

SOUTH HULL SCHOOL - STUDENT HANDOUT 2020-2021

CONTACT US

Report student's absences daily by leaving a phone message or sending an email to southhull@wqsb.qc.ca

School Phone: 819-684-6565 ext. 1

School website: southhull.wqsb.qc.ca

Western Quebec School Board 819-684-2336

School e-mail: southhull@wqsb.qc.ca

Follow us on Twitter @wqsb_southhull

Western Quebec website: www.wqsb.qc.ca

Principal: Céline Sévigny

Vice-Principal: Mark Keeping

School Secretary: Lucie Aumond

School Secretary: Linda Hennink

Daycare Technician: Norma Splane

MESSAGE FROM THE PRINCIPAL AND VICE-PRINCIPAL

Dear Parents, Guardians and Students:

We are excited to welcome you and we are all looking forward to a brand new school year.

The next months may be more challenging than usual given the current Covid 19 situation however; we are confident that if everyone pulls together, we will get through this with relative ease.

South Hull School is a wonderful place to learn, socialize and have fun. We pride ourselves on our students' academic achievements, our athletic programs and our many cultural activities.

The South Hull School Code of Conduct and the Anti-Violence and Anti-Bullying Plan (AVAB) were put in place to promote safety and well-being in our school. Both have recently been revamped and approved by our Governing Board. Security at school is ensured through the practices of fire drills, lock-downs, lock-ins and bus safety and also, new since May 2020, by strict adherence to all Public Health guidelines since the advent of the Covid 19 epidemic.

We promote a school practice of healthy eating; this is an integral part of our school culture. Our staff strives to ensure that environmental awareness continues to be an important component of our school philosophy; this is promoted by recycling in every class. Many of our staff members are trained in First Aid and CPI (Crisis Prevention Intervention).

South Hull school is fortunate to have a devoted group of parent volunteers who assemble on our Home and School Committee to organize fundraising events for our students and teachers. The South Hull School Governing Board works with great integrity to make sure all decisions are taken in the best interest of all our students. South Hull School is at the heart and future of our great community.

Céline Sévigny, Principal

Mark Keeping, Vice-Principal

STUDENT TIMETABLE

7:45	Buses arrive (supervision)
7:50	Entry Bell
8:00	Classes begin
8:50 - 9:10	Grades 5 & 6 Morning recess
9:40 - 10:00	Kinder & Grades 1,2,3,4 Morning recess
10:50 - 11:40	Lunch Grades 5 & 6
11:40 - 12:30	Lunch Kinder & Grades 1,2,3,4
12:30 - 12:50	Grades 5 & 6 Afternoon recess
1:20 - 1:40	Kinder, Grades 1,2,3,4 Afternoon recess
2:30	End of Classes

SCHOOL CANCELLATION AND EMERGENCY DISMISSAL

To verify school closure due to inclement weather, log on to the Western Quebec School Board website at <http://wqsb.qc.ca>.

Parents are required to supply the school with **current telephone numbers and email addresses**. An emergency contact card will be sent home and must be filled out by a parent and returned to school.

OUR ENVIRONMENT/HEALTH AND SAFETY

We are an "environmentally conscious school". Please try and send "garbage-less"

lunches and use reusable or recyclable containers. We recycle paper, plastic, metal and glass. We will work on reducing the use of electricity during the school year. **We have staff and visitors alike who are sensitive to fragrances including perfumes, body sprays, hair products, etc. Please refrain from wearing fragrances at school. Students are not permitted to share food at any time. Please do not send food items of any kind for classroom distribution.**

DAYCARE SERVICE

South Hull School has a daily "before and after" daycare program for students and provides service on Professional Development Days.

Rates subject to change and subject to the rules and regulations governed by MEES.

Regular school days: 7:00 am - 8:00 am / lunch period / 2:30 pm - 6:00 pm

Professional Development Days: 7:00 am - 5:00 pm

Regular: 3 days a week or more: **\$8.50** per day if registered and attending by September 30.

Occasional: less than 3 days a week:

Before school cost is **\$6.00** per day;

After school cost is **\$11.00** per day.

For both morning and after school, the cost is **\$17.00** per day.

Professional Development days the cost is **\$16.85** (Activity fees may apply).

PD days are open to all students and are registered separately. Students must be registered in advance and the fee is non-refundable. The Daycare closes promptly at 5:00 PM for P.D. days.

Any parent or guardian who arrives after closing hours on any daycare day will be charged a late fee of \$3.00 per minute.

SCHOOL GOVERNING BOARD

The Governing Board is a structure for the involvement of parents and staff in the management of the school. The Governing Board has decision-making powers and will work with the principal to meet the local needs of the students and the community. Due to the COVID situation, meet the teacher night has been cancelled. The Governing Board General Assembly will be held outdoors on September 14 at 6:00 pm, weather permitted, with a rain date of September 17 AT 6:00 pm More information to follow.

HOME AND CHOOl COMMITTEE

The Home and School Committee works closely with the Governing Board. They provide extra-curricular and fundraising activities that are essential to building school-spirit. Parent involvement is welcome.

EDUCATIONAL ENVIRONMENT

The South Hull School Community wishes to create a climate where: every student has the right to learn in a safe, clean environment; there is an atmosphere of respect and school values; lifelong learning and cultural diversity is fostered; all individuals including students, parents, teachers and staff accept responsibility for ensuring school success. All partners share a common vision and work in a collaborative, cooperative manner; a shared leadership model promoting "risk raking".

REPORTING METHODS

Our school has an October progress report and three official reporting terms (November, February and June). At the end of each term, parents will have access to report cards on the Parent Portal. Parent-teacher interviews are held in November for all students. March interviews are held for students who are experiencing difficulties. The school encourages parents and teachers to maintain regular communication.

HOMEWORK ASSIGNMENTS

Regular homework teaches children a sense of responsibility and provides an essential link between home and school. Include homework time in your child's daily schedule along with all other activities. **Parents should be:** providing a quiet place for reading and doing homework; choosing times when you will be available to help; asking questions about the work; reading instructions making sure they understand. **Please note that if you choose to vacation outside the school's scheduled vacation time, teachers will NOT MAKE-UP EXAMS OR ASSIGNMENTS.**

HEALTH SERVICES

We have a CLSC nurse assigned to us and can be contacted as required. **Accommodations can not be made for sick children at school.** During the COVID pandemic situation, nobody is to come to school if they are ill. Students will be sent home even if they exhibit minor symptoms. **Please keep all contact phone numbers up to date.**

HEAD LICE

If you find lice, please notify the school immediately. It is the responsibility of the parent to remove the lice and nits and to check for head lice on a regular basis. Students can return to school once their hair is thoroughly free of lice and nits. During

the school year, your child's hair may be checked by school staff to help control the spread of head lice. Should children have head lice at school, parents will be called to pick them up.

MEDICATION

Medication should be taken at home, however if this is not suitable, it is Western Quebec School Board policy that staff will only administer medications with a **doctor's prescription** and **the written consent of parents**. Parents must bring the medication to the main office of the school to fill in the required consent form.

MISSING AND LOST ITEMS

Please remind your child to check the "lost and found" regularly. Label clothing for easy identification. The school is not responsible for replacing lost, stolen or damaged items. **At the end of the school year, you are responsible to collect your child's items before the last day of school as they will not be retained over the summer.**

LIBRARY

Your child is permitted to borrow one English book and one French book per weekly visit to the school library. Should the book be lost or stolen, parents will be advised on the amount of the fee for the replacement cost of the book. Students will not be permitted to borrow any books until lost books have been returned or fees have been paid.

TECHNOLOGY

Classrooms are networked and have access to the Internet. Check out our website at southhull.wqsb.qc.ca. The website will be updated regularly, please check periodically for newsflashes, newsletters, important documents, etc. You can also follow us on Twitter @wqsb_southhull

CODE OF CONDUCT

Declaration of Principle to Prevent Bullying and Violence

At South Hull School, we are committed to promoting a healthy and safe environment for all. We do not tolerate bullying or violence of any kind, and such behaviour will be treated punctually and seriously.

At South Hull School, we are open and respectful of differences, and believe everyone has a place. Our staff is committed to supporting students and working together to resolve conflicts peacefully.

Disciplinary Measures

Our school's Code of Conduct supports students' autonomy and ensures they are safe and that their needs are met. It is the students who help to create a climate conducive to learning, and it is therefore important that they respect the orientations of our success plan and the values advocated by the school: success through respect, equity, commitment and collaboration. Our approach is one that is educational and non-coercive, which encourages appropriate behaviour. Logical consequences are an opportunity to teach, not to punish.

The following range of consequences is available to school personnel following a breach of the Code of Conduct:

- Discussion with Teacher, Educators, Daycare Technician, Behaviour Technician, or Principals
- Written reflection/performance of restorative gesture
- Detention to complete classroom assignments or make up for lost instructional time
- Meeting with parents
- Referral to resource personnel (PIT), or additional educational services
- Withdrawal of privileges and participation in certain activities
- Suspension from school, whereby the student does not come to school according to the Authority of the Education Act
- Involvement of, or referral to outside agencies e.g. CLSC, DPG, Police
- Expulsion from the school board

Students: Have the right to...

- Feel safe at school
- Freedom from physical and verbal harassment
- Assistance from teachers to ensure individual success
- A school climate that encourages respect, caring, and support for others

Students: Have the responsibility/expectation to...

- Be punctual, attend regularly and complete assigned work
- Respect the rights of other students and staff members
- Engage in safe and responsible behaviour at all times (including when on the bus or outside)
- Wear appropriate clothing

Teachers: Have the right to....

- Expect appropriate behaviour in the classroom, throughout the school, and in all other educational settings (on the bus, school trips)
- Receive support from Administration and Parents in the performance of their duties
- Expect cooperation from all students to help create a positive learning environment
- A respectful work environment

Teachers: Have the responsibility/expectation to....

- Be fair and consistent when interacting with students
- Inform students of expectations of acceptable behaviour
- Report progress and conduct to Administration and Parents
- State the learning objectives of each lesson
- Plan, implement and evaluate an effective program for all students

Parents: Have the right to...

- Expect that classes will be conducted in an orderly manner
- Receive regular communications from the school

- Discuss with the school any concerns regarding their child
- To expect a safe and supportive environment for their child
- Be treated in a respectful manner

Parents: Have the responsibility/expectation to...

- Encourage positive attitudes in their children towards school, learning and behaviour
- Ensure regular and punctual attendance
- Be their child's advocate
- Be respectful when communicating with the school

School Rules and Regulations

School Access: Students are permitted access to the school beginning at 7:50 am through the designated doors for Kindergarten, Grades 1-3, and Grades 4-6. At all other times, parents, students and visitors must enter the building through the main entrance **ONLY**. All visitors must report to the office and receive and wear a visitor's pass before proceeding to any other area of the school. Also, any parent that is volunteering in class or for a school trip must provide Administration with an up-to-date Security Background Check and adhere to the school rules and regulations. Parents collecting students must wait in the foyer for their children.

Attendance and Punctuality: Punctuality is important and it is the responsibility of our parents to ensure students to be on time for school. All students entering after 7:50 am must report to the office to verify their attendance. Requests for early dismissal (i.e. medical appointment) require parent/guardian contact with the office. Any changes to pick-up must be called into the office at 819.684.6565 Ext 1 or emailed to the Secretary before 2 pm southhull@wqsb.qc.ca. Also, in accordance with Section 14 of the Education Act, the Principal must report chronic absenteeism to Youth Protection.

Absences: Must be reported by phone or emailed by parents/guardians. If a parent/guardian is unable to speak directly to staff, please leave a message on the answering machine.

Appropriate Dress:

- Hats and head coverings (bandanas, hoods, etc.) are to be removed before entering the school. Head dresses or head coverings worn for religious or medical purposes are exempt
- Students are expected to dress appropriately for the weather
- For safety reasons, students should have proper indoor and outdoor shoes
- Students are expected to dress in an appropriate manner. No messages with profanity, drugs, hate messages or any other offensive subjects will be allowed at school.

Behaviour: Students must show respect for self, others and property. It should be reflective of a safe school environment. Therefore, the following will apply:

- No weapons or weapon-like devices including toys
- Absolutely no fighting

- No rough play and/or physically or verbally abusive behaviour
- Follow the routines established by Staff
- Demonstrate socially acceptable manners
- Seek Staff assistance to resolve conflicts

Appropriate Language: Students are expected to demonstrate socially acceptable language. Therefore, the following will apply:

- No profanity
- No suggestive comments including sexist, racist or provocative comments
- No rude or challenging comments or gestures

Bullying and Acts of Violence: Please refer to our Anti-Violence / Anti-Bullying Plan

Buses and Bus Behaviour: The behaviour of students on the school bus should be similar to behaviour expected during school. Students must adhere to the following requirements in the interest of safety for all passengers. Failure to do so may lead to the suspension of riding privileges.

- Remain in their seat at all times
- Use appropriate language
- Avoid distracting the driver by creating unnecessary noise or uncooperative behaviour
- No eating or drinking on the bus
- Demonstrate acceptable behaviour which respects rights of the driver and other passengers

The driver is at all times in complete charge of the bus and passengers. If any of the above outlined Code of Conduct rules are violated, the driver will report the problems to the Principal.

Electronic Devices: Electronic devices are not permitted on the bus, school property or at outside school events. If discovered, these will be confiscated and it will be the parents' responsibility to pick up these devices from school.

Summary and Conclusions

The Code of Conduct is required to ensure that Students, Parents and Staff all understand the standards we expect at South Hull Elementary School. The discipline policy must be flexible enough so that we are positioned to be fair and sensible in our relationships with students and others. It is not our intent to have rules for everything; however, appropriate consequences are needed for inappropriate behaviour.

We sincerely hope that these words help to communicate and clarify our Code of Conduct. Please take the time to discuss the expectations outlined with your child.

Thank you.

Annex A

MAJOR OFFENCE FORM

Date : _____

Ticket # _____

Student Name: _____

Homeroom : _____

Dear parent(s),

This letter is to inform you that your child has had unacceptable behavior for:

- | | | | |
|--|-----------------------------------|---------------------------------------|--|
| <input type="checkbox"/> Bullying | <input type="checkbox"/> Defiance | <input type="checkbox"/> Intimidation | <input type="checkbox"/> Physical Violence |
| <input type="checkbox"/> Rudeness | <input type="checkbox"/> Stealing | <input type="checkbox"/> Vandalism | <input type="checkbox"/> Verbal Aggression |
| <input type="checkbox"/> Other : _____ | | | |

DESCRIPTION OF THE INCIDENT :

APPLIED CONSEQUENCE :

- Written reflection completed at home with parent(s) that is signed and returned to school
- Internal suspension during lunch hour; a written reflection will be written at this time
- External suspension for one day with work to be completed with behavior contract put in place upon return

Date of the measure put in place: _____ Date of Return to School: _____

When returning to school, the student

- must meet with principal
- must be accompanied by their parents
- must hand in suspension work
- must apologize to: _____

We look forward to working with you to quickly correct this behavior.

Principal

Staff Member

Parents Signature: _____

Date: _____

N.B. This sheet must be signed and returned to the school the next day

Annex B

BRAG TAG



BRAG TAG

Name: _____

Homeroom: _____

Date: _____

Today,

- You were polite with your actions and/or our words.
- You were helpful with a friend or an adult.
- You were kind to another student or an adult.
- You respected the environment (outside or inside).
- You cooperated with adults and you were honest.
- You used appropriate strategies for conflict resolution.
- You respected school rules.
- Other: _____

Supervisor: _____

Student signature: _____

Parent signature: _____