



EMBM

ÉCOLE MONSEIGNEUR BLAISE MORAND

Student Handbook

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MESSAGE FROM YOUR ADMINISTRATION TEAM

Bienvenue à/Welcome to École Monseigneur Blaise Morand! The purpose of this school manual is to outline and describe the programs we offer, as well as to communicate our school mission, guiding principles, values and procedures. We hope that you find this manual informative.

We look forward to working with you as we strive to offer the best possible educational program to our students.

Please do not hesitate to contact the office if you have any questions or concerns.

Peace,

M. Theo Masich (principal)

Mme Deanna Poitras (vice-principal)

1. OUR MOTTO

FOI FRANÇAIS FAMILLE FAITH FRENCH FAMILY

2. OUR MISSION

**“À la découverte de la foi et du français en famille.”
“Discovering faith and French as a family.”**

FAITH

- Students learn about the Catholic faith and demonstrate the Gospel values of forgiveness, peace, respect, patience, justice, humility, and love through prayer and liturgical celebrations, daily living and service to others.
- Staff model the Catholic faith through their leadership in permeating Gospel values throughout the school day and participating actively in the faith life of the school and the larger faith community.
- Parents encourage their children’s faith development by helping them experience, learn, express and act with faith.
- Our parish invites staff, students and parents to be active participants in parish life. The parish priest, in particular, is present in the school not only during liturgical celebration but also in developing relationships with staff and students at other times of the day.

FRENCH

- Students seek opportunities to express themselves fluently in French. Through speaking, listening, reading, writing and exploration of French culture they develop pride in their identity as a French language learner.
- Staff encourage and model the capacity to speak, listen, read and write in French. As lifelong learners, they seek to hone their teaching practice and French language competency thereby fostering their own identity as leaders of the French language community and of the students in their care.
- Families have a long-term vision for their child’s growth as a French language learner in the K-12 French Immersion program. They encourage their children to take risks in learning French by supporting school programming and seeking additional opportunities for their children to explore the French language.

FAMILY

- Students, staff, parents and parish function as a family. This defines not only the quality of relationships but how each member functions within those relationships.
- All belong. Trust, forgiveness, respect, growth and celebration of special moments are all a part of being a family.

Core Principles

- Servant leadership – empowering and serving those we lead
- Innovation – daring to be unique by fostering a French language learner identity through promotion and exploration of the French language and culture
- Collaboration – valuing the strengths, gifts and talents of people
- Accountability – responding with integrity with fiscal resources, academics and faith
- Equity and inclusiveness – seeing dignity and potential in everyone. We are Catholic schools, not schools for Catholics
- Respect – respecting our resources, perspectives, culture, diversity and differences

Gospel Values

- **Respect**

Jesus taught us to respect ourselves and one another.

Romans 14:10

Why do you pass judgment on your brother or sister? Or you, why do you despise your brother or sister? For we will all stand before the judgment seat of God. :”As I live, says the Lord, every knee shall bow to me, and every tongue shall give praise to God.”

Affirmation:

I am respectful. I will treat others and myself as we deserve to be treated. I will show my courtesy and obedience to my elders and learn from their wisdom.

- **Love and charity**

Jesus showed us that loving one another was one of the Hallmarks of leading a Christian Life.

Mark 12:28-31

The first is ... you shall love the Lord your God with all our heart, and with all your soul, and with all your mind and with all your strength. The second is this. You shall love your neighbour as yourself. There is no other commandment greater than these.

Affirmation:

I am a loving person. Today I will show my love with thoughtful actions, kind words and affection. I will treat others as I want to be treated. I love God, and all that God created, including myself.

- **Humility**

Jesus taught us to embrace a spirit of humility.

Matthew 23:11-12

The greatest among you will be your servant. All who exalt themselves will be humbled, and all who humble themselves will be exalted.

Affirmation:

Today I will practice humility by learning from my mistakes. I will not judge others or myself. I value my ability to keep growing.

- **Peace**

Jesus encourages us all to be instruments of peace.

John 20:19-20

When it was evening on that day, the first day of the week, and the doors of the house where the disciples had met were locked for fear of the Jews, Jesus came and stood among them and said, "Peace be with you."

Affirmation: today I will see others with my own eyes and not through the eyes of others. I will use peaceful language and find peaceful solutions to any problems that arise. I will find my inner peace and let it carry me gently through the day.

- **Patience**

Jesus taught us that patience was a virtue.

Ecclesiastics 3:1

For everything there is a season, and a time for every matter under Heaven.

Affirmation:

I am patient. I will be gentle with myself and others when we make mistakes. I will set goals and persevere until my goals are accomplished. I trust in God that all will turn out well.

- **Forgiveness**

Jesus showed us that forgiving one another was one of the hallmarks of leading a Christian Life.

Matthew 18:21-22

Then Peter came and said to him, "Lord, if another member of the church sins against me, how often should I forgive? As many as seven times? Jesus said to him, " not seven times, but I tell you, seventy times seven times."

Affirmation:

Today, I will be forgiving to myself and others.

- **Justice**

Jesus often spoke to his disciples about Justice.

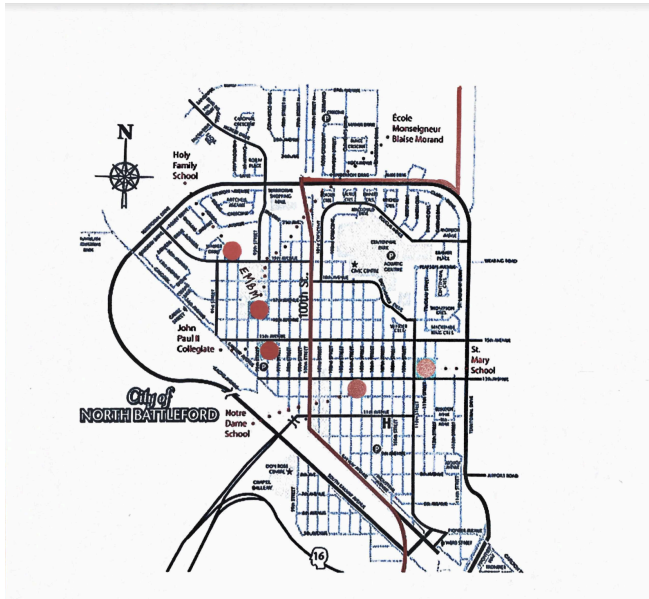
Luke 6

Do not judge, and you will not be judged; do not condemn, and you will not be condemned. Forgive, and you will be forgiven; give and it will be given to you.

Affirmation:

I will act with Justice. I will investigate the truth for myself and for my own opinions. I will not gossip or back bite. I will stand up for the rights of others and myself.

3. SCHOOL BOUNDARIES and Bussing



Families interested in bussing for their children contact the Light of Christ Division Office for more information regarding qualifications (306-445-6158) if they live in the city of North Battleford. Students residing in Battleford and rural areas contact Living Sky School Division (306-937-7702).

4. SCHOOL COMMUNITY COUNCIL

As of fall 2006, Sask. Learning required all schools to have a School Community Council (SCC). Each council is made up of members according to school division policy. The EMBM SCC has five elected members plus the principal and one other staff member. Elected members serve a term of two years on a rotation so that elections will occur yearly with two new members, then the following year three new members. The positions are decided amongst themselves with a chair, vice-chair, secretary, treasurer and a member-at-large.

President:	Brittney Finch
Vice-president and fundraising:	Kayla Metlewsky
Secretary:	Brianne Panchuck
Treasurer:	
Member-at-large:	Deborah Myburgh
Principal:	Theo Masich
Staff representative:	Jodie Westwood

The mandate of the SCC is to develop a shared responsibility for the learning success and well-being of all children and youth and encourage and facilitate parent and community engagement in school planning and improvement processes.

All fundraising proceeds help to pay for bussing, assisting teachers with projects, special equipment needed by the students of the school, playground growth, staff appreciation, year-end activities for the students.

5. SCHOOL DISCIPLINE

The next section of this manual discusses the discipline policy of the school and the procedures that we have established to enable EMBM to provide equal opportunities to all students. This policy is organized according to Christian values rather than a static set of expected behaviours. Jesus showed us through his actions the way to live a good Christian Life. Through his actions we understand his values. As followers of Jesus we strive to develop these values as the cornerstones of our school community.

Jesus called his followers his disciples - those who are taught. The word discipline implies teaching. As such, we believe that discipline should focus on finding solutions to problems and be future-focused. Consequences should be logical and have a direct relation to student opportunities / privileges and student responsibilities. Consequences must be relevant to each child's needs. This implies, as much as possible, student involvement and student engagement in the discipline process. Please note that while consequences will be fair, they may not always be equal. (An example of this principle comes from parenting a sick child. If there are three children and only one is sick it would be inappropriate to medicate all three to maintain equality and fairness.)

We will use a wide variety of techniques in disciplining the students, and while recording an exhaustive list is impossible, some of these techniques may include:

- encouraging reconciliation
- parent contact (will be initiated when a discipline issue is referred to school administration)
- discussion circles
- completion of activities related to finding a solution to a problem
- reflective time
- collaborative problem-solving
- accessing alternative programming
- positive behavior contracts / action planning
- one-on-one discussions
- community service
- loss of privileges
- restitution (making amends)
- In-school suspensions

The Education Act also provides the following options to be used at the discretion of school administration:

1. Out of school suspensions
2. Expulsion

POLICY AND PROGRAMS ON BULLYING/INTIMIDATION AND POWER IMBALANCES IN RELATIONSHIP

Our goal is to ensure that EMBM is a safe place for all students. Current research in the area of intimidation points to education as being a vital part of reducing such incidents. All grades receive instruction in building healthy relationships. In addition to this, we take advantage of numerous presentations dealing with the topic of intimidation. Our emphasis is on addressing the behaviour which can be changed. Be assured that incidents of intimidation that come to our attention will be dealt with within the context of our discipline policy. Please bring

these concerns to our attention. We have a no indifference policy where bullying/intimidation are concerned and work diligently with all involved to resolve the issue.

6. GENERAL STUDENT RESPONSIBILITIES

1. Learn, practice and reflect the values of our school community.
2. Do your part in building the French immersion environment of the school by speaking French at all times.
3. Be on time
 - a. Students who are on time have time to be mentally prepared for the classroom activities
 - b. Students are able to participate in important classroom orientation activities such as morning prayer, discussions and announcements for the day.
 - c. It is disruptive to the classroom community when students are habitually late.
4. Have all your materials ready
 - a. All books and necessary materials must be out of your school bag and locker and in your classroom by 9 a.m.
5. Attend school regularly
 - a. enhances success
 - b. maintains progress
 - c. develops relationship by being part of the school community
 - d. If your child is absent, please send a message via Edsby or phone the school explaining the reason for the absence. Absences that are not explained will be marked as UNEXCUSED.
6. Make homework a priority
Homework...
 - Is an essential part of learning
 - is a stepping stone for future learning
 - develop organizational and responsibilities skills
 - develops good work habits
 - reinforces and review skills taught in class
 - gives parents an active role in creating a partnership between home and school learning

Homework policy

We believe that homework helps students...

- reinforce and extend academics
- develop effective study habits
- establish routines and responsibilities for lifelong learning

Teachers at EMBM will...

- Consider age and student ability when assigning home
- assign work that is relevant to curriculum objectives
- be sensitive to other responsibilities that students have outside the school

At École Monseigneur Blaise Morand parents can expect that their children will have 10 minutes of homework per night per grade level. Therefore a Grade 1 student could expect as much as 10 minutes of homework per night whereas a Grade 6 student could expect as much as 60 minutes. If your child seems to be consistently spending more time on homework than what is outlined above, we encourage you to contact your child's teacher.

7. Participate appropriately in assemblies and liturgical celebrations.

7. ALL THINGS ACADEMIC AND FAITH

École Monseigneur Blaise Morand is a French immersion school which offers a challenging academic program. Classes in Kindergarten, Grade 1 and Grade 2 are conducted in French only. In Grade 3, English language arts is introduced. All other classes continue to be taught in French through Grade 7. The courses taught in our school follow the curricula prescribed by Saskatchewan Learning. There may be different projects or activities and classes to enhance the prescribed curriculum.

EMBM provides students with an opportunity to learn French in an intensive single track immersion environment. Because the Battlefords is a largely English-speaking community, most students do not get the opportunity to practice their French outside of school hours. It is imperative that students take full advantage of the immersion environment of EMBM by speaking French at every opportunity. Teachers run programs in their classrooms to encourage students to speak French. Language Arts evaluation is based partly on oral French skills and, indeed, success in all areas of the school program is largely determined by oral French ability and effort. We recognize the challenge of learning a second language and will make all necessary efforts to enhance the French environment of the school. If, however, a student chooses not to take advantage of the French immersion opportunities, parents will be contacted and an appropriate course of action will be determined.

In addition to school resources, we are very fortunate to have the Centre culturel which coordinates French activities in the Battlefords and the Support of the Commission culturelle francosaskoise in Regina, which coordinates French presentations for our students.

A. French as a Second Language Week

Rather than planning activities for Education Week in October, we highlight French as a Second Language Week in early February. During this week we have various activities to promote our pride in being bilingual.

B. Band Program

All students in Grade 4 are provided instruction in Band as part of their regular program. Instruments are provided by the school. In Grades 5, 6 and 7, Band is optional. Students participating in Band in Grades 5, 6 and 7 rent their own instrument.

C. Physical Education

All students at EMBM receive 120 minutes of Physical Education time per week. Because of COVID guidelines, our Phys.Ed. classes are conducted outdoors, weather permitting.

D. Student support services/English and French as additional languages

If a student is experiencing learning difficulties in either or both languages or if she or he requires enrichment, small group or individual instruction may be provided. If your child is to begin a program with a student support or EAL (Education as an additional language) teacher, you will be notified. In addition to our Student Support Teachers/EAL, we may call on the services of our educational psychologist and or our speech and language pathologist. Referrals for these services are always made in consultation with the parents. In addition to our academic program, we also offer support to help develop social and behavioral skills.

E. Catholic Family Service Counseling

We are able to arrange counseling services at the school through Catholic Family Services. If you think your child would benefit from counseling, please be in contact with your child's teacher. Parent permission forms are available through the school.

F. RELIGION PROGRAM AND SCHOOL LITURGICAL LIFE

Central to our identity at EMBM is our belief that we are all on an ultimate journey to the Kingdom. Through evangelization and Christian community living students are mentored in this journey. Our Catholicity permeates every aspect of school life. Some specific programming includes:

1. Religion Programs - students receive 120 Minutes of religious instruction per week. This curriculum is compulsory for all students attending EMBM. Part of the religion curriculum is the Fully Alive program, a Family Life program, as well as HIV/AIDS education.
2. Sacramental Preparation - In Grade 2, students are prepared for the celebration of Reconciliation, First Communion and Confirmation.
3. Liturgical Life - the documents of Vatican II made the statement that the Liturgy is the source and Summit of Christian Living. Throughout the year students prepare and participate in a number of liturgical celebrations and prayer experiences. These include liturgies of the word during Advent and Lent, Marion celebrations and monthly masses at St. Joseph Calasanctius Parish.
4. Social Justice projects - throughout the year different classes participate in various social justice projects. This has included raising funds for Catholic Family Services, adopting families at Christmas time, helping the Empty Stocking Fund with food distribution and supporting local organization through Lenten projects

Parish connections

We have students from all of the Catholic parishes in the Battlefords. We encourage you and your children to become actively involved in your Parish Community. For those families who have not yet found a parish, there are many from which to choose.

Churches

Notre Dame Church	306-445-3836
St. André Church	306-445-5351
St. Joseph Church	306-446-1695
St. Vital Church	306-937-7340
Ukranian Catholic Church	306-445-2731

We work in conjunction with the parishes for sacramental preparation and welcome parish staff to visit the school on a regular basis. We are blessed to be part of the Saint Joseph Calasanctius Church Community and to have Father Phinh join us at the school for masses and other celebrations.

Note of Special Welcome to Our Non-Catholic Students

We welcome all students who parents want them to learn and grow in our Catholic French Immersion community! Ecumenism, as the Catholic Church understands it, is built on mutual respect and knowledge of different faiths - Christian and non-Christian. We perceive the diversity in our community as an opportunity to build understanding. All members of the EMBM student body participate in religion classes, sacramental preparation (but not the actual sacrament), morning prayer, liturgies and special projects.

8. STUDENT-LED CONFERENCES AND REPORTING ACADEMIC PROGRESS

Student-led conferences are held 2 times per year in November and March. The goal of these conferences is to share student learning and successes and to set goals for future learning. Student progress is also available to parents through Edsby. You may check on your child's learning progress at any time through this portal. Please do not hesitate to be in contact with your child's teacher with any questions you have regarding your child's school experience.

9. EXTRA-CURRICULAR AND INTRAMURALS

Staff offer various extracurricular clubs including intramurals at different times during the school year. In addition to our LOCCS inter-school sports teams for Grade 7 students, Grade 6 students are often invited to be part of these teams depending on the number of participating Grade 7's. Intramurals are offered to Grades 4 and 5 during the winter months. Our Puzzle Club, Drama Club and Gardening Club are other activities that are popular with students.

10. SUBSTITUTE TEACHERS

In the instance that our homeroom teacher is absent, we are very fortunate to have a number of highly qualified teachers upon whom we can call. The school expects that substitute teachers will be accorded the same degree of respect due to any other school personnel. Students showing disrespect to substitute teachers will be addressed.

11. CUSTODY ARRANGEMENTS

Should there be any special circumstances in respect to child custody, parents/guardians are to advise the school in writing and provide legal documentation of the arrangement (ie. a custody or parenting order).

12. STUDENT POSSESSIONS

Please ensure that your child supplies and other belongings are clearly labeled. There are lost and found stations located on each floor of the school. Students that bring valuable items to school must have permission and do so at their own risk. The school will not be responsible for any of those items being lost or damaged.

13. STUDENT FEES

Student fees are assessed at the beginning of each school year for materials, workbooks and activities such as swimming and curling that are not paid for by the school board. Please pay fees promptly through the online portal or send a cheque to the school. If for some reason you need to arrange a payment schedule, we encourage you to contact the school.

14. MEDICATION POLICY

The staff of EMBM will not administer medication of any kind unless the proper form has been completed by parent/guardian and a doctor. This form can be obtained from the school office. Please note that consent given by note or phone is not valid and will not be accepted.

15. PROCEDURE FOR ADDRESSING CONCERNS

When parents have concerns they would like to address at the school level we ask that the following communication protocol be followed:

1. Speak to the involved teacher first. Usually concerns will be satisfactorily resolved at this level
2. In the rare instance that you feel the matter remains unresolved, please discuss it with the school administration. You will be asked if you have first spoken to the involved teacher; if you will be redirected back to the classroom teacher. Parents are also asked to discuss any school administrative concerns directly with school administration.
3. If the concern still has not been addressed to your satisfaction, you are invited to refer your concern to the Director of Education.

At EMBM, we view parent concerns as positive. Addressing parent concerns in an open professional manner will allow our school to better meet the needs of the entire school community. Although the school will document any such concerns, you may wish to consider keeping a written account of your own.

16. ALLERGY AWARENESS

Please note the following alerts regarding allergies at EMBM. Please understand that these substances are restricted for safety reasons. It is truly a matter of life and death.

1. NUTS- Nuts of any kind (peanuts and tree nuts) are not allowed in the school. All lunches and snacks are to be nut free and not include nuts on the list of ingredients.

2. PETS - Pets are not allowed in the school.

3. EXTRA SCENTS- We share the air—please no additional scents such as perfume, cologne or scented lotions on school premises. Basic personal care products are fine.

4. AIRBORNE LATEX- Balloons are not allowed in the school.

In addition to the above alerts, there may be other classroom considerations of which your child's classroom teacher will make you aware. If your child has severe allergies or other health considerations that require that school personnel administer medication, it is of critical importance that we have medical documentation provided to us as well as the appropriate medication

17. GENERAL SCHOOL PROCEDURES

A. ATTENDANCE

It is an expectation that all students attend school everyday. Regular school attendance matters! If your child will be absent from school, please enter attendance information into Edsby or phone the school to let us know. If we have not heard from you by 9:30 a.m., we will be contacting you.

B. COLD WEATHER POLICY

Students will go outside for regular recess as much as possible. Please note the following temperature thresholds:

1. Indoor recess may be declared when the temperature is colder than -25C (not factoring in the windchill).
2. Indoor recess will be declared when the temperature is -28C or colder (factoring in the windchill).
3. If offered, students enrolled for Polar Bear Recess will have the option to continue to play outdoors on Polar Recess days (will occur up to (temperatures -35C and above, factoring in the windchill).

C. EMBM STUDENT ATTIRE POLICY

The following policy has been developed in cooperation with the EMBM School Community Council to reflect both the values of our Catholic faith regarding appropriate school attire as well as the dignity and safety of our students. EMBM is a place of learning and a working environment; this is the context and intent of the following policy:.

- Students are expected to be well-groomed, clean and dressed to show good taste and judgment.
- Tops must be made of opaque material (not sheer) and must reach the waistband of bottoms. A good test is to reach the arms above the head. If the top does not reach the waistband of the bottoms, the top is not appropriate school attire. Sleeveless tops are allowed. Spaghetti and strapless tops are not appropriate.
- Bottoms made of opaque material that reach mid-thigh are permitted. A good home test is to ensure that the hem of bottoms reaches fingertips when the arms are held straight against the body.

- Clothing or tattoos with vulgar or inappropriate sayings or graphics are not permitted.
- Caps, hats, toques, hoods and sunglasses are not permitted in class unless it is a designated school spirit day.
- Students are required to have outdoor and clean indoor footwear throughout the school year. For safety reasons, students are required to wear sturdy shoes that protect the foot at all times indoors and out. Additionally, all indoor footwear must have non-marking soles in consideration of our caretaker's efforts to keep our floors looking their best. For health and safety reasons, students are not permitted to go barefoot in the school.
- For safety reasons, students may be asked to remove jewelry during Phys. Ed. classes to prevent injury.
- Students who do not adhere to the dress code will phone parents for appropriate attire. Students may be provided with school attire while waiting for a parent to arrive.

All administrative decisions regarding student attire are final. Thank you for your cooperation in supporting the above policy.

D. CELL PHONE/ELECTRONIC DEVICES POLICY

As per LOCCS policy, students who bring devices to school are to keep them in their backpacks during the day and turned to silent mode.

If students use these devices on school premises during school hours (including before school, recesses, noon hour, and bus time) without staff permission, the devices will be confiscated for a period of 1 week. At the end of the one-week period, the device will be returned to the student. Parents may, however, come to the school to pick up the device during the one-week confiscation period.

E. SCHOOL DAY AND SCHEDULE

8:55 a.m.	First bell rings
9:00 a.m.	Classes begin
10:30 a.m.	Recess
11:55 p.m.	Lunch
12:20 p.m.	Recess
12:45 p.m.	Classes resume
2:15 p.m.	Recess
3:30 p.m.	Dismissal

BEFORE 8:55 A.M.

Students should arrive at school no earlier than 8:30 a.m. as supervision only begins at 8:30 a.m. Please, for the safety of all children and in consideration for arriving staff, do not use the staff parking lot or bus zone to drop off or pick up your children. Please use parent drop-off lane on 16th Avenue or the parking lot near the tarmac (17th Ave).

Students remain outside until the bell rings unless otherwise notified.

When the bell rings, students will line up and be directed to enter the building through their designated entrance by their classroom teacher.

LUNCH HOUR

Since eating lunch at school is a privilege, students who stay for lunch are required to behave responsibly. This means staying seated, speaking in French, eating their food and cooperating with the designated supervisors

We encourage students to eat nutritious lunches at school, as what they eat affects their bodies ability to function in a learning environment. Please keep candy, pop and chips as a special treat only. As good stewards of the earth, we encourage minimizing disposable packaging and lunch. For safety reasons please do not use glass containers in lunches. Gum and sunflower seeds are not permitted at school in consideration of cleaning staff.

Going out for lunch

Students who regularly eat their lunch at the school and who plan to go out for lunch must have parent permission (either written or phoned in prior to leaving the school at lunchtime) and must be accompanied by a *parent or guardian*.

AFTER SCHOOL

The dismissal bell rings at 3:30 p.m.

1. Students taking the bus will line up in their bus lines on the front playground.
2. Students that walk or bike home must leave the school grounds immediately. After school supervision is provided for the time it takes to load all the buses only. There is no playground supervision after school, and students are not allowed to play on the playground unless accompanied by a parent. This ensures that students taking the bus do not miss their bus when it is called.
3. If you are picking up your child/ren, please have them wait for you by the parking at the north end of the playground or up at the parent drop off/pick up lane. For your child's safety, do not let your children cross 96th Street unaccompanied when the buses are lined up. If someone other than you is picking up your child/ren especially Kindergarten and Grade 1 students, please communicate the arrangement to the school.
4. Those students taking the bus should proceed in a calm manner, no pushing or shoving. Approach the bus only when it has come to a complete stop, and the bus has been called by the supervising staff. Students must obey the bus driver at all times to maintain school bus transportation. If there are problems parents will be contacted.
5. In the wintertime, students must return home before using the skating rink on the school grounds if not accompanied by another responsible adult.

F. STUDENTS LEAVING THE SCHOOL DAY DURING SCHOOL HOURS AND AUTHORIZING NON-PARENTS TO PICK UP YOUR CHILD

Any student leaving the school for appointments during the school day is required to let the office secretary know before leaving and upon their return.

Parents may contact the school when they arrive to pick up their child and the school secretary will call the student from the classroom.

Students will not wait outside or in school entries to be picked up.

Parents must contact the school to authorize other individuals to pick up their children from school.

G. SECURITY/LOCKDOWN/ HOLD AND SECURE FIRE / DANGEROUS WEATHER DRILLS

For student safety we conduct regular emergency procedure drills.

Under no circumstances should students bring knives or other dangerous items to school. We take threat utterance very seriously. In such cases, we will follow our procedures as outlined in the VTRA (Violence Threat Risk Assessment) Protocol to ensure that everyone is safe.

H. ASSEMBLIES

Assemblies are held monthly to build school spirit and a sense of community. During our assemblies we pray, sing, enjoy various presentations and celebrate monthly birthdays.

I. ROOMS THAT ARE OFF-LIMITS

With the exception of their own classroom and the hallways, students are not permitted to be in any other rooms without staff permission.

J. EXPECTATIONS IN THE GYMNASIUM

Sportsmanship

Students are expected to practice good sportsmanship and to be friendly, safe and respectful, at all times. This ensures enjoyment of competition and ambassadorship for the school.

Gym Attire

1. Students must wear non-marking running shoes that are kept for indoor use only. Sandals and other outdoor shoes are not acceptable. Students that do not have appropriate gym wear will not be allowed to participate in activities for safety reasons. Parents will be informed.
2. Jewelry must be removed during gym activities

3. If a student is unable to participate in phys-ed, parents must send a note explaining the reason and the time period for which the student is unable to participate.

Gym Equipment

1. Students are not allowed in the gym storage room without teacher permission.
2. All equipment must be handled in a respectful manner.
3. If a student willfully damages, breaks or loses gym equipment, he/she will be asked to pay for damages or replacement.
4. If a student does not behave responsibly in the gym, he/she may lose gym privileges.

K. LIBRARY

We are pleased to offer the students an excellent variety of French and English books, Internet research stations and other activities in our school library. Students are encouraged to use the library for research and reading enjoyment. Students are expected to return their books in good condition and on time (two week loan period). Lost or badly damaged items will be replaced at the borrowers expense.

L. BAND ROOM

Students are permitted in the music room with staff supervision only. Students are expected to treat all music equipment with care. Any instrument that is willfully damaged will be replaced at the student's cost.

M. STAFF ROOM

The staffroom is for school personnel only. Students needing to speak with a teacher should knock at the door and wait for someone to come to the door. Students will be polite and will speak in French.

N. WORK ROOM

The staff workroom is for school personnel only. Students are not allowed in this area.

O. USE OF SCHOOL EQUIPMENT

When using school equipment student must:

1. Obtain permission from a teacher.
2. Always return the equipment to its proper place and in good condition

Photocopiers

Students are not permitted to use the photocopiers.

School Phones

- With permission and supervision of a teacher, school telephones may be used in classrooms by the students.
- No student is to answer the telephone unless directed by a teacher.
- If a student has phoned home and receives no answer, that student should ask a teacher to notify the secretary so she is aware of who called and why the call went home. This will enable her to redirect the call when parents return calls to the school.
- We ask that after school visiting arrangements be made prior to the school day. Students will not be permitted to use the school phones to make such arrangements.

Text books

Students are assigned textbooks throughout the year. Textbooks that are damaged or lost will be billed directly to students.

Lockers

Student lockers are assigned but remain the property of the school. Lockers are to serve as storage for books, lunch and coats. Lockers will be kept neat and clean. Posters, mirrors and photographs are not permitted. Students will not lock their lockers.

P. BICYCLES/ROLLERBLADES AND SKATEBOARDS

The school provides bicycle stands for safe storage of bicycles during school hours. Students are responsible for securing their bicycles with a good bicycle lock. Bicycles and bike racks are out of bounds during school hours.

Students may use bicycles, rollerblades and skateboards to get home from school but neither piece of equipment is to be used on school grounds during school hours. Heelys are not allowed. We encourage all students to wear helmets and to observe all safety regulations.

Q. HALLWAYS AND STAIRWELLS

For the safety of all community members it is important that students walk in the hallways and stairwells. If students are moving through these areas during class time, they should remain quiet to respect the other students who are working in the classrooms. Hallways and stairways must be clear at all times (no clothing or other items on the floor).

R. SCHOOL BUS EXPECTATIONS

Many students who attend EMBM take the bus. This is a privilege. Students will maintain the privilege by practicing the same values on the school bus that are expected in the school. Students must follow the rules as outlined by the school board and the bus company. Problems encountered on the school bus will be referred to school administration for resolution.

S. TOYS AND CARDS FROM HOME

Students are not to bring any personal belongings including toys and cards from home.

