

## Administrator's Message



Welcome to Mauricie English Elementary School; a conscientious learning community where students can learn, build relationships and create lasting memories.

Mauricie English Elementary School offers a primary English education in accordance with the guidelines of the Quebec Ministry of Education. The school serves approximately 420 students from the city of Trois-Rivières and surrounding municipalities.

I'd like to take this opportunity to wish all students a wonderful school year and to share one of my favorite clichés with you; *“Whether you think you can, or you think you can't – you're right”*

*(- by Henry Ford)*

**Ms. MacDougall, Principal ☺**

## School Schedule

<b><i>Kindergarten 4, K-5 Cycle 1 (Gr. 1 &amp; 2)</i></b>	<b><i>Cycle 2 &amp; 3 (Grades 3-6)</i></b>
8:30-8:35 Welcoming 8:35-9:25 Period 1 9:25-10:15 Period 2 <b><i>10:15-10:40 Recess</i></b> 10:40-11:30 Period 3  <b><i>11:30-12:30 Lunch</i></b>  12:30-12:35 Entrance 12:35-1:25 Period 4 1:25-2:15 Period 5 <b><i>2:15-2:40 Recess</i></b> 2:40-3:30 Period 6  <b><i>* Note that Kindergarten 4 &amp; K5 day ends at 2:30 p.m.</i></b>	8:30-8:35 Welcoming 8:35-9:25 Period 1 9:25-10:15 Period 2 <b><i>10:15-10:40 Recess</i></b> 10:40-11:30 Period 3 11:30-12:30 Period 4  <b><i>12:30-1:30 Lunch</i></b>  1:30-1:35 Entrance 1:35-2:15 Period 5 <b><i>2:15-2:40 Recess</i></b> 2:40-3:30 Period 6

## Community Agreement



Staff, parents and community members of MEES work collaboratively to support students in achieving their personal best. At Mauricie English Elementary School, we are committed to building a safe, supportive, and nurturing community, where everyone will grow to reach their full potential. The foundation for our community agreement is based on 3 types of respect *whether inside the school, on the playground or on the school bus*:

- ***Respect for Ourselves***
- ***Respect for Others***
- ***Respect for the Environment***

### ***Respect for Ourselves means:***

- I am on time for school and class;
- I have the appropriate tools and materials for learning;
- I complete assignments on time to the best of my ability or bring questions to the teacher for help in completing the assignment on time;
- I come to school in appropriate attire;
- I use appropriate verbal and body language;
- I safeguard my personal belongings.

### ***Respect for Others includes:***

- I treat others fairly and courteously;
- I support a safe and ***violence-free*** school, which includes **refraining from all forms of play fighting**;
- I respond appropriately to the authority of ALL teachers and staff;
- I safeguard others' belongings;
- I encourage others to do their best;
- I listen and give my utmost attention to the class leader (student, teacher or other staff member/guest);
- I participate positively in class;
- I allow others to express their ideas and opinions freely without fear of judgment and or ridicule;
- I use social media, internet and related technologies, safely and refrain from all forms of cyber bullying.

### ***Respect for Property and the Environment:***

- I use the following items with care and only for their intended use: lockers, desks, textbooks, computers, gym equipment, playground equipment, classrooms and washroom facilities;
- While in the **cafeteria**, I stay in my seat, eat quietly, **put all garbage in the trash cans** and take home left over food that is in my lunchbox;
- I recycle when possible;
- I walk quietly through the school.

### ***Homework Policy***

MEES a “homework free school”. This means students won’t be sent home with nightly assignments to complete and return. Please note that home reading, reviewing and studying are not considered as homework by our school team and are expected. Also to note; when a child falls behind in class due to learning challenges, absences or mismanaged time the teacher may “OFFER” for students to complete assignments and work at home. Any questions should be directed to the teacher.

### ***Corrective Interventions***

Everyone makes mistakes, that’s why we believe in 100% intervention, not zero tolerance!!!

In the event that a student is failing to act respectfully as outlined above, an intervention will be made with the intent of bringing the child to understand and correct the behavior. There are three possible interventions:

#### **In-Class, Teacher Intervention**

An in-class intervention will be at the discretion of each teacher, depending on the severity of the action. Teacher interventions most typically include a private discussion during the student’s time; a verbal or written reflection during the student’s time; and possibly negotiated reparative gestures. A teacher may also use other interventions of which the parents will be notified at the beginning of the year. Should the behavior persist or be of a more serious nature, the case will be referred to the administration.

#### **Supervisor/Daycare Educator Intervention**

At MEES we have a number of supervisors working early in the morning before classes, as well as daycare educators at lunch hour and after school. Should a child behave in a manner contrary to what is outlined in the code of respect, supervisors and educators will try to correct this behavior during their working hours. Depending on the severity or frequency of the negative behavior, the student may be given a reminder, an on the spot intervention, or in some cases a note to parents. Should the behavior persist or be of a more serious nature, the case will be referred to the administration and or teacher.

#### **Administrative Intervention**

The final step of our intervention process occurs when a student is referred to the administration. Once again, the goal of all interventions is to bring the child to understand his/her lack of respect for the MEES learning community. In minor situations parents will be contacted either in writing or by telephone. There are certain behaviors that will result in immediate suspension from the school community. These include violence, possession of drugs/alcohol or other contraband substances, willful and deliberate opposition to the authority and or refusal to change disrespectful behaviors. The administrative intervention will be at the discretion of the Principal and will result in either an in-school suspension, or an out-of-school suspension. The duration will be one to five days. For extreme violence or drug and/or alcohol abuse, more serious action will be taken.

In all, the MEES staff and community are determined to ensure a safe, friendly and caring learning environment for all school community members. Please be assured of our resolve and determination to make this happen. We wish every school community member a successful and happy year!

**\*\* This policy is subject to review by the school discipline committee as needed.**

**Attendance:**

Student success is directly tied to attendance. In the event of an **absence**, parents are requested to call the school before 9:00 a.m. the day of the child's absence. Messages can be left at any time before 8:00 a.m. on the school answering machine. If this is not possible, a note should be brought to the secretary or teacher from a parent or guardian stating the date(s) and reason(s) for the absence. You may notify a teacher via class dojo, but the office holds the responsibility for attendance.

In the event of **tardiness**, students must report to the office for a late slip. Repeated tardiness is considered a disruptive behavior and will be treated as a discipline problem.

Students must remain on school property during school hours. If a legal guardian would like to take a child before the end of the school day, for lunch or other reasons, he/she must come inside and officially **sign the student out**. If an adult comes to pick up a child other than his/her own child, **written consent is mandatory**. Under no circumstances can anyone other than the legal guardian pick up a child without the above mentioned written consent.

**Changes to End of Day Bus, Daycare or Pick-up Procedure:** Students should arrive at school knowing where they are going at the end of the day. In the case of an EXCEPTIONAL last-minute change, parents are asked to call the secretary office before 11:30 a.m..

**Extended Absence**

Parents should notify the school in writing if an extended absence is anticipated.

**Regarding Vacation:** Students are expected to follow the regular school calendar. Teachers are not expected to plan programs for students on **extended trips**. Under parental supervision, students are expected to catch up on work missed after the trip. Note, some evaluations will not be possible to administer, and this may have a negative impact on the students' ability to demonstrate learning/competence. See Standards & Procedures on MEES website.;

<https://www.cqsb.qc.ca/en/web/mauricie-english-elementary-school>

**Regarding Health:** For extended periods of absence related to **health reasons**, home schooling may be possible. Please contact the school principal.

**Bus Transportation:**

A student is allowed bus transportation only when he/she is provided with a bus pass or written authorization from the Transport Department of La Commission Scolaire Chemin-du-Roy. Parents are prohibited from requesting that the bus driver transport a student to or from an address other than the student's home address.

**Personal Items**

Toys are to be kept at home. The playground committee, with the support of the school foundation, will provide play equipment. The only exception is hockey and lacrosse sticks which must be transported by a parent. If a student chooses to bring personal belongings for the bus ride such as electronic devices including cell phones, **the item must remain in the student's school bag. We do not recommend students bring such items. The school is not responsible for loss or damage of personal items.**

**Lockers and Locks:**

Lockers are assigned to students in grades 3-6 and in some cases students may have to share lockers. It is strongly recommended that students use a lock and students are reminded that lockers are NOT the place to store valuables of any kind.

**Food/Nutrition:**

It is recommended that children eat nutritious snacks and lunches. All food and beverages must be consumed in designated areas only. Please be advised that certain foods contain ingredients that cause severe allergic reactions to some, therefore, students are asked not to share food.



**Due to the potential danger for students who are allergic to peanuts and nuts, we ask for your complete cooperation in ensuring that all food items sent to school are peanut and nut free.**

**Medication Regulations:** The school is not permitted to administer any "over the counter" medication or prescription medicine without the pharmacy label with the child's name, administration instructions and written permission of the parent/guardian. In the case where the student has prescription medicine that must be administered, the parent is to complete the authorization form and transfer it with the medication to the Daycare for storage and administration

**Parking:** For the safety of all students the parking lot in the back of the school is closed to all vehicles. During school hours, the parking lot on the corner of Nicolas Perrot and St. Maurice may be used or neighboring streets. Please make sure the bus lane and the handicapped parking areas are kept free of all traffic.

**School Closure**

If Commission Scolaire Chemin-du-Roy closes schools in the surrounding area, MEES will also be closed. This announcement will be broadcast by the local radio station, and social media typically beginning at 6:00 a.m. In the case that school has to close during the day, telephone calls will be made from the school to the phone numbers you have provided. Please be sure we are updated of any changes.

We believe that in order to achieve this atmosphere of respect, it requires the cooperation of all community members. This is a community agreement that all members of MEES must live by. I have read and agree to live by this Community Agreement.

*(Please sign below to indicate that you have read, understood and agree to live by this Community Agreement).*

\_\_\_\_\_ Principal

\_\_\_\_\_ Student

\_\_\_\_\_ Parent



*Working Toward Success For All*

