



Verdun Elementary School

610 Boul. Desmarchais

Verdun, Quebec, H4H 1S6

Tel: 514-767-5344

Daycare – Tel: 514 767-0179

Website: <http://verdun.lbpsb.qc.ca/>

## HANDBOOK 2023-2024

### Our Code of Behavior

We believe in the following principles:

- ❖ School is, above all, a place of learning.
- ❖ Students need a safe place to learn and must respect the safety of others.
  - ❖ Students need to be shown and to show respect.
  - ❖ Education is a right, but also demands certain responsibilities.
- ❖ Only by respecting these principles can students learn to their fullest.
  - ❖ Our school must be a peaceful, orderly place.

Principal: Lori McKergow

Administrative Assistant: Deborah Grant Butler

This Agenda belongs to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Tel: \_\_\_\_\_ Emergency Tel: \_\_\_\_\_

Email: \_\_\_\_\_

For safety reasons, it is important to let the school know this information.



Dear Parents and Students,

We look forward to another exciting year at VES!

This agenda is a very important link between home and school. It is an effective and simple means for you to communicate with the teachers at school, and also contains important information regarding guidelines and procedures for the safe and efficient running of our school.

Please take a moment to read through it carefully and to discuss all the pertinent information with your child(ren).

We wish you all a happy, productive and safe school year!

Sincerely,

Lori McKergow  
Principal

## CODE OF CONDUCT

Maintaining the dignity of each person, in all situations, is crucial in managing behavior. Effective discipline comes from the belief that teaching individuals to take responsibility for, and reflecting on their behavior is more motivating in creating behavioral changes than teaching individuals to be obedient in order to avoid consequences.

The Student Code of Conduct applies when students are at school, on school trips or on their way to and from school.



### **1. Respect:**

In order to create a peaceful school environment, students are expected to show respect to others. Students are to speak politely and in a tone that promotes respect to all adults and to each other. All communications with school personnel (in writing, telephone, zoom or in person) should be respectful and appropriate language and content are expected at all times.

In order to nurture a sense of pride in our school, students are expected to show respect for all school property (the building, books, desks, etc.) as well as respect for the property of others.

### **2. Safety and Security:**



Students are to listen to and follow the directions and requests of any staff member who is on supervision. Children are only permitted in the school yard when staff is on duty. **Therefore, students may only be in the school yard after 8:00 a.m.** (morning entrance) **and after 12:50 p.m.** (entrance for lunch recess). All students are to leave the school grounds immediately upon dismissal; the yard is not available for play at the end of the day.

All students will:

- Walk safely inside the building
- Abide by the Code of Conduct and supervision guidelines
- Follow the “Hands Off” rule at all times of the day

- Follow classroom and school yard expectations and guidelines

In order to ensure a safe and secure environment for our school community, no form of bullying, rough play, physical or verbal aggression of any kind will be accepted. VES adheres to the Anti-Bullying/ Anti-Violence (ABAV) plan of the Lester B. Pearson School Board, which is in accordance with the Education Act that is available on its website.



#### **Online Gaming and Social Media sites:**

Students must demonstrate appropriate on-line conduct and manners at all times. In line with the LBPSB's digital citizenship program, students should demonstrate good judgment, etiquette, and safety in all of their on-line communications both in and outside of school.

While the gain in popularity of various social media and gaming sites may entice our students, there are multiple reasons why their use is not appropriate for children under the age limit of 13 years old. These include not only the critical concerns about their online safety, cyber- bullying, and harmful content, but also major threats to their privacy, health, and well-being.

If parents authorize their children under the age of 13 to open social media accounts such as Facebook, then they must assume full responsibility for their children's online behaviour. If online activity interferes with a student's learning, safety on the school bus, the learning of other students or the teacher's ability to teach, parents may be asked to pick-up their child to resolve the issue at home.

#### **Unauthorized Videotaping, Photos, and Audio Recordings:**

Technology at school is to be used for educational purposes only. Students are not allowed to videotape, photograph or make audio recordings except as instructed by teachers for educational purposes. The reason for this general rule is to foster an appropriate educational environment and prevent unwarranted disclosure of student images and information.

#### **Valuable Items - Electronic Devices/Tablets and Cell Phones**

Parents are strongly urged to keep any valuable items at home. Cell phones, electronic game systems, iPods, tablets or other such audio or visual equipment, as well as other toys are NOT permitted in school unless authorized. The school will not be responsible should any of these items be lost, stolen, damaged or misused. The use of cell phones and other communication or recording devices

is NOT permitted in school or on the school bus. Unauthorized use of such devices during school hours or on the school bus will result in the confiscation of the device which could be returned only when parents meet with the administration. Should you wish to contact your child(ren) during school or daycare hours, please call the school and select the extension of the person you would like to leave a message with.



### **3. Self-respect and School Spirit:**

In order to develop a sense of self-respect, children are expected to dress appropriately for school – if the school deems that a student is not dressed appropriately, they may be asked to return home to change or be provided with alternate clothing from the school.

Students should wear clean and appropriate dress. Clothing with sayings, pictures or images offensive to any individual or group will not be permitted. Hats and hoods may not be worn inside the building. Students are also required to wear appropriate attire for physical education class. This includes jogging pants, T-shirts, and running shoes.

### **4. Successful and Meaningful Learning:**



Students must come to school prepared to learn and with the necessary materials each day. Along with proper materials, students should be ready to engage in the learning process. No toys or personal items from home should be brought to school. Negative behaviour, defiance and refusal to comply with directives show us that students are not ready to learn and therefore, not ready to be in school. In some cases, students will be asked to leave and start fresh the next day. All children have the right to learn in a peaceful environment.

**CONSEQUENCES:** Students whose behaviors do not comply with any part of the Code of Conduct may be subject to any of the following consequences:

- Verbal reprimand
- Time out
- Reflection
- Loss of privileges
- Removal from school

- Meeting with parents
- Detention
- Restitution
- Community Service
- Suspension in school
- Suspension out of school
- Transfer/Expulsion

In all instances these measures are applied at the discretion of the principal or his/her delegate taking into account the circumstances and severity and number of offenses.

Any and all disciplinary measures included in the school's Student Code of Conduct must be in alignment with the LBPSB Safe and Caring Schools Policy: operation of a school/centre or school/centre-sanctioned event.

<https://www.lbpsb.qc.ca/Modules/FileManagement/files/Root/Council/docs/policies/Policy%20on%20Safe%20and%20Caring%20Schools%20Nov%202016-v6%20asof2017JAN11.pdf>

and the school's anti-bullying policy:

<https://verdun.lbpsb.qc.ca/Portals/verdun/Documents/ABAVPlan.pdf>

It should be noted that the administration will impose consequences or sanctions with the understanding that the long term goal is the rehabilitation and reintegration of the student who commits an offense, but that the safety of all students is always the primary focus.

### **CONDUCT OF PARENTS/GUARDIANS/VISITORS**

The Code of Conduct for Parents/Guardians/Visitors clearly defines the expected conduct of all parents, guardians or visitors to the School Board's premises (in the physical building, on the school yard and/or the perimeter/gate areas) or at schools/centers- sanctioned events in order to enable us to continue to flourish and succeed in an atmosphere of mutual respect.

**Aim:** That all members of the school/center community treat each other with respect

**Expectations:** In order to support a safe and caring environment, the school/center will not tolerate:

- Disruptive behavior which interferes or threatens to interfere with the operation of a school/center or a school/center sanctioned event.

- Using loud or offensive language, swearing, cursing or using profane language, in person, in front of children, through email/classroom platform communications and/or over the phone.
- Threatening harm or the use of physical aggression towards another adult or a child. This includes harassment or intimidation of any kind.
- Abusive or threatening emails or text/voicemail/phone messages or other written communications.
- Defamatory, offensive or derogatory comments regarding the school/center or of the students/staff/parents, at the school/center on Social Media websites.

The above behaviors will be dealt with by the school and/or school board administration. The school/center and/or school board reserves the right to take any necessary actions to ensure that members of the school community are not subjected to abuse. School/center premises are private property and parents, guardians or visitors have been granted permission from the school/center to be on their premises. However, in the case of unacceptable behavior the school/center may ban the parent(s), guardian(s) or visitor(s) from entering the school or school board premises. Unacceptable behavior may result in the Police being informed.



## **LATES AND ABSENCES**

Parents are asked to call in to the school when their child will be absent. Please call the school early in the morning and leave a message on the answering machine (option #3) or between noon and 1:00 p.m. for any afternoon absences.

If there are any changes to the routine of your child at dismissal, you must state **in writing** that an adult that is already on your emergency list is authorized to pick-up your child. The school cannot guarantee we will get the message to your child for changes to dismissal routine if you call after twelve o'clock unless there is a drastic emergency (ie accident, sudden illness).

**If you bring your child to school late**, please enter at the front door and sign your child in at the main office. **If you pick your child up before dismissal**, please call or email the main office and report to the office to sign your child out in the book designated for this purpose. Please do not use Classroom Dojo or Facebook Messenger to notify the



teachers, as the main office and daycare and/or lunch supervisors also need to have this information in order for your child/ren to be ready for you shortly after your arrival. To help prevent the spread of viruses and bacteria, sick children should stay home.



### **FIRST AID – DISTRIBUTION OF MEDICATION – SEVERE ALLERGIES**

We are unable to administer any medications to students without the proper signed consent forms. Please see the LBPSB Policy on Safe and Caring Schools:

[https://www.lbpsb.qc.ca/Modules/FileManagement/files/Root/Council/docs/policies/Policy%20on%20Safe%20and%20Caring%20Schools\\_Nov%202016-v6\\_asof2017JAN11.pdf](https://www.lbpsb.qc.ca/Modules/FileManagement/files/Root/Council/docs/policies/Policy%20on%20Safe%20and%20Caring%20Schools_Nov%202016-v6_asof2017JAN11.pdf)

In the event of any emergency here at school which requires us to contact parents and we cannot reach you, it is essential that we have the name and telephone number of a close-by neighbor, friend or family member who is at home, and who would be willing to care for your child. Be sure to fill out the Emergency Medical Information form and keep the school up to date on any changes.

It is recommended that each student with an anaphylactic allergy carries an EpiPen on them at all times.

### **EMERGENCY SCHOOL CLOSING**

If our school is to be closed due to inclement weather, or a school building issue, we will send an email message to your email address that has been given to the school and post it on our social media pages, <https://www.facebook.com/verdunelementary/>. You can also check the school board website, [www.lbpsb.qc.ca](http://www.lbpsb.qc.ca), or listen to English radio stations (CJAD 800 AM) for announcements. In the event of an emergency school closure or evacuation during the school day, we will send a message through the GPI communication tool to your email addresses that are on file according to registration documentation.

### **VALUABLE ITEMS - ELECTRONIC DEVICES/TABLETS AND CELL PHONES**

Parents are strongly urged to keep any valuable items at home. Cell phones, electronic game systems, iPods, tablets or other such audio or visual equipment, as well as other toys are NOT permitted in school unless authorized. The school will not be responsible should any of these items be lost, stolen, damaged or misused.

The use of cell phones and other communication or recording devices is NOT permitted in school or on the school bus. Unauthorized use of such devices during school hours or



on the school bus will result in the confiscation of the device which could be returned only when parents meet with the administration. Should you wish to contact your child(ren) during school or daycare hours, please call the school and select the extension of the person you would like to leave a message with.

### **FEES 2023-2024**

The following page summarizes the fees that are payable to Verdun Elementary School for the 2022-2023 school year.

**Instructional Fees:** These fees are payable for all students in attendance at Verdun Elementary. These fees are charged to cover the costs of consumable school materials such as agendas, notebooks, art supplies, work sheets, etc.

Grade Level	Amount Charged to Parents
K for 4	\$ 29.80 per child
K for 5	\$ 38.50 per child
Cycle 1	\$ 62.15 per child
Cycle 2	\$ 66.71 per child
Cycle 3	\$ 68.02 per child

All fees are due, **in full**, by **September 29th, 2023**. School fees will be collected by the Administrative Assistant, Mrs. Deborah Grant-Butler, at the main office. Payment may be made by Interac, online banking or by certified cheque. Cash payments must be made in person only. Personal cheques will NOT be accepted. For your convenience, a debit machine is available at the office. Unpaid fees will be handed over to the collections agency commissioned by the Lester B. Pearson School board. Should you wish to arrange a payment plan, please contact Mrs. Butler.

### **School Hours**

8:00 a.m. – Buses arrive and teachers are on duty  
8:10 a.m. – Morning bell - classes begin  
11:30 to 12:20 – Lunch & outdoor recess for K4  
12:00 – 1:10 – Lunch & outdoor recess for Kindergarten - Grade 6  
2:35 p.m. - Dismissal for Kindergarten for 4 and 5 year olds (Pre-K yard – Desmarchais)  
2:40 p.m. Dismissal for Grade 1 – Grade 6 (Senior yard- Melrose)

### **SERVICES OFFERED AT VERDUN ELEMENTARY**

Occasional Personnel in school:

CSSS (CLSC) School Nurse, School Social Worker (on-call), Dental Hygienist

Speech and Language Pathologist (2 days per week)

Educational Psychology Consultant (2 days per week)

Available for consultation only:

Occupational Therapist

Special Needs Consultant

Autism Spectrum Disorders Consultant

Consultant for the Center of Excellence in Mental Health Disorders

Daycare services:

Before and after school care available from 7 a.m. to 6 p.m. and on most pedagogical days .Please contact the daycare technician to register your child.

Lunch Program:

See next page for fee structure and additional information.

Breakfast Club of Canada: Subsidized breakfasts served in the Mission from 7:40 to 8:10 a.m. daily. Registration forms available at the main office.

Hot Lunch Program: Meals offered twice weekly for a nominal fee.



### **Lunch Program 2023-2024**

All Lunch Supervisors are unionized employees of the Lester B. Pearson School Board and are paid according to an established salary structure. We will be following the set adult/child ratio in order to provide the best affordable care for all students. This requires that all lunch fees be paid in full when they are due: no later than the fifteenth of each month. A receipt will be issued for cash payments. An official tax receipt will be issued in February.

The LBPSB Food Policy:

<http://www.lbpsb.qc.ca/Modules/FileManagement/files/Root/Council/docs/policies/FINAL%20Food%20and%20Nutrition%20Policy%20-%20Adopted%202018-01.pdf>

**Lunch Supervision Costs:**

**\$2.50 per day billed monthly**

**Payment Options:**





Payments are to be made in cash, interact or through online banking. Please write the name of the child on the back of each money order or certified cheque. Payments are due no later than the fifteenth of each month.

**Lunch Program Statement of Policy Rules and Regulations 2023-2024**




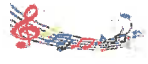






- 1. All students who stay for the lunch program are required to pay lunch supervision fees. Otherwise you are invited to have students return home for lunch.**
- 2. Payments are due on the fifteenth of each month. Failure to make a payment will result in your account being sent to the Lester B. Pearson School Board Legal Department for collection or could also result in dismissal from the program.**
- 3. No refunds will be made for absences from the program. Only a medical note will be considered.**
- 4. Children are expected to treat the Daycare Educators, Lunch Supervisors and their peers with respect and to behave in an appropriate manner. Offensive language and/or inappropriate behavior will not be accepted. FIGHTING WILL NOT BE TOLERATED. Failure to follow these rules may result in a lunch detention or in dismissal from the lunch program.**
- 5. Aggressive play in the school yard or lunch room is not permitted (e.g. play fighting, kicking, pulling on children's clothing, throwing food, spraying juice, etc.) We keep our hands and feet to ourselves.**
- 6. Children in the lunch program are not permitted to leave the school to eat at a restaurant unless they are accompanied by a parent and a written note has been given to the Daycare Technician. Please note that phone messages will not be accepted as permission.**
- 7. Parents are expected to provide a healthy lunch for their child. We do not have microwaves to heat up lunches. Restaurant food will not be allowed in the lunchroom. No glass bottles please.**
- 8. Sharing food or snacks is not permitted.**
- 9. We are a peanut free school and therefore ask parents to not send in any foods containing peanuts to help protect children with severe peanut allergies.**
- 10. We are not responsible for lost or stolen items. Children are expected to keep their toys, cards and electronic devices at home.**

**Should you have any further questions, please contact the Daycare Technician, Ms. Tracey Brenie at 514-767-0179**

## Calendar 2023–2024

Event	Date 2023–24
First day of School	August 31, 2023
Holiday – school and daycare closed	September 4, 2023 
Curriculum Night/Meet the teacher Annual General Assembly	September 7, 2023
School Photo	September 20, 2023 
Ped. Day – no classes for students	September 22, 2023 
Terry Fox Run	September 29, 2023 
Thanksgiving – school and daycare closed	October 9, 2023 
Interim Report Cards home	October 12, 2023 
Teacher's Convention—no classes for students / SEED / DAYCARE closed	October 13, 2023
Fall Festival	October 26, 2023
Costume DAY	October 31, 2023
Pizza Day	November 10, 2023 
LBPSB Ped. Days – no classes for	November 17, 2023 

students	
Term 1 Report	November 20, 2023
Parent/ Teacher Interviews	Nov. 23, 2023 evening November 24, 2023 daytime
VES Ped. Day – no classes for students	November 24, 2023 
Senior Holiday show	December 14, 2023 
Holiday Bazaar	December 20, 2023 
Holiday Breakfast	December 22, 2023 
Winter Break	December 23, 2022 – January 5, 2024
Classes Resume	January 8, 2024
Open House	January 17, 2024 
LBPSB Ped. Day – no classes for students	January 26, 2024 
Region 3 Ped Day	February 9, 2024 
Pizza Day	February 16, 2024 
LBPSB Ped. Day – no classes for students	February 19, 2024
March Break	March 4 – March 8, 2024 
Term 2 Report	March 15, 2024
LBPSB Ped Day –no classes for	March 18, 2024 

students / SEED/DAYCARE closed	
Parent/Teacher Interview – evening	March 21, 2024 
Easter Holiday (Daycare is closed)	March 29 – April 2, 2024 
Cabane à sucre	April 26, 2024 
Junior Concert	May 2nd 
VES Ped. Day 2 – no classes for students	May 3, 2024
K4/ K5 Orientation	May 16, 2024
Victoria Day Holiday	May 20, 2024 
Pizza Day	May 24, 2024 
VES Ped. Day 3 – no classes for students	June 7, 2024 
Health Day	June 11, 2024 
Graduation	June 20, 2024 
Last Day of school/ Term 3 Reports issued	June 21, 2024 

## The ZONES of Regulation®



Dear Parents,

This letter is to let you know about a school initiative being implemented at Verdun Elementary. The program is called, "The Zones of Regulation®". The Zones of Regulation® was created by Leah Kuypers (an Occupational Therapist), with the goal of helping students learn to identify and manage the various feelings they experience. Positively supporting the development of these skills, as students learn to work together as a group, sets the stage for both social and academic success at school. The Zones of Regulation® is an approach in which students learn to categorize feelings and states of alertness into four concrete "Zones", analogous to traffic signs.

These four Zones can be used to describe how one's body and brain feel at any given time. In introducing the Zones in your child's classroom, the goal is to develop a school-wide vocabulary for talking about feelings and self-regulation.

In the **Blue Zone**, one's body and brain feel like they are running slowly. In this Zone, one might feel sad, tired, sick, or bored.

In the **Green Zone**, one's body and brain are "good to go". In this Zone, one might feel calm, happy, focused, or content.

In The **Yellow Zone**, one's body and brain feel like they are moving faster. In this Zone, one might feel stressed, frustrated, anxious, excited, surprised, silly, or scared.

In the **Red Zone**, one's body and brain are feeling out of control. In this Zone, one might be experiencing very intense emotions such as panic, extreme grief, or extreme anger. Students are taught that everyone experiences feelings from all four Zones. It is natural to experience all four Zones. There are no zones that are "bad". All of the zones are expected at one time or another.

As students become more proficient at identifying the Zones in themselves, different tools and strategies are introduced to help them learn to manage the Zone they are in based on the environment and people around them.



**Verdun Elementary School**  
**Contract 2023-2024**



I, the undersigned, have read and discussed the expectations of the school with my child. By signing this contract, we accept and understand our responsibilities regarding the behavior code of the school and agree to abide by its internal procedures.

Name of Student: \_\_\_\_\_

Name of Homeroom Teacher: \_\_\_\_\_

Homeroom # \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature