



CRESTVIEW ELEMENTARY SCHOOL ÉCOLE PRIMAIRE CRESTVIEW

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Vision/Mission Statement

Crestview Elementary School's

Mission: *Helping Every Child Shine*

Our focus is to prepare them to successfully meet the challenges in our diverse society.

Vision: *Promote Lifelong Learning*

To place the child at the center of his/her learning and to nourish his/her growth and potential.

Student Information

This agenda belongs to: _____

Grade Level _____ **Classroom** _____

Allergies: _____



Rights, Responsibilities and Civility

Crestview Elementary School is committed to providing a learning environment that is conducive to learning and development, and that is respectful, considerate, welcoming, tolerant, secure, healthy, and inclusive.

At Crestview, cooperation, mutual aid, attentiveness, and kindness are shared values.

All students and school staff have the right to learn and work in an environment that is safe, respectful, and supportive.

All students have the duty to show civility at all times toward other students and school staff, to respect authority and their learning environment, and to develop positive behaviours that support their academic success.

All students are held to the same core expectations of respect, responsibility, and safety. These expectations may be taught, supported, and demonstrated differently based on a student's developmental level and individual needs.

Positive Behaviour Plan

BE READY means to:

**Be Punctual
Be Prepared
Be Organized**

**I will arrive on time.
I will have all my materials.
I am ready to learn.
I keep my desk and locker in order.**



BE RESPECTFUL means to:

**Be Polite
Be Attentive
Be Kind**

**I listen carefully to whoever is speaking.
I follow directions and school expectations.
I respect myself and others.
I respect people, cultures and environment.**

**I use kind words and do not intentionally hurt others; physically or verbally.
I speak to school staff respectfully using appropriate titles (Mr., Ms., Mrs., Sir, Madam) and respect the privacy of others.**

BE RESPONSIBLE means to:

**Be Safe
Be Fair
Be Honest**

**I always do my best. Effort matters.
I complete all my assignments and homework.
I know and follow the school rules.
I play safe.**



Developmentally Appropriate Expectations

These expectations are introduced, practiced, and reinforced according to students' developmental stages. All students are expected to demonstrate respectful, safe, and responsible behaviour. These expectations are taught in developmentally appropriate ways.

Kindergarten (Preschool / K4–K5)

Students are learning to:

- follow simple routines and adult directions with support;
- use words, gestures, or visuals to express their needs;
- begin to share, take turns, and play cooperatively;
- keep hands and feet to themselves with reminders;
- recognize basic emotions and begin to develop self-regulation skills;
- transition between activities with guidance;
- care for materials and their environment with support;
- develop a sense of safety, belonging, and trust within the school environment.

Support provided:

- consistent routines and visual supports;
- modelling, repetition, and guided practice;
- adult assistance and co-regulation strategies;
- frequent feedback and encouragement.

Cycle 1 (Grades 1–2)

Students are learning to:

- use kind words and actions;
- follow adult directions with support;
- keep hands and feet to themselves;
- take turns and share;
- ask for help when needed;
- begin to recognize and manage emotions;
- care for materials and spaces with reminders.

Cycle 2 and Cycle 3 (Grades 3–6)

Students are expected to:

- use respectful language and tone consistently;
- follow school and classroom rules more independently;
- solve conflicts appropriately;
- take responsibility for their actions;
- use self-regulation strategies;
- respect others' privacy, identity, and differences;
- use technology responsibly and safely.

Support for Diverse Learners

Crestview recognizes that some students require additional support to meet behavioural expectations. Expectations remain the same, but teaching approaches, supports, accommodations, and interventions may be adapted based on the student's developmental level, emotional regulation capacity, communication needs, and individual profile.

Supports may include, but are not limited to: visual supports, structured routines, adult assistance, regulation strategies, individualized behaviour or intervention plans, and gradual reintegration plans.

While expectations remain consistent, the supports and responses used to help students meet these expectations may differ.

Responses to Behaviour

When a student has difficulty meeting school expectations, Crestview staff will respond using a gradual, educational, and supportive approach.

Responses will be determined based on:

- the nature of the behaviour;
- its seriousness;
- its frequency and recurrence; and
- the individual needs and profile of the student.

Possible responses may include:

- verbal reminder, redirection, and reteaching of expectations;
- behaviour reflection sheet or written reflection;
- temporary withdrawal of privileges;
- removal of a cell phone, earphones, or other personal mobile device;
- communication or meeting with parents/guardians;
- detention;
- referral to administration;
- behaviour support or intervention plan;
- internal or external suspension;
- expulsion, when applicable and in accordance with governing policies.

Reparative actions may also be used, including:

- a verbal or written apology;
- repairing or replacing damaged property;
- participating in restorative conversations, talking circles, or mediation sessions;
- community service or another appropriate action to make amends.

Consequences are applied using a consistent process, but may not always be identical, as student age, context, intent, needs, and level of regulation are taken into account. The goal of all responses is to teach appropriate behaviours, support student development, and maintain a safe and respectful learning environment for all.

Response to Behaviour: Regulate – Relate – Reason

At Crestview, behaviour is understood as a form of communication. Staff respond using a developmentally appropriate and trauma-informed approach grounded in the principles of Regulate, Relate, and Reason.

Regulate

When a student is dysregulated, the first priority is safety. Staff will work to reduce escalation, provide calm support, and help the student regain regulation. Immediate disciplinary consequences are not applied while a student is in a state of dysregulation, as regulation is required before meaningful reflection or learning can occur.

Relate

Once the student is calm enough, staff will focus on rebuilding connection through empathy, reassurance, and respectful communication.

Reason

When the student is ready, staff will support reflection, problem-solving, learning, and repair of harm.

A student must be regulated before meaningful correction, reflection, or learning can occur.

Unacceptable Behaviours

The following behaviours are not tolerated, including at school, during school transportation, during school activities, and through electronic communication or social media:

- physical aggression;
- verbal aggression, threats, or intimidation;
- bullying or cyberbullying;
- disrespectful, insulting, or inappropriate language;
- harassment or discrimination;
- misuse of technology or social media;
- taking photos, videos, or audio recordings of others without permission;
- damaging school property or the property of others;
- any behaviour that compromises the safety, dignity, well-being, or privacy of others.

ABAV – Anti-Bullying Anti-Violence Plan

Since 2012, all schools in Quebec are mandated under the Quebec Education Act to develop an Anti-Bullying and Anti-Violence Plan (ABAV). If a student's behaviour violates this law, Crestview's ABAV Plan will be applied.

For some students with identified needs, the implementation of this Code of Conduct may require adapted supports, accommodations, or individualized planning. Expectations remain centered on safety, respect, civility, and learning, while responses and supports may reflect the student's profile and needs.

Communication between school and home

Crestview Elementary School values strong communication between school and home. Great communication between school and home is achieved with a spirit of working together to better enrich and support the educational experiences. The following are guidelines which will help us meet this objective.

If your child comes home with details about an event which occurred at school that you consider serious, or should you have a concern:

- Ask your child for information and keep an open mind about all sides of an event, since important details are sometimes forgotten or omitted.
- If it is about a classroom or schoolyard issue, please write a note or call the teacher first. If it is a bus-related incident, please contact the vice-principal. It's always advisable to ask for the school's help in gathering further information before a decision on the best course of action can be made.
- If issues remain unresolved despite notes and phone calls, please request a meeting with teachers, and if necessary, with the principal. This is part of the school's responsibility in helping to create the best learning environment for your child.
- Should a meeting not be possible, please contact the principal to be the liaison between all parties (teachers, student, etc.). Following these guidelines will ensure the maintaining of an open, respectful and trusting relationship between school, home and student and is essential for the positive educational experience of all Crestview students.

The school will be using email to communicate with parents. **Please make sure your email address is accurate.** The school newsletter is emailed out during the first few days **of each month.**

School Dress Code



Students are expected to comply with the school dress code and to dress in a manner that is respectful, appropriate for learning, and suitable for school activities.

- Students are expected to come to school dressed in a respectful and appropriate manner. Children should realize that different situations may require different attire. Some fashion statements which are appropriate for summer parties and the beach are not appropriate for school. Clothing which reveals bare bellies, bottoms and shoulders should be left at home. Sleeveless tops are acceptable, however, spaghetti straps are not. In addition, shirts with violent and or graphic text or images are not appropriate for school.
- Shoes must be appropriate for school and for school related activities.
- Starting in grade 3, students are expected to bring in a change of t-shirts for their **physical education class. Clean** (non marking) running shoes in the gym are also required for all students.
- Please ensure that your child is dressed appropriately for the weather.
All children go out for recess.

bell schedule

Timetable

School Starts: 9:00
Recess Time: 11:00-11:20
Lunch Time: 12:20-1:20
Recess Time: 2:20-2:40
School Ends: 3:40



Arrival

- **Our first bell rings at 8:50 a.m.** which means that teachers are on duty at that time the school doors open. Parents may not allow their children to enter the school prior to that time.
- Any student arriving before that time must be registered for daycare services and the parents will be charged daycare fees.
- Late Arrivals - Lateness has a serious effect on students as the first ten minutes in the morning are a time to prepare and follow a daily routine. Being late often causes students to feel unprepared for the rest of the day and disturbs other students as well. **All late students must report directly to the office to pick up their late slip.** Tardiness will be recorded and persistent incidences will be dealt with by the administration in a manner appropriate to the circumstances.
- Being punctual and ready to learn is part of each student's responsibility and contributes to a respectful and productive learning environment.
- Students are expected to attend all classes and school events throughout the school year.

Early Departure

- If there is a change in the routine of a child at dismissal time a note must be written in the agenda.
- Please use your child's agenda book and **tell your child to show it to their teacher and/or daycare coordinator as soon as they get to school.**
- Students who leave **early** are to meet their parents at the office.
- Guardians/Parents must sign their child's name in the sign out book at the office.

Changes to End of Day Routine

- In **urgent cases**, parents must speak directly with the school secretary BEFORE 1:00 p.m. for any changes to a student's end of day routine. Students can no longer be picked up at the office without prior notification. Pickup after 3:00 p.m. is strongly discouraged.
- Please do not leave a message as there is a risk that the information will not be processed in time.
- Students who are not picked up **after 3:50 p.m.** will be brought to daycare and will be charged the occasional user fees.

Daycare

- Daycare services are from 6:45 a.m. to 8:50 a.m. and from 3:40 p.m. to 6:00 p.m. Parents may pick-up their child **starting at 4:00 p.m.**, this will allow the buses to leave and to ensure that all students are accounted for.
- If your child is a sporadic daycare user and you require services on an unscheduled day you must speak with Diana Mastroianni to confirm the change.



School Bus

- Parents are encouraged to consult the Mozaik Portal for bus numbers and arrival times. Please plan to be at the stop at least 10 minutes early, as times may fluctuate.
- All students must follow the bus safety rules as outlined in the SWLSB School Bus Regulations/Policy. Bus infractions may result in the **suspension of bus privileges**.
- Students **are not allowed** to take the bus to a friend's house.
- If your child will not be taking the bus, please write a note in the agenda and tell your child to show it to his/her teacher.
- Any questions about your child's bus route please contact the school board at **transport@swlauriersb.qc.ca**.

Reporting Absences

- If your child(ren) will be absent from school please report on Mozaik, send an email to the teacher or call our school secretary at (450) 681- 6703, before 8:30am, to report their absence.
- Please mention their first / last name and teacher as well as the reason for the absence.

Extended Absences

- Please make every effort to schedule holidays during the holiday periods indicated on our school calendar. Extended absences during the school year can be detrimental to a child's progress.
- It is not possible for teachers to prepare a "Vacation Homework Package" as learning is incorporated into the day-to-day activities taking place in the class. Reading, studying and keeping a journal are recommended while on vacation.

Exams

- It is important that students are present during examination periods, which typically take place between April and June. Absences must be justified with a medical note.
- For detailed information regarding evaluations, please refer to the Evaluation of Learning document shared at the beginning of each academic year.

Visitors to the School

- A security system at the main entrance prevents unexpected visitors from entering the school.
- Please use the entrance at 750 Devonshire. No one will be permitted in or out by the D'Arcy McGee entrance.
- If a parent needs to drop off something for a child, we ask that you please come to the office and we will make sure your child receives it. Parents are not permitted to roam through the hallways.
- Respect classes in session. Please do not approach a teacher during teaching hours. Make arrangements to speak to the teacher when it is mutually convenient. A written note in the agenda or an email is recommended.



Volunteers

- Crestview encourages parent volunteers in the school. All volunteers must report to the office for a volunteer badge and to sign in. While volunteering in the school, we ask all volunteers to respect the students' privacy and progress. As well, volunteers must refrain from discussing the progress of their children with the teachers.
- *Police background checks are required. (The forms should be submitted promptly as they can take a few weeks/months for the security checks to be completed.)*



Emergency School Closure

- In the event that the School Board decides to close schools due to inclement weather conditions or other safety reasons, parents should consult the SWLSB website at www.swlauriersb.qc.ca, and/or Facebook page.



Emergency Procedures

- Fire alarms are to be used only in emergency situations.
- During building evacuations, students are to walk in the corridors in a quiet and orderly manner. While outside, students are to remain quiet and in a line formation.
- Fire drills and lockdown practices will be practiced a few times a year.

Sick Children

- If your child is not well, we ask that you please keep your child at home. Sick children risk passing their germs to other students. Unfortunately, children who are sick cannot experience a productive day of learning.
- Parents will be called to pick up their child from school if their child is sick.
- All students go outside at recess, lunch and during daycare.



If a child is too sick to go outside, then they are too sick to be at school.

- Any exceptions to this must be approved by the administration.

Medication

- If your child is required to take prescribed medication during school hours, a written authorization **must** be submitted to the office before school personnel can administer it.
- All medication must be given to the secretary. Students cannot carry medication on them in class and/or in their backpacks. With the exception of students who need to have the **EPIPEN** on them. We require all medical prescriptions on all prescription medicine to be administered. No over-the-counter medication can be given to student(s) unless written permission is granted from the parents.



Healthy Living

At Crestview Elementary, we are committed to promoting healthy lifestyle habits that support student well-being and learning. We encourage all students to bring nutritious snacks and lunches from home and to engage in at least 60 minutes of physical activity each day.

Our goal is to:

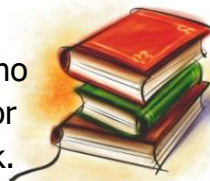
- Support students in developing healthy habits that enhance their ability to learn.
- Foster positive social skills and a strong sense of self-esteem.
- Maintain a safe, healthy, and supportive school environment.

To support the safety and well-being of all students:

- Crestview strives to be a **nut-free environment** due to severe allergies within our community.
- Items such as soft drinks, chocolate bars, candy, and chips are not permitted during meals or snack times.
- Food deliveries to the school should be avoided as much as possible, we encourage food from home.
- Hot lunch options are available for purchase. Families will receive a monthly menu from our caterer, Quebec's Pizza, and must pre-order and pre-pay for meals in advance.

Library

- Students must return books to the library on or before the due date. Students who fail to return books on time will not be permitted to choose new books. For lost or damaged books, students will be required to pay for the replacement of the book.



Cell Phones and Personal Mobile Devices

The use of cell phones, earphones, and any other personal mobile device is prohibited from the beginning to the end of the school day on school grounds, in school buildings, and during school activities, except where such use is required:



- for the methods of instruction selected by the teacher;
- because of a student's state of health, to provide assistance to a person due to their state of health, or in an emergency situation; or
- because of the special needs of a student, as provided for in an approved support plan.

Students must also use technology and social media responsibly and in ways that respect the privacy, dignity, and reputation of others.

Unauthorized use may result in confiscation of the device and other appropriate disciplinary responses.

Homework Success:

How to help your child succeed in school:

- ✓ Ask your child about their homework-when is it due, what is it about.
- ✓ Let your child do his/her homework independently. Be nearby to offer assistance, but don't hover over your child.
- ✓ Provide a quiet place away from distractions.
- ✓ Look over your child's homework but don't do the work.
- ✓ Have a supply box of standard homework supplies (pencils, sharpener, eraser, ruler, etc.)
- ✓ Contact the teacher if there is a homework problem you can't resolve.



Length of time recommended for each cycle:

Cycle One: Maximum of 45 minutes **including reading.**

Cycle Two: Maximum of 45 minutes **as well as additional time devoted for reading.**

Cycle Three: Maximum of 60 minutes **as well as additional time devoted for reading.**

Annual Review and Communication

This Code of Conduct is reviewed with students each year in collaboration with school staff and is communicated to families at the beginning of the school year. All staff members collaborate in the implementation of the Code of Conduct and support students in meeting these expectations.

Please review all the expectations with your child. Your signature indicates that you have read and understood all the information provided. Your continued support is appreciated in this matter. Thank you for your cooperation in caring for the children we share.

Student Signature: _____

Parent/Guardian Signature: _____

Date: _____