

Parent's. guide *des* parents

École Entre Lacs



Bravo !

2008-2009

If your child is absent or late: Students must be punctual throughout the school year in order to allow classes and the school to work properly. It is recommended that missing school or being late too often be avoided because this has a direct impact on succeeding in school. Moreover, late students disturb a class that has already started. We expect parents to help us encourage their own children to be punctual and avoid absences. Nevertheless, in case your child is late or absent, **it is very important** to let the school secretary know. **Please call the school** – (250) 770-7691 early in the morning or as soon as possible. Please note that you can use the answering machine when the school is closed. If you know **ahead of time** that your child will be absent, you can send a note through them. Children who are late must refer to the secretary's office to get a "late note" to give to their teacher. Delays will be recorded by the secretary and parents will be informed when they are too numerous. As long as possible, we ask parents to plan their trips and meetings so that children do not miss school days. Teachers will not reschedule the work or homework that will be missed when a child misses school for family holidays during the school year. Missed classes and school work should be done at home and/or at lunch time.

Safety: Your children's safety is our priority. For this reason, we ask parents to let us know who is allowed to collect their children from school. We ask also that you inform the administration and the teacher of any scheduled absence. We ask parents to refer to the secretary's office when they arrive at the school and wear a "visitor" badge at all times.

Student agenda and folder: Every child has to have an agenda or a folder in their possession during class time. They are designed to keep record of a child's school work and activities as well as their daily homework and lessons. It is also used as a written communication device between teachers and parents. *We invite parents to check their child's agenda every evening.*

Food: We encourage healthy food. Choices for the students and as such high sugar content foods are discouraged.

- **Morning snack:** Students have a snack every morning around 10:10 am. It would be preferable that the snack includes healthy food that is easy to eat outside.
- **Lunch:** Lunch break lasts 60 minutes. Children eat in their classroom around 11:55 p.m. After their meal, they go outdoors to play (between 12:20 p.m. and 12:30 p.m.). They return to their classroom around 1:00 p.m.
- **Hot meals:** Some volunteer parents organize a hot meal service. About once a week, students can get various kinds of meals: pizza, sandwiches, etc. Necessary information will be sent to you throughout the year.
- **Using the microwave:** Microwave ovens can only be used by Grade 5, 6, 7 and 8 children. A schedule will be set ahead of time for each grade and can be found in the first newsletter.
- **Recess:** Students have two outdoor recesses every day between 10:10 am and 10:25 am and 12:25 p.m. and 12:55 p.m. Students must wear proper clothes for these outdoor activities. During recesses, students can use balls as well as outdoor games and the playground. We ask parents to make sure their child does not bring their personal toys and games from home.

Anaphylactic allergies: We have students who have severe reactions to peanuts. Please refrain from sending peanut products to school. Thank you for your cooperation. Parents who have a child subject to anaphylactic reactions to certain substances are requested to inform the school so that a safe environment can be provided for the child.

Phone calls: Only in case of emergency (sickness, medical or dental appointment, accident) will messages be transmitted to students during school time. The procedure will be the same for the students who need to call their parents. *Please note that your child cannot phone you to ask you to bring some homework they might have forgotten.*

Money sent to the school: During school year, you will be asked to send money to the school. Please make sure you send the money in a sealed envelope **with all necessary information written on it:** name of the child, grade, amount of money, reason along with the completed form inside the envelope. *Note: for Scholastic, cheques only are accepted.*

Assemblies: There is a students' assembly every month. Parents are always welcome and will be invited when their child is honoured.

Accident insurance: The Conseil scolaire francophone de la Colombie-Britannique does **not** provide accident insurance coverage for student injuries that occur on school premises or during school activities. Accidents can and do happen. Some injuries incur medical, dental or other expenses that are not covered by provincial health care or employer group plans. As a parent or guardian, you become responsible for these expenses. At the beginning of the school year, parents will receive a form for accident insurance for students. This insurance is optional. Nevertheless, we invite parents to make sure their child is covered. Please note that the envelope must be sent directly to the insurance company.

Volunteers: We welcome all volunteers who wish to help in the school. If interested and available, do not hesitate to let us know. Parents will find several ways of using their talents. They may help transport the children for excursions, in the library, in the schoolyard, during lunchtime. If driving a group of students during school time, volunteers will have to complete a form they will obtain from the secretary. Volunteers' work not only helps the whole school but it is also a large benefit for themselves and their child **Volunteers in the school:** *Parents don't have to speak French in order to contribute to a child's learning. There are many ways you can help us and your child inside and outside the classroom. Don't hesitate to call if you wish to be involved in your child's school life.* Volunteers who help in a classroom work in partnership with a teacher. Sometimes parents are exposed to personal information relative to some children. To protect the children and their families, it is very important that such information remains confidential. Ask for the Volunteers' Guide. *You don't have to speak French in order to contribute to your child's learning. There are many ways you can help us and your child inside and outside the classroom. Don't hesitate to call if you wish to be involved in your child's school life.*

Library: A library is available to students. The librarian as well as teachers and volunteer parents **are in charge** of lending the books. Children must return their books on the due date and in good condition. A fee will be charged for material (including the plastic pocket), if lost or damaged.

Reports: During the school year, your child will receive two informal reports, in October and February, and three formal reports; in December, March and June. Please sign and return the folders to school.

If your address or phone number change: In order to get in touch with you as fast as possible, it is **very important** to inform the secretary if your personal details change (address, work or home phone number, cell phone number, e-mail address).

When you are in the school: All visitors must report to the secretary's office. It is **forbidden** to walk into the school or in the schoolyard without a visitor's authorization, which is provided by the secretary after you have signed the visitors' register. This rule will be strictly applied by the whole school staff. **Your collaboration** is highly appreciated. We would like to reduce class disturbance and insure security. That is the reason why we do not allow parents to go directly to a classroom during teaching time to deliver an item, pick up a child for an appointment or talk to a teacher. We will gladly welcome you at the secretary's office.

Life code: The life code included in the children's agendas describes demands and expectations as to the students' behaviour in the school. We wish to focus on discipline in a positive way. We expect to be able to count on **you**. We ask you to read that document **with your child**, making sure they understand all the elements in it, and to sign it.

Parents' Committee - PAC: The parents' committee aims to enrich the school life through fund raising, activity days and taking part in the success plan. Meetings, held in French and English once a month, are open to all. The election of its members is held at the General Assembly at the beginning of the school year. English parents please note that you have full support from your School's Parent Advisory Committee. If you have any questions or concerns of any kind please do not hesitate to send an email: entre_ape@csf.bc.ca

Communicating:

We often communicate with you during the school year because we assume that good communication is necessary for the school to work well and the students to work better. The school staff invites you to get familiar with the school mechanisms: an information evening for the parents at the beginning of the school year, a teachers-parents meeting in October and February, the school agenda, the monthly newsletter, e-mail and voice messages. We count on you to maintain a good communication for the benefit of our students. When your signature is necessary, we request that you return the forms as soon as possible.

Communication protocol: when you have a concern or a question about the school life of your child, **we ask you to directly address his or her teacher.** If you wish to meet a member of the staff, please phone the secretary to make an appointment.

Services to children with special needs: The Ministry's policy aims to integrate special need students whenever possible. Our school benefits from the centralized services of the CSF and the presence of special need assistants within the school. The person responsible for your child's education is the teacher. You must directly address that person when you have concerns or questions as to the development of your child. Our school wishes to be a place where every youth can feel comfortable and develops in the best way.

Terry Fox Race: In September, parents and students are invited to take part in the Terry Fox Race which takes place at the school. The students who wish to can try and find sponsors. The funds collected are sent to the Cancer Foundation.

When your child has to leave the school during a school day: If you plan to pick up your child before the end of a school day, we ask you to send a note to the teacher, who will get the child ready for the anticipated departure.

Homework (Grades 1 to 8): Children can not acquire good working habits by themselves. It is important that parents encourage them to constantly work in the most positive way. This commitment towards children can only contribute to their success. Your child will bring home some books to read and homework daily. We have a list of tutors available and access to a homework club. Please contact the office for more information.

Dictée PGL: The *dictée P.G.L.* is a school program designed by the Paul Guérin-Lajoie Foundation in collaboration with the school. 50% of the collected funds go to the Entre-Lacs school for developing school projects and the other 50% go to African and Haitian francophone schools. Each participating student acquires a better sense of sharing, accomplishes an act of solidarity and improves skills in French. The sponsors take part in the *dictée* they chose to sponsor by donating a certain amount of money for each word spelled properly or a global amount for the whole *dictée*.

Discipline: The parents trust the teachers in the education they provide to their children. Children need to be aware of wrongdoing, and that consequences will ensue and that a mistake has to be repaired. In the most serious situations, parents will be informed of the incident and of the sanction applied.

Parents' rights: Unless a Court of Justice has set restrictions as to the rights of one parent, the father **and** the mother can collect their child from the school and get information in regard to their development. If a restriction has been set, a copy of the official document must be provided to the principal.

Physical education starting in Grade 3: Students must have an extra pair of shoes for the gym and proper clothes to take part in physical education.

English Language Arts: English starts at the beginning of Grade 4. The students of the francophone program learn English as a first language. The program for teaching this discipline is the one used throughout the province.

Basic skills evaluation (EHB): In May, students from Grade 4 to 7 will go through the Basic Skills Evaluation tests designed by the Ministry of Education. All students from Grade 4 to 7 in the province take the same tests throughout the province but ours are in French. Moreover, our students also take the tests in English. You will find the results on www.bced.gov.bc.ca

School closure: In case of a snow storm or power shortage, for instance, parents will be informed of the school closure by listening to the radio.

School fees: Each student has access to the school program as described in the *Acte Scolaire*. If for financial reasons, parent cannot pay for the cost of school material that is directly related to the curriculum, **they should talk to the principal or to the child's teacher**. This will remain as confidential as possible.

Francophonie:

Choosing a francophone school is the parents' deliberate choice. It shows their desire to see their child prosper in a francophone environment which nevertheless respects the acquisition of the English language from Grade 4 on. This choice also means committing to the policy of communicating in French within the school or during meetings. **Language: French is** the teaching language as well as the language of communication between the students. We ask the students to speak French in a proper and respectful way **at all times**. **Conseil Scolaire Francophone's mission:** The *Conseil Scolaire Francophone* of British Columbia commits to offering educative programs and services that aim to help the francophone students of the province prosper and build their cultural identity. Moreover, it commits to actively take part in the development of the francophone community of British Columbia.

The CSF policies: You will find the CFS policies as well as the minutes of the administration board meetings on the CSF website at www.csf.bc.ca

Office hours: Our secretary will be glad to welcome you or answer your phone calls between 8:30 am and 3:00 pm. You can also leave a message on our answering machine and she will call you back as soon as possible.

Nurse: A nurse has been assigned to our school; Mrs Marijean Day, RN, BScN, Public Health Nurse. She occasionally comes to the school. If you wish to reach her, you can call 250-770-3427, fax 250-770-3410 or e-mail: marijean.day@interiorhealth.ca You can also read « The Potato Post Nutrition » in the newsletter on interiorhealth.ca/choose+health/school+health/ to get information about prevention.

Computers: Internet contract. **ATTENTION**—The signed contract will enable your child to use the computers. Games or discs from outside are not allowed in the school.

Forbidden in the school: Chewing gum, personal toys, iPod walkmans, video games, scooters, roller blade, as well as any valuable objects, are forbidden in the school.

Clothing: Underwear must not be visible and signs on T-shirts and other outfits must be appropriate.

Bullying: A safe and welcoming school tries to protect the learning of all children and integrate global programs for teaching skills that strengthen interpersonal relationships and prevent violence. For this reason, it is **imperative** that you keep the principal informed if **your child** tells you they have been bullied in the school.

Rainy days: If the risk of rain is high, it is **your responsibility** to dress your child for the rain: boots, raincoat, rain hat or umbrella. Children go out for every recess; only in case of very strong precipitation do they stay inside. **Children must have an extra pair of shoes** for the classroom. Do not forget the change of clothes which stays at the school.

Students' leadership: Students from Grades 5, 6, 7 and 8 are encouraged to develop their leadership by:

- Being monitors in the younger students' classes at lunch time
- Offering activities and playing **with** the younger ones during recess
- Designing interesting activities for the other students of the school (dance, contests, DIY, games, sport, etc.)

Contagious diseases: Children who have this kind of diseases must stay at home to avoid contaminating other children during the period of time shown below:

- Chicken pox: If your child is weak because of a temperature or a rash due to infectious spots, keep them at home (usually 4 days). If the child only has very few lesions that are all dry, they can go back to school earlier.
- Rubella: at least 5 days after the rash started.
- Measles: at least 5 days after the rash started.
- Mumps: until the inflammation has disappeared or at least 9 days after the inflammation.
- Eye infection: 24 hours after being treated **with a strong antibiotic**.

**** In case of chicken pox, please advise the school immediately, we have a student who cannot be in contact the illness.**

Indisposition or accident in the school: It is **very important** to give us the name and phone number of a person (other than the parents) who could pick up and look after your child in case of an accident or an indisposition. In case of an accident, the qualified personnel will provide the first help and the principal or the secretary will immediately communicate with the parents. We count on your help to keep **your child's file up to date**. If your child feels sick and is not able to take part in the class, including recess, it is recommended that he or she be kept at home. The bus ride, as well as five hours of schooling, requires being in good shape.

School books: All the books with hard covers must be covered and clearly labelled. School books are the responsibility of the students, and parents will be warned if a book must be paid for because it has been damaged, lost or stolen.

School material: A list of school material necessary for the school year is available on the school Website: http://entrelacs.csf.bc.ca/ecole_francophone/infos_documents_formulaires.php) and will be given to the parents in June. Every student must start the school year **with** their school material clearly labelled.

Kindergarten: A full-time kindergarten program, every day, is offered to children who turn 5 by December 31st of the school year starting in September. The integration of kindergarten students is progressive: half days followed by alternating full days and half days to end with full days only. **After school care:** Mme Lise Séguin, after school care and preschool provider, can accommodate students from 12:00 to 3:00 pm during the first two weeks (kindergarten). Please contact her at 250-492-6998 for more information.

Medication: The CSF policy forbids that school personnel give students any prescribed medication unless a parent completes and returns the authorization form to give a child medication. You can get this form from the school secretary. **It is important** that you provide the medication in a safe container clearly labelled. The directions to give the medication must be clear and precise. As a safety measure, it is important that you inform the principal in writing if a child has allergies.

Swimming: During the school year, all students benefit from swimming lessons (no lessons for the oldest) at the municipal swimming pool in the Penticton Community Center. Students take the bus with their teacher and volunteer parents. (A financial contribution from the parents or the guardian may be asked).

Lost and found: Found objects are deposited in a box at the school main entrance. It is always good to label **your child's** clothes or usual objects. This makes it easier to find who the lost items belong to. The items that are not collected will be given to the Salvation Army every three months. The school **is not responsible** for thefts, breaks or losses of personal items.

Escape plan in case of fire or earthquake: The administration designed an escape plan in case of emergency. Escape practices will take place during the school year.

Lice: Head lice are especially common on schoolchildren between the ages of three and ten. After school holidays (Summer vacation, Winter Vacation, Spring Break, and long week-ends), several children are diagnosed as being infected with head lice. Head lice can spread very quickly! We recognize that head lice is a nuisance and a pest, and as such, we are working with Interior Health to educate and inform parents and students regarding treatment and strategies to minimize the chance of getting head lice. The school follows the procedures recommended by Interior Health. Once lice is detected; the family is advised, all of the families are informed. A treatment must be administered before the child returns to school. We check the child's or children's hair for lice upon return. Please check your child's hair and scalp regularly. See steps to follow. For more information visit the web site http://entrelacs.csf.bc.ca/ecole_francophone/infos_sante_securite.php or call Mariejan Day (Public Health Nurse) at 250- 770-3434.

Curriculum: The curriculum is run by the Ministry of Education of British Columbia. The complete basic documents that teachers follow in their teaching planning can be found on the Ministry's web site on: www.bced.gov.bc.ca

Being clean inside and outside the school: In order to keep the school clean and promote respect for the environment, we ask parents to minimize wrapping in snacks. We encourage the use of thermos and recyclable containers clearly labelled **with a permanent marker**.

Special services: The school team includes a whole sample of professional services to the children who have learning or adaptation difficulties. The main objective aims to identify the particular difficulties of children in order to provide them with the necessary assistance to progress and feel valued in their learning. According to the needs, some services such as *orthopédagogie*, *francisation*, English as a second language, *orthophonie* and counselling will be provided to individuals or small groups of children outside the class.

- The *orthopédagogue* works **with the students** in order to detect learning deficiencies and provide learning support for students who require extra help.
 - The counsellor helps parents and students to solve problems related to the school. They provide support for students who face difficulties in their social life. Students are usually referred by their teacher or of a parent's request.
 - The *orthophoniste* evaluates the children who show difficulties in their speech or their language development.
 - The school provides linguistic support to students who need to develop their skills either in French (*francisation*) or in English (*English as a second language*) orally as well as in writing.
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CSF web site: You can visit the CSF web site on: www.csf.bc.ca

School outings: During the school year, students will be offered several types of school outings. A form will be sent to parents in September to authorize their children to take part in local outings throughout the school year. For longer school trips, parents will be informed and will have to give their authorization in writing if they wish their child to participate. **Your child** will have to bring back a reply coupon to his or her teacher on due day. Most of these activities are not free. Without a written authorization, your child will not be allowed to participate.

Performance at the school: The *Théâtre de la 16è* will be touring the schools in the spring. A play will be performed for our students.

Parking in front of the school: Parking in front of the school is **strictly reserved** for the school personnel. If you come pick someone up or take your child to school, please park along the creek side. Please avoid parking in the school buses zone.





Schoolyard supervision: The school staff is in charge of supervising the children inside and outside the school during recess and lunch time. Students are also supervised when they arrive and when they leave on the bus. For those who do not take a bus, please do not arrive more than 15 minutes before classes start in the morning.

Clothing: So as to provide a good learning environment, a student must come to school in proper clothing, acceptable to the school and appropriate to their age. No underwear must show, nor can there be any inappropriate signs on their clothing!



School transportation with Thirdwaves: During the first weeks of school, the bus routes will be irregular. During this period, the drivers must go through some detours before setting their final route. **When your child does not take the bus as scheduled**, you have to inform the driver. Students must be punctual and be at their bus stop at least **five minutes ahead of time**. The bus driver will not wait for late students. The following items will be permitted, provided these conditions are met: skates and other small items must have skate guards or be enclosed in a pack or canvas bag. The following items are **not** permitted on the buses when operating a regular school run: music instruments, hockey sticks, snowboards, skis & ski poles, and big items.

Please make sure your kids understand the rules.







Before the bus arrives:

-  be at the place of boarding **five minutes** before the bus arrives; respect private property
-  stay in a safe place (sidewalk, shoulder of the road, driveway, etc.) without pushing and shoving
-  wait for the bus to come to a complete stop before boarding
-  cross the street when the bus driver gives the signal.



When boarding the bus:

-  stand in line; let the smallest children board first and help them when necessary
-  board the bus holding onto the railing and without pushing and shoving.


While on board the bus:

-  respect the bus driver, who is responsible for ensuring the safety and well-being of the students
-  find a place and remain seated there until the bus reaches its destination
-  ensure that the middle aisle is not blocked; behave in a socially acceptable way
-  speak softly and refrain from playing music; refrain from eating or throwing trash, either inside or outside of the bus; refrain from opening windows or the emergency exit door without the bus driver's permission, and refrain from touching any bus equipment or mechanism whatsoever
-  use the emergency exit door only in the case of an emergency
-  refrain from putting their head or arms out the windows.

When leaving the bus:

-  get up from their seat only when the bus has stopped
-  leave the bus one at a time without pushing and shoving, beginning with the students sitting in the front seats.

After leaving the bus:

-  remain at a distance from the bus, wait for it to leave again and walk on the sidewalk or, if applicable, along the road; if it is necessary to cross the highway:
 - remain far enough ahead of the bus so that they can see the driver well
 - wait for the signal from the driver before entering the street, without running
 - look to the right and to the left before crossing the street carefully.

Students must NEVER go behind the bus or hold onto the bumper.

Please note that a volunteer parent will be the link between the bus drivers and you. If you move or need some information relating to the school transportation, please call Lise Séguin at (250) 492 6998. Bus driver: Val (250) 462-4002, Pierre (250) 486-4059, Don (250)462-2004 & Theresa (250)488-6440.

We have read and understood the “Parent’s Guide” and agree to respect its contents. Please sign and date the following document.

Signature of the «Parent’s Guide»

Name of the mother or guardian

Signature: mother or guardian

Date : _____

Name of the father or guardian

Signature: father or guardian

Date : _____

Student’s name _____ Grade _____

Student’s name _____ Grade _____

Student’s name _____ Grade _____

Student’s name _____ Grade _____

Student’s name _____ Grade _____

Teacher: _____ Date : _____