

WELCOME -WELCOME
to the Canadian International School of Casablanca

Vision and Missions of the school

Thanks to our progressive program of studies, our students are better prepared for the future by cultivating skills and attitudes that enable lifelong learning.

Our mission is to develop learners who master the French and English language and who are able to solve problems, to think critically and to make positive changes in our global community in an environment that is safe, caring and welcoming.

1.PREAMBLE

The code of conduct of a school defines the principles and rules of its pedagogical, administrative and school life functioning. The Canadian International School of Casablanca is an authentic English school that offers instruction in English, with the addition of French Language Arts, while maintaining the Arabic language as a complementary language. Our Canadian teachers follow the Alberta Program of Studies in Canada and our school holds official Accreditation from the Ministry of Alberta Education and the approbation of the Government Moroccan.

In accordance with the National Education and Training Charter, the establishment:

- is based on the principles, values and components of the nation;
- helps train the citizens of tomorrow;
- is rooted in Moroccan culture, while opening up to the world...

Enrolling a student at École Canadienne Internationale de Casablanca, confirms a complete acceptance of the Regulations of its establishment.

This document is intended to be a tool that will support the student in his success at the school by ensuring a better understanding of the code of life, school rules and procedures. Its goal is to inform all stakeholders in the education of the children of this school, in order to ensure a spirit of cooperation between each of them.

2.THE INSTITUTIONAL OBLIGATIONS OF

THE ESTABLISHMENT

As an institution authorized by the Ministry of Education of Alberta in Canada, the institution undertakes to:

- respect the programs of the Ministry of Education of l'Alberta;
- submit to regular evaluations by the Ministry of Alberta Education and all their requirements; ▪ ensure regular observations and assessments of its teachers;
- ensure preparations, evaluations, upgrades level and Alberta standardized exams;
- ensuring a multilingual language policy;
- provide students with professional Canadian teachers who are committed to their professional development;
- have premises and equipment adapted to educational

requirements.

3.A SAFE AND CARING SCHOOL

The Canadian International School of Casablanca is an establishment in which children experience a sense of belonging that encourages them to stay in school, to learn and succeed. Our school provides an environment that is welcoming, caring, respectful in a safe learning environment.

- Within our school, healthy and respectful relationships are favored;
- students feel that adults care about them by as a group and as individuals;
- positive mental health is promoted;
- values, rights and responsibilities are respected;
- student support is offered through collaboration, high expectations, mutual trust and caring;
- diversity is respected, celebrated and seen as a force
- expectations are clear, consistent and communicated with regularity;
- the consequences imposed following unacceptable behavior reflect the age of the students, their level of maturity and their individual circumstances;
- support is provided for those affected by the inappropriate behavior of another student, as well as for those who engage in inappropriate behavior.

4.PARENTS/VISITORS MUST REPORT TO THE SCHOOL ADMINISTRATION OFFICE

In order to ensure everyone's safety and to minimize interruptions to classroom instruction, we ask all parents and visitors to come to the school reception office for inquiries or to pick up their child during instructional hours. Our staff will take care of dismissing your child from the classroom.

We thank you in advance for your cooperation.

5.YOU CAN HELP YOUR CHILD

As a parent, you can help your child in his French and English language learning. Here are different strategies that will allow you to facilitate the success of your child at school:

- Choose a quiet place and a regular time to read in English and French at home every day.
- Listen to your child read aloud and gently help him correct his mistakes.
- Encourage your child to do the work that is recommended by their teacher
- Have a positive attitude towards school and what your child is learning.

You are the role model for your child. If you help him too much, he will be dependent on your help and will take longer to acquire autonomy. Your support and interest in his learning greatly influence his attitude and motivation towards his school work. If you have any questions regarding your child's work at school, do not hesitate to get in touch with his teacher.

6. ESTABLISHMENT HOURS

The timetables are established according to the official instructions and constraints of the establishment:

HORAIRES	Lundi	Mardi	Mercredi	Jeudi	Vendredi
Ouverture des portes	07:45	07:45	07:45	07:45	07:45
Accueil des élèves	08:10	08:10	08:10	08:10	08:10
Cours matin	08:15 12:15	08:15 12:15	08:15 12:30	08:15 12:15	08:15 12:15
Pause méridienne	Restauration		X	Restauration	
Cours après-midi	13:00 16:10	13:00 16:10		13:00 16:10	13:00 16:10
Fin de garde libre	06:45	06:45		06:45	06:45

Schedules may be subject to adjustment, in particular by Ramadan period.

7. STUDENTS' PERSONAL BELONGINGS

Mobile phones, tablets, consoles or other objects connected to the internet are prohibited from being used at school unless they respond to a pedagogical request issued by a teacher. If necessary, a member of the teaching team can confiscate the object which will be returned to the parents. No object of value, nor a large sum of money is allowed at school. The student is responsible for his personal belongings. The establishment cannot be held liable in the event of loss, deterioration, loan, sale, trade or theft.

8. LIBRARY DOCUMENT CENTER

Children will be able to borrow two books from their choice per week as well as one or two books of reading guided by week. The teacher will take into account the titles borrowed by the student and will verify that the books are returned to the school. The child will be required to return his books every week in order to be allowed to bring new ones home. Any damaged or lost books will become the responsibility of the parent who will receive an invoice from the school for the replacement of the lost or damaged book.

9. RECREATIONS AND LUNCH BREAK

Student recess breaks are important and consist of two 15-minute breaks and one 40-minute break for lunch. The children will go outside for recess. If your child has to stay indoors during recess for medical reasons, please notify the homeroom teacher in writing. Your child will then spend recess in an area supervised by an adult.

10. SNACKS AND LUNCH MEALS

We encourage you to send snacks that are good for your child's health, such as fruit, yogurt, cheese, or other healthy options. As our lunch break is under an hour, lunch must be taken at school. A meal will be served to children in the canteen every lunchtime,

We encourage you to take your family vacation during holidays scheduled in the school calendar. If you choose to withdraw your child from school for an extended period outside the holidays provided for in the school calendar, please note that the responsibility for your child's education rests with you during this period. Therefore, make sure to notify your child's teacher and the school administration in advance.

Please understand that group instruction cannot be repeated and that a prolonged absence may cause your child to have missed the essential teaching of a concept seen in class. His absence could

result in an incomplete evaluation of certain objectives on the report card of your child. Regular attendance of your child at school is essential to his academic success.

11. YOUR CHILD'S SUCCESS DEPENDS ON THE PRESENCE OF YOUR CHILD AT SCHOOL

In the event of illness or any other reason for the absence of your child at school, please contact the school office at the start of the day. Let us know the reason for the absence of your child as well as its duration if you know it. If you have to come pick up your child for an appointment during school hours, please inform their teacher in advance if possible and report to the reception. We'll be sure to inform your child of your arrival while causing as little disturbance as possible to classroom instruction.

12. EMERGENCY PROCEDURES AND DRILLS IN CASE OF FIRE

Emergency drills will be practiced on a regular basis throughout the school year. In the event of an emergency, the students of the School Canadian International will meet at a muster point situated across the street of the school.

In the event of a real emergency, you will receive a phone call from the school asking you to pick up your child.

13. ACCIDENTS OR ILLNESS AT SCHOOL

In the event that your child becomes ill or injured at school, the principal's office will make sure to come into communication with one of the child's parents to inform them of the circumstances and the care administered to the child or to ask him to pick up their child.

In the event of a serious injury or illness, and in the impossibility of reaching a parent, the student will be directed to an emergency service.

Only accidents observed and declared within strict deadlines may be covered by the civil liability insurance of the school. At the request of the parents and on medical justification, practical arrangements in the facility can be arranged for the convalescing student.

Pupils with special educational needs can benefit from a personalized support plan. Accommodation measures and pedagogical adaptations can be proposed so that they can continue their school instruction in the best conditions possible.

14. MEDICATIONS AND ALLERGIES

Parents must accurately complete the medical form attached to the registration file of their child.

A sick or contagious student or untreated head lice carrier is not authorized, by sanitary measures, to enter the establishment and must remain under the responsibility of his parents who will take the necessary measures. Depending on the severity of the disease or the duration of absence, a certificate of recovery issued by a doctor may be requested. When a student is found ill at school, he will be placed in the infirmary while waiting for his parents to take him home.

Any medication to be taken at school must be prescribed by a doctor and must be reported to the school principal's office who takes care of administering it to the student.

15. RELATIONS WITH PARENTS

As part of the schooling contract, parents must pay all the necessary attention to the school experience of their child...

- By consulting all the resources and responding to all correspondence and communications from the school
- By supporting their child in the lessons and exercises at home and their preparation for assessments
- By attending activities organized by the school for them
- By participating in meetings, welcoming plenary sessions, presentations, school assessments, parent-teacher-child meetings, school events, etc.
- By attending meetings requested by the teacher, school administration or management
- By requesting, if necessary, an appointment with a teacher or the school administration
- Appointment requests can be made by email or by telephone by communicating directly with the teacher or the school office.

16. SCHOOL FEES

The registration of a student is annual, firm and definitive. It therefore engages the student's family to pay the annual school fees in their entirety. Payments must be made at registration and according to the school calendar. After a period of non-recovery, the student's access to class may be suspended pending financial regularization.

When a registration is canceled or a student leaves the establishment, his family must notify the management of the school. Uncollected tuition remains due and no refund will be performed.

17. SCHOOL CODE OF CONDUCT

Section 31 of the *Education Act* of Alberta stipulates that the student, as a partner in education, is responsible for the following:

- to attend school regularly and to be punctual;
- to be ready to learn and to participate actively and diligently in their education;
- to ensure that their conduct contributes to a welcoming, caring, respectful and safe learning environment that values diversity and fosters a sense of belonging;
- to respect the rights of others at school;
- to refrain from bullying or bullying behavior directed towards others at school, not to tolerate them and to report them, regardless of whether they occur in the school, during the school day or through electronics;
- to comply with school rules and school policies. ;

- to cooperate with all persons authorized by the school authority to provide education programs and other services;
- to be held accountable for their conduct towards teachers and other school personnel;
- to make a positive contribution to their school and community

At École Canadienne Internationale de Casablanca, we believe that we learn from our mistakes. Therefore, we choose to resolve incidents or behavioral problems through discussion, reflection and reparation for our actions. Thus, each incident requiring disciplinary intervention will be managed individually by a member of the staff or by the school administration. The student will receive a natural consequence of his actions which involves no corporal punishment.

18. MINOR OFFENSES

All school personnel are required to intervene in case of aggressive play, behavior that disturbs teaching and class work, or non-compliance with the physical space of the institution. The natural consequences that could apply to these offenses could result in a warning, the loss of some recess time, a reflection time, or the loss of a privilege. The student should subsequently demonstrate that he is making an obvious effort to correct his behavior.

19. MAJOR OFFENSES

EXAMPLES OF INAPPROPRIATE BEHAVIOR THAT COULD LEAD TO SHORT OR LONG TERM OR PERMANENT DISMISSAL FROM THE SCHOOL.

- Repetition of minor offenses
- Student behavior that endangers safety students and/or staff
- Possession of a weapon at school that could be used to threaten, harass or harm others
- Aggression of a person,
- Theft
- Breach of regulations regarding attendance, transportation or bullying
- Willful disobedience and/or open opposition to authority,
- Use of inappropriate or profane language
- Willful damage to school or property or to the property of others; interference with school instruction
- Violation of the Code of Conduct as set forth in the *School Act*.

POSSIBLE PENALTIES RESULTING FROM MAJOR OFFENSES ▪

- Parent involvement
- Referral to a child psychologist
- Loss of privileges
- Detention
- Dismissal of internal courses
- Dismissal from school (max. 5 days),
- Return of property or or reparation for actions
- Final dismissal from school

Take note that:

Any dismissal will automatically lead to the exclusion of activities student's extracurricular activities for the duration of this expulsion

20. USE OF TECHNOLOGY

At École Canadienne Internationale de Casablanca, it is expected that the student uses technology during educational activities only. Inappropriate use of the technology will result in a temporary or permanent loss of this privilege.

21. THE USE OF PHOTOS BY THE ESTABLISHMENT

Within the framework of the relationship established, the parents of the student accept the principle of the graceful use of photos of their child taken during school activities. These photos are intended for official publications of the institution (brochures, networks social media, websites, etc.). These photos will not be distorted, shared or sold to third parties.

