

Harmony School
280 Brahms
Chateauguay, Qc
J6K 5G1



Ecole primaire Harmony
Téléphone: (450) 691-9099
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School Agenda 2019-2020

HARMONY SCHOOL

280 rue Brahms
Châteauguay, Québec J6K 5G1

Telephone: (450) 691-9099

Fax: (450) 691-9455

e-mail: harmony@nfsb.qc.ca

THIS AGENDA BELONGS TO:

Name: _____ Homeroom: _____

English teacher: _____ French teacher: _____

Home phone# _____

Mother's name: _____ Cell: _____

Work: _____

Mother's e-mail address: _____

Father's name: _____ Cell: _____

Work: _____

Father's e-mail address: _____

School Hours

- Supervision in the schoolyard begins at 8:15
 - Buses arrive by 8:15
 - Homeroom will commence at 8:25
 - Office closed at recess-10:40-10:55 and at lunch 12:30-1:30
 - School ends at 3:00
 - Buses leave at 3:10
-



- Calendar 2019-2020
- School Success Plan
- Educational Project Goals
- Rules Of Conduct And Safety
- Rules Have Consequences
- School Procedures
- Cafeteria Rules & Procedures
- Indoor Recess & Lunch
- Harmony's Visitor Protocol
- Harmony Daycare
- School Bus Safety Rules
- Policy Regarding Contagious Diseases In Schools
- Classroom Rules
- Harmony School Timetable
- My Goals for 2019-2020
- Conclusion
- Signatures – Student & Parent

Principal's Message

L'année scolaire 2019-2020 est arrivée et c'est avec un grand plaisir que je vous souhaite la bienvenue. Je suis très heureux d'être ici pour une troisième année comme directeur de l'école Harmony. J'espère que vos vacances ont été profitables et reposantes. Une année bien remplie vous attend.

L'équipe de l'école Harmony a bien hâte de travailler avec vous pour faire en sorte que nous ayons tous une année remplie d'apprentissages et d'évènements intéressants. Beaucoup d'activités sont planifiées en prévision de cette nouvelle année scolaire. C'est à vous de profiter grandement de tout ce que l'on vous offrira pour vivre une année des plus enrichissantes.

Tout le personnel de l'école est prêt à vous accueillir, vous guider et vous soutenir dans tous vos apprentissages. Nous vous aiderons à mettre la main à la pâte et vous verrez vos efforts se transformer en succès.

Les pages qui suivent décrivent notre code de vie pour l'année 2019-2020. Celui-ci vous donnera toute l'information nécessaire pour assurer la sécurité des élèves et de les accompagner vers un comportement responsable qui aidera au bon fonctionnement de notre école.

Au nom de toute l'équipe Harmony, je vous invite à participer aux activités d'apprentissage qui se présenteront et vous souhaite de passer une merveilleuse année scolaire. Si vous avez des questions, n'hésitez pas à me contacter.

* * * * *

It is with great pleasure that I welcome you to Harmony School for the 2019-2020 academic year and I am extremely honoured to be the principal of the school for a third year. I hope that your summer vacation was pleasurable and relaxing as a full year of fun and learning awaits you.

The Harmony team eagerly looks forward to working with you to ensure your school year is packed with interesting learning activities and exciting events. It is now your job to take advantage of each and every opportunity presented to you in order to experience an enriching and rewarding learning year.

Everyone on staff is ready to welcome, guide, and support you in everything you endeavour to do. Your role is to work hard, and to be consistent in your efforts. Your reward will be witnessing your efforts turn into success.

I am very proud to present to you Harmony's Rules of Conduct and Safety for 2019-2020. It provides all the necessary information to ensure the safety of our students, to guide them in behaving responsibly in order to create a positive learning climate, and to ensure the smooth, daily functioning of our school life.

On behalf of the Harmony Team, I encourage you to participate in the learning activities in the coming year. We wish you a fulfilling academic school year. If you have any questions, do not hesitate to contact me.

Serge Dubuc
Principal

calendar

MENU

SCHOOL SUCCESS PLAN

- **Orientation #1:** Provide the conditions for every student to reach their potential and to meet with success.
- **Orientation #2:** Promote and support a culture of lifelong learning.
- **Orientation #3:** Develop a culture of community connections.
- **Orientation #4:** Promote the development of a culture of respect and values.



EDUCATIONAL PROJECT GOALS

A document will be available with our new objectives for the 2019-2022 school years.

RULES OF CONDUCT AND SAFETY

▪ Preamble

At Harmony School we believe students, parents, teachers and support staff must promote and behave in ways that are safe for ourselves and others. Physical safety while paramount is not our only goal. Each person at our school must be treated respectfully at all times. Verbal abuse, disrespect or rudeness towards support staff, will not be tolerated. In an emotionally healthy environment, each student is free to learn to the best of their ability, each teacher can focus on teaching and learning, and each parent can rest assured that their child is receiving a good education. Following are the guidelines developed by the staff and approved by the Governing Board at Harmony to ensure the optimum learning environment for students.

▪ Rules

- 1)
 - I show respect for myself and others.
 - I do not participate in, nor tolerate, swearing, rudeness and/or bullying both verbal and physical, of any form.
- 2)
 - I work respectfully with my peers and the school material.
 - I focus my energy during instructional time in order to learn, I collaborate with my peers and I use all school material with care.
- 2)
 - I engage in mutually fun play and I am non-violent.
 - I do not fight, engage in rough play, nor shoot projectiles (such as snowballs or rocks).
- 4)
 - I respect myself, the school and my community.
 - I keep the environment clean and report any vandalism.



RULES HAVE CONSEQUENCES

▪ Consequences for Rule Violation

At Harmony School we take misbehaviour seriously. For infractions such as rough play, throwing snowballs or other projectiles, rudeness, refusal to work, etc., the consequences would be a recess or lunch reflection, completing a reflection sheet, missing an extra-curricular activity, etc. For serious infractions such as fighting, insubordination, bullying, etc., consequences may include recess and/or lunch detentions, missing extra-curricular activities and/or field trips, in-school suspension, or home suspension. For a suspended student to be readmitted, the parents and the student must meet with the principal. Please note that any behaviour that compromises the safety of the student and/or others, specifically dangerous or violent behaviour or refusal to follow safety rules or teacher instructions, will result in parents being required to immediately pick up their child. School board policies will be enforced if a situation warrants. Other authorities may play a

role if necessary. To keep track of infractions, the "Office Referral" form is used. One copy will be emailed to the parents and one copy remains in the child's file.

As well, students with behaviour difficulties may be required to work on their behaviour through a behaviour contract, a series of workshops for the pupil, a restitution plan, alternative placement, and/or a referral to other resources.

- **Consequences for Bullying and Harassment (Harmony Anti-Bullying & Anti-Violence Plan)**

Our goal is to prevent and stop all forms of bullying and violence targeting a student, a teacher or any other school staff member. In the event that any form of bullying or harassment is observed and documented, a school "Office Referral" sheet will be filled out, parents of both the victim(s) and the perpetrator will be contacted, and according to Law 19, the school board "Bullying Incident Report Form" and "Bullying Incident Follow-up Form", will be filled out and sent to the school board.

School rules, policies, and consequences apply in the building, in the yard, on school trips, and on buses. However, consequences of the Transportation Policy EEA supersede our consequences.

- **Notification of Parents**

Parents are notified, via our "Office Referral" form/email/Class DOJO and in most cases a call home, in the event of serious or repeated misbehaviour. For infractions such as rough play, rudeness, refusal to work, etc., a note is written in the student's agenda. Parents are asked to sign the agenda to acknowledge receipt of the note. For serious infractions such as fighting, insubordination, bullying, etc., parents will be contacted by phone or through our "Office Referral". Parents are expected to be partners in the behaviour of their child at school.

- **School Event Social Media Guide**

Social media tools like Facebook and You tube are here to stay, and it's our responsibility as parents, teachers and staff to not only use social media well ourselves, but to guide the children in our care as they grow up to become happy, healthy citizens of tomorrow's digital world. This said Harmony realizes that capturing school events digitally is an important aspect of all our families in our community. Due to this, pictures and video will be allowed to be taken at school events provided that parents agree to not post, publish or upload video and pictures onto social media sites without the permission of parents whose children also appear in the pictures and or video.

- **Character Pillar Assemblies**

Each 6-8 weeks an assembly on our character education program theme (Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship).

- **Fee Collection**

In order for a student to participate in school activities and/or field trips for which there is a cost to students, school fees, workbooks and other outstanding balances must be paid in full.

SCHOOL PROCEDURES

- **Peanut/nut products:** Peanut and nut products may not be brought to school. We are a **nut aware** school. We kindly ask you not to send cakes and/or baked goods or other treats to be served in the classroom for birthdays, holidays or other school events. We are concerned about various food allergies and lost instructional time.
 - **Healthy eating/morning snack:** should be fruit, vegetables, cheese, milk, yogurt, water.
 - **Injuries:** Parents will be notified in case of injury or illness and are expected to pick up their child.
 - **Bicycles:** Bicycles brought to school must be locked, using racks provided, upon arrival.
-

- **Personal Items:** Aside from school related items, no personal items may be brought to school. This includes but is not exclusive to: toys, any electronic devices, jewelry, skateboards, cards, roller blades, dolls etc. Please keep these items at home or risk confiscation. Items contravening School Board Policy will be dealt with as per policy.
 - **Dress Code:** School is your place of business; please wear clean clothes that cover you appropriately. No rude or violent images, no spaghetti straps or bare mid sections. Also, pants must fit so they don't fall off. Headwear (for example hats, baseball caps, hoodies, etc...) must be removed when entering the school unless worn for religious reasons. Gym clothes (Harmony Green t-shirt is recommended) and shoes are needed for physical education.
 - **School Closures:** Please listen to local radio stations before school starts. CJAD 800AM; CHOM 97.7FM; MIX96 95.9FM; Q92 92.5FM or check the New Frontiers School Board Facebook page.
 - **Traveling in Public Areas:** Walk and keep a low voice in all public areas. Use the right hand side of the staircase/hall when traveling. Bring a note or pass to office/bathroom if required.
 - **Shoes:** Indoor shoes must be exchanged for outdoor footwear before entering gym or classrooms.
 - **Entry from Recess:** At Harmony, entering the school after recess is done in an orderly way as a transition to returning to school work and for safety. When the bell rings at the end of recess, students are expected to line up by class and quietly return to their classroom led by their teacher.
 - **Daycare:** Daycare policies will be implemented as per Handbook but do not supersede Harmony or School Board policy.
 - **Physical Education:** Physical Education is part of the curriculum. All students are expected to participate unless there is a medical problem. A doctor's note must be provided if students are not taking part in gym classes. All students must wear a T-shirt (Harmony Green t-shirt is recommended), shorts and running shoes.
 - **Books belonging to the School:** Students are responsible to return books in good condition. Parents will be responsible to pay for books that are damaged or lost. Should your child bring home a damaged book, please notify the school so that you will not be charged.
 - **Change of Address/Phone:** It is essential the office be informed whenever there is a change of address or telephone number, be it at home or at the office. Should the emergency contact change, the office must be informed of that too.
 - **Tardiness/Leaving Early:**
 - Students must arrive to school prepared with all that they need be it shoes, snow pants, lunch.
 - Students leaving the building early as well as leaving for lunch must have a note from home and will be expected to sign out in the book at the office.
 - Students are expected to arrive on time and be prepared for class with appropriate materials. All items must be clearly identified with names.
 - In the event of an absence, late arrival or early departure, in addition to the office, Daycare must also be notified.
 - **Late Arrivals:** Students must arrive at school on time. This is important because students who do not arrive on time are assumed to be at home. For safety reasons we should know where all students are during school hours. Students who arrive late must be signed in by a parent. Students who arrive late without a parent or note will be given a note explaining this policy and must return with it signed the next day and/or be given a recess detention. Frequent lateness will necessitate a parents meeting with the principal. Arriving late to class will result in a consequence from the teacher: recess or lunch detention, reflection sheet, missing an extra-curricular activity, etc. Changes to a student's routine require a note in the agenda from the parent.
 - **Absenteeism/Illness/Injury:**
 - Parents are asked to **call the office at (450) 691-9099** if their child is to be absent or e-mail the secretary the reason for the absence at harmony@nfsb.qc.ca
 - Please make sure the school has accurate work and emergency telephone numbers where you can be reached at all times. Parents need to be available for children who are injured or not feeling well. Public health rules stipulate that children who are ill remain at home. If the child has been sick during the night, they should stay home the next day.
 - **Extra-Curricular Activities:**
 - Harmony encourages students to participate in extra-curricular activities at noon hour and after school.
 - Students are expected to have written permission from their parents in order to stay after regular school hours.
-

- Phoning home for last minute permission is discouraged as it frequently leads to confusion.

CAFETERIA RULES AND PROCEDURES

Rules

- Sit down and eat lunch.
- Speak in a normal voice.
- Treat student supervisors with respect and follow their instructions.

Consequences of breaking these rules

- Required to sit at another table.
- Change of lunch schedule.
- Not permitted to eat in lunchroom for a period of time.
- Not permitted to have lunch at school



Cafeteria Procedures

- **First Lunch:** When the bell rings, students will follow their teacher to the lunchroom. Students may only enter the lunchroom when teacher/student supervisor allows them to go in. Students will be assigned a table at which to sit for the year.
- **Second Lunch:** When the bell rings, students will follow lunch supervisor's instructions to enter the school and proceed to the cafeteria.
- Tables will be called to the lunch line when the student supervisors deem that they are ready or on a rotational basis.
- Students should speak to people at their own table. Shouting from table to table is not peaceful.
- Garbage is to be kept at the table until the end of lunch at which time students must collect and dispose of it. Student supervisors are asked to go to students' tables and supervise the pick-up of items on floor and tabletops. Two monitors per class are assigned weekly to do a final clean-up.
- Students may not get up during lunch. Students need to put up their hands if they need to talk to a supervisor.
- When needed, a signal will be used to get students' attention so that a supervisor may speak to them.

RECESS & LUNCH

Outdoor Recess

- Students will participate in outdoor recess daily and should dress according to the weather. If students are ill, they are to stay at home. **If for any reason students need to stay indoors at recess time, a note from the doctor is required.**

Indoor Recess

- **Morning recess:** Students spend morning recess in their classrooms and are not permitted to roam the halls. A hallway pass is required at all times in order to leave the classroom.
 - **Lunch:** When students are not in the cafeteria, they spend recess in their classrooms and are not permitted to roam the halls. A hallway pass is required at all times in order to leave the classroom.
-

HARMONY'S VISITOR PROTOCOL

▪ SECURITY OF OUR STUDENTS AND STAFF IS OUR FOREMOST CONCERN AT HARMONY.

- The purpose of this protocol is to provide for the security and safety of all staff and students as well as any visitors to our school.
- Visitors are defined as any persons who are not staff members or registered students of our school.



▪ ALL VISITORS MUST REPORT DIRECTLY TO THE OFFICE UPON ARRIVAL

- Visits or appointments with the administrator can usually be arranged on short notice, however, a phone call in advance will ensure an appointment and save a trip to the school should the administrator not be in the building or be unavailable at the time.
- Visits with teachers or other staff members must be arranged in advance. Teachers will notify the office of arrangements to have visitors during or after school hours.
- Forgotten lunches, money, books, clothing, etc. should be left with the secretary in the office.
- It is forbidden for parents to enter the primary and senior schoolyards at all times.
- Parents bringing their children to school at the start of the day are to drop them off at the senior schoolyard entrance without entering the schoolyard themselves.
- The school does not provide supervision after dismissal. Parents picking up their children at the end of the day are to meet them at the central door, at the front of the building, and leave the premises promptly. Students are not allowed to remain playing on school property, in either schoolyard, on the grass or snow banks in the winter, after dismissal.
- Students who go home for lunch must exit and enter via the Office door. The student must sign out when he/she leaves and sign in when he/she returns.
- Students cannot be removed from buses in the loading zone. Please come to or notify the office in advance if there are changes to routine.
- Visitors (e.g., Parent volunteers, tutors, etc.) working in the school must complete a declaration concerning a judicial record every 3 years. Visitors/volunteers must sign in at the office upon arrival and sign out before leaving the building. Anyone found in the building without an approved judicial record or without reporting to the office first will be asked to return to the office or leave the building.

▪ UNDER NO CIRCUMSTANCES ARE VISITORS PERMITTED TO VISIT CLASSROOMS OR OTHER AREAS OF THE BUILDING WITHOUT PERMISSION FROM THE OFFICE.

Should a visitor not cooperate, the school has the right to call the police who will intervene in the situation.

HARMONY DAYCARE

Harmony's Daycare is open to all students from Pre-K through Level 6. The daycare publishes a handbook with extensive information about their rules and procedures. Anyone needing a copy please contact the daycare technician.

Daycare direct phone line: 450-691-1517 Cell: 438-992-2159

▪ Hours of Operation:



- August 26, 2018 – June 28, 2019
- Closed: Christmas break, Spring & Summer break
- Morning session: 6:45 - 8:15
- Lunch session: 12:30 - 13:30
- Afternoon session: 15:00 - 18:00

▪ **Fees:**

- Regular Status (min. of 2 sessions /day, 3 days/week): \$8:35/day (including pedagogical days)
- Sporadic Status: \$5.00 - morning session / \$10.00 - afternoon session (must call or email in advance).

You must be registered and attend, to be considered as having a "Sporadic Status". Daycare is not offered for "on-call" basis. **Please note that there is no parking in staff lot at any time or in the circle in front of the school.**

▪ **Program of Activities:**

- Art, science, cooking, computer, games, gym and outdoor play.
- There is a 30 minute homework session each day from 4:30 - 5:00 p.m.

SCHOOL BUS SAFETY RULES

- Always be at the bus stop on time.
- Do not play on the street while waiting for your bus.
- Wait for the bus to come to a complete stop and then board the school bus in single file, in an orderly fashion, using the hand rail.
- Find a seat quickly without pushing other students. Keep the aisle clear.
- Remain seated, talk quietly. Do not eat, drink or leave trash on the bus.
- When riding the school bus, the driver is in charge. Always listen to the driver's instructions.
- Never put your head or arms out the window.
- Know where the emergency exits are but DO NOT tamper with the emergency exits.
- Never throw anything in the bus or out of the windows.
- When getting off, wait until the bus comes to a complete stop before leaving your seat.
- Descend in a single file.
- Walk a safe distance from the bus so the driver can see you and know that you are out of danger.
- Should you need to cross in front of the bus, keep a safe distance and watch for the driver's signal.



POLICY REGARDING CONTAGIOUS DISEASES IN SCHOOLS

Updated: 99-06-07

Under the school board policy EBBA, the school is required to inform parents of the policy regarding contagious diseases at the beginning of each school year.

Basic premises:

- All school age children are required to provide proof of vaccination against diphtheria, pertussis (whooping cough), tetanus, polio myelitis, measles, rubella, and mumps. Haemophilus influenza type b1.
- If a child exhibits signs of a contagious disease of any sort which could be transmissible in the school setting parents are required to:
 - inform the school after evaluation by a doctor or CLSC Nurse;
 - keep the child at home until a certificate or a telephone confirmation from a doctor, CLSC nurse, or Regional Health official is received by the school indicating that the child can return to school.
- It is the responsibility of the School Administration to the best of their ability to establish and ensure that the school environment is clean and functioning properly. For your information, a list of the diseases that are included in this policy and the procedure regarding who will report them is available at school.

CONCLUSION

This Code of Conduct and Safety outlines our major initiatives regarding a safe and healthy school environment. To be a true learning community we have to know our expectations of each other and try to achieve them. Parents are pivotal partners in the safety and the behaviour in our school. Please take the time to review this document with your child.

Politique de devoir Homework Policy

Nombre de minutes par niveau/
Number of minutes per level

Niveau scolaire/ Nombre de minutes recommandées par jour/ selon une semaine de 5 jours (ou décrit dans le plan d'enseignant
Grade level Number of minutes recommended per day according to a 5 day week (or outlined in teacher plan)

Première année/Grade one	10 minutes avec l'accompagnement d'un parent/ accompanied by a parent
Deuxième année/Grade two	20 minutes
Troisième année/Grade three	30 minutes
Quatrième année/Grade four	40 minutes
Cinquième année/Grade five	50 minutes
Sixième année/Grade six	60 minutes

Comment faire ses devoirs avec facilité?

How to do homework with ease?

- On vous recommande d'avoir des dictionnaires / ou Internet et un coffre à crayons complet à la maison.
- We recommend you have dictionaries or the Internet and a full pencil case at home.
- Instaurer une routine pour le temps.
- Establish a routine time to do homework.
- Aménager un endroit calme et supervisé.
- Arrange for a calm place to work that is supervised.
- Pour les élèves du service de garde et du programme de devoir, il est recommandé de vérifier si les devoirs sont complétés avant la date de remise.
- For Daycare students and Homework program students, it is recommended to verify that homework is completed before the due date.
- Vérifier l'agenda ou la page Web de la classe quotidiennement.
- Check the agenda or the class Web page daily.

Un devoir en santé c'est:

A balanced homework includes:

- Une lecture à chaque soir.
- Reading every night.
- Une révision qui peut inclure les mots de passe, du vocabulaire, des concepts mathématiques et des opérations de base.
- A review that could include power words, vocabulary work and math practice.
- « The point of reading every night is beginning a conversation, making connections, learning the language of books, and sharing of love of literature. »

The Homework Myth, Alfie Kohn

Mon code de vie en classe / Classroom rules

Signatures :

Student / Élève : _____

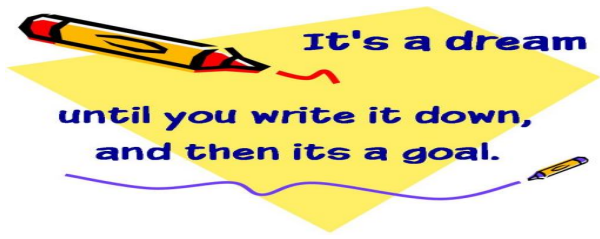
Teachers / Enseignants : _____

Parents: _____



**HARMONY SCHOOL
TIMETABLE FOR MY CLASS
2019-2020**

PERIOD	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6
8:25 – 8:35 Arrival/Homeroom						
8:35 – 8:50						
8:50 – 9:05						
9:05 – 9:20						
9:20 – 9:35						
9:35 – 9:50						
9:50 – 10:05						
10:05 – 10:20						
10:20 – 10:35						
10:40 – 10:55 Recess						
11:00 – 11:15						
11:15 – 11:30						
11:30 – 11:45						
11:45 – 12:00						
12:00 – 12:15						
12:15 – 12:30						
12:30 – 13:30 Lunch						
13:30 – 13:45						
13:45 – 14:00						
14:00 – 14:15						
14:15 – 14:30						
14:30 – 14:45						
14:45 – 15:00						
15:00 – 15:10 Dismissal						



MY GOALS FOR 2019-2020

1.

2.

3.

4.

Blank box for goal 1.

Blank box for goal 2.

Blank box for goal 3.

Blank box for goal 4.

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Chateauguay, Qc
J6K 5G1



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I have read and understand the information in this agenda.

Student's Signature: _____

Parent's Signature: _____

Date: _____



Walking around musical village in Châteauguay

I give permission for my child _____ to walk around in the neighbourhood during the school year (2 km or less) while accompanied by a Harmony staff member.

Parent's Signature: _____

Date: _____



Character education page in black and white to be inserted instead of colour page

