



LAURENTIA ELEMENTARY SCHOOL SCHOOL YEAR 2014-2015

Welcome to a new school year at Laurentia Elementary School. This handbook has been designed to help you to understand some basic elements of the school, to assist students with their homework assignments, and to help parents with communication between home and school.

Please take the time to read through these first few pages carefully and be sure that you understand everything in it. If you have any questions about anything in the handbook, please contact the school for further explanation.

Laurentia Elementary School will be whatever you make it. Be proud of your school. Take care of it. Become a part of it. Show respect and responsibility. You have the power to determine your success as a student. Start off on the right foot. Remember, the longest journey starts with just a single step. At Laurentia, you can make a difference.

OUR MISSION

Our school community will guide and support our students to reach their full potential academically, physically and socially by creating a positive, dynamic learning environment that fosters excellence, respect and responsibility.

OUR GOALS FOR SUCCESS

1. Pre-screening through our Kindergarten orientation program and evaluations of all our Kindergarten, Cycle 1 students, and those students having difficulties, in order to do early intervention where necessary.
2. To increase student results in reading in English and French.
3. To increase the level of success academically and socially for students.
4. To reduce the incidents of bullying or perception of bullying in Cycle 2 & 3.
5. To increase the exposure of our students to a variety of school and career choices.

OUR VISION

At Laurentia, we endeavor to provide all of our students with a passion for lifelong learning and with a belief in themselves. We recognize in this immensely complex world that our students must be literate in both English and French and must be active and critical thinkers.

OUR VALUES

At Laurentia Elementary we...

- believe that everyone matters and has worth.
- are honest and keep promises.
- take care of others and ourselves.
- are the best we can be.
- set goals and believe we can do difficult things.
- do what's right and not just what's easy.
- finish what we start.
- think about other's needs and feelings.
- play by the rules.
- listen carefully and are polite.
- take pride in our work.
- stand up for what we know to be right.
- think positively about ourselves.
- take care of our community and environment.



SCHOOL PROCEDURES

SCHOOL HOURS:

Bus arrival and homeroom: 8:27 – 8:46
K & Cycle 1 lunch: 12:06 – 1:06
Cycle 2 & 3 lunch: 12:36 – 1:36
Dismissal & bus departure: 3:11 – 3:21



TRANSPORTATION

At the beginning of each school year, students at Laurentia Elementary School receive instruction in school bus safety from both their classroom teachers and qualified bus drivers. They also practice bus safety with their classmates. The students view school bus safety videos to reinforce the principle taught. Parents are requested to follow up these efforts at home, reminding students of safety rules and discipline on the bus.

The transportation policy of the Sir Wilfrid Laurier School Board applies to all individuals riding on the busses. **No bus changes of any kind are allowed.** Students are allowed one address for the morning pick up and one address for the afternoon drop off.

1) Regulations on the Bus

- Students must remain seated at all times while a school bus is in motion
- All noise or similar disturbance must be kept to a minimum
- While it is permissible to carry thermos bottles on the bus, other glass containers are strictly forbidden
- Animals are not permitted on the bus
- Throwing objects on or from the bus is forbidden
- Holding objects outside the bus windows is forbidden
- All garbage or litter must be thrown in the bus garbage can
- Busses will not wait for students who are not at the regular pick up spots at the appointed time
- Busses will not drop off a Kindergarten student if there is no one there to receive the child at the bus stop. The child will be brought back to school and the parents will be contacted
- For reasons of safety and discipline, students must abide by a bus driver's decision when assigned a specific seat
- Parents of students who cause damage to the bus, will be billed for the repairs



2) Bus Tickets

A bus ticket is issued to a student who does not follow the rules for bus safety. The bus driver will submit a written report to administration. A copy of the report and a letter will be sent to the parents. After three tickets, a student will be suspended from the bus for three days. After six reports, a student will be suspended for five days and a meeting with the principal and the parents will be requested before the student will have transportation privileges reinstated.

3) Dropping Off and Picking Up Students

- Students who are driven to school must be dropped off between 8:27 and 8:46. It is not necessary to sign your child in prior to 8:46. Any child arriving at school prior to 8:27 will be sent to daycare and an invoice will be sent home with that student.
- If you are dropping off your child after 8:46, you must accompany your child to the office and sign them into school.
- If you wish to pick up your child during school hours, we ask that a note be sent indicating the pick-up time and who will be picking up your child. This note must be given to the teacher during the homeroom period. Your child will be sent to the office to wait for you at the specified time.
- We **do not** accept phone calls requesting that your child be sent to be picked up. **Prior written authorization only will be accepted.**
- Students being picked up at the end of day will be brought to the office at 3:15.

COMMUNICATION

The school administration is available to meet with parents by appointment for discussion concerning any aspect of your child's performance and progress. Appointments may be made during regular school hours by calling 450-438-6078.

Please inform the school of major events in your child's life. Our staff will want to take into account your joyous occasions when building their relationships with your child. They will also be concerned to show special sensitivity for the needs of your child when something sad or unpleasant occurs.

The school should be informed immediately of a change of address or phone number, as well as business number. The school should be provided with the name or names of people who can be contacted in case of an emergency (if parents cannot be reached). This is accomplished by completing the Home-School Information Sheet at the beginning of each school year.

1) Contacting Students

Please make all special arrangements for your children before they arrive at school, so as to eliminate the need to contact the parents during school hours. Parents are not permitted to go to their child's classroom unless invited. In an emergency, please contact the office.

2) Student Communication from the School

If a student needs to contact his/her parents during regular school hours, he/she must call from the office. Such calls are permitted only when absolutely necessary.

3) Communication from the School

Notes, flyers, letters, etc., are sent home with your child or can be found on our website. Please check your child's agenda pouch to guarantee that important communications reach you. Prior to the beginning of each month, a calendar of activities and a newsletter will be sent home.

STUDENT HEALTH AND SAFETY

A) Attendance/Tardiness

Every homeroom class is provided with attendance records for each student. Please ensure that your child arrives on time as teachers give out daily instructions and begin lessons promptly each morning.

If your child will not be at school, please call the office and leave a message. If we do not hear from you, an absence will be followed up with a phone call to the home. Regular student attendance is directly related to school success.

B) Daycare

The school provides the services of a MEQ subsidized daycare. The hours of operation are: MORNING: 6:30 – 8:46; AFTERNOON: 3:11 – 6:00. The daycare is open on pedagogical days from 6:30 a.m. – 5:30 p.m. Please contact the daycare coordinator – Maria DiLillo- for more information on fees and activities.

C) Healthy Lunch & Hot Lunch Service

Students are expected to bring wholesome, nutritious lunches to school. "Junk food" items such as soft drinks, chips, packaged cakes are discouraged due to their high sugar or sodium content which may be detrimental to a child's ability to function effectively.

A hot lunch service is provided on a monthly basis. A menu is sent home, parents select the days they wish to purchase a hot lunch for their child, and the menu is returned to school with the appropriate amount of money for the meals selected.

D) Emergency Contact and Medical Forms

An emergency contact form and the medical form are sent home the first week of school. All parents/guardians are asked to complete this form and immediately send it back to school. If any changes occur during the year, please notify the office.

E) In-School Illness

Unfortunately, students may become sick during the course of a school day. In the interest of the sick child, the other students and school personnel, the child who is ill cannot stay at school. Once a parent or guardian has been notified, arrangements must be made to have the student picked up from school as soon as possible.

F) Medication

No school personnel are permitted to administer medication of any kind without the written consent from the parents or the child's physician. If it is absolutely necessary for your child to receive medication during school hours, please send those medications to the office, clearly labeled with the child's name, cycle, teacher, dose and time of administration. If occasional medication is required (such as pain relievers or antihistamines), the medication must be left in the office and labeled as described above.

Students are not permitted to carry medication on their person at any time.

G) Allergies and Special Medical Needs

Parents must ensure that the school personnel are fully aware of their child's medical needs and the related procedures for intervention. We have students who have severe allergies to various things and an allergic reaction may be fatal. Although school personnel are fully trained and medication is available, we hope we never have to use it. We ask all parents and students to help us by **not** sending snacks that contain peanuts or traces thereof. Read ingredient labels carefully.

H) Infectious Diseases

Please inform the school should your child contact any communicable disease. Your pediatrician will inform you of the proper period of isolation.

I) Professional and Social Services

The services of a school psychologist and speech-language consultant are available by referral from a teacher. Social services are provided on a needs-basis. Parental authorization is required for all professional and social services.

J) Security

A security system has been installed in all areas of the school. In addition to this alarm system, anyone visiting the school must enter by the main door and is 'buzzed in' after having been seen and identified by the office staff. Please ring the bell for entry into the building. If you are in the front foyer, please do not be 'helpful' by opening the door, but allow the office staff to buzz the door open.

VISITORS ARE NOT PERMITTED TO GO DIRECTLY TO THE CLASSROOMS.

K) Emergency Evacuation/Lockdown/Containment Procedures

The purpose of emergency practices is to teach the students the procedures in order to maintain a safe environment. These procedures are clearly explained to the students prior to any practices. Practices are usually held three to four times during the school year.

L) Supervision

The school is supervised from 8:27 a.m. to 3:16 p.m. Students who arrive before or remain after this time will be placed in daycare and duly charged for the service.

Parents are expected to pay the fees for supervision during the first week of school. Your child may be excluded from activities if fees are not paid and their report card will remain in the office.

M) Snowstorms and School Closure

In the morning: Check the school board website or listen to CJAD (800 AM) in the early morning for an announcement. Listen carefully as sometimes a specific school or schools in the Sir Wilfrid Laurier School Board may be closed, but not the entire school board.

N) Remaining Indoors

When weather permits, our children are outdoors at recess and lunchtime. Outdoor play is encouraged. If a child is in school, he/she is well enough to follow regular school routines. When a child must remain indoors due to a valid medical reason, this must be communicated to the school with a physician note. For the benefit of all students and staff we expect that recuperation from an illness be completed at home

During inclement weather children remain indoors. If temperatures fall below -20 degrees Celsius, students will remain indoors.

HOMEWORK

Homework is a part of school life. It serves to reinforce concepts that have been taught and explained during a child's day at school. Homework usually consists of completing assignments already begun in class and the practicing of skills taught. It also includes study and the development of good study habits.

Students receive regular homework from their teachers. Each student is expected to complete all assigned homework. It is important to remember that individual students vary and require different amounts of time to complete the same task. When a student is absent, parents should contact the school in order to find out what is for homework.

To facilitate the homework process, these agenda books have been prepared for the students. These agendas are intended to improve student organization and planning for assignments and activities, and to facilitate communication between parents and teachers. To ensure the success of their use, the agendas must be brought to school every day and returned home each afternoon. It is hoped that students will use the agendas with pride and respect and that students will develop a sense of responsibility towards their homework.

For parents, the following guidelines should be considered for homework:

- Make a 'homework time' a regular part of family life
- Designate a specific place for homework to be done
- Take an interest in what your child is doing
- Never do the assignment for your child
- Encourage your child in the completion of homework
- If you are uncertain about an assignment, call the teacher for clarification



SCHOOL DRESS CODE & GENERAL ITEMS NOT TO BRING TO SCHOOL

Students are expected to dress appropriately for school. The following are NOT PERMITTED:

- Clothing showing violent, rude or offensive language or logos
- Cut-off, ripped or torn jeans
- Spaghetti straps, low cut tops that show straps, backless and tops that cannot be tucked in (no abdominal exposure)
- Hats, bandanas and hoods while in the school
- Make-up
- Low rise pants
- Flip flop sandals, high-heel shoes
- Unnatural hair colour
- Body-piercing other than the ear lobes
- tattoos
- Cellphone, I-pods, game boys and the like



Skirts and shorts must be mid-thigh length or longer.

NOTE: to assist in the overall cleanliness of the school students MUST wear

- Indoor shoes with non-scuffing soles are to be used indoors and for gym
- Outdoor shoes and boots to be used only for outdoor play (recess and lunch)

*Students are not allowed to bring items to school to sell to other students

*The school cannot accept responsibility for any lost or stolen items

RIGHTS AND RESPONSIBILITIES

To assist our students in acquiring the rights to become responsible citizens, each one of us who is entrusted with the care of students must be a part of the teaching/learning process. This means that the staff at Laurentia will all be involved in promoting our students' appropriate social skills and behaviours. It is hoped that through teaching, positive role-modeling, reminders and encouraging incentives from staff and parents, our students will continue to demonstrate and develop respectful, positive behaviours. However, firm and consistent consequences will apply for those students who repeatedly exhibit unacceptable behaviours.

For detailed information regarding the Rights and Responsibilities Policy, please consult our website or request a copy from the school office.

Students who demonstrate a clear understanding of the Rights and Responsibilities will be rewarded each month with a special activity.

The safety and well-being of our students and staff are fundamental rights. Any action that violates these rights will be considered unacceptable.

Major Incident:

- Violent or abusive behaviour: intimidation, physical fighting, punching, kicking, tackling, throwing of any object with intent to harm another
- Defiance, disobedience to staff members, bus drivers, supervisors or any other people in our school community
- Leaving the school property or classroom area without permission
- Stealing or damaging property

Consequences for a major incident may include: parental communication, a written reflection, loss of privileges, replacement of a stolen or damaged article, in-school or out-of-school reflection time.

Minor Incident:

- Play fighting
- Disrespectful language, gestures
- Uncooperative behaviour
- Not lining up properly
- Excessive noise at inappropriate times
- Pushing/shoving
- Name-calling/teasing
- Littering
- Running in the hallway
- Incomplete homework

Consequences for a minor incident may include: a verbal warning, a parental communication, loss of recess or lunch hour, a reflection period.

NOTE: Three minor infractions = One major = no R & R activity for that month

Three majors = school removal and no R & R activity for that month



SCHOOL GOVERNANCE – THE GOVERNING BOARD

The Laurentia Elementary School Governing Board is a group of not more than 20 elected members of the school community consisting of parents, teachers, support staff, administration, and one community member.

The Governing Board's main function is to oversee and ensure the implementation of the school's Management and Educational Agreement and its' success plan. The Management and Educational Agreement sets out the specific aims and objectives of the school in order to improve student success, while the school success plan is the means by which student success is achieved.

The Governing Board members (from the parent group) are elected each year at a general assembly scheduled in September. Parent members who are elected hold a term of office for two years. One parent member is elected as the chairperson for the Governing Board and acts as the chair for one year. Teachers and other members are elected by their colleagues at meetings prior to the general assembly.

The Governing Board members meet on at least five occasions during the school year or more often if required. Along with the monitoring of the school's Management and Educational Agreement, discussions take place on any issue affecting the school and its' community. These meetings are open to all members of the school community and parents are encouraged to attend. During the meeting, there is time given to the public to address the Governing Board on any issue relating to the school.

THE PARENT PARTICIPATION ORGANIZATION (The PPO)

We are very fortunate to have a number of parents who are involved with many aspects of the school. Each year, many of our parents choose to become part of the PPO.

This group, of very active parents, donates their time and energy to assist in achieving the success of our school projects. Prior to Governing Board meetings, this group meets to discuss issues which are then brought to the Governing Board for discussion. The members of the PPO represent the parent body of our school community and speak on their behalf.

You'll find the PPO at the heart of just about anything that is going on at the school. The PPO is very active in fund-raising, organization of student activities, book fairs, the organization of school-wide activities and many, many more events. Thanks to their efforts we have been able to provide Laurentia students with fun-filled activities at Halloween, Christmas, Easter, as well as field trips of various kinds; and that's just to name a few of the things the PPO has been able to help the school with.

One does not have to be a member of the PPO to volunteer at the school. We have many parents who come and read to children, cover library books in their spare time, help teachers with photocopying or putting booklets together for the students, help with performances in the arts by sewing costumes or choir gowns, and the list is never ending. There's always something to be done, and there's always coffee and cookies for our volunteers.

LAURENTIA SCHOOL SONG

Give me a school that is friendly; give me a school that is fine
Give me a school where everybody, has the duty and a chance to shine

Give me a school where it's people who count, where everyone can feel at home
And you'll give me the name of Laurentia, in the city of St-Jerome. (bis)

L-A-U-R-E-N-T-I-A, L-A-U-R-E-N-T-I-A (bis)
We are proud of you, go in and win, Laurentia
We will shout for you with might and main, Laurentia
L-A-U-R-E-N-T-I-A

Though one day we wander far from home
We will never forget Laurentia, in the city of St-Jérôme (bis)

Donne-moi une école très joyeuse, donne-moi une école plaisante
Donne-moi une école plein d'amis, qui nous aident quand on est mal pris

Donne-moi une école où l'amitié ça compte, où le monde se sent chez soi
Et tu auras le nom de Laurentia dans la ville de St-Jérôme (bis)

