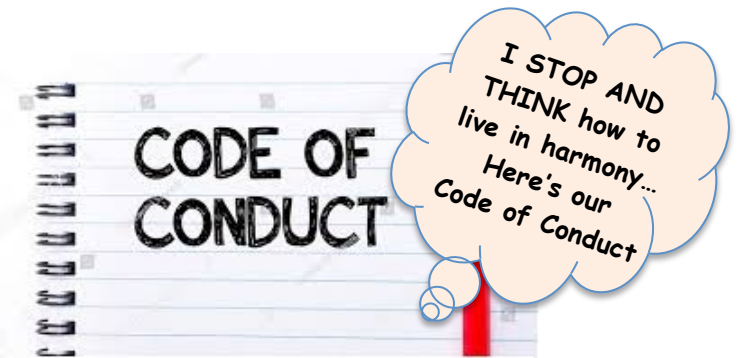




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250-770-7691
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Internal School Protocol

School Attendance

Regular school attendance is a key factor in academic successful for students. Parents must ensure that their child is not absent without a valid reason.

In case of absence, please:

- Call the school at 250-770-7691. If the school Secretary is not there, you can leave a voicemail.
- Ask a friend to retrieve their homework or schoolwork.
- In case of an extended absence:
 - Please contact the school to make appropriate arrangements.
 - When the student must be absent for an extended period of time, this may create issues from the standpoint of the complexity of the curriculum. As a result, it may make it difficult for teacher(s) to plan in advance or to correct students' work. Faced with such a situation, the parents or guardians must be involved in helping the student to catch up and corrections or schoolwork.

Tardiness

Students arriving late interrupt students that **are already working**. Arriving to class on time demonstrates respect for your child, the teacher and other students. We request your cooperation to ensure your child's punctuality and school attendance. In case of tardiness or absence, it is **very important** to inform the school Secretary.

Nutrition

We encourage a healthy diet. Sweets and desserts should be reserved for special occasions.

Homework

Teachers do not assign homework without reasons. Homework contributes to students' learning and serves to reinforce lessons teachers explained in the classroom. By doing homework, students reap more success in their learning.

I must, therefore:

- ✓ Do my homework early and turn in on time;
- ✓ Organize my notes properly and review was covered in class;
- ✓ Bring all necessary school supplies (books, binders, notebooks, pencils, etc.).

Parents and guardians, our partners in students' education, can help by:

- ☑ Providing a place for a student to study and the necessary materials to do so (pencils, notebooks, etc.)
- ☑ Ensuring that homework is completed and turned in on time;
- ☑ Having a positive attitude towards education, school and teachers;
- ☑ Offering books or educational games as gifts;
- ☑ Limiting screen time;
- ☑ Checking your child's agenda regularly;
- ☑ Ensuring that they are well rested so that they arrive at school fresh and focused the next day.

Books and Materials

Students have the opportunity to use books and other school materials for free. It is the student's responsibility to take care of such material; otherwise, parents and guardians will be invoiced for damages incurred. Students should not lend these books or materials to others as they bear the responsibility of ensuring their condition.

Personal Attire

Each child must be appropriately dressed. Students wearing clothing with offensive images or messages will not be tolerated. Coats and hats must be kept in the student's locker. We ask that students wearing inappropriate clothing to change immediately. *Underwear must not be visible.* The Administration will contact parents or guardians if need be.

Physical Education

"A healthy spirit in a healthy body". Physical education is an important part of education. We learn not only to keep our body healthy, but also to communicate and work with others in a common goal. If a student must miss Phys Ed, parents must let us know in writing. In the case of extended absences from Phys Ed, a doctor's letter must be provided to the office. Students must wear appropriate attire (T-shirt, shorts or gym pants, running shoes).

School Trips and Field Trips

Activities and trips organized by the school during the course of the school year require parents and guardians to complete a signed permission slip. Only students demonstrating a positive attitude will have the opportunity to participate. During outings, students have the responsibility of behaving accordingly or they will be returned to school and risks not being permitted to participate in future organized activities and outings.

Forbidden Objects and Behaviours

In order to ensure everyone's security, skateboards, roller skates and water guns will not be tolerated at school. If the student brings those to school, they will be confiscated. It is also forbidden to throw snowballs as this could injure others.

Parents and guardians must understand that the consequence for such behaviour could be sending the child home.

Bus – School Transportation

In order to avoid accidents, the student must stay seated and listen to the driver. Unacceptable behaviours may result in suspension of bus privileges. Any damages will be the responsibility of the student.

Code de vie : Droits et responsabilités

Guiding Principles:

- ☆ It is the behaviour that is criticized and not the child.
- ☆ Constructive criticism favours awareness and a continued spirit of openness.
- ☆ The goal is to correct the consequences of a bad decision, of a mistake and limits the possibility of repeating the same mistakes.
- ☆ Adults and students often having varying perspectives of a same situation. They must be listened to and respected.
- ☆ We are responsible for our own behaviours.
- ☆ It is important to give credit for positive behaviours.
- ☆ The consequences must, as much as possible, reflect and be linked to the mistake and take the age of the children involved and the context into consideration.
- ☆ In the case of recurring issues, the student will be referred to the Principal.
- ☆ Suspension from school will only be used as a last resort as a result of an exceptional situation.

The Code of Conduct is divided in four sections reflecting rights, privileges and responsibilities related to each:

I respect my surroundings, others and myself.

- ☆ I have the **right** to be respected as an individual and as a member of the school community as a whole.
- ☆ I have the **privilege** of learning in an environment centered on respect.
- ☆ I have the **responsibility** of accepting others and their differences.
- ☆ I have the **right** to attend a clean school.
- ☆ I have the **privilege** to study in a healthy environment.
- ☆ I have the **responsibility** of recycling, taking care of my things and my surroundings.
- ☆ I have the **right** to study in a school that prohibits tobacco, alcohol or drugs.
- ☆ I have the **privilege** that promotes “a healthy spirit in a healthy body’.
- ☆ I have the **responsibility** to not bring, nor use alcohol, tobacco or drugs.

I demonstrate that I am responsible for my actions and my behaviour.

- ☆ I have the **right** to work in a positive environment that stimulates learning.
- ☆ I have the **privilege** to be helped by my peers and the school staff.
- ☆ I have the **duty** to be responsible of my learning and to respect the learning of others.

I do my best to ensure my safety and those of others.

- ☆ I have the **right** to be safe.
- ☆ I have the **privilege** of evolving in a school where physical abuse is not tolerated.
- ☆ I have the **responsibility** to act in a way that does not compromise my security nor those of others

I respect the French language and culture

- ☆ I have the **right** to learn in French.
- ☆ I have the **privilege** of attending a Francophone school.
- ☆ I have the **responsibility** of expressing myself in French at all times with others.
- ☆ I have the **right** to study in both official languages of Canada.
- ☆ I have the **privilege** of living within two cultures.
- ☆ I have the **responsibility** of maintaining a higher level of competence in both languages.

Use of the Internet

- ☆ Access to the Internet and email is a privilege that can be revoked.
- ☆ Technology will be used for academic purposes.
- ☆ Clicking on advertisements is not permitted.
- ☆ No online purchases will be made.
- ☆ No online games will be accessed with school computers other than those used with the permission of the teacher responsible and the school's administration.
- ☆ For all research, only use key words that are socially accepted in the academic context. If you inadvertently or involuntarily access an unacceptable site, click on "previous" and immediately contact your teacher.
- ☆ The student will engage in respecting "netiquette" as far as quality in written language and the content of communications.
- ☆ No access to "chat rooms" will be used other than those permitted by the teacher or the school's administration.

Rules

I will pay particular attention to the following behaviours

R e s p e c t	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> I will use appropriate language. <input checked="" type="checkbox"/> I communicate in French. <input checked="" type="checkbox"/> I am in class and ready to work when the bell rings. <input checked="" type="checkbox"/> I speak calmly and respectfully. <input checked="" type="checkbox"/> I adopt a peaceful behaviour. <input checked="" type="checkbox"/> I respect instructions given by school staff and accompanying volunteers. 	<p><i>Consequences of my actions</i></p> <p>If I neglect my responsibilities, I will receive a consequence related to the infraction.</p> <p>I can expect the following consequences, one or several simultaneously based on circumstances:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> I will receive a reminder. <input checked="" type="checkbox"/> I will receive a warning followed by a period of individual reflection or of detention after school for additional reflection. <input checked="" type="checkbox"/> I will repair any damaged caused. <input checked="" type="checkbox"/> I will lose certain privileges. <input checked="" type="checkbox"/> I will write an apology letter in French. <input checked="" type="checkbox"/> I will be provided an individualized plan to help me integrate harmoniously within the school community. <input checked="" type="checkbox"/> I may meet with the school Principal along with my parents or guardians. <input checked="" type="checkbox"/> I may be subject to an internal or external suspension.
S e c u r i t y	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> I walk quietly in the school. <input checked="" type="checkbox"/> I maintain a respectful and moderate way. <input checked="" type="checkbox"/> I work, play and discuss without sparking conflicts. 	
C o o p e r a t i o n	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> I keep the surroundings clean. <input checked="" type="checkbox"/> I keep school materials in good condition. <input checked="" type="checkbox"/> I exit the school when the bell rings. <input checked="" type="checkbox"/> I save my snacks and lunch for recess or lunchtime. 	

During personal reflection or detention of a student, work related to themes surrounding cooperation, goodwill, etc. will be completed. Please note that detentions after school apply only to those students in grades 3 – 8. The parents or guardians will be notified the day before to allow alternative transportation if required.

Certain behaviours are considered “major offenses”:

- ☆ Fighting
- ☆ Physical abuse
- ☆ Emotional and verbal abuse
- ☆ Intimidation/Bullying (Repetitive abuse)
- ☆ Direct opposition to authority
- ☆ Vandalism
- ☆ Theft
- ☆ Possession of a weapon or other object that could be used to intimidate or threaten a person
- ☆ Possession or use of drugs/alcohol
- ☆ Inappropriate Internet sites

In these cases,

- ☆ I risk an internal suspension from school.
- ☆ I risk an external suspension from school.
- ☆ I risk having police intervene.

Students are not authorized to leave school grounds during school hours or before the end of the day. If a student must be absent for lunch or leave the school early, parents or guardians must give written permission to the school Secretary or the Administration. If a student misses class time, it is their responsibility to catch up lost time on work at home. The school staff commits, during difficult situations, to speak to students calmly. Thank you for your support.

Rights and Responsibilities Working together for our children

You, the parents and guardians and we, the school staff, think only about the best interest of each child. We do everything possible to ensure a healthy environment and one that is conducive to the acquisition of academic knowledge and social development. In case of doubt, lack of understanding or conflict, contact the school staff directly involved at the school. It is by talking that we find solutions. The education of our children is a mutual responsibility.



Le Conseil scolaire francophone de la

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