



OUR LADY OF POMPEI

Name _____

STUDENT AGENDA

2022-2023

OUR LADY OF POMPEI SCHOOL

9944 ST. MICHEL BLVD.

MONTREAL, QC. H1H 5G8

Tel : 381-0411 Fax: 381-0443

Daycare: 381-1199

www.emsb.qc.ca/ourladyofpompei

This agenda belongs to:

Name: _____ **Class:** _____

Home Telephone: _____ **Work Telephone:** _____

Emergency Contact: _____

Telephone #: _____

OUR LADY OF POMPEI MISSION STATEMENT

Our mission at Our Lady of Pompei Elementary School is to educate the whole student. We are committed to the development of the intellectual, physical and social capacity of all our students. We believe this is best achieved through a learning environment that is caring, safe, healthy and stimulating. We aim to provide programs and services which will allow our students to reach their full potential. We strive to foster in our students a passion for learning, to become literate and critical thinkers, thus allowing them to contribute positively to society. We think that success in these endeavors can only be achieved through a committed partnership between the school, the community, and the home.

In an attempt to fulfill our mandate as an educational institution to “educate, socialize and qualify” the students entrusted to us, we strive to place an emphasis on fairness, integrity and honesty, service to each other, personal growth and learning how to learn.



Our Lady of Pompei School

PRINCIPAL'S MESSAGE

Dear Students and Parents,

Welcome to all new and returning students, to Our Lady of Pompei Elementary. The school first opened in 1961 and has been a pillar in the community, while maintaining a long-standing tradition of academic excellence and social responsibility.

This school is a place which possesses tremendous spirit, energy and camaraderie. Our staff is dedicated and strives to provide every student with the best educational experience possible, within a safe and supportive learning environment. Our hope is that every student enjoys their time here and is able to achieve positive personal growth.

In order to achieve this, we rely on the cooperation of our students and the continued support of our parents. It is imperative that students attend school regularly, are punctual, complete all assignments/homework, bring all their materials to school and abide by all policies and procedures outlined in this agenda. Parents are asked to encourage their child to always be respectful and develop a positive attitude towards school and learning.

Please take the time to read through this agenda with your child. The school agenda provides students and parents with valuable information that will assist you in achieving success during your time here. The agenda should become an integral part of your daily studies. It outlines our policies, procedures, routines and clearly specifies our expectations of you. The rules and regulations contained herein reflect the philosophy that we at Our Lady of Pompei Elementary are committed to.

On behalf of the school team, we welcome you back and wish you much success.

Have a great year!

Sincerely,

Lisa Ancona
Principal

"Alone we go faster, but together we go further"
African Proverb

GENERAL SCHOOL INFORMATION, POLICIES & PROCEDURES

SCHOOL DAY

PRE-K & KINDERGARTEN

HOMEROOM	8:50
Start of Class	8:55
Recess	10:25 – 10:45
Lunch	11:27 – 12:45
Homeroom	12:45 – 12:50
Recess	14:20 – 14:40
Dismissal	15:40

GRADES 1 to 6

HOMEROOM	8:50
Start of Class	8:55
Recess	10:25 – 10:45
Lunch	11:45 – 12:45
Homeroom	12:45 – 12:50
Recess	14:20 – 14:40
Dismissal	15:40

TECHNOLOGY CONCENTRATION INITIATIVE FEATURING S.T.E.A.M

The initiative allows students to develop a variety of skills and focuses on 4 main spheres: robotics, coding, multi-media and S.T.E.A.M. The robotics, science and coding components are led by French teachers, while the Multimedia component is led by the English teachers. Every student from Pre-school to Grade 6 is provided with a device. Pre-school to Grade 3 are equipped with an iPad and Grade 4 to 6 with a Chromebook.

TELEPHONE NUMBERS

SCHOOL	514-381-0411
FAX	514-381-0443
DAYCARE	514-381-1199
EMSB	514-483-7200
TRANSCO BUS	514-648-8625

SUPERVISION BEFORE & AFTER SCHOOL

The schoolyard is *not* supervised before 8:40. ***For the safety of your children, please ensure they are not in the schoolyard during the unsupervised times.*** Furthermore, there is no supervision after school. Parents must ensure they are in the schoolyard at dismissal to pick up their child. Considering the number of students being dismissed at once, the school cannot oversee the individual dismissal of each student. Students who are not picked up at dismissal will be sent to daycare (daycare fees will apply).

ATTENDANCE

Regular and punctual attendance contributes greatly to a student's success at school. Appointments with doctors and dentists should be arranged before or after school hours or on pedagogical days to avoid missing classes. If your child will be absent, you must contact the school to give the following information:

- Child's Name
- Teacher's Name
- Reason and Length of Absence

Please call or leave a message any time before 8:00 a.m. to report your child's absence. If we have not received a call about your child's absence, we will contact you to ensure your child's safety. Should an absence due to illness extend past five (5) days the school requires a medical certificate giving, among other information, the approximate date of the student's return to school. The principal may communicate with the parents as to the reason for any absence over two days.

STUDENTS WHO ARE ILL

We request that your child remain at home if he/she is not well. If parents determine that their child is well enough to come to school, then the student will be sent outdoors for recess and at lunchtime. If there is a serious medical reason for a child to remain indoors, we require parents to provide the school with a doctor's note indicating that requirement.

CHANGE OF ADDRESS / PHONE NUMBER

Change of address, home phone number, work number, or other information should be reported immediately to the main office.

LATES

Every effort should be made to have your child arrive to school on time. Tardiness causes class disruptions which impacts upon student learning. Students are expected to be in the schoolyard by 8:45 a.m. All students who arrive late must report to the office. In cases of habitual lateness, a letter will be sent home to the parents requesting that the situation be rectified.

EARLY DISMISSALS & CHANGES TO DISMISSAL ROUTINE

Parents are to advise the school ahead of time, through the agenda, of any early dismissals and/or any changes to their child's end of the day dismissal routine. All early dismissals will take place at the front office. **The main office is closed during lunch hour therefore, no early dismissals during lunch hour. For unexpected changes in your child's dismissal procedures, parents must call the school before 2:00 p.m.** It is a very busy time between 2:00 p.m. and dismissal and therefore, the school cannot guarantee that last minute telephone messages will reach your child in time.

SCHOOL SAFETY & SECURITY

In order for the school to be safe and secure, everyone's co-operation is essential.

1. All visitors, including parents, must always **enter and exit the school by the front door** and must always report to the office. If you are dropping off an item for your child or leaving a message, the secretary will be pleased to help you and will make sure your child receives the information.
2. Parents are **NOT** permitted to pick-up or accompany their children to class.
3. Children are not permitted to leave the school premises without prior written permission signed by the parent.

VOLUNTEERS / VISITORS

All **parents, volunteers and visitors must report** first to the school office and sign-in. A visitor's pass will be given out to anyone spending time in the school (volunteers, consultants, workmen, and parents), thus assuring students and staff that the bearer has identified themselves at the office and has legitimate reason to be in the building. Visitors should sign-out and return the pass to the secretary.

SCHOOL BUS SERVICE

In order to respect the EMSB Transportation Policy, our responsibility is first and foremost to assign transportation services to students who are eligible for transportation.

Given the limited number of students permitted on the bus, priority will be given to the students who are eligible for Transportation Services, as per the Transportation Policy.

- **Pre-Kindergarten and Kindergarten** students residing more than **0.6 km** from the school in their distinct boundary.
- **Grade 1– 6** residing more than **1.4 km** from the school in their distinct boundary.

In the event that accommodation requests are granted, as per the EMSB Transportation Policy, the following conditions still apply:

- a) Accommodation bussing can only be offered if there is available space on the bus.
- b) If a student is eligible for bussing and is added to the bus, accommodation passes may be provided.
- c) The accommodation bussing is valid on a yearly basis.
- d) Accommodation bussing can only be offered to an EXISTING bus stop.
- e) Accommodation bussing may be reduced or cancelled at any time with a written notice to parents.

CAR TRANSPORTATION

Drivers must observe and model the following safety rules:

1. Stop when the lights on a school bus are flashing.
2. Do not stop, park or block the reserved bus zone on J.J. Gagnier Street.
3. Do not double park.
4. Do not have your child get off in the middle of the street.
5. Do not have your child cross between cars or the school busses.
6. Park your car and walk your child to the entrance of the school yard.

OUR CHILDREN'S SAFETY IS EVERYONE'S RESPONSIBILITY

LUNCH SUPERVISION PROGRAM

All students are welcomed to participate in the Lunch Supervision Program. However, according to the policies of the school board, it must be self-financing. That is, all expenses incurred must be covered through the fees paid by parents. The fees are set in consultation with the School's Governing Board and are communicated to parents at the start of the school year. Failure to make the necessary payments in a timely fashion will result in loss of service.

HOT LUNCH PROGRAM

Beginning in mid-September, hot lunches are available by our food supplier. If any modification/adjustment is required, the parent must inform the food supplier. Meals not consumed, will not be stored.

PHYSICAL EDUCATION

All students are expected to participate in Physical Education classes. A note from a parent is required to temporarily excuse a student from participating in Physical Education classes. If a student needs to be excused for a prolonged period, a medical certificate is required. **Students must wear the compulsory physical education t-shirt.**

COMMUNICATION

Messages to parents are placed in the student's agenda book and/or available on google classroom and/or sent via email. ***Parents are asked to check their child's agenda book daily. General school memos will be sent via email. Parents are encouraged to verify their emails regularly.*** Parents are also encouraged to use the agenda book as well as our online platform to communicate with their child's teacher. Please note that additional information may be found on the school's website:
<http://www.emsb.qc.ca/ourladyofpompei/>.

HOMEWORK

Homework is an important extension of the learning that takes place in school. It provides practice which reinforces classroom learning and can provide opportunities for independent study, research, supplemental reading, writing and project work. The amount of homework will vary according to cycle. Homework is assigned weekly and students are expected to complete assignments on time. **Request for homework must be made only for absences of two days or more. Parents are asked to communicate with teachers through our online platform and/or email or call for homework pick-up before the morning recess to give teachers time to prepare the work. In case of absence due to vacation, homework may not be preassigned. Please make sure to check online notifications/messages and your child's agenda daily, including the transparent pocket folder (for any important documents or memos).**

Students will not be allowed to go back to their lockers once they are dismissed. Please note, that it is the students' responsibility to ensure that they have all their materials and belongings before dismissal.

LIBRARY BOOKS

Students will be permitted to borrow two books per week. No additional books may be borrowed until the books have been returned. Parents' cooperation is essential in ensuring that the borrowed books are properly cared for and returned. It is understood that parents must pay for lost or damaged books.

LOST & FOUND

Each year, many sweaters, mitts, boots, running shoes, etc., are lost by the students, and although we have our Lost and Found box, many of these articles are never claimed. ***We urge parents to label the inside of their child's clothing, footwear, lunch boxes and school bags.*** Clothing not claimed by the end of the school year will be given to a charitable organization.

EXCURSIONS AND FIELD TRIPS

Field trips are a positive educational experience. At times, the school may request, depending on the nature of the trip, parent volunteers to accompany the students. ***Please note:*** The principal and/or teachers may exclude a student from a field trip if it is felt that the student's participation may be detrimental to the safety and security of the student and/or other students participating in the field trip. Parents will be notified of this decision prior to the field trip.

VALUABLE OBJECTS

Students are to bring to school only items that are needed for instruction. **All toys, trading cards and electronic devices such as phones, tablets and personal gaming devices are not permitted in school. If they are brought to school, they will be taken away from the student and will only be returned to a parent.** The school is not responsible for personal belongings which may be damaged, lost, traded or stolen.

USE OF TECHNOLOGY

The use of technology is strictly restricted to pedagogical reasons. Any student who fails to comply and uses the technology in any way not deemed appropriate by the teacher, may then result in the loss of this privilege for a period of time.

STUDENT ACCIDENT INSURANCE

Student Accident Insurance is made available to parents at the beginning of the school year. It provides additional coverage that is not normally covered by Medicare. We encourage you to consider this opportunity. Payment must be made directly to the company as indicated on the insurance form.

CSSS SERVICES

The CSSS Ahuntsic-Montreal Nord provides the services of a Nurse and a Social Worker once a week and a Dental Hygienist on a sporadic basis.

MEDICATION

Administering medication to children is the responsibility of the parents. However, the school will help if:

- Every effort has been made to have the child medicated at home.
- The medication is prescribed by a doctor. **Non-prescribed** medication will not be administered.
- The container/bottle has the prescription label, with the doctor's name indicated on it.
- A dated school medical form or signed note from the parent/guardian absolving the school of all responsibility.
- The child is willing to take the medication.
- ***Strongly recommended, children with prescribed asthma pumps carry them in their school bag daily.***

PEDICULOSIS – HEAD LICE

Parents are urged to periodically check their children for head lice. This will help isolate cases before a serious problem develops. If head lice is discovered, you will be called to come and pick-up your child. An information sheet will be sent home to the parents. Treatment must be completed before the student will be readmitted to school.

INFECTIOUS DISEASES

If your child has a contagious disease, please inform the school as soon as possible. Your child must remain at home until he/she is no longer contagious and is able to participate in school activities. In the case of certain diseases, the child should not return to school until a doctor has deemed them fit to return.

ANAPHYLAXIS

Unfortunately, many students suffer from severe allergies to nuts and peanuts. Consequently, we ask that your children's recess snacks and lunches be nut / peanut free. We ask you to please read the labels carefully before putting these foods in your child's lunch box.

Please note that the school will make every effort to provide nut/peanut free snacks. However, we recommend that students with severe allergies refrain from partaking in the snack program. **Parents are reminded to warn their children with severe allergies NOT TO SHARE FOOD with other children.** To help us avoid a potentially fatal reaction, we urge all parents to please comply strictly with these requests.

EMERGENCY EVACUATION SHELTER

Should the evacuation of the building be necessary, students will be taken to **Atelier School** next door or the **Our Lady of Pompei Church** basement or **Presbytery** basement. Once at the evacuation center, parents will be contacted.

DAYCARE

The school provides daily daycare services before school starts at 7:00 a.m. and after school from 3:40 p.m. to 6:00 p.m. For regular users of the service, daycare is also available on pedagogical days. For more information on our Daycare Program, please call **514-381-1199**. Please refer to the Daycare Handbook on our website for information regarding policies and procedures.

OUR LADY OF POMPEI - STUDENT CODE OF CONDUCT

Our school code of conduct sets forth a model of appropriate behaviors to help create a positive learning environment for academic success. Therefore, all students are expected to work to the best of their ability to achieve this goal. Furthermore, students are expected to develop healthy inter-personal relationships; they must get along with all others with whom they share the school. All students have the right to learn in a safe and positive environment. Therefore, each student has the obligation to respect the rules of conduct. Students will be held responsible for any breach to these rules.

In light of the EMSB's Safe Schools Policy, there will be no tolerance for:

- Acts of violence motivated by race, sexual orientation, religion or language
- Physical and verbal aggression towards other students and staff members
- The consumption and / or possession of illegal and controlled substances
- Public endangerment
- Bullying / harassment or cyber bullying / harassment
- Theft and vandalism
- The use of electronic equipment to record or capture the likeness of an individual

Failure to comply is a major breach of discipline. Disciplinary actions may include detention, suspension from classes, exclusion from the school and police involvement.

EXPECTED STUDENT BEHAVIOR

- Follow the instructions and directives given by school staff.
- To be respectful and polite towards other students, school staff and administration.
- Use appropriate language when addressing or referring to others.
- To have academic integrity by refraining from such things as cheating or plagiarism.

- To move in a safe and quiet manner in and around the school.
- Play safely by only using equipment provided by the school and not engaging in such things as throwing snowballs or activities that involve rough body contact.
- Be respectful of other's personal belongings, classroom materials and school property.
- Keep the school clean by disposing of garbage properly and by not chewing gum on school grounds.
- Be a good role model for others in the school.

MORNING, RECESS & LUNCH ENTRY

MORNING ENTRY

- Line-up two-by-two according to **grade level** at the sound of the first bell.
- Stand calmly and quietly in line until the teachers give the signal to go in.
- Walk up the stairs in a quiet and orderly fashion.
- Get ready for entry in a quiet and orderly fashion at the lockers.
- Be ready for entry at the sound of the second bell.

RECESS & LUNCH ENTRY

- Line-up two-by-two according to **class** at the sound of the first bell.
- Stand calmly and quietly in line until the teachers give the signal to go in.
- Walk up the stairs in a quiet and orderly fashion.
- Get ready for class in a quiet and orderly fashion at the lockers.
- Be ready for entry at the sound of the second bell.

LUNCH RULES

Our aim is to provide students with a pleasant and safe environment during lunchtime. In order to accomplish this, every child is expected to follow these rules:

- Students registered in the school's lunch program are not permitted to go home at lunchtime unless they bring a signed note from a parent. This note must be given to the student's teacher upon arrival in the morning as this information must be relayed to the child's lunch supervisor.
- Students must show respect and good manners to their classmates and to their lunch monitors.
- Students are to remain seated for the duration of the lunch period; they must clean up their eating area and place all garbage in the garbage bins.
- Students must speak in a moderate tone of voice and remain quiet when signaled by their monitor.
- Throwing food or other objects is not permitted.
- Students should bring a nutritious lunch – **no junk food**. Please include straws, spoons, etc. **Glass containers and soft drinks are forbidden.**
- Students are to remain with their lunch monitor unless they are participating in a lunch activity or tutorials. In any case, they must notify their lunch monitor.

Please note that the second portion of the lunch period is held outdoors therefore, students should be dressed appropriately for the weather. Snow pants and boots are mandatory all winter and until the schoolyard is dry. If it is raining or very cold outside, the students will remain indoors with their lunch monitors.

Any child who does not adhere to these rules is subject to disciplinary measures. This could include detention, suspension or expulsion from lunch services.

DRESS CODE

Our school strives to instill in our students a sense of belonging and identity. A dress code is also conducive to good behavior and fosters a positive educational experience that promotes success. In view of this, we ask for parents' full cooperation in ensuring students adhere to the school's dress code.

Our Lady of Pompei School has a color dress code – **NAVY BLUE AND WHITE**.

All students are expected to come to school appropriately dressed and well groomed. This helps emphasize the serious nature of attending school.

Students may wear the following articles of clothing:

- **NAVY BLUE BOTTOMS:** Plain navy blue tunic, skirt (no shorter than knee length), pants or bermudas
- **WHITE TOPS:** Plain solid white blouse, shirt, t-shirt, turtleneck or polo
- **BLUE SWEATER:** Plain solid navy blue sweater, sweatshirt, hoodie or cardigan
- **SHOES/BOOTS:** In the winter months, students are required to wear boots. They must have shoes to change into. Boots are not permitted in the classroom. Students who are unable to tie their laces should come to school with shoes which have Velcro fasteners.
- **PHYSICAL EDUCATION:** Navy blue shorts, school's physical education t-shirt, **athletic/sport running shoes (no sneakers)**

***ALL garments should be plain and not have any stripes or designs on them.**

THE FOLLOWING ITEMS ARE NOT PERMITTED:

- Jeans, tights and/or spandex shorts or pants
- T-shirt / tops with pictures, slogans and messages
- Tank tops, halter tops, camisoles and clothing that reveal midriff
- Rolled-up pants, ripped fringes
- High heels, platform shoes, running shoes with wheels, strapless and flip-flop sandals

THE FOLLOWING ITEMS ARE DISCOURAGED:

- Expensive jewelry /costume jewelry should not be worn.
- Students are encouraged to avoid wearing makeup or nail polish to school.

At times, students are permitted to deviate from the school's color code. Nonetheless, on these days, students must still observe the restrictions mentioned above and dress appropriately for a school environment.

PHYSICAL EDUCATION CLASS POLICIES & PROCEDURES

It is the student's and parent's responsibility to be aware of when Physical Education class is scheduled. Students must dress appropriately for Physical Education class. They must wear blue shorts, the school's physical education t-shirt and running shoes (whose soles do not leave marks on the gym floor). For outdoor activities during the winter, students must wear the appropriate outerwear (snow pants, hats, scarves and gloves).

Students must also adhere to the following:

- shoelaces must be tied
- long hair should be tied
- wear protective equipment if necessary
- walk when entering and exiting the gym
- behave appropriately when changing before and after gym class
- students must change into their school clothes at the end of their Physical Education class
- jewelry including necklaces, rings, bracelets, watches, and earrings must not be worn on days when Physical Education is scheduled

SCHOOL BUS POLICIES & PROCEDURES

The bus driver is responsible for the safety and security of all passengers. During the bus route, the driver is in charge and the students must respect transportation rules and regulations. They must take responsibility for their

actions. Bus drivers will report infractions to the principal. Furthermore, the school bus is not to be used for students to go to a friend's house. Parents must make their own transportation arrangements for their child to go to another student's house for any reason.

For the safety of all students who ride the bus, students are expected to obey the following rules:

- Always arrive at the bus stop 10 minutes earlier.
- Wait for the bus to come to a complete stop and then board the bus in a single file, in an orderly fashion.
- Find your assigned seat quickly without pushing other students. Keep the aisle clear.
- Remain seated, talk quietly. Do not eat, drink, chew gum, or leave trash on the bus.
- Always listen to the driver's instructions.
- Never put your head or arms out of the windows.
- Never throw any objects out of the windows.
- Glass or sharp objects are **not** permitted on the bus.
- When getting off, wait until the bus comes to a complete stop before leaving your seat.
- Walk a safe distance from the bus so that the bus driver can see you and knows that you are out of danger.

The bus driver will monitor student behavior on an ongoing basis. The bus driver will advise both the student and the Main Office of any breaches to the bus safety rules outlined above.

DISCIPLINARY PROCEDURE:

First Offense: A letter of warning will be issued notifying the parents that any further incident will result in suspension of bus transportation services.

Second Offense: The principal will notify the parents in writing that transportation has been suspended for a period of 1 to 3 days.

Third Offense: The principal will notify the parents in writing that transportation has been suspended for a period of 3 to 5 days.

Fourth Offense: The principal will notify the parents in writing that transportation has been suspended temporarily for reasons of safety and security.

PLEASE REMEMBER THAT BUSSING IS A PRIVILEGE. THE SAFETY OF ALL THE CHILDREN ON THE BUS IS EACH STUDENT'S RESPONSIBILITY.

WITHDRAWAL OF SCHOOL BUS PRIVILEGES DOES NOT RELIEVE EITHER STUDENT OR PARENT OF THEIR RESPONSIBILITY IN SO FAR AS ATTENDING SCHOOL.

DISCIPLINARY MEASURES

All staff members are responsible for intervening in discipline. Any breach of the expectations, policies and procedures outlined in this agenda may result in the imposition of disciplinary measures. These may include interventions such as gestures of reconciliation, restitution or the payment of damages, reflections, letters of apology, loss of school privileges, exclusion from field trips and school activities, detentions, suspensions and expulsion from school or the school board.

Depending on the nature of the breach of discipline a parent may be required to meet with the school's administration. Please be advised that a parent must meet the school's administration before a student is reintegrated from suspension.

