



Parent Handbook

**Elaine Fraser
PRINCIPAL**

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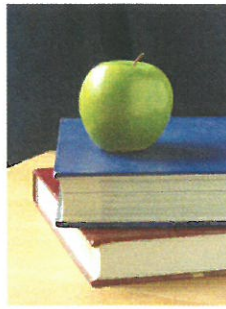
To report absences : 514-798-5610 option #3

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School Website: <http://sunshineacademy.lbpsb.qc.ca/>

School Address: 65 Sunshine, Dollard-Des Ormeaux, QC H9B 1G9



INTRODUCTION

Sunshine Academy opened its doors on July 1st, 2006 as a result of a merger between Charles A. Kirkland School (Roxboro) and St. Bernard School (Dollard des Ormeaux). Our students come from Roxboro, Pierrefonds and Dollard des Ormeaux. We are a strong community school which offers an early immersion program enriched with performing arts, technology, physical education and a wide variety of extracurricular activities. Many of our students use the school bus. We take pride in our caring parent participation organization, effective Governing Board and all round involved parent community.

The Quebec Education program states that in order to be effective with every child, we have to guide her/him towards their full academic and social potential. Parents, students, staff and administration work together as a team to ensure success **for every child!**





Characteristics of the School:

Sunshine Academy is proud of its commitment to community involvement including the following projects:

- ▶ Terry Fox Run
- ▶ Police and Fire Safety Programs
- ▶ Grade 6 monthly student visits at a seniors home
- ▶ Holiday food and toy drives
- ▶ High School Preparedness Program
- ▶ Leadership Programs
- ▶ Positive school climate programs
- ▶ Entrepreneur Programs
- ▶ Culture in Education Program

2017-2018

STUDENT CALENDAR

	Fixed Boardwide Professional Days
	<u>PED Day * NO DAYCARE</u>
	Holidays
	School Starting Date

Août/August					
L/M	M/T	M/W	J/TH	V/F	
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30	31		

Septembre/September					
L/M	M/T	M/W	J/TH	V/F	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22#	
25	26	27	28	29	

Octobre/October					
L/M	M/T	M/W	J/TH	V/F	
				6##	
9	10	11	12*RH	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				

Novembre/November					
L/M	M/T	M/W	J/TH	V/F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20*RH	21	22	23	24	
28	29	29	PT 30		

Decembre/December					
L/M	M/T	M/W	J/TH	V/F	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	

Janvier/January					
L/M	M/T	M/W	J/TH	V/F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30	31			

Février/February					
L/M	M/T	M/W	J/TH	V/F	
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28*RH			




Mars/March					
L/M	M/T	M/W	J/TH	V/F	
			PT 1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	

Avril/April					
L/M	M/T	M/W	J/TH	V/F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20*	
23**	24	25	26	27	
30					

Mai/May					
L/M	M/T	M/W	J/TH	V/F	
	1	2	3	4	
7	8	9	10	11 ^R	
14	15	16	17	18 ^R	
21	22	23	24	25	
28	29	30	31		

Juin/June					
L/M	M/T	M/W	J/TH	V/F	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	*RH 22	
25	26	27	28	29	

Board Level PED	15	STUDENT Start Date	★	August 30, 2017
School Level PED	3	STUDENT End Date		June 22, 2018
Regional Level PED	1	Interim Reports		October 12 th , 2017
		Term 1 reports home	*RH	November 20 th , 2017
Curriculum Night	Sept 7	Parent Teacher 1	PT	November 30 th , 2017
H.S. Mini-Day	April 23	Term 2 reports home	*RH	Feb 28 th , 2018
		Parent / Teacher 2	PT	March 1 st , 2018
Teaching Days	200			
Student Days	181	Term 3 reports home	*RH	June 22 nd , 2018

	Curriculum Night
	Parent / Teacher
	SUNSHINE PED DAY



SCHOOL HOURS:

7:00 a.m.: Daycare opens

7:55 a.m.: Bell for morning school yard supervision (students may enter the yard)

8:05 a.m.: Bell for students to start entering the school

8:10 a.m.: Class begins

10:10 a.m.: Recess

10:25 a.m.: Classes begin

11:55 a.m.: Lunch

12:50 a.m.: Bell rings for students to come in

12:55 a.m.: Class begins

2:25 p.m.: Classes end

6:00 p.m. Daycare closes

IMPORTANT: POLICY FOR MORNING DROP OFF

Being at school on time is a key factor for school success. It is important for students to regularly take part in morning classroom routines. The beginning of the day is prime teaching time and students miss out on important instruction when they are late. Students arriving at different times can also be distracting and disruptive to the class.

We have several measures in place in an effort to stress the importance of being on time. We hope we can count on your cooperation to ensure your child gets to school on time.

Please see below:

- Each month students who are consistently on time will be recognized at our monthly assemblies.
- Students who are late will have to make up what was missed during the morning recess on that same day. This is not meant as a punishment. The purpose of this is to ensure that your child doesn't fall behind.

The drop off procedure below will be strictly adhered to;

- After 7:55 a.m., the school parking lot is **off limits** to parents. There will be a **staff member on duty in the front of the school** to ensure that students are re-directed to the back of the school.
- Students being dropped off at school on time are to be dropped **off at the back of the school** where the bus drop-off is located. Students can be dropped off between 7:55 a.m. and 8:10 a.m.. **The bell rings at 8:05** a.m. and a staff member will be at the door until 8:10 a.m. sharp to let students into the building.
- **After 8:10 a.m., students are considered "late"**. Parents must park on the street and enter the school with their child to sign them in. Please be careful not to block driveways. We have been informed that the police will be monitoring this and giving out tickets if necessary. Again, **students MUST be accompanied by an adult into the building if they are late. If a student arrives unaccompanied, they will not be permitted to go to class until a parent returns to school to sign them in.**

Lateness:

1st time a student is late: Friendly reminder

2nd Time: Communication with the parent

3rd Time and beyond: Parent and child must meet with the principal before being permitted to go to class.



STAFF PARKING LOT



- The parking lot in front of the school is **NOT** a drop-off zone.
- After 7:50 a.m., parents should **NOT** park in that zone to drop-off their children.
- The parking lot is restricted to **STAFF** only.
- If your child(ren) is arriving late, you **MUST** park on the street and remind your child(ren) to walk on the sidewalk, away from cars.

Please help us keep your child(ren) safe.

DAYCARE HOURS

The Daycare hours are from 7:00 a.m. to 7:55 a.m. and from 2:25 p.m. to 6:00 p.m.

The cost for Daycare Program (including lunch) is \$8.10 per day per child. There will be a late charge of \$1.00 per minute if any parent picks up their child after 6:00 p.m.

ABSENCES

It is the parents' responsibility to contact the school when their children are absent.

Please call or email by 8:00 a.m.

Parents are asked to call the school **514-798-5610 OPTION #3** or email kpatterson@lbpsb.qc.ca. Notifying the school before school hours is appreciated as it helps to free up the telephone lines during business hours.

Government regulations require parents to provide the school with a written note verifying a student's absence. This may be recorded in the student's agenda or in a separate note. This is in addition to calling the school to notify of the absence.

EMERGENCY CONTACT INFORMATION

At the beginning of the school year, parents are asked to complete a student information form. Among other information on this form, we ask for the telephone numbers of the father and the mother, as well as back-up telephone numbers in case of emergency.

When a child is sick at school, we will use these forms to contact either parent or a back-up person. **We request that parents keep us informed when they change their telephone number at home or at work.**

Please do not send your child to school when he/she is not feeling well, so as not to expose other children to illness. When he/she is well enough to return, he/she is expected to follow the regular school schedule. Please note that if your child is well enough to come to school, he/she is well enough to go outside at recess and lunch.

VACATION DURING THE SCHOOL YEAR

Parents who take their children away on holiday must assume responsibility for any loss of instruction their child might suffer. **Please do not** ask the teacher to prepare a program of study for your child on holidays.

We suggest that, should you take your child away on holiday, you have him or her do some work in the area of Reading, Journal Entry, both in English and French, and Mathematics, if possible, each day. This could be a review of work already done, but teachers cannot be expected to prepare an individual study plan for each child on holiday.

Regular attendance at school is an essential part of a child's development. Lengthy absences create gaps in learning of all kinds, thus impeding the development of the whole child. Also, since the most meaningful materials are learning activities individualized for each child by the teacher, it is impossible for the teacher to provide appropriate work over an extended vacation from school.

MESSAGES DURING SCHOOL HOURS

Messages will be transmitted to your children in **emergency situations**. Thank you for your cooperation.

Please note that the answering machine will take messages at all times. Should you leave a message about absences, please also send a note for the classroom teacher explaining the reason for his/her absences/lateness.

Should you know beforehand that your child will have an upcoming absence, please send a note to your child's teacher in advance.



SUNSHINE ACADEMY CODE OF CONDUCT

The rules for behaviour at **Sunshine Academy** have been developed to provide our students with a **safe** and **caring school climate** where **learning** is at the forefront.

Our code of behaviour can best be understood by breaking down our expectations into four areas:

- *RESPECT FOR SELF**
- *RESPECT FOR OTHERS**
- *RESPECT FOR SCHOOL PROPERTY.**
- *RESPECT FOR LEARNING**

I do all of the above.....even when no one is watching!

School rules are applicable at school and during all school-related events and activities. This includes daycare, school outings, lunchtime activities and the bus ride to and from school.

Everyone in our school community is expected to treat each other with **respect** and **courtesy**.

Within the classroom, the **teacher** sets the standards and rules of operation, and will inform both the parents and the administration of any child's inability to operate within these parameters.

Respect for Self

I come to school every day **on time** and I go directly in the school yard between 7:55 a.m. and 8:05 a.m. (Morning bell rings at 8:05 a.m.)

I come to school clean and dressed appropriately, according to the weather. I respect the school's clothing colour code – **navy blue, grey, white and black**.

I wear shoes in school at all times. I wear my running shoes in the gym.

I enter and leave the school by the door assigned to me.

When I must leave early, I have a note signed by my parents stating the time and the reason. The note is signed by the office and I wait for my parents at the front office.

If I normally go to daycare and there is a change of plans, I have a note in my agenda.

I must get **permission** from the school secretary to use the telephone when there is an emergency.

I take responsibility for my actions and I speak up when I see things that I know are wrong.



Respect for Others

I speak to others in a respectful way.

I avoid **raising my voice** or using **vulgar** language. I address everyone **politely** at all times.

If I arrive late to school, I walk into the class quietly without disturbing my classmates.

I work quietly in class and **respect** the work of others.

I line up with my classmates **quickly** and **quietly** as soon as the bell rings.

I **walk** when I am in the hallways.

I respect the rules given for traveling on the bus. I understand that if I do not follow the rules, I may be suspended from riding the bus.

I will not be involved in name-calling, threatening, harassing, roughness or any behavior showing disrespect for others.

I do **not** throw snowballs, rocks or other objects that are dangerous to others.

I will keep my hands and feet to myself. I will not **push**, **kick** or **trip** anyone.

I avoid riding my bicycle, skateboard or roller blades on school property.

I leave the area outside my classroom **tidy** at the end of the day.

I respect the property of others. I do not take or misuse things that do not belong to me. I ask permission to use what does not belong to me.

I will not bring to school collectable cards, or any **technological devices**, or items of this nature as they are expensive/some dangerous and the school cannot guarantee that these articles will not create difficulty among the students.

Respect for Property

I will take care of all school property including books, furniture, and equipment and the building itself. **It is my duty to report any damage that I see.**

I am responsible to keep the school and grounds clean and free of litter.

I use school equipment safely and appropriately.

I will never take something that belongs to someone else without his/her permission.

I dispose of my gum in a garbage can before entering the school.

I take care of my library books and I return them on time and in good condition.

Respect for Learning

I arrive at school ready to learn and I always put forth **my best effort**.

I do the work expected of me and I hand it in **on time**.

I bring my materials for class every day. I replace my school supplies as they run out – pencils, erasers, glue, etc.

At home, I complete **all** of my homework.

When I am absent, I **am responsible for finding out what work I have missed** and I am responsible for making sure the work gets completed.

SCHOOL WIDE EXPECTATIONS

Hallway Expectations

- Quiet voices in the hallway during class time
- Walk at all times
- Keep to the right in the hallways and stairwells so others can pass
- Keep hands and feet to yourself
- Go directly to the location you are scheduled to be at

Corridors

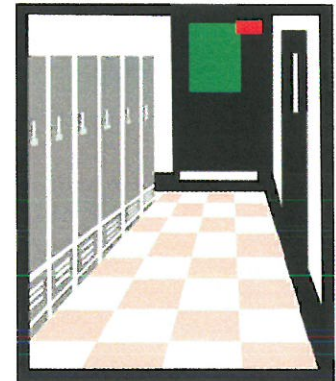
- Chuchoter dans les couloirs
- Marcher en tout temps
- Garder la droite dans tes déplacements
- Garder tes mains et tes pieds près de toi
- Te diriger directement à ta destination

Assembly Expectations

- Respect the quiet signal
- Face forward
- Respect everyone's space
- Silent during presentations
- Show your appreciation appropriately

Assemblées

- Respectez le signal de silence
- Regardez en avant
- Respectez l'espace des autres
- Silence pendant les présentations
- Démontrez votre appréciation de manière appropriée

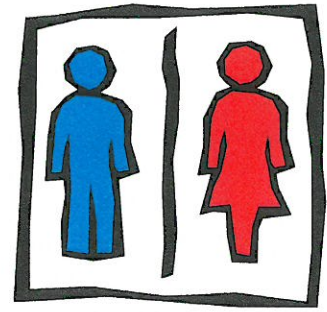


Washroom Expectations

- Hush, flush and wash
- Keep the area clean
- Use equipment properly
- Report any problems

Les règlements concernant l'utilisation des toilettes

- Silencieusement, je chasse l'eau et je me lave les mains.
- Je garde l'endroit propre.
- J'avertis le bureau si je constate un problème.
- Je respecte les installations.



Playground Expectations

- Use equipment properly and safely
- Stay in your grade level zone
- Report problems (bullying & injuries) to an adult
- Keep hands and feet to yourself
- Keep the playground litter-free.



Les règlements concernant la cour d'école

- J'utilise les jeux et les équipements de façon sécuritaire et adéquate.
- Je reste de mon côté de la cour.
- Je parle à un adulte si je suis témoin d'intimidation ou si quelqu'un se blesse.
- Je garde mes pieds et mes mains pour moi.
- Je garde la cour propre.

Bus Expectations

- Be at the bus stop 10 minutes before the scheduled time
- Wait for the bus to come to a complete stop, board the bus in single file
- Find your assigned seat
- Keep the aisle clear of any body parts and objects at all times
- Remain seated and talk quietly
- No eating or drinking on the bus
- Listen to the driver's instructions,
- Be polite and courteous to everyone
- Never put your head or any body parts out of the windows
- Keep your hands and feet to yourself
- Report problems to the bus driver
- When it's time to exit the bus, wait until the bus comes to a complete stop



Les règlements concernant l'utilisation de l'autobus scolaire

- On doit être à l'arrêt d'autobus au moins 10 minutes à l'avance
- On doit attendre l'arrêt complet de l'autobus avant d'y monter à la file indienne
- On doit ensuite monter et aller s'asseoir à notre siège assigné
- On doit garder l'allée centrale complètement libre en tout temps
- On doit demeurer assis et parler doucement
- On ne doit pas manger ni boire dans l'autobus
- On doit être attentif et suivre les consignes données par le chauffeur
- On doit être poli et respectueux envers tous les occupants de l'autobus
- On ne doit jamais sortir la tête ou toute autre partie du corps par la fenêtre
- On doit garder nos mains et nos pieds près de notre corps
- On doit rapporter tout incident ou problème au chauffeur
- On doit sortir de l'autobus seulement au moment où il est complètement immobilisé

WINTER PLAYGROUND EXPECTATIONS

- Stay in your grade level section.
- Keep your hands and feet to yourself
- Do not throw snow or ice
- Tackle football, King of the Mountain and games that involve contact are off limits

EXPECTATIONS FOR SLIDING ON THE HILLS

- One person slides at a time.
- Slide on your bum or knees, facing forward. (no sliding on your belly)
- Wait until the area is clear before sliding.
- Wait your turn.

If there is an orange cone on the hill, sliding is off limits because it is too dangerous.

EXPECTATIONS FOR FORTS, SCULPTURES AND SNOWMEN:

- Students may build but are not allowed to destroy what was built or steal boulders
- No one can be a "boss" of a camp. If you see someone is bossing people around, report it to an adult immediately. Everyone is EQUAL.
- Everyone is allowed in any camp at any time.

Les règlements d'hiver concernant la cour d'école

- SVP restez de votre côté de la cour.
- Gardez vos mains et vos pieds près de votre corps afin d'éviter les blessures.
- Ne lancez pas de neige ou de glace.
- Tous les jeux de contact sont interdits (ex roi de la montagne, football avec contact).

Les règlements concernant la glissade

- Une seule personne à la fois.
- Glissez sur les genoux ou en position assise en regardant droit devant vous sans vous coucher.
- Attendez qu'il n'y ait personne avant de glisser.
- Attendez votre tour.
- *Les cônes orange indiquent que la glissade est interdite à cet endroit.*

Les règles pour les forts, les sculptures, et les bonshommes de neige

- On peut construire mais il est interdit de détruire ou de voler les morceaux de neige ou de glace des autres.
- Aucun élève ne contrôle le fort. Avisez un adulte si cela s'avère être le cas.
- Si tu vois quelqu'un qui dirige les autres ou qui tente de le faire, avertis un adulte responsable immédiatement.
- Tous les élèves sont égaux.
- Tous les enfants peuvent circuler dans chaque fort ou autres constructions en tout temps.

We believe that appropriate behavior can be taught, and it will be encouraged, recognized and reinforced. Some of the ways we recognize appropriate behaviors are listed below:

- Verbal praise and recognition
- Positive phone calls home
- Good News Postcards
- Positive notes in the agenda
- Stand Out Student of the Month Awards
- Principal's Stars

We believe that the moral obligation of educating children rests first with parents. The school is a partner in this mission and provides educational experiences which will enable children to become responsible individuals and autonomous learners.

*****Cooperation between home and school is essential to support the child in a consistent manner. We can best fulfill our mission by working together and by supporting one another. We ask that if a parent disagrees with an action taken by the school, they call or write a note using discretion so that the child can continue to build positive relationships with the adults at school.**

Our aim, when disciplining children, is to help them take responsibility for their actions and learn from their mistakes. Students are accountable for their behavior and action will be taken to help them understand what is acceptable. Depending on the severity and/or frequency of the problem behavior, one or several of the following consequences may apply:

RANGE OF DISCIPLINARY ACTION TAKEN BY THE SCHOOL TO IMPROVE THE SITUATION:

- Re-teaching the expectations
- Verbal reminder
- Conference with student
- Reflection time / Written reflection
- Time out
- Walking with recess duty teacher or noon-hour supervisor
- Loss of privileges (extra-curricular events and / or field trips)
- Parent notification from the school (phone call or letter)
- Meet with the teacher
- Meet with principal
- Detention
- Meeting with student, school staff involved, and parent
- Staff Mentor
- Referral to a school professional (psycho-educator, psychologist, etc.)
- Behavior contract
- Track sheet
- Action plan
- Red Slip
- In-school suspension or at-home suspension
- Consequence that provides opportunity to compensate for actions in a positive and productive manner
- Replacement or repair of damaged property
- Individual Education Plan for behavior
- Referral of assistance from outside sources (Community Police Officer, etc.)

Procedures for suspension are administered according to Lester B. Pearson School Board's Policy on Safe and Caring schools. In very serious situations, the Principal can make the recommendation to the School Board to expel a student.

***** All extra-curricular activities at lunchtime, after school and on the weekend are a privilege even if a fee was paid for these activities. If a student is suspended from school, he/she is automatically suspended from any extra-curricular activities that take place during the time of the suspension. Additionally, school staff may restrict students from participating in extra-curricular activities as a consequence for unacceptable behavior.**

***** While every effort will be made to include everyone on school outings, a student may lose the privilege of attending an outing as a consequence for behavior. Any money fundraised toward the outing will go toward the activity it was intended for. Parents will be refunded for the cost of the trip whenever possible.**

Bullying:

The Sunshine Academy Community pledges its support for the position of the Lester B. Pearson School Board's Safe and Caring School Policy with respect to school safety and security. To that end, Sunshine Academy is committed to working towards eliminating all forms of bullying and violence in its community and to taking a regular measure of its school climate as it relates to these particular issues.

All Sunshine Academy staff will be committed to a *zero indifference* policy with respect to acts of violence or bullying or reports of said acts. All acts or reports will be investigated.

At Sunshine Academy, we believe that teaching individuals to take responsibility for their behavior is more motivating in creating behavioral changes that teach individuals to be obedient in order to avoid punishment.

Unacceptable Behaviors:

Unacceptable behaviors are those that interfere with the safety and well-being of ALL staff and students. They include all aspects of bullying:

Physical Aggression:

Pushing, grabbing, hitting, pinching, spitting, tripping, scratching, etc

Social Alienation:

Gossiping, embarrassing others, ethnic slurs, excluding from a group, etc

Verbal Aggression:

Mocking, put downs, swearing at others, etc

Intimidation:

Threatening others to do something, threatening with a weapon, playing a dirty trick, etc

Sexual Harassment:

Remarks, gestures, or actions of a sexual nature.

Cyber Bullying:

Using technology to frighten, embarrass, exclude or damage another person's reputation.

Can include e-mails, chat rooms, photographs, social media, text messages, etc.

Bullying is defined as:

- When a person is the target, over time, of repeated negative actions.
- When one person has more power, so the person being victimized feels that they can't defend themselves.
- When a person, who is the target, may feel embarrassed, hurt, scared, and/or angry.

Consequences:

1st Offense: Mediation takes place (students & adult) and we may involve the community officer.

2nd Offense: The student may receive an in or out of school suspension. Lunch and/or recess privileges may be temporarily revoked. The resource team is involved to support the student.

3rd Offense, 4th Offense: The student may be suspended for a longer period of time. The schedule of the student is modified so that he/she will spend part of the day in class and part of the day out of class with the notion of reintegrating the student as he/she demonstrates readiness to behave appropriately.

5th Offense: Parents are encouraged to seek alternative therapeutic intervention. The student may be transferred to another school in LBPSB or expelled from the School Board.

Student Ombudsman

In accordance with the Education Act, the Lester B. Pearson School Board has appointed a student ombudsman. Please refer to the school board's website at www.lbpsb.qc.ca for more comprehensive information.

Absences from school for family vacations

Please be advised that if your child is absent due to a family vacation during school time, he/she will be responsible for completing any work missed upon his/her return. Please do not request work in advance.

Birthday Invitations

On many occasions when children bring birthday invitations to school and distribute them in class, the children that are not invited feel excluded. This can cause conflicts between students that spill over into class time. In order to avoid this, we strongly encourage parents to distribute birthday invitations outside of school as much as possible.

Birthday Snacks Policy

Due to the fact that we have many children with food allergies who are a part of our school community, the Governing Board has decided that we will no longer accept any kind of food to celebrate birthdays in order to ensure the safety of all students. **Please rest assured that your child's birthday will continue to be acknowledged and celebrated in class.**

Recess

The expectation is that students will go outside at recess unless there is a school wide decision to keep students inside due to inclement weather. If students are well enough to come to school, they are expected to go outside. Please ensure your child is dressed appropriately for the weather.

Payments

When sending in any type of payment to school, please make sure the payment is sent in a ziplock or an envelope and that your child's name is clearly indicated. Please do not combine payments. **One envelope = one payment for one child for one event.** Thank you.

Dress Code

The Dress Code is approved annually by the Governing Board of Sunshine Academy. Students are allowed to wear clothing that is **navy blue, grey, white and/or black**.

- A quarter size logo on shirts is acceptable. All other writing on shirts is **NOT** permitted.
- Jeans and white pants are not allowed.
- A narrow (1/4" – 1/2") stripe down the side on the pant leg is acceptable.
- Shoulder straps must be at least 2" wide.
- Shirts must meet the pants/skirts.
- Shorts must be mid-thigh.
- **Sweaters must respect the color code.**
- High heels and flip-flops are not allowed as they make outdoor play unsafe.
- Caps are to be taken off upon entering the school and can be put on again upon exiting the school.
- During the winter months, students are expected to wear snow pants and boots.
- On days when your child has physical education, he/she should come to school dressed accordingly.
- It is strongly recommended that students have a pair of indoor shoes and a pair of outdoor shoes.
- **PLEASE clearly identify your child's clothing by writing his/her name on the inside label.**

All students are expected to respect the Sunshine Academy Dress Code. Thank you for your cooperation.

HOMEWORK

Homework assignments serve an educational purpose.

- Homework develops independent work habits.
- Homework is used to complete material unfinished in class.

As parents, you should expect your child to have homework assignments or studying to do every night. Reading skills are extremely important and can only be developed by daily reading. We encourage you to read to or make available to your child a book on which he/she can spend time each evening.

Parents can assist with homework in the following ways:

- Establish a consistent time and location at home for your child to do homework.
- Try to assure your child that homework is a positive experience. While a child might not enjoy doing homework, it should not be a tearful, frustrating experience. Help your child to get organized but don't do the homework for your child.

HEALTH

ALLERGY POLICY

The school must be informed of any medical condition your child might have (including allergies – food or otherwise) on the back of the Student Emergency Data Form.

Any prescription medication necessary **MUST** be provided to the school, in **container provided by health care professional and with prescription label** clearly indicating your child's name, dosage and a signed medical permission form (which can be obtained from the school office).

- Amongst our student population, we have several children who have **severe peanut allergies**.

- **Sunshine Academy is a NUT FREE school.**

- **No peanut or nut products** are to be brought into the school at any time.



CLSC Pierrefonds assigns a community health nurse to Sunshine Academy. When the nurse is at the school her role is to work with the school personnel to promote, maintain and protect the health of Sunshine students.

MEDICATION: You must fill out a medical form for all medication to be administered by a staff member at school. Under NO circumstances will the school administer any prescription medication or non-prescription medication without the written permission of the parent/guardian. The drug **MUST** be sent to school in its original container (labeled by the pharmacy) and come directly to the office. **Please DO NOT put ANY medications in your child's lunch box or backpack.**

FIRST AID POLICY: LBPSB is responsible for the well-being of students during school-organized activities. In the case of an accident or sudden illness, parents will be notified as soon as possible. Should immediate hospital treatment be necessary and the parents are unable to pick up the child, the school will arrange for transportation and supervision of the child at the parent's expense. At no time will the child be left without supervision.

Parents are required to inform the school if the child suffers from a handicap, a recurring ailment or allergy. If the child requires an EPIPEN, the parent **MUST** supply one to be left at the school. **Students with severe allergies should also carry an EPIPEN ON THEIR BODY AT ALL TIMES.** Parents must provide the child's medicare number and the name of a person to call in the case of an emergency. It is the parent's responsibility to take over the care of the child as soon as possible.



DO NOT SEND A SICK CHILD TO SCHOOL, as we do not have the facilities or the staff to care for them. In consideration of your child and his/her classmates, teachers & staff **PLEASE** make alternate arrangements for sick/feverish children.

SAFETY AND SECURITY

For the safety of your child and others, the following rules are in place:

- **All parents and visitors must enter the building through the front entrance ONLY.**
- All parents and visitors **must sign in at the office** and must wear a tag signifying that their presence in the building has been acknowledged and approved.
- **Parents and visitors are not permitted to go directly to classrooms .**
- Parents dropping off items for their children must leave the items at the front office for delivery. All items/bags /containers must be have the student's name and classroom **CLEARLY INDICATED.** The office cannot be held responsible for your child not receiving any unmarked items.
- If it is necessary to take your child out of school during the day, please send a note to the teacher in advance, indicating the pick-up time so your child will be waiting at the office when you arrive.
- If parents are changing their Daycare pick-up/bus arrangements at the end of the day, the student **must bring a note signed by a parent and inform the office and Daycare.** Children are not permitted to make social arrangements at the end of the day. No one is permitted to take home children other than their own without direct permission from the child's parent, who should notify the office in writing.
- Staff members on duty on the playground need to be able to identify all adults in the vicinity of the school. Please be prepared for a staff member to approach you and ask you to identify yourself.
- No medications will be administered to any child while in attendance at school **without written and signed permission from their parents.** All medications left with the school must be clearly labelled and have accompanying doctor's instructions.

BUS TRANSPORTATION

The Transportation Department will distribute bus passes to students who are eligible to use the bus. For all other busing inquiries please check the school board web site under the Services / Transportation tabs. Or via <https://transportation.lbpsb.qc.ca/>

There is no lunch bussing.

All logistical problems are handled by our **Lester B. Pearson Transportation Office 514-422-3001.**

School Bus Safety

It is the responsibility of the school and the home to promote bus safety.

- Students are not to play at bus stops while they are waiting for the bus.
- Snowballs are prohibited.
- There must be no eating/drinking in the school bus.
- Students must enter the bus in an orderly way and remain seated always. There is absolutely no playing or loud talking on the bus.
- **Kindergarten and Grade One students must always be greeted by an adult at the bus stop; if not, they will be returned to the school.**

School Bus Rules

1. Students must wait for the school bus at the stop indicated on the bus pass.
2. Students must be at the bus stop 10 minutes before the arrival of the school bus.
3. Students must respect the authority of the bus driver at all times.
4. Students must behave in a respectful and responsible manner.
5. Students must sit in the assigned seat (if given).
6. Students must not drink or eat on the bus.
7. Students must not throw things in or out of the bus (automatic suspension).
8. Students must move away from the vehicle after getting off.
9. Students must use the assigned stop and bus number, unless special permission is given by the school administration.

IMPORTANT NOTE:

****Students are NOT permitted to travel on any bus other than the one assigned to them.**

***Students who are NOT eligible for bussing are not permitted to use the school bus at any time during the school year.**

PARENT INVOLVEMENT

Student success is dependent on a team approach between the school and parents, and as such, it is imperative that parents get involved in their child's elementary school experience. Parents who wish to be involved with the school have many opportunities to do so. These include committee participation, working in the library, fundraising, and volunteering for an individual activity. In some cases, parents are invited to assist in the classroom with remedial or enrichment activities.

Two parent organizations operate each year – The Governing Board, and the PPO (Parent Participation Organization). Both, provide opportunities for parental participation and input. Parents are elected onto the Governing Board at a meeting held in September. All parents can be on the PPO. The PPO is more informal and meets to plan activities like the Scholastic Book Fairs, Halloween Dance, End of Year BBQ, etc.

Communication between parents and teachers is also imperative. In addition to regularly scheduled interim and end-of-term report cards, parents will be invited to a Parent/Teacher interview. We encourage regular communication between home and school, and student agendas are an important tool in maintaining contact with your child's teacher. Students with special needs will have Individual Education Plans and conferences with teacher and resource team members.

\$\$\$ \$ Payments \$\$\$ \$

When sending in any type of payment to school, please make sure the payment is sent in a ziplock or an envelope and that your child's name & class # is clearly indicated. Please do not combine payments.

One envelope = one payment for one child for one event.

Thank you.

PPO Lunches

Our PPO offers affordable Pizza and Subway lunches every Wednesday. An order form will go home about every 2 months so parents can pre-order lunches for their children.

Chartwells

Chartwells hot lunches are available on Tuesdays and Thursdays. An order form goes out about every 6 weeks and parents can order if they wish to do so.

Dress Down Days

Periodically, a note will go home informing parents of a Dress Down Day. Students are asked to contribute \$2 toward a fundraising cause and in exchange they can "dress down" and not wear their school colors. Sometimes these days are theme based.

Lunch Program Fees

If your child is not in daycare, a fee of \$2 per day is charged to cover the cost of supervision at lunch time. This can be paid online. For more information please contact Mrs. Anne Lafreniere at alafreneire@lbpsb.qc.ca

School Website

Please visit our school website at <http://sunshineacademy.lbpsb.qc.ca/> for more information.

School Facebook Page

“LIKE” our school Facebook Page to get all of the latest news and updates about all of the great things happening at Sunshine Academy at

<https://www.facebook.com/Sunshine-Academy-372805402868689/>



Evaluation and Reporting of Student Learning 2017-2018

Subject, Competencies & Weightings				Types of Evaluations
English Language Arts				Teacher observations, projects, reports, presentations, tests, in-class and home assignments, oral presentations, learning and evaluation Situations
Uses language to communicate and to learn 33%				
Reads & listens to spoken, written and media texts 33%				
Produces written and media texts 34%				
<ul style="list-style-type: none"><i>All 3 competencies will be evaluated and reported on at the end of every term</i><i>Grade 6 write a MEESR-compulsory exam in Term 3 worth 20% of the final mark</i><i>Grade 4 write a LBPSB-compulsory exam</i>				
French				Types of Evaluations
Communicates in French 33%				Teacher observations, projects, reports, presentations, tests, in-class and home assignments, oral presentations, learning and evaluation situations
Understands oral and written texts in French 34%				
Produces oral and written texts in French 33%				
<ul style="list-style-type: none"><i>All 3 competencies will be evaluated and reported on at the end of every term</i><i>Grade 6 write a LBPSB-compulsory exam in Term 3</i><i>Grade 4 write a LBPSB-compulsory exam</i>				
Math	Cycle 1	Cycle 2	Cycle 3	Types of Evaluations
Solves a situational problem	20%	30%	30%	Teacher observations, tests, quizzes, in-class and home assignments, learning and evaluation situations
Uses mathematical reasoning	80%	70%	70%	
<ul style="list-style-type: none"><i>Both competencies will be evaluated and reported on at the end of every term (except Grade 1, Term 1- only #2)</i><i>Grade 6 write a MEESR-compulsory exam in Term 3 worth 20% of the final mark</i><i>Grades 3 and 5 write a LBPSB-compulsory exam in Term 3</i>				
Physical Education				Types of Evaluations
To perform movement skills in different physical activity settings. 30%				Teacher observations, participation, performances, movements, tests
To interact with others in different physical activity settings. 40%				
To adopt a healthy, active lifestyle. 30%				
<ul style="list-style-type: none"><i>Knowledge of different physical activities and strategies evaluated throughout the year</i><i>Only an overall Subject Mark will appear on each report card</i>				
Ethics and Religious Culture				Types of Evaluations
Reflects on ethical questions/Dialogue 50%				Teacher observations, participation, tests, projects, oral presentations
Demonstrates understanding of religion/Dialogue 50%				
<ul style="list-style-type: none"><i>Only an overall Subject Mark will appear on each report card</i>				

Visual Arts		Types of Evaluations		
To produce individual and media works 70%		Teacher observations, participation, projects, presentations		
To appreciate works of art 30%				
<ul style="list-style-type: none">• <i>Only an overall Subject Mark will appear on each report card</i>				
Drama		Types of Evaluations		
To invent short scenes		Teacher observations, participation, performances, presentations, reflection		
To appreciate dramatic works				
<ul style="list-style-type: none">• <i>Only an overall Subject Mark will appear on each report card</i>				
Geo., Hist. & Citizenship	Cycle 1	Cycle 2	Cycle 3	Types of Evaluations
Ability to understand different societies and their territories from a geographical and historical perspective, interpret changes that occur within a society and its territories, compare certain aspects of societies to appreciate their diversity.	NA	100%	100%	Teacher observations, tests, quizzes, in-class and home assignments, projects
<ul style="list-style-type: none">• <i>The students' knowledge about each society will also be evaluated throughout the year</i>• <i>Only an overall Subject Mark will appear on each report card</i>				
Science & Technology	Cycle 1	Cycle 2	Cycle 3	Types of Evaluations
Ability to explain or solve scientific or technical problems, use scientific and technical tools, objects and procedures, communicate in the language used in science and technology.	NA	100%	100%	Teacher observations, tests, quizzes, in-class and home assignments, projects, experimental activities
<ul style="list-style-type: none">• <i>Knowledge of the Material World, Earth, Space and Living Things evaluated throughout year</i>• <i>Only an overall Subject Mark will appear on each report card</i>				

Students with Special Needs

Please note that students with special needs are provided with an individualized program to meet their needs. Their programs, including the evaluation and reporting procedures, may differ from those described in these pages. The teachers, in collaboration with the school's resource department, develop Individual Education Plans (IEPs) that outline the individualized programs, strategies implemented as well as resource support measures.

You will receive the following official communications

Interim Report	On October 13th 2017, you will receive the interim report card on your child's learning and behavior.
Term 1 Report Card	The Term 1 Report Card will be issued on November 20th, 2017 and will count for 20% of the final mark for the year.
Term 2 Report Card	The Term 2 Report Card will be issued on February 28 th , 2018 and will count for 20% of the final mark for the year.
Term 3 Report Card	The Term 3 Report Card will be issued on June 22 nd , 2018 and will count for 60% of the final mark for the year.

Report Card: How Results Are Determined

Term 1 20% of the Final Mark	Term 2 20% of the Final Mark	Term 3 60% of the Final Mark	Final Mark
<p>For Terms 1 and 2, the teacher enters a percentage mark that reflects the knowledge and competencies that a student has acquired based on the evaluations carried out during the term.</p> <p>In the case of English Language Arts, Mathematics and French, Second Language, a Subject Mark is calculated on the basis of the weightings assigned to the subject-specific competencies established by MEESR (see subject table on the first page).</p> <p>MEESR : Ministère de L'Éducation, de l'Enseignement Supérieure et de la Recherche</p>		<p>For the 3rd Term, the teacher enters a percentage mark that covers the student's learning for the term and where applicable, for the year as a whole, including any compulsory Board or MEESR exams.</p>	<p><i>It is calculated using the results of the three weighted terms (20%, 20%, 60%) and the MEESR exam results (if applicable).</i></p> <p><i>*The MEESR exam counts for 20% of the Final Mark in grade 6 English Language Arts and Mathematics.</i></p>

Other Report Card Information:

Comments on Learning (by Subject)

The report card will include a section for general teacher comments for each subject area. As needed, the teacher will enter comments dealing with the student's strengths, challenges and progress.

General Competencies

The report cards will also include comments on the following general competencies at the end of the third term:

Term 3: Communicates Effectively & Organizes His/Her Work
Exercises critical judgment and works in a team

If there are any changes made to the above evaluation and reporting information, an updated version of this document will be made available. For any more information concerning the evaluation of your child's learning, please contact the school.