

WELCOME



Dear Parents and Students,

We look forward to another exciting year at VES!

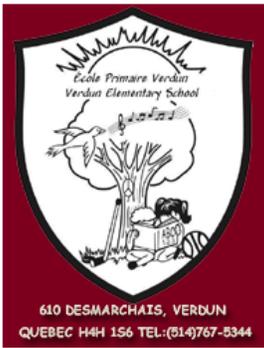
This agenda is a vital link between home and school. It is an effective means for you to communicate with the teachers at school, and also contains important information regarding guidelines and procedures for the safe and efficient running of our school.

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,

Sandra Luther
Principal



Verdun Elementary School
610 Boul. Desmarchais
Verdun, Quebec, H4H 1S6
Tel: 514-767-5344 Fax: 514-767-2368

STUDENT HANDBOOK 2017-2018

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: Sandra Luther
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 of any changes in your contact information



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 their behavior is more motivating in creating behavioral changes than teaching individuals to be obedient in order to avoid punishment. 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 to all adults and to each other. Anyone entering our school is also expected to deal respectfully with school personnel.



Appropriate language is 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 of any staff member who is on supervision. Children are only permitted in the school yard when staff is on duty. **Therefore, students must only be in the school yard after 8:00 a.m. (morning entrance) and after 12:50 p.m. (entrance after lunch).** All students are to leave the school grounds immediately upon dismissal.



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 their on-line communications both in and outside of school.

All students will:

- Walk safely inside the building
- Follow the "Hands Off" rule at all times of the day

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 tolerated. VES adheres to an anti-bullying/ anti-violence plan that is available on its website.

Facebook and other Social Media sites:

While Facebook, Snapchat and Instagram's popularity may make it enticing to children, 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, 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.**

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 provided by 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. Skimpy or revealing clothing is not appropriate, i.e.: short shorts, tank tops, spaghetti straps, cut-offs or torn jeans. Hats and hoods may not be worn inside the building.

4. Successful and Meaningful Learning:



Students must come to school prepared to learn and with the necessary materials each day. Using the school agenda is important for this purpose. Children are to respect the right of others 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 in alignment with the LBPSB Safe and Caring Schools Policy:

http://www2.lbpsb.qc.ca/content/policies/Policy_on_Safe_and_Caring_Schools_Eng.pdf

and the school’s anti-bullying policy:

<http://verdun.lbpsb.qc.ca/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 or at schools/ centres- 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/centre community treat each other with respect

Expectations:

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

- Disruptive behavior which interferes or threatens to interfere with the operation of a school/centre or school/centre-sanctioned event.
- Using loud or offensive language, swearing, cursing or using profane language, in person or over the phone.
- Threatening harm or the use of physical aggression towards another adult or child. Including 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/centre or of the students/staff/parents, at the school/centre on Social Media websites.

The above behaviours will be dealt with by the school and/or school board administration.



The school/centre 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/centre premises are private property and parents, guardians or visitors have been granted permission from the school/centre to be on their premises. However, in the case of unacceptable behavior the school/centre 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, report to the office and sign your child out in the book designated for this purpose.

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:
http://www2.lbpsb.qc.ca/content/policies/Policy_on_Safe_and_Caring_Schools_Eng.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 neighbour, 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 a recorded phone message to your homes or cell phones and/or an email to the email address that has been given to the school. You can also check the school board web site, 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 an ERMS message to your email addresses that are on file according to registration documentation.



VALUABLE ITEMS AND ELECTRONIC DEVICES

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 or damaged.



The use of cell phones and other communication or recording devices is NOT permitted in school. Use of such devices during school hours 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 2017-2018

The following page summarizes the fees that are payable to Verdun Elementary School for the 2017-2018 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	Real Cost in 2016-2017
Pre-K	\$60.00 per child	\$99.29
K-6	\$75.00 per child	\$93.29

All fees are due, **in full**, by **September 15th, 2017.** Should you wish to arrange a payment plan, please contact the Administrative Assistant at 514 767-5344 to make an appointment.

School fees will be collected by the Administrative Assistant, Ms. Deborah Grant-Butler, at the main office.

Payment may be made in cash, by money order or by certified cheque. 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.



School Hours

8:00 a.m. – Buses arrive and teachers are on duty

8:08 a.m. – First bell

8:10 a.m. – Second bell - Morning classes begin

11:25 to 12:25 – Lunch and outdoor recess for Kindergarten and Pre-Kindergarten

11:55 - 12:55– Lunch and outdoor recess for Grade 1 - Grade 6

2:15 p.m. – Dismissal for Kindergarten and Pre-Kindergarten

2:25 p.m. Dismissal for Grade 1 – Grade 6

SERVICES OFFERED AT VERDUN ELEMENTARY

Occasional Personnel in school:

CSSS (CLSC) School Nurse
CSSS (CLSC) School Social Worker
CSSS (CLSC) Dental Hygienist
Speech and Language Pathologist
Educational Psychology Consultant



Available for consultation only:

Occupational Therapist
Special Needs Consultant
Autism Spectrum Disorders Consultant
Consultant for the Center of Excellency in Metal Health Disorders



Daycare services:

Before and after school care available from 7 a.m. to 6 p.m. and on Ped. Days

Lunch Program:

See next page for fee structure and additional information.

Breakfast Club of Canada:

Subsidized breakfasts served in the Mission from 7:30 to 8:15 a.m. daily. Registration forms available at the main office.



Hot Lunch Program:

Meals offered twice weekly for a nominal fee. Please see our website for the menu each month at <http://verdun.lbpsb.qc.ca/>





Lunch Program **2017-2018**

All Lunch Supervisors are employees of the Lester B. Pearson School Board and must be paid according to an established rate structure. We will be following the set child/adult 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 first week of each month.**

A temporary receipt will be issued for each payment made and an official tax receipt will be issued in February.

Lunch Services Costs:

<u>Services:</u>	<u>Monthly:</u>	<u>Yearly:</u>	<u>Occasional Users</u>
One child	\$33.30	\$330.00	\$2.50/day/child

Payment Options:

Payments are to be made **in cash, by money order or by certified cheque or online.** Please write the name of the child on the back of each money order or certified cheque.

Payments are due no later than the first week of each month. Failure to make a payment in the indicated time could result in your account being sent to the Lester B. Pearson Legal Department for collection. If you do not wish to pay for lunch supervision you may always opt to have students return home at lunch time.

Should you have further questions, please contact the Lunch Technician, Louise Dorais, at **514-767-0179.**



Lunch Program
Statement of Policy
Rules and Regulations
2017-2018

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 at the beginning of each month in installments of \$33.30.** Failure to make 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 lunch coordinator. Please note that phone messages will not be accepted as permission.
7. Parents are expected to provide a healthy lunch for their child. Lunches **WILL NOT BE HEATED UP.** Noodles are not considered a complete or nutritional meal. Hot water is not available to heat them up. Restaurant food will not be allowed in the lunch room. **No glass bottles please.**
8. Children are expected to eat their own lunch and not to trade or to take food from other children.
9. Due to potential severe cases of peanut allergies, we ask that parents avoid making peanut butter sandwiches for their children.
10. We are not responsible for lost or stolen items. Children are expected to keep their toys, cards and electronic devices at home.

Calendar of Events

Event	Date 2017-2018
Holiday - school and daycare closed	September 4, 2017
Curriculum Night/Meet the teacher 	September 7, 2017
Ped. Day - no classes for students 	September 22, 2017
Terry Fox 	September 29, 2017
School Photo 	October 4, 2017
Ped. Day - no classes for students 	October 6, 2017
Thanksgiving - school and daycare closed	October 9, 2017
Interim Report Card 	October 13, 2017
Pizza Day 	October 27, 2017
Ped. Day - no classes for students 	October 30, 2017
Halloween	October 31, 2017
Parent/ Teacher Interview Term 1 Reports issued 	November 16-17, 2017
VES Ped. Day - no classes for students	November 17, 2017 
Ped. Day - Teacher Convention - no classes for students 	November 24, 2017
Holiday Bazaar 	December 20, 2017
Holiday Breakfast 	December 22, 2017
Winter Break	Dec. 25, 2017 – Jan. 5, 2018
Open House 	January 18, 2018

VES Ped. Day - no classes for students	January 19, 2018	
Ped. Day - no classes for students	February 9, 2018	
Variety Show 	March 1, 2018	
March Break	March 5-9, 2018	
Term 2 Reports issued 	March 12, 2018	
Pizza Day 	March 23, 2018	
Easter 	March 30- April 2, 2018	
Ped. Day - School and Daycare closed 	April 3, 2018	
Cabane a sucre 	April 19, 2018	
Ped. day - no classes for students	April 20, 2018	
Junior Concert 	May 10, 2018	
Region Ped. Day - no classes for students	May 11, 2018	
Ped. Day- no classes for students	May 18, 2018	
Victoria Day Holiday	May 21, 2018	
Pizza Day 	May 25, 2018	
School BBQ 	June 5, 2018	
Portfolio night	June 14, 2018	
VES Ped. Day – no classes for students	June 15, 2018	
Health Day 	June 19, 2018	
Graduation 	June 21, 2018	
Last Day of school/ Term 3 Reports issued 	June 22, 2018	

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.

For more information about the Zones of Regulation®, please feel free to contact the school. Questions can be directed to your child's classroom teacher, the school's resource teachers, or the school's Speech and Language Pathologist.



Verdun Elementary School
Contract
2017-2018

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