



# JOHN F. KENNEDY ELEMENTARY SCHOOL

On behalf of our entire school team, we would like to welcome you to John F. Kennedy Elementary School for the 2022-2023 school year. We extend a warm welcome to all returning families and to the new parents and students joining us this year.

This handbook contains important information about everything from our school's mission and success plan to policies and guidelines for responsible behaviour, dress code, and homework. **We ask you to please read it carefully with your child.**

It is by understanding the school's mission and goals that you can best support your child. Parental support to the school goes a long way in helping our children become successful, happy, and responsible citizens. Please feel free to contact your child's teacher or the school if you have any questions or concerns.

**TOGETHER WE ARE BETTER!**

This handbook belongs to:

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_

POSTAL CODE \_\_\_\_\_ PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_ HOMEROOM \_\_\_\_\_

## GENERAL INFORMATION

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500 rue Cardinal, Laval, Quebec, H7W 1T5

450- 686-6292

School Hours: 7:50am – 2:35pm

Principal: Tania Marchitello · [tmarchitello@swlauriersb.qc.ca](mailto:tmarchitello@swlauriersb.qc.ca)



Social media: @jfkelementarylaval

## PROCEDURES & RULES

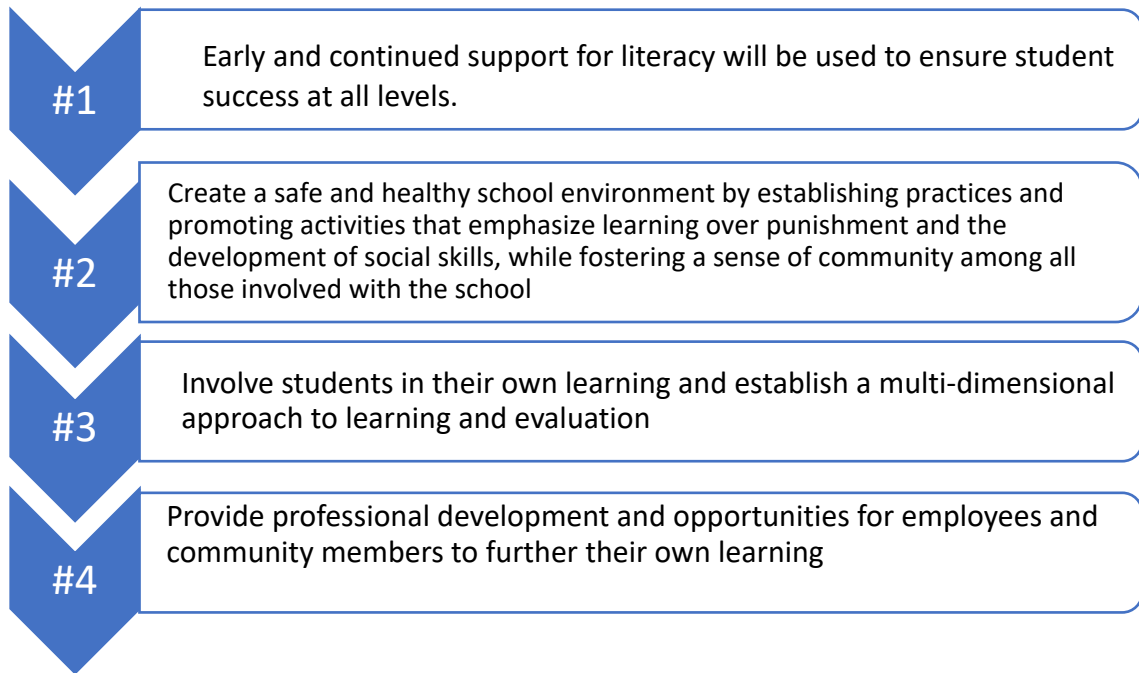
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- **Please be punctual**
  - Drop off & pick up times are at **7:40am** and **2:35pm** at the school yard gate
- **Medication**
  - To administer prescription medication to a child we require written authorization (Emergency Health Form ). Medication must be in a labelled container with a prescription (the pharmacist will give you one if he/she knows it is for the school), indicating the child's name, name of medication and dosage, etc
- **Emergency contact**
  - In the event of any emergency at the school which requires us to contact parents, it is essential that we have home, work, and cell numbers as well as the name and telephone number of a close-by relative.
- **Absences**
  - If your child is going to be absent, please report it before the beginning of class.
  - Please log the absence and reason by using the Mosaic parent portal. Alternatively, you may call (450) 686-6292 and dial 1 to report an absence. Please mention student's full name, homeroom, and reason for being absent.
  - Should a student be absent for more than three consecutive days, a medical note is required.
- **General policies**
  - Nut free school
  - Electronic devices of any sort must remain at home
  - Toys must remain at home
  - Birthday celebrations cannot include food
  - Indoor shoes are mandatory



# SCHOOL SUCCESS PLAN

Our school encourages the development of academic excellence by focusing on the following four goals:

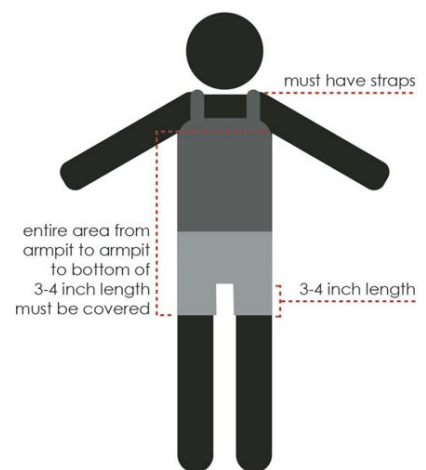


## DRESS CODE

Students must come to school dressed appropriately and respectfully.

- Top: white, navy or light gray. No logos/writing bigger than a loonie is permitted
- Bottom: navy blue or black
- Starting in Grade 2, students must bring a change of clothes for Physical Education. This includes shorts or jogging pants, a t-shirt and clean running shoes.

Each grade will have a grade color. Students will be permitted to wear a top with their grade color on the 1<sup>ST</sup> day of school and on the last Wednesday of every month.



**Pre- Kindergarten:** Pink

**Grade 2:** Red

**Grade 5:** Green

**Kindergarten:** Orange

**Grade 3:** Purple

**Grade 6:** Black

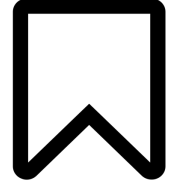
**Grade 1:** Yellow

**Grade 4:** Light Blue





# STUDENT EXPECTATIONS



## Respecting Others

- Recognize the feelings, wishes and rights of others by using kind words and actions

## Respecting School Environment

- Take care of our school environment and equipment.
- Use playground equipment safely and as designed

## Respecting Yourself

- Be kind to yourself and others
- Tell adult if you are being mistreated
- Use problem-solving skills to settle differences
- Increase personal responsibility and self-discipline as you become older and move through successive grades

## Respecting Learning

- Be on time
- Engage in classroom discussions and be an active listener
- Encourage others to try their best
- Be a positive role model

# JFK VALUE MATRIX

Our JFK school values are to respect others, respect our environment and property, respect yourself, and respect learning. These core values are encouraged daily. Our school values matrix helps students understand what the expectations are in the various areas of the school.

	on the playground	in the hallways	in the washroom	at assembly	in the cafeteria	in the classroom/library	at daycare	in all settings
Respect others	<ul style="list-style-type: none"> <li>• Use kind words and actions</li> <li>• Include others</li> </ul>	<ul style="list-style-type: none"> <li>• Consider other's learning when moving in the hall</li> <li>• Keep hands and feet to ourselves</li> <li>• Walk on the right side</li> </ul>	<ul style="list-style-type: none"> <li>• Consider other people's privacy and personal space</li> <li>• Wait our turn</li> </ul>	<ul style="list-style-type: none"> <li>• Celebrate the achievements of others</li> <li>• Are attentive</li> </ul>	<ul style="list-style-type: none"> <li>• Sit in our assigned space</li> <li>• Eat our own food</li> </ul>	<ul style="list-style-type: none"> <li>• Include others</li> <li>• Encourage and support others to try their best</li> <li>• Follow classroom and library expectations</li> </ul>	<ul style="list-style-type: none"> <li>• Include others</li> </ul>	<ul style="list-style-type: none"> <li>• Recognize the feelings, wishes, and rights of others</li> <li>• Use language that is supportive, appropriate, and polite</li> <li>• Are upstanders</li> </ul>
Respect environment & property	<ul style="list-style-type: none"> <li>• Bring equipment back to cart</li> <li>• Follow obstacle course instructions</li> <li>• Stack tires up to 3 and use on grass</li> <li>• Enjoy what the trees have to offer</li> </ul>	<ul style="list-style-type: none"> <li>• Keep lockers and floors neat</li> <li>• Use break material appropriately</li> <li>• Wear indoor shoes</li> </ul>	<ul style="list-style-type: none"> <li>• Contribute to a clean environment</li> <li>• Report problems, graffiti, and vandalism</li> </ul>	<ul style="list-style-type: none"> <li>• Are mindful of equipment and resources in the gym</li> </ul>	<ul style="list-style-type: none"> <li>• Use up to a voice level 3</li> <li>• Dispose of trash responsibly</li> <li>• Keep our school clean</li> </ul>	<ul style="list-style-type: none"> <li>• Use materials appropriately</li> <li>• Wear indoor shoes</li> </ul>	<ul style="list-style-type: none"> <li>• Keep our space neat</li> <li>• Return borrowed materials</li> </ul>	<ul style="list-style-type: none"> <li>• Take care of our school environment and equipment</li> </ul>
Respect yourself	<ul style="list-style-type: none"> <li>• Wear seasonally appropriate attire</li> <li>• Play fairly</li> </ul>	<ul style="list-style-type: none"> <li>• Go straight to our destination</li> </ul>	<ul style="list-style-type: none"> <li>• Are mindful of our hygiene</li> <li>• Return promptly to class</li> </ul>	<ul style="list-style-type: none"> <li>• Remain seated with legs crossed and facing forward</li> </ul>	<ul style="list-style-type: none"> <li>• Eat only when seated</li> <li>• Use table manners</li> </ul>	<ul style="list-style-type: none"> <li>• Focus on our tasks</li> <li>• Try our best</li> <li>• Are mindful of our interests</li> </ul>	<ul style="list-style-type: none"> <li>• Are our best selves</li> </ul>	<ul style="list-style-type: none"> <li>• Tell an adult if we're being mistreated</li> <li>• Are mindful of personal space</li> <li>• Follow our dress code</li> <li>• Make good choices</li> </ul>
Respect learning	<ul style="list-style-type: none"> <li>• Use equipment responsibly</li> <li>• Respond to bells promptly</li> </ul>	<ul style="list-style-type: none"> <li>• Carry a hall pass</li> <li>• Have our materials ready to learn</li> </ul>	<ul style="list-style-type: none"> <li>• Carry a hall pass</li> <li>• Use our time responsibly</li> </ul>	<ul style="list-style-type: none"> <li>• Are active listeners</li> <li>• Await instructions</li> </ul>	<ul style="list-style-type: none"> <li>• Follow instructions</li> </ul>	<ul style="list-style-type: none"> <li>• Are active listeners</li> <li>• Follow instructions</li> <li>• Return materials on time</li> </ul>	<ul style="list-style-type: none"> <li>• Use appropriate voice levels</li> <li>• Follow our educator's instructions</li> </ul>	<ul style="list-style-type: none"> <li>• Use appropriate voice levels</li> <li>• Try our very best</li> </ul>

At JFK, we...

# RESTORATIVE PRACTICES

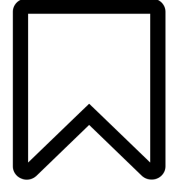
Restorative Practice is an approach that gives voice to both the person who has caused harm and the person harmed. It recognizes that building strong relationships is fundamental to developing a positive and cohesive school community. Central to these practices is the idea that relationships are built proactively throughout the school. Within the context of building strong relationships, students develop empathy and engage in Social and Emotional Learning. Students develop the skills required to problem solve in situations which may have traditionally been handled with punitive consequences determined solely by the adults in the school. Ultimately, restorative practices can improve school climate, reduce bullying, and increase the probability of success for all students; particularly for those who struggle socially and behaviourally.

The following are the types of Restorative Practices used at JFK:

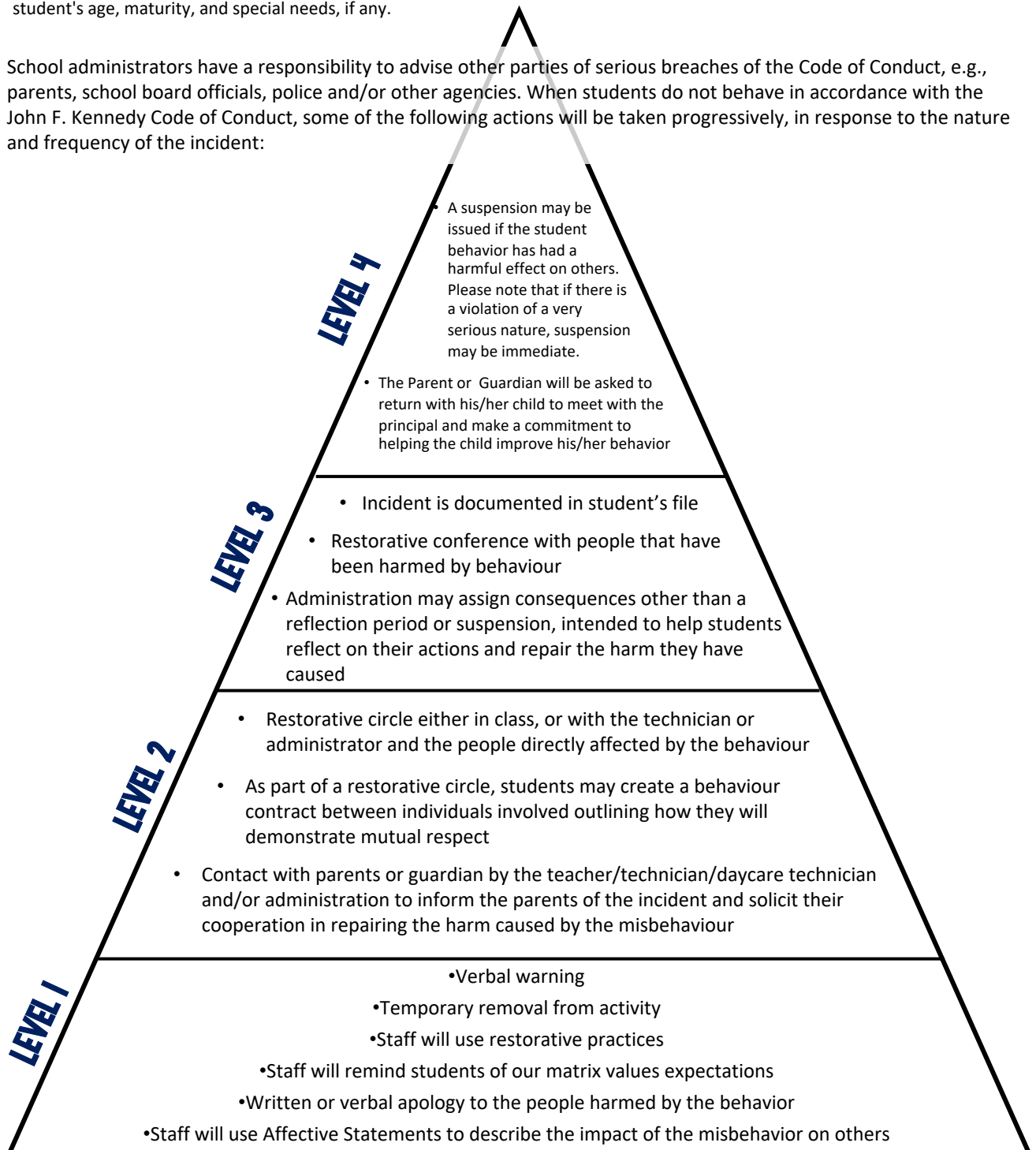
Affective Statements	Circles	Restorative Conferences	Reintegration Procedures
Everyday usage	Morning meetings	Informal conference	Restore relationship between offender and victim
"I" statements	Social and emotional instruction (e.g. empathy)	Restorative meeting and chats	Classroom and/or office-managed offenses
Describing how something made you feel	Problem-solving class wide issues	Restorative conferences	Match to severity of incident

Restorative Questions	
To respond to challenging behaviour	To help those harmed by others' actions
<ul style="list-style-type: none"><li>• What happened?</li><li>• What were you thinking of at the time?</li><li>• What have you thought about since?</li><li>• Who has been affected by what you have done? In what way?</li><li>• What do you think you need to do to make things right?</li></ul>	<ul style="list-style-type: none"><li>• What did you think when you realised what had happened?</li><li>• What impact has this incident had on you and others?</li><li>• What has been the hardest thing for you?</li><li>• What do you think needs to happen to make things right?</li></ul>

# BEHAVIOR: STRATEGIES & CONSEQUENCES

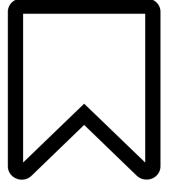


- The staff will recognize students who consistently display appropriate conduct. Students will be taught and encouraged to use proactive and appropriate decision-making and social skills. When appropriate, students are encouraged to meet with the people who have been impacted by their misbehavior and to take action to repair the harm that their actions have caused. In some cases, students will participate in the development of meaningful consequences to make restitutions for violations of the Code of Conduct. Students who are unwilling to participate in repairing harm will be subject to punitive consequences which take into account the student's age, maturity, and special needs, if any.
- School administrators have a responsibility to advise other parties of serious breaches of the Code of Conduct, e.g., parents, school board officials, police and/or other agencies. When students do not behave in accordance with the John F. Kennedy Code of Conduct, some of the following actions will be taken progressively, in response to the nature and frequency of the incident:



## TIPS TO HELP PREVENT BULLYING

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**John F. Kennedy has a zero-tolerance policy for Bullying behavior.** Bullying, harassment and/or violence whether physical, verbal or psychological is strictly forbidden. Bullying can be characterized as: physical (hitting, etc.), verbal (name calling, insults, threat, etc.) or relational (ignoring, excluding, etc.). Bullying takes place over a sustained period of time and typically involves the same student or group of students who threaten or cause physical or social harm. Bullying is an intentional activity in which a specific person is targeted repeatedly and leads to the victim feeling constantly threatened.

### **Tips for Students:**

Avoid unsupervised areas

Leave a “bad situation”

Try to have at least one trusted friend

If something happens to you, make sure you tell a grown up

Support a student who is being bullied by telling a trusted adult

### **Tips for Parents: (Possible warning signs that your child is being bullied)**

Refuses to go to school and/or becomes withdrawn

Is hungry right after school

Has dishevelled, torn or missing clothing

Is sad or silent after phone calls or e-mails

Does something out of character

Has difficulty sleeping

**Should you become aware of a bullying incident, report it to the school**







## **JOHN F. KENNEDY ELEMENTARY SCHOOL**

To ensure a smooth home and school connection it would be very important that you spend time with your children reading the handbook and code of conduct. It is essential that all CHILDREN are well aware of our student expectations. We would ask that you read through the documents with your child, sign this page indicating that you have read through it thoroughly and send this page to your child's homeroom teacher.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

**TOGETHER WE ARE BETTER!**