



Ste-Adele Elementary School
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2017-2018 (Updated September 26, 2017)

WELCOME TO STE-ADELE ELEMENTARY SCHOOL

LEARNING IN HARMONY

Dear Families:

Welcome back for the 2017-2018 school year! In order to meet the needs of students/families and teachers regarding organization and communication, students from Grades 1-6 will use a combination of agenda/Bee Binder. This is a key element in learning to organize yourself and to ensure good communication between your home and the school. Please use it daily!

We encourage you to read through these pages to learn important information. There are some changes to our dress code, and Anti-Bullying/Anti-Violence plan! These initiatives have been put in place to ensure a healthy and safe environment for **ALL** students. By doing your part to follow school rules and expectations, you have the power to create a wonderful learning environment for yourself **AND** the other students.

Please remember our simple process for addressing concerns brought home by students.

1. Listen to all details your child gives you about what might be concerning them at school. Remember there are many details that might get altered between a situation occurring and your child arriving at home. Please listen to the details with an open mind.
2. If you think the situation is important, please share this information with your child's homeroom teacher so they can find out the facts of the situation at school. Reporting a situation in a timely manner is essential.
3. If you feel the situation has not been resolved, then please contact the Principal.

We will once again encourage everyone to follow our key values of **Respect, Responsibility and Safety**. Our caring staff is excited to be helping you once again with your learning and development. Let's work together to make sure you succeed!

Carolynn Roberts

THESE PAGES BELONG TO:

Name: _____

Homeroom Teacher: _____

Computer Password: _____

LEARN Password: _____

_____ Password: _____

_____ Password: _____

(Remember to keep your passwords confidential!)

The Positive Behavior System at Ste-Adele Elementary School

At Ste-Adele Elementary we encourage good behavior and promote values of
Respect, Responsibility and Safety

School expectations are important to follow. Here is what we expect from a Ste-Adele student.

In the Hallway and Stairs

Respect means:	I walk quietly. I am polite. I am patient with others.
Responsible means:	I wear my inside shoes. I go where I am supposed to.
Safety means:	I keep my hands and feet to myself. I keep my shoes on my feet and tied. I stay to the right side. I take one step at a time.

In the Locker Room and Washroom Areas

Respect means:	I stay in my space. I talk quietly. I am patient with others.
Responsible means:	I hang up my clothes and bags. I get prepared quickly. I keep my space neat and tidy.
Safety means:	I keep my hands and feet to myself.

In the Gym

Respect means:	I encourage others to do their best. I listen to directions. I play fair and am a good sport.
Responsible means:	I am active. I try my best. I wear proper clothing and shoes.
Safety means:	I follow directions. I use equipment properly. I make sure my shoes are tied.

At Lunch and at Recess

Respect means:	I listen to the bell. I am considerate of others on the playground. I use a polite voice.
Responsible means:	I put my garbage in the proper place. I sit while I am eating my lunch.
Safety means:	I follow directions. I use equipment properly. I play safe games.

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School Hours

All students are expected to arrive at 8:20 a.m. and enter by the side door. Any student arriving after 8:25 will need to enter by the front door and be signed in at the office by their parent/responsible adult. Students need to be picked up by 3:00 p.m. Should families require, we offer a MEES-subsidized daycare before and after regular school hours. Please contact the school for further details.

At all times, we respectfully request that parents stay within the office area when dropping of or picking up children. Parents walking in the halls can be disruptive to the teaching and learning of students. Should you wish to speak with your child's teacher, please call the school or write a note in the agenda/Bee Binder.

Emergency Closures

Announcements about school and centre closures as well as any cancellations of bus transportation are given on the following radio and television stations. However, some mistakes can occur. **This year, our school will again NOT have an Emergency Telephone Chain.** We will try to post notifications on our school Facebook and website (subject to having electricity). It is recommended to sign up for aps recommended by the Sir Wilfrid Laurier School Board in order to receive instant notifications.

School Dress Code

Our school is proud to show off our school colors in our Governing Board approved dress code. We encourage the following to be worn:

- **White tops** (no tank tops, spaghetti straps, short tops or large logos please)
- **Blue bottoms** (any style except extremely short shorts or mini skirts)
- **Sweater or "hoodie"** in red, white or blue

The following was added to our Dress Code at the Governing Board meeting June 20th:

- **clothing with offensive slogans, slogans related to groups associated with offensive subject matter, logos related to games, movies, etc. aimed at 18+ population are not permitted.**

A dress code shows visitors that we are serious about our learning and encourages a sense of belonging to a community. Students may be asked to remove hoodies and/or to change shirts.

In order to stay healthy, you need fresh air during the day. All students are expected to dress appropriately for all types of Canadian weather and to go **outside** for morning recess and lunch.

Outdoor clothes and gym clothes must be labeled. Please help keep our floors clean and safe by making sure students have two (2) labeled pair of shoes (indoor and outdoor). Caps/hats are to be worn outside only.

Gym Clothing:

On Gym days, students are expected to be dressed in weather-appropriate clothing (shorts/jogging pants and t-shirt) suitable for physical education activities. Older students might appreciate a second t-shirt to change into, as well as a deodorant stick. Gym shoes can be the student's "indoor" shoes provided they are appropriate for gym activities.

Lost and Found: Periodically through the year, unclaimed clothing articles will be donated to those in need.

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Good Nutrition Recommendations

Do you know that you learn better if you eat well? A good healthy breakfast will help you be alert and not sleepy in class! Breakfast is the most important meal of the day. It gets you going and keeps you going! Don't skip it!

Note: We strive to be a "nut free" school to meet any needs of our students.

Please keep peanut butter, and snacks of just nuts (peanuts, cashews, etc.) at home.

Bring a healthy snack for recess. Some healthy suggestions for recess snacks/lunch desserts are:

- Raw vegetables
- Fresh fruit
- Apple sauce
- Cheese
- Unsweetened dried fruit
- Fruit salad cups
- Yogurt
- Fruit juice
- Crackers (wheat thins/bread sticks)

Soft drinks, chips, chocolate bars, candy and gum are not allowed at school. Please keep these sorts of snacks for treats at home. The following food items are **not** considered nutritious:

- Chocolate-covered granola bars
- Marshmallows
- Sweetened fruit snacks (Shrek, Nemo, Care Bears, etc.)
- "Fruit to Go" (same as fruit roll ups)
- Fruit drinks (as opposed to fruit juices)
- Gummy fruit snacks
- Dry pre-packaged noodle soup
- Fruit roll ups
- Tortilla Chips & Chips
- Pop tarts
- Cheesies
- Pretzels
- Salted snacks
- Iced Tea and Energy Drinks

A reasonable portion of dessert is allowed after a healthy lunch meal is eaten. All varieties of cake, brownies, puddings and cookies (other than the ones mentioned above) will be accepted for dessert after lunch only. Chocolate milk is allowed. **Please note: Students should bring their own utensils.**

Please remember not to share your food. Children who have allergies may have an allergic reaction. Children are not able to reheat meals. A thermos is suggested.

Ask your parents to help you choose the right food so you can grow strong, healthy and happy. Please make an effort to provide foods from the first group above as often as you can. The school may make exceptions for special treats from time-to-time but all efforts to support healthy eating will be encouraged.

Thank you for your support in promoting good eating habits!

Electronics and Toys

Personal electronic devices (Ipod, GameBoy, cell phone) and toys should remain at home and are only permitted on the school bus in exceptional circumstances. The school is not responsible for lost or broken items. When items are a distraction to student learning, they will be taken away by staff to be returned at a later date. Recording of staff and students is not permitted without consent. Parents are encouraged to familiarize themselves with laws regarding the filming and public posting of such recordings.

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Anti-Bullying Plan of Action Summary

(Please consult the school website for the complete plan of action; the pages listed here are scheduled to be consulted by Governing Board Fall 2017 specifically as they relate to recognition to add to the plan regarding parents and staff members.)

GOAL: To prevent and stop all forms of bullying and violence on behalf of SWLSB employees, students and parents which target a student, a teacher or any other school staff member.

Definitions:

BULLYING: Refers to any repeated direct or indirect behavior, 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.

VIOLENCE: Refers to any intentional demonstration of verbal, written, physical, psychological or sexual force which causes distress and injures, hurts, or oppresses a person by attacking their psychological or physical integrity or well-being, or their rights or property.

Bullying and violence are extremely serious offences that are addressed accordingly by our school. In response to *Bill 19 – An Act to prevent and stop bullying and violence in schools*, which has now been adopted into the Quebec Education Act, this document will outline the procedures necessary to respond to the elements prescribed by the law.

As a student, should you be the witness or the victim of an act of bullying or violence, know that you should always seek help and support from a staff member or an adult whom you trust. If you don't want to make yourself known, don't let that stop you from reporting and doing the right thing. You may report an incident and keep your anonymity. The providing for "anonymity" can be challenging for very small children, however it must be once again stressed that confidentiality will always be respected.

Incident of bullying and violence can be reported verbally or in writing and must have sufficient first-hand information for it to be handled appropriately and effectively.

Bullying or violence can be reported by anyone through:

- Contacting any staff member (lunch supervisor, teacher, attendant, caretaker, attendant, etc.);
- Writing a note and leaving it in the plastic wall file on the door of the principal's office or in a sealed envelope through our mail slot beside main door;
- Contacting the school principal in any manner;

In any case, should documentary evidence be available, ensure that a copy is remitted as soon as possible to the Principal. In the event of cyber-bullying, it is always advisable to do a "screen-capture" to provide a hard-copy of evidence.

*** Parents are expected to conduct their communications (in person, email, notes, etc.) with staff members and students (when appropriate) with respect and curtesy. We consider parents to be role models for their children and should model collaborative and respectful communication. This carries forward to the use of social media where we would expect parents to not publish comments that are profane, libelous, racist, nor considered as personal attacks.**

Specific disciplinary sanctions for acts of bullying or violence, according to their severity or repetitive nature.

In order to achieve our bully prevention goals, our school seeks to help students develop positive social behaviors which reflect responsible, respectful, and cooperative attitudes. We handle behavioral incidents under a philosophy of protection, restitution and prevention. We recognize the importance of gathering enough information before a judgment of “bullying” can be made. The particular context of each situation with regard to the intent, age of the students or students with special needs will determine the appropriate cause of action.

Consequences for actions/incidents determined to be “Minor” might include:

- Discussion with the adult who witnesses or is told of the incident;
- Reflection time (discussion with supervising staff about the incident and how better to deal with similar situations should they occur, reflection sheets, etc.);
- Parent’s involvement;
- Age and situation appropriate restitution.

Consequences for actions/incidents determined to be “Moderate” might include:

- Any item from the “Minor” list above;
- Student sent to office or other designated place;
- Principal intervention;
- Loss of privileges (E.C.A.s, social school activities, etc.);
- Community work (lunch hour/recess);
- Identification for and inclusion in social skills groups.

Consequences or actions/incidents determined to be “Severe” might include:

- Any items from the “Minor” and/or “Major” lists above;
- In-school suspension;
- Out of school suspension (up to 5 days);
- Out of school extended suspension (subject to School Board approval);
- Move to another school (subject to School Board approval);
- Expulsion (subject to School Board Council of Commissioner approval complying with Article 96.27 of the L.I.P.);
- Police involvement;
- Filing of a report with the Department of Youth Projection, (signalement with DPJ).

Regarding Parents:

If staff members are victims of bullying behavior including harassment on behalf of parents, they reserve the right to:

- Gather documentation regarding incident(s)
- Request Principal to be included in any meetings and communications.
- Refuse face-to-face meetings with parents. Communication can be by phone and/or writing.
- Explore their rights and responsibilities according to the law.

Required follow-up on any report or complaint concerning an act of bullying or violence.

Upon receiving a report or complaint concerning an act of bullying and violence

The school shall:

- Investigate;
- Document the situation (using specific template);
- Assess the proper intervention to take place;
- Ensure documented follow-up with the involved individuals.

If I am a victim:

Can be any combination of:

- Participate in individual meeting to determine validity and severity of incident reported with notes taken;
- Receive offer to meet with adult (behavior tech, social worker, consultant, etc.) for support;
- Receive any other specific assistance offered based on needs;
- Participate in follow-up meeting to ensure that the situation is resolved and victim is protected.

If I am the perpetrator:

Can be any combination of:

- Participate in meeting to be informed of incident reported and to share the perpetrators side;
- Abide by appropriate and documented consequences including restitution where appropriate and possible;
- Participate in any activity determined to increase self-esteem, handle emotions, decrease anger, etc.

If I am a witness:

Can be any combination of:

- Meet to gain further information about the situation witnessed;
- Receive offer to meet with adult for support;
- Receive counseling on additional ways to be empowered to assist victims of bullying and help prevent bullying;
- Receive offer to meet at a later term for follow up.

If I am the parent of victim or perpetrator:

- Contact by the school to provide information on report/complaint;
- Receive information from the school about the handling of the report/complaint as it pertains to their child;
- Receive offer of additional services/support where possible/applicable;
- Receive follow up information regarding the situation/complaint where necessary.

Form and nature of undertakings to be given by the principal to a student who is victim of bullying or violence and to his or her parents

- Conduct a respectful, confidential and appropriate investigation of the complaint and apply of appropriate measures (comprehensive list available in the plan as found on the Ste-Adele Elementary School website).

Form and nature of undertaking to be given by the Principal to the perpetrator and his or her parents in order to prevent any further act of bullying or violence

- Conduct a respectful, confidential and appropriate investigation of the complaint and apply of appropriate measures (comprehensive list available in the plan as found on the Ste-Adele Elementary School website).;
- A reasonable expectation of a proactive and positive collaboration and cooperation from the parent.

The complete Anti-Bullying and Anti-Violence plan is available on our school website.

All children from time-to-time do not get along and will be in conflict with their peers. Ste-Adele Elementary school is committed to helping students to select appropriate strategies in order to solve conflicts. It is best to consider the definition of "bullying" before applying this term to what might constitute normal student/peer conflict. It is important to work together with the staff at Ste-Adele Elementary School to ensure that normal conflicts to not develop into more serious cases of bullying.