

**JOLIETTE ELEMENTARY SCHOOL
2022-2023**

The Five (5) Guiding Principles for JES Students

1. BE RESPECTFUL & EMPATHETIC AT ALL TIMES
2. USE APPROPRIATE LANGUAGE
3. BE ATTENTIVE
4. DO YOUR BEST WORK
5. KEEP OUR SCHOOL & PLAYGROUND CLEAN

Joliette Elementary School
345 Boul. L'Assomption Ouest
Saint-Charles-Borromée
J6E 0R3
450-759-1600
www.jeselementary.com

Student's Full Name _____

Student's Address(es) _____

Student's Phone Number(S) _____

Daily Schedule 2022-2023

<u>Time</u>	<u>Activity</u>
8:55-9:10	Supervision
9:10	Arrival
9:10—9:20	Homeroom
9:20—10:20	Period 1
10:20—11:20	Period 2
11:20—11:40	Recess
11:40—12:40	Period 3
12:40—13:40	Lunch
13:40—14:40	Period 4
14:40-15:00	Recess
15:00-16:00	Period 5
16:00-16:02	Passing Time
16:02	Dismissal
16:02-16:17	Supervision

School Calendar 2022-2023

S	M	T	W	TH	F	S
JULY 2022						
					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 2021						
	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			
SEPTEMBER 2022 (20)						
				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	
OCTOBER 2022 (19)						
2	3	4	5	6	7	8
9	10	11	12	13 ^T	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
NOVEMBER 2022 (20)						
		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			
DECEMBER 2022 (16)						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14 ^M	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
JANUARY 2023 (16)						
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				
FEBRUARY 2023 (17)						
			1	2	3	4
5	6	7	8 ^M	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				
MARCH 2023 (19)						
			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 ^M	31	
APRIL 2023 (15)						
2	3	4	5	6 ^F	7	8
9	10	11 ^F	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28 ^F	29
30						
MAY 2023 (21)						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23 ^F	24	25 ^M	26	27
28	29	30	31			
JUNE 2023 (17)						
				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	

Holidays

Fixed Pedagogical Days

End Of Term

Mon/Tue Schedule (with an M/T)



Moveable Pedagogical Days (with an F)



Curriculum Night / Parent General Assembly



Progress Reports/Report Cards Issued



12^M Parent-Teacher Night



Code of Conduct — Joliette Elementary School

This Code of Conduct is in effect as of the 2020-2021 school year

HEADING	EXPECTATION	REASON FOR EXPECTATION	CONSEQUENCES
Attendance	<p>Children are expected to attend school every day.</p> <p>students are responsible to make up missed work when absent from class</p> <p>schedule medical and/or any other appointments outside of school hours whenever possible</p> <p>parents/guardians will be contacted when a student is absent from school</p> <p>parents who know in advance that their child will be absent from school (ex: vacation) are expected to notify the school ahead of time</p>	<p>poor attendance is a leading cause for lack of success in school</p>	<p>consequences may include any of the following:</p> <ul style="list-style-type: none"> - Academic success may be compromised - Youth Protection may be notified
Late to School & Sign-in/Sign Out Procedures	<p>students who arrive at school any time after the beginning of classes must report to the General Office to <i>sign-in</i></p> <p>students MUST be accompanied by a parent/guardian</p>	<p>late arrivals impede student learning and are disruptive to classes already in progress</p>	<p>students/parents who do not follow sign-in or sign-out procedures risk endangering the safety of their children as a student must be monitored by a responsible adult who is aware of a child's presence in school.</p>
After school pick-ups	<p>parents are expected to write a note in their child's agenda if they are picking up their child(ren)</p> <p>by phone: parents are expected to call the school secretary by 2:30 if they are picking up their child(ren)</p> <p>parents are expected to wait outside for their child(ren)</p> <p>students are expected to bring all their belongings with them when they leave</p>	<p>a note is less disruptive to the function of the school than a phone call</p> <p>phone calls made after 2:30 will not be answered</p> <p>ensures the safety of all students</p> <p>ensures the safety of all students</p>	<p>students will be put on their bus if phones calls are not made prior to 2:30</p> <p>refusal to re-enter the school</p>

HEADING	EXPECTATION	REASON FOR EXPECTATION	CONSEQUENCES
<p style="text-align: center;">Visitors to School</p>	<p>visitors must report to the General Office and sign in</p> <p>Student/Parents/Volunteers must always report to the office</p> <p>Visitors and volunteers will be identified with a badge or tag</p> <p>They may only tour the school if a staff member accompanies them. Otherwise they must remain in the office</p>	<p>staff and students need to work peacefully in a safe environment</p>	<p>visitors will be asked to leave</p>
<p style="text-align: center;">Hallways & Staircases</p>	<p>students are expected to behave appropriately on school property</p> <p>students are expected to walk (not run), speak quietly (not shout), and be respectful to other people at all times (no pushing, shoving, tripping, or vulgarity).</p>	<p>society expects us to act appropriately and treat other people with respect and be responsible for our actions</p>	<p>students who do not follow these rules may be assigned office detentions or other disciplinary actions deemed appropriate by the administration</p>
<p style="text-align: center;">Buses</p>	<p>students are expected to be prepared to board in their designated bus area</p> <p>students are expected to behave in an appropriate manner while using the bus</p> <p><i>the teachers and after-school supervisors are in charge of the bus area and their instructions must be followed</i></p> <p>the bus driver is in charge of the bus and his/her instructions must be followed at all times</p>	<p>disruptive behavior in the bus loading area and/or on the bus is an important safety issue and also shows a lack of respect towards other people</p>	<p>Most of the buses servicing JES are operated under the jurisdiction of <i>Commission Scolaire des Samares</i> and they have the final say in matters of bus discipline</p> <p>discipline infractions on the bus may result in various consequences including bus tickets by the school administration or bus driver</p> <p>a third bus ticket will automatically result in a bus suspension</p> <p>repeated infractions will result in bus privileges being withdrawn for increasingly longer periods of time</p>

HEADING	EXPECTATION	REASON FOR EXPECTATION	CONSEQUENCES
<p style="text-align: center;">Cell Phones & Electronic Devices</p>	<p><u>any cell phone conversation is strictly forbidden inside the school</u></p> <p>the use of any cell phone and electronic device DURING class time is <u>strictly forbidden</u> without the teacher's permission</p> <p>it is strictly forbidden to photograph or record any individual during the school day without their permission</p> <p>the school is NOT responsible for the theft, loss or damage of these devices</p>	<p>the school cannot guarantee the security of these devices</p> <p>using these devices in the classroom distracts from the learning process and proper communication</p> <p>every student has the right to work in a safe and quiet environment</p>	<p><u>any electronic device</u> that is used in the classroom may be confiscated and only returned to the student's parent/guardian</p> <p>photographing or recording students or staff will result in disciplinary action</p>
<p style="text-align: center;">Safety & Security</p>	<p>possession of, and/or threatening with a weapon (real or replica; legal or illegal) of any type on school property or at school related events is FORBIDDEN</p> <p>students are discouraged from bringing excessive amounts of money or valuables to school</p> <p>the school is not responsible for the loss or theft of these items</p>	<p>JES aims to be a safe and healthy environment for all members of the school</p> <p>the school cannot guarantee the security of valuables</p>	<p>consequences may include:</p> <ul style="list-style-type: none"> - office detentions or suspensions - confiscation of item - police will be involved - parents will be notified
<p style="text-align: center;">Acts of Aggression</p>	<p>Acts of aggression towards students, or staff members will NOT be tolerated. These may include physical or sexual harassment, verbal abuse, threats, fighting, assault, damages to property of students, staff members, or the SWLSB</p>	<p>JES aims to be a school where students and staff members learn and work in a courteous, respectful and safe environment.</p> <p>Acting respectfully towards others is an essential learning and life skill</p>	<p>various consequences may apply including but not restricted to:</p> <ul style="list-style-type: none"> - office detentions - suspensions - parents <u>will be</u> contacted - social services may be contacted

HEADING	EXPECTATION	REASON FOR EXPECTATION	CONSEQUENCES
<p align="center">Physical Education</p>	<p>students in ALL grades must wear a T-shirt, shorts and/or yoga/sweat pants.</p> <p>students must have proper footwear such as running shoes.</p> <p>The following are NOT ALLOWED: ballerina shoes, sandals and boots</p> <p>students are expected to change into their everyday clothes at the end of a Physical Education class or an extra-curricular sport</p>	<p>proper clothing must be worn so that the students can move freely while participating safely in various activities</p> <p>proper clothing also promotes proper hygiene and avoids inappropriate exposure during physical activities</p>	<p>student will not receive a participation mark for each class that they are not in their Physical Education dress code</p> <p>students who persistently do not follow the Physical Education dress code, will be given a "not changed" sticker to put in their agenda which must be signed by their parent</p> <p>students will serve a detention, after 3 "not changed" stickers</p> <p>parents will be contacted upon the 4th sticker agenda notice</p>
<p align="center">Food & Beverages</p>	<p>eating is only permitted in the cafeteria and outside at approved times</p> <p>students are responsible for cleaning up their eating area in the cafeteria and cooperating with the lunch hour supervisor</p> <p>a teacher may permit bottled water in the classroom</p>	<p>cleanliness and being responsible for one's garbage are important expectations in our society</p>	<p>students will be asked to clean up their garbage or the entire cafeteria, or the area outside</p> <p>student's privilege of eating in the cafeteria may be removed</p>
<p align="center">Medication</p>	<p>parents must supply the school with any prescription medication in the bottle as received by the pharmacist</p> <p>parents must fill out an authorization form for their child's medication which can be obtained from the school secretary</p>	<p>medication management in schools is important for students safety</p>	<p>the school will not be able to administer any medication</p>

HEADING	EXPECTATION	REASON FOR EXPECTATION	CONSEQUENCES
<p align="center">Dress code</p>	<p>students are expected to dress appropriately at school and all school activities (both at and away from the school). This includes full coverage of all parts of the body considered private including showing underwear.</p> <p>clothing that is intended to distract others, incite hate, carry rude or inappropriate advertising (including alcohol or drug references), symbols, or messages is not permitted</p> <p>students are not permitted to wear hats or hoods <u>in the school building</u></p> <p>students are not permitted to wear outdoor clothing such as winter coats and boots <u>in the classroom</u></p> <p>students are expected to wear shoes <u>at all times</u></p>	<p>inappropriate clothing can interfere with the learning process</p> <p>clothing is a reflection of the person's individuality but is expected to be respectful towards themselves and others</p> <p>learning the limits of acceptable clothing and social norms is an important employability and life skill</p>	<p>Students may be asked to change into more appropriate clothing.</p> <p>Or</p> <p>Based on the judgement of school staff, students will cover inappropriate clothing with a long t-shirt.</p> <p>Hats may be confiscated and held in the office</p> <p>Parents will be notified</p>
<p align="center">Smoking, Vaping, & Drugs</p>	<p>Smoking, vaping and Cannabis are prohibited for children of elementary school age. The same is true for drugs &/or alcohol.</p>	<p>This activity is illegal for children.</p> <p>Learning can be seriously impaired through drug use.</p>	<p>Cigarettes, vape devices and vape liquid will be confiscated and only returned in-person to a parent or guardian.</p> <p>Illegal drugs will be confiscated and turned over to the police.</p> <p>Student caught with the above-mentioned articles will be suspended from school.</p>

<p align="center">Discipline & Consequences</p>	<ul style="list-style-type: none"> • parents will be notified of significant and repeated discipline infractions • when suspended from school, that student is responsible for any work missed • parents will be informed of the suspension and in many cases will be requested to meet, or communicate with the administrator before the student returns
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I have read the Code of Conduct. I understand the expectations, the reasons for each expectation and the consequences for not abiding by the expectations.

Student's signature

Parent's/Guardian's signature

Date

Bus Safety and Procedures



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 SAFETY 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 seated—do **NOT** stand up on the bus
- **VERY IMPORTANT:** Respect and follow the bus driver's rules
- **Bus transfers:** 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.

OTHER:

- **Joint custody:** Parents who have a joint custody agreement must present a plan to the school that clearly spells out where a child is living and will be transported to/from every school day—this form can be obtain from the school secretary

FOOD: Lunches and Snacks



Students learn better, when a nutritious lunch and snack are brought to school

RECESS SNACKS:

- **Candy, gum, chocolate,** and snack with **high sugar** content are **NOT permitted** at JES further to the approval of the Sir Wilfrid Laurier School Board's **Healthy Schools Policy**).
- Students are **encouraged** to bring **vegetables, fruits, cheese, yogurt and homemade muffins or bars**

LUNCH:

- **NO MICROWAVES**—this is a safety measure—supervisors cannot be warming up lunches and watching your child(ren) during lunch

JES is a NUT-FREE/PEANUT FREE school

School Level Special Needs Committee

The School Level Special Needs Committee (SLSNC) is a committee made up of teachers, resource teachers and the school principal. The role of the SLSNC is to determine the various support measures required for students experiencing learning difficulties. The support measures an individual child receives is based on the report(s) submitted by a psychologist and/or an occupational therapist and/or a speech and language therapist.

PRIVATE REPORTS: Please send a copy of the complete report to your child's homeroom teacher, if your child has a report completed by a private psychologist, occupational therapist and/or a speech and language therapist specialist.

Where Else to Find Help





- If you suspect your child is experiencing difficulty learning, speak to her/his **pediatrician**. They can provide you with a referral.
- **Integrated Health and Social Services (CISSS)**— www.ciass-lanaudiere.gouv.qc.ca
 - 450.759.1157 or 1800.759.9229
 - Health & Psychosocial services, Advice & Prevention
- **Ligne parents-soutien professionnel/Professional Parent-Support Line**
 - (24/7) 1.800.361.5085
- **Bouclier**—www.bouclier.qc.ca
 - 450.755.2741
 - Hearing, speech and language, motor or visual impairments
- **CR La Myriade**—www.crlamyriade.qc.ca
 - 450.753.9600 or 1.877.753.9622
 - Developmental disorders, Intellectual delays
- **Tel-Jeune/Tel-Youth**
 - 1.800.263.22.66 or Textto: 514.600.1002
 - Friends and family, abuse, bullying, well-being, school etc...
- **Jeunesse, J'écoute/Youth, Listen**
 - 1.800.668.6868
 - Telephone counselling, mental health and distress hotline
- **Tel-Aide: Ligne d'écoute (24/7)**
 - 514.935.1101
 - Abuse, violence, conflict resolution, bullying, intimidation
- **Tel-Ecoute Lanaudiere**
 - 450.759.6111
 - Social services
- **Info-social**
 - 811
 - Crisis center, can re-direct you to other resources

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 **at home** 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. It also creates a bond between parent and child.

Please continue to read to your child nightly!

Parents who feel that their child 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 require extra time at home to review lessons and practice basic literacy and numeracy skills.

Joliette Elementary School

ANTI-BULLYING AND ANTI-VIOLENCE PLAN (ABAV)

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, that 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 did not 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.

CYBER BULLYING

Insults, rumours, harassment spread through social media (Facebook, Twitter, text messages, Instagram, etc...). 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 *Our School* survey
- Behaviour tracking system with student reflection sheets
- 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 both preventing and addressing bullying 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

PARENT 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 to the principal as soon as possible.

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

Student's name (printed)

Parent's/guardian's signature

Student's signature

Date

Student's homeroom

Date

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

Restorative Practices

At Joliette Elementary, we attempt to resolve problems through restorative practice. These are practices which attempt to improve and repair relationships between students by explaining how someone's words or actions have hurt a person and what can be done or said to improve understanding and make a situation better.

Questions to Resolve Conflict:

To be used by staff members

RESPONDING TO CHALLENGING BEHAVIOUR...

- What happened?
- What were you thinking of at the time?
- What have you thought about since?
- Who has been affected by what you have done? In what way?
- What do you think you need to do to make things right?

TO HELP SOMEONE WHO HAS BEEN HARMED...

- What did you think when you realized what had happened?
- What impact has this incident had on you and others?
- What has been the hardest thing for you?
- What do you think needs to happen to make things right.

LORSQUE QUELQUE CHOSE TOURNE MAL...

- Que s'est-il passé?
- À quoi pensais-tu à ce moment?
- Depuis l'incident, à quoi penses-tu?
- Qui a été affecté par ce que tu as fait? Comment?
- Que penses-tu devoir faire pour réparer ce qui s'est passé?

QUELQU'UN A SUBI UN TORT...

- À quoi pensais-tu lorsque tu t'es rendu compte de ce qui s'est passé?
- Quel a été l'impact de ces actions sur toi et les autres?
- Quelle a été la chose la plus difficile pour toi?
- Selon toi, qu'est-ce qui doit être fait pour réparer ce qui s'est passé?

