



## Spirit - Effort - Success



## Sherbrooke Elementary School

### Rules of Operation

**2019- 2020**

**\*Parents/Guardians:** You have accessed this document electronically; we ask that you read through it and discuss it with your child. Please sign and have your child return to their homeroom teacher the notice indicating that you have discussed this document with them by September 14, 2019. Thank you.



## **Our SES Mission Statement**

We believe in providing a supportive, bilingual environment through quality education which encourages respect and responsibility, and allows each individual to explore and work towards achieving his or her full potential.

## **Our SES Vision Statement**

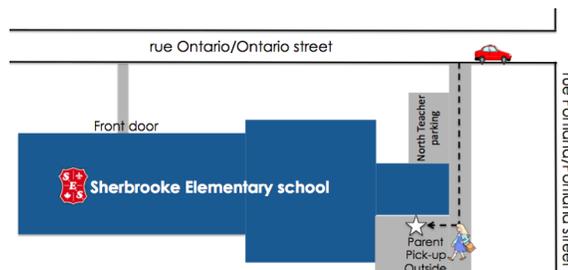
Our S.E.S. community provides a safe learning environment where each child is able to develop their full potential. We strive to empower, engage and guide students on their journey as life-long learners. We value and embrace kindness, individuality, respect and global wellness.

## **Arrival & Departure**

Outside supervision begins at **7:50 a.m.** Students are not permitted to arrive prior to this time (unless registered and reporting to the Daycare service) as there is no supervision. For the safety and protection of students we require **ALL VISITORS** (anyone who is not a student or a staff member of SES) to report to the office. All guests, parents and volunteers must sign in. Under no circumstances are visitors permitted to roam freely through the school without authorization and the appropriate pass.

Parking on the property is extremely limited and therefore reserved for staff. Parents and guests must park in the street. Please pay close attention to the signs, as there are a number of restrictions. For safety reasons, please be cautious when dropping your child off at school. Students should not be walking through the parking lots without adult supervision. **All students arriving by foot or by car are to use the North entrance (Portland Street side of the building) during the morning arrival period.** Supervision is provided at this entrance to receive the child at the sidewalk. **No pedestrians are permitted in the South entrance (Walton Street side of the building) driveway.**

Classes are dismissed for the day at 2:40 p.m. Individuals picking up students prior to 2:40 must report to the office and will be required to sign the child out. Daily pick up of students after school will take place at the Daycare entrance in the school yard. Please see the diagram below for details.



Again, this is **for the safety of our students**. Please do not wait for your child in the car – you must come to the designated area to pick him/her up.



In the best interest of learning for all students, **all students are expected to arrive prior to the homeroom bell at 8:00 a.m.** Tardy arrivals not only cause information and learning gaps for the student who arrives late, but also disrupt learning for the rest of the class. Please understand that the primary responsibility of our staff is the safety of all of our children. When on duty (whether supervision or teaching), all attention must be directed to the students under their care. Therefore, we ask for your understanding and cooperation in arranging appointment times or phone calls for discussion pertinent to your child. Under no circumstances should the staff member's attention be drawn away from the students. For student safety, parents are not permitted to walk their child to their classroom.

Students who walk to school must go home immediately after school unless they are part of an authorized after school activity or registered under the day care service. Students are not permitted to leave the school grounds during normal school hours without permission from the office. Permission will only be given with a prior **written** request by the parent/guardian.

#### **Absences/Late Arrivals**

Absences from class must be justified (medical appointment, illness, funeral, and court appearance are the only authorized absences under the MEES). We ask that you call the school to indicate the date and reason for your child's absence. **Any student arriving late must report to the office.** Repeated late arrivals and absences are considered as truancy and under law, must be reported to Youth Protection Services.

#### **Respecting the Learning Environment**

Once at school, students should only be interrupted under exceptional circumstances (serious family emergency). Forgotten lunches or materials are to be left at the office and we will call the student to pick it up at recess or lunch. Please make all arrangements and communications with your child outside of school time in order to avoid interrupting the school day.

#### **Alternative Transportation Arrangements**

For safety and liability reasons, **all requests for changes to a student's regular transportation must be requested in writing in advance (no later than homeroom on the day of the desired change; alternative bus arrangements should be requested no later than 24 hours in advance).** Last minute emergency changes should be the *exception* and must be supported in writing either through a fax or an email. This should be backed up by a phone call to be certain that the message was received in time to be processed. We will not be responsible for requests submitted after the deadline. This applies to all situations, whether transported by bus, car or walking. If someone other than the parent/guardian will be picking up the child, the name of the individual must be provided in the written request and this individual must be prepared to show identification. **In addition to advising the school and the day care, please make sure your child knows what his/her transportation arrangement is each day** – there is often confusion and unnecessary delays for bussing at the end of the day due to children not being aware of



transportation changes. This is both problematic for transportation that often has time constraints as well as being stressful for the child.

### **Use of the Telephone**

Students' use of the telephone is for **emergencies only**. Arrangements for after school activities must be made prior to arrival at school.

### **Identification of Personal Objects**

All personal objects (school bag, clothing, lunch box, running shoes, school supplies, etc...) should be **clearly** marked with the child's name. **Lost items are the student's responsibility**. An area is set aside for "Lost & Found" items at school. Parents and students are encouraged to check the Lost & Found for lost items. Periodically, the unclaimed items are given to charity.

### **Damage to School Property**

If the student breaks, damages or loses school property or the property of another individual, the principal will advise the parents and the family will be responsible for assuming the full cost of repair or replacement.

### **Expensive and/or Non-Essential Material**

Students are **strongly discouraged** from bringing valuable objects to school (jewellery, expensive toys or electronics, etc...). *The school is not responsible for loss or damage of this type of property and will not invest time in resolving issues of this nature.* Personal electronic devices (cell phones, personal iPad, iPod; etc...) should not be seen during the school day unless there is prior authorization by the teacher or the administration. If unauthorized use occurs, the device will be confiscated. Students are not permitted to bring weapon type toys or realistic weapons such as Swiss Army knives to school at any time.

### **Emergency Closing**

The school may have to be closed due to weather conditions or to other emergency situations by a directive from the School Board. In the event of a school closure, parents will be advised by the school, and the information will be posted on the SES Facebook page and the ETSB Facebook page. Emergency closures are also posted on the school board web-site at [www.etsb.qc.ca](http://www.etsb.qc.ca).

If the school has to close during the day, buses may be called back. Parents are requested to anticipate and to plan for such events, especially if there is normally no one home during the day. **It is mandatory to provide this emergency information on the forms sent home at the beginning of the year.** In addition, please speak with your child so that he/she knows what to do should an emergency situation force your child to be sent home early.

### **Homework**

Homework is the reinforcement of skills taught in school. Children need to learn good study skills and habits at an early age. They also need to learn how to use and schedule their time effectively and how to work independently. Early in the year each teacher will



inform you of his or her expectations concerning homework. We recommend that our students spend the following maximum time on homework:

- Cycle One: 10 – 20 minutes
- Cycle Two: 15 – 25 minutes
- Cycle Three: 20 – 30 minutes

Parents of students experiencing difficulties are encouraged to communicate with their child’s teacher regarding homework.

**Library**

All students have regular weekly library periods. Students are encouraged to return books promptly. Fines may be issued for overdue books and families will be charged replacement costs for lost or damaged books.

**School Dress Code**

It is the responsibility of parents to determine what constitutes suitable and respectable attire for their children. However, the school reserves the right to withdraw the privilege of wearing any style that does not reflect positively on the image of the school.

Students are expected to wear appropriate clothing to school:

Weather	Clothing	Shoes	Phys. Ed.	Caps
<p>Dress appropriately for weather conditions. Students must wear outside clothing in accordance to the weather conditions.</p> <p>Normally all students are outside each day for 40 minutes at recess and 25-30 minutes at noon hour.</p>		<p>Students must have two pairs of shoes (one indoor and one outdoor) and must wear them accordingly. <u>No stocking feet or bare feet.</u> Footwear should be appropriate &amp; safe for the activity. High heels are strictly prohibited for safety reasons.</p>	<p>Shorts or sweatpants, loose-fitting T-shirt (no tank tops), running shoes and socks. Shoes with black soles (unless indicated as 'no skid') are prohibited. <b><u>This clothing should be brought home weekly to be washed.</u></b></p>	<p>Caps are not permitted during class time (unless part of an authorized special activity). Caps must be removed and kept in lockers. Indoors, caps may be worn in transit between lockers and outside only.</p>



\* **Please note:** Students are discouraged from wearing any kind of jewellery. The school is not responsible for lost or stolen jewellery. Teachers and staff members are not responsible for looking for lost items.

### **Injuries and Medication at School**

All medication sent to school must be kept in a safety bottle, with a label clearly identifying the name of the child, the name of the medication, the dosage, and the time of administration. A copy of the prescription is required and must be submitted to the office. The homeroom teacher or the office must keep all medication in a secure location. A copy of the school's medication policy is posted on our website [ses@etsb.qc.ca](mailto:ses@etsb.qc.ca). In the best interest of your child, **it is mandatory that the emergency form issued at the beginning of the year be fully completed and returned to the school.** Similarly, should any of this information change; it is vital that you advise the school immediately. Should your child become seriously ill or injured at school, we need to be able to reach the parent or another adult designated by the parent. **When completing the forms, please consider which of your close family members or friends would be most available to pick up your child or to respond to the emergency should you not be available.** If we are missing this information in an emergency situation, we would have no choice but to contact the authorities.

In the event of serious injury or illness, the school may make the decision to call an ambulance. **It is important to note that this expense will be charged to the family.** Every attempt will be made to contact the family first in cases that do not appear as urgent. Families are encouraged to verify their insurance coverage. Should you not have adequate coverage, there is student insurance that compensates in the event of injuries such as broken teeth or bones. Flyers are sent home at the beginning of the year with more information. This is generally quite reasonably priced. Accident reports are completed for all potentially serious accidents.

In the interest of public safety, as well as in the best interest of the individual, students should remain at home when they are ill. Should your child become ill during the day, you will be required to pick him/her up immediately. For supervision and public health reasons, there are no 'sick room' facilities. **Should the school not be able to contact you, and should there be no emergency contacts provided, we will have to contact the authorities.**

If the student is well enough to be in school, the student will go outside as usual during recess and noon-hour periods. Supervision is not available for students to be kept indoors when the other students are outside.

**Cases of lice should be reported to the school so that we may act quickly to prevent further spreading.** Lice are in no way equivalent to poor hygiene and everyone is equally susceptible to getting them. Should we find lice on your child at school, you will be contacted. We recommend proper treatment be applied and all nits removed.

We are required to report all chronic cases to Santé Publique. Pamphlets are generally available from the school, posted on our web-site, or through the CSSS. Encourage children not to share hats, brushes/combs, bandanas, etc... Similarly, keeping phys. ed.



clothes in a sealed bag and keeping tuques and hats in coat sleeves when not worn can help prevent spreading lice.

Contagious illnesses listed on the CSSS letter sent home at certain times of the year must be reported to the school. This enables the school and Santé Publique to follow required measures to help prevent further spreading of the disease. It also enables the school to inform families of symptoms should their child present with the illness, such that they may seek medical attention as soon as possible.

### **Life-Threatening Allergies & Health Concerns**

Sherbrooke Elementary School is not a “nut-free” school, just as the world is not “nut-free”. This being said, some classes may be “nut-free” or free of other foods to which students within that class are allergic to. For those classes who have students with food allergies, a letter will be sent home to all families of that class with further instructions and restrictions. Parents must report all life-threatening allergies or other serious life-threatening health concerns to the school so that our school nurse may provide an emergency protocol and arrange for any training required for the staff.

### **Healthy Lifestyle**

Healthy bodies support healthy minds. Nutritious snacks and lunches are expected at school. Students are encouraged to refrain from bringing empty calorie junk food to school.

Students are also encouraged to get as much exercise as possible during free time at school. Unless participating in a supervised activity indoors, students are required to go outside during recess and the lunch period to get fresh air and to benefit from positive social interaction and exercise. Students must be dressed appropriately with this outside time in mind.

We do send our students out for their recess breaks in rain or shine. It is important to verify that your child(ren) are prepared for all weather conditions. Rain coats and rubber boots are a must, and students are welcome to bring an umbrella as well!

### **Academic Expectations**

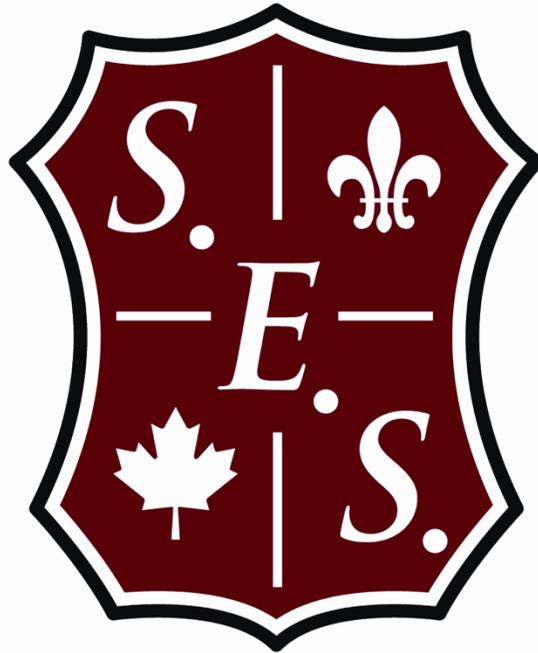
Success in school is a combination of commitment, interest and engagement, a sense of responsibility and hard work. Sherbrooke Elementary School offers a varied and complete program for all students. Vital ingredients of success include a positive attitude, a willingness to learn, hard work and the sense of cooperation that each student brings to his or her school responsibilities.

### **Communication**

Should you have questions or concerns, your first line of communication is your child’s teacher, and this can be done via email. All teacher email addresses are on the Sherbrooke Elementary School website. Should communication with the teacher not resolve an issue, you are then encouraged to contact the administration.



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### Code of Conduct

**2019- 2020**

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## **Students' Rights and Responsibilities**

### **I have the right and responsibility to learn in a caring atmosphere:**

- I am responsible for my own learning and I allow others to learn.
- I do my best at all times.
- I come to class with necessary books and materials.
- I do my homework.
- I arrive on time.
- I am respectful at all times (of self, others and the environment).
- I bring home all school information for my parents.

### **I have the right to be safe and the responsibility to permit others to feel safe:**

- I obey all school rules.
- I avoid games that promote violence or that could hurt others.
- I do not bully others.
- If I am a witness to bullying or violence I promptly report it.
- I keep my hands and my feet to myself.
- I tell an adult if someone is hurt or doing something dangerous.
- I listen to the supervising adult.
- I use school equipment in a safe and respectful manner.
- I play safely on the playground equipment and respect my turn.
- I follow bus safety rules.

### **I have the right to be respected and to be treated with dignity and the responsibility to treat others in a similar manner:**

- I will demonstrate respect of others without discrimination against race, culture or ability.
- I treat everyone kindly and with respect.
- I speak to others in an appropriate and polite manner.
- I listen when others speak.
- I respect other people's space and belongings.
- I will work quietly so that others students can work.

### **I have the right to learn in a clean environment and the responsibility to do my part in helping to keep our environment clean:**

- I keep my desk and classroom clean and tidy.
- I clean up after myself in the cafeteria.
- I keep the washrooms clean.
- I throw litter in the garbage and pick up garbage that is lying around.
- I cooperate in keeping the school and the schoolyard clean.
- I remove my boots or outside shoes before entering the classroom.
- I recycle as much as possible.
- I leave each space as nice, or better than how I found it.



**General Rules of Conduct: Respect Yourself, Others, and Your Environment**

- Students will take responsibility for their own learning.
- Students will take responsibility for their own actions.
- Students will respect the rights and needs of others.
- Students will use proper language at all times.
- Students will treat all property and the environment with respect.

**Specific Expectations**

- Everyone will walk in an orderly manner throughout the school.
- Quiet voices are expected indoors, with silence in the corridors being the rule of thumb during class time.
- Students will remain on the school property during the school day unless leaving under an authorized absence with a responsible adult.
- Students are not permitted to speak with individuals across the fences or perimeters of the property.
- Students will respect the directives of all supervising adults.
- Students will use approved playground equipment safely and fairly.
- Students will await dismissal by the supervising adult (from class; from the cafeteria; from special activities, etc...)
- Everyone will stop everything and listen silently during announcements.

**Discipline Procedure**

**Consequences:**

If and when a student fails to comply with the school rules, punitive and restorative consequences will be doled out accordingly. Offenses may be minor or major, and the consequence will be a reflection of that. We understand that we are teaching children, and they will be given opportunities to repair the damages done in order to learn from their mistakes.

**\*Minor offenses** will result in a one hour detention during lunch time in the Thinking Room. Parents will be notified through the Behaviour Report, and are required to sign the tracking document confirming they are aware of the transgression. The Thinking Room allows students to reflect on what they have done, how it affected others and themselves, and to find ways to repair the situation.



Minor offenses include, but are not restricted to:

1. Using vulgar language
2. Being uncooperative or disruptive
3. REPEATED inappropriate attire problems
4. Unsafe play or rough play
5. Throwing objects
6. Disrespecting other people's things
7. Doing something without permission
8. Not being where you are supposed to be (walking around the school without permission, not sitting in your assigned area in the cafeteria, hiding in the bathroom, not going outside during recess, using the school telephone without permission, etc)
9. Being disrespectful
10. Breaking a school rule

Minor offenses could become major offenses in the event of chronic repeated behaviours.

### **Major Offenses**

Major offenses are behaviours that threaten the orderly function of the school or are threatening to the wellbeing of others.

Major offenses include, but are not restricted to:

1. Vandalism
2. Theft
3. Making threats
4. Physical aggression **with intent to harm**
5. Use of vulgar language directed at student or adult
6. Bringing dangerous objects and/or weapons to school
7. Intimidation
8. Other



In the case where a student commits a major offense, they will be referred to the office to meet with a member of the administrative team. An investigation will ensue, and appropriate consequences will be applied. Consequences can include office detentions, in-school suspensions and out of school suspensions.

In every case, a re-entry meeting will take place between a member of the administrative team and a parent at the first opportunity, either by telephone or in person.

- In the case of an out of school suspension, the re-entry meeting must occur prior to the student re-joining the class, and must include the parent/guardian.
- Bullying, violent and/or extreme cases could result in exclusion from general school circulation. This could mean in-school or out of school suspension.
  - In cases meriting suspension, it may also be deemed necessary to secure external services for the perpetrator before permitting re-entry to school
  - The “Action Plan Against Bullying and School Violence” will be consistently applied. This Action Plan includes report forms to be completed by victims and/or witnesses. Witnesses may be students; staff, parents, or other authorized adults supporting school services. Report forms may be obtained through the school office, the school web-site.
  - When deemed necessary lockers and desks which are the property of Sherbrooke Elementary School can be searched by administration at any time.
  - When deemed necessary electronic devices belonging to the school board can be searched at any time.
  - When deemed necessary students’ book bags can be searched by administration.
  - Chronic or extreme acts of bullying or violence could result in expulsion from the school or the school board.

