



PARENT HAND BOOK

2017/2018

ÉCOLE COUSTEAU

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1. PEDAGOGY

2017/2018

“My goal is not to lecture, I am not a scientist nor a professor. I am a discoverer, my goal is to amaze. We love what amazes us and we protect what we love.”

Jacques-Yves Cousteau

Our mission at Cousteau is not only to teach, but to accompany each child in his/her discovery of the world by setting up the foundations of wonder and curiosity needed for success.

It is a journey of academic excellence that also inspires individual growth of the child's personality through athletic, artistic and social development.

Cousteau: The Excellence of our Curriculum

We have been working on building our cross-curriculum throughout this year. We have confirmed our accreditation by the French and British Columbian ministries. Our foundations are now solid and the programs are institutionalized in the classes. The next step for us is to fully develop these new programs, emphasizing its transdisciplinary character through the pedagogy of the project.

Cousteau sports: an athletic journey for everyone

This sports program will allow each student in each cycle to explore a specific sport that will help them develop their independence and their experience of a different environment. Each module is an opportunity for the students to acquire new knowledge, both about themselves as well as about physical and sporting activities.

In cycle 1 (Pre-K and Kindergarten): swimming and ice skating

Grades 1 and 2: rock climbing

Grades 3, 4, and 5: sailing

Grades 6 and 7: themed sessions

Cousteau the eco-citizen: beyond the label, a reality

Our school lives and its heart beats to the soft rhythm of the Eco-School. Beyond the label is a whole identity, behaviour, and reflection on the sustainable development that we employ from day to day. Back in 2017, the Eco Code Cousteau was introduced for the entire community. In the third trimester, all classes participated in nature outings with a progressive program for each class presented by a teacher specialized in this field. This program will allow us to develop new mental, physical and emotional skills built on interaction with nature.

Cousteau an ambitious language policy and bilingualism

This year, we affirm our choices of innovative and accompanied language pedagogy. English will be implemented in the preschool section, to create a basis for solid bilingualism. A living language 2 (German or Spanish) will start in Grade 6. We also affirm our choice of a reflective, structured and individualized immersion by offering services for learning French as a foreign language and English as a second language in order to accompany each student with their specific needs.

A revolutionary after school offering

A new challenging and ambitious program

We wanted to offer our students the chance to participate in high quality artistic, scientific and sport activities. We have forged partnerships with recognized professionals. The objective is to propose to each child a panel of possibilities that correspond to their desires and potential. On the program: fencing, water sports, basketball, karate, robotics, etc.

A new settlement project for three years

which is organized around 4 main areas that will define our educational policy:

- Consolidate bilingualism in a multilingual context
- Develop eco-citizen behaviours and questions
- Develop informed and relevant use of digital tools
- Work together: better communication for better action

Our team is ready to carry out all of these projects and we will be fully committed to achieving our mission.

Direction

Principal: Franck TAVARES / principal@cousteauschool.org

Vice Principal: Géraldine Fouchereau / gfouchereau@cousteauschool.org

Middle-School (Collège) coordinator: Vincent Acezat / vacezat@cousteauschool.org

Preschool coordinator: Nicole Sitaya / nsitaya@cousteauschool.org

Administration

Administrator & Communications officer: Valérie de la Grange /
administration@cousteauschool.org

Reception/Management of buses & after school: Anaïs Golshani / info@cousteauschool.org

Accounting: TBD / accountant@cousteauschool.org

Pedagogical team

PS1: Meryem Derakoui / mderkaoui@cousteauschool.org

Assistant Karen Sampera

PS2: Magali Chulia / mchulia@cousteauschool.org

Assistant Irma Espinal

MS1: Nicole Sitaya / nsitaya@cousteauschool.org

Assistant Maryam Pourmemar

MS2: Valérie Wilkinson / vwilkinson@cousteauschool.org

Assistant Paola Sanchez

GS1: Sandrine Laroche / slaroche@cousteauschool.org

Assistant Alaina Tavares

GS2: Sophie Bakkali / sbakkali@cousteauschool.org

Assistant Séverine Debusscher

CP: Coralie Michaud / cmichaud@cousteauschool.org

Assistant Mélanie Parisot

CE1: Angélique Beauvais / abeauvais@cousteauschool.org

Assistant Ladan Bastard

CE2: Daphnée Adonai / dadonai@cousteauschool.org

CM1: Sébastien Hoonhorst / shoonhorst@cousteauschool.org

CM2: Laura Frenoir / lfrenoir@cousteauschool.org

Collège: Julie Pla (French and Social Studies) / jpla@cousteauschool.org

Stéphanie Cohu (Sciences) / scohu@cousteauschool.org

Vincent Acezat (Mathematics and Physical Education) / vacezat@cousteauschool.org

English: Suzanne Martin (KG to Grade 3) / smartin@cousteauschool.org

Tracy Middleton (Grade 4 to 7) / tmiddleton@cousteauschool.org

Sherry Johansen (English second language and Arts) / sjohansen@cousteauschool.org

Music (all grades): Jennifer Lee / jlee@cousteauschool.org

French second language teacher: Clémence Chagnot / cchagnot@cousteauschool.org

Support teacher: Louise Radelet / lradelet@cousteauschool.org

2. NEW SCHOOL PROCEDURES 2017/2018

2.1 Class Schedule

School calendar 2017-2018 on the website:

<https://cousteauschool.hubbli.com/a-propos-calendar/>

Schedule 2017-2018: 8:45am – 3:00pm

Child care (upon registration and payment): 8:00am-8:30am / 3:00pm-5:30pm

2.2 Visitors

Please sign in at the reception desk to notify us of your presence on the premises, to get a visitor badge. When you leave the school, you have to sign out and return the badge.

2.3. Drop off and Pick up Procedures

Parking isn't allowed in the school parking lot from 8:30am to 9:00am and from 2:45 to 3:15pm. Parking is authorized on empty spots between 9:30am and 2:30pm.

Please do not use parking spaces reserved for persons with disabilities (even if you are late or in a hurry). The only exception would be delivery. Please do not use the staff parking.

- for Middle School Students (Grade 6 to 7)

They must be in their classroom **at 8:45am** for the start of the class. If they are late, they must sign a late form, available at the reception desk and present it to their teacher.

At the end of the school day at **3:00pm**, students are allowed to leave the school grounds unaccompanied only if the family gave their consent while registering online for the school year. Otherwise, students must wait for their parents or one authorized person to pick them up in front of the main entrance. Parents have to register for Middle school supervision service (called Perm'Etudes). Enrolled students have to stay during the whole slot (either 3:00pm to 4:15pm or 4:15pm to 5:30pm). Students go by their own to the clubs or supervision if registered.

- for Preschool (TPS, PS, MS)

Parents (or the authorized pick-up persons) must go with their child every morning in the classroom (8:30am-8:45am) and must come to the classroom every afternoon to pick him/her up after school (3:00pm-3:15pm), after a club or after care service.

- For Kindergarten to Grade 5

From 8:30am, drop-off will occur in the upper parking lot of the school. Vehicles will line-up in the school driveway (with overflow on the west side of Fromme Rd) and will drop off children in the traffic circle in the upper parking lot. Staff will assist children to get out of their vehicles to ease traffic flow and they will guide them to the Preschool playground. Please be sure to keep right at all times and to remain in your vehicle in the drop off zone to ensure safe and efficient drop off.

When the bell rings at 8:45am, your children will line up by class in the covered Preschool playground area where their teachers will greet them and lead them to their classroom.

Pick-up Procedure (3:00pm-3:15pm):

You must pick up your child in person with the teacher in charge of the class. You are highly recommended to park on Frederick Road. Every child not registered to extra-curricular activities will be led to the covered play area close to the main entrance and will wait with the teacher the arrival of the persons allowed to pick-up the children until 3:15pm.

2.4. Lateness

Students and parents must respect the school timetable, including for preschool.

We would like to remind parents that late arrivals disturb the whole class and are not in the child's own interest. Therefore they should be limited to exceptional cases and must be duly justified daily. Any student who arrives late for class (AFTER 8:45am) must report to the receptionist: the parents must fill out the late sheet for PS to-Grade 7 students. Parents must obtain a late-arrival report slip to present to the teacher. The parent will take the preschooler and will go with him/her in his/her classroom. They have to give the late-arrival report slip directly to the teacher.

If the punctuality does not improve after being late 3 times, the parents will be summoned by a written report.

If parents arrive late for pick-up (after 3:15pm), the student will be taken to the administration office and the appropriate fee will apply: \$1 per minute. This fee won't be applied if there is a last minute spot available at the garderie and if the parent or guardian call the school and ask to save it.

Early pick-up only for medical appointments requires you to inform the teacher and Anaïs at the reception desk by filling out an "early release form". If the teacher has not been informed previously, you will have to wait for the end of the school day.

Who is allowed to pick up my child?

In addition to mother and father (except under specific court order), only the persons with authorized written consent will be allowed to pick up the student after school or after an extra-curricular activity. The persons authorized to pick up your child are listed on your annual registration form. Any occasional variations must be communicated **in writing (email)** before 2:00pm to the child's teacher and to Anaïs at info@cousteauschool.org.

2.5. School Bus Transportation

Two fee-based school bus services are available. Parents who are interested in this service should fill out the online registration/booking form.

Students sign up to use the school bus for the whole year. Occasionally, an "à la carte" option is also available. After class, assistants collect the children in their classrooms and accompany them to the school buses (Express or Omnibus), where they make sure the children are safe. There are departures in the afternoon for the Blue and White Lines (at 3:20pm and at 4:50pm).

Parents or an authorized person **MUST** pick up the children on time. If the child is not to take the afternoon bus, parents must send their cancellation online before 12pm on the current day. Online cancellations after 12pm for the current day won't be taken into account: you will have to call the school and ensure that someone at school got your request of cancellation. A voicemail or an email won't guarantee the cancellation.

Children whose parents do not show up at the drop-off point will stay on the bus and will be taken to the bus depot located at 1420 Venables St., V5L 2G5 Vancouver. You can contact the bus company at (604) 255-3555.

2.6 Lost and found

Lost and found items (garments, lunch boxes, books, etc....) are kept in a basket at the custodian's area (red door under the stairs). It is your responsibility to regularly check and get back your child's lost belongings. **Unmarked items, if not claimed, will be given to charities.**

2.7 French Resource Centre - Library

On a weekly basis, each class visits the resource center and our students check out one or two books, tapes or DVDs which they will return the following week. Children will be allowed to check out more books only if they have returned the books they previously checked out.

When books are not returned when due, our librarian will send parents a reminder which will be followed by a notice requesting a replacement fee if the books are missing. Damaged books must also be replaced.

2.8 Field Trips

Excursions are organized during the year. They are chosen by the teachers according to the school program. Parents will be provided with a written information sheet and an authorization sheet that must be filled out, signed and returned to the school before the day of the excursion.

2.9. After School Activities

After school activities are offered from 3:00pm to 5:30pm from Monday to Friday, to all students. Registration is per term and fees have to be paid before the beginning of the activities. The fees are due in full regardless of students' absences and are not refundable.

Parents who are interested in these activities have to sign their children up when the activities are offered, at the beginning of each term.

Activities will consist of clubs and study groups.

2.10. Child Care

A before-school care service is offered for all children in the morning from 8:00am to 8:30am. After-school care is also offered in the afternoon from 3:00pm to 5:30pm. Registration must be done online as well and is per term. Fees have to be paid before the beginning of the activities. The fees are due in full regardless of students' absences and are not refundable.

When you pick up your child, please do not forget to sign the pick-up form and to indicate the time you are leaving.

After 5:30pm, a fee of \$1 per minute will apply and the person(s) responsible for the child will be contacted.

In case of emergency you can call the same day to inform that your children will need to stay after school, **subject to availability**. Please notify the reception at info@cousteauschool.org.

2.11. Health

In order to avoid spreading sickness to healthy students, children with the following symptoms or diagnosed illnesses will not be allowed to attend class:

- fever higher than 38.5°C or 100°F
- nausea, vomiting in the last 24 hours
- diarrhea in the last 24 hours (Diarrhea is not one loose bowel movement, but continual loose or watery stools)
- runny nose, constant coughing, sore throat
- heavy, dark discharge from nose
- earache or headache
- conjunctivitis
- undiagnosed rash
- contagious disease (diagnosed or suspected)
- severe itching of the body or head
- untreated head lice in the last 24 hours.

If parents must send medication with a child, the doctor's prescription should accompany it and be given by the parents personally to the teacher who will be responsible for administering the medication, along with the authorization to administer medication. This procedure should be followed even for vitamin pills. Do not put medicine of any kind in your child's lunch box. The authorization is available at info@cousteauschool.org.

The teachers reserve the right to refuse a child from attending class should his/her medical condition put other children at risk.

If a child becomes ill during class time, his/her parents will be contacted immediately. While awaiting their arrival, an adult will supervise them and ensure their well-being.

Please note that the staff members have been certified in first aid training.

Vaccinations and immunizations

In compliance with the city of North Vancouver's Social Services regulations, students must be up-to-date with all of their vaccinations and a copy of their vaccination record must be submitted to the school at the beginning of the academic year. Every child must be vaccinated unless otherwise opposed by their parents for a particular reason including religious beliefs, medical, personal conscientious beliefs. In this case, an email must be sent by the parents to administration@cousteauschool.org releasing the school of all responsibility and the parents

will be required to keep their child at home in the eventuality of an epidemic.

Please refer to the Vancouver Coastal Health immunization calendar:
<http://www.vch.ca/media/VCH-child-immunization-schedule-jan-2015.pdf>

Allergies

All allergies and special diet must be clearly explained at the time of registration. In a case of a long term treatment, please complete the Medical Alert Planning form available at administration@cousteauschool.org. This document, completed and signed by the parents and the child's doctor, authorizes the staff members to administer medication to your child. No medication will be administered without this document and the doctor's prescription.

It will be added to the student's file and provided to his or her teacher along with the medication in a "Ziploc" bag.

Food and Food Hygiene Policy (few points) :

The school is a 'nut free zone' as we have pupils who have severe allergic reaction (anaphylaxis). We ask you to kindly respect this rule.

The school is a healthy food community.

Accidents

In case of a minor accident, the child will receive first aid at the school. In case of a more serious accident, the parents will be contacted by telephone and, if necessary, be required to pick-up the child. In case of an emergency, the child will be taken to the hospital accompanied by a member of the school staff. The parents will be contacted by telephone and be requested to proceed directly to the hospital. An authorization form must be signed by every parent at the beginning of the school year.

Emergency procedures

Please ensure the emergency contact sheet has been completed with all necessary information required to contact you in case of an emergency or sickness. Do not forget to inform the school of any changes that might arise throughout the school year with a written note (letter or email) to the administration.

3. PARENTS' PARTICIPATION

2017/2018

3.1. Parents / teachers meetings

Individual conferences with the French and the English teachers are scheduled throughout the year (depending on the grade, please see schedule in school calendar). As much as possible, it is hoped that parents or guardians make themselves available to attend these meetings.

You can set up an appointment directly with a teacher by email and he or she will contact you shortly. The professional emails are communicated to the parents in this Hand Book.

Back to school information sessions:

Preschool: Sept 12 - 3:30pm

K-Gr5: Sept 13 - 3:30pm

Gr6-Gr7: Sept 14 - 3:30pm

Report cards:

From KG to Gr 9, you will receive three detailed report cards at the end of each term.

For Preschool you will receive the “cahier de réussites”.

School Council

The School Council offers advice on all aspects affecting the students' life at school such as the school project, class projects, extra-curricular programs, elective courses, school safety, etc.

The School Council is composed of one parent class coordinator per class, teachers, the school administration and any other person susceptible to advise the council, in accordance with the August 24th 2015 AEFÉ policy.

<http://www.aefe.fr/sites/default/files/asset/file/2015-08-24-circulaire-1990-instances-des-etablisements.pdf>

3.2 Parents' participation

From the time The French International School opened its doors in September of 1997, the school has heavily relied on the generous contributions of its parents volunteers, without whom an independent school cannot reach excellence.

Organization of parent volunteers has evolved over the years and is now a well established PAC (Parent Action Committee). The opportunities for volunteering are as diverse as the families that make up our school community. Information sessions and sign up initiatives for volunteering are presented to parents throughout the year. Volunteering is not only a great way to lend a helping hand, but also a great way to make lasting friendships and have some fun too! Parents offering 30 or more hours of their time during the year will have their \$450 volunteer deposit returned. There won't be any partial refund for less than 30 volunteering hours.

4. EMERGENCIES

At Cousteau, The French International School of Vancouver, the staff is committed to providing a safe and healthy environment for all the children by:

- Eliminating or minimizing any hazards/risks
- Making sure that all staff is First aid trained
- Training all staff in emergency procedures
- Providing regular emergency drills
- Being prepared for various types of emergencies (fire, earthquake)
- Providing the necessary resources for these emergencies

Fires and Earthquakes

Fire and earthquake drills are in accordance with provincial legislation and they are practiced on a regular basis. We do everything possible to guarantee the safety of our students in case of a fire. Thanks to regular evacuation drills, we train the children to react in an appropriate manner and to exit the school quickly and effectively.

Children must bring a **'survival kit'** to school in case of an earthquake.

The kit should contain the following:

- 1 rescue sheet (emergency blanket)
- 2 snacks (such as cereal bar)
- 1L water (in 2 or 4 bottles)
- home address and home phone number
- address and phone number of a person living outside of BC
- an EpiPen and instructions, should the child require one

To comfort him or her:

- 1 family picture
- 1 toy / cuddly toy / book

The emergency kits are gathered in a bag provided by the school that will also contain:

- Flash lights with batteries
- A first aid kit
- A radio with batteries

Each class' bag will be stored in the Emergency container located on the sports gravel field.

We ask all the families to make sure that their child has his/her survival kit with him/her on the first school day. He/she will have to give it to the teacher.

Please note that the PAC is organising this year a fundraiser by providing parents those kits. Pre-sale on September 5th.

Lockdown procedure

In case of danger outdoor (wild or dangerous animal, extreme weather conditions, etc.), the school may decide to lockdown all the students inside the building.

In case of risk of intrusion of malevolent persons, the school in coordination with the local authorities may also decide to lockdown all the students in their classrooms.

These two types of lockdown may last long hours. Therefore, each child must have his personal lockdown kit in his/her class.

This lockdown kit shall consist of:

- 2 bottles of water 500ml
- 4 snacks (such as cereal bar)
- 1 emergency blanket
- 1 Kleenex pocket pack
- Optional: a family photo, a comforting object

We ask all families to make sure that their child has his lockdown kit with him/her on the first school day. He/she will have to give it to the teacher.

Please note that the PAC is organising this year a fundraiser by providing parents those kits. Pre-sale on September 5th.

Bad weather

In extreme weather, the school closes. If the bad weather develops in the night, the decision to close the school or to delay the start of the day will be made early in the morning. If bad weather occurs when school is in session, you will have to come and pick up your children before the end of the normal school day. When in doubt, we encourage you to come and pick up your child.

School closures will be communicated two ways:

- Website: an emergency message will appear on the front page
- Text / email: the Admin will send you a text and/or an email

5. Events

School events calendar in process.

Back to school meeting with teachers:

September 12th at 3:30pm: Preschool

Sept 13th at 3:30pm: from Kindergarten to Grade 5

Sept 14th at 3:30pm: Grade 6 and 7

Sept 29th: Terry Fox

Oct 27th: Halloween

Dec 22nd: Christmas show

June 21st (to be confirmed): School fair