



St. Patrick Elementary School

2017-2018

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Use of Agenda

St. Patrick Elementary students use their agenda to keep track of homework assignments and other important messages. It is also used to enhance communication between home and the school. You are invited to make contact with your child's teacher as frequently as you wish through this agenda.

Meet the Teacher / Curriculum Night

Meet the teacher evening, to be held on **Thursday, September 7th, 2017**, is not to be missed. Classroom/grade level routines and teacher expectations are explained and form the basis for common understandings during the year. We are expecting to hold the Annual General Meeting of the St. Patrick Governing Board on that evening – more details to come via email/website.

School Fees / Lunch Fees

School fees are collected for each child at the beginning of the school year. This fee covers the cost of consumable items such as paper, art supplies, workbooks and the student agenda. An itemized breakdown of your child's school fees will be sent to each family within the first few weeks of the school year. A supervised lunch program is available to all St. Patrick students at a cost of **\$340.00** per child per year. Please write your child's name and grade on the front of the cheque, made payable to St. Patrick Elementary School.

Online payment options are available for lunch/daycare fees only.

Attendance

Students should be arriving at school **between 7:50am and 8:00am**. It is disruptive to classmates and teachers when students arrive late and miss the beginning of class. Chronic late arrivals can impede school work and may result in the student being expected to make up the work during recess or lunch. We need to work together to ensure that our students arrive on time and are ready to learn. Punctuality sends a positive message. Please help your child begin each day on the right foot and bring them to school before the bell.

Please be advised that if you choose to take an extended holiday, teachers will not prepare homework for your child. We strongly recommend you do not take extended holiday time as your child will lose valuable time working in class. The school website will have several dates of the examination periods.

Early Dismissal / Absences and Lateness

Children may be dismissed early (before 2pm) when a note from the parent is addressed to the homeroom teacher. The child's record of attendance is a legal document. Please send a note through the student agenda if your child needs to leave early. Parents are asked to inform the school office first thing in the morning when their child is absent due to illness or an appointment.

Student Supervision

Supervision is provided from **7:50am to 8:00am** when children are permitted to enter the school upon arrival and at **2:20pm to 2:30pm** during the boarding and departure of the school buses. Parents are asked to respect the supervision times listed above to ensure everyone's safety. Children are supervised during the lunch hour by our lunch monitors and should be dressed appropriately for outdoor recess and lunch, especially during the colder months of the year.

Emergency Contact

In the event of a student's illness or emergency at the school which requires us to contact parents, it is essential that we have *home, cell and work telephone numbers*, and the name and telephone number of a close-by neighbour or relative who is at home and would be willing to take care of your child. If any information on your emergency contact form should change during the school year, please contact the school office immediately to update your child's student record.

School Cancellations

In the event that schools have to be closed, the school board information director directly notifies the following radio stations: CJAD 800, CJFM95.9, CHOM FM 97.7, and CBC1 88.5 FM. You may also receive a message from our automated voice/email system. The LBPSB website also posts notices of any and all school closings on their homepage (www.lbpsb.qc.ca).

School Bus Transportation

Students who live within the set LBPSB transportation zones for St. Patrick Elementary are eligible for school bus services. The following school bus safety guidelines have been set:

- Always be at the bus stop 10 minutes early.
- Carry your bus pass at all times.
- Find your assigned seat quickly, without pushing other students.
- Keep the aisle clear. Remain seated, talk quietly. No eating, drinking on the bus.
- Behave respectfully at all times.
- Always listen to the bus driver's instructions.
- Keep your head and arms inside the school bus.
- Kindergarten/Grade 1 students **MUST** be met by a parent/guardian at the drop-off.

Each bus driver carries a book of reports which are to be completed following an infraction. Several warnings will be given before issuing a report. Multiple infractions may lead to suspension or removal of busing privileges. Early dismissals require students to be picked up at the school office before 2pm. Students are only permitted on their assigned bus. They may however, get off at a stop other than their assigned stop with a **written permission note** from the parent/guardian co-signed by the Principal. Only students registered for busing are permitted to ride on a bus.

School Bus Behaviour

Each student is responsible for their behaviour on the bus. They are expected to sit down and stay seated for the entire time that they are on the bus. Each student will keep their school bag on their lap or on the floor. For everyone's safety, students cannot make any form of noise that is disruptive and could cause a distraction to the driver.

Students may be assigned a seat by the driver or Principal. Students riding the bus will sit in the assigned seat without argument. Riding the bus is a privilege. Appropriate behaviour is expected at all times. In the event of misbehaviour the following may occur:

- **1st offence:** verbal warning. Parents are notified.
- **2nd offence:** letter of warning. Must be signed by parents.
- **3rd offence:** suspension from bus. 3-5 days depending on severity of offence.

If misbehaviour continues, then suspension from the bus can be extended up to and including the balance of the year, depending on the gravity of the offence.

Important Information for Kindergarten / Grade 1 Parents

It is expected that parents assume the responsibility of supervising all Kindergarten/Grade 1 students as soon as they get off the bus. The drivers will not drop off Kindergarten/Grade 1 students if no one is there to meet them and they will be returned to school. They **must** also have their purple bus tag displayed on their school bags.

Transportation by Parents

The safety of our students is one of our greatest concerns at St. Patrick Elementary. In order to facilitate our supervision, we thank parents for not entering the school yard. Students should arrive

at school between **7:50am** and **8:00am**, while there is outdoor and hallway supervision in place. Students should go directly into the school by means of the side entrance on Bayview Street. Please be sure to make note of the posted parking signs as the police do ticket cars often.

Please review the following safety rules with your children:

- Don't walk or run between parked cars.
- Always cross at intersections or at the painted crosswalk.
- Always look both ways before crossing the street.
- Exit your carpool on the sidewalk, not into the street.

Bayview Street

This street has '*No Stopping*' signs – it is a drop zone near the side entrance. Please hold onto your children if you have to walk across the street. Please use the crosswalk. We ask that you respect our neighbours; do not block or park in their driveways. Please be considerate and create a safe path on the street for pedestrians and drivers. For the security of all our St. Patrick students and staff, please drive slower, be cautious, think safety and be sensible. Drivers have been ticketed. St. Patrick Elementary assumes no responsibility for drivers parking illegally.

Shamrock Street

When parking on Shamrock, in front of the school, please walk your child around the corner to the schoolyard entrance on Bayview Street. Please be vigilant when driving, as students may be walking across the intersection at Shamrock and Bayview.

St. Patrick Parking Lot

The parking lot is for staff only. Please do not use the parking lot for drop-off or pick-up.

St. Patrick Bus Zone

Drivers must stop when bus lights are flashing. Our school's '*Bus Zone*' is located around the corner on Bayview Street, at the western back entrance of our school. There is *NO* passing in the Bus Zone when the school bus signal lights are flashing.

Bikes, Skateboards and Longboards

There is a bike rack located on the school grounds next to the parking lot. Bikes should be locked at all times as the school cannot assume responsibility for damaged or stolen items. Stakeboards and longboards must be brought to the office for safe-keeping during the day. All students who bike, skateboard or longboard *MUST* wear a helmet.

School Dress Code

Although St. Patrick School does not have a school uniform, we do have a school dress code that includes the following:

- Dress in a neat, clean and sensible fashion.
- Dress appropriately for the weather.
- Always have one pair of running shoes for indoors and gym which must remain at school, and a separate pair of shoes or boots for outdoors.
- Wear shoes at all times in school.
- Come to gym wearing shorts/jogging pants, T-shirt and running shoes.
- Only wear tops that have appropriate symbols and language.
- Girls are not to wear spaghetti straps, halter tops, short tops or very short shorts.
- Boys are not to wear oversized below the hip pants.
- Never wear hats or bandanas while in school.
- Never wear heavy chains or other oversized neckwear while in school.

In supporting the school's dress code, parents are responsible for:

- Furnishing students with clean, appropriate clothing, including 2 pairs of shoes.
- Supervising what students wear to school and making sure it is in line with our dress code and weather conditions.
- **Labeling** all clothing.

School Snacks at Recess

In order to promote healthy eating, and in keeping with the philosophy of the LBPSB Nutrition Policy, we encourage our students to bring a healthy snack each day for the morning recess.

Student Health

The CSSS de Vaudreuil-Soulanges assigns a community health nurse to St. Patrick. When the nurse is at school, her role is to work in collaboration with the school personnel to promote, maintain and protect the health of the St. Patrick Elementary students and community members.

Medication: You must fill out a medical form for all medication which must be supervised by a staff member at the school. Under no circumstances will the school administer any prescription medication or non-prescription medication without the parent's written permission. The drug must be sent to school in its original container and come directly to the office. Please do not put medication in your child's lunch box.

First Aid Policy: The LBPSB is responsible for the well being of students during school-organized activities. In the case of an accident or sudden illness, parents will be notified as soon as possible. Should immediate hospital treatment be necessary and the parents are unable to pick up the child, the school will arrange for the transportation and supervision of the child at the parents' expense. At no time will the child be left without supervision.

Allergies: Parents are required to inform the school if the child suffers from an allergy. If the child requires an EpiPen, the parent must supply one to be left at the school. Students with severe allergies should also carry an EpiPen on their body at all times. Parents must provide the child's medicare number and the name of a person to call in an emergency. In the unlikely case of an emergency situation, the school will call an ambulance and contact the parents immediately.

Sunscreen: Several sunscreens have active ingredients that may be allergens to some students. The application of sunscreen during the warm weather months should be done at home, prior to the school day. Students are expected to apply their own sunscreen.

Head Lice: Our entire St. Patrick Elementary School community is here to work together and support students and parents in addressing all lice issues. Many families have experience in identifying and eliminating this unfortunate nuisance. Please do not be embarrassed, about 3% of school children aged 3-11 across North America are affected by lice. While the experience will no doubt be overwhelming, following appropriate procedures will greatly reduce the likelihood of ongoing issues.

- When we all return to school after a break, this is the time to check your child's hair and scalp for lice, especially if they have attended camp or was away for a holiday break.
- Head lice appear in the school from time to time and the excellent cooperation we receive from all parents during a lice alert successfully limits the infestation. We endeavour to do all that we can as a school community to control any lice outbreak.

Prevention of Head Lice. Regular combing, specifically with a metal fine-toothed comb, can help in the early detection of head lice. The use of an efficient 'detector' comb, which can also remove lice, can help in minimizing the probability of head lice infestation.

How are lice transmitted? Lice are transmitted indirectly through clothing or through direct contact with an infected person. Children are asked to place their hats and scarves inside their coat sleeves as well as never to pile up their clothing together with that of other children's. Those with long hair are asked to keep it tied. Hairbrushes or combs should never be shared.

What should I do if my child has lice? Inform the school office so that steps may be taken to avoid a serious school problem.

Homework

Each student is responsible for copying homework into their agenda each day. The agenda must go between home and school each day so that parents and students know what must be done for homework. If a student does not assume responsibility for their homework, they will be expected to complete the work during recess or lunch at their teacher's discretion.

The Purpose of Homework

- To practice and reinforce new concepts or those not yet integrated. Daily reading is essential in both languages to ensure reading fluency.
- To complete work that hasn't been finished in class when deemed necessary by the teacher.
- To help develop study skills, manage time, gain independence and prepare for high school.
- To allow parents to see what their children are learning in school

The amount of time that a student spends on homework varies depending on the child's grade and ability level. The expectation is that homework becomes a regular and natural part of the student's routine. The time and independence level should increase as the student matures.

Field Trips

Field trips are considered to be part of the curriculum and it is expected that students attend all field trips or spend the day in school in another class. The only exception might occur if the student's behaviour is such that there is a real concern on the part of school personnel about safety issues. The administration has both the right and responsibility to make that decision in conjunction with the student's teacher.

Governing Board

The St. Patrick Elementary Governing Board plays an important role in the school. Parents are encouraged to sit on this important school committee, which is also made up of staff and community representatives. The principal also plays a role in the Governing Board but does not vote. The election of the chairperson and new members will take place before September 30th of each new school year. Meetings are held once a month in the evening. We expect to hold the AGM of our Governing Board during our Curriculum/Meet the Teacher Night each year.

Home and School

The St. Pat's Home and School is an enthusiastic group of parent volunteers that meet once a month during the school year. By working with the principal and staff to fundraise and organize events, the goal is to help enrich the overall experiences of the St. Pat's students. For more information, please refer to our school website or simply join us at our monthly meetings. Everyone is welcome – a great way to get involved in your child's elementary school years!

Get Involved!

Parental involvement in a child's elementary years helps to foster long-lasting, positive feelings about school. We need all of you to help enrich so many amazing school experiences - from field trips to reading groups, library support and committees throughout the school year. If you have time, please make sure to read the paragraph below, or call the school, and get involved!

Visiting the School / Volunteering

When parents visit the school, they must report to the main office upon arrival to sign in, and again on departure to sign out. When coming into the school to volunteer, please remember to wear one of our 'Volunteer Tags', available at the office where you sign in. All parents/guardians wishing to volunteer are required to have a police background check performed by our school board. For more information about volunteering, simply call the school office. If you wish to discuss concerns about your child, please call the school to make an appointment.

Code of Conduct

Discipline with Dignity

"Discipline is a noun, something all children should possess. Discipline is not a verb, something we do to children." Maria Montessori

At St. Patrick Elementary School, maintaining the dignity of each person, in all situations, is crucial in managing behaviour. Effective discipline comes from the belief that teaching individuals to take responsibility for their behaviour is more motivating in creating behavioural changes than teaching individuals to be obedient in order to avoid punishment.

At St. Patrick Elementary School, we believe in the responsibility model of discipline. By implementing logical and consistent consequences, and by providing individuals with opportunities to become responsible and caring members of the community, they will learn about their behaviour, their choices, and their impact on others while still maintaining their dignity.

Unacceptable Behaviours:

Unacceptable behaviours are those that interfere with the safety and well-being of ALL staff and students, in school, during any school sponsored event or field trip, on the bus or in social media: they include all aspects of bullying.

Physical Aggression: Pushing, grabbing, hitting, pinching, spitting, tripping, etc.

Social Alienation: Gossiping, embarrassing others, ethnic slurs, excluding from a group, etc.

Verbal Aggression: Mocking, put downs, swearing at others, etc.

Intimidation: Threatening others to do something, threatening with a weapon, playing a dirty trick, etc.

Sexual Harassment: Remarks, gestures, or actions of a sexual nature.

Cyber Bullying: Using the Internet to bully another student by means of email, chat rooms, etc.

Bullying is defined as:

- When a person is the target, over time, of repeated negative actions.
- When one person has more power, so the person being victimized feels that they can't defend him/herself.
- When a person, who is the target, may feel embarrassed, hurt, scared and/or angry.
- Law 19 amended the Education Act to state that Bullying is defined as:
"A repeated direct or indirect behaviour, comment, act or gesture whether deliberate or not, including in cyberspace, which occurs in a context where there is a power imbalance between the persons concerned and which causes distress, and injures, hurts, oppresses, intimidates or ostracizes."

(<http://www2.publicationsduquebec.gouv.qc.ca/dynamicSearch/telecharge.php?type=5&file=2012C19A.PDF>, paragraph 2.1.1; downloaded Nov. 12, 2012)

Minor Infractions:

- Name calling
- Ignoring the bell
- Leaving school boundaries
- Neglecting to show appropriate hallway/assembly behaviour
- Displaying disrespectful behaviour
- Late for school/class
- Littering
- Throwing objects
- Inappropriate dress
- Not signing out
- Eating in hallways
- Wearing headgear in school
- Going to parking lot at break

Consequences:

- Virtues worksheet
- Verbal reminder
- Student removed from situation
- Recess or noon hour detention
- Child phones home and explains
- Community service (yard clean up)
- Note in agenda
- Parent called

Caring Behaviours:

- Walkout (virtues activity)
- Note of apology/spoken apology
- Written reflection about incident
- Teaching opportunity (student prepares lesson for younger students)
- Community service
- Project

Major Infractions:

- Fighting
- Bullying
- Smoking
- Alcohol or drug use
- Vandalism
- Theft/Extortion
- Swearing
- Repetitive minor infractions (3/month)
- Disrespectful behaviour
- Bus report
- Threats
- Anything that compromises the safety of others and self

Consequences:

- Administrative involvement
- Parents informed by phone, email or letter
- Service project
- Walkout (virtues activity)
- Virtues worksheet
- Detentions at recess, noon or after school
- Loss of privileges
- In-school suspension
- Out of school suspension
- Child phones home
- Documentation in cumulative file
- Police involvement

Caring Behaviours:

- Same list as minor infractions

No-nonsense Procedure:

STEP 1: The individual caught bullying sits down with the “**adults in charge**” (teacher, administrator, supervisor) to talk about the incident and review the **discipline** policy. Consequence and caring **behaviour** are determined and homeroom teacher is advised. Incident is documented.

STEP 2: Bully, “**adult in charge**” and homeroom teacher sit down and discuss incident and review discipline policy again. Consequence and caring **behaviour** are determined. Parents are contacted and informed of the **behaviour** and the consequence. Both student and parents are made aware of the next step. Incident is documented.

STEP 3: Student, teacher, administration and parents meet and discuss consequences and caring behaviour. Parents, teacher and administration are involved in the follow-up and the final warning is issued. (Police are included if **behaviour** is severe and charges can be laid). Incident is documented.

STEP 4: Student is removed from the school.

St. Patrick's Elementary, November 26, 2012

Technology – Digital Rights and Responsibilities

Acceptable Use:

Users must accept the Digital Rights and Responsibilities of Use as stipulated in Addendum B on the Technology Permission Form (distributed during the first week of school in the IMPORTANT SCHOOL FORMS package). The administration may revoke or suspend specific user access should a user not comply. The Technology Permission Form will be kept on file.

At St. Patrick Elementary, the following rules have been developed in order to ensure student and adult safety and security while using the Internet.

- I will not give out any form of personal information such as my name, address, telephone number the same for any classmates, or the location of the school without permission from my teacher or parents.
- I will never send anyone a picture of myself or a message without my teacher's permission.
- I understand that I may only visit sites that have been approved by my teacher. If I should encounter any information or visual representation that makes me uncomfortable I will tell my teacher immediately.

Digital Rights and Responsibilities

Digital citizenship involves understanding the social, ethical and legal issues relating to all aspects of technology, in order to use it appropriately and effectively. There are rights and responsibilities that go hand in hand with being a good digital citizen. The rights and responsibilities listed below apply to all users of the Lester B. Pearson School Board network.

I have the **RIGHT** to:

- learn and work in a safe, appropriate, and secure environment free from harassment
- use the school board network for educational purposes
- be respected as an individual
- express opinions, ideas and feelings, while keeping in mind the rights of others
- have my digital identity protected from unauthorized use
- have managed access to the internet
- report any action interfering with a safe learning environment to the appropriate authority

I have the **RESPONSIBILITY** to:

- contribute to a positive culture of learning
- use school/centre space and equipment, as well as personal devices, in an appropriate, responsible and respectful way
- respect others and their right to privacy
- practice safe, appropriate and legal and responsible use of information and technology
- protect my personal information and that of others
- engage in technology use for educational purposes and respect for educational value

I have discussed these rules with my parents and have their permission to use the Internet and all of the technological devices at St. Patrick Elementary School.