

ÉCOLE MER ET MONTAGNE

1102 S. Alder, Campbell River (C.-B.), V9W 1Z7

Téléphone : (250) 923-3359

<http://meretmontagne.csf.bc.ca>



Une école du Conseil scolaire francophone de la Colombie- Britannique

Vision

Our school demonstrates innovative and proactive leadership and offers an inviting and inclusive setting that fosters a sense of belonging and educational excellence.

Mission

While respecting and appreciating various learning styles, école Mer-et-montagne commits to encouraging the cultural, social, technological and academic aspects of school life. As a leader in education, the school strives to develop the full potential of all the students so that they become responsible and informed citizens.

Values

The following is a list of values promoted by the school: leadership, respect, development of self-esteem, responsibility, appreciation of differences and proactivity. These values then become the principal elements in the way we intervene with our students.

General information

Means of communication

The school staff encourages you to become familiar with its means of communication: the weekly list of the activities found on our school website, our monthly newsletter, e-mails, as well as the automated telephone messaging service.

Should you wish to book an appointment to meet with the principal or a teacher, please contact the school directly by telephone, by e-mail, or by writing a message in your child's agenda.

Agenda / Pochette

The student's agenda or pochette is the main communication tool between the school and parents. Please check it every day.

Procedures in case of school closure

In the case of a school closure, parents should listen to radio stations 2DayFM (99,7), The Eagle (97.3 FM) or JET FM (98.9 FM) or should consult our school website <http://meretmontagne.csf.bc.ca>. You may also receive an automated email or telephone message.

Perfumes and Fragrances

We are a fragrance-free school.

Visitors

Everyone who visits the school must report to the main office. During school hours, we ask that parents do not make their way to their child's classroom as this interrupts instruction. We appreciate your collaboration in this matter. Moreover, limiting comings and goings is a security matter for students and staff members.

Volunteering at the School

Every person who volunteers at the school must have a current Criminal Record Check on file.

Attendance

Please ensure that your child attends school regularly and is not tardy. **Should your child be absent from school**, please call the office at 250-923-3359 or send an email as soon as possible.

In the case of a planned absence, you may leave a note in your child's agenda or send an email to the teacher and the secretary.

In the case of prolonged absence, please inform the school. It is the student's and the parent's responsibility to make up any class work that was missed.

Tardiness

All students who are late must report to the main office before going to their classes.

Please make an effort to have your child arrives at school on time, as tardiness disrupts the class.

The number of late arrivals will be recorded. Should this be an ongoing occurrence, parents will be contacted in order to find solutions to the issue.

Leaving school during the school day

If at all possible, please advise the student's teacher ahead of time when one needs to leave school during the day. Parents are to report to the school office. The secretary will then call your child's classroom and he/she will meet you at the office.

School Supplies

Parents are responsible for purchasing school supplies at the beginning of the school year, according to the supply list provided. Furthermore, parents may have to replace some supplies during the year.

Borrowed Items

The student is responsible for the material which is lent to him by the school. In the case of lost or broken item, parents will be billed for the replacement cost of the item.

Field Trips and Class Outings

A signed permission slip is required for each field trip and class outing. Without signed consent, the student will stay at school and work on assignments provided by the teacher.

During an outing, students must be respectful and cooperative. Failure to do so could result in the student being sent home at the parent's expense.

Allergy Aware School

After consulting with all school partners, Mer-et-montagne will now be an allergy aware school.

What does that mean? It means that nut and peanut products will now be permitted.*

Everyone in the school community has roles and responsibilities to make our environment a safe one for students with allergies.

	Roles and Responsibilities
Principal	<ul style="list-style-type: none"> • Inform the school community (staff members, students and parents). • Meet with the parents and teachers of the child with an allergy to determine the procedures and write an intervention plan. • Ensure an up-to-date list of emergency contacts. • Provide training on anaphylaxis to all school personnel. • Ensure medications and EpiPen are appropriately stored in an unlocked area
Teachers Teacher Aids Supervisors	<ul style="list-style-type: none"> • Follow school policy and plans for the allergic child • Discuss allergies in age-appropriate terms with students • Create a positive attitude and safe environment without isolating the child. • Avoid foods that may contain nuts or peanuts during school activities or parties. • Encourage hand washing before and after eating • Discourage sharing of food, drinks and utensils • Be aware of the location of medication/EpiPen • Take medication/EpiPen and arrange phone access on all field trips.
Student with an allergic reaction	<ul style="list-style-type: none"> • Only eat food from home and avoid food, drinks and utensil sharing. • Will tell an adult if they feel they are having an allergic reaction • Have their EpiPen with them at all times • Wash hands before and after eating
Parents/Guardians of student with an allergic reaction	<ul style="list-style-type: none"> • Inform the school every year of the child's allergies and give updated emergency contacts. • Work with the school and teacher to develop a plan for their child • Encourage their child to speak out when he or she feels symptoms of an allergic reaction • Encourage their child to carry their own EpiPen, not share food, drinks and utensils, and practice good hand washing • Teach their child that it is okay to say "No" to foods when offered • Order a medic-alert bracelet/necklace for their child • Provide the school with medication/EpiPen with a valid expiration date.
All other students	<ul style="list-style-type: none"> • Will not share food, drinks or utensils • Wash hands before and after eating • Clean-up eating area after meals and snacks • Respect the allergic student • Know who to call if they think the allergic child needs help.
School Community	<ul style="list-style-type: none"> • Should be informed that there is an allergic child in the class or school • Encourage their own child to respect all students regardless of allergies.

*Note: If a child has a severe allergy to a given food, the school may restrict products containing that food in the allergic child's classroom. In that case, the parents would be advised.

Code of Conduct

Guiding Principles

- ◆ The code of conduct promotes the safety and well-being of students and staff.
- ◆ Its main objective is to make the students accountable for their behaviours. Rules are put into place to ensure the safety of students and respect for others.
- ◆ Behaviours are criticized, students are not.
- ◆ If a student does not respect the code of conduct, suitable consequences will be imposed depending on the severity of the infraction.
- ◆ The adults in the school community will serve as an example by also respecting the code of conduct.

School Rules

La vie en français

We are a French-speaking school. For this reason, students are expected to speak French while at school and also during extracurricular activities.

Nutrition

Being an Allergy Aware School, students and parents now have roles and responsibilities to ensure the safety of allergic students (see p. 3)

We encourage healthy snacks and lunches.

Sweets must be kept to a minimum.

Chewing gum and candy are not allowed, except on special occasions.

Physical Education

Students should wear proper clothing (T-shirt, shorts or sweat pants).

Running shoes are mandatory.

To be exempted from a physical education course, students need to provide a note written by their parents.

Personal Belongings

The school does not assume any responsibility in case of stolen or damaged personal belongings. Electronic devices and toys must remain in the child's backpack during the school day. (except with a teacher's permission for a special activity).

➔ **Consequence on first offence:** Item will be held at the office for the day.

➔ **Consequence on second offence:** Item is confiscated for a week or more.





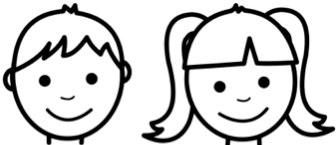



Clothing

To encourage an environment conducive to learning for everyone, students should present themselves in clean, acceptable clothing suited to their age.

Underwear should not be visible and inscriptions must be appropriate.

All headwear (hoodies, caps, etc.) is not allowed inside the school.

All students are required to have a pair of indoor shoes as well as a pair of outdoor shoes.

			
Oui			Non
			
			
Appropriate clothes will be lent to the students who do not follow the clothing instructions.			

School transportation

In order to prevent accidents, students are to remain seated and follow the instructions given by the bus driver.

Use of school transportation is a privilege. Should the student display unruly behaviour, he/she may lose this privilege.

Any damage caused to the bus will be billed to the parents.

<http://www.csf.bc.ca/parents-eleves/transport-scolaire/code-de-conduite/>

Technology

Students must respect the code of conduct and the rules of use established by the CSF when using the school technological resources and the Internet.

Inappropriate use of a device or the Internet will result in consequences.

Expected behaviours

I am respectful.

- I show respect to other students and staff members.
- I respect the environment and the school equipment.
- I walk calmly within the school.
- I speak quietly.
- I greet people whom I meet.
- I follow class rules.
- I use appropriate language.
- I follow instructions given by the staff of the school.

I am a responsible student.

- I display behaviour that is conducive to learning.
- I participate in school activities.
- I follow school rules.
- I eat calmly at lunch time
- I am dressed appropriately for weather conditions.
- I enter or leave the school as soon as the school bell rings.

I cooperate with others.

- I work, play and discuss with others without causing conflicts.
- I keep common areas clean.
- I include others.

Major Offences

Certain behaviour is considered unacceptable.

- ◆ Fighting
- ◆ Physical, verbal and emotional abuse
- ◆ Inappropriate language
- ◆ Bullying (repeated abuse)
- ◆ Direct opposition to authority
- ◆ Vandalism
- ◆ Theft
- ◆ Threats towards an individual
- ◆ Possession of weapons or any other object that could threaten the safety of others
- ◆ Possession or use of drugs or alcohol

Bullying

Bullying occurs in different situations between a dominant person or group and another less dominant person or group. Bullying can happen in situations such as:

- ➔ An imbalance of power, real or perceived, that manifests itself by aggressive physical or psychological acts (including verbal, nonverbal and social acts);
- ➔ A direct negative interaction (confrontation) or indirect interaction (gossiping, exclusion, social media, text messaging, etc.);
- ➔ An action taken with the intent to harm, in particular:
 - Physical acts of violence (kicking, punching, stealing with threatening behaviour, etc.);
 - Acts of verbal violence (threats, blackmail, insults, sexist, racist or homophobic remarks, etc.);
 - Acts of non-verbal violence (looks, mean or violent acts, etc.);
 - Acts of social exclusion (spreading rumours, ignoring somebody or speaking behind their back, exclusion, stealing with threatening behaviour, etc.);
- ➔ The negative actions are repeated and their intensity or their duration confirms the imbalance of power over the victim.

Bullying is not tolerated at École Mer-et-montagne. Strict measures are taken should bullying occur.

Interventions

- The goal of interventions is to correct and repair the consequences of a bad decision or an error, and to limit the possibility of the recurrence of such a behaviour.
- The consequences will take into account the circumstances and the age of the students involved, and will be closely linked to the unwanted behaviour.
- In the case of a recurring problem, the principal of the school will meet with the student.
- Suspension is an exceptional measure that will be used only as a last resort.
- It is important to encourage and reinforce good behaviours.

List of positive consequences

Congratulations Special Mention Certificates Honor roll Special privileges Play time	Surprises Special activities Becoming a mentor Draws Coupons (Great job!)
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Consequences depending on severity of action

- Consequences are enforced in a fair and coherent way to deal with untoward behaviour. They take into account the age and level of maturity of the students. The consequences are meant to repair an unfavourable act rather than punish the student for his behaviour.

	Possible Consequences	Possible Reparations
First offense	<p>I receive a warning.</p> <p>I have a time out.</p> <p>I lose play time.</p> <p>My possessions are confiscated for a time.</p> <p>I make up the work that I have not done.</p> <p>I practice the appropriate behaviour.</p> <p>I change into appropriate clothing.</p> <p>I discuss my behavior with my teacher or the supervisors</p> <p>My teacher will be informed of my behavior.</p> <p>My parents will be contacted if necessary.</p> <p>Others</p>	<p>I demonstrate proper behavior.</p> <p>I apologize as necessary.</p> <p>Others</p>
Second offence	<p>I have a time out.</p> <p>I lose play time.</p> <p>I complete a reflection sheet.</p> <p>My teacher will be advised of my behavior.</p> <p>My teacher and I discuss my behavior.</p> <p>My parents will be informed.</p> <p>I lose a privilege.</p> <p>Others</p>	<p>I apologize in the presence of an adult.</p> <p>I offer a gesture of apology in the presence of an adult.</p> <p>I offer a gesture of reparation in the presence of an adult.</p> <p>I participate in community work.</p> <p>It is possible that my consequences will last more than one day.</p> <p>Others</p>

	Possible Consequences	Possible Reparations
3rd offence / Refusal to Cooperate / Major offence	<p>I meet with my teacher.</p> <p>I meet with the principal.</p> <p>I complete a reflection sheet.</p> <p>My teacher will be advised of my behavior.</p> <p>The principal will advise my parents.</p> <p>I will lose a privilege.</p> <p>I could be suspended internally for one or more days.</p> <p>If my behaviour persists, I could be suspended from school for one or more days.</p> <p>If my behaviour persists, I will meet with a police officer.</p> <p>Others</p>	<p>I apologize in the presence of an adult.</p> <p>I offer a gesture of apology in the presence of an adult</p> <p>I offer a gesture of reparation in the presence of an adult.</p> <p>I participate in community work.</p> <p>It is possible that my consequences will last more than one day.</p> <p>Others</p> <p>If the behavior repeats itself too often, an adult from the school will help me correct my untoward behavior.</p>

Rights, Privileges and Responsibilities

Our code of conduct is divided into two sections: Rights and privileges and the Responsibilities related to each one:

Respect

Rights and Privileges	Responsibilities
<ul style="list-style-type: none">* to be respected as a member of the school community;* to learn in a respectful environment;* to attend a clean school.	<ul style="list-style-type: none">* to be tolerant of others and their differences;* to take care of my belongings and those of others;* to recycle.

Success

Rights and Privileges	Responsibilities
<ul style="list-style-type: none">* to study in a positive setting which stimulates learning;* to get help from my fellow students and teachers.	<ul style="list-style-type: none">* to be responsible for my learning and respect that of others.

Cultural Identity

Rights and Privileges	Responsibilities
<ul style="list-style-type: none">* to learn French;* to study Canada's two official languages;* to be respected as a Francophone.	<ul style="list-style-type: none">* to communicate in French within the classroom, the school and on the school yard.

Safety

Rights and Privileges	Responsibilities
<ul style="list-style-type: none">* to be in a safe environment;* to be in a school setting that does not tolerate physical abuse or bullying.	<ul style="list-style-type: none">* to act in such a way that I do not compromise my safety or that of others;* to advise an adult should a stranger be present in our midst.

Use of Technology

Rights and Privileges	Responsibilities
<ul style="list-style-type: none">* to be educated using all forms of technology available to me.* to have the use of a computer or a tablet.	<ul style="list-style-type: none">* to respect the guidelines regarding the use of technology established by the CSF.

Code of Conduct Contract

- The code of conduct has been reviewed with the students in all the classrooms.

Teacher's Signature

- My child and I have read and initialled each page of the Code of Conduct.
- My child and I understand our responsibilities.
- My child and I will endeavour to respect the Code of Conduct.

Sign the French Version in the agenda or in the pochette.