

ECOLE EDGEWATER SCHOOL

Name: _____

Room: _____

MISSION STATEMENT

We at Edgewater School strive for everyone...

- to be happy
- to feel good about themselves
- to treat themselves and others with respect
- to be responsible citizens
- to endeavour to do their best at all times
- to have courage and try new things
- to see the relevance of learning and to become lifelong learners

Everyone's (administrators, staff, parents and students) cooperation is needed to reach our goals.

MY JOB AS A STUDENT IS.....

- To be co-operative
- To treat everyone with respect, be kind, polite & helpful
- To do my best
- To be responsible
- To develop an appreciation & love of learning

Notre programme d'immersion a pour objectif de donner aux enfants une expérience positive et enrichissante afin qu'ils puissent s'intégrer aisément à la culture québécoise.

SCHOOL HOURS

Mornings	Monday to Friday	9:00 am - 11:50 am
Afternoons	Monday to Friday	12:50 pm - 3:20 pm

Parents of students who walk to school are requested to make certain that their children **do not arrive before 8:50 a.m.** in the morning and **12:45 p.m.** in the afternoon.

Edgewater Code of Conduct

At Edgewater Elementary School, we feel that rules of conduct would never be necessary if every student followed the cardinal single rule of RESPECT - for self, others, the school and the community. Most of our students live by this credo every day and we are very proud of their behaviour.

To guide **all** of our students towards achievement of this school-wide goal of perpetual respect, a code of conduct has been devised which describes our expectations for student behaviour. It contains two sections, one regarding day to day student interactions and one which specifically targets bullying and/or violent behaviour. Both sections apply to students **at all times**, whether they are in class, the school yard, on the bus, in daycare, in the school corridor (to and from school) and on field trips or during special events.

Section one: Daily Expectations

1. I respect other people (adults or fellow students) in my words or my actions.
 - I will not use bad language
 - I will play without pushing or shoving
 - I will not argue or fight
 - I will listen and answer politely when spoken to.
2. I move from one area of the school to another calmly with respect for others.
 - I go straight to line up with my class on the playground when the bell sounds or when asked to by an adult
 - I enter the building calmly in an orderly fashion
 - I move quietly through the school at all times because I understand that school hallways are “quiet zones”
 - I meet my parents or guardians at the office if they come to get me during the day
3. I will respect the school timetable.
 - I will arrive at school for 8:50 a.m.
 - I will return to school from lunch for 12:45 p.m.
 - I will go directly to the bus, daycare or to meet my parents outside at the dismissal bell.
4. I wear proper clothing that is suited to the seasonal weather.
 - I will dress in a clean and respectful manner.
 - I will have a pair of running shoes at school that I wear inside only.
 - I will wear proper gym shoes and clothes for gym class.
 - I will wear shoes in the classroom and hallways at all times. Stocking feet are not permitted.
5. I respect all property.
 - I do not put graffiti or scuff marks on any part of the school or supplies.
 - I take care of all the materials given to me to use (desks, textbooks, games computers, etc.) I understand that my family will be responsible for replacement of any school property that I willfully deface or destroy.
 - I do not touch or disturb in any way other people’s property in or on their desks, in their cubbies or hanging up.
 - I understand that I am not supposed to bring personal objects (toys, especially expensive ones, electronic devices, etc) to school and the school will not be responsible for their loss or damage if I do not follow this rule. The principal may confiscate these materials if necessary, and my parents will be asked to come to the school to retrieve them.

6. I respect my environment.

- I keep the school, the schoolyard, and the bus clean.
- I will recycle, and use appropriate containers for disposal

7. I work hard at all times.

- I undertake to do my class work, my homework and pay attention in class to the best of my ability
- I am ready at all times with my class materials
- I will remain in my classroom unless given permission to leave by an adult
- I will write my homework down in my agenda on a regular basis.

8. I will play safely and carefully on the playground.

- I will not play violently, play-fight or wrestle on the playground.
- I will stay in the assigned play area for my grade.
- I will stay on the school property at all times.
- I will not throw objects such as sand, rocks, sticks, or snowballs.

9. I will respect the regulations found in the Edgewater School Bus Safety Contract.

- At the end of the day, I will line up quietly in the schoolyard in front of my bus number.
- I know that it is my responsibility to pay attention and listen for my bus number to be called.
- I will walk slowly and carefully to the bus and quietly take my seat.
- I will treat the bus driver with the same respect that is expected to be shown to all Edgewater staff.
- I will go over the rules of the School Bus Safety contract with my family to be sure I understand them properly, and follow them every day when riding the bus.
- Bullying and/or violent behaviour of any kind on the school bus will never be tolerated, and will face the same consequences as if it took place on school property.

Students who have difficulty following the guidelines outlined in Section one of the code of conduct will be dealt with on a case-by-case basis. They will be reminded of the rules, and repeated failure to follow them will result in consequences being assigned. These consequences may include reflection time, meeting with the behavioural resource, recess, lunch or after school detention, interviews with parents, and in extreme cases, in or out of school suspension.

Section Two: Bullying/Violence

As a certified “Peaceful School”, Edgewater Elementary does not tolerate bullying or violent behaviour at any time for any reason. All Edgewater students and staff are entitled to work in a calm and welcoming environment, where they are respected as individuals and treated with kindness each and every day.

Bullying and/or violent behaviour robs the victims of their dignity and right to a peaceful existence. Edgewater students will not be permitted to engage in behaviour that strips others of their fundamental rights.

Bullying behaviour is defined as:

- When a student or adult is the repeated target of negative actions; (These can be comments, gestures, actions, whether in person or through the use of social media.)
- When the bully has more power, so the victim feels they can’t defend themselves;
- When the victim (person who is the target of negative actions), feels embarrassed, sad, hurt, scared or angry.

Violent behaviour is defined as:

- Intentional use of verbal, written, physical, psychological or sexual force
- Causes distress, injures, hurts or puts down a person
- Attacks their feelings, their body, their rights or their property.

Behaviours which fall into these two categories will never be tolerated. These behaviours include:

Physical aggression:

Pushing, grabbing, hitting, pinching, spitting, tripping, “pantsing”, breaking property, etc.

Social alienation:

Gossiping, embarrassing others, ethnic slurs, excluding from a group, etc.

Verbal Aggression:

Mocking, putdowns, swearing at others, laughing at their misfortune, etc.

Intimidation:

Threatening others to do something to harm them, to force them to do something they do not want to do, threatening with a weapon, playing a dirty trick, etc.

Sexual harassment:

Remarks, gestures or actions of a sexual nature.

Cyber Bullying:

Using technology to frighten, embarrass, exclude or damage another person’s reputation. Can include emails, chat rooms, photos, social media, text messages, screen shots, etc.

Students whose actions meet the three criteria of the definition of “bullying” and/or “violent” behaviour outlined in both the Anti Bullying Anti Violence Plan and the school’s code of conduct can expect the following sequence of events to take place:

- 1st Offense: Warning plus consequences plus FSSTT intervention (teaching/modeling more appropriate behaviour)
- 2nd Offense: the student is suspended (either in school or out of school, depending on severity of offense); a mandatory meeting takes place with parents. A plan is drawn up with school and parent input to set the parameters for acceptable behaviour in future and put supports in place. A behaviour contract is created.
- 3rd Offense: 3 – 5 day suspension, referral to outside services, follow-up meeting with parents. Removal of free time privileges to ensure safety of other children.
- 4th Offense: Alternative arrangements made for schooling, ie. Shortened day, home schooling, end of day tutoring, or expulsion.
Consequences assigned are determined by the administration taking in to consideration the severity, frequency and nature of the act(s).

“The path of peace is not a passive journey.”

— T.F. Hodge

Items not permitted at school:

The following items are not permitted at school because of the risk of theft, danger or the distraction they cause:

- Any prohibited or non-prohibited weapons (ie, knives or toys that look like weapons), electronic devices, toys, beads for jewelry making, roller blades, roller shoes, scooters, trading cards, skateboards, sneakers with rollers, chewing gum

Please make sure that your children do not bring money to school that is not needed. All payments to the school, ie fees, Daycare, Lunch, field trips, etc. should be sent in a sealed envelope or ziplock bag, clearly labeled with the purpose, child's name and homeroom teacher.

Digital Citizenship

Digital Citizenship is not a set of strict rules; instead it is a way to understand the challenges facing all technology users. Citizenship is not something that people know instinctively. It is something that we learn, something that needs to be taught. Administrators, teachers and staff members are aware of the learning goals of the DCP and we work towards integrating them into existing curriculum and activities. For more information about the Digital Citizenship program please visit their website at <http://dcp.lbpsb.qc.ca/about.html> and to see the school board's policy on appropriate use of digital communications and technologies please visit http://www.lbpsb.qc.ca/content/policies/POLICY_2_11_Appropriate_Use_of_Digital_Communications_and_Technologies_2011july6.pdf

School Attire

Students should wear clean and appropriate clothing. Clothing with sayings, pictures or images offensive to any individual or group will not be permitted. Skimpy or revealing clothing is not appropriate, i.e.: short shorts, tank tops, spaghetti straps cut-offs or torn jeans. Face makeup is not permitted. Please be conscious of safety when students wear jewelry, ie only earrings smaller than a quarter should be worn. The School will not be responsible for lost or stolen jewelry.

Footwear: Only sandals with straps are permitted. For safety's sake, flip flops and shoes with wheels are not allowed. Please have a pair of indoor shoes that can be worn in school. This will keep the sand and dirt in the halls and not in the class.

Please make sure all clothing is labeled with your child's name.

Phys Ed attire

Shirt – must have sleeves, long or short, sweatshirt for cooler days

Pants - shorts, sweat pants or track pants. No jeans allowed.

Shoes - indoor and outdoor running shoes.

Jewellery – only stud earrings are permitted. All other jewellery will have to be removed and stored during Phys. Ed. class. We are not responsible for lost or stolen items.

Forgotten Items

If your child forgets something at home, ie. lunches or homework, there is a "drop off" table set up outside of the office. Office monitors will deliver the items at recess and at lunch. No other deliveries will be made during the day.

ACCESS TO SCHOOL GROUNDS AND BUILDING

- If you walk your child to school please do not enter the school
- All doors are locked. Please come to the main entrance on Cardinal Léger and ring the bell. All parents and visitors must report to the school office. We ask that all parent volunteers sign in and wear the proper identification. All parent volunteers must follow the regular arrival and dismissal procedures listed below.
- Please do not go to your child's classroom during school hours. If you have to drop something off to them, or pick them up, please come to the office and we will get the message to them.

ARRIVAL AND DISMISSAL PROCEDURES

- Teachers will be on duty at the kindergarten door between 8:50 & 9:00 AM and 12:45 & 12:50 PM to facilitate quick drop off and pick up of students. Children cannot be left unattended outside the school.

- Drop off and pick up is at the kindergarten doors on 8th ave. **only**. **Do not park in front of the building and wait until the bell rings to send your child through the front doors or bring your children to the front door and ask to wait indoors.** The front door will remain locked between 8:50 and 9:05. Please use the walkers' side entrance only.
- Pick up is between 3:25 & 3:35 PM
- Due to the movement of all students in the building at dismissal time, parents are asked not to enter the building between 3:15 & 3:35 PM. Please be sure that your child's teacher and the daycare have your child's after school routine, (ie. Monday pick up, Tuesday to Friday bus or Monday, Wednesday, Friday daycare, Tuesday, Thursday, bus.)
- As we are dismissing busers from one door and walkers/pick-ups from another, you must notify the school via the agenda/pochette and separate note to daycare, in order to change your child's end of day routine.
- Please make arrangements with family, neighbours or friends in cases where you get held up in traffic and will not be home or at the bus stop to greet your child. The school will not take messages for changes to dismissal routine after twelve o'clock unless there is a drastic emergency (ie accident, sudden illness).
- **For reasons of safety and security, students cannot be picked up from the bus area at the end of the day**
- The kindergarten playground is off limits after school hours.

BICYCLES

- Students up to grade 3 are permitted to ride their bicycles to school if accompanied by a parent. Students in grades 4 – 6 can ride their bicycles to school provided parents complete the Bicycle Authorization Form and they abide by the following;
 - Bicycle helmets must be worn
 - Bicycles must be locked to the bike racks in the school yard
 - The school is not responsible for damaged or stolen bicycles
 - Bicycles are not to be ridden in the school yard.

BUS TRANSPORTATION

- Busing is available from the assigned bus stop to the school and back to the assigned bus stop. Any problems with bus routes or stops should be reported to the transportation department of the Lester B. Pearson School Board, 514-422-3000.
- Students from Gr.1-6 living within 1.6 km (1 mile) of the school do not receive bus transportation. Likewise, Kindergarten students living within 0.8 km (1/2 mile) of the school do not receive bus transportation.
- The Code of Student Behaviour applies when students are riding the bus. Please see the link below for additional information.
- Students may only ride the bus that has been assigned to them by the transportation department.
- A reminder to parents of students in kindergarten and grade 1 that the LBPSB has a "purple equals parent" policy. Parents must be present at the bus stop with their children in kindergarten and grade 1. If parents are not present at the bus stop, students will be returned to school.
- <http://www2.lbpsb.qc.ca/eng/pdf/policies/Student%20Transportation%20-%20Po.pdf>
- School buses are not "taxis". Students with play dates or schoolwork partners cannot bring friends home with them on the bus.

DAY CARE SERVICES

The philosophy of the Edgewater Daycare Program is to provide a complementary program of child centered activities through the leadership of the educators, the support of the parents and the cooperation of the students. We offer age appropriate educational activities that meet the needs of the students including art, science, computers, dramatic play, gym, music, cooking, and homework time. Daycare services are available from 7AM to 6PM to registered students, for a fee. For the safety of our students we do not offer a drop in service. For more information: 514-453-1185. Daycare accounts must be maintained in good standing or services can be terminated. Please Daycare handbook for more information.

LUNCH PROGRAM

A supervised lunch program is available for all registered students, for a fee. Students eat in their own classrooms and then spend the remaining part of the lunch hour outside playing. For more information: 514-453-1185.

NUTRITION POLICY

Edgewater has introduced a Nutrition Policy. Please refer to our website to see the complete document.

ABSENCES

For reasons of safety, parents are asked to call in to the school, without fail, when their child will be absent. Please call the school early in the morning and leave a message on the answering machine (option 3) or between noon and 1:00 p.m. for any afternoon absences. Upon your child's return, please provide a written note to explain the child's absence. For illnesses of more than 2 days, please indicate the nature of the illness. The explanation of students' absences will allow us to recognize trends and identify health risks. For longer absences, a doctor's note is recommended.

TO HELP PREVENT THE SPREAD OF VIRUSES AND BACTERIA SICK CHILDREN MUST STAY HOME

EARLY DISMISSAL

- Write a note in the child's agenda/pochette
- Adult arrives at school office to identify themselves
- Student will be called out of class at that time
- Adult signs "Early Dismissal/Log Book" and leaves the building by the front door with the child

EDGEWATER HOMEWORK POLICY

- Work given to the students to complete at home is an important part of the educational process. It is intended to help develop responsibility, independent work habits and self-motivation. Homework is intended to supply practice for the fundamentals of class.
- It is recommended that students spend a minimum of 10 minutes per grade level on study and practice each night. (Grade 2, 20 minutes, Grade 5, 50 minutes etc.) If there is no assigned work from the teacher in the agenda, then have your child work on things they need practice in such as reading, writing, cutting, drawing or any other skills that you feel would help them. Try to make this practice time a daily habit, a family time where you and your children can learn together.
- If the amount of homework seems to be consistently excessive then please let the teacher know of the problem.
- When children are absent from school for an extended period of time due to illness, the teacher will decide the impact of the absence on the student and provide work to be completed if the teacher determines that it is necessary. Please note that teachers are not required to provide lessons or schoolwork when students go on vacation during the school year.
- To be successful at school, skills learned must be practiced at home. As a parent we ask that you support your child's education in the following ways:
 - Read to your child every day. Have your child go to the local library. Reading together is probably the single most important way in which you can help your child do well in school.
 - Provide a quiet, well lit area for your child to complete his or her homework at a specific time.
 - Encourage your child to look at newspapers, magazines and books and write letters, diaries and stories.
 - Check your child's agenda/pochette each day for notices or messages from the teacher and to see what homework is assigned. Verify that it has been done. Sign the homework if asked to.

TEXTBOOKS

Textbooks are supplied to the students without charge. These books are the property of the school and must be returned at the end of the year. It is the student's responsibility to care for the book upon issue. Any loss or damage to the books beyond reasonable wear must be paid in full.

BOOKSTORE

The Edgewater Home and School Association operates a school supply store as a service to students and parents. Supplies are sold at or near cost. See website for price list and hours of operation.

PARENT GROUPS

Three important groups exist within the Edgewater School community:

School Volunteers

An important contribution is made to education by many individuals who give freely of their time, effort and skills to become involved in student support programs.

Governing Board

This is a body of elected parents, staff and community members who are responsible for governing the school according to the Education Act (chapter III, Division II)

http://www2.publicationsduquebec.gouv.qc.ca/dynamicSearch/telecharge.php?type=2&file=/I_13_3/I13_3_A.html

Home & School Association

The Home & School Association is community and school-oriented as well as regional and provincial in scope. The needs of the child are paramount, and all influences, whether social or political, are examined to determine their relationship to the well-being of the child. Fund-raising to provide the students with many important extras is also an important aspect of this group.

SCHOOL CALENDAR

2015-2016 (Dates are subject to change)

August 27	Kindergarten Meet the Teacher Kindergarten only	February 19	Edgewater School PED Day
September 1	School starts	February 25	Pink Shirt Day
September 7	Holiday	February 26	Last day before break
September 10	Curriculum Evening grades 1-6	March 7	School re-opens
September 17	Photo Day	March 25	Good Friday
September 18	Professional Day	March 28	Easter Monday
September 25	Terry Fox	March 29	Professional Day
October 2	Professional Day	April 2	Shopfest
October 12	Thanksgiving Holiday	April 22	Professional Day
October 19	Professional Day	April 29	H&S Movie Night
October 30	H&S Halloween Dance	May 6	Professional Day
November 14	H&S Craft Fair (subject to change)	May 19	Open House/Portfolio night
November 20	Edgewater School PED Day	May 20	Professional Day
November 27	Professional Day – Teacher’s Convention	May 23	Victoria Day Holiday
December 18	Last day before Holidays	June 6	Edgewater School PED Day New Kindergarten Orientation
January 4	School re-opens	June 22	Grad
January 18	Edgewater School PED Day	June 23	Last day of classes
January 30	H&S Born to Read		

REPORTING SCHEDULE

October 9	Interim Report
November 18	Term 1 Report
March 15	Term 2 Report
June 23	Term 3 Report

PORTFOLIO/INTERVIEW EVENING

November 19/20



Lester B. Pearson School Board
Commission scolaire Lester-B.-Pearson

CALENDAR 2015 - 2016

- Fixed Boardwide Professional Day
- ⊗ Teachers' Convention **2**
- Holidays **0**
- △ Edgewater Prof. Day **1**
- Edgewater Event **5**
- ★ School Start Date

Août/August

L/M	M/T	M/W	J/Th	V/F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Septembre/September

L/M	M/T	M/W	J/Th	V/F
	★ 1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

Octobre/October

L/M	M/T	M/W	J/Th	V/F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Novembre/November

L/M	M/T	M/W	J/Th	V/F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

Décembre/December

L/M	M/T	M/W	J/Th	V/F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Janvier/January

L/M	M/T	M/W	J/Th	V/F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Février/February

L/M	M/T	M/W	J/Th	V/F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29				

Mars/March

L/M	M/T	M/W	J/Th	V/F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Avril/April

L/M	M/T	M/W	J/Th	V/F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25*	26	27	28	29

* April 25 - PED for Secondary only

Mai/May

L/M	M/T	M/W	J/Th	V/F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Juin/June

L/M	M/T	M/W	J/Th	V/F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Edgewater Activities

Aug-27	Kdg Meet the Teacher (K only)
Sept. 10	Curriculum Night
Sept. 17	Photo Day
Sept. 25	Terry Fox
May-19	Jump Rope for Heart
May-19	Open House
Jun-06	Kdg. Orientation
Jun-21	Grad

Sept. 7	Holiday
Sept. 18	PED day
Oct. 2	PED day
Oct. 12	Holiday
Oct. 19	PED day
Nov. 20	PED day
Nov. 27	PED day
Dec.21-Jan1	Holiday
Jan 18	PED day

Feb. 19	PED day
Feb.29-March 4	Holiday
March 25	Holiday
March 29	PED day
April 22	PED day
May 6	PED day
May 20	PED day
May 23	Holiday
Jun-06	PED day

Report Cards & Interviews

	<u>Report</u>	<u>Interview</u>
Interim	Oct. 9	
Term 1	Nov. 18	Nov. 19/20
Term 2	Mar. 15	
Term 3	June 23	

Home & School Events

Oct. 30	Halloween Dance	April 2	Shopfest
Nov. 14	Craft Fair	April 29	Movie Night
Jan. 30	Born to Read	May 19	Open House
Feb. 25	Pink Shirt Day		