



CET AGENDA APPARTIENT À:

BIENVENUE

Ecole J. H. Picard
www.jhpicard.ecsd.net
7055-99 Street
Edmonton, AB T6E 3R4
Telephone: 780-433-4251

ÉCOLE J. H. PICARD SCHOOL MISSION

J. H. Picard's mission is to provide Catholic French immersion education building 21st century competencies through learning that is engaging, creative, personalized, relevant and unique to each student preparing them to live fully and to serve God in one another and in our world.

Guitta Kodersshah
Principal

Brigitte Levasseur *Nicole Thomlinson*
Assistant Principal Assistant Principal

Hours of Operation 2019-2020

Early Childhood Program (Kindergarten)
Mon, Tues, Wed, and Fri (No Thursdays)
8:25 AM – 11:27 AM

Grades 1-5
8:25 AM – 3:10 PM

****Thursday dismissal time is 12:09 PM ****

Thursday afternoons are used for staff meetings, collaborative planning, and professional development.

Agenda and Parent Communication

Each child's agenda has a section entitled "*Communications famille/école*" which will allow for daily communication between home and school. Please feel free to use this area to send short informational notes to your child's teacher. **Parents are asked to sign the agendas on a daily basis once students have shown them that the homework has been completed.**

École J.H. Picard Student Code of Conduct Policy

J.H. Picard Elementary Student Code of Conduct Policy and Procedures are developed within the context of Alberta's School Act and Edmonton Catholic School District Policy which is founded on establishing a Catholic school environment based on the teachings of Jesus Christ. We strive, with the support of this policy, to provide all learners with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging. It is reflective of the expectations of students as addressed in legislation and district policies, and is based on input from students, parents and school staff.

The J.H. Picard Elementary Conduct Policy is communicated in writing to all members of the school community on an annual basis. It will be reviewed and adjusted as necessary by members of the school community and referred to periodically throughout the school year. We invite families to review this policy and sign below to join us in maintaining a positive school climate.

CHILD'S Name/Signature Grade

PARENT/GUARDIAN Signature Date

Please sign here to acknowledge that you have read the Conduct Policy with your child.

The École J. H. Picard Student Code of Conduct applies at all times, this includes within the school (instructional time, recesses, lunch-hour) during the day (extra-curricular activities, field trips, arrival/dismissal, while waiting for and riding the school bus) or by electronic means.

Using this Agenda Effectively

This booklet is a tool intended to help you develop and apply organizational skills needed to achieve success at school. The skills you learn will serve you well throughout your life.

- ✓ **Carry the agenda to school and home each day. Bring your agenda to the office to be stamped if you are late for school.**
- ✓ Write all of your homework in your agenda every day even when you finish it at school. This indicates to your parents the work you accomplished.
- ✓ **Consult your agenda before leaving school to see which books you need to take home.**

- ✓ At night, read your agenda to make sure all work is completed.
- ✓ If you do not understand your homework, write a question for your teacher in your agenda.
- ✓ **Make sure you show your finished homework to your parents every day and have them sign your agenda.**
- ✓ READ at least 15 to 30 minutes every night.
- ✓ Your school agenda has been designed to help you manage your time and plan your day. You are expected to use it throughout the year. **If you lose it, you will be expected to purchase a new one.**

École J. H. Picard School Code of Conduct

École J. H. Picard strives to create a welcoming, caring, respectful and safe learning environment. Our Code of Conduct does this by establishing clear expectations for student behaviour at school and school-related activities that reflect our Catholic values of hope, mercy, fairness and honesty.

As children learn and grow, they may make poor choices or become involved in negative situations. In keeping with the School Act, our Student Code of Conduct Policy is not a 'one size fits all' policy. It is flexible enough to respect the uniqueness and dignity of each child and to encourage children to learn from their mistakes.

We affirm that the rights set out in the *Alberta Human Rights Act* and the *Canadian Charter of Rights and Freedoms* are afforded to all students and staff members within École J.H. Picard.

DEFINING APPROPRIATE CONDUCT

According to the School Act – Section 12, a student shall conduct himself or herself so as to reasonably comply with the following conduct:

- (a) be diligent in pursuing the student's studies
- (b) attend school regularly and punctually
- (c) co-operate fully with everyone authorized by the board to provide education programs and other services
- (d) comply with the rules of the school
- (e) account to the student's teachers for the student's conduct
- (f) respect the rights of others
- (g) ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging
- (h) refrain from, report and not tolerate bullying or bullying behaviour directed toward others, whether or not it occurs within the school building, during the school day or by electronic means
- (i) positively contribute to the student's school and community.

École J. H. Picard further defines appropriate behaviour as follows:

Be Active Learners

- take responsibility for your own learning by staying on task during class time
- put your best effort into your assignments
- take risks and make mistakes in learning
- seek assistance when required
- attend school regularly and arrive on time

- complete homework assignments diligently
- organize school supplies

Be Respectful Citizens

- be honest and truthful
- use polite language and behaviour
- demonstrate respect for personal and school property
- walk quietly in hallways
- listen to class monitors during lunch
- wear appropriate clothing and footwear

Be Ambassadors of Christ

- be welcoming and inclusive of others
- accept others' differences
- show forgiveness and mercy in resolving conflicts
- show reverence during prayer times and religious celebrations
- be a positive representative of our school out in the community

Be Safe on the Playground

- play safe games (bullying, play-fighting, throwing snowballs or mud not allowed)
- use equipment properly
- stay on school property
- stay away from the parking lot
- report any injuries, problems, conflicts or dangerous behaviour to adult supervisors right away
- stay in designated areas

Be Safe On the Bus

- respect the bus drivers
- respect others riders on the bus
- remain seated
- wait for bus to stop before moving
- talk quietly
- obey the rules as set by the driver

According to the School Act – Section 16.2, a parent of a student has the responsibility:

- (a) to take an active role in the student's educational success, including assisting the student in complying with appropriate conduct,
- (b) to ensure that the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment,
- (c) to co-operate and collaborate with school staff to support the delivery of specialized supports and services to the student,
- (d) to encourage, foster and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school, and

(e) to engage in the student's school community.

Together, staff and parents should work cooperatively to:

- provide a safe, caring and supportive learning environment
- provide clear expectations and appropriate consequences for inappropriate behaviour
- model appropriate behaviours
- maintain a model of supportive, open and respectful communication
- encourage punctuality and regular attendance
- monitor the progress of the child/children
- review this conduct policy with the child/children to ensure understanding and compliance
- speak positively and respectfully to others about school

DEFINING AND RESPONDING TO INAPPROPRIATE CONDUCT

At École J. H. Picard, we respond to inappropriate conduct which occurs within the school building, within the school day, at school-sponsored events outside the school building, or by electronic means. We do so in accordance with the Catholic value of reconciliation. We encourage the child to assume responsibility for his/her actions. Children will be given opportunities to reflect upon the consequences of their actions through writing and dialogue. Teachers, administrators and parents work together to empower students to find solutions to difficult situations. This requires clear communication between all parties – parents, teachers, administrators and children of all ages.

Intervention strategies, preventative procedures, and/or consequences will take into consideration unique student attributes such as age, maturity and individual circumstances. Confidentiality is respected to protect the student's privacy and personal dignity.

A minor offence may include:

- **impolite manners**
- **disruptive behavior**
- **incomplete homework**
- **disrespectful conduct**
- **tardiness**
- **unsafe/rough play**
- **inappropriate dress (no beachwear, no offensive graphics/language)**

In such instances, the student may be asked to

- a) complete missed work on their own time,
- b) work in a different classroom (change of community),
- c) work in an alternate, supervised area,
- d) verbally apologize to parties affected,
- e) write an apology,
- f) temporarily lose privileges such as participation in a noon hour club,
- g) walk with a supervisor at recess,
- h) cover inappropriate dress

Students impacted by the inappropriate behaviour and students who are engaged in inappropriate behaviour will receive adult assistance in the restorative process. Students may be asked to phone parents to inform them of their inappropriate behaviour to ensure they take ownership for their action.

A major offence may include:

- **bullying (within the school, during the day, or by electronic means)**
- **vandalism**
- **stealing**
- **fighting**
- **use of inappropriate language / gestures**
- **habitual neglect of student responsibilities, willful and major disobedience endangering the well being of others**

In such instances, the student will speak with an administrator and parents will be contacted. Major offences will generally result in an in-school or out-of-school suspension. Suspensions could range from a one-hour period to a full-day in-school suspension or an out-of-school suspension ranging from one to five days. During the suspension, the student may lose lunchroom and extra-curricular privileges and will be responsible for any work missed. In accordance with section 24 of the School Act, the administrator will determine the length and nature of the in-school or out-of-school suspension based on the severity and/or frequency of any breach of conduct. Severe breach of conduct will be suspended in accordance with Section 12 of the School Act.

Bullying

École J. H. Picard defines bullying as “repeated and hostile or demeaning behaviour by an individual in the school community where the behaviour is intended to cause harm, fear or distress to one or more individuals in the school community, including psychological harm or harm to an individual’s reputation”.

Students will:

- **refrain from bullying**
- **refuse to tolerate bullying even if it happens outside of the school or school hours or electronically**
- **immediately report incidences of bullying to staff and parents through dialogue and/or writing**

Students may report bullying by:

- **telling an adult staff member at the school**
- **telling a parent/guardian**
- **calling Kids’ Help Line at 1-800-668-6868**

Continuum of Supports

A continuum of supports and preventative procedures may be provided to students who engage in inappropriate behaviour as well as for students who are impacted by such behaviours. This may include:

- services provided by the school Inclusive Support team (emotional-behavioural specialist, family-school liaison worker, psychologist, mental health therapist)
- services provided by the Early Learning multi-disciplinary team (occupational therapist, speech-language pathologist, emotional behavioral specialist, psychologist, family-school liaison worker)

***We affirm that pursuant to the Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms, students and staff members are protected from discrimination. More specifically, discrimination refers to any conduct that serves to deny or discriminate against any person or class of persons regarding any goods, services, accommodation or facilities that are customarily available to the public, and the denial or discrimination is based on race, religious beliefs, colour, gender, physical disability, mental disability, ancestry, place of origin, marital status, source of income, family status or sexual orientation.**

IMPORTANT JHP INFORMATION

Absentee Check Program

As a safety precaution, it is the policy of École J. H. Picard School to contact a parent if a child is absent. We appreciate you letting us know if your child will be late or absent. Please call us at 780-433-4251 and leave a message on our voice-mail system. Students who leave school during the school day **must be signed out at the office.**

Accidents

First aid is administered to a student with an injury. In the event of a serious accident, the school endeavours to contact the parents or guardians immediately for instructions. If this is not possible, an ambulance will be called.

Agendas - Grade 1 to Grade 5

Students from Grade 1 to Grade 5 will continue to use agendas for homework and home messages.

Attendance and Late Arrivals

Alberta Education indicates that frequent absences seriously jeopardize student learning. We ask that families try, as much as possible, to plan vacation times only during scheduled school breaks. Teachers will not provide lessons and/or activities for students who are missing school because of extended vacations.

Punctuality is extremely important. Students who arrive at school after the first bell are to go directly to the office to check in. They may then proceed to the classroom.

Students who are often late or absent will be referred to the Alberta Education Attendance Board.

Cancellation of Outdoor Recess

Recess is important to children in that it provides a break from regular school routine, a chance to get some fresh air, and an opportunity to run off excess energy. Students should always be dressed adequately to go outdoors for recess. We will cancel recess when the temperature is -20°C or colder. Students go outside if the temperature is warmer than -20°C, including the wind-chill factor. We may also cancel outdoor recess on very wet or rainy days.

Cameras

Due to FOIP guidelines, students are not permitted to use their cameras in the school building, on the playgrounds at recess, on the school bus, or on fieldtrips. This includes the cameras on personal electronic devices such as cellphones, iPads or iPods.

Emergencies

It is extremely important that we have accurate information in order to reach you in case of an emergency. Thank you for promptly forwarding any changes to your address or home,

cell, work telephone numbers and, email address to our school office.

Footwear/Dress code

To keep our school clean, all children must have both indoor and outdoor footwear. For the safety of every student, proper indoor shoes must be worn at all times during school hours. Appropriate clothing for the learning environment and outdoor play is expected.

J. H. Picard Library

We encourage children to borrow books from the school library for pleasure reading and research. The library is open to the students during the school day. Loans are for one week and the number of books is normally limited to a maximum of two per student.

Homework

Homework will be assigned as is developmentally appropriate. Homework may be assigned to individual students who miss significant parts of the curriculum due to prolonged or chronic absences.

Illness

Under ordinary circumstances, any child who cannot stay in class because of illness would be sent home. Be assured that no child will leave the school unless the teacher or a member of the school staff has contacted the parents and arrangements have been made for the child to go home. It is important that parents notify the school if there is a change of address, telephone number, business numbers, emergency contact persons, or in the student's medical conditions. Children who are ill should remain at home until they are well enough to participate in the regular school program, **including recess.**

Legal Custody Agreements

For the protection of children with special custodial agreements, we must have legal documentation on file in the office. It is the parents' responsibility to ensure the school receives the updated documentation.

Lunch at School

Students who remain at school for lunch eat in their classroom, supervised by a teacher or a lunch hour supervisor from 12:00 p.m. to 12:20 p.m. Students who misbehave during lunch may have their lunch room privileges suspended. Students play outdoors from 12:20 p.m. to 12:40 p.m. Children must not leave the school grounds without permission of a parent. Teachers must be notified.

Medication During School Hours

Some students must have prescribed medical treatment during the school day in order to maintain their physical and mental well-being. Elementary students cannot bring prescription medicine to school or self-administer

medication. The final responsibility for medical treatment rests with the parents/guardians. When no other viable alternative exists to a student receiving a prescribed medical treatment during the school day, school personnel may be requested to provide such assistance.

The policy of the Edmonton Catholic Schools is that the parent/guardian AND the physician shall submit a written request to the school principal using an “**Authorization for the Administration of Medication**” form which is available in the school office.

Calendars and School Information

Please refer to our online calendar at www.jhpicard.ecsd.net. Teachers will send information regarding specific classroom information as required. Our website provides all important dates and school information.

PowerSchool Parent Portal

Parents now have access to *PowerSchool Parent Portal*. It is a web based home-to-school collaboration system linking parents and schools via the internet. PowerSchool Parent Portal is a password protected, read-only program. Parents must use PowerSchool to pay all school fees, including field trips and special events and view report cards. Parents can add multiple children to their account. PowerSchool is used as the main communication for assessment and reporting from the school to parents. Please ensure that we have a valid email on file. The office staff can assist with access to the site.

Parent Volunteers

Our school encourages the support and assistance of our many parent and community volunteers. These volunteers may be involved in a variety of tasks at the request of the teacher. Some of these tasks include preparing for and assisting with art projects, preparing bulletin board materials, or helping with small groups of children under the direction of the teacher. Our volunteers also help in the library, help with hot lunches, serve on committees, and help supervise field trips. Please remember to fill out Edmonton Catholic Schools’ **Volunteer Registration Form** which is available at the school office or on our website.

Property Taxes

We ask that you ensure that your school taxes are declared in support of the Separate School District on your City Tax Forms.

Religious Education

All students enrolled at École J. H. Picard School participate in daily religion classes. The Religious Education program is taught in English. Several times during the year the JHP school community gathers for school-wide liturgical celebrations and masses. Parents are most welcome to attend these celebrations.

Regarding the Permeation of the Catholic Faith in Edmonton Catholic Schools

As a result of Bill 44, *The Alberta Human Rights Act* requires all schools in the province of Alberta to give notice to a parent or guardian when courses of study, educational programs, institutional materials, instruction or exercises include subject matter that deals primarily and explicitly with religion.

The essential purpose of Edmonton Catholic Schools is to fully permeate Catholic theology, philosophy, practices and beliefs, the principles of the Gospel and teachings of the Catholic Church, in all aspects of school life, including the curriculum of every subject taught, both in and outside of formal religion classes, celebrations and exercises. The Catholic faith is integrated into every course of study and education program, and all institutional materials, instruction and exercises.

Report Cards

Electronic, on-going and timely reporting can be accessed through PowerSchool. Paper copies of report cards will not be sent home.

Reporting Student Progress

Reporting a child’s progress is an integral component of the on-going teaching-learning process. Edmonton Catholic School’s reporting process is a combination of progress report cards, portfolios, and conferences. Within the process, the teacher, the parent and the child become active participants in reviewing the progress of the child and in offering recommendations which will encourage further growth and development. As well as clarifying the child’s progress, the progress reporting, portfolio, and conferences serve as a basis for accurate program planning based on the strengths and needs of the individual child.

All students in Grades 1 to 5 receive on-going, relevant progress reporting through PowerSchool. The assignments used for each subject are directly linked to Alberta Education’s Program of Studies outcomes and to areas of instruction within the classroom. Descriptors may vary in number from one report to another.

Meet the Teacher evening

In September, the school will host a Meet the Teacher evening. The teachers will share curriculum objectives and classroom expectations for students. It is critical that parents attend in order to lay a solid foundation, maximizing their child’s achievement and growth for the year.

Reporting Periods

In January and June, summary reports will be available on PowerSchool. Both the November and March conferences will take the form of a Celebration of Learning (open-house format). Student-led conferences are a most effective means of demonstrating student progress. Please contact your child’s teacher if you wish to meet with them privately on an

alternate day and time. Parents are encouraged to contact their child's teacher whenever they have concerns with respect to learning and progress.

Final Reporting Period

The final progress report, provided at the end of June, covers the child's progress in all areas for the last reporting period and indicates the child's placement for the following year.

School Council / Parent Fundraising Society

All parents are members of the École J. H. Picard School Council which serves as an advisory and communication organization for the school. It affords parents an opportunity to collaborate in significant ways for the betterment of our school. The Parent Society is the 'fund-raising' arm of the School Council. These two groups meet on the same night and many parents stay for both meetings. Meeting dates and times are published in the school website. All parents are welcome to attend these meetings.

School Photos

École J. H. Picard will have a photographer come in to the school to take both individual student photos and class photos. Information will be sent home through the agenda and SmartPhotography.

Standardized Testing

Throughout the school year, students, depending on their grade level, will write standardized tests. These include the Canadian Cognitive Abilities Test (grades 3 & 6) and Canadian Test of Basic Skills (grade 6.) Alberta Education Provincial Achievement Tests (PATs) in the core subjects are written by grade six at the end of the year.

Student Drop-Off and Pick-Up Area

Parents are requested to drop off and pick up their children using the drive-through parking lot at the north front entrance of the school near 72 avenue. Vehicles are not permitted to park in the drive-through area.

Student Transportation

We have many busses serving in-boundary students attending our school. Bus route maps and bus passes are available at the School Office. Please contact the school office at least 15 working days in advance if your child will need to begin taking the bus, or if you require changes to your child's busing arrangements. Annual and monthly bus passes may be purchased providing payment is done through PowerSchool. Failure to receive payment may result in your child not being able to ride the bus.

Noon hour service will be provided within designated areas for eligible Kindergarten students. The brochure "Student Transportation - A guide to using charter (Yellow) Bus Services" and an orientation on bus safety will be provided to students who use the school bus. Parents must read and review the safety issues and procedures for riding the school

bus with their child and must sign and return the attached form. Current maps can be found on our school website.

District policy does not allow students to ride the yellow bus to a friend's house for after-school activities.

Supervision

We encourage students to arrive no earlier than the time when supervision can be provided (8:05 a.m.) Supervision is provided after school until the school buses leave (3:20 p.m.) Children left on the school grounds outside of these hours are **unsupervised** and are the responsibility of the parents. Any student who misses the bus after school needs to report to the school office. School staff will then contact the parents.

Supplemental School Expenses

Supplementary School Expenses include agendas, cultural events, website subscriptions, in-school presentations and a technology user fee. These must be paid by mid-September through PowerSchool.

Fieldtrips

Fieldtrip forms will be distributed prior to excursions. It is School Board Policy that all students attending the fieldtrip **MUST** return signed fieldtrip consent forms in order to participate. Field trips can be payed on Powerschool or by cash at the school office.

Visitors To The School

For the safety of our children all doors to the school are locked. All visitors are asked to use the main doors during school hours.

To minimize disruptions, all parents and other visitors must check in at the school office before visiting any room or personnel in the school. Teachers are generally available to receive telephone calls fifteen minutes before and fifteen minutes after school. During those times parents may contact them with concerns or to set up an appointment. Even short discussions during school time can be disruptive to the students and teacher in the class. Out of consideration for our classes, we ask all parents waiting for their children to be dismissed to wait in the foyer or outside the school doors until the bell rings.

Website

École J. H. Picard's website is filled with important information for students and parents. We encourage you to visit often.

www.jhpicard.ecsd.net