

# Handbook 2009 - 2010



Ste. Adèle Elementary School

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Ste. Adèle, Quebec

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**Ste. Adele Elementary School**  
**"Learning in Harmony"**

**Principal's Message**

On behalf of the staff at Ste. Adele Elementary school I would like to extend my wishes to all parents and students for a successful school year. We have designed this handbook to give you information on some important items about our school and to assist you in maintaining a pleasant school year.

Please review the Handbook and share the necessary information with your children to ensure a clear understanding of the rules, regulations and policies that have been put into place in our school. This process is crucial as we strive to improve communication with the home. The information contained in the Handbook promotes a smooth running of the school and is essential for the safety and security of our school community.

It is our hope that your years at Ste. Adele Elementary School will be memorable and rewarding. I strongly encourage you to be involved and to participate in school life. Working with us can enhance successful learning for your child. Success is our ultimate goal and it can be achieved through all aspects of school life.

"Together we are the school"

Teachers, support staff, non-teaching professional staff,  
students, administration, parents, community

"Learning in harmony"

Ilona Robillard  
Principal

Ste Adele Staff for 2009 - 2010

Principal: Ilona Robillard  
Secretary: Cheryl Kowch

**Homeroom Teachers:**

<u>Kindergarten</u> -	Natalie Losier
<u>Grades 1 &amp; 2</u> -	Anna Chicoine
<u>Grades 2 &amp; 3</u> -	Janet Sallie/Brenda Crawford
<u>Grade 4 &amp; 5</u> -	Ginette Beaulieu
<u>Grade 5 &amp; 6</u> -	Ilona Robillard

**Specialists:**

<u>French</u> -	France Celestino
<u>Phys Ed</u> -	Madeleine Valiquette
<u>Resource Teacher</u> -	Carolyn Cornish/Heather Ogilvie
<u>Attendants</u> -	France Cullen Christina Chedel Wendy Walshe

<u>Noon Hour Supervisors</u> -	Manon Provost (also Kindergarten) Kathy Howarth Pamela Massicotte
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<u>Day care</u> -	Manon Provost
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<u>Maintenance</u> -	René Ratelle
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<u>Non - teaching Professionals</u> -	Maria Guillen (communication consultant) Natalie Gantcheff (re-education consultant) Laurie Meyer (behaviour technician)
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## REPORTING SCHEDULE:

First term ends: November 5<sup>th</sup>  
Reports sent home: November 16<sup>th</sup>  
Parent/teacher interviews: November 19<sup>th</sup>

Second term ends: January 22<sup>rd</sup>, 2010  
Reports sent home: February 4<sup>th</sup>, 2010

Third term ends: April 1<sup>st</sup>, 2010  
Student-led conference

Fourth term ends: June 23<sup>rd</sup>, 2010  
Reports sent home: June 23<sup>rd</sup>, 2010

## FLOATING PEDAGOGICAL DAYS:

Three days have been designated for the 2009 - 2010 school year:

November 6<sup>th</sup>  
January 6<sup>th</sup>  
March 8<sup>th</sup>

Two other floating ped. days will include any snow days that result in the school closing.

**Positive Behaviour System**  
**Our Motto: Learning In Harmony**

**Values: Respect, Responsibility, Safety**

A school code of behaviour is designed to provide a safe learning environment for all students. It must recognize that the rights of others to learn enable teachers to instruct effectively and permit each student to feel safe from verbal and physical abuse.

At Ste. Adele Elementary School, we have adopted the values of *Respect, Responsibility and Safety*. There are posters throughout the school defining these values and placed in strategic areas as reminders of the behaviours that are expected of all students.

In order to focus on these values we've chosen to use a program by the name of Kelso's Choice. Kelso, a frog, has a repertoire of nine choices from which to choose when he has a problem. The choices, (also taught with hand signals) - empower the students to take ownership of their behaviour and to think before acting. For the older students we supplement Kelso's Choices with an empathy program that is age appropriate.

Noon hour supervisors also use an incentive program that encourages the children to behave during lunch hour.

We are beginning a daily incentive program. Our objective is to give daily positive reinforcement to students to encourage them to perform acts of kindness and other good deeds. Good behaviour tickets will be issued to students as they deserve them and put into a box for a draw at the end of each month. One winner from each class will receive a prize and all names will be re - entered in a final draw at the end of the year for the grand prize.

All prizes are donated by Club Optimist.

**Consequences for inappropriate behaviours:**

- For those who break rules or cannot follow routines for good playground behaviour or respect of people and property, they will be issued tickets for inappropriate behaviour. The behaviours will be addressed with the students through dialogue. With guidance, the child implicated in the inappropriate behaviour will be given the opportunity to correct or repair his/her mistake and/or a note may be sent home in the agenda.
- For a major incident that causes harm and/or compromises the safety of students, shows disrespect of a staff member or volunteer helper, or results in vandalism of property, an incident report goes home and the student implicated in the misbehaviour will be asked to reflect on his/her behaviour as well as discuss it with the adult who observed it. The student is given a consequence that relates to the behaviour.
- For the students who have difficulty learning the expected behaviours and continually misbehave, a behaviour technician will work with them regularly in small groups using intensive intervention techniques or individually, on a needs basis.
- If a conflict arises between students, they will be asked to enter into an area designated for that purpose - where Kelso's Choices will be reviewed and problem - solving strategies will be used in order to resolve the conflict. A note will be sent home and parents will be asked to review the discussion that transpired with their child.

# School Schedule

8:20	Bus Arrival
8:25	Call-in bell
8:30	Homeroom Attendance
8:35	Classes begin
10:00	Recess
10:30	Classes Resume
12:00	Lunch & lunch recess
1:00	Afternoon classes begin
3:00	Classes end Homework Program begins
3:10	Bus Departure
4:00	Homework program ends Parents pick up students

## **School Procedures:**

**There is a sign in/out book near the office for late arrivals and/or early departures.**

**Late Arrivals:** Please sign your child in before s/he enters the classroom

**Early Departure:** If your child must leave early, please sign him/her out.

**Absence:** Please inform the secretary by phone early in the morning when your child is absent.

**Bus Policy:** Students must take their own bus to and from their point of departure. No changes will be allowed. Please inform the secretary of any changes in the mode of your child's transportation in order to avoid confusion. If there is any change, parents are responsible for providing the transportation. Parents are reminded that this is a safety measure.

**Dress Code:** Navy bottoms and white tops - a touch of red can be added as a 3<sup>rd</sup> color. These colors were chosen by the majority of the students. Our students enjoy wearing the dress code and they wear it with pride. The dress code adds to our school identity and boosts our school spirit. T-shirts and hooded sweat shirts in our colors and our new school logo imprinted on them can be purchased periodically at reasonable prices.

Parents are reminded that the children spend up to forty-five minutes outdoors every day. Please make sure that your child is dressed appropriately for the weather.

**Toys:** Toys (electronic or otherwise) are not permitted during school time. If toys are found with your child, they will be confiscated and returned at a later date.

**Nutrition:** Healthy eating habits are strongly encouraged at school.. Please remind your children not to share their food. The children who have allergies may have a reaction to an unknown ingredient and this may cause serious damage. This policy also helps reduce the spread of germs from student to student. Healthy snacks help to fuel learning in harmony.

Suggestions for healthy snacks:

- ♣ applesauce
- ♣ cheese and crackers
- ♣ fruit salad cup
- ♣ muffins
- ♣ fresh fruit
- ♣ yogurt
- ♣ vegetables
- ♣ fruit juice
- ♣ crackers - eg. wheat thins/bread sticks

Please do not send the following foods with your child. The children will not be allowed to eat them at school. They will be taken away and returned to the child upon his/her return home that day.

**Chocolates, chocolate coated items, candy, chips, and soft drinks are not allowed. Also**

- ♣ Chocolate covered granola bars
- ♣ marshmallows
- ♣ fruit snacks (Shrek, Nemo, Princess, Care Bears, etc)
- ♣ chocolate cookies
- ♣ fruit drinks (as opposed to fruit juices)
- ♣ gummy fruit snacks
- ♣ Artificial fruit rollups
- ♣ tortilla chips
- ♣ pop tarts
- ♣ cheesies
- ♣ dry pre-packaged noodle soup
- ♣ salted nuts

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. We will allow children to drink chocolate milk.

However, please make an effort to provide foods that are from the first group above and if possible, not pre-packaged, as often as you can.

Exceptions may be made for special treats from time to time but we will also try to provide nutritious treats as often as we can.

**Emergency:** Our prime concern is the safety and security of all students. Accordingly, decisions made will always be in consideration of students' safety.

Ste. Adele Elementary School has developed both a positive behaviour system that teaches students about safety and an emergency plan that provides for a security operation should we need one in the case of an emergency.

Evacuation is practiced in fire drills involving the fire department. The community is involved in providing security for us should we need it. An emergency phone chain has been put into place so that parents can be informed if need be.

**Emergency phone chain:** In any emergency, we ask that you contact your lead person on the emergency phone list rather than call the school and tie up the much needed phone lines. The lead person will communicate with the school and give you any updates.

**Inclement Weather Procedures:** Announcements about school closings and the cancellation of bus transportation are given on the following radio and television stations: **CKAC 730 AM - Info 690 AM - CHMP 98.5 FM - CKOI 96.9 FM - 940 News Montreal - Q92 FM.**

**Communication:** This is essential to a harmonious relationship between teachers and parents. The student agenda is a tool that is available for you to communicate with teachers. Please do not hesitate to contact your child's teacher if you have any questions or concerns. If further clarification is needed the principal will be happy to address your concerns.

**Homework Tips:** Although it may be hard to believe, you can actually help your child enjoy doing homework. When you provide the necessary support and encouragement, most children will rise to the occasion and do their best on their assignments.

**What do children need from parents?**

- ♣ **Encouragement** - Give your child praise for efforts and for completing assignments.

- ♣ **Availability** - Encourage your child to do the work independently, but be available for assistance.
- ♣ **Scheduling** - Establish a set time to do homework each day. You may want to use a calendar to keep track of assignments and due dates.
- ♣ **Space** - Provide a perfect space for homework, stocked with necessary supplies such as pencils, pens, paper dictionaries, a computer and other reference materials.
- ♣ **Discipline** - Help your child focus on homework by removing distractions such as television, radio, telephone and interruptions from siblings and friends.
- ♣ **Support** - Talk to your child about difficulties with homework. Be willing to talk to your child's teacher to resolve problems in a positive manner.

**How much time should your child spend on homework?**

10 - 15 minutes per year of schooling (eg. Level 1 - 15 minutes, Level 6 - 60 minutes)

**Homework Tip for your child**

Tackle the hardest assignments first. You'll have the most energy and focus when you begin doing your homework. Later when you're more tired, you can work on the simpler things.

**Homework Program:** The homework program is designed to help children who are experiencing difficulties. Groups must be kept small and priority is given to those children who have learning difficulties. The goal is to have them complete their homework properly with the help of the homework attendant. This is a service that we offer. The students are expected to behave with respect and to focus on the work assigned. The program runs for one hour from 3:00 PM to 4:00 PM. Parents are expected to pick up their children promptly inside the school.

**Year-end Awards:** At the end of the year Ste. Adele Elementary has a traditional Awards Ceremony. During this ceremony we celebrate student successes and accomplishments by handing out merit certificates and acknowledging them in various aspects of school life. At the same time, the students say good-bye to the school year and wish everyone a happy vacation through class performances.

The students are reminded at the beginning of the year of the following awards that they would be working for:

OUTSTANDING EFFORT	-	One per grade
ACADEMIC ACHIEVEMENT	-	End of cycle 1 and 2
SPORTS AWARD	-	End of each cycle: boy/girl
CITIZENSHIP AWARD	-	One per grade
LAURIER TEACHERS' UNION (altruistic)	-	Grade 6
FRENCH AWARD	-	One per cycle
PARENTS' COMMITTEE AWARD (outstanding effort)	-	Grade 6
SCHOOL SPIRIT AWARD	-	One student per cycle
PRINCIPAL'S AWARD (high achievement)	-	Grade 6
MOST IMPROVED	-	One student per class

**Volunteers and Parent Involvement:**

Ste Adele Elementary has a dynamic Governing Board and an equally enthusiastic Parent Participation Organization (PPO).

We encourage all parents to join the Governing Board, the PPO and/or volunteer time in any way possible. Teachers and staff appreciate all the help that parents can give. Remember that this is your learning community and your children love seeing you in the school!

**The Governing Board** is a body of members working on behalf of the school community. It approves of and/or adopts various endeavours undertaken in the school and it oversees the implementation of the school's Educational Project. "It seeks the collaboration of persons having an interest in the school. Every decision must be made in the best interests of the students".

## Governing Board Members, 2009-2010

### Non - Voting members

Chairperson: Donna Anber

Secretary:

Community Reps: Dawn Parent, (alternate) Dawn Parent, Caroline Laverdure

Principal: Ilona Robillard

### Voting Members

Daycare Rep: Manon Provost

Support Staff: France Patry Cullen

Teachers: Brenda Crawford

France Celestino

Ginette Beaulieu

Natalie Losier

Parent Members: Donna Anber

Alexandra Hebert

Estelle Fleurent

André Jean

Kim Nymark

Vivianne Cliche

Central Parents' Committee: Vivianne Cliche  
André Jean (alternate)

SEAC rep: Susan Tierney

**The Parent Participation Organization (PPO)** is made up of parents who volunteer to meet several times during the year in order to discuss the needs of the school. The purpose of the **PPO** is to encourage the collaboration of parents in developing and implementing the school's Educational Project and in participating in fostering the children's academic success through a variety of activities that are aligned with the Educational Project.

### PPO members, 2009-2010

Caroline Laverdure

Jennifer Osborne

Dawn Parent

Kristine Young

Susan Tierney

Laetitia Cerutti

Vicky McCormick

André Jean