



CRESTVIEW ELEMENTARY SCHOOL ÉCOLE PRIMAIRE CRESTVIEW

750 Devonshire Chomedey, Laval H7W 4C7
Tel. (450) 681-6703 Fax (450) 681-6110
Daycare Tel. (450) 681-6703 ext. 5220
Principal: Aimee-Elizabeth Parsons ext. 5210



Philosophy/Mission Statement **"A School Open to Its Community"**

Crestview School is comprised of a dedicated, caring staff whose mission is to stimulate the students' curiosity to learn, to guide them to acquire respect for themselves and others, and to encourage in them a sense of self-confidence. Our focus is to prepare students to successfully meet the challenges found in our society.

We believe that each of our students has something good within him/herself to offer and so Crestview's vision is to encourage a co-operative venture between all stakeholders. We believe in placing the child at the center of his/her learning and to nourish them within a safe and inclusive environment toward, his/her growth and potential. It is this vision that we aim to promote a commitment to lifelong learning.

Student Information

This agenda belongs to: _____

Grade Level _____ **Classroom** _____

Telephone at HOME: _____ **Parent:** _____

Telephone at WORK: _____ **Parent:** _____

Other Telephone Number: _____ **Parent:** _____

Medicare #: _____ **Expiry date:** _____

Allergies: _____

Computer Username: _____ **Password:** _____

LEARN Username: _____ **Password:** _____



Student's Rights and Responsibilities

1. I have the **RIGHT** to learn and grow.

It is my **RESPONSIBILITY** to listen to instructions, work quietly, raise my hand if I have a question or concern and to complete assignments, I will cooperate, participate and do the best that I can do.

2. I have the **RIGHT** to hear and be heard.

It is my **RESPONSIBILITY** not to talk, shout or make loud noises when others are speaking.

3. I have the **RIGHT** to be respected as an individual.

It is my **RESPONSIBILITY** not to tease or bother other people, or to hurt their feelings, but to show respect and consideration for others and their ideas.

4. I have the **RIGHT** to be safe.

It is my **RESPONSIBILITY** not to threaten, kick, punch or physically harm anyone else, and to adhere to the rules of this school.

5. I have the **RIGHT** to privacy and to my own personal space.

It is my **RESPONSIBILITY** to respect the personal property of others and to accept their right to privacy.

6. I have a **RIGHT** to enjoy school.

It is my **RESPONSIBILITY** to have a good attitude and to participate in a way which helps make our school a place where others enjoy school too.

If I have difficulty following our school rules, my teacher or the principal will inform my parents through a note, email and/or phone call.

Consequences

Students will be expected to accept responsibility for their actions and the resulting consequences. It is important that offenses are dealt with in a consistent and fair manner, firstly by their teacher. No students will be sent to the administration offices unless a very serious situation has arisen.

- Verbal warning and reminder of the rules
- Detentions
- Withdrawal of privileges
- Written reflections
- Communication/Meeting with parents
- Referral to the Principal
- Community service/ Making amends
- Suspension: Internal or external
- Behaviour Intervention Plan

Communication between school and home

Crestview Elementary School is an amazing school! Great communication between school and home is achieved with a spirit of working together to better enrich and support the educational experiences. The following are guidelines which will help us to meet this objective.

If your child comes home with details about an event which occurred at school that you consider serious, or should you have a concern:

- Ask your child for information and keep an open mind about all sides of an event, since important details are sometimes forgotten or omitted.
- If it is about a classroom or school yard issue, please write a note or call the teacher first. If it is a bus related incident, please contact the Principal. It's always advisable to ask for the school's help in gathering further information before a decision on the best course of action can be made.
- If issues remain unresolved despite notes and phone calls, please request a meeting with teachers and if necessary, with the Principal. This is part of the school's responsibility in helping to create the best learning environment for your child.
- Should a meeting not be possible, please contact the Principal to be the liaison between all parties (teachers, student, etc.)

Following these guidelines will ensure the maintaining of an open, respectful and trusting relationship between school, home and student and is essential for the positive educational experience of all Crestview students.

The school will be using email to communicate with parents. **Please make sure your email address is accurate.** The school newsletter is emailed out during the first few days of each month. Information can also be found on the school website:

<http://crestview.schoolqc.ca>. Paper copies are sent home to families who do not have access to the internet.



School Dress Code

- Students must wear navy blue or black pants, skirts or shorts and plain white, blue or black tops. Jeans and jean imitation (*jeggings*) are not permitted.
- **A navy blue or white sweat shirt may be worn over the white or blue top.**
- Shoes must be appropriate for school and for school related activities.
- The school's **physical education uniform**, navy blue shorts/jogging pants and white top is compulsory. **Clean** running shoes in the gym are also required.
- No logos (other than the school logo), stripes, pictures, etc. are allowed on any clothing worn to school (tops or bottoms).
- Please ensure that your child is dressed appropriately for the weather. All children go out for recess.
- Sanctions will be imposed by the school administration, where deemed necessary for not following the dress code policy. **Administration reserves the right to rule on the appropriateness of dress and appearance.**



Timetable



School Starts: 8:55
Recess Time: 11:13-11:28
Lunch Time: 12:28-1:28
School Ends: 3:28

Arrival

- **Our first bell rings at 8:55 a.m.** which means that teachers are on duty at time and the school yard will be opened. Parents may not allow their children to enter the schoolyard prior to that time.
- Any student arriving before that time must be registered for daycare services and the parents will be charged daycare fees.
- Homeroom ends at 9:13 a.m. and the students enter the class. Any student arriving after must report to the main office via the Devonshire entrance to check in at the office.
- Late Arrivals - **Lateness has a serious effect on students as the first ten minutes in the morning are a time to prepare and follow a daily routine. Being late often causes students to feel unprepared for the rest of the day and disturbs other students as well. All late students must report directly to the office to pick up their late slip.** Tardiness will be recorded and persistent incidences will be dealt with by the administration in a manner appropriate to the circumstances.
- Students are expected to attend all classes and school events throughout the school year.



Early Departure

- If there is a change in the routine of a child at dismissal time a note must be written in the agenda
- Please use your child's agenda book and **tell your child to show it to their teacher and/or daycare coordinator as soon as they get to school.**
- Students who leave **early** are to meet their parents at the office.
- Guardians/Parents must sign their child's name in the sign out book at the office.

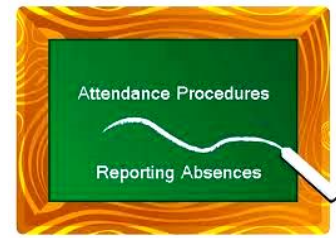
School Bus

- All students must follow the bus safety rules as stipulated in the SWLSB School Bus Regulations/Policy: **Three bus tickets may result in being suspended from the bus for three consecutive days.**
- Students **are not allowed** to take the bus to a friend's house.
- If your child will not be taking the bus, please write a note in the agenda and tell your child to show it to his/her teacher.
- Any questions about your child's bus route please contact the school board at transport@swlauriersb.qc.ca



Reporting Absences

- If your child(ren) will be absent from school please call our School Secretary at (450) 681- 6703, before 8:30am, to report their absence.
- Please mention their first/last name and teacher as well as the reason for the absence.



Extended Absences

- Please make every effort to schedule holidays during the holiday periods indicated on our school calendar. Extended absences during the school year can be detrimental to a child's progress.
- It is not possible for teachers to prepare a "Vacation Homework Package" as learning is incorporated into the day-to-day activities taking place in the class. Reading, studying and keeping a journal are recommended while on vacation.

Exams

- Compulsory exams take place at the end of cycle (grades 2, 4, and 6).
- Exams take place during the months of April, May and June.
- Absences must be justified with a medical note.

Visitors to the School

- A security system at the main entrance prevents unexpected visitors from entering the school.
- Please use the entrance at 750 Devonshire. No one will be permitted in or out by the D'Arcy McGee entrance
- If a parent needs to drop off something for a child, we ask that you please come to the office and we will make sure your child receives it. Parents are not permitted to roam through the hallways.
- Respect classes in session. Please do not approach a teacher during teaching hours. Make arrangements to speak to the teacher when it is mutually convenient. A written note in the agenda is recommended.



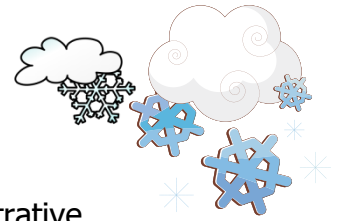
Volunteers

- Crestview encourages parent volunteers in the school. All volunteers must report to the office for a volunteer badge and to sign in. While volunteering in the school, we ask all volunteers to respect the students' privacy and progress, as well volunteers must refrain from discussing the progress of their children with the teachers.
- *Police background checks are required.*



Emergency School Closure

- In the event that the School Board decides to close schools due to inclement weather conditions or other safety reasons, parents should consult the SWLSB website at www.swlauriersb.qc.ca, Facebook page www.facebook.com/swlsb or to call the Administrative Centre line at 450 621-5600 or 1 866-621-5600.
- If we are forced to close the school during the school day, the Crestview emergency phone chain will be activated. It is the parent's responsibility to inform the school of any changes in emergency contacts.



Emergency Procedures:

- Fire alarms are to be used only in emergency situations.
- During building evacuations, students are to walk in the corridors in a quiet and orderly manner. While outside, students are to remain quiet and a line formation.
- Fire drills and Lockdown practices will be practiced a few times a year.

Sick Children

- If your child is not well, we ask that you please keep your child at home. Sick children risk passing their germs to other students. Unfortunately, children who are sick cannot experience a productive day of learning.
- Parents will be called to pick up their child from school if their child is sick.
- All students go outside at recess, lunch and during daycare. **If a child is too sick to go outside, then they are too sick to be at school.**
- Any exceptions to this must be approved by the administration.



Medication

- If your child is required to take prescribed medication during school hours, a written authorization **must** be submitted to the office before school personnel can administer it.
- All medication must be given to the secretary. Students cannot carry medication on them in class and/or in their backpacks. With the exception of students who need to have the **EPIPEN** on them. We require all medical prescriptions on all prescription medicine to be administered. No over-the-counter medication can be given to student(s).

Nutrition/ École en Santé: Healthy Body = Healthy Mind .



We at Crestview Elementary are actively promoting the development of good nutritional habits and encourage all students to bring in nutritious snacks and lunch. In keeping with this goal, a major component of our educational project is the school's partnership with the *Régie Régionale de la Santé's* "École en Santé" program. This is a program that aims to:

- *Foster a healthy lifestyle in students so learning can take place.*
 - *Develop positive social competencies and a sense of self-esteem.*
 - *Organize a healthy and secure school environment that facilitates learning.*
- At Crestview we strive to have a **NUT-FREE** environment. This is for the safety of the children with severe allergies.
 - Canned and bottled soft drinks, chocolate bars, candies and chips shall not be permitted during regular meal times and snacks. Similarly, fast food will not be permitted to be brought into the school.
 - Hot meals are available for parents to purchase for their children. Our caterer this year will be Le Traiteur Scolaire, 450-718-7207. Students will receive a monthly menu and the parents must pre-order & pre-pay the lunches.

Library



Students must return books to the library on or before the due date. Students who fail to return books on time will not be permitted to choose new books. For lost or damaged books, students will be required to pay for the replacement of the book.

Electronics

Items such as cell phones, cameras, gaming devices, and iPods should not be brought to school.

Please do not allow your child to bring any valuable items to school as we cannot ensure their safety.

Although we do our best to teach children to be responsible and to respect the property of others, **we cannot be held responsible if items are lost**

or stolen. Students who are found using personal electronics in class may have the electronic confiscated and returned to the parent/guardian after the instructional day or as appropriate.



Technology has enhanced our lives but it also has the potential to be used as a tool to harm. On-line victimization has real word consequences. Parents should be aware that most Social Media websites such as MySpace, FACEBOOK, etc. require that the participants **must be 13 years of age and over.** Please be vigilant with your child's use of on-line media.

Homework Success: How to help your child succeed in school



- ✓ Ask your child about their homework-when is it due, what is it about.
- ✓ Let your child do his/her homework independently. Be nearby to offer assistance, but don't hover over your child.
- ✓ Provide a quiet place away from distractions.
- ✓ No T.V., no phone calls, during homework time!
- ✓ Look over your child's homework, but don't do the work.
- ✓ Have a supply box of standard homework supplies (pencils, sharpener, eraser, ruler, etc.)

✓ Contact the teacher if there is a homework problem you can't resolve.

If your child is absent from school or an assignment is unclear, suggest your child call a "homework buddy".

Length of time recommended for each cycle:

Cycle One: 45 minutes **including reading.**

Cycle Two: 45 minutes **as well as additional time devoted for reading**

Cycle Three: 60 minutes **as well as additional time devoted for reading**

Homework Buddies

Were you absent? Did you miss some information? You didn't have time to write down your homeroom? Write your buddies' names and telephone number. Always have the information on hand.

Name:	Phone:
	Email:
Name:	Phone:
	Email:
Name:	Phone:
	Email:
Name:	Phone:
	Email:

Please review all the expectations with your child. Your signature indicates that you have read and understood all the information provided. Your continued support is appreciated in this matter. Thank you for your cooperation in caring for the children we share.

Student Signature: _____ Parent/Guardian Signature: _____

Date: _____