

JOLIETTE ELEMENTARY SCHOOL

1. **BE RESPECTFUL**
2. **USE APPROPRIATE LANGUAGE**
3. **BE ATTENTIVE**
4. **COMPLETE YOUR WORK**
5. **KEEP OUR SCHOOL & PLAYGROUND CLEAN**

Joliette Elementary School

345 Boul. L'Assomption Ouest

Saint-Charles-Borromée

J6E 0R3

Phone 450-657-1600

On the Web: www.jeselementary.com

2018 - 2019 AGENDA

This agenda has been designed to assist students and parents/guardians. It helps clearly record evaluation results, projects, and special events. It also provides a way for our daughter/son's teacher to communicate with you on a daily basis if needed.

Students do better in school when families are involved in their child's schooling.

Thank you for your support!



Checking and signing the Agenda daily

- Informing the school if there are changes or concerns
- Bringing medication to school in a pill bottle with a prescription label from the pharmacy and accompanied by an authorization form from parents/guardians
- Reviewing the school day with your child
- Either write notes or attach notes to agenda



Please notify the school if:

- your child will be absent
- there are any changes of address and telephone number
- your child is to be picked up either during school hours or after school



SCHOOL HOURS

Lateness disrupts the start of the day. Please be punctual!

8:45	Outdoor supervision begins
<u>9:00</u>	Bell Rings – School Entry
9:05 – 11:15	Homeroom and Classes
11:15 – 11:35	Morning Recess
11:35 – 12:35	Classes
12:35 – 1:40	Lunchtime
1:40 – 3:40	Classes
3:40 – <u>3:45</u>	Passing and dismissal
4:00	Outdoor supervision ends

After school pick up – Please sign out at the front entrance!

Students who are left in the school yard too early in the morning or too late in the afternoon at the front will be sent to daycare and parents will be charged \$8.00

Joliette Elementary School Calendar 2018-2019

S	M	T	W	TH	F	S
JULY 2018						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
AUGUST 2018						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30 ¹	31 ²	
SEPTEMBER 2018						
2	3	4 ³	5 ⁴	6 ⁵	7 ¹	8
9	10 ²	11 ³	12 ⁴	13 ⁵	14 ¹	15
16	17 ²	18 ³	19 ⁴	20 ⁵	21 ¹	22
23	24 ²	25 ³	26 ⁴	27 ⁵	28 ¹	29
30						
OCTOBER 2018						
	1	2 ²	3 ³	4 ⁴	5 ⁵	6
7	8	9 ¹	10 ²	11 ³	12 ⁴	13
14	15 ⁵	16 ¹	17 ²	18 ³	19 ⁴	20
21	22 ⁵	23 ¹	24 ²	25 ³	26 ⁴	27
28	29 ⁵	30 ¹	31 ²			
NOVEMBER 2018						
				1	2 ³	3
4	5 ⁴	6 ⁵	7 ¹	8 ²	9 ³	10
11	12 ⁴	13 ⁵	14 ¹	15 ²	16	17
18	19 ³	20 ⁴	21 ⁵	22 ¹	23 ²	24
25	26 ³	27 ⁴	28 ⁵	29 ¹	30 ²	
DECEMBER 2018						
2	3	4 ³	5 ⁴	6 ⁵	7 ¹	8
9	10 ²	11 ³	12 ⁴	13 ⁵	14 ¹	15
16	17 ²	18 ³	19 ⁴	20 ⁵	21 ¹	22
23	24	25	26	27	28	29
30	31					
S	M	T	W	TH	F	S
JANUARY 2019						
		1	2	3	4	5
6	7 ²	8 ³	9 ⁴	10 ⁵	11 ¹	12
13	14 ²	15 ³	16 ⁴	17 ⁵	18 ¹	19
20	21 ²	22 ³	23 ⁴	24 ⁵	25 ¹	26
27	28 ²	29	30 ³	31 ⁴		
FEBRUARY 2019						
					1 ⁵	2
3	4 ¹	5 ²	6 ³	7 ⁴	8 ⁵	9
10	11 ¹	12 ²	13 ³	14 ⁴	15 ⁵	16
17	18 ¹	19 ²	20 ³	21 ⁴	22	23
24	25 ⁵	26 ¹	27 ²	28 ³		
MARCH 2019						
					1 ⁴	2
3	4	5	6	7	8	9
10	11 ⁵	12 ¹	13 ²	14 ³	15 ⁴	16
17	18 ⁵	19 ¹	20 ²	21 ³	22 ⁴	23
24	25 ⁵	26 ¹	27 ²	28 ³	29 ⁴	30
31						
APRIL 2019						
	1	2 ⁵	3 ¹	4 ²	5 ³	6
7	8 ⁴	9 ⁵	10 ¹	11 ²	12 ³	13
14	15 ⁴	16 ⁵	17 ¹	18 ²	19	20
21	22	23 ^{F3}	24 ²	25 ³	26 ⁴	27
28	29 ⁵	30 ¹				
MAY 2019						
			1 ²	2 ³	3 ⁴	4
5	6 ⁵	7 ¹	8 ²	9 ³	10 ⁴	11
12	13 ⁵	14 ¹	15 ²	16 ^{F1}	17 ^{F5}	18
19	20	21 ^{F2}	22 ³	23 ⁴	24 ⁵	25
26	27 ¹	28 ²	29 ³	30 ⁴	31 ⁵	
JUNE 2019						
2	3 ¹	4 ²	5 ³	6 ⁴	7 ⁵	8
9	10 ¹	11 ²	12 ³	13 ⁴	14 ⁵	15
16	17 ¹	18 ²	19 ³	20 ⁴	21 ⁵	22
23	24	25	26	27	28	29
30						

Holidays

Fixed Pedagogical Days

End Of Term



Moveable Pedagogical Days (with an F)

Curriculum Night / Parent-Teacher Interviews

Progress Reports/Report Cards Issued





Joliette Elementary School
Code of Conduct for Students

1. Students at Joliette elementary have, as their main purpose, the pursuit of knowledge and skills as outlined in their curriculum and taught to them by their teachers. All other activities are secondary.
2. Students at JES are expected to attend school regularly, be punctual and have all assignments and homework complete and up-to-date.
3. Students at JES are expected to dress properly for school, have the proper clothing for the different weather conditions, and be responsible in storing their clothing and collecting all items at the end of the day.
4. Students are expected to show each other understanding and respect; students are obliged to show all adults working in the school exceptional politeness and respect.
5. Students are expected to resolve conflicts peacefully. Fighting will not be tolerated under any circumstances.
6. Students are expected to refrain from acts of verbal, social, physical, or cyber bullying which is defined as any **repeated** direct or indirect behavior, comment, act or gesture which causes distress, hurt, injury, intimidation or separation from the rest of a group. (Please see school policy)
7. Students are expected to treat school property with care and respect. Careless use of property or vandalism will not be tolerated.
8. Students are expected to speak English in all areas of the school and in all activities; the sole exception being the study of French itself and communications with French teachers.
9. Students are expected to conduct themselves in a safe and secure manner. Students will not run in the hallways, create loud noise inside the building or push each other in line.
10. Students are expected to eat quietly in the lunchroom, and to help keep their eating area clean.
11. Students are expected to follow all safety rules on the bus.
Rewards for good behaviour and consequences of inappropriate behaviour. Roles of teachers, supervisors and the Principal.

Principal, Teachers & Supervisors

1. Each teacher has a system of rewards and sanctions, and this forms the basis of the behaviour system at JES.
2. Good behaviour leads to extra privileges, special class events as well as special cycle events at the end of each month.
3. Each teacher will impose a consequence on any student that repeatedly disobeys the class rules.
4. All rules, rewards and sanctions are clearly posted in each classroom.
5. Supervisors are responsible to uphold good behaviour when students are not in class.
6. Supervisors communicate regularly to the class teacher on incidents that occur, so that the appropriate measure is followed.
7. The supervisor reports all incidents to the teachers of the student, and in more serious cases, to the Principal as well.
8. The Principal will oversee all cases involving serious breaches of discipline in the school. The following list includes some of the more serious breaches of discipline:
 - a. Fighting
 - b. Bullying and intimidation
 - c. Cyber-bullying
 - d. Vandalism and destruction of anyone's property
 - e. Disrespect towards an adult
 - f. Theft
 - g. Students sent to the office by a teacher
 - h. Support to supervisors in an emergency

Consequences of Serious Breaches of Conduct.

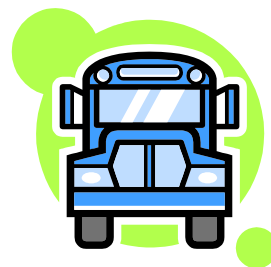
Serious breaches of conduct will be handled by the principal in consultation with teachers and supervisors. The principal will make every attempt possible to isolate the facts of the incident.

Following this investigation the principal will do all or part of the following, depending on the seriousness of the incident as well as the urgency of the response:

1. Detention of the student with reflection
2. Withdrawal of privileges
3. Barring a student from a class trip or from school events
4. Communication with the parents or guardians
5. Meeting with the teachers and parents
6. Warning of an in-school suspension or suspension from school
7. In-school suspension or suspension from school



BUS PROCEDURES



TICKETS

Bus tickets are given to students who do not follow basic bus rules. Buses are provided by our school board, Sir Wilfrid Laurier School Board, as well as our neighbouring French board, *La commission scolaire Des Samares*.

LET'S BE SAFE!

Please be at your bus stop on time!

Poor weather or a change in bus drivers can delay the bus' arrival – **WAIT PATIENTLY!**

Please note that your child may be taking a different numbered bus to return home.

SOME BASIC RULES:

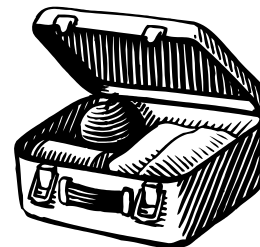


- Stand back from the road
 - Wait until the bus driver signals you to board
 - Sit quietly on the bus
 - Nothing goes out of the bus windows (arms, heads, food, papers, etc.)
 - Stay in your seat
 - **VERY IMPORTANT:** Respect and follow the bus driver's rules
-
- Bus changes are NOT possible; taking another student's bus to go to another student's house is not possible. Parents of students in joint custody must present a plan to the school that clearly spells out where a child is living and be transported from every school day
 - Many students must transfer from one bus to another. Student must get off the bus and move to the transfer area as quickly as possible. Students must stand quietly and wait for the next bus. Students must obey the supervisor at all times.



LUNCH PROCEDURES

We believe that students learn better when a nutritious lunch and snack are brought to school. Candy, gum, chocolate, and snacks with high sugar content are no longer allowed in our schools further to the approval of the Sir Wilfrid Laurier School Board's *Healthy Schools Policy*. Teachers may ask to eat a healthy snack; especially in the morning.



Remember, JES is a **nut-free/peanut-free** school.

There are **NO microwaves** at JES – a safety measure that allows the lunch supervisors to take better care of your child's needs at lunch time.





There is no uniform at Joliette Elementary School. Both parents and staff have reached an agreement that forms the basis of our dress code. Below is a list of **inappropriate** clothing at school:

T-shirts/Tops

- with spaghetti straps
- off the shoulders
- very short
- fit too tightly
- low cut
- that expose undergarments
- with offensive pictures and/or messages
- tube tops

Skirts/Shorts

- very short
 - very low on hips
 - that expose undergarments
- (all skirts/shorts should pass the fingertip test)

Pants

- that expose undergarments



Hats

- caps
- hoods, bandanas

Make-up

- make-up is not accepted at school

Shoes

- **No Flip-flops, but sandals (with closed toes) are permitted in hot weather.**

Students should also have one pair of boots (worn outdoors only) and a pair of indoor shoes which could also be used for physical education (running shoes)

Please have your son/daughter check the lost & found bins for missing clothing and lunch boxes







Guidelines for Homework

Our school team is continually examining practices at Joliette Elementary School which help students to achieve their learning goals. We have noticed in recent years that homework is a serious source of stress for both students and parents. Our school finishes late and many children spend hours on the school bus each day which leaves little time to enjoy family activities.




There is little evidence that homework benefits students in elementary school. Further, our teachers believe that we are able to cover the curriculum within our school hours and that students will succeed with a minimum of written work completed at home.

Therefore, **all written** activities such as:

-  Assignments
-  Projects
-  ELA Worksheets/books
-  Math workbooks/sheets

will be completed at school during class time or during study times at recess and lunch.

The only school-related activities that we ask parents to continue are:

-  Nightly reading
-  Studying for quizzes and tests (GHC, Vocabulary, Basic Math Facts)
-  Practicing for oral presentations

Reading with your child is important to help improve fluency and build vocabulary. Please continue to read!!!

Parents who feel that their child/student would benefit from extra written assignments or practice may contact their teacher(s) for suggested work.

Some teachers may recommend that students with learning challenges may require extra time at home to review lessons and practice basic literacy and numeracy skills.

Joliette Elementary School

ANTI-BULLYING AND ANTI-VIOLENCE PLAN

Summary for Parents

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

Refers to any **repeated** direct or indirect behaviour, comment, act, or gesture by the same person or group, 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.

Bullying can take several forms:

Physical: Pushing, hitting, kicking, spitting, taxing (forcing someone to give you property), crowding (entering someone's personal space)

Verbal: Insults, teasing, name-calling, threats, racist or sexual/sexist comments.

Social: Excluding others from a group or activity, spreading rumors, taking or hiding property, leaving mean notes or messaging, blaming someone for things they didn't do. This is often subtle and hard to detect.

Reactive Bullying: being both a victim and a bully, taunting others because of lack of social skills/impulsivity/autism, begins as a victim but may turn into a bully through retaliation or provocative behaviour.

Cyberbullying: Insults, rumours, harassment spread through social media (Facebook, Twitter, text messages). Posting of videos or photos intended to cause embarrassment. This bullying may not occur at school but affect a student's relationships at school or reinforce other types of bullying at school.

Pro-Active Plan to Address Bullying

- Adult supervision of interactions between children
- Inclusion of anti-bullying lessons in ERC classes
- Joliette Elementary School anti-bullying drama project
- The participation in the *Tell Them From Me* survey
- Behaviour tracking system with student reflection sheets
- House system to foster social belonging and responsibility
- Anger Management sessions for targeted students through our 5-hour - per week behavior technician
- Student mentoring initiative involving cycles 1 and 3 through which students interact and model positive behavior.

Everyone is responsible for ensuring that bullying is both prevented and addressed when it occurs.

Staff Responsibilities

- Put an end to the incident if it is safe or seek appropriate additional help;
- Define the behaviour;
- Declare the expected behaviour;
- Gather relevant information about the situation and those involved;
- Document the incident or file a report
- Report to administration

Student Responsibilities

- Intervene to stop the situation if you feel safe or go look for an adult immediately;
- Report incidents to an adult that you trust
- Use proper language to address the inappropriate situation
- Refrain from filming incident
- If you hear about an imminent attack/bullying – advise an adult

Parents Responsibilities

- Report incidents to the Principal. (Please ask for the report form at the office.)
- Encourage your child to stand up/speak up/seek help at school

Consequences for students who bully or hurt others:

- Discussion with an adult to explain why an action is inappropriate.
- Reflection time away from other students
- Loss of privileges: Extra-curricular activities, school social events.
- Involvement in social skills classes
- Community service
- Consequences outlined in the school code of conduct
- In-school and stay-at-home suspensions
- Transfer to other schools
- Expulsion from the school board (very rare for elementary)

How to Report Bullying

- **Students should talk with any staff member and continue to speak or seek out an adult until they feel they have been heard**
- **Students' parents contacting the Principal at extension 5710**
- **Filling out a report to the school office**

In all cases, should documentary evidence (pictures, text messages, notes, etc.) be available, ensure that a copy is remitted as soon as possible to the principal.

I hereby confirm that I have read all items with my parent(s) and will follow the policies and rules of Joliette Elementary School.

Child's name: _____

Homeroom Number: _____

Parent's signature: _____

Child's Signature: _____

Date: _____

**Thank you for taking the time to read about
our plan and helping to stop bullying!**



Term 1

Date	No PE clothes	Not participating	Not behaving or following instructions	Parent signature
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Term 2

Date	No PE clothes	Not participating	Not behaving or following instructions	Parent signature
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Term 3

Date	No PE clothes	Not participating	Not behaving or following instructions	Parent signature
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



JOLIETTE ELEMENTARY SCHOOL STUDENT BEHAVIOUR CHART SYSTEM

Dear Parents,

This year, we will be implementing a behaviour tracking system at school. Students will continue to be members of a school house however house points will now be rewarded to students for positive behaviour only in hopes of encouraging this attitude throughout the school year. For example: helping a friend in class or at recess, showing good sportsmanship, following school rules, class rewards, etc.

Here is how our new system will work and the changes that have been made:

. Each student will have a blank behaviour chart (one per term) in their agenda. Please see following page for more details.

Offenses that do not comply with JES. school rules have been categorized and lettered for easy reference.

1 st offense -Warning:	A verbal warning about the negative behaviour from staff member to child.
2 nd offense -Reflection:	To be filled out, signed and discussed at home with parent, to be returned the following day.
3 rd offense -Detention#1:	At recess in the school library with JES teacher on duty.
4 th offense -Detention#2:	In School Suspension. Principal will also call/meeting parents.
5 th offense -Suspension	

Note: The consequences are cumulative (1st offence, 2nd offence, etc.), regardless of the category of behavior.

Note: If a student showed a deliberate aggressive behaviour, the administration may combine consequences 1 to 4.

Parents: It is your responsibility to check this section in your child's agenda on a regular basis to stay up-to-date on how your child is behaving at school.

We hope that these changes lead to a more positive and safe learning environment for our students.

We thank you in advance for your support,

Dan Tremblay

Behaviour Plan

Term 1

Staff members: Please initial and write the date in box.

Parents: Please initial above consequence.

x_____ x_____ x_____ x_____ x_____ x_____ x_____ x_____ x_____ x_____

Offenses	Warning	Reflection	Detention	Detention & call home	Suspension	Warning	Reflection	Detention	Detention & call home	Suspension
A										
B										
C										
D										
E										
F										
G										
H										
I										
J										

- A. Aggression (punching, kicking, biting) B. Disrespectful/Rude Behaviour (swearing, name-calling, threatening, arguing with adults)
- C. Lying to Adults D. Vandalism/Theft E. Play-Fighting F. Snowball /ice throwing G. Disobeying a Teacher/Supervisor
- H. Disrupting others in class I. Inappropriate Corridor Behaviour (running, making noise, staying in the bathroom)
- J. Wearing Inappropriate Clothing

Behaviour Plan

Term 2

Staff members: Please initial and write the date in box.

Parents: Please initial above consequence.

x_____ x_____ x_____ x_____ x_____ x_____ x_____ x_____ x_____ x_____

Offenses	Warning	Reflection	Detention	Detention & call home	Suspension	Warning	Reflection	Detention	Detention & call home	Suspension
A										
B										
C										
D										
E										
F										
G										
H										
I										
J										

- A. Aggression (punching, kicking, biting) B. Disrespectful/Rude Behaviour (swearing, name-calling, threatening, arguing with adults)
- C. Lying to Adults D. Vandalism/Theft E. Play-Fighting F. Snowball /ice throwing G. Disobeying a Teacher/Supervisor
- H. Disrupting others in class I. Inappropriate Corridor Behaviour (running, making noise, staying in the bathroom)
- J. Wearing Appropriate Clothing

Behaviour Plan

Term 3

Staff members: Please initial and write the date in box.

Parents: Please initial above consequence.

X_____ X_____ X_____ X_____ X_____ X_____ X_____ X_____ X_____ X_____

Offenses	Warning	Reflection	Detention	Detention & call home	Suspension	Warning	Reflection	Detention	Detention & call home	Suspension
A										
B										
C										
D										
E										
F										
G										
H										
I										
J										

- A. Aggression (punching, kicking, biting) B. Disrespectful/Rude Behaviour (swearing, name-calling, threatening, arguing with adults)
- C. Lying to Adults D. Vandalism/Theft E. Play-Fighting F. Snowball /ice throwing G. Disobeying a Teacher/Supervisor
- H. Disrupting others in class I. Inappropriate Corridor Behaviour (running, making noise, staying in the bathroom)
- J. Wearing Appropriate Clothing