



ÉCOLE STE MARGUERITE
BOURGOYS

École Ste-Marguerite Bourgeoys
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Madame Nicole Kurtz
Principal

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PARENT HANDBOOK

2019-2020

École Ste-Marguerite Bourgeoys

FDK to Grade 6 French Immersion Program

2019 – 2020 School Year

Our School

École Ste-Marguerite Bourgeoys (SMB) is the only single-track (entirely French Immersion) French Immersion School in Northwestern Ontario. The program started in September 1986 with one class at each of the SK, Gr.1, Gr.2, and Gr.3/4 levels. In 1992, SMB became a separate school with its own name and identity. In 1996, the school body moved to the existing facility on 20 Gunne Crescent. The JK program was added in 1999 and has proven to be very successful. In 2015, we welcomed our first Full Day Kindergarten group into our new state of the art addition. The current total school population is approximately 300 students. Our students travel to us from all over the Kenora area since we are the only French Immersion School in the Kenora Catholic District School Board.

Our Students

At École Ste-Marguerite Bourgeoys, we offer an Early French Immersion program intended, for the most part, for children whose first language is not French. École Ste-Marguerite Bourgeoys is also a “Leader in Me” school. Through implementing The Leader in Me process, we have built a unique environment where the principles, practices, and habits of The 7 Habits of Highly Effective People® are embedded into our culture. The Leader in Me process defines our school operations, permeates instructional practice and curriculum, and is the basis of a vibrant leadership development approach for both students and staff.

Our Staff

The staff of École Ste-Marguerite Bourgeoys is completely dedicated to providing the best possible Catholic French Education. Although our school is the only single-track school in the board, staff embraces the challenges by working very hard to foster the love of learning within our unique school environment.

Parents and Community

The School Council at SMB is extremely active, participating in many activities related to the school’s academic and extracurricular programming. The School Council has a very important role in decision making alongside the school. The School Council meets every month, where childcare and dinner is provided to encourage as many parents as possible to attend.

The parents from the School Council have organized many fundraisers for items such as playground equipment, sports equipment, library and literacy library books, the Book Fairs (one for French books and one for English books), the Hot Meals program and the Family Night activities (BBQ, Skiing/Sliding, Ice-cream Social). The funds also support various classroom activities, field trips, as well as performances for the school. The success that the French Immersion Program has been enjoying in Kenora with the Kenora Catholic District School Board for over 30 years can be attributed to a team of supportive parents, dedicated teachers and support staff, and hardworking students.

Academic Programs

École Ste-Marguerite Bourgeoys offers a French Immersion Program from Full Day Kindergarten to Grade 6. We also offer the entire range of curriculum mandated by the Ministry of Education. In Full Day Kindergarten, Grades 1 and 2, all instruction, excluding Religion, is given in French. In Grade 3, English is introduced and approximately 80 minutes per day are devoted to English Language Arts and Religion. The amount of time for classes in English is gradually increased to approximately 50% by Grade 6.

Clubs and Activities

The staff at SMB offers a variety of programs both extra-curricular and through clubs. We offer the following clubs and activities:

- Outdoor Education for Grade 6 students
- Swim program FDK-Gr.6
- Cross Country Run – Grades 4-6
- Track and Field – Grades 4-6
- Bike Roadeo – Grades 1-6
- Festival du Voyageur
- Spirit Days
- Student Council
- Monthly clubs

Religious Activities

As a Catholic School, students participate in all aspects of Religious Education throughout the year. The students are also encouraged to demonstrate their Christian ideals through a number of activities, such as participation in the Salvation Army Christmas drive, the Kenora Fellowship Centre, and by supporting local charities. Each classroom has a religion corner as a symbol of our identity as a Catholic school.

École Ste-Marguerite Bourgeoys operates with the mission of our Catholic District School Board as a model:

“We are a Roman Catholic School System dedicated to excellence in education, the Christian formation of youth and strong partnerships with parents and the Church.”

French Homework Help

<http://www.fslhomeworktoolbox.ca/index.php>

Help for parents with children in French Immersion.

This site supports parents who have children in a “French Immersion” (FI) program and wish to assist them with homework in French. It is also a resource for FI students who require an accessible user friendly reference tool to help with homework.

This website will enrich the FSL learning experience and will engage parents in their child’s journey towards “la francophonie”.

Library

The library schedule allows each class a weekly visit to the library. Depending on the grade level, children sign out 1, 2 or 3 books. One book goes home, the rest remain in the classroom. Children are encouraged to return all signed-out materials the following week in order to sign out more. **Lost or damaged books are the responsibility of the parents/guardians.** Each child should have a back-pack or plastic bag in which to carry their library books home. The library is also available at other times during the week for class research and project activities under the supervision of the classroom teacher.

Safe Welcome Program

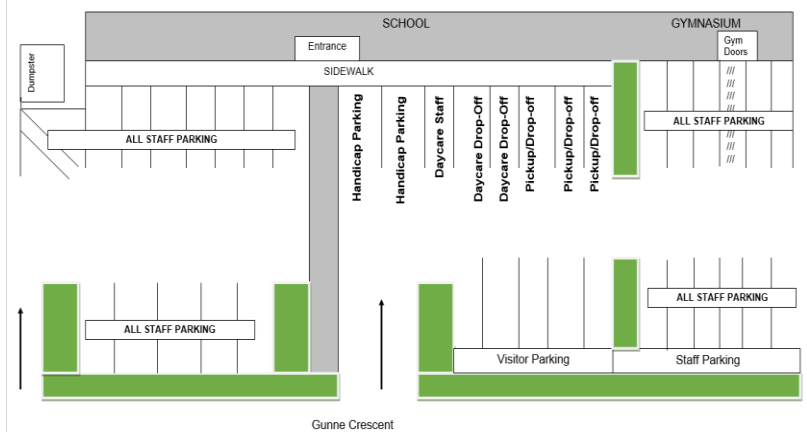
Through the Safe Welcome program all elementary schools will be open before and after school and locked for specific times throughout the school day and access to schools will be monitored and controlled. Our doors are unlocked from 8:00a.m. until 9:30a.m. and again are unlocked at the end of the day beginning at 3:00p.m. This increased safety measure will ensure that parents and other authorized visitors have access to the school while keeping students and staff safe. Each school is equipped with an intercom system, video surveillance camera and a remote lock release which will be used to monitor access to the school and allow visitors to access the school through the front door. Visitors will need to utilize the intercom system, and wait to be permitted access to the school by a designated staff member. All visitors must continue to enter the school through the main entrance and report to the main office for visitor sign in.

Parking Lot Use

The map outlines the parking stalls available to parents and visitors. There are eight (8) visitor parking and/or Pickup/Drop-off spots and are located in the second parking lot immediately to the right when you drive in.

Please note that you can help lessen the traffic by using the parking area near the South wing of the school. This can be accessed from Heenan Place and walking your child from there. You can also use the TA parking lot and walk your child in from there.

Please do not park in any of the staff stalls when dropping your child(ren) off. This also includes during school hours as sometimes it appears stalls are vacant when in fact a staff member may be returning from errands or meetings.



Picking Up Students – During Class time or End of Day

Please report to the office when you come to the school to visit your child(ren)'s classroom or when you pick up your child(ren) for appointments, etc. and we will call them to the office. Please contact the school prior to 2:30pm with alternate after-school arrangements as many classes are not in their rooms at the end of the day and makes it difficult to get messages to them. We have a number of students who are picked up at the end of the day. For the safety and supervision of the students, please be aware that students **are not allowed** to wait in front of the school or in the school foyer. However, students who are being picked up after the 3:20 pm bell can be picked up from a designated classroom with their teacher's approval or outside at the bus pick-up area where supervision is provided.

School Parents // Volunteers

Parents are welcomed and encouraged to participate in school as parent volunteers. If you are interested, do not hesitate to contact your child's teacher, the school office or respond to the school or teacher's requests for assistance on special occasions. Volunteers are encouraged to become actively involved in activities - academic or otherwise - at the direction of the teacher in charge of the class. The benefits of volunteers are immeasurable and truly appreciated by all staff.

Safe Arrival Procedure - Absenteeism/Appointments/Bussing Arrangements

In order to ensure your child(ren)'s safe arrival at school, all teachers submit a list of absentees to the office by 9:00 a.m. **Please call the school to report your child's absence before classes begin.** We have an answering machine so please leave messages any time of the day or night or even the previous day for planned absences. You may also e-mail the school at smb@kcdsb.on.ca. We strongly encourage you to send notes to your child(ren)'s teacher or use the agendas provided (certain classrooms) for any absences, after-school arrangements or bussing instructions, etc.

In order to both comply with the Ministry of Ontario's 'Safe School Policy', as well as ensure that valuable instruction time extends to the final bell, our dismissal procedure is that **all parents, guardians, will remain in the main entrance of the school or side entrance to the new wing until the school bell rings at 3:20. Once the school bell rings, parents can then proceed to go to their child's classroom to pick up their child.**

Pick-up Lists for Students

Many times, parents/guardians have an alternate adult pick up their children. It helps our office and the teachers if parents can provide a list of people who are allowed to pick up their children without a telephone call advising of such. Please provide this list at the beginning of each year **to the office** with family members and friends clearly identified. **Emergency contacts are not automatically part of this list!**

Allergies

We have several students who have allergies to nuts and nut products including peanuts, tree nuts. As well, there is an increase in allergies to scented products. As there are many areas in the school that all children share (i.e. library, gymnasium, washrooms, hallways, computer lab), we encourage you not to send peanut products to school in order to protect the children with allergies from a dangerous situation. Teachers with students with specific allergies in their classes will be sending their own letters home regarding this matter. We appreciate everyone's understanding and cooperation.

School Messenger System

The school uses the School Messenger message system to send you information via telephone or email to keep you informed of events or other things that are happening within the school. We use this system to send or provide reminders for things like items that are due back to the school, upcoming field trips or swimming lessons or changes to them, last minute field trip forms, homenotes and calendars.

As some of these items may have content of a commercial nature (i.e. school fundraisers, hat days, Lifetouch photos, etc.), we are now obligated by law to allow you to unsubscribe to receiving these emails. The telephone calls are not part of this legislation. We do try to keep the calls and emails to a minimum but find that this is the easiest way to remind parents. We understand that all of our email inboxes are filled with many unwanted emails however we ask that you carefully consider the implications of unsubscribing to our emails as you will no longer receive by email any of the above noted reminders.

Illness at School

If your child becomes ill at school, an unqualified assessment as to how serious the illness is will be made by a staff member and the student will:

- 1) be allowed to rest and supervised as required.

OR

- 2) parents will be notified at home or work to make arrangements to pick up their child and take home or for further medical assistance.

Accident Procedure

The following steps will be taken if a student is injured at school:

Minor Injury - one which can be handled at the school level by school personnel:

1. Appropriate first aid
2. Parents or care givers contacted and given the option of picking up the child during the day before sending them home at the end of the school day
3. Accident will be recorded in accident book.

Serious Injury - one that may require the attention of a health care professional.

1. First aid administered
2. 911 called if necessary
3. Communication with the parent or emergency contact to arrange possible medical attention
4. Recording of the incident by the appropriate staff member in accident book
5. Follow-up contact with the parent regarding the results of the medical attention.

Major Injury - one that requires the attention of a health care professional

1. First aid administered
2. Supervisor remains with the student
3. Medical assistance summoned - 911 and ambulance if necessary
4. Communication with parent or emergency contact
5. Student brought to/accompanied to the hospital if the parent or emergency contact cannot be reached.
6. Report of the accident filed by the appropriate staff member.

Medication

Prescription drugs or medication supplied by a parent and intended to be administered at school must be accompanied by a signed [Request for School Administration of Medication -Assistance in Health Care](#) form with instructions from parent(s) or doctor. These forms are available in the main office upon request. Administration of such medication will be supervised by school personnel. We will not provide or supply any drug or medication to a student for any reason. This includes aspirin, Tylenol and other over-the-counter non-prescription drugs.

School Bus Transportation Policy

The Director of Education recognizes that the safety of students is of primary importance and that all reasonable precautions must be taken to ensure that transportation services to students are provided in a safe manner. Please see [KCDSB Transportation procedure](#) on our Board's website.

Transportation is a PRIVILEGE not a right.

Complete policies and procedures are available on the Northwestern Ontario Student Services Consortium's website at www.nwobus.ca and will supersede any written items above. As well, parents may register for transportation on-line or sign up for bus alerts where parents will receive an email/text notification in the event of weather cancellations, significant events, mechanical failure or late buses.

School Day Schedule 2019/20

Please note that the school doors are locked until 8:00a.m. Children **should not arrive at school before 8:10 a.m.** because supervision is not provided until then. Please note that the first bell rings at 8:45 a.m. and that is when all the children should enter their classrooms for their homeroom attendance.

Times	Blocks
8:45 a.m.	Bell to come from outside
8:50 a.m.	Bell of class to begin
8:50 - 10:30 a.m.	Instructional Block #1 (100 minutes)
10:30 - 10:50 a.m.	Nutrition Break Primary Students
10:30 - 10:50 a.m.	Activity Break Junior Students
10:50 - 10:55 a.m.	Transition Time
10:55 - 11:15 a.m.	Nutrition Break Junior Students
10:55 - 11:15 a.m.	Activity Break Primary Students
11:15 a.m. - 12:55 p.m.	Instructional Block # 2 (100 minutes)
12:55 - 1:15 p.m.	Nutrition Break Primary Students
12:55 - 1:15 p.m.	Activity Break Junior Students
1:15 - 1:20 p.m.	Transition Time
1:15 - 1:40 p.m.	Nutrition Break Junior Students
1:15 - 1:40 p.m.	Activity Break Primary Students
1:40 - 3:20 p.m.	Instructional Block # 3 (100 minutes)
3:20 p.m.	Dismissal Bell



2019 - 2020 School Year Calendar

FINAL: May 15, 2019

SCHOOL HOLIDAY
 PD DAY
 EXAMS

18 Instructional Days

September 2019						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

21 Instructional Days

October 2019						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

20 Instructional Days

November 2019						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

15 Instructional Days

December 2019						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

19 Instructional Days

January 2020						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

19 Instructional Days

February 2020						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

17 Instructional Days

March 2020						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

19 Instructional Days

April 2020						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

20 Instructional Days

May 2020						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

19 Instructional Days

June 2020						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

All students begin school on September 4, 2019 and end on June 26, 2020

School Holidays

- September 2, 2019 Labour Day
- October 14, 2019 Thanksgiving
- Dec 23, 2019 - Jan 3, 2020 Christmas Holidays
- February 17, 2020 Family Day
- March 16-20, 2020 March Break
- April 10, 2020 Good Friday
- April 13, 2020 Easter Monday
- May 18, 2020 Victoria Day

Professional Activity Days

- September 3, 2019 PD Day
- September 30, 2019 PD Day
- October 21, 2019 PD Day
- November 22, 2019 PD Day
- April 24, 2020 PD Day
- January 31, 2020 Elem - Report Card
- June 12, 2020 Sec - Curriculum
- Elem - Report Card
- Sec - School Based PD

Elementary

- November 13, 2019 Progress Report
- February 20, 2020 Elementary Report
- June 26, 2020 Elementary Report

Secondary

- Semester 1 September 3, 2019 - January 30, 2020
- Semester 1 Term 1 September 3 - November 8, 2019
- Semester 1 Term 2 November 11 - January 30, 2020
- Mid Term Report November 22, 2019
- Exams January 27, 28, 29, 30, 2020
- Final Report February 11, 2020
- Semester 2 January 31 - June 26, 2020
- Semester 2 Term 1 January 31 - April 9, 2020
- Semester 2 Term 2 April 14 - June 26, 2020
- Mid Term Report April 23, 2020
- Exams June 19, 22, 23, 24, 25, 26, 2020
- Final Report July