

Michaëlle Jean Public School

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Richmond Hill, On
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Student and Parent Handbook 2013-2014

C'est la rentrée de septembre. Nous souhaitons la bienvenue à tous les élèves qui viennent se joindre à l'équipe de Michaëlle Jean. Nous sommes heureux d'accueillir à nouveau tous les élèves que nous connaissons. Nous espérons que cette année scolaire sera remplie de moments mémorables pour tous. Capturez toutes les occasions possibles de diriger positivement vos talents. Nous avons les meilleurs élèves possibles et nous en sommes fiers!

Bonne chance cette année dans toutes vos initiatives!

Cet agenda appartient à:

Nom:

Professeur:

Salle:

Principal's Message

Dear Students and Parents/Guardians:

It is our pleasure to welcome you to Michaëlle Jean Public School. We have every expectation that each student will strive to be the best. Teachers, support staff and school assistants are dedicated to enhancing Michaëlle Jean's vibrant new learning community. Our focus is on having each student achieve his/her full potential and be successful. Success is achieved when our core learning community of student, parents and staff work in partnership.

Students, we hope that this year you will encounter many learning experiences and opportunities that challenge you to be more creative thinkers, more thorough problem solvers, more effective communicators and more caring citizens who value self, others and learning. Embrace every opportunity to set clear goals, to persist in working hard...and to learn. Parents, we encourage and invite you to add your gifts and talents to our learning community.

Our school goals include student and parent engagement through a variety of in-class activities and outreach to our parent community. Through this partnership, we strive for high academic achievement in literacy and math as well as a sense of belonging for all members of our school community.

Our Vision

At Michaëlle Jean P.S., we begin to lay the foundation to prepare our students to become lifelong learners as they learn to effectively communicate in French. We promote an environment of cooperation, and encourage problem solving, independence and risk-taking.

We demonstrate respect for each other through our thoughts, actions and words. We are responsible for our learning and our behaviour and strive to be positive in our outlook and our interaction with others. It is through our individual and collective efforts that we achieve a vibrant learning community.

School Hours

7:45-7:58	Bus Arrival
7:58-8:00	Entry
2:20	Dismissal
2:20-2:45	Bus Departure

Student Absence

Regular attendance and punctuality are important to keep up to date on lessons and learning experiences. In order to maintain the integrity of the program by exposing the students to their required hours of formal French instruction, we discourage students from taking vacations during the school year. The school is not responsible for providing extra work while students are on vacation during the school year. Students who miss school for whatever reason, are responsible for lessons, tests and assignments missed during their absence. Students/parents should speak with those teachers involved to get missed work if they are absent due to illness or emergencies.

Safe Arrival Program

If you are aware that your child will be missing school in advance, we would ask that you inform the office by phoning 905-770-6507. Parents must notify their child's homeroom teacher and the office, if their child is not returning after lunch. In accordance with the Safe Arrival Program policy guidelines, parents and/or the police will be called if the child is absent in the morning or afternoon, if we have not been previously informed.

Early Dismissal / Appointments

We request that parents send a note to the teacher, or write one in this agenda planner when they wish their child to be released from school early. Children will not be dismissed after 2:00 pm due to the disruption it causes as we go through our dismissal routines and prepare to board the buses at 2:20 pm.

We ask that you keep in mind our schedule when making appointments for your children.

School Entry/ Exit and Hallway behaviour

Students are to enter the school at the bell using the doors assigned for their class. Classes are expected to line up quietly at their assigned area and wait for their teacher who will escort them into the building. Students are expected to show proper behaviour and courtesy when entering or exiting the school building. Hats and visors are to be removed upon entering the school. No food or drink in the halls please. Students are asked to stay on the right side when walking down the halls or when descending and climbing stairs and keep noise to a minimum.

School Visitors

All visitors to the school MUST sign in at the main office. Although individual students will recognize their parents in the hallway, other students may only see a "stranger" in their school and may become afraid. We have clear procedures in the office for ensuring that children receive a forgotten lunch or school item at home so we appreciate you asking us to deliver it on your behalf. Parents wishing to speak with a teacher should feel free to use your child's agenda to make an appointment. For the safety of the children, we ask that all visitors use the staff room washrooms when necessary.

Parent Volunteers

During the school year, we encourage parents to become involved in the activities and programs in the school. If you wish to volunteer your services, please let your child's teacher or the librarian know that you are available. A police check or offence declaration is required for all parents who want to volunteer in the school. Parent volunteers must report to the office and wear a visitor badge identifying them as a legitimate visitor to the school.

Playground

Supervision is provided before school starting at 7:45 a.m. by teachers. Parents are asked not to send their children to school earlier as they will not be supervised by an adult. At lunch time school assistants and teachers provide playground supervision. Students are expected to play in the yard at the back of the school building, stay in sight of the supervisors and keep out of the parking lot area.

Schoolyard Safety

Baseball bats, hockey sticks, hard balls and baseballs are not permitted at school. Due to safety concerns of pedestrians walking in the schoolyard, the use of skateboards, bicycles, scooters, hee-lies and rollerblades is not allowed on school property. If your child rides to school, please review these expectations with him or her.

Homework

The staff, parents and students of MJPS agree that homework is important and should be a shared responsibility. It is YRDSB policy that the recommended guideline be 10 minutes per grade level, 4 days a week, plus additional time for reading.

At **Michaëlle Jean**, we believe that homework should:

- Promote the review and reinforcement of the lessons taught at school;
- Enhance the development of self-discipline, good work habits and organizational skills;
- Allow for individual student needs;
- Encourage a positive attitude towards independent study and lifelong learning; and,
- Strengthen the communication link between home and school

Role of the student

- ✓ Complete work to the best of your ability;
- ✓ Set aside time for regular reading/learning time;
- ✓ Remember to bring newsletters, notes or books home and back to school;
- ✓ Make use of a student planner to record homework, due dates and assignments;
- ✓ Tell your parents what you are doing in school;
- ✓ Select a suitable work environment;
- ✓ Meet deadlines for homework completion;
- ✓ Ask for help from the teacher when needed;
- ✓ Practice organizational and study skills.

School Materials

The school will provide paper, notebooks, pencil, eraser, crayons and markers. Parents should ensure that personal articles i.e., boots, running shoes pencil cases, etc. are clearly marked with the student's name. Students should take care to keep these belongings organized.

Problems with misplaced articles can be avoided. Desks and storage areas should be neatly organized and a regular tidy-up time should be clearly followed by each student. Book bags, knapsacks, etc., should be stored neatly at the back of the room on or under the coat rack. Students are required to demonstrate responsibility when using other materials or resources provided by the school. In case of loss or damage, the user is responsible for its replacement cost.

Extra-curricular activities

Wherever and whenever possible, we strive to offer a variety of extra-curricular activities at school. These activities vary from year to year according to what teachers are able to offer, the availability of facilities and the number of student participants. We encourage all students to listen to daily announcements and participate in these worthwhile activities.

Eating Procedures

Students eat lunch in their classrooms and are supervised by lunch assistants and teachers. For safety and security reasons, no student is permitted to leave school property at lunch unless a parent has arrived at the office to collect the student and he/she has been signed out.

MJPS is a **peanut safe school**. We have a number of students with severe allergies to peanuts and peanut products. Due to the life threatening seriousness of these allergies, parents are not to send lunches or snacks containing peanut butter or other peanut products.

To protect other children and staff with food allergies, food/treats will not be permitted at school for parties or other festivities. **These rules will be strictly enforced to protect our school community.**

Recycling

MJPS believes in the three R's for our environment. We practice Reducing, Reusing and Recycling. We encourage students to use reusable water bottles and lunch containers. Our goal is to sustain our accredited Ontario EcoSchool certification.

Procedures for accident or illness

Students who are injured or become ill at school are referred to our office staff, or to one of our staff trained in first aid. In many cases, the office staff will contact the child's parent. Please keep the office informed of any changes in home or business phone numbers and phone numbers of your nearest neighbor/emergency contact. In the event

of a serious accident, it is **vital** we be able to contact the parent/guardian or neighbor/relative immediately. Please fill out or correct your child's Emergency Form and return it to school as soon as possible in September. Please advise the school immediately of any changes during the year, especially phone numbers.

Lice Checks

All students will be checked for head lice a few times throughout the year by professionals of the LICE SQUAD. If lice or nits are found, the parents are contacted. A student with head lice is sent home with information on appropriate treatment. In accordance with the Ontario Public Health procedures, students must be free of lice and nits to be readmitted to class. The administration will check students upon return to the school before being readmitted to the classroom.

Lost and Found

A lost and found area is maintained at the school. Parents and students are welcome to visit this hallway and search for family possessions. At the end of each term, items not claimed will be given to charitable organizations. **Please label all clothing, indoor shoes, boots, lunch boxes, etc.**

Personal Items

The school is **not** responsible for damaged, lost, or stolen articles. Toys, cards (Pokémon), electronic equipment, such as game boys, cell phones, cameras, iPods, video cameras and other recording devices, etc. are too expensive to lose and too disappointing to the child who has lost them. **Special and precious items are to be left at home.**

Code of Behavior

Purpose

Our school Code of Behavior has been established to provide a guide to help all students understand their responsibilities in creating a safe, productive learning environment for all members of **MJPS**.

MJPS believes in the three R's for Behavior

- *Respect*
- *Responsibility*
- *Reasonable Behavior*

Respect

It is the expectation that all students demonstrate respect through their actions, words and demeanor. Every person in the school has **right** to:

- To be safe and secure at school;
- To be treated in a polite and respectful manner;
- To be able to learn in a positive atmosphere; and,
- To be encouraged to grow academically, physically, emotionally and socially.

Responsibility

Every person in the school has the responsibility to:

- Show respect and courtesy for the rights, feelings and property of others;
- Be polite and work cooperatively with others;
- Use polite and appropriate language;
- Follow the school board's dress code;
- Follow the code of behavior;
- Accept the consequences for your own behavior and actions; and
- Act in a safe manner towards others.

Reasonable Behavior

Reasonable behavior is the expectation for every student at **MJPS**. We believe that discipline should be designed to help students improve their academic and social skills. We have implemented a procedure of counseling and consequences that move progressively from warning to more serious consequences progressively increasing with the nature or frequency of the infraction.

Ultimately, staff, students and parents or guardians need to work together in a partnership to ensure that we are providing the best opportunities for academic success for our students and helping to prepare them for life in our changing world community.

Redirection of students to more appropriate conduct may include the following:

- Apologize when necessary
- Resolution/Reconciliation/Restitution for damages, if necessary
- Counseling/Mentoring by teacher or administrator
- Time out within the classroom
- Contact with parent/guardian (verbal or written)
- Withdrawal from the classroom
- Detention(s)
- Extra work assignments
- Removal from classroom activities
- Withdrawal of privileges (e.g. extracurricular activities, field trips, other school programs or events)
- Behaviour and/or performance contracts
- Suspension

Michaëlle Jean Bus Policy

All students are expected to behave in a manner that allows the driver to focus on transporting students safely and which ensures all students have a safe and comfortable experience while on the bus.

Students are expected to:

- Ride on the bus to which they have been assigned
- listen to instructions from the driver

- remain seated at all times
- be courteous and respectful to each other and the bus driver
- refrain from boisterous behaviour, fighting and the use of profane language
- use quiet voices
- refrain from throwing objects
- refrain from eating, drinking or littering
- be responsible for any willful damage or vandalism to the school bus

We ask that you review these expectations with your child. Students who do not follow these expectations will have transportation privileges withdrawn for a period of time after repeated offences. Parents/guardians will have to arrange for their own transportation.

Planner Use Agreement

To ensure the effective use of this planner and to indicate that you are aware of the information listed in the agenda, we are asking you and your child to sign below.

We have read the enclosed school information and understand the expectations for planner use for this school year.

Student: _____

Parent/Guardian: _____