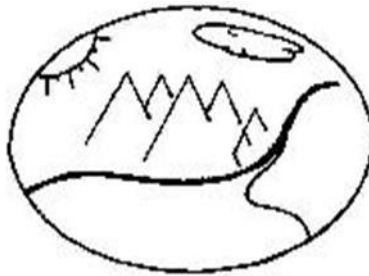


MARTIN MORIGEAU ELEMENTARY SCHOOL:

Curiosity, Community, Character



PARENT and STUDENT HANDBOOK

Including Code of Conduct

At M.M.E.S. we take care of ourselves, others and this place.

2023-2024

MARTIN MORIGEAU ELEMENTARY SCHOOL
PARENT and STUDENT HANDBOOK
2023-2024

Dear Parents and Guardians,

Please take a few minutes to review our Policy Handbook as it is important that both parents and students are aware of our Code of Conduct, including school rules and expectations.

Our goal is to provide opportunities for students to experience hands-on, experiential, real-world learning through academics, athletics, fine arts, practical arts and extra-curricular activities. The School's Growth Plan focuses on the improvement of our students' literacy and numeracy skills, social and emotional skills and connections to school.

We are committed to a positive and supportive school climate, where every student feels safe and welcome at Martin Morigeau Elementary School.

Each staff member, student, and parent, contributes to the climate of our school. The positive attitudes and actions of all of us make MMES a great school. We appreciate your continued support and contributions.

*****Please note some of our regular policies and procedures have changed due to Health and Safety requirements, due to COVID19. For a detailed description of these procedures, please refer to our *Updated M.M.E.S. Health and Safety Plan* document on our school website, at: <https://www.sd6.bc.ca/school/mmes/Pages/default.aspx#/=>**

Hours of Operation: Bell Schedule – 2023-2024

Monday – Thursday

1447 instructional minutes/week

8:30a.m.	- 5 Minute Warning Bell
8:35 a.m.	- in class
10:20 a.m. – 10:40 a.m.	- Recess
12:00 p.m. –12:50 p.m.	- Lunch
3:00 p.m.	- Dismissal

Friday

8:30a.m.	- 5 Minute Warning Bell
8:35a.m.	- in class
10:20 a.m.–10:40 a.m.	- Recess
12:02p.m.	- Dismissal

First day of school for Grades K to 7 Students

8:55 a.m. – 11:00 a.m. First Day – September 5

All Kindergarten Students:

Mornings only from September 5-15, 2023.

Start full days on September 18th, 2023.

Code of Conduct

The purpose of our code of conduct is to establish and maintain a safe, caring, and orderly environment for purposeful learning, and to direct students toward responsible, respectful behaviour.

At Martin Morigeau Elementary School we promote a climate of understanding and mutual respect where all students are equal in dignity and rights and free from discrimination. Our goal is to be a school where students are free from harm, where clear expectations of acceptable behavior are held and met, and where all students feel they belong. In accordance with the BC Human Rights Code, discrimination on any of the following grounds is prohibited:

- Race
- Colour
- Ancestry
- Place of origin
- Religion
- Marital status
- Family status
- Physical or mental disability
- Sex
- Sexual orientation
- Gender identity or expression
- Age

At Martin Morigeau Elementary School we expect all members of our school community to:

- take care of self, others, and this place
- attend school regularly and punctually
- comply with school and classroom rules

These **expectations** of acceptable and socially responsible conduct are to be followed at school, while going to and from school, while attending any school activities at any location, or in other circumstances where engaging in the activity will have an impact on the school environment.

Unacceptable conduct is **any** conduct that contravenes our school expectations as listed above,

for example:

- behaviours that:
 - interfere with the learning of others
 - interfere with an orderly environment
 - create unsafe conditions
- acts of:
 - bullying, cyberbullying, harassment, or intimidation
 - threatening or violent behaviours
 - retribution against a person who has reported incidents

We recognize that special considerations may apply to students with special needs who are unable to comply with expectations due to having a disability of an intellectual, physical, sensory, emotional or behavioural nature.

As students become older, more mature, and move through successive grades, we expect increasing personal responsibility and self-discipline. Consequently, there will also be increasing consequences for inappropriate behaviour.

When determining appropriate disciplinary action, there are a number of factors that will be taken into account, including the severity of the incident, frequency, and the age and emotional maturity of the student. Students, as often as possible, are encouraged to participate in the development of meaningful consequences for violations of our code of conduct. It is **our goal to be restorative, rather than punitive** in our disciplinary consequences.

Teachers are expected to deal with students who breach the code of conduct in a fair and consistent manner within their classroom before referring a student to the principal. Parents will be made aware of any unacceptable or inappropriate behavior. If the situation is not effectively resolved within the classroom and the inappropriate behaviour continues, the student will be referred to the principal.

School administration has a responsibility to advise other parties of serious breaches in the code of conduct. These parties may include:

- Parents of the student who caused harm – in every instance
- Parents of the student harmed – in every instance
- School district officials – as required by district policy
- Police and other agencies – as required by law

Our school and school board will take all reasonable steps to prevent retaliation against a student who has made a complaint of a breach of our code of conduct.

We encourage students and parents to inform us of any safety concerns. This can be done by talking personally with the classroom teacher, calling the school, putting notes in student planners, etc.

Students are not to use personal electronic devices or cell phones during instructional time or at recess unless instructed and supervised by staff for learning purposes.

Our code of conduct is reviewed and updated annually with staff, students, and parents and is posted on the parent board in our school entry as well as on our school website.

Clothing: Students and their parents are expected to support a learning environment where attire is weather appropriate and not distracting.

Students are to maintain the dress code while on school property, during regular school hours or while representing Martin Morigeau Elementary school at any school-sponsored function at another location. Students will be required to change to appropriate attire if need be.

Footwear: Students need two pairs of footwear – one for outside and one for inside. Students are expected to wear indoor shoes. Running shoes, without black soles, are best because they will not mark school floors.

Lost and Found: Parents are encouraged to visit the office to inquire about lost and found items.

Attendance Policy: Daily attendance directly impacts student success at school.

Procedure for absence:

- **If your child is going to be late or absent, please call the school at 250-349-5665 or email mmes.office@sd6.bc.ca.** Our answering machine is available to receive messages anytime. If we do not hear from you and your child is not present for attendance, for your student's safety, we will try to contact you. If your child struggles with attendance, please contact the school and we can work together to provide supports.

Supervision Schedule: Mornings from **8:25-8:35 a.m.** (when classes begin) and **after school, Mondays through Thursdays until 3:15 p.m.** and **Fridays until 12:12 p.m.** The potential for problems to occur increases when supervision is not available. **Please do not send your children to school before 8:25 am.** Students are expected to dress for the weather to be comfortable outside before school and at recess. Thank you for helping your child learn to dress for changing weather conditions.

Communicating Student Learning: Regular communication between home and school is vital to student progress. You can expect three formal reports: December, March and June and two interim reports: October and May. The purpose of the interim report is to provide information on students to parents between report cards. Informal reports may be a meeting, telephone call or written comments. Reports provide a snapshot of where your child is at with his or her learning including achievement, attitude, behaviour, work habits and areas needing improvement, as well as information about attendance. Additionally, classroom teachers may have ongoing updates through online platforms such as seesaw. Ask your teacher how to sign up.

Agendas: Some teachers will be using agendas this year while the older grades will be communicating with SeeSaw. These are useful communication tool between parents, students, and teachers. Parents are asked to review the agenda/seesaw each night with their son/daughter.

Lunch Hour: Students are expected to:

- Bring lunches and snacks that include fuel foods such as: fruits and vegetables. Please bring refillable water bottles.
- Remain seated at desks while eating
- Speak quietly and politely with classmates while eating
- Bring spoons and forks as needed
- Clean up and tuck in chair before leaving
- *For supervision reasons, the staff room microwave is not available to students.

Healthy Living at Martin Morigeau: We encourage healthy fuel food choices: whole grains, fruit, vegetables, raisins, yogurt etc. and ask that parents do not send chips, pop, gum, candy and chocolate bars to school with children. **Water** is healthiest for drinking. If your family has a time where food scarcity is a concern, please contact the school and we will offer supports as possible.

Sleep: Please see what the National Sleep Foundation says: <http://sleepfoundation.org/sleep-topics/children-and-sleep/page/0%2C3/>

Children aged five to 12 need 10-11 hours of sleep. At the same time, there is an increasing demand on their time from school (e.g., homework), sports and other extracurricular and social activities. In addition, school-aged children become more interested in TV, computers, the media and Internet as well as caffeine products – all of which can lead to difficulty falling asleep, nightmares and disruptions to their sleep. In particular, watching TV close to bedtime has been associated with bedtime resistance, difficulty falling asleep, anxiety around sleep and sleeping fewer hours.

Sleep problems and disorders are prevalent at this age. Poor or inadequate sleep can lead to mood swings, behavioral problems such as **ADHD** and cognitive problems that impact on their ability to learn in school.

Sleep Tips for School-aged Children

- Teach school-aged children about healthy sleep habits.
- Continue to emphasize need for regular and consistent sleep schedule and bedtime routine.
- Make child's bedroom conducive to sleep – dark, cool and quiet
- Keep TV and computers out of the bedroom and have at least 30 minutes between screen time and bedtime.
- Avoid caffeine.

Sickness or Accidents: If children are sick (including too sick to be outside at recess/lunch), we ask parents to please not send them to school as we are unable to provide care and supervision for sick children.

Communicable Disease:

We are committed to providing safe and healthy school environments for all. Practice communicable disease reduction strategies such as stay home when sick, wash hands often, and respiratory etiquette. For more information see the District Practice 10255, Communicable Disease Prevention District Plan.

Occasionally, it is necessary for the school to contact parents or a designated friend or relative because of illness or accident. **Please always make sure the school has current emergency contact information.**

A student will be sent home if they are sick or injured only after consultation with parents and verification that there is a parent or other competent adult at home. It is preferred that parents come to the school to take the child home. A student will be sent to the home of a neighbour or relative only on the instruction of parents. Under no condition i will a student to be sent home to an empty house.

In case of a serious accident, parents will be notified, first aid will be administered and medical aid summoned.

Accident Insurance: Unfortunately, even when appropriate care and supervision have been provided, accidents in which students are injured can occur in the school, in the gymnasium, on school grounds, on field trips, etc. Parents are reminded that the School District does not provide insurance coverage for personal injury or to replace or repair a student's belongings.

Administering Medication to Students:

Staff will administer medication to students only if:

- The medication is required while the student is in attendance
- Written request and authorizations has been provided by both the parent and physician (forms are available from the office)
- Adequate instruction has been received to enable the staff member to administer the medication

Assemblies: Held Friday mornings throughout the year. Parents are invited to attend. School assemblies are held throughout the year to celebrate student learning and to provide students with opportunities to practice leadership skills, performance and audience manners. Look for scheduled dates and times of special occasion assemblies in our monthly newsletter and on our school website calendar.

Bicycles: Students who ride bikes, scooters & skateboards to school are expected to ride on the side of the road and walk across crosswalks. **The use of helmets for all riders is mandatory.** All wheeled transportation vehicles are to be walked inside school gates.

Contact with Children at school: If it is necessary to contact your child at school due to some unforeseen circumstance, please notify the office (250-349-5665) and we will relay a message. If there is a variation in your child's schedule or routine, please send a note to the classroom teacher. Always inform the school if someone other than the parent will pick up your child. We will not release your child without parent confirmation.

Damage to School or Property of Others: Students will be required to pay restitution for any damage or loss to property that belongs to the school, district or other students.

Emergency School Closing: If we are required to evacuate the school during school hours, we will connect with you and/or your child's emergency contact. Please ensure the office always has up to date contact information.

Field Trips:

Field trips are an important part of our programs providing students with a variety of learning experiences; Participation is a privilege, and safe behavior is a must. Expectations regarding safe and appropriate behavior applies to everyone who participates in the trip including – parents, staff, as well as temporary staff & visitors. Exemplary behavior, while acting as ambassadors to the school, is expected at all times. If parents or guardians sign up for a field trip, but are unable to attend, please give the school 24 hours cancellation notice so we can ensure adult:student ratio requirements are met.

Parents who are offering to join us as a supervisor often ask if they can bring preschoolers with them. Parent supervisors must be able to concentrate fully on supervising those students to which they have been assigned. Therefore, parent supervisors are not able to bring their own preschool children or other children with them.

All parent supervisors are required to have an RCMP criminal record check and attend a Child Abuse Reporting Protocol session before supervising students for events where you will need to be the sole supervisor of a group of students. Forms are available in the office. There is no cost to parents.

Fire Drills & Lockdown Procedures: Fire Drills and lockdown procedures are practiced during the school year. This will help to ensure that staff & students can respond to emergency situations in a calm and orderly manner.

Information on Students: As you register your child/children with us, besides giving us educational information, you will be asked if there are any health, custody, or legal concerns of which we should be aware. It is extremely important that we are made aware of any of these issues or changes. Each September, we will send the information sheet home for updating. We will not release information without your permission.

Monthly Newsletter: A school newsletter with important dates and information will be e-mailed home and posted on the school website. If you prefer a paper copy, please let the office know.

Notices and Letters: It is important to read letters or notices from school. These notices may be about meetings, field study trips or school holidays, and may require your signature before being returned to school. Telephone the school if you have any questions about notices.

Moving from Martin Morigeau: Please tell the school before you move, so that your child's record can be prepared for the new school. Please leave us your forwarding address. We will be happy to work closely with you to prepare your child for this transition.

Open Door Policy by Appointment: 1. There is an open door policy at Martin Morigeau School and parents are encouraged to contact the staff with any questions, comments or concerns. 2. If you wish to meet with a teacher or other staff member, please contact the classroom teacher or Holly Pietrosky to arrange an appointment at **250-349-5665** to schedule an appointment. We welcome visitors to our school and grounds, but ask that these individuals inform the office of their arrival on the property by signing in and out on the visitor sheet outside of the office, and letting office staff know you have arrived.

Problem Solving:

1. Differences of opinion will come up from time to time between any individuals.
2. Open communication is the best way of approaching problems.
3. Should something arise that is a concern, rather than letting it build into a bigger problem, first talk to the Teacher, and if you still have questions or concerns, please talk to the Principal.

Parent Advisory Council: Education is a cooperative enterprise and parents are encouraged to play an active role in their child's education. The Martin Morigeau Parent Advisory Council enables parents to meet at regular intervals to discuss school programs, policies and procedures, and to contribute ideas and support projects such as special event days, concerts, and extra-curricular programs. We encourage all parents to attend Parent Advisory group meetings. It's one more way you can be involved in your child's education.

Indigenous Ancestry: In recognition of the Indigenous ancestry of many of our students, an Indigenous Education Support Worker is in the school weekly.

Telephone: The office telephone is available to students for essential calls such as: forgotten books and supplies or illness. . The school's voice mail is always available. Please feel free to call us at 250-349-5665 any time to leave messages for us or for your child. We will pass along messages and respond as soon as possible. **Getting permission to go to a friend's house after school is not considered essential and such arrangements should be made prior to leaving for school in the morning.**