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Tania Marchitello  
Principal

## **WELCOME TO JOHN F. KENNEDY ELEMENTARY SCHOOL**

### **SCHOOL HOURS: 7:50 TO 2:35**

On behalf of our entire school team, we would like to welcome you to John F. Kennedy Elementary School for the 2020-2021 school year. We extend a warm welcome to all returning families and to the new parents and students joining us this year.

This handbook contains important information about everything from our school's mission and success plan to policies and guidelines for responsible behaviour, dress code, and homework. **We ask you to please read it carefully with your child.**

It is by understanding the school's mission and goals that you can best support your child. Parental support to the school goes a long way in helping our children become successful, happy, and responsible citizens. Please feel free to contact your child's teacher or the school if you have any questions or concerns.

Together we are better!

***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_

POSTAL CODE \_\_\_\_\_ PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_ HOMEROOM \_\_\_\_\_



**PLEASE NOTE:** The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper





## **John F. Kennedy Elementary School**

### **STUDENT HANDBOOK**

#### **MISSION STATEMENT**

In order to prepare students to live in and contribute to a changing world and engage in active, lifelong learning, John F. Kennedy Elementary provides a balanced curriculum designed to meet the academic, cultural, and social needs of our students. We provide an education for the child as a whole, focusing on the body, spirit, and mind; allowing each student to be equipped for their rigorous learning experience.

#### **VISION STATEMENT**

Students should be encouraged to stretch the boundaries of their imagination, strive for personal excellence, and develop the interests, strategies, and skills necessary to contribute positively and productively to an evolving global society.

#### **SCHOOL SUCCESS PLAN**

Our school encourages the development of academic excellence by focusing on the following four goals:

1. Early and continued support for literacy will be used to ensure student success at all levels
2. Create a safe and healthy school environment by establishing practices and promoting activities that emphasize learning over punishment and the development of social skills, while fostering a sense of community among all those involved with the school
3. Involve students in their own learning and establish a multi-dimensional approach to learning and evaluation
4. Provide professional development and opportunities for employees and community members to further their own learning

#### **PARENTAL SUPPORT**

Education is a partnership that involves you, your children, and our school team. Our caring and supporting team is committed to providing the best academic program for your child in a safe and fun learning environment. **Our school counts on you, as parents, to instill in your child, the value of education.** Some of the best ways to do this are by:

- Making sure that your child arrives at school on time and ready to learn
- Helping your child with homework
- Showing interest in your child's school experience
- Ensuring that your child does not bring toys or electronic devices to school

#### **PUNCTUALITY**

All students are expected to be on time for school every day. When students are late, they miss out on important instruction and it is very disruptive to the teacher and to the other students. The school doors open and supervision of students begins at 7:40 a.m. If you drive your child to school, please park your car and walk with your child to the school yard gate, **not the front door, for 7:40 a.m.** **Classes begin at 7:50 a.m. After 7:50 a.m. you will need to sign your child in at the front office and indicate the reason for the lateness.** Thank you for making sure that your child is punctual for school. **Classes end at 2:35 p.m.** If you are picking up your child at dismissal, please wait for your child at the schoolyard gate.



## **John F. Kennedy Elementary School**

### **STUDENT HANDBOOK (cont'd)**

#### **SAFETY FIRST!**

Please drive slowly on the streets surrounding the school. Parents are reminded that they must respect all road rules and signs. The Laval Police often patrols the area as a safety measure, and they will not tolerate double parking. Do not park your car on the wrong side of the street. Students should not be crossing the street without the presence of a parent. Be vigilant of the signs on Cardinal, there is no parking at the drop-off gate. We have teachers supervising the gate and others in the school area.

#### **STAYING SAFE ON THE BUS**

It is important to follow the Bus Safety Rules

- Always stay seated
- Keep hands and objects away from windows
- Always use polite language on the bus
- Always use peaceful ways to resolve conflicts

**Note: If safe behaviour is not followed, bus tickets will be issued. Three bus tickets = three-day suspension from the bus.**

#### **ABSENCES**

**Children should stay home when they are sick and when they have fever.** If your child is going to be absent, please report it before the beginning of class. You may call (450) 686-6292 and dial 1 to report an absence. Please mention student's full name, homeroom, and reason for being absent. Should a student be absent for more than three consecutive days, a medical note is required. Please try to schedule medical appointments outside of school hours. **Please refrain from planning family vacations when school is in session.** If vacations are taken when school is in session, teachers are not obligated to provide assignments in advance or give make-up tests or assignments.

#### **DRESS CODE POLICY**

The Governing Board of our school has endorsed the continuation of a dress code of conduct for students.

- Students must come to school dressed appropriately and respectfully
- Students are required to wear **plain white, navy, light gray tops** (polo, blouse, shirt, or turtleneck) **All tops must have no writing or logos** (no bigger than a toonie) other than the school logo
- Only **navy blue or black bottoms** (pants, skirts, or jumpers) must be worn.
- **Sweaters, cardigans, or vests must be plain white navy blue or light gray**
- Clothing that reveals bare bellies, bottoms and shoulders are not acceptable. This includes spaghetti straps, belly shirts, and pants that hang below the hips revealing underwear
- Appropriate shoes allow for safe participation in school events. Sandals, which support and cover most of the feet are okay, while flip-flops and high heels are not
- Starting in Grade 2, students must bring a change of clothes for Physical Education. This includes **shorts or jogging pants, a t-shirt and clean running shoes**
- Please, ensure that your child is **dressed for the weather**, as all children go out in many types of weather for three recesses daily
- Not following the dress code policy, could result in sanctions imposed by the school administration. **The administration will rule on the appropriateness of dress and appearance**



**John F. Kennedy Elementary School**  
**STUDENT HANDBOOK (cont'd)**

**GRADE COLORS**

Each grade will have a grade color. Students will be permitted to wear a top with their grade color on the **1<sup>ST</sup> day of school**, which is **Tuesday, September 1, 2020** and on the last Wednesday of every month.

**Pre- Kindergarten:** Pink

**Grade 1:** Yellow

**Grade 5:** Green

**Kindergarten:** Orange

**Grade 3:** Purple

**Grade 6:** Black

**Grade 2:** Red

**Grade 4:** Light Blue

**LIBRARY POLICY**

Your child will visit the school library once every cycle. Books are circulated for a period of one week and may be renewed by the student on or before the due date. We ask that your child return their library books the day before their class is scheduled to visit the library. Please note that overdue fines are not charged. **However, the student is required to pay for lost or damaged materials.**

**EMERGENCY CONTACT**

In the event of any emergency at the school which requires us to contact parents, it is essential that we have home, work, and cell numbers as well as the name and telephone number of a close-by relative.

**It is essential that you inform the school office of any changes of telephone numbers.**

**CHANGES TO AFTERSCHOOL PROCEDURES**

Please refrain from calling the school at the last minute regarding any pickup changes. If you absolutely need to make a change, please do so before 1h00 p.m. to avoid any mix-up at the end of the day.

**ITEMS NOT PERMITTED AT SCHOOL**

The following items are not permitted at school. Cell phones, iPods, iPads, Digital Cameras, and any electronic devices (Nintendo DS). Students should keep **all** toys at home. Should these items be brought to school, they will be confiscated. Parents may have to pick up the item at the school office.

**MEDICATION**

You will receive the 'Emergency Health Form' to fill out at the beginning of the year. Please return it as soon as possible, especially if your child has an allergy, has an EpiPen or an asthma pump. The EpiPens and asthma pumps must be sent on the **FIRST** day of school. To administer prescription medication to a child we require **written authorization** (form will be given to the parent, sent home or emailed from the office). Medication must be in a labelled container with a prescription (the pharmacist will give you one if he/she knows it is for the school), indicating the child's name, name of medication and dosage, etc. We cannot administer Aspirin or Tylenol without a doctor's prescription. Any students with medication in their possession must bring them to the office where it will be kept **AT ALL TIMES**.

**HOMEWORK**

Some teachers will communicate with parents through Class Dojo or Google classroom. This is a great way to keep-up with what is going on in the classroom. At John F. Kennedy, we believe that parental involvement in homework is important for every child to meet their own learning potential. Students from grade one to grade six generally have homework every day. Students may have up to thirty minutes of homework each day in grades one and two. Students in grades three and four may have up to forty-five



**John F. Kennedy Elementary School**  
**STUDENT HANDBOOK (cont'd)**

minutes of homework each day. Students in grades five and six may have up to one hour of homework each day. **Please encourage your child to read daily.**

School is an important part of our students' lives and parents can support this by actively monitoring and supervising homework and **signing the agenda on a regular basis.** Thank you for making sure that your child keeps up with all assignments.

Studying is one of the most essential aspects of learning and cannot be over-emphasized, as it is an integral part of homework.

**HOMEWORK HELP TIPS**

- Help your child to schedule time for study and written work
- Help your child to find an appropriate place for homework away from distractions
- Ask leading questions to help your child remember what has been taught and explained in class
- Point out some of the errors that your child has made, but allow them to submit their own work to the teacher
- You can log into the LEARN website for additional tutorial help. Learn username and password will be given to students [www.learnquebec.ca](http://www.learnquebec.ca)

**HEALTH AND WELLBEING**

Movement has been shown by educational, cognitive, psychological, medical, and behavioral research to be one of the best ways to get *all* children - neurotypical and neurodiverse (special needs) children alike - to gain control over their behavior and to engage with and retain what is being taught to them.

We are incorporating scheduled movement breaks for the entire school, recess and lunch competitions, movement stations throughout the school to encourage our students to move more throughout the day. Parents need to ensure that their children are moving a minimum of 60 minutes a day!

Sound dietary choices benefit children because they provide the nutrition and energy that help to ensure steady growth as well as a healthy, active and long life. We believe that properly nourished children are better learners who are more capable of the focused application that is required to succeed in the daily challenges of life at school and at home. It is in this spirit that students are expected to bring snacks and lunches that are healthy. Recommended healthy snacks include fresh fruits, fresh vegetables, cheese and yogurt. **Please refrain from sending in snacks high in sugar, salt and fat.**

**Canned and bottled soft drinks, chocolate bars, candies and chips (including nachos and related items) shall not be permitted during regular mealtimes and snacks. Similarly, fast food will not be permitted to be brought into the school.**

**NUT FREE SCHOOL**

For the safety of children with severe allergies, we at John F. Kennedy Elementary School are striving to maintain a *Nut and Peanut Free Zone*. **Please do not send nuts, peanuts or nut/peanut products to the school.** These can include granola bars, Nutella, or other spreads.



## John F. Kennedy Elementary School STUDENT HANDBOOK (cont'd)

### VISITORS AND VOLUNTEERS

The safety of everyone in the school and the efficiency of the school require careful control of visitors. Individuals on school property not having anything to do with the functioning of the school will be asked to leave. **All visitors to the school, including parents and volunteers, must use the main entrance and report to the office immediately upon entering the building.** JFK welcomes all volunteers to help with special days such as field trips, carnivals, fund raising activities, etc., and regular help with the following: in the office, library to cover books, with the classroom teacher, helping a child with work provided, assisting with lap top computers. Any person who is in regular contact with students will have to apply for a Criminal Background Check and fill out a Confidentiality form (from the office). **All school visitors and volunteers must report to the General Office, sign in and pick up a badge.**

### JFK Values Matrix

Our JFK school values are to respect others, respect our environment and property, respect yourself, and respect learning. These core values are encouraged daily. Our school values matrix helps students understand what the expectations are in the various areas of the school.



## At JFK, we...

	on the playground	in the hallways	in the washroom	at assembly	in the cafeteria	in the classroom/ library	at daycare	in all settings
Respect others	<ul style="list-style-type: none"> <li>Use kind words and actions</li> <li>Include others</li> </ul>	<ul style="list-style-type: none"> <li>Consider other's learning when moving in the hall</li> <li>Keep hands and feet to ourselves</li> <li>Walk on the right side</li> </ul>	<ul style="list-style-type: none"> <li>Consider other people's privacy and personal space</li> <li>Wait our turn</li> </ul>	<ul style="list-style-type: none"> <li>Celebrate the achievements of others</li> <li>Are attentive</li> </ul>	<ul style="list-style-type: none"> <li>Sit in our assigned space</li> <li>Eat our own food</li> </ul>	<ul style="list-style-type: none"> <li>Include others</li> <li>Encourage and support others to try their best</li> <li>Follow classroom and library expectations</li> </ul>	<ul style="list-style-type: none"> <li>Include others</li> </ul>	<ul style="list-style-type: none"> <li>Recognize the feelings, wishes, and rights of others</li> <li>Use language that is supportive, appropriate, and polite</li> <li>Are upstanders</li> </ul>
Respect environment & property	<ul style="list-style-type: none"> <li>Bring equipment back to cart</li> <li>Follow obstacle course instructions</li> <li>Stack tires up to 3 and use on grass</li> <li>Enjoy what the trees have to offer</li> </ul>	<ul style="list-style-type: none"> <li>Keep lockers and floors neat</li> <li>Use break material appropriately</li> <li>Wear indoor shoes</li> </ul>	<ul style="list-style-type: none"> <li>Contribute to a clean environment</li> <li>Report problems, graffiti, and vandalism</li> </ul>	<ul style="list-style-type: none"> <li>Are mindful of equipment and resources in the gym</li> </ul>	<ul style="list-style-type: none"> <li>Use up to a voice level 3</li> <li>Dispose of trash responsibly</li> <li>Keep our school clean</li> </ul>	<ul style="list-style-type: none"> <li>Use materials appropriately</li> <li>Wear indoor shoes</li> </ul>	<ul style="list-style-type: none"> <li>Keep our space neat</li> <li>Return borrowed materials</li> </ul>	<ul style="list-style-type: none"> <li>Take care of our school environment and equipment</li> </ul>
Respect yourself	<ul style="list-style-type: none"> <li>Wear seasonally appropriate attire</li> <li>Play fairly</li> </ul>	<ul style="list-style-type: none"> <li>Go straight to our destination</li> </ul>	<ul style="list-style-type: none"> <li>Are mindful of our hygiene</li> <li>Return promptly to class</li> </ul>	<ul style="list-style-type: none"> <li>Remain seated with legs crossed and facing forward</li> </ul>	<ul style="list-style-type: none"> <li>Eat only when seated</li> <li>Use table manners</li> </ul>	<ul style="list-style-type: none"> <li>Focus on our tasks</li> <li>Try our best</li> <li>Are mindful of our interests</li> </ul>	<ul style="list-style-type: none"> <li>Are our best selves</li> </ul>	<ul style="list-style-type: none"> <li>Tell an adult if we're being mistreated</li> <li>Are mindful of personal space</li> <li>Follow our dress code</li> <li>Make good choices</li> </ul>
Respect learning	<ul style="list-style-type: none"> <li>Use equipment responsibly</li> <li>Respond to bells promptly</li> </ul>	<ul style="list-style-type: none"> <li>Carry a hall pass</li> <li>Have our materials ready to learn</li> </ul>	<ul style="list-style-type: none"> <li>Carry a hall pass</li> <li>Use our time responsibly</li> </ul>	<ul style="list-style-type: none"> <li>Are active listeners</li> <li>Await instructions</li> </ul>	<ul style="list-style-type: none"> <li>Follow instructions</li> </ul>	<ul style="list-style-type: none"> <li>Are active listeners</li> <li>Follow instructions</li> <li>Return materials on time</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate voice levels</li> <li>Follow our educator's instructions</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate voice levels</li> <li>Try our very best</li> </ul>



## John F. Kennedy Elementary School

### STUDENT CODE OF CONDUCT – GENERAL PREMISE

The Code of Conduct of the school is based on the premise that personal freedom is accompanied by the responsibility to respect the freedom of others. Common courtesy, good manners and mutual respect are encouraged. The school staff will be involved in promoting our students' use of appropriate social skills and positive behaviors.

The development of a sense of self-control in each of our pupils is an important aspect of our Code of Conduct. For any procedure to be effective, it is necessary that the school have the support, cooperation, and commitment of all concerned.

### Restorative Practices

Restorative Practice is an approach that gives voice to both the person who has caused harm and the person harmed. It recognizes that building strong relationships is fundamental to developing a positive and cohesive school community. Central to these practices is the idea that relationships are built proactively throughout the school. Within the context of building strong relationships, students develop empathy and engage in Social and Emotional Learning. Students develop the skills required to problem solve in situations which may have traditionally been handled with punitive consequences determined solely by the adults in the school. Ultimately, restorative practices can improve school climate, reduce bullying, and increase the probability of success for all students; particularly for those who struggle socially and behaviourally.

The following are the types of Restorative Practices used at JFK:

Affective Statements	Circles	Restorative Conferences	Reintegration Procedures
Everyday usage	Morning meetings	Informal conference	Restore relationship between offender and victim
"I" statements	Social and emotional instruction (e.g. empathy)	Restorative meeting and chats	Classroom and/or office-managed offenses
Describing how something made you feel	Problem-solving class wide issues	Restorative conferences	Match to severity of incident

Restorative Questions	
To respond to challenging behaviour	To help those harmed by others' actions
<ul style="list-style-type: none"> <li>What happened?</li> <li>What were you thinking of at the time?</li> <li>What have you thought about since?</li> <li>Who has been affected by what you have done? In what way?</li> <li>What do you think you need to do to make things right?</li> </ul>	<ul style="list-style-type: none"> <li>What did you think when you realised what had happened?</li> <li>What impact has this incident had on you and others?</li> <li>What has been the hardest thing for you?</li> <li>What do you think needs to happen to make things right?</li> </ul>



## **John F. Kennedy Elementary School**

### **STUDENT EXPECTATIONS**

All students and staff at JFK have the right to a safe school environment, and all students have a right to learn. As such, all students are expected to:

#### **Respect Others**

Students are expected to:

- Recognize the feelings, wishes and rights of others by:
  - Using kind words and actions
  - Using language that is supportive, appropriate and polite
  - Including others and being upstanders
  - Considering other people's privacy and personal space
  - Demonstrating good sportsmanship
  - Demonstrating empathy towards others and being considerate of everyone's feelings
- Refrain from engaging in inappropriate physical contact (pushing, kicking, shoving, punching, slapping, play fighting, roughhousing, kissing, etc.) on school grounds
- Never open any exterior door for anyone
- Inform a staff member, in a timely manner, of incidents of bullying, harassment or intimidation
- Remain on the school grounds and in the designated areas, at recess and lunch
- Provide written permission from a parent or guardian to leave the school grounds during the school day; parent or guardian must sign the student out at the office before leaving
- Remember that **JFK is a NUT FREE school** and refrain from bringing dangerous allergens to school
- Not bring dangerous items to school

*Prohibited items include, but are not limited to, knives, fireworks, lasers, items that are weapon-like or intended to be used as a weapon (including toy knives and guns). Inappropriate items will be confiscated. **Students caught in possession of any item deemed dangerous by the school personnel will be referred to the office and the police may be called. A Serious Incident Report will be filed with the Sir Wilfrid Laurier School Board***

#### **Respect our Environment and Property**

Students are expected to:

- Take care of our school environment and equipment by:
  - Using all materials appropriately and responsibly
  - Returning borrowed materials in a timely manner and in their original states
  - Reporting any problems, graffiti and vandalism
- Use playground equipment safely and as designed
  - Follow obstacle course instructions
  - Return all equipment back to the cart
  - Follow loose parts play material guidelines
- Move about safely and respectfully inside the school by:
  - Walking in the hallways at all times
  - Circulating on the right-hand side of the hallway
  - Using appropriate voice levels in the hallway (0 when travelling, 1 at lockers)
  - Using the appropriate staircase for their cycle
  - Using movement break material appropriately





**John F. Kennedy Elementary School**  
**STUDENT EXPECTATIONS (cont'd)**

- Contribute to a clean environment by:
  - Disposing of trash responsibly in all settings
  - Being mindful of personal hygiene; washing hands after using bathroom facilities
  - Keeping our bathroom areas clean
  - Keeping lockers and desks neat and clean
  - Cleaning up after themselves
  - Respecting cafeteria rules
    - Eating only when seated, in their assigned space
    - Sitting calmly during lunch and waiting for instructions to leave their seat
    - Using appropriate table manners
- Wear indoor shoes when inside of the building
- Care for the property of others
- Walk any wheeled form of transportation on school grounds

**Respect Yourself**

Students are expected to:

- Be kind to others and themselves
- Tell an adult if they are being mistreated
- Use problem-solving skills to settle differences
- Use manipulative tools and other individual self-regulation tools appropriately
- Wear appropriate attire by:
  - Following the school's dress code
  - Wearing seasonably appropriate attire
  - Removing hats when entering the school
  - Wearing bike helmets traveling to school on their bicycle
- Bring ***only healthy food to school*** for lunch and snacks (*candy, chips, chocolate bars, dry noodles and soft drinks are not permitted*)
- Refrain from chewing gum
- Be accountable for personal property:
  - Deposit all electronic equipment at the office upon arrival and pick it up at the end of the day
  - Refrain from using cell phones, MP3 Players, iPods, iPads, Tablets, video games and other electronic devices unless a member of the school personnel, for an educational project, approves them. *The school or its personnel will not be held responsible for loss, damage or theft if these items are brought to school*
  - Write names on all pieces of clothing and belongings
  - Leave trading cards (sports, cartoon and other) and all other "fad items" at home
  - Leave toys at home. *The school or its personnel will not be held responsible for loss, damage or theft if these items are brought to school*
- Increase personal responsibility and self-discipline as they become older and move through successive grades.



**John F. Kennedy Elementary School**  
**STUDENT EXPECTATIONS (cont'd)**

**Respect Learning**

Students are expected to:

- Be on time
- Use appropriate voice levels in all settings
- Engage in active listening
- Be attentive, ready to work, and engage in purposeful learning
- Try their very best and be mindful of their interests
- Have materials ready to learn
- Use their time responsibly
- Encourage others and support others to try their best
- Complete school and home assignments to the best of their ability
- Behave in a non-disruptive manner
- Carry a hall pass when moving through the hallways, and return to class promptly
- Follow staff directions cooperatively
- Listen to the ideas and opinions of others
- Be positive role models
- Respond to bells promptly

**STRATEGIES AND CONSEQUENCES**

The staff will recognize students who consistently display appropriate conduct. Students will be taught and encouraged to use proactive and appropriate decision-making and social skills. When appropriate, students are encouraged to meet with the people who have been impacted by their misbehavior and to take action to repair the harm that their actions have caused. In some cases, students will participate in the development of meaningful consequences to make restitutions for violations of the Code of Conduct. Students who are unwilling to participate in repairing harm will be subject to punitive consequences which take into account the student's age, maturity, and special needs, if any.

School administrators have a responsibility to advise other parties of serious breaches of the Code of Conduct, e.g., parents, school board officials, police and/or other agencies. When students do not behave in accordance with the John F. Kennedy Code of Conduct, the following actions will be taken progressively, in response to the nature and frequency of the incident:

**Level 1**

For behaviors considered minor violations of the Code of Conduct, a staff member will speak directly to the student. The following actions may be taken to encourage behavior that is more positive and to repair relationships that have been impacted by the misbehavior:

- Staff will remind students of our matrix values expectations
- Staff will reteach the matrix value expectation that has not been respected
- Staff will use Affective Statements to describe the impact of the misbehavior on others
- Staff will facilitate student driven repair of harm



**John F. Kennedy Elementary School**  
**STRATEGIES AND CONSEQUENCES (cont'd)**

- Staff will ask the Restorative Questions
- Reminder/informal discussion (Restorative meetings & chats)
- Use of problem-solving techniques (Informal conferences may be held between the student and the person who has been harmed)
- Verbal warning
- A period of reflection to prepare for informal conference
- Contact with parents/guardian by the classroom teacher to inform parents of the incident
- Temporary removal from activity
- Written or verbal apology to the people harmed by the behavior
- Restitution for damage caused

Level 2

For behaviors that are repeated or are considered more serious, a staff member will speak directly to the student. In addition to the actions taken for Level 1 misbehaviour, the following steps may be taken to encourage more positive behavior:

- Restorative circle either in class, or with the technician or administrator and the people directly affected by the behaviour
- Directly supervised recess/lunchtime/daycare activity
- Written warning to the student and his or her parents or guardians
- Contact with parents or guardian by the teacher/technician/daycare technician and/or administration to inform the parents of the incident and solicit their cooperation in repairing the harm caused by the misbehaviour
- As part of a restorative circle, students may create a behaviour contract between individuals involved outlining how they will demonstrate mutual respect
- Individual students may work with a school staff member to outline a behaviour plan that will assist the student in making better choices and avoiding situations that lead to misbehavior
- Removal from the classroom/recess/ lunch time/daycare setting
- In cases where students do not cooperate with restorative practices, lunch time and/or after-school detentions may be assigned

Level 3

For incidents of a more serious nature, students will be referred to an administrator. The nature and severity of the infraction, the intent behind the infraction, and the frequency of the infraction will be considered when determining the actions that will be taken. It should also be noted that all disciplinary decisions are made in consideration of individual circumstances. The following actions may be taken in addition to any consequence(s) from **Level 1 and/or Level 2** to encourage behavior that is more positive:

- Misbehaving students will be asked to meet in a **restorative conference** with the people who have been harmed by the behavior. Parents may be asked to attend this conference
- Students who are not willing to participate positively in restorative conferences may be subject to punitive consequences including reflection periods and short-term suspension from school



**John F. Kennedy Elementary School**  
**STRATEGIES AND CONSEQUENCES (cont'd)**

- Students may be referred to school board consultants or to social services
- Administration may assign consequences other than a reflection period or suspension, intended to help students reflect on their actions and repair the harm they have caused
- The incident may be documented in the student's file

**Level 4**

Students may be suspended because their behavior has a harmful effect on the character or persons of other students (e.g. physical fighting, vandalism to the school, student or staff property). Please note that if there is a violation of a very serious nature, suspension will be immediate. Parents will be contacted by phone and letter. In addition to consequences and actions outlined in **Level 3**,

- The student who has caused harm and their parent/guardian will be asked to meet with the victims of that harm in a formal Restorative Conference prior to the student's return to school
- Students who have been suspended must attend a reintegration meeting or circle in order to repair relationships upon their return to school. The classroom teacher, technician or the administrator, depending on the nature of the incident, may facilitate this circle
- The Parent or Guardian will be asked to return with his/her child to meet with the principal and make a commitment to helping the child improve his/her behavior
- The incident will be documented in the student's file

**Tips to Help Prevent Bullying**

**John F. Kennedy has a zero-tolerance policy for Bullying behavior.** Bullying, harassment and/or violence whether physical, verbal or psychological is strictly forbidden. Bullying can be characterized as: physical (hitting, etc.), verbal (name calling, insults, threat, etc.) or relational (ignoring, excluding, etc.). Bullying takes place over a sustained period of time and typically involves the same student or group of students who threaten or cause physical or social harm. Bullying is an intentional activity in which a specific person is targeted repeatedly and leads to the victim feeling constantly threatened.

**Tips for Students:**

- Avoid unsupervised areas
- Leave a "bad situation"
- Try to have at least one trusted friend
- If something happens to you, make sure you tell a grown up
- Support a student who is being bullied by telling a trusted adult

**Tips for Parents: (Possible warning signs that your child is being bullied)**

- Refuses to go to school and/or becomes withdrawn
- Is hungry right after school
- Has dishevelled, torn or missing clothing
- Is sad or silent after phone calls or e-mails
- Does something out of character
- Has difficulty sleeping

**Should you become aware of a bullying incident, report it to the school**



**John F. Kennedy Elementary School**  
**STUDENT HANDBOOK & CODE OF CONDUCT**  
**SIGN AND RETURN TO HOMEROOM TEACHER**

To ensure a smooth home and school connection it would be very important that you spend time with your children reading the handbook and code of conduct.

It is essential that all CHILDREN are well aware of our student expectations.

We would ask that you read through the documents with your child, sign this page indicating that you have read through it thoroughly and send this page (page 13) to your child's homeroom teacher.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_