



# **MERTON SCHOOL**

5554 Robinson Avenue  
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Principal: Rosana Caplan

## **CODE OF CONDUCT 2024-2025**

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## MISSION STATEMENT

Our mission at Merton School is to provide a safe and supportive learning environment which celebrates diversity and promotes cooperation and mutual respect. Our goal is to help children grow to become responsible, capable and engaged citizens of their school, their community and the world.

## GUIDING VALUES AND RULES

**Community:** We **create** cooperative and collaborative partnerships that become a web of support for all of us. We see ourselves as important parts of a larger whole.

**Learning:** We **pursue** knowledge and understanding in all its forms. We approach the world and people with a curious, open mind.

**Personal Growth:** We **promote** the physical, mental and social health and well-being of every person. We make efforts to improve ourselves in every way and to realize our full potential.

**Respect:** We **make an effort** to understand different perspectives and treat each other in inclusive, compassionate ways that protect every person's dignity.

**Responsibility:** We **are each held accountable** for our learning, our actions and our words. We share responsibility for the quality of our school environment.

All our rules of conduct are focused on creating a peaceful, happy and safe environment for children to share as they engage in learning and playing together. All staff members at Merton see themselves as responsible for all the students entrusted to our care. In guiding our children, we aim to:

- Make them aware of the effects of their behaviour.
- Model for them and teach them safe, fair and helpful ways of behaving.
- Help them correct what they did wrong when possible, and/or replace negative behaviour with positive action.

Respect and responsibility for self, others, and our environment are the "bottom line" commitments of the Merton Community, and they are reflected in our behaviour guidelines.

Merton students show respect for themselves by:

- Attending school regularly and arriving on time each day.
- Making sure they have the materials needed for each class.
- Dressing in neat and appropriate clothes and looking after their personal hygiene.
- Putting their best effort into their learning and asking for help when they need it.
- Completing their work on time in the best way they can.

- Keeping toys, electronic devices, and other distractions that do not belong in school at home.
- Making healthy and safe choices for their well-being.
- Eating nutritious food.

In particular:

**Students are not allowed to jeopardize their learning or the learning of their peers by being disruptive.**

Merton students show respect for others by:

- Keeping their hands to themselves.
- Respecting the personal space of others.
- NOT sharing food, to protect friends who have allergies.
- Walking, not running, in the hallways.
- Using quiet voices indoors, in consideration of others who are working.
- Being mindful of tone and choice of words when speaking to others.
- Helping other members of the Merton community whenever the need arises.
- Asking permission before borrowing anything and returning items in good condition.
- Greeting each other politely and returning greetings that are offered.
- Listening carefully and attentively to others, especially those entrusted with student safety.
- Respecting all school rules.

In particular:

**Students are not allowed to HIT, KICK, SPIT, SCRATCH any student or adult.**  
**Students are not allowed to throw any objects or HURT anyone.**

Merton students show respect for their environment by:

- Taking good care of school equipment and of the school building.
- Fixing or replacing anything that they damage.
- Putting garbage in garbage bins and recycling in recycling bins.
- Keeping their belongings neatly in their designated place (bin, desk, locker area)
- Not chewing gum inside or outside the building.
- Advising staff immediately of any unsafe, unsanitary or inappropriate situations that may arise.

In particular:

**Students are not allowed to write or draw on school materials  
 (books, desks, walls, floor...)**

**Students are not allowed to purposefully break materials.**

## DISCIPLINE POLICY

All school rules apply also to extra-curricular activities, on school buses and on field trips.

Guided by the opening statement in our Code of Conduct, we will work to select consequences that teach appropriate social behaviour and orient our students to take responsibility for their actions. Consequences for breaking our Code of Conduct rules are considered on a case-by-case basis. They vary according to the severity of the infraction, the age and maturity of the students involved, and the particular circumstances.

### Suspensions

On very rare occasions full day or partial in-school suspensions may be given to students. They will be given for severe misbehaviour which either:

- caused bodily harm to a student or staff member,
- endangered the safety of a student or staff member, including self,
- jeopardized the learning of a group of students, or
- caused damage to school property.

Suspensions may also be given when a student uses abusive language with other students or staff, and when a student is not considered to be able to cooperate with the adults involved in their education, or with peers.

*In-school* suspensions may take part or all of the school day or several days and will include actions to correct the wrong done or to practice positive behaviours. Community service may be done when appropriate.

Parents will always be informed when suspensions take place.

*NB: Occasionally it may be necessary for school personnel to search a student's school bag, desk or other personal storage area – we reserve the right to do so.*

### Safe School Action Plan

As required by Law, we conduct assessments of our school climate in order to identify areas of strengths as well as areas of concern, and establish priorities for our action plan. Below are some key points from our school's action plan that we would like to share with you:

#### **Some of our priorities and preventative measures for 2023-2024 were:**

- **Maintaining our strong partnership with families:** Communication with parents regarding the social and emotional needs of their child has been ongoing and we are proud of our "team approach" to each child in this and every other area of their development.
- **Lunchtime Behavior Management:** In addition to lunch monitors for each class, all our Attendants and our Behavior Technician supervise recess time to ensure a peaceful environment.

- Suspension Debriefing: Whenever a student is suspended, we ensure they have an opportunity to reflect on their actions, take responsibility for poor choices made, and correct the result of their behavior to the extent that is possible. Only In-School suspensions are given, and the opportunity is used for reflection and to plan reparative action.
- Use of visual aids to improve the behavior of students with challenges in this area.
- Use of EMSB consultants to develop behavior intervention plans and provide strategies for behavior management.
- Training all attendants in Crisis Prevention Intervention.

Many of these measures will continue to be in place for 2024-2025. Additional social skills, mindfulness and self-monitoring measures are regularly being evaluated and will be incorporated throughout the year. Our nutrition and physical activity approaches may impact the social climate as well.

**Whom to contact for information or concerns about social/emotional wellbeing and/or bullying at the school:**  
**Rosana Caplan, Principal**  
 Please call the school office at 514.481.7425 or write to  
**rcaplan@emsb.qc.ca**

Our full Anti-Bullying, Anti-Violence Plan will be available in 2024-2025 on our website **mertonschool.ca**.

#### SCHOOL HOURS

- Supervision starts 7:50
- Call-in bell 7:57
- AM Recess 9:35-9:55
- JUNIOR Lunch 11:25-12:15 (11:05 - 12:15 for Kindergarten)
- SENIOR Lunch 11:55-12:45
- JUNIOR PM Recess 1:15 - 1:35
- SENIOR PM Recess 1:35 – 1:55
- Dismissal 2:40

Students walk directly into the building between **7:50-7:57**. Please do not drop off your child before then. Please stay outside the school fences to allow for better supervision. SENIORS (Gr.3 to Gr.6) enter through the senior doors, JUNIORS (K to Gr.2) enter through the junior

doors, ALL STUDENTS WHO RIDE THE SCHOOL BUS enter through the main entrance, as do any adults having business in the school.

### FEES

Lunch Supervision:       \$240.00 per child (due September 30, 2024)  
                                  \$480.00 for a family with 2 children or more

Resale supplies:           (due September 30, 2024)

Kindergarten	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6
\$30	\$95	\$90	\$90	\$90	\$90	\$85

**Financial support is always available to deserving families. Simply contact the school principal ([rcaplan@emsb.qc.ca](mailto:rcaplan@emsb.qc.ca)) or the school secretary ([gdufeal@emsb.qc.ca](mailto:gdufeal@emsb.qc.ca)) .**

### ACADEMICS

#### Our French Immersion Program

*In Kindergarten*, all of the instruction is in the French language. It follows the basic Kindergarten program outlined in QEP (Quebec Education Program).

*In Cycle 1* (grades 1 and 2), 90% of the instruction is in the French language. It follows the basic Primary program outlined in QEP (Quebec Education Program). Only the English Language Arts Program is taught in English, for a total of 150 minutes per week.

*In Cycles 2 and 3* (grades 3–6) the program is divided equally between English and French. Language Arts, Mathematics, Drama and Science are taught in English. French Language, Art, Geography, History and Citizenship (GHC), and Quebec Citizenship and Culture (CCQ) are taught in French.

Parents are encouraged to support and enrich the school program by providing the children with various opportunities to use French in the community, extra-curricular activities, and the home. Any activity which broadens the child's knowledge and understanding of French culture helps to ensure their academic success.

#### Library

The Merton School Library has a large number of English and French books, reference materials and computer-based resources. Students visit the library weekly and borrow books on a one-to-two week loan basis. The children are held responsible for their library books in the event of loss or damage. We enjoy a wonderful partnership with the Eleanor London Public Library in Cote St Luc, one of the best libraries in the city.

## Use of Technology

Technology offers tremendous opportunities for learning, infinitely expands the walls of the classroom, and makes available resources that our students can and should take advantage of. We support and encourage the use of technology for learning by maintaining appropriate equipment and regularly designing learning tasks to that end. **We are also fully aware of the dangers of unlimited and unsupervised access to technology and the internet.** Our school will work in cooperation with parents to educate our children on the healthy use of these resources, will share information and resources with parents, and will diligently pursue, in cooperation with parents, disciplinary measures to correct abuses in this area. Electronic devices are not to be brought to school, and the school will not be held responsible for their loss or theft. Computers and iPads are made available in the appropriate classes by the school.

Regarding Mobile Phones (cell phones):

- Our approach to mobile phone use is intended to protect the safety and privacy of all our students and school personnel. Strict adherence to the following rules is therefore expected.
- Students should never use mobile phones for any purpose during their school day, including daycare, recesses and school bus transit time.
- As a special privilege, students in Grade 5 or 6 **may only have a mobile phone in school if they need it for safety reasons when walking or taking public transportation to and from school.** However, the phone is never to leave the child's school bag while in school or on the school buses.
- Mobile phones may be confiscated in school and on the buses at the discretion of school personnel and will only be returned to the parents of the child involved.
- The school will never under any circumstances be held responsible for loss or damage to cell phones.
- **Parents volunteering in the school and on field trips are not permitted to take pictures with their cell phones, lend their phones to students for any purpose or call other students' parents on their behalf without the knowledge of the Principal.** Parents ignoring this directive may no longer be invited to volunteer in the school.

*The school will not be held responsible for the misuse of technology outside of the school to invade or threaten personal privacy. It should be noted that social networking sites are not intended for use by children under the age of 13. It is the parent's responsibility to monitor their children's use of technology and the internet at all times.*

The EMSB INFORMATION AND COMMUNICATION TECHNOLOGIES ACCESS AND ACCEPTABLE USE POLICY is available on their website [emsb.gc.ca](http://emsb.gc.ca), and at the end of this document. This policy is binding for our school.

*Valuables, such as iPads, tablets, music players, video game players, etc. are not permitted in school. Merton School is not responsible for any lost or stolen items of this kind.*



## PROCEDURES

### Attendance

Regular attendance is important for good learning. When students miss school, they miss important information, new skills, and the opportunity to have their teacher's help to understand the material properly. Catching up by themselves can never replace that! Parents are asked to help us support their children's learning in the following ways:

- Schedule appointments outside of school hours.
- Schedule fun family days and vacations on pedagogical days and holidays already built into our calendar.

**Parents must notify the office of their child's absence through the Mozaik platform. Please do not call or email the secretary nor the principal for this purpose.**

### Punctuality

***Students are expected to be at their designated entrance at 7:50, in order to be ready for class by 7:57.*** Late arrivals greatly disrupt the class in progress and the child who arrives late feels "lost" and disoriented. Repeated absences or late arrivals may result in disciplinary action, and, in serious cases, the Department of Youth Protection may be notified.

### Vacations during the School Year

If a parent decides to take his/her child out of school for a vacation or for any other non-medical related absence during the school year, the administration must be informed. In such cases, teachers will **not** assign homework, tests or projects in advance. The parent must ensure that all missed work is completed by his/her child with a minimal delay. The parent bears full responsibility for any negative consequences that result from the absence. Ministry exams take place from early-May to mid-June and vacations and appointments at this time should absolutely be avoided.

### Field Trips

Even though all our field trips have a strong educational component, we view them as enrichment activities. Participation in field trips is therefore a privilege that students earn, not a right. The administration reserves the right to remove this privilege from students who would jeopardize the experience of their peers. In addition:

- Parents must complete all necessary forms before their child is allowed to participate in any outing.
- All students, including Kindergarten students, are required to wear the RED Merton school uniform on all school outings.

### Homework

Teachers have autonomy in deciding whether to assign homework to their students. The teacher's approach and time expectations for homework will be communicated at the start of the school year. Throughout the year, teachers and parents are expected to communicate and work together to adjust the amount of homework to the child's needs, and the quality of the assignments will take priority over the quantity. Homework will be used to reinforce work

previously taught, to practice new skills and to foster independence. A quiet place to work and a regular timetable which allows adequate time to complete all homework assignments will be helpful. To increase collaboration between home and school, teachers post homework and projects in their Google Classroom. A homework program may be offered after school hours in the school.

### Birthday Celebrations

Birthdays are very special days for our students and on their birthday (or on the nearest school day) Merton students:

- have a personal Free Dress Day
- are invited to come to the Office to receive a birthday sticker

Please keep in mind:

- In line with our nutrition approach, *no food will be part of our in-school birthday celebrations* (see the nutrition policy at the end of this document).
- Please do not give birthday invitations for home parties to teachers for distribution.
- The teachers are not permitted to share parent contact information without consent. Kindly use the friendship lists provided by Home and School for this purpose.
- In the spirit of community and inclusivity, we ask you never to exclude one single child or a very small number of students from a home celebration.

## COMMUNICATION WITH THE SCHOOL

Early in the year, parents meet their child's teacher to review the program of studies for the year. Formal communication consists of:

- One progress report and three reports cards, as outlined in the school calendar
- Parent-Teacher interviews, all of which are by request only (see the school calendar for dates). Parents of every student will be invited to an interview at least once throughout the school year.
- Homework and other messages shared through the agenda, communication folders, Mozaik and Google Classroom.
- Once-a-month communications for parents whose children follow an IEP (Individualized Education Plan).
- Regular newsletters from the school Principal sent to the whole parent body through School Messenger.

Teachers and parents work as partners throughout the year, sharing information to promote consistency and continuity between the home and the school environments. As the need arises, meetings can be convened by either the teachers or the parents to discuss urgent issues or major changes. **Parents wishing to set an appointment are welcome to contact the teacher or the school Principal directly.**

### Visiting the School

- Always enter and exit the school by the front door.
- After pushing the indoor buzzer, please proceed directly to the office.

- Get your visitor's sticker from our school secretary.

If you have an appointment, our school secretary will also be pleased to announce your arrival to the person you are meeting. Always sign out your child if you are picking them up early.

### Messages

a. Messages for Teachers

With any questions, comments or concerns related to your child, always contact the teacher first. Your child's teacher is the best-informed person in the school when it comes to your child's daily experience and will have the most up-to-date details on your child's progress. Always make an appointment in advance to talk to the teacher.

b. Messages for Students:

Parents needing to communicate an important message to students should contact the school office, which will inform the student. **Changes in pick-up arrangements must be communicated before 1:00 p.m. When there is doubt regarding pick-up arrangements, your child will be kept in daycare until you contact Home and School.** Items that need to be delivered to students during school hours should be left in the office and will be delivered to the students at an appropriate time.

c. Messages for the School Principal: Please call the office at 514-481-7425 or email [rcaplan@emsb.qc.ca](mailto:rcaplan@emsb.qc.ca).

## LUNCHTIME SUPERVISION

### Outdoor Recess

- There are three 20-minute recesses during the day at Merton: in the morning, at lunchtime and in the afternoon.
- Students spend recess **outdoors**, with very few exceptions. They are supervised there by teachers, monitors and attendants.
- Parents must ensure that students are **dressed appropriately for the weather each day**. All outdoor clothing, especially snow pants, hats and mitts must be clearly labeled with the student's name to avoid loss.
- Students must not leave the school limits and must always observe the schoolyard behavior rules.

### Lunch and Snacks

- Students bring their own lunch and snacks to school. There is ONE snack time during the school day, either immediately before or after the morning recess.
- A voluntary Hot Lunch Program is offered, and parents may subscribe to it according to their needs. The Home and School Association organizes Pizza Lunches and other special lunches.

- Parents are encouraged to pack a healthy, balanced lunch, including, for example, a sandwich, fresh cut or cooked vegetables, and fruit. Please ensure that your child has enough food to last the full day, especially if they stay after school.
- Water is available in the school's water fountains, but a refillable and unbreakable water bottle should be sent to school every day. **SOFT DRINKS, POWER DRINKS, CANDY, CHIPS AND CHOCOLATE BARS ARE NOT PERMITTED.** (see nutrition policy below).
- **Merton does its best to provide a food-allergy sensitive environment. Please do your best to accommodate the known allergies of your child's classmates as they are identified to you.**

### Supervision

- Students may remain in school for lunch, provided they pay the lunch supervision fee which is used to cover the salaries of the lunch monitors. Students may also be picked up for lunch by their parents.
- Students usually eat at their own desk in their classrooms. **For their own safety, children with severe food allergies may eat at a desk in the hallway with a friend.**

### School Yard Behaviour

- STUDENTS MAY ONLY EXIT THE SCHOOL BUILDING WITH AN ADULT SUPERVISOR.
- Students can only use the play structures according to adult directives.
- **Playing with sticks is not allowed.**
- **Throwing snow or ice is not allowed.**

## COMPULSORY SCHOOL DRESS POLICY

Merton has a compulsory school dress code and a uniform. The uniform supplier is Mini Polo Vêtements, Tel. 514-385-3726, Email- [etty@minipolo.ca](mailto:etty@minipolo.ca).

### Dress Guidelines

- Merton students in Cycles 1-3 follow a **dress code** of solid navy-blue bottoms and solid white tops daily, EXCEPT on physical education days. These clothes can be bought from any store and do not have a Merton crest. In cooler weather the Merton red sweatshirt should be worn (with school logo). No other sweater, including solid navy, may be worn indoors.
- Every student (including Kindergarten students) must also have a full **school uniform**, which will be worn for physical education, on field trips and on special days. The uniform consists of red Merton jogging pants (Merton shorts or skorts in warm weather), white T-shirt (logo not required) and running shoes. In cooler weather, a red Merton sweatshirt is worn.

### Clothing and outerwear

- Tops and bottoms (i.e. shirts and pants or skirts) must meet each other so that no skin is exposed in the midriff.
- Children must be dressed appropriately for the weather, including boots and warm jackets when needed.
- **Label all clothing** that may be removed throughout the day, **especially the red Merton sweatshirt**, as well as shoes, boots, jackets, snow pants, mitts and gloves, hats and tuques.

### Footwear

- **Shoes** must be worn at all times.
- In warm weather, students may wear flat sandals to school, but these must have a strap to support the ankle. No flip-flops are permitted.
- On physical education days, running shoes with appropriate support must be worn. (No flat shoes)
- Students must have one pair of shoes for indoor wear and boots or a second pair of shoes, depending on the season, for outdoor wear.

### Hair and Accessories

- Jewelry and watches cannot be worn on physical education days.
- Long hair must be tied back in the gym and in the lab for safety, and whenever hair becomes an obstacle to learning.
- Hairbands, jewelry and other accessories should be simple and not distracting. Expensive jewelry should be kept at home.
- Make up is not permitted.

**Parents are responsible for ensuring that their children respect the dress code and guidelines.** If your child is not wearing the right clothing for their school day, we will call you to bring a change of clothes, or offer a change of clothes in school, if available.

**There is a Lost and Found area near the front entrance of the school which parents are encouraged to check frequently for any lost clothing items.**

## **PARENT ORGANIZATIONS**

Governing Board- The Governing Board is a committee legislated by the Government, in which equal numbers of parents and Staff are represented. The objective of this committee is to make decisions locally that are in the best interests of each school's students. The mandate of the Governing Board is to discuss proposed policies which affect the daily routine of Merton

students. Decisions are made regarding such items as building security, fieldtrips and the school budget. According to the Education Act, elections for parent members whose two-year term has expired must take place in September of each year, at the call of the Chairperson of the Governing Board.

Parents may contact any member of the Governing Board in any of the following ways:

- **Telephone-** Call the school office- 514-481-7425 and leave a message for the appropriate person.
- **E-mail-** [gb.merton@gmail.com](mailto:gb.merton@gmail.com)
- **In Writing-** Correspondence can be left with the School Secretary in the office.

Home and School Association: The Merton Home and School Association does fundraising for the school, and relies on the active involvement of many, many parents. If you can make time to help, you will make an invaluable contribution to school life. We are confident you will find it a rewarding experience. To become involved, please attend the monthly meetings. The Home and School Association publicizes the dates and times of their meetings to all parents throughout the year.

Merton's Governing Board delegates yearly to The Home and School Association responsibility for After-School Activities (daycare services) and Enrichment classes (Extra-Curricular Activities). For more information, please call 514-481-2033 or contact: [info@mertonhs.ca](mailto:info@mertonhs.ca)

### **AFTER-SCHOOL SERVICES**

After-School Activities (ASA - daycare): This program is run by the Home and School Association. Parents pay an hourly fee for the service, which is available from 2:45-6:00 p.m. to all students registered at Merton School. Plans are communicated weekly by H&S and include indoor and outdoor activities. **Financial support is available to deserving families for this service – please contact the school principal or the president of Home and School.**

After-School Enrichment Program (Extra-Curricular Activities): This program is run by the Home and School Association. Complementing the curriculum of Merton School, the various extra-curricular activities encourage children to develop new areas of interest and new skills. Outside vendors are generally hired to conduct these classes. A list of activities is circulated each term. Activities follow dismissal, Monday to Friday. Fees apply.

Jewish Heritage Studies (PELO): The program is run once a week by Free Hebrew for Juniors and it is partly paid for by parents and partly subsidized by the PELO (Programme des Etudes des Langues d'Origines) program of the MEES. Students learn to read Hebrew and become familiar with Jewish culture.

### **HEALTH AND PHYSICAL WELL-BEING**

#### Administration of Medicines

In cases where students must take medication during the school day, **a consent form must be signed** (please call the office and we will send it to you). The parent must provide a

prescription/letter from a doctor, clearly indicating the instructions to be followed. All medications must be labelled and dated. School personnel are not permitted to give students any medication, including over-the-counter medication, unless these procedures are followed.

#### Personal Accident Insurance

**Parents are encouraged to get personal accident insurance in case their child gets hurt while participating in physical education activities or in any other circumstances. Fees incurred for ambulance services, medical/dental/ocular services and any other services related to an injury will not be assumed by the school. Parents should contact their personal insurance company or any other insurer to get advice and information about accident insurance coverage for their child.**

#### Communicable Diseases

It is essential that parents inform the school right away when a child has ANY communicable disease, in order to protect other students from the possibility of a serious outbreak. In every case, the child must remain at home until they are no longer infectious or until the School Nurse gives authorization for them to return to school. The following list is not exhaustive:

COVID-19 - Poliomyelitis - Measles - Diphtheria - German Measles - Mumps - Hepatitis B  
Whooping Cough - Chicken Pox - Scarlet Fever - Conjunctivitis (pink eye) - Impetigo

**In addition, we request that if your child has a fever she or he be kept at home until the source of the fever is clear and/or they have been fever-free for 24 hours.** Thank you for your cooperation.

### **EMERGENCY DISMISSAL**

#### Before the School Day

If a severe snowstorm causes closure of the school system or cancellation of school bussing, this will be announced on the EMSB website and through all the major English and French radio stations starting at 6:00 a.m. **If no school closing announcement has been broadcast by 7:00 a.m. the schools will be open even if bussing has been cancelled.** In inclement weather or any other possible closure situations, the school will communicate with parents via mass email or mass phone-call services. Such closures are also usually posted on the EMSB website.

#### During the School Day

In very rare circumstances, during the school day, the School Board may decide to close schools due to severe weather, or one of its schools for different reasons. In this case the school will immediately send out a mass email or phone-call to notify parents. Parents must discuss with their children what to do when they cannot come to pick them up (i.e. go home with a friend). Parents must **notify the school when there are changes in address, phone numbers, etc., at all times during the course of the school year.** Any person picking up children instead of their parents must be clearly identified to the School by the parents.

In the event of an **emergency evacuation**, all students will go to St. Patrick's Square at 6767 Cote St. Luc Rd. Parents will be contacted via mass email or phone call and asked to pick up their children there. **It is absolutely essential that the office have accurate phone numbers and email addresses for parents and at least one emergency person who is not the parents; please notify the office of changes as soon as they occur.**

## **ADDITIONAL INFORMATION**

### **Appendix 1: EMSB INFORMATION AND COMMUNICATION TECHNOLOGIES ACCESS AND ACCEPTABLE USE POLICY**

#### **The Student- With respect to the Internet it is the student's responsibility to:**

1. Submit to the school principal an Agreement Form (Appendix 1) to be signed by the parent/guardian, indicating their agreement with the terms of provision of student access to Information and Communication Technologies (ICT);
2. Use school-provided equipment and Internet services only with the permission and supervision of authorized school personnel;
3. Properly cite information obtained from published web pages (Net citation);
4. Refrain from creating, accessing, storing, sending, distributing or printing any material which is generally considered to be unlawful, obscene, pornographic, erotic, sexually explicit, racist, abusive, discriminatory, hate-motivated, harassing, threatening, demeaning or otherwise objectionable in imagery or language (Netiquette);
5. Never publish the names or pictures of themselves or others on the Internet without the prior permission of the teacher and the parent/guardian (Consent Form, Appendix 2)
6. Never publish personal information about themselves or others, such as addresses, telephone numbers, parents' names and home or work addresses/telephone numbers on the Internet;
7. Immediately report, to the supervising school authority, any information, message or web site that is inappropriate or makes them feel uncomfortable;
8. Never meet or speak with anyone they encounter on-line without the prior permission of the parent/guardian/teacher;
9. Never use school-provided Internet services for illegal purposes or for non-approved commercial purposes;
10. Never fill out or submit on-line forms without prior permission of the parent/guardian/teacher.

#### **With respect to student files and equipment:**

1. Submit to the school principal an Agreement Form (Appendix 1) signed by the parent/guardian, indicating their agreement with the terms of provision of student access to Information and Communication Technologies (ICT);
2. Back up their personal electronic files;
3. Copy only material for which permission has been granted;
4. Never attempt to access private or personal materials, information, or files of others without their prior authorization;
5. Never vandalize, damage, or disable the work of another individual or organization;



6. Never access, manipulate, alter or attempt to damage, disable or destroy technology or computer files;
7. Obtain permission from the supervising teacher before printing multiple copies;
8. Obtain permission from the supervising teacher before using peripherals

**The Parents/Guardians- It is the parent's/guardian's responsibility to:**

1. Understand the role of Information and Communication Technologies (ICT) in the education of their child;
2. Educate their child in responsible use of these technologies.

Posting students' work on the Internet provides them with an important sense of validation and pride. Students need to learn that Cyberspace must be treated like real space and that therefore their use of the Internet must respect the following rules:

1. To never create, access, store, send, distribute or print any material which is generally considered to be unlawful, obscene, pornographic, erotic, sexually explicit, racist, abusive, discriminatory, hate-motivated, harassing, threatening, demeaning or otherwise objectionable in imagery or language (Netiquette);
2. To report to the supervising teacher any information or messages received that make them uncomfortable.
3. To never agree to meet with someone they encounter on-line without the prior permission of their parents/guardians/teacher.
4. To never fill out and submit on-line forms without prior permission of the parents/guardians/teacher.

Discussing student interests and activities in forums such as web pages and e-mail are legitimate pedagogical activities. However, it is important to be aware of the possible risks associated with communicating in a global environment. Such risks could include:

1. receiving unwanted communication and solicitations from individuals who gain access to students' personal identifying information.
2. access to unlawful, obscene, pornographic, erotic, sexually explicit, racist, abusive, discriminatory, hate-motivated, harassing, threatening, demeaning or otherwise objectionable material, imagery or language.

**Minimizing student exposure to such risks is a key element of the School Board's *Information and Communication Technologies Access and Acceptable Use Policy*.**

As a standard operating procedure, students and schools cannot release the following student identifying information within Internet e-mail or other electronic publications/files:

- the names, telephone/fax numbers or personal addresses of any person, without prior permission (Consent Form, Appendix 2).

A student's picture or name will not be released *unless prior parental/ guardian permission has been obtained* (Consent Form, Appendix 2). Each request will be evaluated by the teacher on a case-by-case basis.

## **Appendix 2: Merton's Nutrition Policy** Healthy Minds in Healthy Bodies

### **Policy Statement**

During the 2017-2018 School year, in the context of new Government mandates to address childhood health problems including child obesity, lack of physical activity and high rates of diabetes, Merton School initiated a number of measures to reduce the number of sugary foods and unhealthy snacks consumed in school and to increase physical activity among students. This Merton Nutrition Policy, in line with the English Montreal School Board Nutrition Policy, aims to promote health-enhancing attitudes and behaviors amongst students by teaching the essential knowledge and skills needed to make nutritious food choices, and by providing an environment which encourages healthy eating habits. Specifically, we will restrict the opportunities students have to consume sugary foods and unhealthy snacks unnecessarily without their parents' knowledge.

### **Objectives of the Policy**

We adopt the following objectives of the EMSB Nutrition Policy:

- To increase the nutritional knowledge of all students
- To improve the nutritional intake of all students by offering nutritious foods
- To ensure the safety of all students by monitoring the quality of the food offered
- To decrease the availability of high sugar content foods.
- To decrease the availability of high fat content foods and eliminate foods containing Trans fats.

In addition, we aim to:

- Give parents more control over the nutritional intake of their children by assuring them that they will not be consuming sugary foods or unhealthy snacks in school over and above what parents may decide to provide at home.
- Support a mindful approach to celebrations that is not limited to the consumption of food.

### **Scope of the policy**

This policy applies to all ongoing regular school activities, including those that take place during school hours, after school, and during lunchtime. Once-a-year events such as parent lectures, Graduation, the School BBQ, and others may be exempted, as **frequency** is an important criterion in the EMSB nutrition policy.

### **Practical Implications and specific guidelines**

The following areas of school life are affected by the nutrition policy:

#### *Birthday Celebrations*

Students celebrating their birthday will have a personal “free dress” day. In addition, each classroom teacher may plan particular ways to celebrate birthdays and may communicate them to the parents. *No food will be part of our in-school birthday celebrations.*

#### *Holiday Celebrations*

Halloween, Christmas, Hanukkah, Valentine’s Day and other holiday classroom activities will strictly observe the nutrition policy. *In particular, our “candy-less” Halloween will be maintained.*

#### *Fundraising*

**Bake sales** may take place twice a year together with our book sales but will only be conducted after school hours when parents can make choices for their children. **Pizza Days** are permitted, as they only take place occasionally and only cheese pizza is served. As the EMSB policy states, **fundraising that is not conducted on school premises** is excluded from this Nutrition Policy.

#### *Parent Involvement*

Parent partnership is an invaluable asset to our school and to each individual child. Understanding that this policy has the best interest of students at heart, we expect and count on the support of every parent. In turn, we will respect the choices that parents make regarding the food sent in their children’s lunchboxes. We retain the right to guide our students as to the order in which they may consume their food (choosing a fruit for snack and keeping a granola bar for dessert, for example) and to communicate with parents when serious concerns about the contents of a lunchbox, or lack thereof, arise. However, **it must be clear that soft drinks, energy drinks, candy, chips and chocolate bars are never acceptable. Furthermore, parents may not send any food to school to be shared with the class unless specifically requested to do so.**

#### Appendix based on the EMSB Nutrition Policy:

**Foods which will not be offered to students during school hours and after school activities include:**

- French Fries, chips, nachos, commercially pre-fried foods, e.g. nuggets, etc.
- High fat luncheon meats, e.g. pepperoni, bacon, salami, bologna, etc.
- Hot-dogs, Pogos
- Cupcakes, cakes, donuts, pastries, chocolatinés or danishes
- Sweetened Popcorn, gum
- Chocolate, candies, cream-filled or coated cookies, cakes and bars
- Cereals with more than 8g of sugar per 30g portion
- Artificially or sugar sweetened beverages (soft drinks, energy drinks, fruit punch, hot chocolate made from powder, etc.)
- Foods with a high salt content such as salted peanuts, nuts and pretzels, chips, nachos, buttered popcorn etc.

Home-made Muffins, Cookies, Cakes and Cereal Bars are acceptable as part of the twice-a-year bake sales mentioned above. Baked goods made from whole wheat flour and fruit should be preferred.

Resources:

**EMSB Nutrition Policy:** [www.emsb.qc.ca/emsb/services/support-services/nutrition](http://www.emsb.qc.ca/emsb/services/support-services/nutrition)

**MELS Framework policy on healthy eating and active living :**

[http://www.education.gouv.qc.ca/fileadmin/site\\_web/documents/dpse/adaptation\\_serv\\_compl/Goingtothehealthyrouteteatschool\\_policyframework\\_AN.pdf](http://www.education.gouv.qc.ca/fileadmin/site_web/documents/dpse/adaptation_serv_compl/Goingtothehealthyrouteteatschool_policyframework_AN.pdf)



Commission scolaire English-Montréal

English Montreal School Board

## Helpful information on food labelling...

In Canada, the most common allergens (eggs, mustard, milk, peanuts, seafood, sesame, soy, sulfites, tree nuts and wheat) must be clearly declared on the product label.

Claims or symbols are not government regulated. The **Allergen Control™** program is the only allergen control certification program recognized by Health Canada. Their logo can be found on specific manufactured products that offer the best possible protection to consumers.



# FOOD ALLERGIES

## PEANUT, TREE NUT, EGG, FISH, AND OTHER ALLERGENS

Dear Parents,

Some students in our school have serious food allergies, where even trace amounts of a food allergen (e.g. from peanut, tree nuts, eggs, fish, etc.) can trigger a severe reaction (anaphylaxis).

Providing a safe environment for our students is our priority. To help maintain our school “**ALLERGY SAFE**” and reduce the risk of unfortunate events, all students are asked to:

- ✓ Prioritize **VEGETABLES and FRUITS** as snacks.
- ✓ Ensure **HAND-WASHING** before and after eating
- ✓ Practice the “**NO SHARING FOOD**” rule; including utensils, containers and water bottles
- ✓ Ensure no eating in **SCHOOL BUSES**

As the absence of allergens in foods offered through various programs and activities cannot be guaranteed, parents of children with allergies are reminded to provide allergen-free foods from home if they opt to participate in these programs/activities. Furthermore, parents are advised to evaluate all risks associated with using the school cafeteria and outside food suppliers to make an informed decision on the use of these services.

Students with severe food allergies should eat at their assigned “reserved” seating in the lunchroom. They should ensure cleaning (using cleaning wipes) of their meal surface area before eating and use a place mat to set their food (cleaning wipes and place mats to be provided by parents). Moreover, students are encouraged to use isothermal containers (thermos) for hot meals and refrain from using microwave ovens.

As providing a safe environment for our students is a major concern, we wish to remind all parents that an **allergen-free environment cannot be guaranteed in our school as complete avoidance of all allergens is not possible**. If at any time a student feels at risk in the possible presence of an allergen, he/she should immediately go to a safe area and report to a responsible adult.

Parents of students with food allergies are reminded to inform the school Principal of their child’s allergy and ensure that auto-injectors are readily available and replaced before the expiration date.

Thank you for helping us maintain our school “**ALLERGY SAFE**”.

*Your Principal and School Board Dietitian*



## Canada's food guide

Health Canada released Canada's new food guide in January 2019

**Have plenty of vegetables and fruits**

### What about milk?

- Milk and dairy products are now considered protein foods
- They remain an important source of vitamin D and calcium, especially for children
- Milk is also a source of hydration

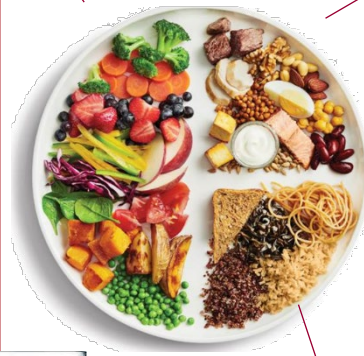
**Make water your drink of choice**



## Promoting Healthy Eating at School Eat a variety of healthy foods every day

The English Montreal School Board Nutrition Policy aims at promoting healthy lifestyle habits through nutritious food choices and physical activity. Feeding the body and mind daily with nutritious foods benefits healthy growth and academic success! For more information on the Nutrition Policy, visit the Nutrition and Food Services website at [www.emsb.qc.ca/emsb/services/support-services/nutrition](http://www.emsb.qc.ca/emsb/services/support-services/nutrition)

**Eat protein foods**



**Choose whole grain foods**

### Tips to stay hydrated with water

- Pack and carry a reusable water bottle
- Drink water at meal and snack time
- For flavor, add fruit or herbs to water (e.g. mint, strawberries, pear ...)
- If you like fizz, try carbonated water
- Drink water during and after playing sports or being active

### Key messages

- The Eat Well Plate allows you to easily see how to create a balanced meal. At every meal, aim to fill half your plate with vegetables and fruits, a quarter with protein foods and a quarter with whole grain foods. Eating a variety of foods provide various nutrients needed to grow, learn and be healthy.
- Examples of protein foods include legumes, nuts, seeds, tofu, fortified soy beverage, fish, shellfish, eggs, poultry, lean red meat, lower fat milk, lower fat yogurts, lower fat kefir, and cheeses lower in fat.
- Healthy eating goes beyond the foods on your plate. Being mindful of your eating habits, cooking more often, enjoying your food and eating meals with others are all important parts of healthy eating.
- Being mindful of your eating habits includes being aware of and eating according to your feelings of hunger and fullness. As children can become full quickly, snacks are important to ensure they are meeting their nutritional needs.

