



# LENNOXVILLE ELEMENTARY SCHOOL

## GUIDELINES AND EXPECTATIONS

SCHOOL YEAR 2018 - 2019

*1 Academy St.  
Sherbrooke, Québec  
J1M 2A6*

**September, 2018**

## **COMMUNICATION**

We value the support that we receive from the parents of our school. Without your support, the school would not be as successful as it is. Parents are always welcome at the school. It is important, that you, as parents be involved. However, so that we can best meet everyone's needs, we would ask that you respect the following protocol:

1. Should you have concerns about an issue in class, please speak with the teacher first.
2. Should you require further clarification, the Principal would be more than happy to discuss this with you or meet with you. However, in order to ensure that we are able to give you our undivided attention, please call the school to make an appointment to meet with your child's teacher or the Principal at a time that is convenient for all concerned.

## **LANGUAGE**

It is expected that children will speak as they themselves would like to be spoken to. The school will encourage an acceptable standard of language.

In this context, disrespectful behaviour, obscene language or expressions which make use of swearing, name-calling, put-downs and insults are unacceptable.

## **BEHAVIOUR IN CLASS**

It is expected that students will behave in a manner to satisfy the instructional and emotional needs of classroom life. It is expected that students will in no way jeopardize the rights of other pupils to an education.

It is expected that students will make every effort to keep assignments up to date and to complete daily work assigned by their teacher(s).

## **BEHAVIOUR OUTSIDE THE CLASS**

Out of respect for working students and teachers, it is expected that in hallways and on the stairs, students will walk and the noise level be kept low. Students are expected to respect the general principle of movement in the halls and stairs, which is to KEEP TO THE RIGHT.

- Students should be respectful and courteous to staff, volunteers and supervisors on duty and to each other.
- Students are permitted to eat snacks outside near the garbage bins at recess provided waste is deposited in the bins.
- Chewing gum is not permitted anywhere on school property.

## CAFETERIA

- Inappropriate behaviour in the cafeteria by any student will not be tolerated. If a student is not behaving appropriately he/she may be asked to eat in another area.
- Due to time and safety constraints, the school cafeteria does not provide microwave services.

### **If you forget to bring your lunch:**

For those children who forget their lunch or money, they will be asked to call home. If the meal must be charged, the full amount of \$5 must be re-paid the following day.

## NEVER BRING CERTAIN ITEMS TO SCHOOL

- Weapons of any variety including toy weapons are never to be brought to school. Likewise, matches, lighters of any kind and laser lights are prohibited at school.
- If by accident a student discovers that they have a prohibited item in their possession, for example, in a jacket pocket, they must bring it to the office immediately. The item will be confiscated and sent home with a parent or guardian, but the student in this case will not be punished.

## SCHOOL DRESS

There is no formal dress code at Lennoxville Elementary. Students however are expected to come to school clean, neatly and appropriately dressed. Students must wear outside clothing in accordance to the weather conditions. Normally all students are outside each day for 20 minutes at recess and 30- 40 minutes at noon hour. Students are expected to

have two pairs of shoes; one for inside and one for outside. Students must **NOT** wear outside shoes or boots to classrooms. Due to fire regulations, shoes must be worn at all times.

Hats are not to be worn in the school, likewise not allowed are t-shirts depicting inappropriate images or phrases, belly shirts or clothing that is too “revealing” i.e. we do not want to see your undergarments.

## **PHYSICAL EDUCATION**

Each child is expected to have an appropriate change of clothing for Physical Education. This includes an L.E.S. t-shirt and loose fitting shorts. Please note that we do not allow children to wear soccer cleats at school. Appropriate running shoes should be worn for Physical Education periods.

## **EXTRA-CURRICULAR SPORTS**

We believe that extra-curricular sports are a valuable part of our school life. It is an opportunity for our students to act as ambassadors for Lennoxville Elementary as they enjoy playing one of their favourite games. It is a privilege to represent the school and for that reason, we place great importance on each student’s behaviour when choosing our teams.

## **JUNK FOOD AT SCHOOL**

Junk food at school is to be discouraged. Please do not bring chocolate bars, chips, soft drinks etc. to school unless it is for a special occasion such as a class party or a special event. Due to safety concerns, lollipops are not allowed at school.

## **NO NUTS AND PEANUTS AT SCHOOL**

Due to the fact that we have children in our school who have severe allergies, we ask that you do not send food items to school that contain nuts and/or peanuts. Thank you for respecting this important policy.

## L.E.S. PLAYGROUND SAFETY GUIDELINES

**Please be aware that the playground is owned by the school board and is not open to the public during school and day care hours (7:30 a.m. to 5:45 p.m.) on weekdays.**

- Skateboards, roller blades, scooters, full size hockey sticks, crazy carpets and GTs are not permitted on the playground during school hours.
- A helmet is required for skating. Skates must have skate guards and be brought to school in a secure bag (not plastic or paper).
- Re: Ball Games - If a ball leaves the playground (ie. over the fence) a person on duty must give permission to a student to retrieve it.
- Stay on the playground at all times. Students may not leave the property unless they have written permission and are accompanied by an adult.
- Children may go in to use the washroom at recess or noon hour but must return to the playground immediately. A hall pass must be issued by a supervisor during the noon hour.
- Children who have a problem while on the playground should see the person on duty.
- Put garbage in the bins provided and never litter the playground or school building.
- Stay off fences, trees, garbage bins etc.
- Rough sports and games such as play fighting, wrestling, karate, ninja games and tackle football are not permitted.
- The throwing of rocks, sand, sticks, ice, and snow is strictly prohibited.
- Intentional splashing in water puddles is not permitted.
- Umbrellas are not to be used on the playground at recess and lunch.
- Balls such as baseballs and softballs are not to be used on school grounds. A tennis ball or soft rubber ball is a good option.

## SAFETY INSTRUCTIONS FOR PLAYGROUND EQUIPMENT

- No standing or lying on the seat, or jumping from the swings.
- No swinging sideways.
- No climbing on the swing support or chains.
- No walking up the slide. One person on the slide at a time please!
- No pushing on the climbing apparatus.
- No climbing on the backstop and soccer nets.
- Only cycle 3 students are allowed on the climbing wall.

## BICYCLES

- Bicycles must be placed in the racks provided on the side of the school.
- Students must get off their bikes at the edge of the school property and walk them to and from the racks.
- Students must not ride bikes on the school grounds during school hours and may only use them after classes once the busses have departed.
- We are not responsible for any damage to bicycles while on school property.

## TOYS

Students are not to bring expensive toys to school, including items such as iPods, cell phones, hand-held computer games etc. The school will not be responsible for damaged or lost items should a student(s) bring such items to school.

- Trading of articles such as sports cards, marbles, toys, bayblades, or clothes is not permitted.
- Action figures which depict violence and toy weapons are not to come to school **at any time**.
- The safe return of personal articles home is the responsibility of the student and his/her parent or guardian.
- Kindergarten and Cycle 1 students are not to bring toys or other items such as trading cards etc. to school.
- Fidget spinners are not to be brought to school

## STUDENT LOCKERS AND SCHOOL PROPERTY

Lennoxville Elementary School students are given the use of a locker for the school year. Depending upon the availability of lockers and student numbers, lockers are sometimes shared between two youngsters.

Lockers must be kept neat and tidy at all times. Articles such as outside clothing, school books and related materials, lunches and running shoes should be kept in lockers. Lockers are school property and a child who uses one inappropriately in any way will be charged for the damages and/or have the privilege to use a locker removed.

Care must also be taken for other items such as books, furniture, etc. A replacement cost will be charged for school property intentionally or negligently lost or damaged.

## **SCHOOL ATTENDANCE AND ROUTINES**

### **ABSENCES**

Please phone us at **819-569-5103** in the morning if your child will be absent from school. If you need to call before 8:00 a.m., you may leave a message at **819-569-5103**.

Should we not be notified by phone, you must provide a note, signed by you, upon your child's return, explaining his or her absence.

Students who arrive late for classes must be able to explain the reason for their lateness. **Students and their parents/guardian must report to the office to fill out a "late arrival" form indicating the date, time and reason for their absence.** They must also pick up a late slip from the school secretary.

### **ARRIVAL AND DEPARTURE - Parking**

If you bring your child/ren to school in the morning or if you pick them up after school, please respect the school safety rules by **dropping your child off at the entrance to the playground on Academy Street.** The school parking lot is reserved for staff members only during regular school hours, and parents and students are prohibited from circulating in this area as it is extremely unsafe. Please do not drop your children off on Speid Street where the buses arrive and depart.

### **PICK-UP OF STUDENTS – Occasional**

If you, as a parent, want to pick up your child after school yourself rather than having he or she walk home or take the bus, please notify your child's teacher in writing. In the case of an emergency and last minute change in plans, please call the office before 2:30 p.m. If someone other than a parent or guardian will be picking up your child, please clearly specify in writing, who it will be. For obvious security reasons, we cannot knowingly release children from school without being certain that you approve of the arrangement. **All children who are being picked up after school must be met at the side door closest to Academy St. (walker's door) at 3:00 p.m.**

### **CHANGE IN ROUTINE**

Students must provide a note for any change in their daily routine – i.e. leaving for medical or dental appointments, walking home or being picked up after school if they normally take the school bus. If students must leave during the day, they are asked to wait at the office for their parents who should report there after entering the school.

## **SUPERVISION**

### **Before School**

Supervision outside on the playground in the morning begins at 8:30 a.m. We cannot be responsible for your child's safety before this time.

We ask that you please make sure that students are not at school before this time.

### **After School**

The teachers on duty after school supervise the bus loading and departure. If you pick your child up after school, please arrive at 3:00 p.m. so that you can meet them at the side door when they exit the building.

## **AFTER SCHOOL PRACTICES OR OTHER ACTIVITIES**

Any activities that take place after school are for those people taking part in that activity. Younger brothers and sisters are not allowed to stay behind and wait, as there will be no supervision provided. A permission form is needed in order to participate in these activities. Students will only be allowed to call home if the activity has been postponed or cancelled.

### **Sick Children:**

If your child is not feeling well before leaving for school in the morning, please keep your child at home. The school does not have the adequate resources to care for sick children at school all day. If your child is sick, and we cannot reach you at home or work, we will contact the emergency number(s) you provided the school with and send the sick child home. Please make sure that these emergency telephone numbers are up-to-date.

Should your child have a contagious condition such as chicken pox, strep throat, conjunctivitis, lice etc. please advise the school so that we can take the necessary precautions to prevent the spreading of such highly contagious conditions. **Children who arrive at school with a fever will be sent home.**

## **MEDICATION AT SCHOOL**

Should your child be required to take prescription medication at school, the school must have a copy of the prescription in order to administer the medication. Upon request, the pharmacist will provide you with an extra copy of the prescription.

Non prescription medication such as Advil or Tylenol must be in the original bottle and must be accompanied by a note from parents with directions for administering the medication. It must also be kept in a safe place such as the teacher's filing cabinet or desk drawer.



## RECESS AND LUNCH HOUR REQUESTS FOR STUDENTS TO STAY IN DUE TO MEDICAL OR OTHER REASONS:

Only under exceptional circumstances will requests for children to remain inside be considered. With the exception of the cafeteria, supervision is provided outside during the recess and noon hour, thus making it difficult for us to accommodate requests for children to remain inside.

## TRANSPORTATION

### TO AND FROM SCHOOL (including school trips and extra-curricular activities):

- Please read the "School Bus Transportation Rules" document carefully so that you can contribute to a safe and pleasant atmosphere on the school bus.

### OVERNIGHT VISITS

Students may travel to another student's home by bus providing they have a note giving them permission from their parent/guardian, and that there is the appropriate room on the bus. Before we can request a driver to make a change, the child must present a note from his or her parent/guardian to the office by the end of morning recess. A bus pass will be issued from the office only if there is room on the bus.

***Please note that NO temporary bus passes will be issued during the month of September.***

## Code of Conduct:

As we all work together to make Lennoxville Elementary a safe and happy place, the following is a discipline procedure which will compliment our daily programs:

### Reward System for Appropriate Behaviour:

Some reinforcements that may be given for positive behaviour:

- Positive behaviour notes (see attachment)
- Praise and recognition of positive behaviour
- Classroom awards presented on a monthly or term basis for those students who have not received any incident reports
- Classroom rewards for improved behaviour and reduction in amount of negative incidents

### Follow-up for Unacceptable Behaviour:

#### Behaviour Notes:

In most situations of minor misbehaviour, just speaking with the child about the appropriate behaviour will be enough. Our experience is that most children take our advice and improve their behaviour. A teacher or supervisor may, however, wish to note the incident of misbehaviour for follow-up. In this case, the incident is noted and a behaviour note is completed and given to the child's homeroom teacher (see attachment). The homeroom teacher, and in certain cases of minor incidents of misbehaviour, the supervisor, may follow-up with an appropriate and logical consequence. As an example, children not following the rules outside may be asked to take a time out to reflect on their behaviour.

Should behaviour notes accumulate, follow-up will be done in the following manner:

**3 notes** – a letter is sent home to the parents for their information by the classroom teacher.

**5 notes** – a one half day in- school suspension will be given. A letter will be sent to the parents advising them that the suspension will take place and if necessary, the principal will call the parents to discuss the appropriate follow-up. For cycle K and cycle 1 students, this time may be lessened i.e. 2 hours instead of ½ day.

**7 notes** – a one day in-school or out of school suspension is applied. Parents and child may be requested to attend a meeting with the teacher and principal to discuss appropriate follow-up.

\*\*\*Please note that when tracking the accumulation of behaviour notes, each child's record will go back to zero at the end of each term. At the beginning of the new term, we will begin tracking the notes starting from zero. However, it is important to note that this does not apply to the major incidents.

### **Major Incidents:**

Follow-up will occur as follows:

Possible consequences for major incidents may include in-school suspensions of ½ day or more, out of school suspensions for one or more days, consecutive noon hour and/or recess detentions, loss of privileges etc. It is important to note that bullying and intimidation are considered major incidents and will be dealt with as such.

Parents will be notified by phone when possible or in writing (incident slip sent home). Consequences will be given based on the severity of the incident and/or the frequency. Should an out of school suspension be given, the principal will send a letter to the parents and notify them by phone. Should an in-school suspension be given, parents will be notified in writing.

Subsequent major incidents will result in at home suspensions of one or more days. Parents will be notified by phone and in writing and may be requested to come to the school for a meeting with the principal and teacher (if possible) before the child is allowed to return to school.

### **Classroom Disruption:**

If a teacher feels that a student's behaviour is detrimental to the learning process in the class, the student may be asked to leave the class on a time-out. The student will be required to work outside the office to complete the assignment. Upon completion, the student will return to class.

We must teach students to accept logical consequences for their actions, give them time to evaluate their behaviour and become actively involved in finding positive alternatives to irresponsible actions. Self-responsibility is the goal.

Please note that teachers may give individual consequences, most of which are indicated on the attached incident reports, for individual incidents as they occur. An example of a Cycle One consequence may be loss of activity time, choice time etc.

### **Re. Kindergarten Students:**

We place a strong emphasis on the teaching of social skills and positive behaviour in Kindergarten, and we realize that making mistakes is part of the process. With each report, a communication is sent home from the teachers and a small consequence given.

**3 reports** – a letter is sent home to the parents for their information by the principal.

**5 reports** – an appropriate consequence will be chosen by the teacher and principal such as remaining with a supervisor during play time (in the case of misbehaviour on the playground), noon hour "time out" at the office, time out in the classroom, non-participation in center time activities etc. Parents will be notified in writing or by a phone call.

**7 reports** – a one day "at home" suspension may be applied. Parents and child may be requested to attend a meeting with the teacher and principal to discuss appropriate follow-up.

**Behaviour Note:**

Date \_\_\_\_\_ Time \_\_\_\_\_  
Student's Name \_\_\_\_\_ Class \_\_\_\_\_  
Reporter: \_\_\_\_\_

- Vulgar or aggressive language
- Rudeness
- Arguing
- Provoking
- Instigating
- Unprepared for class
- Disrupting class
- Inappropriate line (including bus) behaviour
- Lateness
- Play fighting, shoving
- Throwing objects (food, snowballs)
- Other \_\_\_\_\_

**Consequence given**  Spoken to  Written report/apology  
 Recess/lunch detention  Call home  In-school suspension  
 Other \_\_\_\_\_

**Parent's Signature:** \_\_\_\_\_

Term: \_\_\_\_ Incident # 1  2  3  4  5  6  7

**Major Incident:**

Date \_\_\_\_\_ Time \_\_\_\_\_  
Student's Name \_\_\_\_\_ Class \_\_\_\_\_  
Reporter: \_\_\_\_\_

- Physical aggression (fighting)
- Possession of a dangerous object
- Threats involving violence
- Bullying
- Intimidation
- Vulgar language towards an adult
- Theft
- Vandalism, damage of property
- Defiance of adults in school
- Other: \_\_\_\_\_

**Consequence given**  Spoken to  Written report/apology  
 Recess/lunch detention  Call home  Suspension  
 Other \_\_\_\_\_

**Parent's Signature:** \_\_\_\_\_

Term: \_\_\_\_ Incident # 1  2  3  4  5  6  7



**L.E.S. Positive Behavior Note**

This student \_\_\_\_\_ Class \_\_\_\_\_

Was admired for:

Date: \_\_\_\_\_ Reporter: \_\_\_\_\_

**Respect:**

- Great attitude
- Politeness
- Kindness
- Helping others
- Caring for the school

**Applying yourself to the Task of Learning:**

- Being ready to learn with necessary materials
- Improved effort in any area
- Other \_\_\_\_\_

**Using Second Steps:**

- Showing Empathy
- Controlling impulse
- Solving a problem peacefully
- Helping others to solve a problem peacefully



## Daily Timetable

<b>7:30</b>	Day Care opens
<b>8:30</b>	Start of student supervision on playground
<b>8:45</b>	Students enter the school
<b>10:30-10:50</b>	<b>Recess</b>
<b>11:55- 1:10</b>	Lunch Hour - Kindergarten
<b>12:20- 1:10</b>	Lunch Hour – Grades 1-6
<b>3:00</b>	<b>Dismissal</b>
<b>5:45</b>	Daycare closes (5:30 on pedagogical days)

## Acknowledgement of Receipt

**I acknowledge that I have read and discussed the school regulations and code of conduct outlined in this booklet with my child(ren):**

Name(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Homeroom Teachers Name(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student's signature: \_\_\_\_\_

Parent's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please tear off this sheet and return it to school with your child. Please do not hesitate to contact the school should you have any questions or concerns.