

**PRINCIPAL'S MESSAGE**

**Dear Students and Parents:**

Welcome to the 2020-2021 school year. Our dedicated and professional staff is looking forward to working closely with both students and parents in order to provide a safe, enriching, and positive learning environment so that every child will experience a rewarding year both academically and personally. Through our curricular and extra-curricular programs, Gerald McShane School strives to develop the whole child.

Please read the following agenda pages carefully and use it as a guide. It has been designed to give students and parents the pertinent information to make the school year a successful one. Also, encourage your child to use this agenda to stay organized and on task.

For the parent, the school agenda is a useful communication tool and an excellent way to follow your child's daily progress.

Wishing you a fulfilling school year!

xxxxxxxxx, Principal

I have read the Rules of Conduct and Safety of Gerald McShane School and I agree to follow them accordingly.

\_\_\_\_\_

Signature of Student

Date \_\_\_\_\_

We have read the Rules of Conduct and Safety of Gerald McShane School and we consent to helping our child follow them. The school can count on our full collaboration.

\_\_\_\_\_

Signature of Parent/or Legal Guardian

Date \_\_\_\_\_

**SCHOOL SCHEDULE**

**Grades 1 to 6**

7:45 Entry

7:55-10:00 Classes

10:00-10:20 Recess

10:20-11:20 Classes

11:20-12:15 Lunch

12:15-1:15 Classes

1:15 – 1:35. Recess

1:35 – 2:35 Classes

2:35 Dismissal

**Pre-School (PREK & K)**

7:45 Entry

7:55-9:35 Classes

10:00-10:20 Recess

10:20-11:20 Classes

11:00-12:15 Lunch

12:15-1:15 Classes

1:15 – 1:35. Recess

1:35 – 2:35 Classes

2:35 Dismissal

**RULES OF CONDUCT AND SAFETY**

**A. GENERAL INFORMATION**

**ATTENDANCE**

Students must attend school regularly and be punctual. **Parents should not allow their children to miss school for vacations or social events.** Medical appointments should be scheduled on pedagogical days or after school. **Please note that homework will not be provided for time missed due to vacations and absences.**

**ABSENCES/LATES**

When a student is absent or late, a parent must contact the school before 7:30 a.m. and give the reason for the absence. If late, the student must report to the office before going to class. The school's answering machine is on from 3:00 p.m. to 8:00 a.m. and from 11:20 a.m. to 12:20 p.m.

When a student is absent, it is his/her responsibility to make up what was missed in class.

Being punctual is a skill and must be developed at an early age. As such, parents must ensure that their children are in the school by 7:55.

**EARLY DISMISSAL**

Students who must leave early must bring a written note or a memo in the agenda to the homeroom teacher no later than that morning. In addition, please notify the school of any changes to the student's routine prior to 11:20 p.m. of that day. When parents arrive at school, they must report to the office.

## **SICKNESS**

Students who are **sick** should remain at home. They cannot perform adequately and may be spreading their sickness to others. Parents will be requested to pick up their children, if they become sick at school. If the student is well enough to be at school, the student will go outside during recess and lunch. A child who is kept at home if sick should be in no condition to do homework.

## **ARRIVAL AT SCHOOL IN THE MORNING**

**Students walking to school are to arrive at school no earlier than 7:45 a.m. in the morning since teachers are not on supervision prior to this time.**

The main entrance on Maurice Duplessis is for **drop offs and lates** (i.e. students arriving after 7:55). No student will be allowed into the building through the main door before 7:45. After this time students are considered late for school and must report to the office for a late slip.

## **DAYCARE**

The school Daycare is open from 6:45 a.m. to 6:00 p.m. daily and on most pedagogical days. For information about Daycare, please phone the Daycare Technician at (514) 321-1146.

## **MEDICATION**

**The school is not obliged to administer any medication and cough drops to students. Before we can help a child take his medication, the parent must complete the appropriate form available at the office.**

## **ALLERGIES**

All types of nuts, peanut butter, "Nutella" sandwiches, and foods containing nut products are not permitted at school. Allergies to nut products are constantly on the increase and can cause serious health problems.

## **CELEBRATIONS**

In light of the increase of student food allergies, the school **will no longer accept food/cake in class for any reason, including food goodie bags for any occasion.**

## **EPIPENS**

**Students with allergies requiring EPIPENS must ensure that their EPIPEN is with them at all times.**

## **SCHOOL TELEPHONES**

Students are not permitted to use the school telephone unless there is an emergency. Likewise, parents are asked to refrain from calling to speak to their children except for serious or urgent matters. Please note that the answering machine is on between 11:20 a.m. and

12:20 p.m. In case of **EMERGENCY** contact the daycare at (514) 321-1146.

## **SCHOOL SUPPLIES**

A list of school supplies is sent home in June and parents may purchase school supplies wherever they wish. Teachers may from time to time require a specific copybook or exercise book and may purchase the item for the students. Parents will be notified by the teachers at the beginning of each year or if a child needs a specific item during the course of the year.

## **VALUABLE/PERSONAL OBJECTS**

The school does not accept responsibility for personal belongings which may be lost or stolen.

## **SCHOOL CLOSINGS DUE TO EMERGENCIES**

In the event of snowstorms or other unforeseen circumstances, school closing information can be heard on most radio stations (ex. CJAD), EMSB website, and Twitter as well as the school's Facebook page.

## **CHANGE OF ADDRESS/PHONE NUMBERS**

The school must be informed of any change of address or telephone number.

## **SCHOOL BAG**

All students must have a school bag to transport their books and personal belongings.

## **IDENTIFICATION OF PERSONAL OBJECTS**

All personal objects (school bag, clothing, lunch box, running shoes, supplies, etc....) must be identified with the child's name and grade.

The school has a location for Lost and Found items. Children should check it regularly, especially if they have lost something.

## **B. STUDENT BEHAVIOUR**

Gerald McShane School has existing prevention measures adopted to increase protective factors and educate students & families on issues related to bullying and violence.

Our School Vision is to provide a safe and healthy environment in which everyone is respected and everyone ensures the development of all students entrusted to us.

Gerald Mc Shane School staff ensures a safe, welcoming and engaging environment for all students and adults.

Everyone has the right to be safe and protected.

Violence is unacceptable in our school at all times. If an

act of violence or intimidation arises, it must be brought to the attention of an adult and the student must be reassured that an action will be taken immediately and the situation will be dealt with effectively. A safe school environment is critical for students' learning and well-being. Schools are safer when school staff, students, parents and community agencies work together to prevent bullying and exclusion. As a school community we encourage students to bring incidences to our attention and we reassure our students that we support them.

**Bullying is any repeated direct or indirect behavior, comment, act or gesture, including in cyberspace, whether deliberate or not, which occurs in a context where there is a power imbalance between the persons concerned and which causes distress and injures, hurts, oppresses, intimidates or ostracizes.**

**Exclusion is when a student feels excluded or treated unfairly at school because of ethnic or cultural background, social class, religion, disability, or other perceived categorical boundary.**

**Violence is any intentional demonstration of verbal, written, physical, psychological or sexual force which causes distress and injures, hurts or oppresses a person by attacking their psychological or physical integrity or well-being, or their rights or property,**

**Victims often feel weak, helpless, unhappy and all alone. Acts of bullying should always be reported to an adult within the school community.**

The following is an outline of our planned procedures for reporting incidents of bullying/violence at our school:

- Students are provided with confidential, safe and age-appropriate ways to report an incident (e.g. by talking to a staff member, etc.)
- Professional /teaching staff members are trained to react appropriately and document incidents of bullying or violence that they have witnessed or been made aware of to the principal or designee. Staff may complete a reporting form to alert the administration to investigate and follow up in a timely fashion.
- Parents/guardians can report to (their child's teacher, school administrator, behaviour technician...) in person, with a direct phone call or by email
- If after investigation, claims of bullying are confirmed, the principal or designee will

determine what disciplinary measures will be required.

- The school's disciplinary measures will be formative, fair (considering the nature, severity & frequency of act as well as any other mitigating factors) and respect legal requirements regarding the confidentiality of students.

#### **SAFE SCHOOL PLAN**

The Safe School Plan is available on the Gerald McShane website.

#### **CLASSROOM BEHAVIOUR**

Students must follow the rules set by each of their teachers and made known to them at the beginning of the year.

#### **BEHAVIOUR DURING RECESS AND LUNCH RECESS**

- a) Students must never leave the school yard.
- b) Snowball throwing is forbidden.
- c) Students should play in a courteous and respectful manner. Students should speak to each other politely.
- d) Once the bell has rung, all students must cease all play immediately, and prepare to enter the school.

#### **FIELD TRIPS AND EXTRA-CURRICULAR ACTIVITIES**

All school rules and regulations are in effect during activities, whether in school or outside of school. **The school dress code is mandatory unless otherwise stated.**

#### **TRAVELING IN THE SCHOOL**

Students must walk quietly in the school whether alone or with their class. **Running is never permitted. Parents and visitors must enter the school from the Maurice Duplessis entrance and immediately report to the office.**

#### **VANDALISM/DAMAGE TO SCHOOL PROPERTY**

If a child breaks or damages school property, or loses school textbooks, parents/guardians must pay for the repair or replacement.

**SKATEBOARDS, BASEBALL BATS, ALL ELECTRONIC EQUIPMENT, CELL PHONES. IPODS, LASER POINTERS, AND TRADING CARDS (I.E. POKEMON, HOCKEY, BASEBALL...) must not be brought to school or on the school buses.** The school reserves the right to confiscate the above items.

### SCHOOL TEXTBOOKS/LIBRARY BOOKS

All books issued by the school are property of the school. Students must not scribble, draw or deface a book. Damaged or lost books must be paid in full.

### ADDITIONAL SCHOOL RULES AT A GLANCE

- a) Cigarettes, alcohol and all illegal drugs are not allowed on school property.
- b) Dangerous objects are not to be brought to school. These will be confiscated.
- c) CHEWING GUM is forbidden in school.
- d) NO toys should be brought to school.
- e) **Once students are dismissed at the end of the day, they may not return to their classes to get any materials.**
- f) **Body Tattoos and Body Paint are forbidden. Also, students are not permitted to write on their hands or on other body parts.**
- g) **Students must never open a school door to allow anyone to enter.**

### STUDENT BEHAVIOR AT LUNCH

- a) On entering the lunch area, students proceed to their assigned area in a quiet and orderly fashion.
- b) Whenever announcements are made by a supervisor, they are expected to stop speaking and listen.
- c) Students are to remain seated during lunch.
- d) Students are to raise their hand and ask permission before going to the washroom.
- e) All trash is to be put in the plastic garbage bags.
- f) Food is not to be thrown and juice is not to be squirted at each other.
- g) Students are to line up and leave the classroom in an orderly fashion with their supervisors.
- h) There is to be no running or pushing in the hallway.
- i) Students' places must be left clean; i.e. table and floor.
- j) All students must go outdoors after lunch, except those students with lunch passes or those involved in activities.

### BUS SAFETY RULES

Students must follow the rules set by the bus driver, the bus company and the School Board. Students who misbehave on the school bus may be given a written notice or even suspended. In case of suspension, a student must be transported to school. The following Bus Safety Rules must be followed:

- a) Students must have their bus passes at all times when boarding the bus. The bus pass must be easily visible to the bus driver.
- b) Line up, wait for the bus to come to a complete stop, and then board the bus.
- c) Do not loiter on the steps of the bus or in the aisles.

- d) When you're on the bus, sit in your seat and stay there for the duration of the journey.
- e) **While you are seated, your feet must be in front of you; never in the aisle.**
- f) Nothing is to be thrown around the bus at any time; it's dangerous for the children and obstructs the driver's view.
- g) Arms, hands and heads stay inside the bus at all times.
- h) Loud noises, shouting, swearing and actions of this nature are not allowed.
- i) Throwing things out of the bus windows is not allowed.
- j) When you get off the bus, take your time and get off in an orderly manner.
- k) All sports equipment such as skates must be kept in a vinyl bag.

### C. DRESS CODE REGULATIONS

All students must come to school wearing white tops (shirts, t-shirts, blouses). There must be **no designs, advertising, team name, picture or drawings on these white tops**. The bottoms (pants, skirts, tunics) must be black with no words or pictures. Students may only wear a **red, white or black sweater/cardigan** over their white top **with NO logo**. Jeans and Jean look-a-like pants may not be worn at school. Clothing must be comfortable and must fit properly as not to expose the midriff and lower back.

Students must wear closed shoes or running shoes in school at all times. For safety reasons only sandals with a back strap are permitted.

Students may not wear make-up of any sort.

**Haircuts must be age-appropriate and tasteful.**

**Long hair MUST be tied at ALL times.**

During the warm months, students may wear black Bermudas.

**Students are not to wear spaghetti-strap tops, mini-skirts, and short shorts.**

For **Physical Education** students MUST wear the Gerald McShane Physical Education t-shirt with the school name and all black shorts or jogging pants.

The dress code is to be followed every day during classes as well as at Daycare.

### PHYSICAL EDUCATION

In order to develop good health habits and a good sense of well-being at school, students must change into their Phys.Ed clothes for physical education class. For the same reason, students are expected to change back into their school dress code after Physical education class. The running shoes should FIT and be

in GOOD condition in order to avoid accidents. Any other form of shoes is not permitted.

Jewelry, including bracelets, rings, necklaces, earrings and watches, cannot be worn on days when physical education is scheduled. Also students with long hair should have it tied back in a ponytail or at least in such a way that it is out of their faces.

Older students are strongly encouraged to have with them a stick deodorant that they may use prior to Physical Education class.

#### D. CHILDREN'S SAFETY AND PARENTS

The safety of children is always a priority at Gerald McShane School. Parents must assist by respecting the following rules:

a) It is forbidden to use the teachers' parking lot as a drop-off and pick-up zone **at all times**.

Also, never block the entrance to our parking lot.

b) Parents/relatives who accompany their children to school should escort them to the school yard entrance.

c) Do not allow your children to cross a street between parked cars. Teach your children to cross at street corners.

**d) Please stay out of the school yard. It is only for children and staff.**

e) Parents visiting the school are only to use the main front door entrance on Maurice Duplessis and must always report to the office.

f) Parents are not to accompany their children to class or go to class to pick-up their children. The office will be pleased to help you.

g) Parents must be on time when picking up their children. Children whose parents are late may be sent to daycare, in which case the regular fee will apply.

**h) Parents are asked to not come into the Main Office between 7:55 and 8:30 as it is a very busy time.** If you are dropping off your child, **please do not linger.**

**i) Messages to teachers and/or the Office should be in the child's agenda or on the school's voicemail.**

#### E) ADDITIONAL INFORMATION FOR PARENTS

THE STUDENT AGENDA BOOK is compulsory. Parents are asked to verify that their child's homework is done.

Please sign. Also verify communications from the teacher.

##### WHAT IS HOMEWORK?

a) It is based on lessons taught in class.

b) Children should be able to do it alone. However, parents may have to help.

c) Assignments can be of various types:

-written homework

-studying reviewing or memorizing material taught in class

-preparing a project

-reading a book or doing research

##### WHY DO TEACHERS GIVE HOMEWORK?

a) To develop regular and independent work habits

b) To reinforce class work

c) To develop responsibility

**d) To complete work not finished in class**

**e) To reinforce skills taught in class**

##### APPROXIMATELY HOW MUCH HOMEWORK IS GIVEN?

a) Considering that each student is different, the following is what we consider to be the time to be spent on homework each night;

-Grade 1 gradual increase to about 20 minutes

-Grade 2 & 3 approximately 20 to 30 minutes

-Grade 4 & 5 approximately 30 to 40 minutes

-Grade 6 approximately 60 minutes

##### WHAT ARE THE RESPONSIBILITIES OF THE STUDENT?

a) To write his/her homework down in an agenda used only for this purpose.

b) To bring home all the materials needed to do the homework properly.

c) To do all the written work as neatly as the teacher would expect it to be done in class.

d) To bring home the appropriate books to study or read.

e) At the senior levels, if a long term project is assigned, to do it gradually and not all at the deadline.

##### WHAT ARE THE RESPONSIBILITIES OF THE TEACHER?

a) To assign homework based on material taught in school.

b) To notify parents if a pupil is not doing his/her work on a regular basis.

c) To ask that a parent sign the homework copy if necessary.

d) Within a few days, to correct the written work and test the study assignments.

e) To provide students with guidelines when a project is assigned and to explain the process of preparing a project.

##### WHAT IS THE ROLE OF THE PARENT(S)?

**a) To make sure that the homework is done and to support the child and school.**

b) To provide a quiet, well-lighted place for study, not near a T.V., computer, etc.

c) To schedule a regular (not too late in the evening) time for homework and insist that this time is only for school work.

d) **To sign the agenda each day, if requested by the teacher, and to do this after having checked that the homework is done.**

e) To encourage your child to read. Reading is one of the main keys to success in school. Parents should read to their younger children as often as possible so as to instill in them a love of reading.

f) **To inform the teacher if your child, on a regular basis, is spending too much or too little time on homework. It is only by working together that children will succeed. The habits which children acquire at Gerald McShane are those which they will carry to high school and later endeavors.**

**SPORTS CONCENTRATION**

Gerald McShane offers a Sports Concentration Program to students in grades 4 to 6. This is an opportunity for promising athletes to excel in their sport. Students have a reduced academic time table which allows them to come to school and practice their sport on a daily basis.

**DISTRIBUTION OF SUBJECTS 2019-2020**

Prekindergarten: Bilingual

Kindergarten/Immersion: 100% French

Cycle 1 Immersion:

<u>English:</u>		<u>French:</u>	
ERC	60 min	FLA	780 min
		MUS	60 min
		MAT	420 min
		VAR	60 min
		PEH	<u>120 min</u>
			1440 min
(4%)		(96%)	

TOTAL: 1500 min

Cycles 2 & 3/ Bilingual:

<u>English:</u>		<u>French:</u>	
ELA	315 min	FLA	375 min
MAT	300 min	SOS	90 min
ERC	60 min	SCT	120 min
PEH	<u>120 min</u>	MUS	60 min
	795 min	VAR	<u>60 min</u>
			705 min
(53%)		(47%)	

TOTAL: 1500 min

# IS IT BULLYING?

## NOT NICE

When someone says or does something unintentionally hurtful and they only do it once...

That is Not Nice

## MEAN

When someone says or does something intentionally hurtful and they do it once...

That is Mean

## BULLYING

When someone says or does something intentionally hurtful and they keep doing it, over a period of time, even when you tell them to stop or show them that you are upset...

That is **Bullying**



