

Progress Together,
Achieve
Succeed

STE-FOY ELEMENTARY SCHOOL

SFE Guide for Parents

[Rules, Policies, Information, etc.](#)

Here you will find the same information contained on our school website, all in one document.

Jason Enlow
Jason.Enlow@cqsbc.qc.ca



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1. ABOUT STE-FOY ELEMENTARY SCHOOL

a. Address

1240 Rue Julien-Green, Ville de Québec, QC G1W 3M1

b. Hours of Operation

7:30 a.m. – 6:00 p.m.

c. Phone

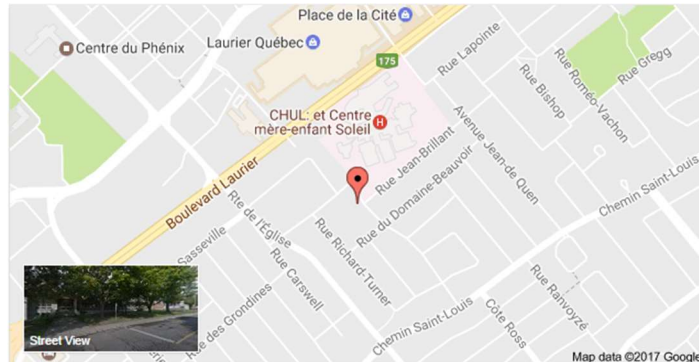
418-651-4396

d. Principal

Denise Godin

e. Location

Ste-Foy Elementary School is in Québec behind the CHUL Hospital. It is accessible via Boul. Laurier and south on route de l'Église. On the left-hand side, rue Général-Tremblay becomes rue Julien-Green.



2. ACCIDENTS

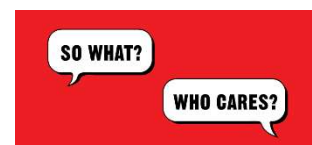
a. In Case of an Emergency

Staff members trained in first aid will help with minor accidents such as cuts and bruises. Parents will be contacted if the injury is more serious. If contact is not possible, a staff member will take the student to the CHUL (Centre hospitalier de l'Université de Laval).

b. Contact Number

Parents must provide the office with their child's health insurance number, an emergency contact and a phone number.

3. ANTI-BULLYING GUIDES



a. Anti-Bullying Guide for Students

At Ste-Foy Elementary, we talk a lot about being **safe, respectful and responsible**. We have rules and expectations in school so we all know what we need to do to make sure that we stay safe. But sometimes people forget to be nice to each other, so what can we do? If someone is being mean to you, try to remember to use the HA, HA, SO strategy. **For the complete student guide:** <https://www.cgsb.qc.ca/en/web/ste-foy-elementary-school/anti-bullying-guide-students>

For a PDF of this document click [here](#).



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b. Anti-Bullying Guide for Parents

At Ste-Foy Elementary, we are constantly working to ensure quality teaching and learning in a safe and caring environment. This mission is stated in Orientation 4 of our school's MESA: Encouraging A Safe and Healthy School Environment.

We work to achieve this through:

- Staff training
- Prevention workshops
- Our School surveys
- Collecting and tracking school incident report data through programs such as SWIS



Remember:

- Anyone in a situation involving violence or bullying can always talk to an adult in confidence.
- Anyone who sees an incident of violence or bullying must speak up and become an active witness to be part of the solution.
- We are committed to fast action to resolve situations as soon as possible.

Our goal is to continue to build a safe and caring culture within our school community, where students, staff, and parents encourage, value, and support one another; and where abuse, bullying, and discrimination are never accepted. **For the complete parent guide:**

<https://www.cgsb.qc.ca/en/web/ste-foy-elementary-school/anti-bullying-guide-parents>

For a PDF of this document click [here](#).

4. ARRIVALS AND DEPARTURES

Daycare opens at 7:30 a.m.



Parents are not permitted to park on school grounds – Parking is for staff only

a. Absent

Parents are asked to call the office early in the morning at #418-651-4396 when their child will be late or absent from school. Absences greater than 4 days require a written note.

b. Arrival Time

Students who arrive at school before 8:10 a.m. and who are not picked up after 3:20 p.m. will be sent to the Daycare service and parents will be charged accordingly. For further details, please view our [Daycare Policy](#).



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c. Drop Off

Students who are driven to school are to be dropped off by the gate at the north end of the school between 8:10 a.m. and 8:24 a.m. where they will be supervised by staff. After that time, the gate will be locked.

d. Late

Students arriving after 8:24 a.m. must get a late slip from the secretary before going to class.

e. Pick Up

You must contact daycare if there are any changes to your child's pick up. See page 15.

Parents who pick up their children after school will find them waiting at the north-east door, beside the staff parking, between 3:11 p.m. and 3:20 p.m.

Parents must advise the school if they will be picking up their child during school hours (8:24 a.m. - 3:20 p.m.)

5. BEHAVIOURAL MANAGEMENT PLAN

a. About

At Ste-Foy Elementary School, our goal is to provide our students with an environment conducive to learning; therefore, it is expected our students will display appropriate behavior daily. The following behavior management plan will be implemented to maintain an orderly learning environment and to redirect students' inappropriate behavior. Students can and will learn to modify and manage their behavior so that it is appropriate for school. We strive to create and reach high expectations for all our students' behavior and academic progress.

b. Family Involvement

Family involvement in this process will play an integral part in our students' overall success. Please take the time to discuss the components of this plan with your child. Teachers will keep families abreast of students' inappropriate behaviors. If necessary, parents (or grandparents or guardians) will be required to meet with teachers and the principal to develop a specific plan for a child's behavioral success.

c. School Mission Statement

Our school mission is to teach students the academic, social, and thinking skills necessary to become citizens who accept challenge, take responsibility for personal choices, and value themselves and others in a diverse world.



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d. School Behavior Plan Vision

At Ste-Foy Elementary School, we strive to maximize learning by providing an atmosphere that is safe, nurturing, and positive for all students. It is our goal for students to take the responsibility in creating a climate that is conducive to academic excellence and civic awareness.

e. Expectations for Students

If given high expectations for behavior and provided with the direct instruction and continued reinforcement of positive behavior along with clear and fair consequences for misbehavior, all students can and will learn to behave appropriately at school.

f. Fantastic 4 Positive Behaviours

Ste-Foy Elementary School students will focus on the following Ste-Foy 4 Positive Behaviours:

1. Be Safe
2. Be Respectful
3. Make Correct Choices
4. Use Good Manners



In addition to understanding and demonstrating the Fantastic 4 Positive Behaviors, students are expected to follow school rules. The school rules are detailed in the Parent Handbook. Teachers, the principal, support staff, and parents will review these rules with the students. At school, teachers, the principal, and support staff will continually remind students of, explain, demonstrate through their behavior, and reinforce with consequences the school rules.

g. Positive Behavior Support

Behavior expectations and consequences must be explicitly taught, modeled, and discussed. At school, these are the responsibilities of the principal, teachers, and support staff:

During the first two weeks of school, all staff members will explain and demonstrate Ste-Foy Elementary School's procedures and behaviors. Teachers and staff members will continue to remind students of proper procedures and behaviors throughout the year. Teachers will discuss the expectations of students throughout the day.

Specific staff members will conduct character education sessions that focus on character traits, behaving appropriately, and acting responsibly. There will be follow-up discussions and activities led by the teachers (during class time) each week to accompany these sessions.

Teachers and staff will utilize the Fantastic 4 Positive Behaviors posters and the school rules to teach the students the expectations in the classroom, cafeteria, gym, library, restroom, hallways, at recess, and during dismissal.



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Fantastic 4 Positive Behaviors posters will be placed in all classrooms and around the school to serve as visual reminders to the students.

Fantastic 4 Positive Behaviors vocabulary will become a part of the school's daily language to reinforce appropriate behavior.

Each classroom teacher will have a system in place so that each student immediately knows the consequences of his/her behavior. The system will include provisions for giving a warning, redirection, time away, and logical consequences directly tied to the misbehavior (Example: A student jumping from the swing results in that student not being able to use the swings again that day). Teachers will provide the principal with a copy of their classroom plan for behavior management.

h. Positive Behavior Reinforcement

Ste-Foy Elementary School staff will implement the following incentive as its positive behavior reinforcement. The goal is to promote positive behavior that fosters an environment conducive to learning. When a student has met the criteria, he or she will have the opportunity to participate in the incentive activity. There will be an incentive activity for each trimester. The incentive activities will be school wide or grade wide (K-2, 3-5, 6-8).

Students must meet the following criteria to participate in the incentive activity

Demonstrate proper behavior throughout the trimester

No more than 2 referrals to the principal and/or behaviour technician in 1 trimester

Some behavior incentive activities may include the following: extended recess, movie afternoon, Pizza Party, field trips, reward tickets for raffles, etc.

i. Behavioral Correction

The school has developed the following consequences to assist in consistency and fairness toward the students.

i. Teacher Behavioral Correction

Teachers are expected to manage their classroom and students. Each teacher will turn their classroom behavior plan in to the principal for review. In their classroom and with their students, teachers will support behavior management and correction. Minor disruptions and behavior problems will be handled by the teacher per the plan enacted in their classroom. This plan will include instruction of proper behavior and clear explanation of classroom consequences.

These are the school wide classroom consequence guidelines.



Offense/Violation	Consequences
<ul style="list-style-type: none">• Academic dishonesty (copying, cheating, plagiarizing)• Minor classroom disturbances• Violation of technology policy• Minor disrespect• Forging parent's signature• Altering a school document• Horseplay• Use of electronic device (cell phone, iPod, electronic games)	<ul style="list-style-type: none">• Zero on assignment, parent contact, teacher consequence, meeting with principal• Parent contact and teacher consequence• Meeting with principal• Parent contact, teacher consequence• Meeting with principal• Meeting with principal• Parent contact and teacher consequence• Meeting with principal

ii. Supervisors and Staff Behavioral Correction

Supervisors and staff are expected to manage student behaviour. Minor disruptions and behavior problems will be handled by the staff member who encounters it. For minor offenses, it is the responsibility of the "adult in charge" to intervene and assign consequences that may be warranted from the list of consequences and caring actions. A behaviour form will be filled out and given to the behaviour technician.

1. Consequences

- Verbal reminder/conversation
- Time-out
- Place student in a "no-play" zone outside to observe appropriate behaviors (shadowing)
- Community service specific to the infraction
- Recess, noon hour or after-school detention
- Confiscation of property for a day
- Child phones home
- Parent(s) notified by teacher and/or administration



2. Caring Behaviours

- Restitution: apology, replacing, fixing, teaching opportunity (student prepares a lesson for a younger grade), community service, etc.
- Written reflection about the incident/ apologies etc.
- Project work or other

iii. Administrative Behavioral Correction

If a student has repeated misconduct, or if the behavior is severe, students will be referred to the principal and/or behavior technician for additional behavior support. When a student's behavior warrants being sent to the office with a referral to the principal and/or behaviour technician, the following consequences will be given:

1. Offense/Violation

Dress Code	Consequences
Offense	A warning will be sent home. No gym shoes = no gym.
Repeated, inappropriate or severe misconduct reported to principal or Behaviour Tech	Consequences
1 st Offense	Parent contact, Principal/Behaviour Tech conference with student
2 nd Offense	Parent contact, Principal/Behaviour Tech conference with student, written assignment and/or community service, lunch detention
3 rd Offense	Parent contact, Principal/Behaviour Tech conference with student, written assignment and/or community service, 1 day in-school suspension
4 th & 5 th Offenses	Parent contact, Principal/Behaviour Tech and parent conference with student, written assignment and/or community service, behavior contract created, 1 day (or more) out-of-school suspension



6 th Offense	Expulsion from school
Bullying	Consequences
1st Offense	Parent contact, principal/behaviour tech conference with student
2nd Offense	Out of school suspension, principal will contact parents

*In rare cases, when deemed necessary, a staff member may bypass the steps of offenses and suspend a student.

2. Steps Explained

When the administration is involved, the following steps may be used:

Step #1 - Student Action Plan

Students referred to the office will develop a corrective plan to resolve their problem. This plan will have an outline of the unacceptable behavior, the plan to correct it and the consequence, if the plan is not followed. Parent/guardian contacted.

Step #2 - In-School or Out-of-School Suspension

If students continue to demonstrate an unwillingness to comply with step #1, they may be suspended from 1 to 5 days.

Step #3 - Behavior Management Plan

A behavior management plan will be developed by students and their parents/guardians and may include input from the school, student services, the Superintendent's Dept. or outside agencies.

Step #4 - Permanent Removal

This is the last resort when all reasonable efforts are exhausted and the student continues to remain a high risk to the learning and/or safety of others. The Superintendent's and/or the School Board may decide to expel the student.

6. CAFETERIA

a. Atmosphere





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Supervisors are there to ensure that everyone enjoys a pleasant eating environment. Students are expected to listen to the lunch supervisors, use good manners, talk quietly, sit at their places, and clean up after themselves.

b. Containers

Microwaves are available to heat up lunches. Please label all containers with your child's name. No glass containers or bottles are permitted because when they are dropped, they shatter all over the cafeteria.

c. Food That is Encouraged

- cheese
- fruit
- fruit juice (unsweetened)
- milk
- muffins
- vegetables
- vegetable juice
- yoghurt

d. Food That is Not Permitted (unless for certain special occasions sanctioned by the school)

- cake
- candy
- chocolate
- cheezies
- chips
- Crispers
- donuts
- fruit roll-ups
- gum
- nachos
- soft drinks
- popcorn

e. Peanuts

Please do not send any food that contains peanuts or nuts due to allergies.

f. Sharing

Students must eat their own food. There is no sharing due to allergies.





g. **Béa-plats cuisinés et cie** is pleased to offer two services: lunch for Ste-Foy Elementary students and cooked dishes in family format for take home.

Click here for more information about [Béa-plats cuisinés et cie](#) or visit their [Facebook page](#)

You can also contact: Louis Robichaud
at #581-995-3555
beaplatscuisinesetcie@gmail.com



7. CALENDAR

For this year's school calendar, visit the CQSB website at [School Calendar 2017-2018](#).

8. COLD WEATHER

a. Dressing for the Cold

It is difficult to have fun when you are cold, that is why parents are encouraged to send their children to school with appropriate clothing for the weather and remember, in Quebec, the weather is constantly changing.

b. Examples

Snow pants, jacket, hat, scarf, mittens, and warm boots during the winter months. Splash pants, wind breaker, and rubber boots in the spring and fall.

💡 It is also a good idea to have extra socks and mittens for wets days, and an extra sweater if the day turns chilly or even if it heats up and a coat is too warm.

c. Safety

Students will be kept indoors when temperatures fall below -27°C (-16.6°F) with the wind chill. Staff will ensure that children are not exposed to dangerous weather conditions.

Here is a link to Winter Safety: [Advice for parents and kids](#)





9. DAYCARE

a. Changes to Schedule

Please call the daycare before 12:00 p.m. if you have changes to make to your child's bus, pick-up, or daycare schedule for that day at (418) 651-4396 extension 8640 or send an e-mail to Helene.Frechette@cqsb.qc.ca and leave a message.

b. Daycare Policy

Please read our [Daycare Policy and Rates](#).

c. Drop Off

Students attending Daycare must be dropped off or picked-up by their parents in the cafeteria.

d. Information

For more information contact Ms. H  l  ne Fr  chette at 418-651-4396 extension 8640 or Helene.Frechette@cqsb.qc.ca

e. Music Lessons

Students who take music lessons will meet their parents in the cafeteria

f. Pick Up

Parents must wait in the cafeteria while an educator calls their children for them.

g. Pre-K and Kindergarten

Parents with students in Pre-K or Kindergarten may help them with their bags in the hallway.

h. Pedagogical Days

A form was sent home for you to register your child for the 2016-2017 school year ped days. It can be viewed here: [Ped Days 2016-2017](#)

10. DIGITAL LIBRARY



Students and staff can download eBooks and audio books from the CQSB lending library. The digital collection focuses on cycle 3 and higher and it does contain some French titles. To access the digital collection, students and staff will need to enter their edumail.qc.ca email address.

[Info Sheet for Parents](#)

[Library Search](#)

[Digital Collection](#)



11. DRESS CODE

a. Clothing

Students shall come to school and attend all school functions dressed appropriately and neatly. The administration reserves the right to decide if clothing detracts from the education environment. Students will not wear clothing with inappropriate messages or images relating to drugs, tobacco, alcohol or sex: racial, ethnic or religious prejudice; gang affiliation or representation. Shorts and skirts must be at least mid-thigh. Halter and tank tops, which expose cleavage or bare midriffs, are not allowed. Shirts, blouses or tops must be of sufficient length to meet the top of the pants, skirts or shorts when the student's arms are by their sides.

b. Clothing and Accessories That are Not Allowed *except on special "theme days"

- Brightly tinted hair*
- Fashion wigs*
- Flip flops
- Headwear*
- High heels
- Low necklines
- Make-up
- Midriffs
- Pants that hang below the waist
- Perfumed scents
- Ripped or torn
- Short shorts and short skirts
- Spaghetti straps (5 cm of material)
- See-through material
- Tight clothing
- Tube tops
- Undergarments that show
- With negative images or comments

c. Dressing for the Weather

Parents are encouraged to send their children to school with appropriate clothing for the weather and in Quebec, the weather is constantly changing. For example, snow pants, jacket, hat, scarf, mittens, and warm boots during the winter months. And splash pants, wind breaker, and rubber boots in the spring and fall. It is also a good idea to have extra socks and mittens for wets days, and an extra sweater if the day turns chilly or even if it heats up and a coat is too warm.

d. Hats, Hoods, and Sunglasses

Hoods, hats, and sunglasses are not permitted in the classrooms or cafeteria.

e. Physical Education

Students must wear a T-shirt, shorts, and running shoes (or clean indoor shoes) to gym class.

f. Shoes

Shoes or sandals are to be worn always. Students must remove their outdoor footwear and change into their indoor shoes when they come into the school. A pair of shoes must be kept at school always.



12. EARLY CHILDHOOD

Information concerning Early Childhood classes can be found by following these links:

[Daily Schedule](#)

[Early Childhood Program \(English version\)](#)

[Early Childhood Program \(French version\)](#)

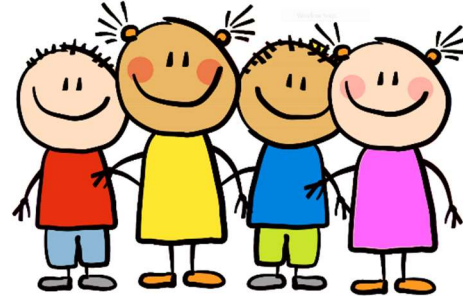
[Healthy Birthdays and Special Activities](#)

[Instructions for Drop Off and Pick Up](#)

[Ped Day Procedures](#)

[Pre-K Supplies 2016-2017](#)

[Regulations](#)



13. EMERGENCY EVACUATION

a. Fire Drills

Occasionally, Ste-Foy Elementary has fire drills to ensure that students and staff can leave the building quickly and safely.

b. Real Emergencies

In the event of a real emergency, students will take shelter beside our school at Le Centre de la Petite Enfance du CHUL at 2721 rue du Général-Tremblay (Tel: 418-657-4988).

14. EXAMS

MELS and CQSB compulsory exams are held every year in April and May. As per Ministry of Education guidelines, students will not be offered retakes or extra periods due to an absence unless these requests are supported by a medical certificate or linked to a certified family emergency (i.e. death). Students considered National (Canadian) or International Elite may be absent for part of an exam to participate in a National or international Championship when supporting documents are provided.

15. FIELD TRIPS

a. Approval

The Governing Board approves all activities and out of school travel. Field trips are part of the regular school curriculum. Teachers are responsible for organizing parent supervisors for their group.



b. Ratios

For Pre-K to Cycle 1, a minimum of one adult supervisor per six children is required. The ratio in Cycle 2 and 3 is one adult per eight students.

16. HOMEWORK

a. Absent

When students plan to be absent (for example, a family vacation), teachers will not provide homework in advance. We recommend daily reading, journal writing and Internet research.

b. Homework Policy

Homework, such as home reading, uncompleted class work, study sheets to prepare for tests and exams, etc. may be sent home, for the benefit of students. This homework will not be evaluated nor will it count on report cards.

Some research suggests that too much homework may cause more harm than good, especially for younger students. “The 10-Minute Rule” suggests that kids should be doing about 10 minutes of homework per night per grade level. In other words, 10 minutes for first-graders, 20 for second-graders and so on.

c. Here is What Some of the Research Says:

1. In general, homework has substantial benefits at the high school level, with decreased benefits for middle school students and little benefit for elementary students (Cooper, 1989; Cooper et al., 2006).
2. While assigning homework may have academic benefits, it can also cut into important personal and family time (Cooper et al., 2006).
3. Assigning too much homework can result in poor performance (Fernández-Alonso et al., 2015).
4. A student’s ability to complete homework may depend on factors that are outside their control (Cooper et al., 2006; OECD, 2014; Eren & Henderson, 2011).
5. The goal shouldn’t be to eliminate homework, but to make it authentic, meaningful, and engaging (Darling-Hammond & Ifill-Lynch, 2006).

(credit: [Research Trends: Why Homework Should Be Balanced](#) - Edutopia)



d. What Can You Do with Your Kids Instead of Homework?

- Relax
- Play outside
- Cook together
- Learn about animals
- Be silly
- Go to the beach
- Make a fort
- Do an experiment together
- Learn how to make music
- Go play at the neighbours
- Play with Grandma or Grandpa
- Read a book together
- Go for a walk together
- Work in a garden
- Do an arts project

(credit: [The Reflective Educator](#))



e. Related Articles

There are many articles about homework at the elementary level, here are a couple:

[Homework in elementary school is useless](#) - Today's Parent

[Homework: No Proven Benefits](#) - Edutopia

For more on this subject, you can read this excerpt From *The Case Against Homework: How Homework Is Hurting Our Children and What We Can Do About It*, Sara Bennett and Nancy Kalish (New York: Crown Publishers, 2006).

17. LEAVING SCHOOL GROUNDS

a. Authorizing Pick Up

Parents must advise the school in writing if anybody else is authorized to pick up their child.

b. Calling Home

Students may not call home to ask for parental permission to make any last-minute plans

c. Staying at School

Students must remain on school property always. Parents must advise the school if they will be picking up their child during school hours (8:24 a.m. - 3:20 p.m.)



d. Temporary Bus Stop Changes

Requests for temporary bus stop changes (i.e. if a child is debarking at a friend's house) must be sent in writing to the principal in advance by both the sending and receiving parents. The principal's signature and school stamp are necessary to approve the request.

18. LOCKERS AND PERSONAL PROPERTY

Classroom teachers assign each student a locker that must be kept neat and clean.

a. Electronic devices

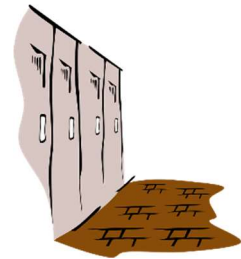
Students may not use personal electronic devices such as iPods, mp3 players, cellular phones, gaming devices, or radios at school unless requested to do so by the teacher. Electronic devices with headphones may be used on the bus.

b. Cell Phones

Cell phone use at school is prohibited. During the school day cell phones, should be turned off and stores in the student's backpack or locker. Cell phones that ring or are visible throughout the school day will be confiscated.

c. Prohibited Items

- Baseball bats
- Firecrackers
- Hard balls
- Hockey sticks
- Large sums of money
- Lighters
- Matches
- Padlocks
- Skateboards
- Valuable objects
- Weapons



d. Personal Items

Personal items brought to school are the responsibility of the student, not the school.

e. School Property

Students are responsible for replacing any school property that they damage or lose.

19. MEDIA CONSENT FORM



Click here to see the [Student Media Release Consent Form – Parent/Guardian](#)



20. PLAYGROUND SAFETY

a. Playground Rules

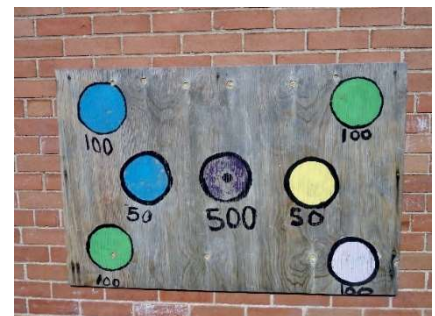
1. One student is allowed on a swing at a time. Children are to swing straight ahead, not side to side, and are to exit the swings safely, no "bailing". Pushing may not involve grabbing or holding of others. No "under doggies." No hanging from the swing superstructure. Students who are not swinging are to remain away from the apparatus.
2. Students are to slide down the slide feet first.
3. Students using the firefighter's pole are to wait until others are out of the way before sliding down.
4. Students are not to jump from the top of any play apparatus.
5. Hanging from the basketball nets and rims is prohibited.
6. Students are to stay off the field when it is wet.
7. Students are not to play "King of the Hill".
8. The little play module is for Pre-K and Kindergarten.
9. The big play module and cyclone are for grades 1 to 6.
10. Students are not to play tag on the equipment.
11. Staff may discontinue sports or games allowed during recess and lunch when safety issues arise or sportsmanship problems occur.
12. Students may only throw snowballs at the targets painted on the wall and when nobody is standing in front of them.



b. Code of Conduct

Students must respect our Code of Conduct.

View our [Code of Conduct](#).





21. REGISTRATION OF PRESCHOOL & ELEMENTARY STUDENTS

a. Currently Registered

Students who are currently registered in a school of the Central Québec School Board will receive a pre-identified registration form for the school. Parents are asked to verify, complete, sign and return the registration form to the school before the end of the registration period.

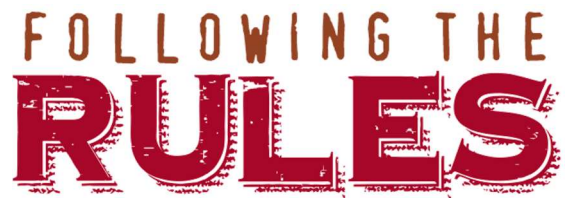
b. New Registrations

New registrations should be completed at the school where your child will be attending. An application for the Certificate of Eligibility will also be filled out at this location. For Kindergarten, the child must be 5 years old before September 30, otherwise, you can apply for an exemption (derogation). Please contact your elementary school or the school board for details. For Cycle one, year one (Grade 1) the child must be 6 years old before September 30, otherwise, you can apply for an exemption (derogation). Please contact your elementary school or the school board for details.

c. Eligibility Certificate

Please note that to register your child in an English school, he/she must have an Eligibility Certificate. For more information, visit [Eligibility Requirements Bill 101](#).

22. RULES ROUNDUP



a. Let Us All Agree:

1. Students are here to learn. We believe appropriate student conduct is essential to assure a positive, productive learning environment for everyone. All students at Ste-Foy Elementary School have the right to learn, as all teachers have the obligation and right to teach, and no person will be allowed to interfere with that exchange.

2. Students and staff have the right to respect and common decency. We expect all students and staff to be respectful and courteous to each other.

3. Finally, we must insure that all students and staff are safe from physical and emotional injury at school, while going to and from school, and at school events.

Therefore, these are the rules. They apply from the moment your child is entrusted to us until he or she is again in your care; this includes field trips and other events that take place off school property. Appropriate behavior is expected everywhere and always: the playground, the lunchroom, the classroom, the school bus, and school bus stops.



b. Students Will:

1. Use school equipment safely.
2. Take care of school property. (Parents and guardians are liable for willful damage to or loss of school property by their child.)
3. Use their hands, feet, or any objects in ways that will not hurt anyone.
4. Will use polite language and gestures that are not profane, obscene, abusive, offensive, or inappropriate language.
5. Respect the authority of the staff.
6. Remain on school property.
7. Dress in accordance with the school dress code.
8. Put litter in its place.
9. Keep gum, food, and drinks out of school grounds.
10. Walk in the classroom, in the halls, and on the stairs.
11. Keep cell phones and personal electronic devices turned off and in their backpacks in their lockers during the day.
12. Be where they are supposed to be always.

c. Students Will Not:

13. Hang out and fool around in the washrooms.
14. Use the photocopier without adult supervision.
15. Make a phone call without permission.
16. Fight, hit, kick, or otherwise physically abuse others.
17. Bring guns, knives, explosives, and other types of weapons or look-alikes (including toy weapons), or items that can cause property damage or bodily injury.
18. Have alcohol, tobacco, illegal drugs, or look-alikes in their possession.
19. Gamble.
20. Take part in hazing or any form of harassment, initiation rites, or formation of secret clubs.
21. Steal or attempt to steal private or school property.
22. Offer, arrange, or negotiate to sell a controlled substance or furnishing same, including alcohol.
23. Extort others.
24. Knowingly receiving stolen property.
25. Come to school under the influence of a controlled substance.
26. Use or possess tobacco products.
27. Conduct habitual vulgar, profane, or obscene acts.
28. Repeatedly disrupt school activities in and out of the classroom including willful defiance of the valid authority of staff members engaged in the performance of their duties.





23. SCHOOL CLOSURES



a. Closing Before School

When a decision is made by the school board administrators to close the school before the start of the day, it will be broadcast on all local radio stations, posted on the CQSB website and posted on the school [Facebook](#) page.

b. Closing During School

It is the responsibility of the school board to keep schools open for most its students. However, if the decision to close the school is made while classes are in progress, parents will be telephoned at home or at work. Each child should know where to go (a neighbour, a friend or nearby relative) if the parents are not at home. For this reason, the school must have a functional emergency phone number on file. Please note that all services (i.e. Daycare) are cancelled when the school closes.

24. SNACKS

a. Containers

Please label all containers with your child's name. No glass containers or bottles are permitted.

b. Food That is Encouraged

- cheese
- fruit
- fruit juice (unsweetened)
- milk
- muffins
- vegetables
- vegetable juice
- yoghurt

c. Food That is Not Permitted (unless for certain occasions sanctioned by the school)

- cake
- candy
- chocolate
- cheezies
- chips
- Crispers
- donuts
- fruit roll-ups
- gum
- nachos
- soft drinks
- popcorn

d. Peanuts

Please do not send any food that contains peanuts or nuts due to allergies.

e. Sharing

Students must eat their own food. There is no sharing due to allergies.

f. Water Bottles

Students may bring transparent, no noise water bottles (for drinking water, not juice) to class. They should be brought home once a week to be cleaned because mold can form inside.



25. SUPERVISION

School personnel supervise students always between 8:10 a.m. and 3:20 p.m.

Outside of school hours, students are supervised by Daycare staff.

a. Recess

All students are expected to go outside at recess and lunch hour as no indoor supervision is available during these periods.

b. Schoolyard

Students are not allowed in the schoolyard without the presence of a staff member.

c. Sick

If a student is too sick or feverish to go outside, they should stay home for the day.

26. TECHNOLOGY

a. Electronic Devices

Students may not use personal electronic devices such as iPods, mp3 players, cellular phones, gaming devices, or radios at school unless requested to do so by the teacher. Electronic devices with headphones may be used on the bus to and from school or field trips.

b. Cell phones

Cell phone use at school is prohibited. During the school day cell phones, should be turned off and stored in the student's backpack or locker. Cell phones that ring or are visible throughout the school day will be confiscated.

c. Student Agreement

Students using school technology promise to read and agree to the following conditions knowing that if they do not, they will have their technology privileges restricted or taken away.

- I will use technology for school work and learning.
- I will use good manners and appropriate language when using technology.
- I will not look at, use, send or share anybody else's work without permission.
- I will be careful with the technology that I use.
- I will share the technology with others.
- I will ask for help if I do not know how to use it.
- I will not share personal information about myself or anyone else on the Internet including passwords, email addresses, home addresses, phone numbers, work, or photographs.
- I understand that anyone can read the messages I send and that my work stored on iPads and computers is not private.
- I will keep my passwords private.
- I will not copy information from the Internet and pretend that it is mine.



- I will not take a photo of myself or another person without the consent of the said person and the teacher.

A complete version of this policy is available on the CQSB website [here](#).

PDF version: [POLICY ON THE ACCEPTABLE USE OF INFORMATION TECHNOLOGIES](#)

27. TRANSPORTATION

a. Information

The Central Québec School Board sends busing information to parents in August. Ste-Foy Elementary works closely with the school board to ensure that the Rules of Conduct and Code of Behaviour are respected.

b. While Riding the Bus:

1. Students are to sit in their seats facing the front.
2. Students are to keep their legs, feet, and personal possessions out of the aisles.
3. Students are not to create distracting noise.
4. Students are to behave in a safe and orderly manner at bus stops.
5. Students may not use the bus to transport live animals, reptiles, or insects.
6. Students are not allowed to eat or drink on the bus unless they have permission from the bus driver.
7. Students are to remain silent at all railroad crossings.
8. Students are to keep hands, legs, feet, heads, and any objects inside the bus always.
9. The school bus driver is completely in charge of the bus and all students riding on it and may exclude students who misbehave from riding on the bus and may assign work details to students who create messes on the bus.

c. School Bus Line-Up Zone:

1. Students are to line up or sit down in their own bus line.
2. Students are to wait in line in an orderly fashion.
3. Students may not move toward the bus until they are directed to do so.
4. Students are to leave the danger zone around the bus upon exiting the bus and go directly to the school yard or directly home and not play near the street.
5. Students are never to go under the bus for anything. They are to ask the bus driver to help them.
6. Students must get off the bus at their designated stops unless parents have made other arrangements in writing or on the phone. (Example: to go to a friend's house, or to be picked up at a bus stop by a friend's parent.)



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d. Temporary Bus Stop Changes

Requests for temporary bus stop changes (i.e. If a child is debarking at a friend's house) must be sent in writing to the principal in advance by both the sending and receiving parents. The principal's signature and school stamp are necessary to approve the request.

e. Transportation Policy

To consult the CQSB Transportation Policies visit:

<https://www.cqsb.qc.ca/en/transportation/policies>.

For information, updates, photos, videos and more, please visit Ste-Foy Elementary at our:

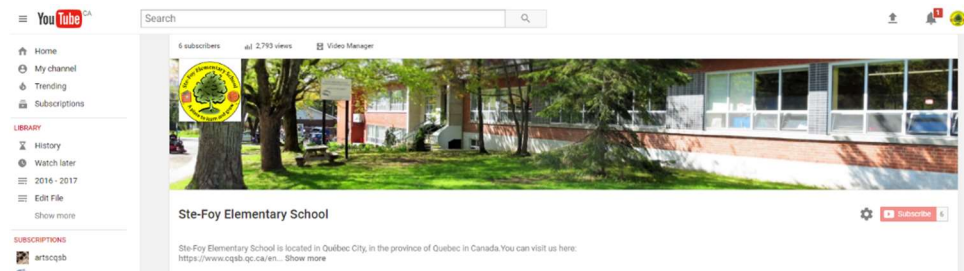
Website



Facebook page



YouTube channel



Twitter page



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