

# 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



500 rue Cardinal, Laval, Quebec, H7W 1T5

450-686-6292

School Hours: 7:50am - 2:35pm

Principal: Tania Marchitello · tmarchitello@swlauriersb.qc.ca

Social media: @jfkelementarylaval

# **PROCEDURES & RULES**

#### Please be punctual 0

Drop off & pick up times are at 7:40am and 2:35pm at the school yard gate

#### Medication 0

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** 0

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** 0

- If your child is going to be absent, please report it before the beginning of class. 0
- 0 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** 0

- Nut free school 0
- Electronic devices of any sort must remain at home 0
- Toys must remain at home 0
- Birthday celebrations cannot include food 0
- Indoor shoes are mandatory



# SCHOOL SUCCESS PLAN

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

#1

Early and continued support for literacy will be used to ensure student success at all levels.

#2

Create a safe and healthy school environment by establishing practices and promoting activities that emphasize learning over punishment and the development of social skills, while fostering a sense of community among all those involved with the school

#3

Involve students in their own learning and establish a multi-dimensional approach to learning and evaluation

#4

Provide professional development and opportunities for employees and community members to further their own learning

# DRESS CODE

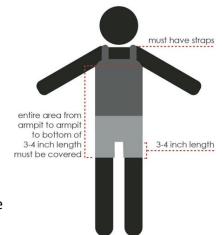
Students must come to school dressed appropriately and respectfully.

- <u>Top</u>: white, navy or light gray. No logos/writing bigger than a loonie is permitted
- <u>Bottom</u>: 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  $\mathbf{1}^{ST}$  day of school and on the last Wednesday of every month.

Pre- Kindergarten: PinkGrade 2: RedGrade 5: GreenKindergarten: OrangeGrade 3: PurpleGrade 6: Black

Grade 1: Yellow Grade 4: Light Blue





# **MISSION STATEMENT**

In order to prepare students to live in and contribute to a changing world and engage in active, lifelong learning, John F. Kennedy Elementary provides a balanced curriculum designed to meet the academic, cultural, and social needs of our students. We provide an education for the child as a whole, focusing on the body, spirit and mind, allowing each student to be equipped for their rigorous learning experience.

### **VISION STATEMENT**

Students should be encouraged to stretch the boundaries of their imagination, strive for personal excellence and develop the interests, strategies and skills necessary to contribute positively and productively to an evolving global society.

## SOCIAL EMOTIONAL LEARNING

At JFK, we realize that social emotional learning (SEL) is an integral part of education and human development. SEL is the process through which all young people and adults acquire and apply the knowledge, skills and attitudes to develop healthy identities, manage emotions and achieve personal and collective goals, feel and show empathy for others, establish and maintain supportive relationships, and make responsible and caring decisions. We provide supportive learning environments and high quality, consistent opportunities to develop the competencies of self-awareness, self-management, responsible decision making, relationship skills and social awareness.



### 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.



# At JFK, we...

Hemotary 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	Use kind words and actions     Include others	Consider other's learning when moving in the hall     Keep hands and feet to ourselves     Walk on the right side	Consider other people's privacy and personal space     Wait our turn	Celebrate the achievements of others     Are attentive	Sit in our assigned space     Eat our own food	Include others     Encourage and support others to try their best     Follow classroom and library expectations	Include others	Recognize the feelings, wishes, and rights of others     Use language that is supportive, appropriate, and polite     Are upstanders
Respect environment & property	Bring equipment back to cart     Follow obstacle course instructions     Stack tires up to 3 and use on grass     Enjoy what the trees have to offer	Keep lockers and floors neat     Use break material appropriately     Wear indoor shoes	Contribute to a clean environment     Report problems, graffiti, and vandalism	<ul> <li>Are mindful of equipment and resources in the gym</li> </ul>	Use up to a voice level 3 Dispose of trash responsibly Keep our school clean	Use materials appropriately Wear indoor shoes	Keep our space neat     Return borrowed materials	Take care of our school environment and equipment
Respect	Wear seasonally appropriate attire     Play fairly	Go straight to our destination	Are mindful of our hygiene     Return promptly to class	Remain seated with legs crossed and facing forward	Eat only when seated     Use table manners	Focus on our tasks     Try our best     Are mindful of our interests	Are our best selves	Tell an adult if we're being mistreated Are mindful of personal space Follow our dress code Make good choices
Respect learning	Use equipment responsibly     Respond to bells promptly	Carry a hall pass     Have our     materials ready to learn	Carry a hall pass     Use our time responsibly	Are active listeners     Await instructions	• Follow instructions	Are active listeners     Follow instructions     Return materials on time	Use appropriate voice levels     Follow our educator's instructions	Use appropriate voice levels     Try our very best
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### **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		
•	What happened?	What did you think when you realised what		
•	What were you thinking of at the time?	had happened?		
•	What have you thought about since?	<ul> <li>What impact has this incident had on you and others?</li> </ul>		
•	Who has been affected by what you have done? In what way?	What has been the hardest thing for you?		
•	What do you think you need to do to make things right?	<ul> <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:

A suspension may be issued if the student behavior has had a harmful effect on others. Please note that if there is a violation of a very serious nature, suspension may be immediate.

- The Parent or Guardian will be asked to return with his/her child to meet with the principal and make a commitment to helping the child improve his/her behavior
- · Incident is documented in student's file
- Restorative conference with people that have been harmed by behaviour
- Administration may assign consequences other than a reflection period or suspension, intended to help students reflect on their actions and repair the harm they have caused
- Restorative circle either in class, or with the technician or administrator and the people directly affected by the behaviour
- As part of a restorative circle, students may create a behaviour contract between individuals involved outlining how they will demonstrate mutual respect
- Contact with parents or guardian by the teacher/technician/daycare technician and/or administration to inform the parents of the incident and solicit their cooperation in repairing the harm caused by the misbehaviour

Verbal warning

- Temporary removal from activity
- Staff will use restorative practices
- •Staff will remind students of our matrix values expectations
- •Written or verbal apology to the people harmed by the behavior
- •Staff will use Affective Statements to describe the impact of the misbehavior on others





# TIPS TO HELP PREVENT BULLYING



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:	

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