



# St. Patrick Elementary School

**2024-2025**

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### **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 workbooks and a photocopying fee. 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 \$2.50 per day, billed monthly. Online payment is available and preferred for both school fees and lunch/daycare fees.

### **Attendance**

Students should be arriving at school **for 7:50am**. It is disruptive to classmates and teachers when students arrive late and miss the beginning of class. Classes begins at 8:00am. Chronic late arrivals can impede schoolwork 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.*

### **Early Dismissal / Absences and Lateness**

Please inform the school by phone or email first thing in the morning when your child will be absent from school. Families are contacted for all unconfirmed absences. Children may be dismissed early when an email from the parent is sent to the office and teachers. The child's record of attendance is a legal document.

### **Student Supervision**

Supervision is provided from **7:50am to 8:00am** when children are permitted to enter the school upon arrival and at **2:30pm to 2:40pm** 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 students' 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 will receive a message from the LBPSB's automated email system and the LBPSB website also posts notices of school closings on their homepage ([www.lbpsb.qc.ca](http://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.
- **2nd offence:** Parents are notified by phone or email.
- **3rd offence:** suspension from bus for 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 frequency and gravity of the behaviours.

### **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 (“Walker Gate”)**

The safety of our students is our highest priority at St. Patrick Elementary. In order to facilitate our supervision, parents may not enter the school yard. Students should arrive at school for **7:50am**, while there is outdoor and hallway supervision in place until the start of school. 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, look both ways before crossing the street.
- Always cross at intersections or at the painted crosswalk.
- Exit your carpool on the sidewalk, not into the street.
- Parents/drivers **MUST** remain in their cars if they are using the DROP ZONE.

### ***Bayview Street***

Bayview is closed to cars during AM drop-off and PM pick-up. Please hold onto your children if you have to walk across the street. Please use the crosswalks. We ask that you respect our neighbours; do not block or park in their driveways. Please be considerate towards the crossing guard who is there every morning and afternoon to ensure student safety. For the security of all our St. Patrick students and staff, please drive slowly, be cautious, think safety and be sensible. Drivers have been ticketed. St. Patrick Elementary assumes no responsibility for drivers parking illegally.

### ***Shamrock Street***

The area in front of the school on Shamrock is a no-parking zone used for drop-off only. Drivers must remain in their cars. Please be vigilant when driving, as students may be walking across the intersection at Shamrock and Bayview. U-turns are not permitted.

### ***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, from the west (back) entrance of our school around to Elmwood. There is **NO** passing in the Bus Zone when the school bus signal lights are flashing. Police will issue tickets.

### **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. Skateboards 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 dress uniform, we do have a 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 PE which must remain at school, and a separate pair of shoes or boots for outdoors.
- Wear shoes at all times in school.
- Come to PE wearing shorts/jogging pants, T-shirt and running shoes.
- Only wear tops that have appropriate symbols and language.
- Tops must cover the midriff.
- Undergarments must not be visible.
- Hats or bandanas are not to be worn inside the school.

Parents are responsible to:

- Furnish students with clean, appropriate clothing, including 2 pairs of shoes.
- Supervise what students wear to school and make sure it is in line with our dress code and weather conditions.
- Label all clothing.

## 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**

Students are responsible for completing all assigned homework. Teachers will communicate expectations and online platform that will be used (Google Classroom, Seesaw, Dojo, etc) at Curriculum Night. 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. ALL volunteers supporting a school field trip must adhere to the procedures set forth in the later section "*Visiting the School / Volunteering*".

## **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, parents 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 30<sup>th</sup> 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 administration 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 in school or support field trips are required to have a police background check performed by our school board. It is mandatory for volunteers to attend any sessions offered by the administration or staff regarding procedures for volunteering and school safety guidelines (in classrooms, library, during lunches, etc.). For more information, 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, any type of social media, texting, 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)

*The following misbehaviours, consequences and interventions listed in our Code of Conduct are not limited to these examples. Please note that consequences and interventions are determined by the school team.*

## **MINOR MISBEHAVIOURS:**

- Name calling
- Ignoring the bell
- Inappropriate language
- Neglecting to show appropriate hallway/assembly behaviour
- Displaying disrespectful behaviour
- Late for school/class
- Littering
- Bus report
- Throwing objects
- Inappropriate dress
- Wearing hats in the school
- Leaving a classroom without permission

## **CONSEQUENCES/INTERVENTIONS:**

- Verbal reminder
- Student removed from situation
- Recess or noon hour detention
- Child phones home and explains
- Community service (yard clean up)
- Teacher note in agenda
- Pink slip (behaviour report) completed and sent home via email/agenda
- Parent called

**MAJOR MISBEHAVIOURS:**

- Leaving school boundaries
- Fighting
- Physicality that causes harm to others
- Bullying
- Smoking, alcohol or drug use
- Vandalism
- Theft/Extortion
- Swearing
- Repetitive minor infractions (3/month)
- Disrespectful behaviour
- Threats
- Anything that compromises the safety of others and self
- Sexual harassment/misconduct

**CONSEQUENCES/INTERVENTIONS:**

- Administrative involvement
- Parents informed by phone, email, pink slip (behaviour report) or letter
- Service project
- Detentions at recess, noon or after school
- Loss of privileges
- In-school suspension
- Out of school suspension
- Removal from classroom
- Modified school schedule
- Child phones home
- Documentation in cumulative file
- Police involvement

**CARING BEHAVIOURS for minor and major misbehaviours:**

- Note of apology/spoken apology
- Written (or picture) reflection about incident
- Teaching opportunity (student prepares lesson for younger students)
- Community service
- Project
- Other possible acts of kindness or repair

**Clearly articulated progression of consequences: 'NO-NONSENSE PROCEDURE'**

(as written in St. Patrick Elementary School's Anti-bullying and Anti-Violence Plan)

**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 teachers are 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 may be removed from the school.

## Technology – Digital Rights and Responsibilities

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

- 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.
- Cell phones and electronic devices (including, but not limited to: laptops, Chromebooks, smartwatches, tablets, Apple products, personal gaming devices) brought from home are not permitted on school property or on school trips. The use of a phone or electronic device brought from home by a student will result the first time in its confiscation and a phone call to parents and if this should occur a second time, parents will be required to pick it up from Administration.

### 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

\* Students are given access to technology in order to work at school. Students who misuse technology at school (to chat online, play games or distract from the educational focus of the lesson) will forfeit the right to use technology during the school day.