



Elizabeth Ballantyne School

Student Handbook

314 Northview Avenue
Montreal West, Quebec
H4X 1E2
Tel: (514) 484-1006
Fax: (514) 484-7405
Daycare: (514) 350-8870

Montreal West Children's Library housed in Elizabeth Ballantyne (514) 484-7194

Website: emsb.qc.ca/elizabethballantyne

Twitter: [@ebs_emsb](https://twitter.com/ebs_emsb)

Office hours are 8:00 a.m. to 4:30 p.m.

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ POSTAL CODE _____

PHONE _____

EMERGENCY CONTACT PERSON: _____

PHONE NUMBER: _____



Principal's Message

Dear Students and Parents/Guardians,

At Elizabeth Ballantyne, we promote the academic, physical, and emotional growth of our students while constantly working at creating a positive learning environment for them with an emphasis on educational curiosity and life-balance.

Teachers and support staff members help students to succeed in their academic careers and to demonstrate their growth in the following traits: empathy, trustworthiness, respect, responsibility, fairness, caring and citizenship. EBS strives to be a place where students can feel safe and they can experiment and makes mistakes without being judged – this allows for learning.

The agenda is a vital communication tool between school and home. Children will record homework and upcoming events in this book, and teachers may send notes to you regarding other matters. Parents/guardians are expected to sign the agenda each day. This confirms that all messages are received and homework is complete.

Please read this agenda together with your son/daughter. Success for students is always enhanced through parental involvement in school life and regular communication between home and school.

I wish you success for the 2017-2018 school year.

SAPERE AUDE-DARE TO KNOW!

This agenda is to be taken home every day, shown to parents at homework time, signed and returned to school every day. It is the responsibility of the parent/guardian to ensure that the school has the correct address and up-to-date phone numbers (home, business and emergency) at all times. If any of the above information changes, the school needs to be informed immediately.

Michael Brown,
Principal



****PLEASE NOTE THAT ON “SHADED DAYS”, THERE IS NO SCHOOL FOR THE STUDENTS. ****

2017

2018

AUGUST		JANUARY	
WED AUGUST 30	First day of school	Mon January 8	EBS Ped Day
SEPTEMBER		Tues January 9	First Day back from Holiday
Mon September 4	No school	FEBRUARY	
Wed September 13	Meet the Teacher night	Mon February 5	Teacher's non-working day
Fri September 29	Terry Fox Run (Rain day October 6)	Wed February 21	EBS Ped Day *
OCTOBER		Fri February 23	Skate-A-Thon
Mon October 9	No school – Thanksgiving	MARCH	
Fri October 13	Interim report cards	Fri March 2	Winter Carnival
Wed October 18	Grade 4 vaccination	March 5 – 9	March Break
Wed October 18	Picture Day	Tues March 13	Report cards sent home
Fri October 20	EMSB Ped Day	Thurs March 15	Parent/Teacher interviews 3:45 – 6:45 p.m.
NOVEMBER		Fri March 30	Holiday – Good Friday
Wed November 1	Open House (9:00 a.m.-3:30 p.m.)	APRIL	
Mon, November 13	Term 1 report cards sent home	Mon April 2	Holiday – Easter Monday
Wed November 15	EBS Ped Day (9 a.m.- 9p.m .) Parent/teacher interviews	Mon April 16	EMSB Ped Day
Thurs November 16	EBS Ped Day	Wed April 18	Grade 4 Vaccination
Fri November 17	EMSB Ped Day	Wed April 25	Music Concert
Fri November 24	EMSB Ped Day	MAY	
Thurs November 30	Book Fair	Thurs May 3	EBS Ped Day*
DECEMBER		Mon May 21	Holiday (Victoria Day)
Fri December 22	Last Day of Classes before Holiday break	Tue May 22	EBS Ped Day
		JUNE	
		Mon June 4	EBS Ped Day
		Fri June 8	Field Day
		Wed June 13	Talent Show & School picnic
		Tue June 19	Awards Assembly p.m.
		Thurs June 21	Kindergarten grad (a.m.) Grade 6 grad (evening)
		Fri June 22	Last day of school Report cards go home

***PEDAGOGICAL DAYS MARKED WITH AN ASTERISK ARE POSSIBLE SNOW DAYS
GRADE 4 VACCINATION DATES ARE: AND WEDNESDAY MAY
MAY AND JUNE ARE OFFICIAL EXAM PERIODS – ATTENDANCE IS REQUIRED!**

SCHOOL POLICIES

SCHOOL HOURS

Time	
8:50 a.m. -9:00 a.m.	Supervised arrival time
9:00 a.m. - 9:10 a.m.	Homeroom- attendance is taken
11:10 a.m. -11:25 a.m.	Recess
12:25 p.m. – 12:55 p.m.	<u>Lunch</u> Cycle 2 +3 Play K + Cycle 1 Eat
12:55p.m. – 1:20 p.m.	<u>Lunch</u> Cycle 2 + 3 Eat K and Cycle 1 Play
3:30 p.m.	Dismissal
3:45 p.m.	Buses leave

AS OF 3:45 P.M., THERE IS NO MORE SCHOOL SUPERVISION AND STUDENTS WILL NOT BE ALLOWED BACK IN THE BUILDING.

THE SCHOOL IS NOT RESPONSIBLE FOR ANY INCIDENTS THAT MAY HAPPEN AFTER SCHOOL, INCLUDING IN STRATHEARN PARK OR IN THE SCHOOLYARD.

PARENTS/GUARDIANS: PLEASE NOTE THAT WHEN YOU ARE VISITING THE SCHOOL, YOU MUST CHECK IN AT THE OFFICE FIRST, AND WEAR A 'VISITORS' BADGE.

REGULAR AND EARLY DISMISSAL

Should it be necessary for your child to be dismissed early, a written request is required and must be presented to the homeroom teacher. Students must be signed out by the parent/guardian at the school office. For any change in a child's return home either at lunch or after school, a note must be presented in the morning to the homeroom teacher and lunch monitor.

If a child who normally goes home for lunch does not return for the afternoon, parents must notify the school immediately.

Parents who transport their children may NOT use the parking lot. Parents on foot should meet their child/children at the Library door.

Children are not allowed to enter the building in the early morning unless they are coming in for pre-arranged remedial work with a teacher or Daycare. Children should leave the building immediately when their class has been dismissed. Outside school hours, teachers are not on duty therefore we are not permitted to leave children unsupervised in the building. Children left at the park outside school hours are under their parents' supervision.

For emergency reasons the children may use the office phone with the teacher's permission (pass). Forgotten library books, gym uniform or last minute arrangements are not considered emergencies.

ARRIVAL AND DEPARTURE

Teachers are on duty in the playground beginning at 8:50 a.m. For the children's safety, they must not arrive at school before that time. Only children registered in the lunch program may be in the yard before 1:20 p.m. All children should enter the schoolyard immediately upon arrival at school. **Please note that there is no supervision provided at Strathearn Park or in the school playground after school hours.** All children are expected to go outdoors during the morning and lunch recesses and should be dressed appropriately. If children are well enough to be present in school, they are expected to go outdoors. Students should be kept at home if they are not well enough to go outside. A child may stay indoors only with a doctor's note.

When dropping off or picking up your children, please park on Percival behind the school.

LATES:

Punctuality is essential to allow your child to start the day in a positive way. There will be consequences for students who are chronically late in the morning or after lunch. At the principal's discretion, parents may be contacted in order to put strategies in place to remedy the situation. When possible, appointments with doctors and dentists should be arranged after school hours, or on Professional Days.

ABSENTEEISM

Since each absence from school interferes with your child's progress, attendance must be regular. Regular and punctual attendance is paramount to student success.

Serious absenteeism is defined by the following;

- A student who is absent for a period of 5 or more consecutive days without a reason,
- A student who has had 5 or more invalid absences in one month,
- A student with a repeated pattern (e.g. Fridays),
- A student who has accumulated invalid absences equivalent to 10% or more of a school term.

Parents are asked to plan family vacations to coincide with the school calendar. Extra work will not be provided for students to take on a holiday outside of the scheduled breaks. The school should be advised prior to any lengthy absences.

Parents must call the school office to indicate when your child will be absent.

EBS CODE OF CONDUCT 2017-2018

POSITIVE BEHAVIOURS PREVENT PROBLEMS

1. Behavior at school will be based on the premise that each individual will be treated with respect.
2. In order to establish a positive learning environment, mutual cooperation and respect among students, teachers, and other staff members is necessary.
3. All students are expected to contribute to a safe and healthy learning environment for all members of the school community.

SCHOOL RULES:

- Chewing gum is only permitted in class with the permission of the teacher and for pedagogical intervention strategies.
- Respect the building and the personal property of other students and staff.
- Physical force, rough play, put downs, teasing, bullying and/or cyber bullying are hurtful and will not be tolerated.
- Throwing snowballs or woodchips is NOT permitted.
- Remove your baseball caps before you enter the building.
- Do not loiter in the bathrooms at any time.
- Skateboards, heeled shoes, scooters and roller blades must be kept in your lockers during school hours.
- Do not bring iPods or other electronic games and equipment to school.
- Cell phone use is NOT permitted during school hours – they will be confiscated if found. Students will be able to pick them up after school at the office.
- Fidget toys from home are NOT permitted – they may be provided by the school when deemed necessary.
- Students must remain on school property at all times during the school day.
- Swearing is not tolerated in school.

CONSEQUENCES FOR MISBEHAVIOUR:

First incident - Complete and sign reflection sheet

Second incident – Complete and sign reflection sheet

Third incident – Complete and sign reflection sheet and recess detention

Fourth incident – Complete and sign reflection sheet and lunch detention

OTHER CONSEQUENCES MAY INCLUDE:

- Removal from special activities including field trips,
- Suspension in school or at home - student MUST return to school with a parent/guardian before being readmitted to class
- Behavior Contract

EMSB SCHOOL BUS RULES OF CONDUCT AND SAFETY MEASURES.

The school principal oversees the day-to-day operation of the bus system at the school level and ensures observance of the rules of conduct and safety measures. In cases of misconduct, here are the following guidelines:

First Offense: At the principal's discretion, the student will be reprimanded and if deemed necessary, a letter of warning will be sent to the parents, notifying them that should a second offense occur, transportation will be suspended for a period of three days.

The letter must be signed by the parents and returned by the student to the principal before the student returns to his/her class on the next regular school day.

Second Offense: The principal will notify the parents in writing that transportation has been suspended for a period of three days and that a further offense will result in suspension for five days.

The letter must be signed by the parents and returned to the principal as above. Copies must be given to the teacher and the driver.

Third Offense: The principal will notify the parents in writing that transportation will be suspended for a period of five days. Copies must be given to the teacher and the driver.

Fourth Offense: The principal will notify the parents in writing that transportation has been suspended temporarily for reasons of safety and security. Copies must be given to the teacher and the driver.

UNIFORM POLICY

Students must wear the school uniform at all times, except on "Dress Down" days.

The uniform consists of a white or navy blue golf shirt WITH THE SCHOOL CREST, and navy blue pants, jogging pants, skirts or tunics. (NO JEANS)

Skirts must be no shorter than 2" above the knee.

Appropriate clothing must be worn for gym class (running shoes, no jeans, and no skirts).

In an attempt to ensure a clean environment, students are expected to have 2 pairs of shoes (indoor and outdoor).

Leggings are not allowed. Tights are accepted but need to be solid white or navy blue.

INDOOR RECESS/LUNCH POLICY

Students will be kept in during recess or lunch for the following reasons.

- temperatures below -20 degrees Celsius, including wind-chill
- rain and heavy snow
- yards are not in a safe condition

IT IS EXPECTED THAT THE EVERY PARENT/GUARDIAN WILL...

- make sure that their child arrives at school on time. If your child is unavoidably late, he/she MUST report to the office and get a late slip to be given to their homeroom teacher.
- drop their child off between 8:50 and 9:00 a.m. and pick him/her up at 3:30 p.m.
- **not** accompany their child to class or speak to teachers while they are supervising their students.
- remain outside of the schoolyard fence.
- **not** enter or drive into the school parking lot or stop in the No Stopping zones in front of the school.
- respect our neighbor's driveways
- check their child's agenda to ensure that schoolwork is done and/or important messages are read and an answer is written if necessary.
- return important forms, including reflection sheets, which have been signed.
- respect the school's rules for the safety of our children.
- enter by the front door only and report immediately to the office.

HEALTH AND MEDICAL

If a child becomes ill or is injured, the family will be notified as soon as possible. Arrangements will be made either to send the student home or to a hospital, if necessary. If parents cannot be reached, the decision to send the child to the hospital will be made by the school, and ambulance costs will be charged to the parents. Parents must take over the care of their child as soon as possible. An emergency parent/relative/neighbor should be identified by all parents in the beginning of the year on the Student Personal Information Card for the school to contact if your child is ill during the day and parents cannot be reached. Parents are required to inform the school if their child suffers from some health problem. The child's Medicare number and an emergency telephone number must be provided for the school. When a child needs to take medication, written parental permission must be given to the teacher (a copy to the office), who will supervise the taking of the medication. Parents must send only one dose of medication in a clearly identified container labeled with the child's name and with medical prescription attached.

Should a child become ill with any communicable diseases or head lice, parents are required to inform the school. Any suspected cases of the above will be brought to the parents' attention by the school. Parents are expected to seek appropriate medical attention or take the necessary action to rid the child of the disease. The child must be sent back to school with proof that the appropriate action has been taken and that the child is no longer contagious.

DIGITAL CITIZENSHIP

Digital Citizenship @Elizabeth Ballantyne believes in a model for supporting safe and responsible use of the internet in teaching and learning. Modelling what appropriate and responsible use looks like is an imperative aspect of digital citizenship when using technology within our learning. As a parent, you are an integral part of the digital citizenship development of your child. Please review the description of an Elizabeth Ballantyne digital citizen with your child and view the recommended parent links included in this pamphlet.

A Digital Citizen

- participates in positive educational, cultural, and economic activities using technology
- uses critical thinking
- is literate in the language, symbols, and texts of digital technologies
- uses technology to relate to others in positive, meaningful ways and maintains honesty and integrity while using technology
- respects the concepts of privacy and freedom of speech in a digital world

Pillars of Digital Citizenship at Elizabeth Ballantyne

1. Respect and Protect Yourself
2. Respect and Protect Others
3. Respect and Protect Intellectual Property

Links for Parents

Childnet <http://www.childnet.com/parents-and-carers> Childnet strives to take a balanced approach, making sure to promote the positive opportunities, as well as responding to the risks and equipping young people to deal with them.

Digizen <http://www.digizen.org/parents/> Digizen provides information to parents to strengthen their awareness and understanding of what digital citizenship is. It shares specific advice and resources on issues such as social networking and cyberbullying.

Common Sense Media <http://www.commonsensemedia.org/blog> Blog on digital citizenship issue, written by parents, for parents.

“Digital citizenship isn’t just about recognising and dealing with online hazards. It’s about building safe spaces and communities, understanding how to manage personal information, and about being internet savvy- using your online presence to grow and shape your world in a safe, creative way and inspiring others to do the same” www.digizen.org

BULLYING

Elizabeth Ballantyne strongly condemns any form of violence or bullying in any of its forms between members of the Elizabeth Ballantyne Community (this includes students, staff, administration and parents), and is committed to taking proactive measures to effectively reduce such incidents and provide a safe learning and working environment.

Bullying is defined as behavior that involves repeated abuse and an imbalance of power. It manifests in three forms:

- A) Physical: involves acts such as hitting, spitting, shoving, pushing, kicking, or punching.
- B) Verbal/Written: can include things such as threats, lying to create conflict, name-calling, teasing, sexual, racist or homophobic remarks or slurs.
- C) Psychological: can take the form of intimidation, direct or indirect forms of social exclusion, spreading rumors and gossip. Cyberbullying contains all the elements of bullying (physical, verbal and psychological abuse) but extends them in a public, online environment.

PREFECTS/STUDENT LEADERSHIP

Cycle 3 Student Prefects will be selected based on their sense of responsibility, leadership and consideration for others. The Prefects act as school representatives at various functions and as hosts and guides at different school events. As peer models of excellence, they carry out specific and limited supervisory duties.

LUNCH AND SCHOOL SUPPLY FEES

The Lunch Program fee for the year is \$225.00 and MUST be paid by Monday, September 11 you will have to take responsibility for your child at lunchtime. This fee covers the salary of the lunch monitors who supervise your children at lunchtime. You may contact the school office to make an arrangement if you are unable to pay the entire fee at one time. **Lunch fees are dealt with differently if the student attends daycare.**

We encourage you to send a healthy lunch and avoid junk food – no soft drinks or glass bottles please. **Please avoid sending any nut products.**

To help EBS be a Green school, please do not send plastic water bottles to school. We have filtered water fountains in the building.

If your child will be leaving the premises during lunch hour, you must send a note to the teacher in the morning and come to the school office to sign him/her out.

IF THE SCHOOL FEE REMAINS UNPAID, YOU WILL BE CONTACTED, AND YOUR CHILD MAY BE INELIGIBLE FOR FIELD TRIPS.

The School Supply fee is \$80 for the year – this is used to purchase agendas, notebooks and consumables and to help defray the cost of field trips. Crayons are provided for students in Kindergarten and Cycle 1. If this fee is unpaid by September 11, you will receive a letter outlining your payment plan. During the course of the school year, teachers may request that you purchase other items.

IN THE CASE OF A CHEQUE THAT IS RETURNED 'NSF', THE PARENTS/GUARDIANS WILL BE RESPONSIBLE FOR ANY BANK FEES INCURRED.

We have read the EBS Code of Conduct and understand that these rules must be followed.

Parent's/Guardian's Name

Student's Name

Parent's/Guardian's Signature

Student's signature