

# ST. JOHN FISHER JUNIOR CAMPUS

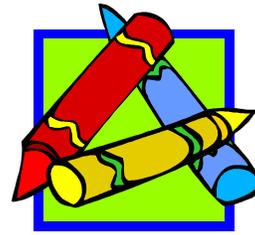
87 BELMONT  
POINTE CLAIRE QUEBEC  
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TEL. : (514) 798-0746

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## Notices/letters from the school



In order to simplify communications between school and home, please note that we are now using a color-coding system for all letters/forms sent home.

Here is how it goes: specific paper colors identify purpose / origin of documents as well as the follow-up required:

- YELLOW : Daycare/Lunch forms
- BLUE : Office forms: read, complete, sign & return a.s.a.p.
- BRIGHT PINK : Urgent bulletin

Other colors may be used occasionally, i.e., green at Christmas, purple at Easter, etc. These colors have no specific significance other than to underline events.

We hope this approach will help you quickly locate and deal with all the paperwork we send home.\*

Thank you for your cooperation and understanding.

## School Fees

Please note that your child's consumable materials fee (school fees) are payable upon receipt. *Simply return this invoice with your cheque or cash.* Fees may be paid in full by (Sep 5<sup>th</sup>) or half on Sep 5<sup>th</sup> and half on Jan 8<sup>th</sup>. Thank you.

## General Information

### School Hours

8:10 a.m.	Entry
10:15 a.m. - 10:30 a.m.	Recess
11:30 a.m. - 12:30 p.m.	Lunch
2:30 p.m.	Dismissal



- At all times, children who leave the school grounds must bring a note from their parents which the office must approve, or must be signed out by an authorized party.
- Children enrolled in the Daycare and/or Lunch programs must follow the regulations as stated at registration.

The school playground is supervised from 8:00 a.m. to 8:10 a.m. Please do not drop off or send your child to school to arrive earlier than 8:00 a.m. In order to ensure their safety, from now on all students will play in the fenced-in school yard at recess.

Lunchtime: at the beginning of the year, kindergarteners will eat during the first half of the lunch hour and then proceed to the playground while Cycle 1 students will play first and eat during the last part of the lunch hour. Half-way through the year, we will switch the two groups around. Students going home for lunch must reach the playground **no earlier than 12:25 p.m.** and **use the school yard door** when entering the building rather than the front door.

After school supervision goes from 2:30 p.m. to 2:40 p.m. All students, except those registered with Daycare, are expected to leave school property right after the afternoon bell unless taking part in an authorized school event.

Whenever entering the school after 8:10 a.m. and 12:30 p.m., please use the front door entrance. Our school is equipped with a camera and entry system controlled by the office. This ensures we are able to monitor who accesses our building. In order to ensure the children's safety, all adults must wait outside the playground gate and refrain from entering the playground at all times.

### Punctuality: The Importance of Being on Time

One of the special skills or habits children learn over their primary years is that of punctuality. Arriving on time for the beginning of the school day is an important contribution to this learning. By missing the "set up" or critical information given in the first few minutes of class, your child will surely be at a disadvantage. It can be difficult for a student to enter a group that has already launched into the day's work; it is also disruptive to the other children and to the class teacher. Being late happens to everyone once in a while. However, chronic tardiness poses a problem for your child, the



class and teacher as well as for the office. All students arriving late to school must report to the secretary's office with their parents to 'sign in'. Students will then proceed to class, by themselves.

## Visitors & Access to the School

Everyone's safety, as well as the efficient functioning of the school, require careful control of who comes through the building. Please note the following:



1. All visitors to the school, including parents, must use the building's main entrance.
2. All visitors must *sign in and out* at the office and wear a visitor's sticker.
3. Please note that only staff members and students are allowed in the school yard.
4. When picking up students at lunchtime, all parents/adults are asked to wait outside the school. For safety reasons, we cannot allow adults to wait in the lobby or wander the halls.
5. Individuals on school property must either be here to pick up/drop off a child, be here as visitors or volunteers, or they will be asked to leave. Students and staff are asked to report any stranger sighted on school premises.
6. When dropping off your child by car, please respect the "drop off" zone rules.

## Communication

Open communication is important to all members of our St. John Fisher School community. We all need the opportunity to give and receive clear messages. We appreciate the keen interest you show in your child's progress and we wish to show you our commitment as well. The opportunity for instant communication may not always be available; we really appreciate your cooperation in not seeking "instant conferences", especially during teachers' planned classroom or school activities. We do, however, value your input and concerns. Here are a few suggestions on how to contact us:

- use your child's communication book (*pochette*) for messages, questions, clarification and feedback.
- send your child's teacher a note or phone the school to request a meeting for you, your child, and your child's teacher.
- if matters still have not been resolved to your satisfaction, request an appointment with your child's teacher and the school principal (communication book or a note). It is usually best to contact your child's teacher first.

## POSITIVE BEHAVIOURS AVOID PROBLEMS

### **School Discipline Policy**

As a Peaceful School International, the discipline policy at St. John Fisher is based on a very simple principle: **every student deserves to thrive in a safe school environment.**

Follow the Golden Rule - 'Do unto others as you would have done unto you'.

Behaviours deemed inappropriate will be dealt with in one of the following manners:

- Warning
- Conflict resolution
- Detention
- Pictogram or written reflection
- Phone call home
- Loss of privileges
- Restitution



A note may be sent home when a student breaks a school rule so that parents are aware of the incident. We ask the parent to acknowledge receipt of the notice by signing and returning said note to the homeroom teacher by the following day. A record of these infractions will be kept by the administration. If behaviour recurs, a meeting might be set up to come up with a plan to help the student.

### **Non-violent inappropriate behaviour**

Teachers may intervene in the situation using a number of strategies such as warning, restitution, conflict resolution, isolation, detention, loss of recess, written reflection, or a phone call home.

### **Violent or dangerous behaviour**

**If any individual is involved in a serious violent or dangerous behaviour, the child may have an immediate in-school suspension or the parents may be called and asked to come to the school to pick up their child.** The individual will have to remain away from school for the rest of the day and possibly the following day.

After this time period the parents will be asked to return to school with the child to meet with the administration and discuss behaviour expectations as well as further consequences.

**This policy has been adopted to provide a safe, enjoyable atmosphere for the students at St. John Fisher Junior and Senior School.**

**THE SCHOOL RESERVES THE RIGHT TO APPLY THESE SANCTIONS ACCORDING TO THE SERIOUSNESS OF THE OFFENCE**

It goes without saying that school rules apply at all times in school as well as on any field trip or other outing organized by the school. Students are accountable for their actions at all times and, when rules are broken, we work with the student and parents to promote responsibility. We anticipate full cooperation from home.

## Buses

Students who live farther than 1.6 km from the school (0.8 km for Kindergarten) are eligible for transportation to school. Busers must obey the rules of conduct and safety. Bus transportation to and from school is a service provided by the school board (transportation dept: 514-422-3001). The bus driver is in charge of the bus and all students must cooperate with his directives to ensure everyone's safety and well-being.



**Bus infractions** occur infrequently. First and second transgressions will result in a reprimand by the principal. Subsequent offences may result in suspension or loss of bus privileges. Additional consequences may include:

- Restitution for damage caused
- Detention and/or suspension from school

**Please go over the following bus safety rules with your child:**

1. Always be at the bus stop 10 minutes early.
2. Wait for the bus to come to a complete stop, then board the school bus in single file, in an orderly fashion, using the handrail.
3. Find your seat quickly without pushing other students. Keep the aisle clear.
4. Remain seated, talk quietly. Do not eat, drink or leave trash on the bus.
5. Do not vandalize the bus in any way i.e. writing on seats or walls or cutting seats
6. Always listen to the driver's instructions. Do not distract the driver by yelling, arguing, fighting or throwing things.
7. Never put your head or arms out the window.
8. Know where the emergency exits are but DO NOT tamper with them.
9. When getting off, wait until the bus comes to a complete stop before leaving your seat. Exit in a single file.
10. When getting off the bus, walk a safe distance from the vehicle so the driver can see you and know that you are out of danger.
11. Should you need to cross in front of the bus, keep a safe distance away and watch for the driver's signal. WALK, do not run and proceed with caution.
12. Skateboards or rollerblades are not allowed on the bus.
13. The safety of all passengers on the bus is each student's responsibility. Failure to abide by the rules will result in disciplinary action and/or suspension of bus privileges. **Suspension from the school bus is not subject to any negotiation or discussion.**

14. Children must **ALWAYS** ride on the bus to which they are regularly assigned, without exception. Other arrangements must be made if they want to go home with a friend or a relative.



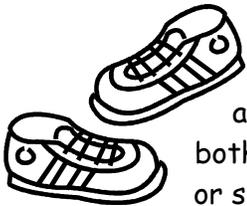
## Absences / Lateness

It is the parents' responsibility to call in their child's absence or lateness by dialing 514-798-0746, ext. 3. However, if you know in advance that your child will be absent from school, please send a note to the teacher stating the reason, date and duration of the absence. If the absence is unforeseen, send an email message ([dgornicki@lbpsb.qc.ca](mailto:dgornicki@lbpsb.qc.ca)) or call the office and let us know the nature of your child's illness so we can track the 'germs' affecting our student population.

## Changes of Plans (After School)

With the children's safety in mind, no changes of plans will be effected unless we receive a written message from parents explaining and authorizing the new arrangements. In cases of emergencies, you may contact the secretary by email at [dgornicki@lbpsb.qc.ca](mailto:dgornicki@lbpsb.qc.ca) **BEFORE 2p.m.** Note: in order to avoid confusion and running around, these changes apply to students' bus or daycare schedules. If a child is to be a 'walker' instead of attending daycare, please pick them up/sign them out at daycare, always. Thank you.

## Physical Education



For safety reasons, running shoes are **mandatory** in the gymnasium. These shoes should not be worn outside in bad weather. Appropriate clothing must also be worn in the gym: T-shirt type garments covering the entire torso when both arms are raised, a pair of shorts or sweat pants (no tank tops, cropped tops or short shorts).

## Safety and Emergencies

Remind your children: when in doubt, always report to the office.



Student safety is an ongoing concern of the school community.

- All the school doors are locked while there are children in the building.
- The school board has installed safety lock release systems on the main doors. This allows us to control access to the building during the day and to the Daycare before and after school.
- Teachers supervise students' arrival and departure in the bus area.
- There is an annual bus safety campaign to sensitize students.
- Fire drills and Alert Codes practices are held several times a year.



- In case of an emergency, the Messaging System will be used. Please ensure we have correct phone numbers and emails where you can be reached.

### **Parental Responsibility - Emergency Closing**

Circumstances outside our control may exceptionally make it necessary to close the school unexpectedly during the day, i.e., a fire, a power failure, a burst pipe, etc. The Messaging System allows us to inform parents of emergency situations by phone and email.

Should we need to close the building unexpectedly, children will be instructed to follow their parents' written instructions as indicated on the **Student Emergency Contact Form** completed at the beginning of the school year. ***It is vitally important that you advise the office/daycare, in writing, of any changes in contact persons or phone numbers.***

It is the parents' responsibility to put in place an emergency plan should there be an unforeseen school evacuation and to periodically remind their children of this. ***It is very important to notify the school office of any changes to this plan.*** Please note that unless you are advised to the contrary by the media, the school will be open as usual the day following an emergency closing.

### **Custody**

The administration must be made aware of any custodial issues involving the students of the school. If changes are put into effect with regard to the custodial agreement, i.e. who picks up the child and when they are allowed to do so, for example, you must notify the school secretary immediately.



## Parents Who Drive Their Children to School

The drop-off and pick-up zone for students is on Belmont Street - please note that cars must leave a 300 ft clearance from the cross-walk and that walkers using the cross-walks have priority.

Please note that the Pointe-Claire Public Security Dept. has advised us that they will be issuing tickets to any car parked illegally. Cars may park on the south side of Belmont. The north side of Belmont is a drop-off zone only! The school's bus lane is available to parents after 8:30 a.m. until before 2:00 p.m., and again after 2:45 p.m.

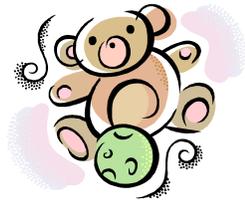
## Reporting



There will be three reporting and interview periods\*. Reports are issued at the end of each school term (in November, March and June) as well as a Student-led Portfolio Evening on April 19<sup>th</sup>, 2018.

\*Teachers schedule interviews as needed. However, you need not wait until you receive a report card to discuss your child's progress with the teacher. Simply send a note via your child's 'pochette' to arrange an appointment with the teacher.

## Personal Belongings



School is a place filled with people who foster your child's education.

There is little time for the students to engage in activities that segregate them from their classmates or other groups. This includes special toys, cell phones, MP3 players, Ipods, games and other electronic equipment. It is impossible for us to safeguard these items and there is really no proper place or time for their use. For their own protection and our peace of mind, such items will be taken and returned to your child at the end of the day. Thank you for your support.

## Medication



Here is the procedure to follow for parents whose child takes prescription medication during the day:

- Complete an authorization form (ask the office), accompanied by a note stating when the child took the last dose of medicine.
- bring the medication to the main office.
- send a note informing the homeroom teacher of the situation.
- Medication should be in the original container, showing the prescription.



## **Governing Board**

Governing Boards play a decisive role in schools. Their responsibilities extend to issues involving school life, such as the school's educational project, the annual budget and the development of school policies.

The Governing Board consists of parents and staff members who meet monthly to discuss issues. Meetings are held in the evening. Members of the Governing Board are elected at the Annual General Assembly of Parents in September.

## **Home and School**

The St. John Fisher Home & School Association is an informed, active, caring group of parents, working together with teachers and administrators for the benefit of our children. The association is involved in planning school projects and fundraising campaigns to make such endeavors possible.

The Home & School Association meets once a month, in the evening. Everyone is welcome to attend the monthly meetings which focus on on-going and annual school projects, and provide a forum for sharing ideas, discussing educational issues. Your input is valued.

Volunteering your time and energy as a member of the Home & School Association is another way you can become involved in your child's education. There are many opportunities to volunteer throughout the school year.

Helping hands and time make each school project and fundraising event a success. Join the Home & School Association and help make things happen at St. John Fisher!



## Student Ombudsman

In accordance with the Education Act, the Lester B Pearson School Board has appointed a student ombudsman. Please refer to the school board's website @ [www.lbpsb.qc.ca](http://www.lbpsb.qc.ca) for more comprehensive information.



### Important Information

Please advise the school immediately about the following:

- Child's absence from school or lateness
- Change of address, phone number, emergency contact person/phone or school.
- Change in your child's medication.
- Changes in home structure.
- Major changes to your child's routine (i.e. staying with a relative for an extended period).

## Conclusion

As members of the St. John Fisher community, we all have but one goal - to ensure that the children attending this school are given the opportunity to learn in a safe and stable environment.