



Lycée  
Louis Pasteur

# School Handbook 2018-2019

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# SCHOOL HANDBOOK 2018-2019

This handbook defines and describes school operations as well as rules and disciplinary measures. Parents should read and discuss this handbook with their children prior to the start of the school year.

Once you have read this handbook please date and sign the Student Handbook Signatures page (page 3) The form can be given to your child's teacher or to reception and must be submitted by September 17, 2018.

### ***Student Handbook Signatures***

When you and your child(ren) have read and/or discussed this handbook, please date and sign in the space below to indicate that you understand and agree to adhere to Lycée Louis Pasteur's policies and procedures.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent / Guardian Name  
(please print)

\_\_\_\_\_  
Parent /Guardian Signature

\_\_\_\_\_  
Parent / Guardian Name  
(please print)

\_\_\_\_\_  
Parent /Guardian Signature

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Student Signature

Please note that students in Maternelle and Grade 1 students are not expected to sign this document. However, please fill in their names.

**Please submit this form to your child's teacher or to reception by September 17, 2018.**

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# **Chapter 1 – Introducing Lycée Louis Pasteur**

## **History**

Lycée Louis Pasteur was opened in Calgary in 1966 to ensure that the children of expatriate French nationals could pursue their education while in Canada.

It was originally reserved exclusively for their children. Subsequently, as the school's reputation for quality schooling grew, it was decided to open the school to children of all nationalities.

In 1982, Lycée Louis Pasteur was incorporated under the Societies Act in Alberta. It had already received accreditation from the French government and is recognized by Alberta Education as a "Category Two Private School."

In the decades following its inception in 1966, Lycée Louis Pasteur operated out of various rental facilities in southwest Calgary. In 2000, the Lycée purchased the property where it is currently located from Canada Lands, and renovated what was previously a church and community building into two school buildings. An addition in 2010 included a full-size gymnasium, a performing arts stage area and classrooms.

## **Our vision**

Education for Participation in the Global Community.

## **Our Mission**

To provide challenging and stimulating bilingual education within a multicultural and multidisciplinary environment.

## **Our Values**

At Lycée Louis Pasteur, we believe in:

- The integration of the curricula and learning philosophies of Alberta and France
- Culturally diverse student and educator school population
- Sustainable academic excellence
- Student achievement fostered through independent and supportive learning
- Curriculum embedded art, music & physical education
- Community awareness and responsibility

## **Chapter 2 - Lycée Governance and Parent Groups**

### **Board of Directors**

The school is operated by Lycée Louis Pasteur Society, a non-profit organization, the members of which are the parents or guardians of students enrolled at the Lycée. The Society is governed by an elected board of directors. There is a maximum of twelve elected directors and an ex-officio position, the Head of School. Board elections are held annually for the vacant positions (Board member terms are two years with half of the board member terms expiring each year). All members of the Society, who are in good standing, may run for election to the board and are eligible to cast a vote in the election held at the Annual General Meeting of the Society.

This year's Board of Directors includes:

MINCHER, Phillip	President, Chair
LAFAY, Benoît	Vice President
LEFEBVRE, David	Secretary
CARNAHAN, Heather	Past President
POUND, Jennifer	Treasurer
CANADAS, Frédéric	Head of School (ex-officio)
AGUIRRE, Claudia	Director
COLEMAN, Heather	Director
HOULT, Ryan	Director
KASSAN, Anusha	Director
PLOMBIN, Charlotte	Director

Nominations for election to the Board are solicited a few weeks prior to the Annual General Meeting. If you are interested in standing for election or wish to assist with one of the many Board sub-committees, please contact email [board@lycee.ca](mailto:board@lycee.ca).

### **School Council**

School Council is presided over by the Head of School and meets a minimum of three times during the school year to discuss pedagogy and everyday school issues. The council is comprised of members from all stakeholder groups – some of whom are elected by their peers. The election takes place each October. The composition of the Council is as follows:

#### Voting members:

- Head of School, Director of Finance and Operations, and Vice Principal
- Two primary (maternelle and elementary) school personnel and two alternates, elected by their peers
- One secondary (collège and lycée) school faculty member and one alternate, elected by their peers
- One administrative, technical or maintenance staff member and one alternate, elected by their peers

- Three parents and three alternates, elected by their peers
- One student and one alternate, elected by their peers

Non-voting members:

- The French Consul
- One delegate from the French Education Ministry
- Two representatives from the Board of Directors
- Two members of the local community

## **Parent Representative Group**

The Parent Representative Group is a body of volunteer parents (one or two from each class) who act as volunteer coordinators for their child's class. The group's main goals are to assist with classroom activities, social events and community building.



# Chapter 3 – Staff List, Contact Information and Communication Protocols

## General Contact Information

**Address:** 4099 Garrison Boulevard S.W. Calgary, Alberta, T2T 6G2

**Phone:** (403) 243-5420

**Fax:** (403) 287-2245

**Website:** [www.lycee.ca](http://www.lycee.ca)

### Office Hours:

School year: 7:30 a.m. - 6:00 p.m. Monday to Friday

School holidays: 9:00 a.m. – 4:00 p.m. Monday to Thursday, closed Friday

Statutory holidays, Christmas break and summer closure: Closed

WHO TO CALL	EMAIL	PHONE EXT.
General Inquiries	<a href="mailto:bureau@lycee.ca">bureau@lycee.ca</a>	100
Admissions	<a href="mailto:admissions@lycee.ca">admissions@lycee.ca</a>	123
Absences	<a href="mailto:absences@lycee.ca">absences@lycee.ca</a>	100
Communications	<a href="mailto:communications@lycee.ca">communications@lycee.ca</a>	114 or 118
Maternelle Questions and Concerns	<a href="mailto:Frederic.canadas@lycee.ca">Frederic.canadas@lycee.ca</a>	113
Elementary Questions and Concerns	French – Grade 1 & 2 <a href="mailto:Frederic.canadas@lycee.ca">Frederic.canadas@lycee.ca</a> Grade 3 to 5 <a href="mailto:francois.heller@lycee.ca">francois.heller@lycee.ca</a> English – <a href="mailto:Joya.brooks@lycee.ca">Joya.brooks@lycee.ca</a>	French – 113 English – 111
Collège Questions and Concerns	French – <a href="mailto:Francois.heller@lycee.ca">Francois.heller@lycee.ca</a> English – <a href="mailto:Joya.brooks@lycee.ca">Joya.brooks@lycee.ca</a>	French – 113 English – 111
Before and After School Program Questions	<a href="mailto:studentservices@lycee.ca">studentservices@lycee.ca</a>	130
Facility Rentals	<a href="mailto:Jonathan.bateman@lycee.ca">Jonathan.bateman@lycee.ca</a>	115
Financial Questions	<a href="mailto:Rita.Ross@lycee.ca">Rita.Ross@lycee.ca</a>	101
Health and Safety	<a href="mailto:Amy.pollard@lycee.ca">Amy.pollard@lycee.ca</a>	104
Hot Lunch	<a href="mailto:studentservices@lycee.ca">studentservices@lycee.ca</a>	130
School Operations	<a href="mailto:Amy.pollard@lycee.ca">Amy.pollard@lycee.ca</a>	104
Vacation Camps	<a href="mailto:studentservices@lycee.ca">studentservices@lycee.ca</a>	119
Volunteering	<a href="mailto:volunteer@lycee.ca">volunteer@lycee.ca</a>	100

\* In the case of an emergency, such as emergency school care, please contact reception.

## Faculty and Staff Directory

Senior Administration		Email	Phone Ext.
Head of School	Frédéric Canadas	<a href="mailto:Frederic.canadas@lycee.ca">Frederic.canadas@lycee.ca</a>	103
Secondary School Principal	François Heller	<a href="mailto:Francois.heller@lycee.ca">Francois.heller@lycee.ca</a>	113
Director of English Program	Joya Brooks	<a href="mailto:Joya.brooks@lycee.ca">Joya.brooks@lycee.ca</a>	111
Director of Finance and Operations	Amy Pollard	<a href="mailto:Amy.pollard@lycee.ca">Amy.pollard@lycee.ca</a>	104
Operations Manager	Jonathan Bateman	<a href="mailto:Jonathan.bateman@lycee.ca">Jonathan.bateman@lycee.ca</a>	115
Accounting Manager	Rita Ross	<a href="mailto:Rita.Ross@lycee.ca">Rita.Ross@lycee.ca</a>	101
Administration		Email	Phone Ext.
Executive Assistant to the Head of School	Olivia Auzou	<a href="mailto:Olivia.auzou@lycee.ca">Olivia.auzou@lycee.ca</a>	121
Admissions Manager	Catherine Tsobgny	<a href="mailto:Catherine.tsobgny@lycee.ca">Catherine.tsobgny@lycee.ca</a>	123
Admissions Assistant	Joella Tsedey	<a href="mailto:Joella.Tsedey@lycee.ca">Joella.Tsedey@lycee.ca</a>	124
Communications and Events	Danielle LeBlanc	<a href="mailto:Danielle.leblanc@lycee.ca">Danielle.leblanc@lycee.ca</a>	118
Communications and Events	Emily Christmas	<a href="mailto:Emily.christmas@lycee.ca">Emily.christmas@lycee.ca</a>	114
Facilities Operator	Michael Rafferty	<a href="mailto:Michael.rafferty@lycee.ca">Michael.rafferty@lycee.ca</a>	116
Accounting Manager	Caroline Cedrone	<a href="mailto:Caroline.cedrone@lycee.ca">Caroline.cedrone@lycee.ca</a>	127
Accounts Payables and Payroll	Julija Lenasi	<a href="mailto:Julija.lenasi@lycee.ca">Julija.lenasi@lycee.ca</a>	102
Accounting Assistant	Ana Rose Aguinaldo	<a href="mailto:Ana-rose.aguinaldo@lycee.ca">Ana-rose.aguinaldo@lycee.ca</a>	122
Office Manager	Jonathan Bilyk	<a href="mailto:Jonathan.bilyk@lycee.ca">Jonathan.bilyk@lycee.ca</a>	130
Receptionist	Marie Veilleux / Joella Tsedey	<a href="mailto:bureau@lycee.ca">bureau@lycee.ca</a>	100
Faculty		Email	
General positions			
Child Care Coordinator	Bianca Paré	<a href="mailto:Bianca.pare@lycee.ca">Bianca.pare@lycee.ca</a>	
Coach	Rebecca Kearns	<a href="mailto:Rebecca.kearns@lycee.ca">Rebecca.kearns@lycee.ca</a>	
Learning Commons Coordinator	Lucie Ketchum	<a href="mailto:Lucie.ketchum@lycee.ca">Lucie.ketchum@lycee.ca</a>	
Bilingual Support Liaison	Martina Bergovec	<a href="mailto:martina.bergovec@lycee.ca">martina.bergovec@lycee.ca</a>	
Climbing Wall Instructor	Raymond Ho	<a href="mailto:Raymond.ho@lycee.ca">Raymond.ho@lycee.ca</a>	
Maternelle			
Teacher - 3 year old A	Olivia Raphanel	<a href="mailto:Olivia.raphanel@lycee.ca">Olivia.raphanel@lycee.ca</a>	
Teacher – 3 year old B	Olivier Brice	<a href="mailto:Olivier.brice@lycee.ca">Olivier.brice@lycee.ca</a>	
Teacher – 4 year old A	Corinne Rippel	<a href="mailto:Corinne.rippel@lycee.ca">Corinne.rippel@lycee.ca</a>	
Teacher – 4 year old B	Pascale Moreau	<a href="mailto:Pascale.moreau@lycee.ca">Pascale.moreau@lycee.ca</a>	
Teacher – 3 & 4 year old	Anne Soulhol	<a href="mailto:anne.soulhol@lycee.ca">anne.soulhol@lycee.ca</a>	
Teacher – Kindergarten A	Alexandra Nouaillac	<a href="mailto:Alexandra.nouaillac@lycee.ca">Alexandra.nouaillac@lycee.ca</a>	
Teacher – Kindergarten B	Céline Chauveau	<a href="mailto:Celine.chauveau@lycee.ca">Celine.chauveau@lycee.ca</a>	
English Teacher – Kindergarten A & B	Diane McClafin	<a href="mailto:Diane.mcclafin@lycee.ca">Diane.mcclafin@lycee.ca</a>	
Assistant	Houria Moussaoui	<a href="mailto:Houria.moussaoui@lycee.ca">Houria.moussaoui@lycee.ca</a>	
Assistant	Rasha Iskandar	<a href="mailto:Rasha.iskandar@lycee.ca">Rasha.iskandar@lycee.ca</a>	
Assistant	Anupama Boodhun	<a href="mailto:Anupama.boodhun@lycee.ca">Anupama.boodhun@lycee.ca</a>	
Assistant	Kambale Kahambu	<a href="mailto:Kambale.kahambu@lycee.ca">Kambale.kahambu@lycee.ca</a>	
Assistant	Ivelina Vanguelova	<a href="mailto:Ivelina.vanguelova@lycee.ca">Ivelina.vanguelova@lycee.ca</a>	
Assistant	Nancy Loranger	<a href="mailto:Nancy.loranger@lycee.ca">Nancy.loranger@lycee.ca</a>	
Assistant	Marlène Brivil	<a href="mailto:Marlene.brivil1@lycee.ca">Marlene.brivil1@lycee.ca</a>	
Elementary			
Primary teacher – Gr.1A	Charlotte Pernin	<a href="mailto:Charlotte.pernin@lycee.ca">Charlotte.pernin@lycee.ca</a>	
Primary teacher – Gr.1B	Marie Bolorinos	<a href="mailto:Marie.bolorinos@lycee.ca">Marie.bolorinos@lycee.ca</a>	
Primary teacher – Gr.1C	Marie Lepreux-Heller	<a href="mailto:Marie.heller@lycee.ca">Marie.heller@lycee.ca</a>	

Primary teacher – Gr.2A	Sébastien Tournon	<a href="mailto:Sebastien.tournon@lycee.ca">Sebastien.tournon@lycee.ca</a>
Primary teacher – Gr.2B	Sylvie Sibuet	<a href="mailto:Sylvie.Sibuet@lycee.ca">Sylvie.Sibuet@lycee.ca</a>
Primary teacher – Gr.3A	Odile Canadas	<a href="mailto:Odile.canadas@lycee.ca">Odile.canadas@lycee.ca</a>
Primary teacher – Gr.3B	Jean-Baptiste Grimaldi	<a href="mailto:Jean.grimaldi@lycee.ca">Jean.grimaldi@lycee.ca</a>
Primary teacher – Gr.3C	Pierre Quinternet	<a href="mailto:Pierre.quinternet@lycee.ca">Pierre.quinternet@lycee.ca</a>
Primary teacher – Gr.4A	Stéphane Nouaillac	<a href="mailto:Stephane.nouaillac@lycee.ca">Stephane.nouaillac@lycee.ca</a>
Primary teacher – Gr.4B	Virginie Guyard	<a href="mailto:Virginie.guyard@lycee.ca">Virginie.guyard@lycee.ca</a>
Primary teacher – Gr.5A	Paola Sanchez	<a href="mailto:Paola.sanchez@lycee.ca">Paola.sanchez@lycee.ca</a>
Primary teacher – Gr.5B	Marion Wunschel	<a href="mailto:Marion.wunschel@lycee.ca">Marion.wunschel@lycee.ca</a>
French Language Intensive Program F.L.I.P.	Amandine Caclin	<a href="mailto:Amandine.caclin@lycee.ca">Amandine.caclin@lycee.ca</a>
English as a Second Language teacher	Marie-Hélène Lyle	<a href="mailto:Marie.lyle@lycee.ca">Marie.lyle@lycee.ca</a>
English teacher – Gr1ABC, English and Social Studies teacher – Gr2A	Yasmin Mohamed	<a href="mailto:Yasmin.mohamed@lycee.ca">Yasmin.mohamed@lycee.ca</a>
English and Social Studies teacher – Gr2B, Gr3ABC	Alyssa Teindl	<a href="mailto:Alyssa.teindl@lycee.ca">Alyssa.teindl@lycee.ca</a>
English and Social Studies teacher – Gr4AB, 5A	Nicole Rowland	<a href="mailto:Nicole.rowland@lycee.ca">Nicole.rowland@lycee.ca</a>
English and Social Studies teacher – Gr 5B	Nicole Pereversoff	<a href="mailto:Nicole.pereversoff@lycee.ca">Nicole.pereversoff@lycee.ca</a>
Art teacher – Gr 1 to 5	Meighan Healey	<a href="mailto:Meighan.healey@lycee.ca">Meighan.healey@lycee.ca</a>
Physical Education – Gr 5	Geoffrey Milnes	<a href="mailto:Geoffrey.milnes@lycee.ca">Geoffrey.milnes@lycee.ca</a>
Music teacher Gr 1 to 5	Bilyana Raycheva	<a href="mailto:Bilyana.raycheva@lycee.ca">Bilyana.raycheva@lycee.ca</a>
<b>Collège and Lycée</b>		
French Language Arts	Céline Chevalier	<a href="mailto:Celine.chevalier@lycee.ca">Celine.chevalier@lycee.ca</a>
History & Geography and French Language Arts	Christopher Gentilini	<a href="mailto:Christophe.gentilini@lycee.ca">Christophe.gentilini@lycee.ca</a>
History & Geography	Jean-Philippe Chemin	<a href="mailto:Jean.chemin@lycee.ca">Jean.chemin@lycee.ca</a>
Spanish Language Arts	Josefina Libre	<a href="mailto:Josefina.libre@lycee.ca">Josefina.libre@lycee.ca</a>
English Language Arts and Social Studies	Joya Brooks	<a href="mailto:Joya.brooks@lycee.ca">Joya.brooks@lycee.ca</a>
English Language Arts and Social Studies	Nicole Pereversoff	<a href="mailto:Nicole.pereversoff@lycee.ca">Nicole.pereversoff@lycee.ca</a>
English Language Arts and Social Studies	Ryan Taylor	<a href="mailto:Ryan.taylor@lycee.ca">Ryan.taylor@lycee.ca</a>
Math	Anne-Cécile Bezault	<a href="mailto:Anne-cecile.bezault@lycee.ca">Anne-cecile.bezault@lycee.ca</a>
Math and Science	Damien Pottier	<a href="mailto:Damien.pottier@lycee.ca">Damien.pottier@lycee.ca</a>
Science and Technology	Olivier Binet	<a href="mailto:Olivier.binet@lycee.ca">Olivier.binet@lycee.ca</a>
Science	Lucas Massin	<a href="mailto:Lucas.massin@lycee.ca">Lucas.massin@lycee.ca</a>
Music	Bilyana Raycheva	<a href="mailto:Bilyana.raycheva@lycee.ca">Bilyana.raycheva@lycee.ca</a>
Art	Meighan Healey	<a href="mailto:Meighan.healey@lycee.ca">Meighan.healey@lycee.ca</a>
Physical Education	Geoffrey Milnes	<a href="mailto:Geoffrey.milnes@lycee.ca">Geoffrey.milnes@lycee.ca</a>

## Communication Protocols

At Lycée Louis Pasteur we believe in open and honest communication. We request that you **email** the relevant individual to schedule an appointment. Communication protocols:

- Should the questions be directly related to the delivery of our academic program,

Step 1 - Parents are asked to speak to the respective teacher.

Step 2 - Should the response not be satisfactory; a parent is asked to contact:

- Maternelle to Grade 2 – Head of School - Frédéric Canadas
- Grade 3 to 12 - Vice Principal – François Heller
- Director of English Program (Kindergarten to Grade 12) – Joya Brooks

Step 3 - Should the response not be satisfactory, a parent is asked to contact Frédéric Canadas, Head of School.

- Should the question/concern be general in nature about the overall operation of the school, please contact Amy Pollard, Director of Finance and Operations
- Should the question/concern be related to financial aid, tuition, bonds or fees, please contact Rita Ross, Accounting Manager
- Should the question/concern be about admission or withdrawal, please contact Catherine Tsobgny, Admission Manager

Teachers and staff are often busy with before and after school activities. A scheduled appointment is necessary to properly address significant concerns.

Teachers and staff will respond to emails as soon as they are available. If there is a truly urgent matter concerning your child, parents are NOT to contact teachers directly but must contact reception.

## How to Stay Informed

Parents have a responsibility to remain informed. Our goal is to communicate effectively with parents and staff and students. We encourage regular checks of the school website, newsletter online calendar to stay informed of school activities.

Lycée Louis Pasteur uses the following non-emergency communication channels:

- Direct email
- Weekly newsletter (Pasteur Hebdo),
- Facebook ([www.facebook.com/lycee.ca](http://www.facebook.com/lycee.ca))
- Calendar of events

## Emergency Communications

**In the event of an emergency**, School Messenger, a parent notification system, will be activated to communicate with parents via telephone, email, text/SMS message. To opt-in to receive SMS/text Emergency Notifications on your cellular phone please text 'YES' or 'Y' to 67586 (After September 1, 2018). You will not receive Text/SMS messages during an Emergency situation unless you have opted-in. You will receive an initial text/SMS message from the Lycée asking you to opt-in to this system on September 4, 2018. We highly recommend that you opt-in. The Lycée will periodically test the Parent Notification System to ensure effectiveness in the unlikely case of an emergency.

Please ensure that all your contact details are current and advise us of any changes. Contact information can be updated on the first day of school or throughout the year by emailing [bureau@lycee.ca](mailto:bureau@lycee.ca).

## Parent-teacher meetings

A **Meet the Teacher** night is organized at the beginning of each school year (for specific dates, see Annex 1 – Important School Dates). During this evening, teachers present their curriculum and their expectations.

Parents will also have the opportunity to meet teachers during trimester 1 and 2, during **Parent-Teacher Interviews** (for specific dates, see Annex 1 – Important School Dates).

Parents and teachers also have the opportunity to meet at any time during the year by appointment to discuss a student's schooling. Please see the communication protocols above.

Note: Report cards are sent to parents at the end of each trimester.

## Confidentiality

The Personal Information Protection Policy in force at the Lycée is in keeping with the *Personal Information Protection Act - PIPA*. Collection and use of students' and employees' personal information are explained therein. This information is shared in the interest of students and only within the stipulations of the PIPA, which allows for very restricted information sharing with prior consent from the person concerned in the majority of cases.

# Chapter 4 - Academic Information

## Curriculum

Lycée Louis Pasteur prepares students for their future as multilingual and multicultural citizens and actors of the globe. Our objective is to develop academically adept, bilingual students, proficient in both English and French. We do this by teaching a curriculum that is approved by the French Ministry of Education and by Alberta Education.

At Lycée Louis Pasteur, students follow the same curriculum as that of French schools throughout the world and prepare for the same exams and qualifications – the Brevet (Grade 9) and Baccalauréat (Grade 12).

The blending of French and Canadian educational traditions distinguishes the Lycée and creates graduates who have a deep understanding of both the European culture in which they are educated and the Canadian culture into which they are integrated.

## Academic Trimester Dates

Trimester 1 – September 4, 2018 to December 20, 2018

Trimester 2 – January 7, 2019 to April 12, 2019

Trimester 3 – April 29, 2019 to June 27, 2019

## Student Timetables

Student timetables are outlined below. The timetable for each class is available at the beginning of the school year from the teacher.

### Maternelle Students (3, 4 and 5-year-old classes)

7:30 - 8:30 a.m.	Before School Care (registration required) Early Bird Clubs (registration required)
8:30 - 8:45 a.m.	Students are greeted in class
8:45 a.m.	Classes commence
11:45 a.m. - 1 p.m.	Lunch
1 p.m.	Afternoon classes commence
3:30 p.m.	End of classes
3:30 - 3:45 p.m.	Dismissal
3:45 - 6 p.m.	After School Care (registration required)

#### Note:

- There is no class for 3 to 5 year old students on Wednesday afternoons. Class ends at 11:45 a.m. Childcare is provided free of charge until 3:45 p.m.

## Elementary students (Grades 1 to 5)

7:30 - 8:30 a.m.	Before School Care (prior registration required) Early Bird Clubs (registration required)
8:20 - 8:30 a.m.	Doors open, students enter & prepare for class
8:30 a.m.	Classes commence
12:05 p.m. - 13:05 p.m.	Lunch
13:05 p.m.	Classes recommence
3:35 p.m.	Dismissal
3:35 – 3:45 p.m.	Parents pick up their children in the playground (Grade 1 – parents to sign out students at the main building west exit)
3:45- 4:45 p.m.	After School Program (registration required)
4:45 - 6 p.m.	After School Program (registration required)
<b>Note:</b> <ul style="list-style-type: none"><li>Study Hall is available for students from 3:45 p.m. – 4:45 p.m., Monday to Thursday. During Study Hall, students tend to their homework with the assistance of a supervisor. On Friday, students are supervised in daycare.</li></ul>	

## Collège & Lycée (Grades 6 to 12)

7:30 - 8:30 a.m.	Before School Care (registration required) Early Bird Clubs (registration required)
8:20 - 8:30 a.m.	Doors open, students enter and report to class
8:30 a.m.	Classes commence
12:05 – 1:05 p.m.	Lunch
1:05 p.m.	Classes recommence
3:35 p.m.	Dismissal
3:45 – 4:45 p.m.	After School Program (registration required)
4:45-6 p.m.	After School Program (registration required)
<b>Note:</b> <ul style="list-style-type: none"><li>Study Hall is available for students from 3:45 p.m. – 4:45 p.m., Monday to Thursday. During Study Hall, students tend to their homework with the assistance of a supervising teacher. On Friday, students are supervised in daycare.</li></ul>	

## Absences

Should a student's absence be unforeseen (due to sickness or any other reason) parents must notify the school by

email at [absences@lycee.ca](mailto:absences@lycee.ca) or call 403-243-5420 before 9:00 a.m.

Parents are required to submit an explanation of any **planned absences** to the homeroom teacher in advance by email and to also copy their notification to [absences@lycee.ca](mailto:absences@lycee.ca).

The Lycée has a calendar that provides generous holidays. We request that parents make every effort to schedule family vacations in conjunction with school holidays.

For any planned absence lasting more than two days, advance notification must be sent to the Vice Principal by e-mail to [absences@lycee.ca](mailto:absences@lycee.ca) and the homeroom teacher must be cc'd. Students may have work assigned for the time they will miss in school. This work will not make up for all instruction time but may alleviate the amount of work necessary for the student to catch up to the class upon returning to school. **It is the college and lycée students' responsibility to catch up classes.**

If parents or guardians are leaving their children in the care of a guardian during term time, they are requested to complete a Temporary Guardianship Form (available on our website or at the front office) and submit it to the front office prior to leaving. The school requires a record of the identity of the legal guardian should the need arise.

## Lateness and Early Departure

Student access doors are locked promptly at 8:30 a.m. or 8:45 a.m. depending on the grade. Any student arriving late must proceed to reception. If a student needs to leave school early, parents must also sign the Student Log at reception.

At the collège and lycée level, if the lateness is justified and the student is less than 20 minutes late, he/she will be admitted to class. In all other cases, the student may be taken to a study area until the next class and will have to catch up to the class on their own. Frequent or abusive tardiness will be reprimanded. Lateness and absences are entered in the students' report card and taken into account for their school life grade (collège level).

## Homework Policy

Homework is primarily given to practice skills already studied in class. Students may also be asked to perform some research, and to complete projects started in class or reading assignments at home. No new concepts will be introduced in a homework assignment. The amount of homework varies by course and grade level. Students may complete their homework in Study Hall with the assistance of a teacher.

In general, homework assignments can be found on [Pronote for secondary students and on Seesaw for elementary students](#).

## IT and Communication Services

Provision of IT and communication services are a part of the mission of the Education Nationale and Alberta Education. By offering this service, we aim to enhance our students' educational experience by providing them a digital work environment that promotes collaborative work.

As required by the Laws for the protection of minors, a Proxy server was installed that prohibits access to unwanted web content.

Please review the IT Policy detailed in Annex 3 of this document.

## Field Trips and School Trips



Field trips are an integral part of the Lycée Louis Pasteur school program.

Teachers will send out all applicable paperwork well in advance of all field trips. A consent form **MUST** be completed before any student leaves on a field trip. If a student is to leave a field trip early, written permission must be given to the teacher organizing the field trip.

Students will follow instructions from Lycée staff and local field trip supervisors while on a school field trip. Students may be excluded from the trip if they display inappropriate behaviour and their parents will have to come and pick them up at the trip site.

Accompanying parents will be given directions, from the supervising teacher, as to what type of assistance is required during the field trip. In order to be authorized to accompany students on field trips, parents must submit a police check to the Lycée. The final decision on which parents accompany students on a given trip is at the discretion of the teachers. Trips may be cancelled if there are not an adequate number of chaperons.

All volunteer field trip chaperons **MUST** read and sign consent form before going on trips. All forms are located on the website.

## Lunchtime

Lunchtime is supervised in designated areas. We recommend using reusable lunch boxes and cups clearly labelled with the child's name.

Students are encouraged to eat healthy foods at all times. Peanut products are not permitted within our Maternelle Program (3, 4, 5 year olds) and are strongly discouraged in the rest of the school. Sodas are discouraged as well.

Student not enrolled in the Hot Lunch Program must bring a lunch to school including the necessary utensils. Grade 6 and older students have access to microwaves.

From Grade 7 onward, students are allowed to leave the school premises during lunch break upon written consent from their parents. Students must sign the Lunch Hour Log at reception when leaving the premises. The school has the right to terminate or suspend this privilege.

High school students (Grades 10 to 12) are allowed to leave the school premises whenever they have a free period. They must sign the Student Log before leaving the premises.

# Chapter 5 – Wellness and Safety

## Wellness

### Immunization Program

A registered nurse appointed by Alberta Health Services administers student immunizations. As such, Lycée Louis Pasteur is not responsible or liable for the services provided by Alberta Health Services. For more information, please contact Alberta Health Services directly.

### Emergency Medical Treatment

In case of an accident or serious illness during school hours or school activities, the school will call 911, if needed, and will notify the parent/ guardian immediately. Authorization to provide such treatment must be given by the parent/ guardian on the *Consent to Provide Emergency Medical Treatment* form included with the enrollment package and available on the website.

### Head Lice

Lice are a regular occurrence in schools. It is not a disease or a health issue but rather a nuisance. Parents should check their children's heads regularly and notify the school if lice are found. Parents will be contacted immediately if their child is found to have lice and must pick up their child promptly. If parents cannot be reached, individuals on the student's emergency contact form will be called. Parents are required to begin appropriate treatment immediately. The student will be readmitted to school only when treatment is complete. The school reports the occurrences of lice immediately to families via email.

### Potential Health Risk

If a staff member knows of or has reason to believe that a child is exhibiting signs or symptoms of illness, the school must ensure that the child's parent(s) or guardian(s) are contacted to pick the child up immediately. Children requiring greater care and attention than can be provided and who may be compromising the care of other children in the program will be treated as a child with an illness and the procedures below will be followed.

A child who has had an illness should be kept at home for at least 24 hours after the child is symptom free. In some cases, the child will not be permitted to resume the program without written notice from a physician indicating they do not pose a health risk to persons on the program premises. Children who exhibit signs of illness before coming to school must be kept at home. This practice reduces the spread of illness.

Parents are expected to inform the school of any contagious disease contracted by their child. The school reports the occurrences of contagious illnesses immediately to families via an exposure notice sent home with students or emailed to parents.

If a child becomes ill while at school, these guidelines will be followed:

- if the child does not have an elevated temperature, he/she is allowed to rest for half an hour in the office;
- parents will be notified of their child's condition and must instruct the school if the child should return to class after the half hour or if he/she will be picked up from school;

- if the child has an elevated temperature or is unable/unwilling to return to class after the half hour rest (due to coughing, upset stomach, headache etc.), the receptionist will call the parents to take him/her home; and
- parents must sign out their child in the *Student Log* at reception. The receptionist will notify the classroom teacher that the child has left school.

## Medical Conditions

Enrollment in the school requires the disclosure of any medical conditions affecting a student, including allergies. It is the responsibility of the parent to provide the school with an updated *Enrollment Form* if there are any changes to the student's medical condition during the year.

## Medication

No medication will be administered without the completed *Authorization to Administer Medication* form included with the enrollment package. Students may not have medication in their possession while on the school premises (including lunch boxes, backpacks, lockers or desks) and may not administer their own medication. The exceptions to this rule are an EpiPen (see below) and asthma medications. It is the responsibility of the parent to ensure that all medications are current.

All medications must be left at the reception office or, if in Maternelle, with the teacher. The child's name must appear on the medicine container with clear instructions for administration. Parents are allowed to come to school to administer medicine to their children. In the case of a student needing an EpiPen or asthma medication, it will be kept at school reception or with the child. It is the parent's responsibility to ensure the EpiPen is current.

## Safety

### Emergency Guidelines

Anyone who receives information or observes an emergency situation should immediately call 911.

If you are outside and hear three short whistle blasts, calmly walk to the nearest staff member outside the building. Listen for further instructions.

### Evacuation

The emergency exit routes are posted in all rooms and are reviewed with the staff and students each year. Practice evacuation drills are carried out on a regular basis.

When the alarm sounds, silently and calmly line up at the classroom door and follow the teacher's directions. The last person out should close the classroom door. Stay in line and walk quickly and silently to the far end of the fence or parking lot. It is imperative that students remain silent and stand quietly in line in order to listen for further safety instructions.

### Lockdown

Lockdown drills are organized each year. Parent and students are informed ahead of time.

When a lockdown is announced, students must:

- Follow their teacher's (or the nearest staff member's) directions
- Sit along the wall that is out of the line of sight

- Stay silent and calm
- If they are in the hall, go to the nearest classroom where there is a teacher or staff member
- If they are in the washroom, remain there and lift their feet off the ground so they are not visible and listen for further instructions
- Refrain from moving until given instructions to do so

### Major Disaster

In the event of a major disaster Lycée Louis Pasteur has an emergency preparedness plan. The evacuation drills will be practiced regularly. If such a disaster should occur:

- Do not call the school - lines must be kept free for emergency services
- Do not immediately drive to the school - access must remain clear for emergency vehicles
- **Do** tune to CBC radio (1010 AM) (89.7 FM) (Sirius 159) - announcements will be broadcast as information becomes available

### Minor Accident

Minor accidents will be handled by the recess supervisors or by the classroom teacher. Treatment will be recorded in the health and accident log. Depending on the severity of the accident, an *Incident/Accident* form will be completed and followed up with the parents by the school.

### Serious Accident

911 will be called and the Head of School will be notified. The school will immediately contact the family, as listed on the registration form or emergency contact form. If the parent or alternate contact person is not yet on site, a member of school staff will accompany the child to the hospital emergency room.

### School Closure

In the unlikely event that the school is closed due to inclement weather, or another emergency, CBC radio (1010 AM) (89.7 FM) (Sirius 159) will be informed and updates will be aired. **Do not call** to inform the school of your child's late arrival at school on the day of a snow storm as our phone lines need to be kept open on these mornings. If your child will be absent, notify the school by email at [absences@lycee.ca](mailto:absences@lycee.ca)

**In the event of an emergency**, School Messenger, a parent notification system, will be activated to communicate with parents via telephone, email, and text/SMS message. To opt-in to receive SMS/text Emergency Notifications on your cellular phone please text 'YES' or 'Y' to 67586 (After September 4, 2018).

# Chapter 6 – School Access

## Assigned Doors for Drop-Off and Pick-Up

### Maternelle

- **Three and four year olds**

- Building access: enter and exit via the Maternelle building's main entrance.
- Morning drop-off: doors open at 8:30 a.m. and are locked at 8:45 a.m. Parents must accompany students into the Maternelle building. Students remove their outdoor footwear by their cubby and get ready for class. Parents are required to drop their child off in the classroom and to sign them in. They are not permitted to enter the classroom until their teacher is present. As a security measure, parents are not permitted to wait inside.
- After school pick-up: 3:30 to 3:45 p.m. (except on Wednesdays when students may be picked up at 11:45 a.m) if they are not enrolled in the After School Program.

- **Kindergarten students**

- Building access: enter and exit via the west entrance of the main building (closest to the basketball nets). **For our students' safety and security, parents must wear their identifying pass at pick-up and drop-off.** This pass will be provided on the first day of school.
- Morning drop-off: doors open at 8:30 a.m. and are locked at 8:45 a.m. Students remove their outdoor footwear by their cubby and get ready for class. Parents accompany students to their classroom and leave as soon as their child has entered the classroom with the teacher or assistant.
- After school pick-up: 3:30 to 3:45 p.m. if they are not enrolled in the After School Program. Please do not enter the main field.

### Elementary, Collège & Lycée

- **Grade 1 students**

- Building access: students enter via main entrance of the main building . **For our students' safety and security, parents must sign in at main reception at pick up.**
- Morning drop-off: The students can enter the main field for morning recess. The students remove their outdoor footwear in the boot room then proceed to their locker to get ready for class. Students are not permitted to enter the classroom until their homeroom teacher is present.
- After school pick-up: parents must pick up and sign out students from the west entrance of the main building (closest to the basketball nets) at 3:35 p.m. if they are not enrolled in the After School Program. Supervision is provided for 10 minutes to allow students to be picked up and leave the school premises, or to wait for the After School Program. At 3:45 p.m., those not registered in the After School Program are no longer the responsibility of the school. The parents or guardians of any unattended students on school grounds after 3:45 p.m. will be contacted to immediately pick up the student(s) and fees will be levied.

- **Grades 2, 3, 4 & 5 students**

- Building access: students enter and exit via the far southwest entrance (beside the soccer field, toward the rear of the building).

- Morning drop-off: The students will proceed to the main field for a supervised recess. They remove their outdoor footwear in the boot room then proceed to their locker to get ready for class. Students are not permitted to enter the classroom until their homeroom teacher is present.
- After school pick-up: students exit the school between 3:35 p.m. and 3:45 p.m. if they are not enrolled in the After School Program. Supervision is provided for 10 minutes to allow students to be picked up and leave the school premises, or to wait for the After School Program. At 3:45 p.m., those not registered in the After School Program are no longer the responsibility of the school.
- **Collège and lycée students**
  - Building access: enter via the east entrance on Garrison Blvd.
  - Morning drop-off: doors open at 8:20 a.m. and are locked at 8:30 a.m. They remove their outdoor footwear in the boot room then proceed to their locker to get ready for class. Students are not permitted to enter the classroom until their homeroom teacher is present.
  - After school pick-up: students exit the school between 3:35 p.m. and 3:45 p.m. if they are not enrolled in the After School Program. At 3:45 p.m., those not registered in the After School Program are no longer the responsibility of the school.

**Reminder:** Students are not authorised to enter or remain in their classes during recess and breaks, or during any events, without a teacher being present.

## Parent Access

No parent or visitor may go directly to any classroom or offices for any reason without authorization. If a restraining order has been issued that affects a student, it is the parents' responsibility to communicate this information to the school and provide the necessary documentation. If parents are dropping off any forgotten items for their child after the school day has begun, those items must be left at reception.

To ensure student safety and security, all parents and visitors wishing to enter the school are required to register at reception and obtain a visitor pass. During pick-up or drop-off parents of students from grades 2 to 12 should refrain from entering the school or the play areas except when necessary for late arrivals and early pick-ups.

Parents of kindergarten students must wear their identifying pass when bringing their child into the school. If these kindergarten parents are entering the school for a longer period of time, they must register at reception and obtain a visitor pass.

## Traffic and Parking

The cooperation of all parents is essential to ensure school parking lot safety for our students, staff and parents.

- Please respect the 5km/h speed limit
- Please obey the one-way signs
- Park only in designated parking spots. Do not park in the fire lanes; you may be ticketed
- Use the designated "Loading Zone" area only as permitted: no more than 3 minutes wait time; use only to drop off/ pick up children
- Respect the disabled parking spots (see left below)
- Please turn off your engine - the parking lot is an idle free zone
- Leave the parking lot as quickly as possible once your children have been dropped off or picked up
- Drop off collège and lycée students along Garrison Blvd. on the east side of the school



Please respect the "Loading Zone" area (zone with yellow stripes above) at the front of the main building. This area is reserved for dropping students off (not accompanying them into the school) or picking up students who are already waiting outside. If you plan on leaving your vehicle, do not park in this zone. The Loading Zone permits students to quickly and safely enter and exit the main building without having to cross through the parking lot. This greatly improves parking lot safety for everyone. If you park in this zone, it cannot be used for its intended purpose. Thank you for your cooperation.

Parking, stopping or idling is strictly forbidden in marked fire lanes. Fire lanes must be accessible to first responders at all times to ensure the safety of students, staff and parents.

Due to space limitations, no student parking will be permitted in the lot.



# **Chapter 7 – Parent and Student Services**

## **Before and After School Program**

Lycée Louis Pasteur offers numerous care options for parents both prior to and after school. Qualified staffs supervise all aspects of the program. This service is available to all students, at an additional cost, from 7:30 to 8:30 a.m. and from 3:45 to 6 p.m., Monday to Friday (hours vary by grade).

The Before and After School Program includes:

- Extra curricular activities (before and after school)
- Study Hall
- Daycare (before and after school)

For the safety of our students and in order to comply with Government of Alberta regulations, all students who will be participating in the Before & After School Program, including Study Hall, must be registered prior to attending. Please note that registrations are subject to availability and are granted on a first come first served basis. Registration in extra-curricular activities is not transferable.

Registration for clubs, before and after school care and study hall in Trimester 1 (September 4 to December 20, 2018) opened on August 7, 2018 at 12:00 p.m. and closed on Sunday, August 19, 2018 at 11:59 p.m. Registrations made after Sunday, August 19, 2018 at 11:59 p.m. will incur a \$20 late fee per program.

More information regarding Trimester 1 Before and After School Program is available [online](#).

## **Before and After School Trimester Dates**

Trimester 1 – September 4, 2018 to December 20, 2018

Trimester 2 – January 7, 2019 to April 12, 2019

Trimester 3 – April 29, 2019 to June 27, 2019

## **Emergency School Care Policy**

Please send your care request to [bureau@lycee.ca](mailto:bureau@lycee.ca) by 3 p.m. There will be NO EXCEPTIONS and registration is SUBJECT TO AVAILABILITY. Please note that Lycée Louis Pasteur must adhere to child/supervision ratios set out by Alberta Child and Family Services. We therefore regretfully inform parents that we are not always able to accommodate last minute requests.

Emergency registration fees for Before and After School Care are \$15 from 7:30 to 8:30 a.m., \$18 from 3:45-5:00 p.m. and \$30 from 5:00 to 6 p.m. Payment must be received in advance or at pick up or drop off.

## **Late Pick-up**

Parents will be charged a fee for all late pick-ups as follows:

- \$10.00 for the first 10 minutes or portion thereof
- \$2.00 per minute thereafter.

If contact cannot be made with the parent or emergency contact provided, your child may be placed in the custody of Calgary Child & Family Services Authority.

For inquiries, contact Jonathan Bilyk at (403) 243-5420 (ext. 130) or by email at [studentservices@lycee.ca](mailto:studentservices@lycee.ca).

## Hot Lunch Program

The Hot Lunch Program is a trimester-based program available to all students (including 3-year-olds). The meals are prepared by Braizen Food Group. The emphasis is on fresh, locally sourced healthy food.

The costs are approximately \$600 per trimester. Please note that the cost varies according to the length of the trimester (there are 3 trimesters per school year). The Program begins on Tuesday, September 4, 2018. Students who sign up for the whole year in advance will receive a 5% discount.

Meals are served daily and include:

- Two hot entrées (including a vegetarian option)
- Two sides (one starch, one vegetable)
- A fresh salad and/or vegetable crudités
- A choice of water or carton of milk
- On occasion, yogurt drinks and juice

Field trips -- Students participating in the hot lunch program will be provided with a cold packed lunch in the morning to take on the trip. Students who go on an overnight trip will receive a credit for their missed hot lunches.

Withdrawals -- Students may withdraw within the first two weeks of the trimester without penalty. In such case, the first two weeks will be deducted from the refund. No withdrawals are possible after the first two weeks of the trimester.

More information regarding Trimester 1 Hot Lunch Program is available [online](#).

## Break Week and Summer Camps

Break week and summer camps are scheduled during the Fall Break, Winter Break, Spring Break, and in the summer depending on levels of registration.

Please note that camps are subject to cancellation due to participation. More information regarding Break Week and Summer Camps is available [online](#).

# **Chapter 8 – Financial Information**

## **Tuition and Other Fees**

The payment of tuition and other fees is explained in the *Enrollment Contract*, of which a signed copy must accompany each enrollment. Extra copies of the contract are available at reception upon request.

## **Parent Participation Program**

The Parent Participation Program is a well-structured program that offers parents a unique opportunity for hands-on participation. Numerous volunteer opportunities are available including – School Council, Parent Representative, field trips, picture day, etc. Volunteering allows parents to meet other parents, staff and become part of the Lycée family. These opportunities are shared in our weekly newsletter, the Pasteur Hebdo, on our social media channels and during on the first day of school.

All families are required to contribute volunteer time to the school as follows:

- One child: 12 hours per year
- Two children: 21 hours per year
- Three children: 24 hours per year

A binder is kept at reception to record participation hours. Families unable to fulfill their volunteer commitment will be levied fees outlined in the Enrollment Contract.

Volunteers looking to participate in an upcoming event should review the Volunteer Chaperone Information form located on the website. To volunteer, email [volunteer@lycee.ca](mailto:volunteer@lycee.ca).

## **Gifts and Fundraising**

Lycée Louis Pasteur, like most not-for-profit independent schools, relies on charitable gifts to support its ongoing operations and priorities. Through a variety of distinct but equally important channels, the school raises the funds required to maintain its position as a leading educational and cultural institution; a place where innovation comes to life and students discover themselves, their potential and the world around them.

We encourage you to join the many donors who see their gifts to the Lycée as ‘giving back’ – an opportunity to express gratitude for the ways in which Lycée Louis Pasteur has prepared them, or their children or grandchildren, to be responsible citizens equipped for the world of tomorrow.

Donations are accepted year-round by clicking [here](#). Lycée Louis Pasteur also engages in yearly fundraising events including an annual fundraising gala. This year’s gala will be celebrated in March (for specific dates, see Annex 1 – Important School Dates or visit our online calendar).

# Chapter 9 – Code of Conduct and Dress Code

## Code of Conduct

### Preamble

**This code of conduct shall apply to all members of the school community, which includes students, staff and parents.**

This Code of Conduct, which was approved by the School Council on May 31, 2018, is meant to regulate the school life and the relationship between its various stakeholders. Any modification due to new regulations will be submitted to the School Council, and the entire community will be informed thereof.

The Lycée is a place of work and personal development where each student prepares to become an autonomous and contributing member of society. Living in a community of several hundred members requires that students and staff alike respect the rules of community living. This code of conduct is based on the principle of mutual respect that all members of the school community are entitled to and share a common desire to promote the values of the school. Its aim is to efficiently organize the school life by fostering the development of everyone's knowledge, their intellectual, physical and moral skills, and their own personality.

Upon enrollment at the Lycée, both the student and his/her parent or guardian indicates that they agree to adhere to its code of conduct. Within these guidelines, the rights and obligations of students are meant to prepare them to become responsible citizens. Getting to know and complying with these rights and obligations may be imposed through the implementation of prearranged sanctions. It is part of the civic education duty set by the French Ministry of Education and the Province of Alberta.

This code of conduct, which regulates the students' daily life at school, was established in conformity with the International Convention on the Rights of the Child of November 20, 1989 the laws of the French Republic and those of Canada and the Province of Alberta, including the *Alberta Human Rights Act* and the *Canadian Charter of Rights and Freedoms*. The implementation of the rights and obligations of the members of the school community is therefore in compliance with fundamental values and principles such as non-denominationalism, equality, tolerance, neutrality, respect for others, and guaranteed protection against all forms of violence, intimidation, harassment or bullying.

In keeping with its mission and Alberta legislation, and its Safe and Caring Policy, the Lycée Louis Pasteur Society is committed to:

- Providing all students with a welcoming, caring, respectful, and safe learning environment;
- Establishing a reasonable and caring balance between individual and collective rights, freedoms and responsibilities within the school community; and,
- Publishing as part of student registration, school start information and other forms, writing expectations for student behaviour (to students and their parents) while at school, at school-related activities, or while engaging in activities that may have an impact on others in the school; and,
- Section 16.1(1), (3), (3.1), (4) and (6) of the School Act –

#### Support for student organizations

- 16.1(1) If one or more students attending a school operated by a board request a staff member employed by the board for support to establish a voluntary student organization, or to lead an activity intended to promote a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging, the principal of the school shall:
  - a) immediately grant permission for the establishment of the student organization or the holding of the activity at the school, and
  - b) subject to subsection (4), within a reasonable time from the date that the principal receives the request designate a staff member to serve as the staff liaison to facilitate the establishment, and the ongoing operations, of the student organization or to assist in organizing the activity.
- (3) The students may select a respectful and inclusive name for the organization or activity, including the name “gay-straight alliance” or “queer-straight alliance”, after consulting with the principal.
- (3.1) For greater certainty, the principal shall not prohibit or discourage students from choosing a name that includes “gay-straight alliance” or “queer-straight alliance”.
- (4) The principal shall immediately inform the board and the Minister if no staff member is available to serve as a staff liaison referred to in subsection (1), and if so informed, the Minister shall appoint a responsible adult work with the requesting students in organizing the activity or to facilitate the establishment, and the ongoing operation, of the student organization at the school.
- (6) The principal is responsible for ensuring that notification, if any, respecting a voluntary student organization or an activity referred to in subsection (1) is limited to the fact of the establishment of the organization or the holding of the activity.

The respect of the neutrality of the school and the secular State forbids any showing of religious or political affiliation on the school premises.

## General rules

### ***Expected Conduct***

Consistent with Section 13 of the School Act and in keeping with the mission and vision of Lycée Louis Pasteur

Society each student is responsible for acting positively in support of a welcoming and caring learning environment by:

- Acting at all times in keeping with the vision and mission underlying the school;
- Respecting oneself and the rights of others in the school;
- Conducting oneself in a manner that contributes to a welcoming, caring and respectful and safe learning environment that respects diversity and fosters a sense of belonging;
- Refrain from and refuse to tolerate bullying whether in or outside of the school or school hours or electronically;
- Inform a responsible, trusted and caring adult in a timely manner of incidents of bullying, harassment, intimidation or other unwelcoming or uncaring acts;
- Attend school regularly and punctually;
- Diligently and actively being prepared to learn and actively pursue learning;
- Being accountable for individual behaviours to teachers and school staff;
- Cooperating with school staff to make the school a positive learning environment for all; and,
- Knowing and following the rules of the school.

### ***Unacceptable Conduct***

Unacceptable behaviours that may negatively affect a member of the Lycée Louis Pasteur Society community or the school's learning environment, whether in or outside of the school or school hours or electronically, include, but are not limited to:

- Discrimination. In keeping with the Alberta Human Rights Act, no student or person may discriminate against a student on the basis of an individual student's race, colour, ancestry, place of origin, religious beliefs, gender (including pregnancy, sexual harassment, and gender identity) physical disability, mental disability, marital status, family status, source of income or sexual orientation.
- Acts of bullying, harassment or intimidation. As defined by the School Act, Section 1.1(b.1) bullying is defined as the "repeated and hostile or demeaning behaviour by an individual in the school community where the behaviour is intended to cause harm, fear or distress to one more individuals in the school community, including psychological harm or harm to an individual's reputation.
- Physical violence.
- Acts of retribution against an individual who has intervened to prevent bullying or informed about bullying or other unacceptable behavior.

- Illegal activities including, those involving illegal or restricted substances, possession or use or threat of use of weapons, and theft or damage to property.

### ***Hallway Etiquette***

For everyone's safety, running and playing in the hall is prohibited. Place lunch boxes, backpacks and clothing in designated areas. Keep corridors clean and tidy.

Circulating in the hallway or the outdoor areas during class hours is strictly forbidden, except when specially authorized by a staff member.

### ***Lunchroom Etiquette***

Students are expected to:

- remain seated;
- eat enough;
- keep noise at a reasonable level;
- clean their table;
- refrain from playing with toys or other objects.

### ***Recess***

Up to Gr. 9 inclusive, students will not be allowed in the building during recess except when using the washrooms, in which case the students must notify one of the recess supervisors.

Students should:

- stay within the designated areas;
- respect other students' games;
- keep balls and equipment on the school property;
- never climb on the fence;
- use the playground equipment safely and respect the common-sense rules of conduct; and
- line up promptly at the end of recess in the designated areas and follow the teachers' directions.

In the case of extremely cold conditions or adverse weather, recess takes place indoors in one of the gym, the library, the multipurpose room, or in classes.

### ***Telephone Etiquette***

Students may use school telephones located in the hallways with permission from a staff member. Use of cellular phones is not permitted in the school. Cell phones should be turned off from the moment when the student arrives at school in the morning and until he/she leaves school in the afternoon.

### ***Banned Substances***

All illegal substances are banned from the school premises.

Smoking is not allowed anywhere on school property including the parking lot and all other outdoor areas. Alcohol is only permitted to be consumed by adults on the premises at specific school-approved functions and only with the proper permits.

### ***Language Policy***

Students must speak French in all French classes, English in English classes and Spanish in Spanish class. They are encouraged to communicate with each other in French at all times.

### ***Lockers***

Lockers are provided to students from Grade 1 up to keep their belongings organized. Locks are provided by the school for Collège and Lycée students for a refundable deposit of \$10.00 for each lock. For security reasons, only locks issued by the school may be used – the school reserves the right to remove locks and search lockers if necessary at any time.

### ***Personal Items***

Any personal items brought to school are the sole responsibility of the student. Items brought for “show and tell” or other classroom activities should be left in the classroom during the school day and taken home at the end of the day.

Cell phones, or any other communication devices, may not be used in the school during school hours. Items brought to school must remain in silent mode in the student backpack or locker. Electronic games may not be brought to school. The school is not responsible for lost or stolen items.

Photographic and recording devices of any kind may not be used on school property without the express permission of a member of staff.

Items such as pocket knives, any weapon, matches or dangerous materials are not permitted on school property at any time and will be confiscated immediately. Further disciplinary procedures will be taken according to the age and intent of the student. Any threatening behaviour will result in suspension and possible expulsion from the school.



## ***School Supplies***

Students should respect all school materials. The school books lent by the Lycée Louis Pasteur must be covered. Normal wear and tear is to be expected. However if, in the sole judgment of the school administration, any school supply if found unusually damaged or lost (books, DVDs, agendas, calculators, etc.) will be billed to parents.

## ***Staff Rooms and Administrative offices***

The staff rooms and administrative offices are reserved for teachers and administrators. Neither students nor parents are permitted to enter unless specifically invited to do so by a member of the faculty or administration.

## **Discipline and Sanctions (Collège & Lycée)**

The first step in learning the rules of life at the Lycée is in explaining and persuading the entire school community of their validity, the idea being that all accept these rules voluntarily. For ethical and security reasons, none of these rules may be broken. Hence the necessity for discipline and sanctions which are outlined in the code of conduct.

Discipline and sanctions shall follow the principles below:

**The principle of legality:** academic discipline and penalties may only be enforced within the regulatory framework set by the 2000-07-13 *Bulletin officiel de la République française*, the 2001-02-20 Ministerial letter and the laws of the Province of Alberta.

**The adversarial principle:** students must be given the opportunity to explain and defend themselves, whether before the Head of school prior to his deciding on a disciplinary measure, or before the Disciplinary Council. The legal representative(s) of the student must be informed and may also be heard if they so request.

**The principle of proportionality:** the disciplinary measure must be commensurate with the seriousness of the offense.

**The principle of individualization:** the penalty is inherently individual, tailored to each situation and takes into account personal factors such as the student's level of responsibility, age, background, and any mitigating circumstances. Penalties may not be collective.

Disciplinary measures will vary, depending on the type of behaviour and the student's age. If the child's behaviour requires an immediate intervention, he/she will be directed to the office of the Head of School, who will contact the parents.

**a) Disciplinary Measures (to be used by or upon suggestion from any staff member):**

- Written report in the student's agenda;
- Extra homework, to be signed by parents;
- Oral or written apologies;
- Detention;
- Community work to repair a voluntary degradation of the premises or equipment; and /or
- Temporary exclusion from a course.

All disciplinary measures must respect the student's physical and mental integrity; therefore, all forms of physical or verbal abuse, as well as any humiliating, vexatious or degrading behavior are proscribed.

Students who misbehave or are absent without cause will not be punished with lower grades. Assigning lines or awarding a 0/20 is also proscribed.

**b) Sanctions (to be solely determined by the Head of School or the disciplinary board):**

- Warning;
- Reprimand (formal oral warning);
- Accountability measure: meant to allow students to take responsibility for their actions, by making them participate community-building, cultural, or training activities;
- Temporary exclusion from the class, during which the student will remain in school (8 days max.)
- Suspension from the school (up to 8 days)
- Expulsion

**It must be noted that:**

**While the Head of School may only give a warning, a reprimand or impose a temporary exclusion of up to 8 days, the Disciplinary Council may impose any of the abovementioned penalties.**

The Disciplinary Council, convened by the Head of School, shall make their decision after hearing the student and their parent/guardian, who may request counsel from a third party in their defense.

In general, only penalties outlined in the code of conduct may be imposed. In this regard, it should be noted that while the code of conduct imposes obligations to students, including an obligation to attend classes and to complete tasks related to their studies, it may not impose any obligation of result. Therefore, failure to succeed may not be penalized.

**c) Alternative measures:**

**1. Prevention:**

Prevention measures are aimed at preventing a misdeed:

- Implementation of an individual follow-up sheet to be filled out hourly by the teacher(s).
- Written “contracts” in which the student commits to specific goals in terms of behavior.

**2. Compensation:**

Students and their families may be offered to do some community work in compensation for property damages. Any degrading, humiliating or dangerous work will be prohibited. Should the student’s legal representative decline this offer, another penalty will be applied.

**3. Inclusion:**

The Head of School may turn an exclusion of up to 8 days into a temporary inclusion of the same duration. Such measures are meant to welcome unruly students in school but not in class. They will be placed under the supervision of school staff members not only to continue the school work that their classmates are doing in class, but also and most importantly so they can work on their personal project and find a new meaning to their studies and to school in general.

**4. School life committee:**

Prior to summoning the Disciplinary Council, the Head of School may decide to convene the School Life Committee.

Implemented by a Circular Letter dated March 27<sup>th</sup>, 1997, the School Life Committee aims to serve as a mediator/conciliator.

Its members are the Head of School, the homeroom teacher, teachers wishing to participate, the student and his/her parent or tutor.

The School Life Committee is convened whenever a student has a repetitively disruptive behavior that is often just a “minor breach” of the code of conduct but the accumulation of which creates a nuisance or even a danger to both the student and the school community. The decision of the School Life committee is in two parts: a penalty and a support system (tutoring, follow-up/tracking sheet, advice...) designed to help the student look after his / herself and to start behaving like a student again.

**WARNING: Disciplinary measures, penalties or remedial measures listed in the code of conduct do not preclude criminal pursuit for offenses punishable under criminal law, such as physical or verbal abuse, racial discrimination, threats, alcohol consumption, drug use or sale, property damage, theft, extortion, etc.**

## Remediation and Support

In order to foster a positive learning environment, the Lycée Louis Pasteur Society will engage in reasonable and caring efforts to support both the individual(s) who may have been the subject or victim(s) of unacceptable behaviour(s) and to support perpetrators of unacceptable conduct to improve their conduct.

Supportive actions the Lycée Louis Pasteur Society may include, but are not limited to:

- Mentoring of individual students by other students;
- More focused attention to individual students;
- Regular follow-up meetings of specific teachers with individual students;
- Student Peer Support Groups, including GSA's as appropriate;
- Counselling; and
- Restorative justice processes.

## Discipline and Sanctions (Maternelle and Elementary)

Breaches of the code of conduct and fundamental rules related to civility may give rise to reprimands and sanctions, which, where required, are, brought to the attention of families.

They should be phased, progressive, and educational. Their objective is to provide boundaries for students that are imposed by individual work and community living needs. The sanctions will be decided depending on the offense.

- Discussion – to make individual students reflect on their behaviour;
- Oral warning;
- Written work with an index card signed by the parents;
- Personalized and progressive sanction;
- Warning to the family by the Head of School;
- Temporary exclusion-inclusion by the Head of School;
- One to three days suspension called by the Head of School;
- Expulsion by a designated Board member after recommendation from the Head of School (with a proposition of a educational continuity plan in order to ensure the individual students' schooling until the end of the year).

## Remediation and Support

In order to foster a positive learning environment, the Lycée Louis Pasteur Society will engage in reasonable and caring efforts to support both the individual(s) who may have been the subject or victim(s) of unacceptable behaviour(s) and to support perpetrators of unacceptable conduct to improve their conduct.

Supportive actions the Lycée Louis Pasteur Society may include, but are not limited to:

- Mentoring of individual students by other students;
- More focused attention to individual students;
- Regular follow-up meetings of specific teachers with individual students;
- Student Peer Support Groups, including GSA's as appropriate;
- Counselling;
- Restorative justice processes.

## Dress Code

All students are required to comply with the dress code as outlined below. Please ensure all clothing items are labelled clearly with your child's name.

Although not required (except the mandatory physical education uniforms for students in Grades 5 and up) parents have the option to purchase their child's school clothing from Lands' End. More information is available via [Land's End](#):

Students' appearance is to be neat and tidy at all times. Clothing items are to be clean and in good condition. The following clothing is not permitted:

- Extreme fashions
- Visible undergarments
- Jeans, cargo, yoga, leggings or sweat pants
- Shirts with patterns, stripes, logos (excluding the old and new Lycée approved logos), designs or any other embellishments
- Boot style and flip-flop style shoes

The Head of School or her representatives reserve the right to enforce the code when it is not respected.

Special care must be taken with the dress code at official school-organized events (chorale, assemblies, awarding of diplomas, sporting competitions etc.).

### ***Dress Code for Maternelle Students (3, 4- and 5-year-old):***

- Plain navy or dark grey pants, shorts, skirt, or tunic; no jeans or cargo pants
- Plain white, red or navy top; polo, collared or pullover shirts ONLY (no patterns, stripes, designs or other embellishments)
- Plain navy or dark grey sweater - optional
- Navy, gray or white socks or tights
- Shoes (to be left at school) - navy or black
- Running shoes (to be left at school) with non-marking soles suitable for physical activity

Casual day (dress code not required) – every Friday

***Dress Code for Elementary and Collège students (Grades 1 to 9):***

- Plain navy or dark grey tailored pants, shorts, skort, tunic or skirt
- Plain white, red or navy top; polo, collared or pullover shirts ONLY (no patterns, stripes, designs or other embellishments)
- Plain navy or dark grey sweater - optional
- Navy, gray or white socks or tights
- Footwear – indoor shoes to be left at school; navy or black with non-marking soles and a heel not to exceed 2.5 cm.

Casual days to be announced during the year.

***Dress Code for High school Students (Grades 10 to 12):***

No specific dress code applies (see above for clothing not permitted). Students' appearance is to be neat and tidy at all times. Clothing items are to be clean and in good condition. Indoor shoes should have a heel of no more than 2.5 cm.

**Please note that physical education uniforms are mandatory for Grades 5 to 9.** The following items must be purchased via [Land's End](#):

- Phoenix logo T-shirt
- Phoenix logo shorts
- Phoenix logo pants
- Non-marking running shoes suitable for physical activity

## **School Materials and Supplies**

All school supplies are included in the school fees. Children receive their supplies at the beginning of the school year. Parents are responsible for replacement cost of agendas, books and calculators.

Scientific calculators are provided once to new students entering Grades 6 to 12. Each student is required to safeguard his or her calculator. If a student loses a calculator, parents will be required to replace it at their own expense.

Laptops are provided to students in Grades 9 to 12. They belong to the Lycée Louis Pasteur and are to be returned at the end of each school year.

**Parents of children enrolled in the Maternelle program (3, 4, 5 year olds) and Grade 1 children are asked to bring the following items on their first day of school:**

Three- and 4-year-olds:

- A **complete** change of clothes with the child's name on each item (including socks, underwear, pants and t-shirt)
- A lunch box bearing your child's name
- A sleeping bag
- A small plush toy for nap time only

Kindergarten

- A **complete** change of clothes with the child's name on each item (including socks, underwear, pants and t-shirt)
- A lunch box bearing your child's name

Grade 1

- A **complete** change of clothes with the child's name on each item (including socks, underwear, pants and t-shirt) that is to be kept at school all year
- A lunch box bearing your child's name

Please ensure all clothing items are labelled clearly with your child's name and comply with the dress code outlined in this document.

# **Annexes**



## Annex 1 - Important School Dates

### 2018-2019 School Calendar

		LYCÉE LOUIS PASTEUR																											
		CALENDRIER SCOLAIRE 2018-2019 SCHOOL CALENDAR																											
		Adopté au Conseil d'établissement le 7 février 2018																											
		Août / August							Septembre / September							Octobre / October													
		D/Su	L/M	M/T	M/W	J/T	V/F	Sa	D/Su	L/M	M/T	M/W	J/T	V/F	Sa	D/Su	L/M	M/T	M/W	J/T	V/F	Sa	D/Su	L/M	M/T	M/W	J/T	V/F	Sa
Aug. 27-28		Orientation du nouveau personnel New staff orientation week																											
Aug. 29		Formation premiers secours First Aid Training																											
Aug. 30-31		Rentrée des enseignants Teachers In / Organisational Days																											
Sept. 3		Fête du travail Labour Day																											
Sept. 4		Rentrée des élèves Back to School																											
Oct. 8		Journée d'action de grâce Thanksgiving Day																											
Oct. 9		Journée de formation Organisational Day																											
Nov. 1 & 2		Entretiens parents-professeurs Parent-Teacher interviews																											
Nov. 5-12		Vacances de Toussaint Fall Break																											
Nov. 13		Rentrée School Re-Opens																											
Dec. 21-Jan. 4		Fêtes de fin d'année End of Year Break																											
Jan. 7		Rentrée School Re-Opens																											
Fev. 12 & 15		Entretiens parents-professeurs Parent-Teacher interviews																											
Feb. 18		Journée de la famille Family Day																											
Feb. 19-25		Vacances d'hiver Winter Break																											
Feb. 26		Rentrée School Re-Opens																											
Mar. 15		Journée de formation Organisational Day																											
Apr. 15-26		Vacances de printemps Spring Break																											
Apr. 19		Good Friday Vendredi Saint																											
Apr. 29		Rentrée School Re-Opens																											
May 20		Fête de la Reine Victoria Victoria Day																											
June 27		Dernier jour de cours - demi-journée Last day of school - half day																											
June 28		Journée de formation Organisational Day																											
174		Jours de cours																											
174		Instructional days																											
Heures de cours / Hours of instruction:																													
Élémentaire / Elementary: 954																													
Secondaire / Secondary: 1113																													
5 journées de formation																													
5 organisational days																													
</																													

## 2018/19 Calendar of Events

September 4, 2018	1 <sup>st</sup> Day Back to School & Posting of Class Lists
September 7, 2018	Back to School BBQ
September 11, 2018	Meet the Teacher Night – Elementary
September 13, 2018	Meet the Teacher Night – Maternelle, Junior High and High School
September 17, 2018	Terry Fox Run Day
September 20, 2018	Parent Representative's Orientation event
September 26, 2018	Picture Day
September 28, 2018	Casual Day
October 9, 2018	Organisation Day (no school for students)
October 18, 2018	2017/2018 Brevet Diploma Ceremony – last year's grade 9 class
October 31, 2018	Halloween Parade / Casual Day
October 25, 2018	Picture Re-takes
November 1 & 2, 2018	Parent-Teacher Interviews
November 5 to 12, 2018	Fall break (no school for students)
November 13 to 16, 2018	Anti-Bullying Week
November 22, 2018	Elementary "At a Glance" info session for 3YO to Kindergarten parents
November 27, 2018	College "At a Glance" info session for Grade 3 to 5 parents
November 29, 2018	High School "At a Glance" info session for grade 7 to 9 parents
November 30, 2018	Casual Day
December 3-9, 2018	Coding week
December 17, 2018	Maternelle Holiday concert
December 17, 2018	Elementary & College Holiday concert
December 20, 2018	Casual (Pyjama) Day
December 21 to January 4, 2019	End of Year break (school is closed)
January 7, 2019	School re-opens
January 25, 2019	Casual Day
February 4 – 15, 2019	Calgary Food Bank Drive
February 12 & 15, 2019	Parent-Teacher Interviews
February 14, 2019	Valentine's Day Celebrations & Casual Day
February 18 to 25, 2019	Winter Break (school is closed to students)
March 2 to 24, 2019	Printemps des Poètes
March 12, 2019	Staff & Graduation Picture Day for Kindergarten, Grade 5, 9 and 12
March 15, 2019	Organizational Day (school closed to students)
March 20, 2019	Journée Mondiale de la Francophonie
March 29, 2019	Casual Day
April 9, 2019	Salon des Arts
April 12, 2019	Casual Day
April 15 to 26, 2019	Spring Break (school closed to students)
April 29, 2019	School reopens
May 25, 2019	Gala
May 31, 2018	Casual Day
June 7, 2019	Kindergarten Graduation
June 13, 2019	Grade 5 Graduation
June 14, 2019	Celebration of Learning & Year-End BBQ
June 19, 2019	Grade 9 Graduation
June 20, 2019	Grade 12 Graduation
June 21, 2019	Maternelle year end concert
June 21, 2019	Fête de la Musique
June 27, 2019	Sports day & Half Day of classes – last day of school

## Annex 2 – The First Day of School

### Class Lists

Elementary, collège and lycée class lists will be available on Tuesday, September 4, 2018. They are posted at each grades' respective school entrance. We recommend you arrive at the school a little earlier to allow some time to view the class lists and for your child to find his or her teacher.

### Staggered Start – Three and Four Year Old Students

On Tuesday, September 4 and 5, 2018, teachers of the three and four year old classes will welcome small groups of students accompanied by their parents in the morning and afternoon. Our annual staggered start is designed with the best interest of your child in mind and gives him or her a chance to be introduced to the classroom setting with a small group of children. This approach provides a warm, welcoming, non-intimidating environment during the first day of school.

You will receive an email with details surrounding the staggered start in July. Our admissions staff will also be contacting the family of every three and four year old prior to the start of school to answer any questions. However, if you would like to call or contact us, you may do so:

Phone: 403.243.5420 Ext 123

Email: [admissions@lycee.ca](mailto:admissions@lycee.ca)

**Regular classes for all three and four year old students will begin on Thursday, September 6, 2018.**

### Assigned Doors for Drop-Off and Pick-Up

#### *Maternelle*

- **Three and four year olds**

- Building access: enter and exit via the Maternelle building's main entrance.
- Morning drop-off: doors open at 8:30 a.m. and are locked at 8:45 a.m. Parents must accompany students into the Maternelle building. Students remove their outdoor footwear by their cubby and get ready for class. Parents are required to drop their child off in the classroom and to sign them in. They are not permitted to enter the classroom until their teacher is present. As a security measure, parents are not be permitted to wait inside.
- After school pick-up: 3:30 to 3:45 p.m. except on Wednesdays when students may be picked up at 11:45 a.m if they are not enrolled in the After School Program.

- **Kindergarten students**

- Building access: enter and exit via the west entrance of the main building (closest to the basketball nets). **For our students' safety and security, parents must wear their identifying pass at pick-up and drop-off.** This pass will be provided on the first day of school.
- Morning drop-off: doors open at 8:30 a.m. and are locked at 8:45 a.m. Students remove their outdoor footwear by their cubby and get ready for class. Parents accompany students to their classroom and leave as soon as their child has entered the classroom with the teacher or assistant.

- After school pick-up: 3:30 to 3:45 p.m. if they are not enrolled in the After School Program.
- Please do not enter the main field.

## Elementary, Collège & Lycée

- **Grade 1 students**

- Building access: enter via main entrance of the main building . **For our students' safety and security, parents must sign in at main reception at pick up.**
- Morning drop-off: The students can enter the main field for morning recess. The students remove their outdoor footwear in the boot room then proceed to their locker to get ready for class. Students are not permitted to enter the classroom until their homeroom teacher is present.
- After school pick-up: parents must pick up and sign out students from the west entrance of the main building (closest to the basketball nets) at 3:35 p.m. if they are not enrolled in the After School Program. Supervision is provided for 10 minutes to allow students to be picked up and leave the school premises, or to wait for the After School Program. At 3:45 p.m., those not registered in the After School Program are no longer the responsibility of the school. The parents or guardians of any unattended students on school grounds after 3:45 p.m. will be contacted to immediately pick up the student(s) and fees will be levied.

- **Grades 2, 3, 4 & 5 students**

- Building access: enter and exit via the far southwest entrance (beside the soccer field, toward the rear of the building).
- Morning drop-off: The students will proceed to the main field for a supervised recess. They remove their outdoor footwear in the boot room then proceed to their locker to get ready for class. Students are not permitted to enter the classroom until their homeroom teacher is present.
- After school pick-up: students exit the school between 3:35 p.m. and 3:45 p.m. if they are not enrolled in the After School Program. Supervision is provided for 10 minutes to allow students to be picked up and leave the school premises, or to wait for the After School Program. At 3:45 p.m., those not registered in the After School Program are no longer the responsibility of the school.

- **Collège and lycée students**

- Building access: enter via the east entrance on Garrison Blvd.
- Morning drop-off: doors open at 8:20 a.m. and are locked at 8:30 a.m. They remove their outdoor footwear in the boot room then proceed to their locker to get ready for class. Students are not permitted to enter the classroom until their homeroom teacher is present.
- After school pick-up: students exit the school between 3:35 p.m. and 3:45 p.m. if they are not enrolled in the After School Program. At 3:45 p.m., those not registered in the After School Program are no longer the responsibility of the school.

**Reminder:** Students are not authorised to enter or remain in their classes during recess and breaks, or during any events, without a teacher being present.

## Back to School Event

On Tuesday, September 4, 2018, we invite you to pop by Lycée Louis Pasteur's multipurpose room between 8:15 a.m. and 9:30 a.m. to update emergency contact information and pick-up authorization forms, find out about exciting volunteer opportunities, meet members of the Board of Directors, and enjoy a coffee and croissant.

**Parents of children enrolled in the Maternelle program (3, 4, 5 year olds) and Grade 1 children are asked to bring the following items on their first day of school:**

Three- and 4-year-olds:

- A **complete** change of clothes with the child's name on each item (including socks, underwear, pants and t-shirt)
- A lunch box bearing your child's name
- A small plush toy for nap time only

Kindergarten

- A **complete** change of clothes with the child's name on each item (including socks, underwear, pants and t-shirt)
- A lunch box bearing your child's name

Grade 1

- A **complete** change of clothes with the child's name on each item (including socks, underwear, pants and t-shirt) that is to be kept at school all year
- A lunch box bearing your child's name

Please ensure all clothing items are labelled clearly with your child's name and comply with the dress code outlined in this document.

## **Annex 3 - IT Policy**

This Policy is meant to set general rules for Internet, network and multimedia use within the school, while mentioning the applicable laws and clarifying the relevant legal framework, in order to educate and instil responsibility in the User. The Policy outlines the rights and obligations that the User agrees to follow, in particular the conditions and limitations of any inspection of the service that may be conducted.

### **Article 1 – Legal Compliance**

The laws regulating the use of Internet are mentioned below in order to inform the User of their existence and encourage him/her to follow them and refrain from committing any unlawful acts.

Unacceptable uses which may be punishable by law are:

- Any contravention to the core values of the Education Nationale, in particular the principles of religious, political and business neutrality;
- Invasion of privacy;
- Defamation and insults;
- Encouragement to commit discriminative, hateful (including racially motivated) or violent acts;
- Trademark infringement;
- Reproduction, presentation or circulation of intellectual work (i.e.: music piece, photograph, literary extract ...) or of related work (i.e.: musical performance, video, program by an audiovisual provider) that are protected by copyright law;
- Copies of commercial software for any purpose whatsoever, except backup copies when they are made within the framework of the Code of intellectual property.

### **Article 2 – User rights**

The User has access to the school network, possibly with some restrictions (all or part of the network access may be protected by access codes).

The school shall let the User access the network after acceptance of this Policy. This access shall meet the educational objective as outlined in the Foreword section of this Policy.

After identification of the User, he/she may access the school network via his/her personal account.

The User account comprises a username and password that are strictly personal and confidential. They may not be given to a third party for any use whatsoever. The User is responsible for their safekeeping; he/she will not disclose them and will not try and obtain those of another User.

### **Article 3 – Technical inspection**

A technical inspection may be conducted:

- in an effort to protect students, the school reserves the right to conduct an inspection of the websites visited by students, in particular by looking at the log of all operations made on the network.
- for maintenance and technical management purposes, use of the service and network exchanges may be analysed and controlled in compliance with the applicable laws, in particular with the rules related to the respect of personal privacy and of personal communication. In this framework, the school reserves the right to collect and retain information necessary for the proper functioning of the system.
- in order to verify that the IT use remains consistent with the objectives mentioned in the above Foreword section.

#### **Article 4 – User Agreement**

The User agrees to comply with the current laws, referred to but not limited to Article 1.

The User agrees to make fair and reasonable use of the network in order to avoid saturation or to divert it for personal use.

The User agrees to refrain from using email and forums, except for group work and when instructed to do so by a teacher.

#### **Article 5 – Use of the IT Equipment**

##### **A. Use of IT equipment**

IT equipment is expensive and fragile and must be used with care. It is strictly prohibited to:

- Open mice,
- Damage keyboards,
- Unplug cables,
- Change the system configuration,
- Install software without permission,
- Use non-LYCÉE USB sticks without permission,
- Handle computers brusquely,
- Touch the power poles, the patch panel and the electrical panel,
- Use the server,
- Use the teacher station without permission.

##### **B. Respect for the work of others**

It is prohibited to:

- Attempt to open, change or erase other people's work,
- Attempt to access to information saved by others (except for group work).

### **Article 6 - Computer and internet use**

Computers are located throughout the school. Only computers designated for student use are to be used by the students. Computers are only to be used for educational purposes and **the following will not be tolerated:**

- use of chat rooms or instant messaging services at school;
- use of social networking services such as Facebook at school;
- intentional access, duplication, display, or transmitting of inappropriate web site material. This may be, but is not restricted to, offensive, racist or pornographic material;
- engaging in on-line bullying or harassment;
- playing computer games during school time unless explicit permission has been given by the supervising teacher;
- use of another user's password;
- installation of software; attempts to fix suspected hardware faults - any problems should be reported to the teacher immediately; and
- transmission of any material in violation of any national regulation. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.

### **Article 7 – Use of personal computers**

If, after consultation with the teacher, student and parents, the Head of School determines that a student would benefit from having a laptop computer in the classroom, the following steps will be followed:

- The Head of School will provide a written permission stating that the student may bring a laptop computer to school;
- The student and parent(s) will sign the computer usage agreement;
- The Head of School will communicate to all applicable staff that the student may use a laptop computer in the classroom;
- All of the above-noted computer and internet use rules apply.

### **Article 8 – Lycée laptops**

Laptop computers are provided to all Lycée students (Grades 9-12) to assist them in their scholastic pursuits. This requires the payment of a refundable deposit and the signing of the *Student Laptop Waiver* by the parent and the student, if older than 18 years. All of the computer and internet use rules apply.

### **Article 9 – Sanctions for policy infringement**

In case of policy infringement, access to the network shall be limited or denied, and disciplinary measures mentioned in the Code of conduct and/or applicable criminal sanctions may apply.



## Annex 4 – Anti Bullying Action Plan

### Foreword:

*A school is a place where each student is provided with knowledge, skills and values from a humanist standpoint. Each stage of teaching supports the building of the student's identity and personality.*

*This building can be seriously threatened by bullying in school, a kind of violence which often leads to serious consequences for the victim, the bully, or the witness, ranging from anxiety or depression to failing grades and behavioural problems.*

*Anti-bullying measures have become a priority to foster a school environment that is conducive to the success of each student.*

*Educating and empowering parents, students, teachers and all educators is essential: in this collective commitment lies one of the major keys to the fight against bullying at school.*

***“Because it is often hidden or insidious, bullying is not easily detected by adults, whether parents, teachers or education personnel. Bullying is such a source of humiliation that victims rarely dare to mention their suffering. And in many instances, students who witness bullying prefer to remain silent. Only by breaking the code of silence will we fight effectively against bullying at school.”***

*-Vincent Peillon, former French Minister of Education*

*Aware of their common responsibility to maintain a bully-free school environment where students move confidently and responsibly towards tomorrow, Lycée Louis Pasteur students, teachers, parents and management established and adopted this plan at the March 20, 2014 School Council.*

*There is a systematic attempt to promote a positive atmosphere where differences and diversity are respected, through speeches and actions as well as collective work intended to resolve incidents related to harassment/bullying whenever they occur.*

*Members of Lycée Louis Pasteur community believe that prevention, education and teamwork are essential in the fight against harassment or bullying at school.*

## I – WHAT IS SCHOOL BULLYING?

Bullying may be defined as repeated violence of a verbal, physical or psychological nature. It is the act of one or several students against a victim who cannot defend him/herself.

Bullying or harassment occurs whenever a student is repeatedly insulted, threatened, beaten or pushed, or

receives offensive messages.

### **The 3 characteristics of bullying in school:**

- Violence
- Repetitiveness
- Victim isolation

### **Bullying is based on the rejection of difference and the stigmatization of certain characteristics, such as:**

- Physical appearance
- Gender
- Disability
- Communication disorder affecting speech
- Belonging to a social or cultural group
- Different interests

## **II – THE CONSEQUENCES OF BULLYING**

All participants in bullying, whether victim, bully or witness face multiple consequences.

### **1) RISKS FOR THE VICTIM**

A discussion of bullying consequences immediately brings to mind the injuries and scars that may be caused by games, scams, or violent fights. However, bullying may also lead to serious academic, social, physical and psychological consequences.

**SHORT TERM:** absenteeism and dropping out, psychological unavailability, metabolic disorders, social isolation. **MEDIUM TERM:** anxiety and depressive disorders, suicidal tendencies, violent behaviour.

**LONG TERM:** socialization disorders, mental disorders, reputation of being a victim.

### **2) RISKS FOR THE BULLY**

**SHORT TERM:** lack of empathy, violence, repetition, **MEDIUM TERM:** marginalization, underachievement.

**LONG TERM:** social life, criminal behaviour, social disorders, depression.

### **3) RISKS FOR THE WITNESSES**

Violent behaviour, feeling of insecurity, role change, guilty feeling.

## **III – RECOGNIZING AND TREATING BULLYING**

### **1) WHAT ARE THE DIFFERENT FORMS OF BULLYING?**

## **PHYSICAL HARASSMENT**

**This form of violence can result in:**

- beating, pinching, hair pulling...
- shoving, throwing of objects
- fights organized by one or more bullies
- theft and racketeering
- defacing of school supplies or destruction of clothing
- confinement in a room
- violence of a sexual nature
- dangerous “games” played under duress

## **MENTAL HARASSMENT**

This kind of violence – verbal, psychological and symbolic – is subtler than physical harassment, and therefore more difficult for adults to detect.

**There are three types of mental harassment:**

- verbal
- emotional
- sexual

**It can encompass:**

- use of demeaning nicknames
- insults, threats
- humiliation, blackmail
- rumour-mongering
- discrimination or exclusion.

## **CYBER-BULLYING**

In France and Canada, a vast majority of young people are using the internet and surfing social networks. Learning how to publicly manage their friendships and virtual image can be difficult and lead to what is called cyber-bullying. Here are a few examples:

- online teasing
- spreading rumours via mobile phone or the internet
- creating a page or a profile on a person on a social network
- sending sexually explicit or humiliating pictures

- publishing a video of the victim in an awkward situation
- sending abusive or threatening messages by SMS or email

## 2) BULLYING STAKEHOLDERS

Bullying is a group phenomenon that always includes several stakeholders: the victim, the bully(ies) and the witnesses.

The triangular relationship between the victim, the bully(ies) and the witnesses is central to continued bullying:

- The bully(ies), who manage(s) to turn his/her/their witnessing friends into accomplices of his/her/their actions, create a relationship of collective dominance over the victim.
- The victim, who can find neither defense nor empathy among his/her peers, often becomes isolated.
- The witnesses, who by supporting, encouraging or pretending to ignore the bullying, reinforce the bully's violence.

### THE BULLIES

Bullies assert themselves by the use of force and aggression. They designate a victim that they will humiliate and terrorize.

The fear that they inspire in their victims reassures them. When the situation lasts for a while, the bullies stop feeling any empathy for their victim.

### THE VICTIMS

Victims are often unable to defend themselves and rarely report their bullies. Their silence allows bullies to continue and remain unpunished.

**Moreover, it has a negative impact on the victim's psychological well-being as they** gradually develop a sense of shame, loss of self-esteem, guilt, and sink into isolation. They can start suffering from serious depression that may lead to behavioral disorders and suicidal symptoms.

### THE WITNESSES

Bullying at school is a group phenomenon that places the victim in a state of isolation.

Bullying continues as it is supported and encouraged by the witnesses or condoned by their silence. But witnesses can also put an end to bullying situations by their actions.

**There are three kinds of witnesses:**

- The passive witness is not directly involved in the violence but does not oppose or pretend to ignore it. (S)he'd rather not attract the bully's attention for fear of becoming a victim him/herself.

- The active witness encourages or participates in bullying. (S)he will help spread rumours or participate in ridiculing the victim or in violent actions. (S)he wants to assert him/herself and reinforce his/her group belonging.
- The acting witness will intervene on his/her own or as part of group to defend the victim and/or by calling an adult.

At school, a child or teenager's personality is developed through contact with peers. Search for self-affirmation, building one's identity, and the desire to be part of a group are very strong.

### **3) HOW TO IDENTIFY BULLYING**

Identifying bullying is not easy. It is therefore adults' responsibility to pay attention to the children or teenagers' behavioural changes, such as: sleep disorders, irritability, agitation, and susceptibility, as well as anxiety disorders and/or stress.

In any case, parents should not hesitate to talk with their children.

### **4) WHAT SANCTIONS ARE INCURRED?**

Any student harassing a staff member or another student will face sanctions.

**The list of sanctions posted in the code of conduct reads:**

#### **a) Primary School**

- Temporary exclusion from the class/the activity, group work, or suspension of a student's right
- Verbal warning from the Vice Principal
- Formal warning to parents
- Temporary exclusion from the class
- Temporary exclusion from the school (1 to 3 days)
- Permanent exclusion

#### **b) Jr. and High School**

- Warning
- Reprimand
- Accountability measure: meant to allow students to take responsibility for their actions, by making them participate community-building, cultural, or training activities (to be added in the future Code of Conduct)
- Temporary exclusion from the class, during which the student will remain in school (8 days max.)
- Suspension from the school (up to 8 days)
- Expulsion

**School sanctions must have an educational objective. All students must be supported, whether they are bullies or victims.**

**Recording**: sanctions for bullying will be systematically entered into the school logbook.

**Pay attention to follow-up.** There must be a follow-up to all sanctions. Initiating a process of reflection will help prevent an escalation of reprehensible acts, a desire for revenge, feelings of injustice, and misunderstandings.

## **IV - CYBER-BULLYING**

*Owing to continued use of new communication technologies (smartphones, social networks), bullying among students continues outside of school grounds. This is called cyber-bullying.*

*Often, cyber-bullying is merely another means of bullying and must therefore be integrated into our anti-bullying policy. In order to fight cyber-bullying, the French Ministry of Education signed a convention with the Association e-Enfance and developed a guide to help prevent and manage cyber-bullying.*

### **1) IDENTIFYING CYBER-BULLYING**

Cyber-bullying is defined as, "an aggressive act committed intentionally and repeatedly by an individual or a group of individuals using electronic communication forms against a victim who cannot easily defend him/herself."

Cyber-bullying is takes place via smartphones, on instant messaging services, forums, chats, or online games, by email, on social networks or on online photo-sharing forums.

It may take several forms such as intimidation, insults, sexting or account hacking...

### **2) BULLYING AND CYBER-BULLYING CONSEQUENCES**

Cyber-bullying is first and foremost bullying. The consequences for the victim and the impact on the school setting are as significant as in any other bullying situation.

Due to their massive and immediate distribution, messages can reach a wide audience and it can be very difficult to regain control of them.

With cyber-bullying, bullying at school continues at home, without respite for the victim. No aspect of his/her life is protected anymore.

A bully may hide behind a username to remain anonymous, which may increase the victim's anxiety.

Content broadcasted online may remain there forever, even after bullying stops.

### **3) ADULTS' RESPONSIBILITY**

All adults must act together to prevent and fight cyber-bullying. Their responsibility is not only to try and prevent bullying, but also to help students being bullied.

Children begin to access the internet when they are about 9 years old and that age is continually decreasing. From then, children rapidly get their own IT equipment: computer, cell phone and/or tablets. From that moment, all the adults in their life - parents, teachers or others - can support the children in their use of digital tools. Because cyber-bullying is the biggest risk a child may face on the internet, it is everyone's duty to help prevent and fight it. The first adults who are able to provide help and advice when it comes to online security are the parents (60%) then the students (43%) and finally the students' peers (26%).

### **4) BEING PROACTIVE TO REDUCE THE RISK OF IMPROPER USE OF PERSONAL INFORMATION**

- Keep personal data secure
- Manage privacy settings
- Keep passwords secure
- Respect your privacy and that of others

### **5) REACTING AGAINST PROVEN CYBER-BULLYING**

As for bullying, breaking the silence is the first step towards solving the problem.

Be sensitive to changes in student behaviour: while cyber-bullying is hidden from adults, some signs can help you spot it.

## **V- LYCÉE LOUIS PASTEUR ANTI-BULLYING POLICY**

*This policy explains what to do every step of the way when a bullying situation arises.*

### **1) Who is responsible for addressing the situation?**

The Head of School and/or Vice Principal should always be informed and deal with all bullying cases. The school psychologist may also be informed.

### **2) Methods of communication**

Victims of bullying, witnesses or anyone who discovers bullying tells:

- another student: the adult informed speaks to the confidante and takes him/her to the Head or Vice Principal to meet the victim together.
- a pedagogical team member: this person talks to the victim and takes him/her to the Head or Vice Principal.
- their parents: parents are heard and a meeting is arranged with the Head or Vice Principal.

### **3) Victim's hearing**

The Head or Vice Principal welcomes the victim accompanied by the adult (s)he confided in. He or she tries to reassure and remind him/her of the protective role of the school.

He or she collects his/her statement (nature of the facts, frequency, etc.)

The student is given the option of writing down his/her statement or to have an adult write it for him/her.

### **4) Witnesses' hearing**

The Head or Vice Principal receives the witnesses one by one, referring to the situation as "alleged" by the victim and collects their testimony: statement of the facts, their reaction or absence thereof, reasons, their share of the responsibility if any, and their proposals for resolving the issue.

### **5) Alleged bully's hearing**

The Head or Vice Principal informs the alleged bully that a student complained of bullying without disclosing the name of the victim or details about the alleged facts. Rather, he or she asks the alleged bully to give his/her own side of the story.

Depending on the degree of acknowledgement of the facts, it is essential to remind the alleged bully about the code of conduct and the consequences of bullying. Depending on the nature and severity of the bullying, the Head or Vice Principal informs the student of the possible outcome in terms of punishment or sanction and asks him/her to propose remedial measures.

In case of denial, additional information should be gathered in order to clarify the situation. Should there be several bullies, all shall be heard independently following the same protocol.

If necessary, the pedagogical team meets to assess the situation and develop potential responses. The Head or Vice Principal then writes a report.

### **6) Meeting with parents**

The Head or Vice Principal meets with the victim's parents, who will be heard, supported and assured that their child is protected.

The Head or Vice Principal meets with the bully/bullies' parents, informs them of the situation and reminds them of the consequences of bullying and of the potential measures with regard to their child. Their opinion on proposed reparation measures may be requested. Their support is essential for the resolution of the situation. The report is then completed.

### **7) Measures to be considered by the management team**

- In case of danger or risk of danger: submission of disturbing information to Social Services (Alberta Children and Youth Services) or report to the police.
- Orientation on medical or psychological care services.
- Legal advice in conjunction with victim support associations and other legal services.



#### **8) Follow-up**

- Implementation and monitoring of measures taken
- Proposed listening space within the school or outside of it
- Meeting with the victim and his/her parents
- Student awareness measures
- Information (without divulging names) brought before the School Council or Board.

## **VI – ACTION PROGRAM, PLAN AMENDMENT AND PROFESSIONAL DEVELOPMENT OF STAFF**

The Health and Citizenship Education Committee (HCEC) is responsible for preparing an annual educational action plan (in close collaboration with teachers) and, if necessary, proposing amendments to the plan that will be incorporated as an annex to the September 2017 Lycée Louis Pasteur Code of Conduct.

Teachers will have the opportunity to take professional development classes that help them spot bullying situations and implement anti-bullying steps.

# Anti Bullying Pledge

This is for me, my friends today and my friends tomorrow. I think being mean stinks!

I won't watch someone get picked on because I am a do something person and not a do nothing person.

I care.

I can help change things. I can be a leader.

In my world there are no bullies allowed.

Bullying is bad.

Bullying bites. Bullying  
bothers me.

I know sticking up for someone is the right thing to do.

My name is \_\_\_\_\_

And I won't stand by.

***I will stand up***