Grade 6 students help the students cross the streets safely before school, at noon hour and after school.

**Peer Tutors** – The Grade 7 and 8 students involved in this program are matched to younger children to help them develop specific skills and their self-esteem. The Grade 7 and 8 students are trained to teach and to listen to the young students.

**Office Workers** – The Grade 6, 7 and 8 students provide a valuable service to the school as office workers during the morning, afternoon and lunch recesses. Their tasks include answering phones, taking messages, communicating with teachers and guests at the school and tending to students.

## **Student Support Services**

ESNI has a half time resource teacher and half-time guidance counselor. The school also has access to the services of clinicians from our divisional Student Services Department. Teachers consult with the Resource Teacher and/or Guidance Counselor when concerns arise with a student—whether academic or otherwise. If program adaptations are required, the Resource Teacher and/or Guidance Counselor are involved. Parents will be consulted in the process. Parents are informed prior to any diagnostic testing taking place with their child. Parents are informed when students are being seen on a regular basis by the Guidance Counselor. Before a clinician from our Student Services Department, can see any student, the parents need to give written approval.

## **Class Compositions**

Every year, classroom teachers, administration and Student Services staff work in consultation with each other to create socially and academically appropriate class groupings. Many factors are taken into consideration in an attempt to ensure the best placements for students. Some of the factors include:

- Learning and working styles
- Social dynamics and interactions among students
- Range of student's abilities
- Special needs information
- Gender (ratios)
- Family demographics (twins, cousins, etc.)

It is our professional responsibility to ensure balanced classes which maximize learning for all students. Requests for specific teachers are not possible as it can limit our team's ability to make decisions to create those balanced groups.

**\*\* Please contact the ESNI Office if you have any questions or concerns. \*\*\***