

École Bonaventure

Handbook for Students & Parents

2022-2023

*« One language sets you in a corridor for life.
Two languages open every door along the way. »*

École Bonaventure
516A Stanley Avenue
Selkirk, Manitoba
R1A 0S1

Phone : 204-785-8284
Fax : 204-482-8370

Principal : **Mme Bonnie Neil**

Vice-Principal: **Mme Heather Pollok**

Website address :

<https://ebs.lssd.ca>

ÉCOLE BONAVENTURE TEACHING STAFF

Mme Bonnie Neil	Principal
Mme Heather Pollok	.50 Vice-Principal & .50 Learning Support Teacher (Grades 3-6)
Mme Heather Bosko Kelly	.25 Reading Recovery & .75 Learning Support
Mme Janessa Delorme	School Counsellor
Mme Jalysa Carter	Kindergarten
Mme Julia Painter	Grade 1
Mme Paige McIvor	Grade 1
Mme Kari Rowe	Grade 2
Mme Brenna Zeltins	Grade 2
Mme Shannon Dubé	Grade 3
Mme Christiane Paré	Grade 3
Mme Sherry Michaluk	Grade 4
Mme Victoria Sherwood	Grade 4
Mme Rae-Lynn Brook	Grade 5
M. Desrosiers	Grade 5
Mme Chantelle Bowser	Grade 6
Mme Jessica Humphrey	Grade 6
Mme Amber Cox	Physical Education
M. Kristian Bouchard	Physical Education (.50)
Mme Theresa Futros	Music Teacher

SUPPORT STAFF

Mme Robin Kendall	Secretary
Mme Twylla Teitsma	Library Clerk (0.5)
Mme Carmen Pedersen	Educational Assistant
Mme Josée Buissé	Educational Assistant
Mme Vanessa Stamm	Educational Assistant
Mme Melissa Sorin	Educational Assistant
Mme Twylla Teitsma	Educational Assistant (0.5)
Mme Sherisse Power-Evashenko	Educational Assistant
Mme Kristy Demchuk	Educational Assistant
Mme Shaylynn Merritt	Educational Assistant
M. Ben Shepherd	Educational Assistant
Mme Kailee Tibs	Educational Assistant (0.5)
M. Paul Bedard	Caretaker
Mme Tracy Jolicoeur	Evening custodian
Mme Maria Papakostas	Part-time cleaner

SCHOOL DIVISION ADMINISTRATIVE STAFF (204-482-5942)

Jerret Long	Superintendent of Schools
Lisa Minaker	Assistant Superintendent of Schools
Kelly McDonald	Secretary-Treasurer
Joey Turek	Transportation Supervisor

École Bonaventure is a French Immersion Centre in the heart of the Lord Selkirk School Division. We currently have approximately 240 students from Kindergarten to Grade 6.

MISSION STATEMENT

École Bonaventure is a safe and respectful learning community in which every member has the opportunity to develop his or her academic, social, physical, and creative abilities within a French Immersion setting.

À l'École Bonaventure, tous se sentent respectés et en sécurité, créant un climat où tous peuvent s'engager à développer leur potentiel académique, social, physique et créatif dans un milieu langue seconde.

Our Respect Agreements

Be safe

Be kind

Be respectful

Be responsible

SCHOOL HOURS 9:00 – 3:25

Morning bell rings at 8:50 a.m. Students are dismissed at 3:25 p.m.

“O Canada”, treaty acknowledgement en français, and school announcements occur at 9:00 am.

IMPORTANT: We have a Balanced School Day Timetable:

1st block of classes: 9:00 – 10:45
Nutrition & Activity break: 10:45 – 11:15
2nd block of classes: 11:15 – 12:45
***Lunch and Recess: 12:45 – 1:45**
3rd block of classes: 1:45 – 3:25

***Please note that if you are picking your child up for lunch, our lunch hour is from 12:45 to 1:45 p.m. Students go outside for recess from 12:45 – 1:10 and then eat lunch from 1:15 to 1:45 pm.**

SERMENT SCOLAIRE (Part of our announcements on Mondays)

Aujourd’hui je m’engage à:

- Respecter les autres et mon environnement
- Faire du beau travail
- Acquérir de nouvelles connaissances et habiletés
- M’amuser d’une façon acceptable avec les autres et me sentir fier de moi-même quand je quitte l’école après les classes.

The following section of the handbook briefly describes procedures and protocol common to Ecole Bonaventure. Topics are listed in alphabetical order.

ACCIDENT PROCEDURES

Any child who receives a minor scrape, cut or bruise will be attended to by our staff. Should a child receive a more serious injury, a parent/guardian or the designated emergency contact person will be phoned. If no one is available for us to contact, we will transport the child to the nearest hospital for medical assistance or call an ambulance if required. **We ask that all parents/guardians include on the school emergency form, the name and phone number of a person who should be contacted in case of a student emergency.** When parents or guardians are not available, a local alternate (a relative or friend) should be identified.

ACTING ADMINISTRATORS

Mme Heather Pollok is our Vice-Principal, and she is responsible for assisting the principal in the general daily operation of the school. If both Mme Neil and Mme Pollok are out of the building, other teachers will be designated as Acting Administrators.

AGENDAS

To encourage communication between home and school, and to help our students develop good work habits, we use school agendas in the Grade 1 – 6 classes. This helps students' complete tasks on time and assists in developing responsibility. Parents are asked to sign the agendas daily. Feel free to jot a note to the teacher as the need arises.

ALLERGY ALERT CLASSROOMS

The Lord Selkirk School Division is "**Allergen Aware not Allergen-free**". Although children with allergies and their families should take responsibility to avoid exposure, the school community can also help to create a safer environment. LSSD follows the provincial policy of:

"Awareness, Avoidance and Action"

Awareness for the entire school community

Avoidance of the allergen

Action: Emergency response procedures in case of accidental exposure

Certain classrooms are designated **allergy alert** due to students who have severe allergies to certain food products. A school memo will be sent home early in the year identifying our 'allergy-alert' classrooms. We understand that it can be an inconvenience to abstain from sending certain foods to school, but the safety of our students takes precedence. Merci!

ASSEMBLIES

We host assemblies throughout the school year. These assemblies are to celebrate student success! We host major assemblies to acknowledge special occasions such as Remembrance Day, or to participate in cultural events such as the Festival du Voyageur. During assemblies, students have the opportunity to showcase what they are learning in their classes. Parents are always welcome!

ATTENDANCE

Regular and punctual attendance of students is necessary for satisfactory progress and is required of all students by the SCHOOL ATTENDANCE ACT, a provincial law. Truancy and frequent lateness are regarded as serious matters. In cases where students are chronically absent from school, parents will be contacted.

BICYCLES

Students riding bikes and scooters to and from school must leave them securely locked in our bike racks. Students **MUST** wear helmets. Parents are responsible for providing safety helmets and locks.

BUSSING

Safe ridership in the Lord Selkirk School Division is a top priority. Riders who violate the School Bus Safety Rules may have their school bus privileges suspended. Students are expected to display respect for the driver and their fellow passengers as well as the bus itself. Restitution will have to be made for any willful damage to the bus.

Students are not permitted to carry any sharp objects or items such as hockey sticks, baseball bats, large instruments, skateboards. Skates are allowed in a backpack or sports-bag (to ensure that the sharp edges do not poke through) if there is a school-related activity where skates are required.

All students who ride buses must take their regular bus to their drop off point. **If a situation arises in which the student will not be taking the bus on their regular day, a note to the school or a phone call to the school secretary is requested. If we do not receive direct communication from an adult by 3:15, our policy is to put the student on the bus.**

CALL BACK SYSTEM

To ensure the safe arrival of children to school, we have a call back system. Parents are asked to phone the school by 9:00 a.m. informing us if their child will be absent or late for school. Such messages can be left on the school answering machine from 4:00 p.m. to 8:15 a.m. Parents of students who are absent and from whom we have not received a call will be contacted to verify their whereabouts. If there is no response at home or via cell phone, we will then call:

- 1. Parents' Workplace**
- 2. Emergency Contacts**
- 3. R.C.M.P.**

The safety of our students is our priority. It is critical that we have emergency contact numbers for all our students.

CELL PHONES

Students are not permitted to use their cell phones and other electronic devices during school-hours (8:50 a.m. to 3:25 p.m.), without their teacher's consent. The school phone is available to students for emergencies or important phone calls.

EMERGENCY PROCEDURES

In emergency situations, students may have to be evacuated or locked in safe areas for their safety. The following Lockdown, Hold and Secure, and Evacuate procedures are held at the beginning of each year to prepare students in case an emergency situation arises:

Lockdown – Stop and hide away from doors (may be necessitated by dangerous intruder).
Lock classroom door.

Hold and Secure – All staff and students remain inside the building, no person shall be allowed to enter or exit the building and learning continues.

Evacuate – Leave all belongings and follow instructions to evacuate to hallways in Robert Smith School.

COLD WEATHER POLICY

Unless the weather is extremely wet or cold (below -27C), **all students** are expected to be outdoors for recesses and prior to morning classes. Children should be dressed appropriately. Unless a doctor advises otherwise, children who are well enough to be at school are considered well enough to go outside and benefit from fresh air! There will be the opportunity for students to join the Polar Bear Club which allows them to brave the cold weather!

COMMUNICABLE DISEASE

Occasionally, we find that cases of a communicable disease occur in our school. Pediculosis (lice) and pink eye are some examples. Students are required to be away from school until the problem is treated. If parents find head lice in their child's hair, they **must** call the school immediately so we can prevent an outbreak of head lice in the school.

COMPUTERS

Each classroom from K to 6 is equipped with a Smartboard and has access to laptops. Students and parents are required to sign an Internet use form at the beginning of the year and abide by the Code of Conduct. This form will be sent home at the beginning of each year.

COUNSELLOR

Janessa Delorme is our full-time counsellor, and she will be working with students on personal and social development. This support will be provided to students through: Classroom Based Guidance Instruction, small Group Counselling, and Individual Counselling. Students may be referred to the counsellor by teachers or parents; they can also refer themselves.

DEFIBRILLATOR

Each school in the Province of Manitoba has been provided with a defibrillator in case of emergency. Bonaventure's defibrillator is located on the west wall across from the library. It sounds an alarm when opened.

DISCIPLINE

Our basic school rules are: ***Be Safe, Be Kind, Be Respectful, and Be Responsible***. Democratic classroom meetings, Respect Agreements, Conflict Mediation, Circle of Courage, and Restitution are different ways we teach our students to solve problems and build relationships. Please review LSSD's Code of Conduct for information on expectations and responsibilities for students, staff, and parents.

DRESS CODE

Clothing with inappropriate slogans or that are too revealing, are not acceptable. School attire should also reflect weather conditions, and the type of activities the student participates in. Caps are not to be worn in school, except on school spirit days.

Students are expected to bring a change of shoes to be worn indoors at all times. **This is especially important in the event we must evacuate the school (ie. fire drills).** Students must remove outdoor footwear at the front entrance as they come in. **Black soled runners that mark the gym floor are not allowed. These guidelines are consistent with other schools in LSSD.** Students must also be appropriately dressed to participate in our outdoor physical education program which runs all year.

PLEASE LABEL YOUR CHILD'S CLOTHING WITH YOUR CHILD'S NAME.

EMERGENCY/STORM CLOSING

In the event of storms, which may require that the school be closed, a message from the school division will be sent by telephone to each home, advising of any school closures. **Note: Bus transportation will be cancelled at a temperature of -40 C or a combined temperature and wind-chill of -45 C.**

FIELD TRIPS

Teachers use field trips to enhance learning in many subject areas and for special events. Parents are always notified in advance of an impending outing and must sign a consent form.

FIRE DRILLS

Ten fire drills are held throughout the year. Exits to be used in fire drills are indicated in each classroom and procedures are explained in each class on the 1st day of school.

HOT LUNCH

Throughout the year, we will be offering lunches for purchase. Popcorn, milk, and juice will also be sold throughout the year.

IMMUNIZATIONS

Manitoba Health will be immunizing Grade 6 students for Hepatitis B, and the publicly funded Human Papillomavirus (HPV) Immunization Program will also be offered in the school year. This is a voluntary program; parents will be contacted in the Fall prior to immunization.

1st dose of Hepatitis B vaccine and HPV vaccine in October
2nd dose of Hepatitis B vaccine and HPV vaccine in April/May

INTRAMURALS

A variety of intramural activities, from running to volleyball, will be offered by our Phys. Ed. teachers each month. These clubs will run from 12:45 to 1:10 p.m.

LEADERSHIP

École Bonaventure provides students in Grade 5 & 6 with several Leadership opportunities throughout the year. Participation gives students a chance to learn about volunteerism, responsibility, and teamwork in the area of service to the school and service to the community.

LEAVING SCHOOL PROPERTY

Students are **not allowed to be off school property** during the school day unless a student has a note from his/her parent or guardian giving permission to do so. **Students must have notes if leaving school by a means that differs from their regular routine.**

LIBRARY

Our library is well-stocked with both French and English books. Classes are scheduled to visit the library once a cycle. Reminder notices for overdue books will be sent home by the librarian. If the book remains lost, students will be asked to pay for the book.

LOCKERS

Hallway cubbies/lockers are available to all students in Grades 1 to 6. No locks are allowed in Grades 1 to 4, however students in Grades 5 & 6 may bring in their own combination locks. If students bring in a lock, **they must provide the combination to their classroom teacher.**

LOGO

Our school sports logo features **Bosco**, a French Bulldog. **‘Bonaventure Bouledogues’** are known to be amiable, fun-loving, and loyal. The dog tag is in the shape of a lightning bolt in honor of our former sports name (Les éclairs).

LOST AND FOUND

There is a “Lost and Found” box in our foyer. **Labeled clothing** will be returned if found. Unclaimed items will be donated after the student-led conferences each term.

LUNCH ETIQUETTE

Due to our Balanced School Day timetable, our noon break is from 12:45 to 1:45 p.m. Students who stay for lunch will **eat in their classroom** and are expected to follow “common

sense” rules of conduct. If a student persists in unacceptable lunchroom behavior, his/her parents/guardians will be contacted and informed.

Please note there will also be a 15-minute nutrition break in the morning at 10:45 a.m.

MEDICATION

In cases where medication must be taken at school, a **Medication Form must be completed and returned to the school.** Parents must adhere to the following procedures:

1. Notify the classroom teacher and office personnel.
2. Clearly mark the medication: name of student and medication, dosage, and time it needs to be administered.
- 3. Do not include medications in lunches. Teachers are not always in the classroom at that time and students may forget to pass it on to their teacher.**
4. Medication should be kept in a safe and secure space in the office.

MILK & JUICE PROGRAM

A Milk & Juice Program is available to students at lunch time (1:10 p.m.). Students can buy a milk **or** juice card. A milk card entitles students to **20** milk servings (white or chocolate). We have two sizes of juice, as the 341ml cans are too large for some of our younger students. Students may purchase a juice card which entitles them to **20 of 341 ml** servings, or a juice card which entitles them to **30 of 200 ml servings.** Students are encouraged to bring a bottle of water to drink during the Nutrition Break at 10:45 a.m. ***Individual tickets for juice or milk are also available at the office**

MUSIC

Each class from k-6 participates in a minimum of 3 classes of Music over the 6-day cycle. Extracurricular music programs will be organized and communicated throughout the year.

NEWSLETTER

A newsletter is published by the school and distributed electronically to each family during the last week of each month. A monthly calendar also highlights the dates of special events. The newsletter is also available on our website at www.lssd.ca.

NUTRITION POLICY

École Bonaventure will continue to promote healthy eating and active living through our food programs, nutrition education and physical education.

- We have reduced the sale of non-nutritious foods for fundraising in the school.
- Students are encouraged to bring food belonging to the four food groups of *Canada's Food Guide to Healthy Eating* for lunches, snacks, and parties.
- We offer more healthy food choices on special lunch days and special events.
- The artificial trans-fat content of foods prepared, sold, or distributed in the school does not exceed 2% of the product's total fat content. Exceptions are made for student lunches brought from home, and special occasions such as bake sales.
- We provide 2 nutrition breaks in our Balanced School Day timetable.

OUTDOOR CLASSROOM

We are very proud of our beautiful, outdoor classroom. We reclaimed an un-used portion of the school yard to create a green space, where students could learn to appreciate and take care of our environment. It is also used to integrate other subjects such as Math, Science, and Art.

PARENT ADVISORY COUNCIL

The Parent Advisory Council serves an important role at École Bonaventure. Council business meetings are normally held on the 2nd Tuesday of each month at 7:30 p.m. (Primarily via Zoom). The council sponsors a variety of activities throughout the year. All parents are invited to attend!

PICK-UP & DROP-OFF ROUTINES

No morning drop-offs or pick-ups in the parking lot! The drop-off and pick-up point for cars is located on Sophia at the sidewalk between our parking lot and Robert Smith School. **Parents should refrain from using the parking lot for drop-off in the morning. Please remember to pass this information along to anyone who might be driving your students.** Students not picked up by 3:45 will be taken to wait in the office and parents will be notified.

Busses will use the Tri-School Bus loop located on the west side of the school. We ask that parents do not drive in the bus loop or walk across the loop from 8:00 am to 5:00 pm.

Please review these safety guidelines:

- **Do not drop students off at school BEFORE 8:30 A.M.** There is no supervision before that time.
- **Students need to cross at intersections and not cut across in the middle of the streets. Crossing guards are provided by the school division**
- **Students should be escorted by their parent and signed in at the École Bonaventure office if they are late or if they are leaving early.**
- **Please note any change in routine in your child's agenda. If there is no note or phone call, we will proceed with their usual routine.**
- **Remember to slow down in the school zone!**
- **Parents are responsible for ensuring their children are wearing bicycle helmets when cycling. If you are the parent of someone under 18 that is not wearing a bike helmet while cycling, you can be charged under The Highway Traffic Act.**

PHYSICAL EDUCATION

Students in Grade 1 to 6 receive 150 minutes of physical activity per cycle as required by MB Education. Kindergarten has Phys. Ed. twice a cycle. Our Phys. Ed. team consists of Mme Cox (full-time) and M. Bouchard (half-time). In addition to the regular Phys. Ed. Program, they are involved with Intramural programs, Track events, Outdoor Sports, and Leadership. Students will be expected to have the appropriate attire to participate in activities outside throughout the school year.

REPORT CARDS

Formal student reports are sent home digitally three times each school year: **December, March, and June**. We also host two Student-Led Conferences. Since evaluation of a student's progress is ongoing, however, parents/guardians or teachers may initiate a conference at any time. *Any parent with a concern is encouraged to contact their child's teacher, either by telephone or by setting up a meeting.* To help keep parents informed our teachers also communicate via e-mail and their webpage.

SCHOOL SUPPLIES

We purchase most of the school supplies for our students K-6 in bulk. This ensures that all our young students are equally equipped for school. Left-over supplies are sent home at the end of June.

STUDENT ACCIDENT INSURANCE

Student Accident Insurance is paid by the school division, which provides ambulance coverage. Information regarding the insurance coverage is available on the LSSD website under Parents & Community. Please note that this is a basic coverage, and that students participating on sport teams are encouraged to have increased coverage (see pamphlet).

STUDENT SERVICES

We believe every child can learn and grow. Occasionally children need extra support to achieve their potential. Our learning support teachers work with the staff to identify and prescribe appropriate programs, materials, and strategies for students with varying needs.

École Bonaventure provides a Reading Recovery program to support early reading and writing instruction in Grade 1. Our Reading Recovery teacher is Heather Bosko-Kelly. Services of a counsellor, school psychologist, school social worker, speech therapist and audiologist are also available to the students of École Bonaventure through referrals.

SUPERVISION

Staff is on duty at 8:30 a.m. and up to 3:45 p.m., and at recess and lunch. **Please do not send your child to school before 8:30 a.m.**

SWIMMING CLASSES

A series of swimming classes are provided to Grade 4 and Grade 5 students at the Lord Selkirk Regional Pool. Dates of the lessons are to be determined.

TOYS

Students are discouraged from bringing toys and electronic devices to school to prevent theft/loss of the item and to encourage physical and social activity. Exceptions are classroom parties or if students use them on long bus rides. They are required to put them away when they arrive at school.

VISITORS

Our parking lot services staff from three schools, therefore there are no spots available for visitors. Parents and visitors are to park along Rosser or Stanley when they visit. We also ask that all visitors report directly to the office upon arrival at the school. **Security cameras have been installed in our school to help monitor visitor access.**

When parents wish to have their son/daughter excused early from classes they are asked to phone the school or write a note to the child's teacher. Students will be called to the office. **NO ONE OTHER THAN THE PARENT/GUARDIAN OF A CHILD MAY PICK UP A CHILD FROM THE SCHOOL WITHOUT THEIR AUTHORIZATION.**

VOLUNTEERS

We welcome parent and community volunteers to help at the school whenever they can!

The LSSD policy states:

All school volunteers are required to have a Child Abuse registry check, Criminal Record check and sign a Pledge of Confidentiality. Volunteers also need to participate in an orientation session before working with students.

If you wish to be involved, we recommend that you complete the forms in September so that you can volunteer when the opportunity arises. The checks may be done free of charge through the school, but they can take 4-6 weeks to process. Volunteers who have already completed the forms and participated in a volunteer orientation last year, do not have to do them again this year.

WEBSITE

We encourage parents to visit our school website for current information regarding our school. Copies of this handbook, monthly newsletters, calendars, and PAC news are available on-line.