

# PARENT HANDBOOK 2021-2022



# CLEARPOINT

e l e m e n t a r y



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# Clearpoint Elementary

## Parent Handbook

2021-2022

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### **Principal**

Mr. David Estok  
destok@lbpsb.qc.ca

### **Administrative Assistant**

Ms. Angelika Witzmann  
awitzmann@lbpsb.qc.ca

### **Daycare Technician**

Ms. Tassie Fyon  
tfyon@lbpsb.qc.ca

### **Address**

17 ave. Cedar  
Pointe Claire, Quebec  
H9S 4X9

Telephone: 514-798-0792

Fax: 514-695-3480

Daycare: 514-695-9140

### **Website address**

[clearpoint.lbpsb.qc.ca](http://clearpoint.lbpsb.qc.ca)

# PRINCIPAL'S MESSAGE

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2021-2022



To The Students, Staff and Parents of Clearpoint Elementary:

## Welcome Back Clearpoint Family!

We hope that the summer has given you all a chance to enjoy reconnecting with family and friends and have fun doing so many of the things we have had to put on hold for the past year and a half.

Last year was full of challenges and new realities, but together, we responded, and despite COVID-19, we had an incredibly successful year. This was no surprise I am sure, as the close partnership between Clearpoint Elementary and the community of families served by the school has not only enabled us to meet the test of the pandemic successfully but has allowed that relationship to grow stronger still. As we continue to move through the ever-changing realities of the pandemic, we will undoubtedly face new challenges, but we will take them on with confidence. We know that staff and parents will continue to work together to ensure that not only is Clearpoint is a safe, healthy learning environment for children, but that it will always be a school where kids are fully engaged in their learning affording students every opportunity to grow to their full potential.

Those of you who are familiar with our IB programme will know that every five years we must have an evaluation visit. During the visit, a team of evaluators from IB come to the school and conduct an in-depth assessment of our PYP programme and pedagogical practices. Although our next visit is still some time away (it will take place in early 2023), we will begin our preparation for the visit this fall. The preparations include what is referred to as a self-study - a detailed review of our programme that we do as a staff. You will be hearing more about the self-study and the evaluation visit as the year progresses, but we want parents to be aware of this process, as you are important participants in our educational mission.

The staff at Clearpoint will be maintaining our focus on **student agency**. Agency is an important concept central to the philosophy of the International Baccalaureate which is defined as "...when students partner with teachers and members of the learning community to take charge of what, where, why, with whom and when they learn." \* **Student-led action** is connected to agency, and we will continue to celebrate examples of Clearpoint students taking action and sharing them with you and the entire school community regularly.

To all of our new students and families – Welcome! We are thrilled that you will be joining us here at Clearpoint. We are proud of the strong spirit of collaboration that we have between the school and our community, and encourage you to take advantage of the many ways there are to get involved in the life of the school.

We can't wait to have the school year get started, and are thrilled that we will all be back together again - having fun and learning at Clearpoint Elementary IB World School!

Warmly,

David Estok,  
Principal

\*From: The Learner In The Enhanced PYP (November 2017)





## MISSION STATEMENT

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Clearpoint is a bilingual community school where the partnership and respect of its members are valued. Parents, community members and staff work together to provide the best possible learning environment for every student. The result is that Clearpoint is a school where there is a sense of family and pride in belonging.

Our mission is to:

Foster the discovery and development of the unique identity and positive self-concept of each child;

Promote students' academic achievements in a safe environment and to help each child reach his/ her potential in all areas of development; social, moral, physical, intellectual, cultural, and emotional;

Provide each child with the tools necessary to be a lifelong learner in a changing world.



## IB MISSION STATEMENT

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The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.



## IB LEARNER PROFILE

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In implementing the International Baccalaureate Primary Years Programme at Clearpoint Elementary, we aim to encourage students to become passionate and active lifelong learners and to recognize that different can also mean right.

IB Learners strive to be:

**Inquirers – we nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.**

Knowledgeable – we develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have global significance.

Thinkers – use critical and creative thinking skills to analyze and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

Communicators – express ourselves, confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

Principled – act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

Open-minded - we critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

Caring - we show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

Risk-takers - we approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

Balanced - we understand the importance of balancing different aspects of our lives – intellectual, physical, and emotional – to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

Reflective - we thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.



## Communication with the School

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**The school telephone number is 514-798-0792.**

Please use the main office phone or email when communicating with the school. Emails can be sent to the school secretary, Ms. Angelika Witzmann, the Principal, Mr. David E Buses depart approximately 10 minutes after the dismissal time (at 2:40 p.m.). There are NO LUNCHTIME BUSES.

### Emergency Contacts

In the event of any emergency at the school which requires us to contact parents, it is essential that we have home, cell and work numbers and the name and telephone number of a close-by neighbour or relative who is at home and would be willing to care for your child.

Please make sure the school Emergency Information Form for each of your children is up

If the emergency contact information should change during the school year, please contact the school office immediately.

Students walking should NOT arrive at the school earlier than 7:45 a.m. since there is no supervision before this time. Students are expected to be in the backyard between 7:45 and 8:00 a.m. The students MUST enter the school from the backyard area (junior, senior, or daycare doors).

The front door is to be used by staff and by students when returning from appointments (i.e. doctor, dentist, etc.) after 8:10 only. Any late arrivals between 8:00 and 8:10 must report to the daycare entrance or the middle (or junior) door at the back (under the awning).

We have several students in our school with severe nut allergies, a condition which can be life threatening. Please be diligent while packing your child's lunch to ensure all food is nut free (containing no peanuts or nuts).

stok, or to your child's teacher (teachers' email addresses are on the school's webpage – click here for the link). The main office should be contacted only should an emergency arise.

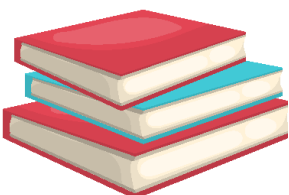
Any changes in your child's schedule should be communicated via email/ See Saw (a note in the pochette pocket for Kindergarten) so that the teachers are aware of any discrepancies. Please do not rely on leaving a message with the office for schedule changes. If the daycare is involved, a separate message should be left with the daycare office.

Absences and late arrivals must be called in and left on the school's absence line (extension #4). Please indicate the date, the name of your child and your child's homeroom no. when calling in absences. Please include the reason for your child's absence.

In extenuating circumstances, if your child is going to be late, please write an email to your child's homeroom teacher with the valid reason; repeated lates without valid reasons may require remedial measures – such as recess detentions

**The Daycare/Lunch Program number is 514-695-9140.**

The Daycare/Lunch Program coordinator, Tassie Fyon, can be contacted at the above number. We invite all parents to work closely with our school staff to provide an excellent educational experience for their child.







## School Hours 2021-2022

|                     |                     |
|---------------------|---------------------|
| 7:45 am             | Warning Bell Rings  |
| 8:00 am             | School Starts       |
| 8:00 am - 10:00 am  | Instructional Time  |
| 10:00 am - 10:20 am | A.M. Recess         |
| 10:20 am - 11:20 am | Instructional Time  |
| 11:20 am            | Morning Dismissal   |
| 11:20 am - 12:10 pm | LUNCH               |
| 12:10 pm - 1:10 pm  | Instructional Time  |
| 1:10 pm – 1:30 pm   | P.M. Recess         |
| 1:30 pm – 2:30 pm   | Instructional Time  |
| 2:30 pm             | Afternoon Dismissal |



Buses depart approximately 10 minutes after the dismissal time (at 2:40 p.m.). There are **NO LUNCHTIME BUSES**.

Students walking should **NOT** arrive at the school earlier than 7:45 a.m. since there is no supervision before this time.

- Students are expected to be in the backyard between 7:45 and 8:00 a.m.
- The students **MUST** enter the school from the backyard area (junior, senior, or daycare doors).
- The front door is to be used by staff and by students when returning from appointments (i.e. doctor, dentist, etc.) after 8:10 only. Any late arrivals between 8:00 and 8:10 must report to the daycare entrance or the middle (or junior) door at the back (under the awning).



We have several students in our school with severe nut allergies, a condition which can be life threatening. Please be diligent while packing your child's lunch to ensure all food is nut free (containing no peanuts or nuts).

## Clearpoint Elementary Code of Conduct - Revised 21-06-09

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Our Code of Conduct document assists our school's mission of providing a safe learning environment in order to achieve academic success as well as to provide students with the tools necessary to be life-long learners as outlined in our IB program. To that end, certain behaviours must be welcomed and practiced while other behaviours must be deemed inappropriate and unacceptable. Appropriate behaviours are required of all students and supported and practiced by the parent(s)/guardian(s).

Appropriate Behaviours to create a healthy and secure learning environment:

- Be prepared for class by studying and organizing work.
- Respect school hours by arriving to school on time.
- Be cooperative, civil and respectful with all adults in the school as well as with the bus drivers during school transportation.
- Respect all guests, fellow students and volunteers in the school.
- Respect the rights and dignity of all staff and students when using social media.
- Resolve conflicts in a peaceful manner.
- Use positive and encouraging language.
- Respect classroom and school essential agreements.
- Respect appropriate technology use and digital citizenship rights and responsibilities.
- Students' personal electronic devices and cell phones are not permitted at school unless explicit permission is given from a teacher or other staff member.
- Walk quietly in halls and classroom and do not disturb others.

Dress in a manner appropriate for school:

- No 'short' shorts
- No belly shirts (no tummies showing).
- No spaghetti-strap shirts or backless shirts.
- No facial make-up.
- Caps and hoods must be off upon entering school.

Appropriate behaviours contribute to a general atmosphere that promotes self-esteem.

**Inappropriate and unacceptable behaviours include:**

- Disruptions in class.
- Name-calling, profane language and swearing.
- Pushing or rough play.
- Defacement or damage to school property or other students' or staff's personal property.
- Aggressive, verbal confrontations with other students or with staff members.
- Racial slurs.
- Throwing of snowballs or dangerous objects.
- Violence towards another person (such as kicking, tripping, pushing, punching, or hitting and throwing dangerous objects).
- Bullying.
- Non-compliance with any staff member.
- Disrespectful or negative behaviour and disrespectful language towards staff and

- or students both in school and on social media.
- Disrespectful or profane language towards staff, students or any other individuals both in school and on social media.
- Disrespectful or non-compliant behaviour towards bus drivers and volunteers within the school corridor (including field trips and car-pooling).
- Inappropriate use of technology (use of school's computers to visit inappropriate websites, apps, games etc; use of technology at inappropriate times during the school day; use of technology to bully, intimidate, etc.).

Please refer to the LBPSB Policy on Appropriate use of Digital Resources and Technologies

[https://www.lbpsb.qc.ca/Modules/FileManagement/files/Root/Council/docs/policies/Appropriate\\_Use\\_of\\_Digital\\_Resources\\_and\\_Technologies\\_Sept.21\\_2020v1\\_ADOPTED.pdf](https://www.lbpsb.qc.ca/Modules/FileManagement/files/Root/Council/docs/policies/Appropriate_Use_of_Digital_Resources_and_Technologies_Sept.21_2020v1_ADOPTED.pdf)

- Use of personal electronic devices or cellphones unless explicitly sanctioned by a teacher or other staff member.
- Transmitting of inappropriate material both in print or digitally to others.
- Cheating and plagiarism.
- Bringing/using E-cigarettes/ vapour cigarettes on school property. They are forbidden by anyone on school property.

#### BULLYING IS DEFINED AS:

A repeated direct or indirect behaviour, comment, act or gesture whether deliberate or not, including in cyberspace, which occurs in a context where there is a power imbalance between the persons concerned and which causes distress, and injures, hurts, oppresses, intimidates or ostracizes.

Bullying can show itself in diverse forms such as homophobia, racial discrimination, violence in relationships. For example, it can be seen in the following behaviours:

- Name-calling, derisive laughter, defiance, to humiliate or threaten another person, to make racist or sexist comments.
- Hitting, kicking, shoving, spitting, punching, stealing or damaging property.
- Social isolation, gossip or rumour-mongering and mockery.
- Use of email, texting, cellphone or social media to threaten, harass, embarrass, spread rumours, exclude from the group, or damage a reputation or friendship.

#### INDIRECT BULLYING:

Organizing (from within a group) the belittling of the social status or the exclusion of a targeted person from the group (e.g. making someone less popular, isolating an individual). This type of behaviour and attitude is often difficult to perceive.

Some examples of indirect bullying include:

- Spreading rumors.
- Malicious gossip and slander.
- Writing slurs (graffiti, email, etc.).
- Making a fool of someone, denigrating that person or suggesting that he or she be excluded from a group.



#### CYBERBULLYING: Bullying that occurs in the virtual world

- It can occur whenever and from wherever: the virtual world is accessible at any time and from just about any place.
- It can bring together other witnesses, thereby allowing the immediate distribution of the words and images posted, in a way that is both unlimited and irreversible.
- It can occur in a secretive manner and forego the supervision of parents, teachers and other responsible adults.

Cyberbullying is particularly insidious because it can:

- Have an effect of complete irresponsibility, because the perpetrator can deny the facts and not acknowledge his or her actions. Without being able to easily prove the actions, any fear of reprisal diminishes.
- Promote depersonalization and lack of empathy: in front of a computer screen, the perpetrator shows less restraint than if he or she was face-to-face with the victim and cannot see the effects of his or her actions.

Cyberbullying can be manifested via the following behaviours:

- Inappropriate messages or photos and videos (i.e. posting fights and incidents on You Tube; provocative cell phone messaging)
- Incitement to 'out' one or other persons
- Threats
- Insults
- Rumors
- Identity stealing
- Harassment
- Discrimination
- Denigration
- Defamation

#### VIOLENCE IS DEFINED AS:

Any intentional demonstration of verbal, written, physical, psychological, or sexual force, which causes distress and injures, hurts or oppresses a person by attacking their psychological or physical integrity, or well-being or their rights or property.

#### SERIOUS BEHAVIOURAL INFRACTIONS:

Serious infractions including bullying and violence, lack of respect for others or for property, will automatically result in the following disciplinary measures:

1. immediate intervention with the child by staff members (conference with student, reflection sheet).
2. communication with parents (telephone, incident report, letter, email).

And may also result in the following where applicable:

3. loss of bus privileges.
4. loss of recess and/or lunch and/or daycare outside play privileges.
5. after-school detention.
6. loss of field trip privileges.
7. loss of grad activity privileges (where applicable).
8. loss of extra-curricular privileges.

In addition, serious or repeated offences may also involve one or more of the following measures:

3. An in-school meeting with the parents and the child.
4. A planning conference with the principal and/or teacher.
5. The supervision of the perpetrator during free time; i.e. must be shadowed by a supervisor during recess and at lunch time.
6. Reflection time.
7. Referral for support from the FSSTT (Family & School Support & Treatment Team).
8. Referral for anger management program.
9. Community Service either inside or outside of the school setting.
10. Cours a domicile / Home Study.
11. Referral for outside services.
12. A suspension in school or out of school followed, if necessary, by a meeting with parents before the student may return. When determining the duration of the suspension, Clearpoint shall take into account the student's best interest, the severity of the incident, and any previously taken measures.
13. An individual discipline plan involving school professionals and parents may be developed.
14. Recommendation made to move the student to another school or to expel from the School Board.



**It is understood that as a Clearpoint Elementary student and parent/guardian, we agree and will comply with the Code of Conduct.**

We have read, and understand the Clearpoint Elementary Code of Conduct:

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Parent

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Student

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Date

## Educational Program

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Clearpoint IB World School offers students the opportunity to achieve academically and develop socially in a bilingual setting. Our committed staff take students on a journey of learning to read, write, think logically, problem solve and to respect one another. Clearpoint students leave our school as responsible and capable individuals ready for their next level of learning.

Our goal is to provide each student with the tools necessary to be a life-long learner in a changing world and workplace. As a bilingual IB World school, our goal is to have each student leave the school with a good working knowledge of both official languages.

### The subjects taught in English are:

- English Language Arts
- Mathematics
- Music
- Physical Education
- Ethics & Religious Culture
- Dance

### The subjects taught in French are:

- French
- Social Studies
- Science and Technology
- Fine Art
- Music



## Music Program

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Our music specialist teaches music theory, ORFF instruments, ukulele/recorder and singing. Music is part of our assemblies, class activities, multicultural celebrations, and concerts.



## Physical Education Program

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We provide a wide variety of intramural and inter-school sports programs. Our students participate in a variety of fitness and social awareness activities. Students are required to wear appropriate gym wear and shoes during physical education classes.



## Extra-Curricular Activities

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Extra-Curricular activities are organized by our physical education teachers as well as the Home and School Association. A wide range of activities are offered at lunch and after school.



## Peaceful Schools International

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We are a proud member of Peaceful Schools International. Our mission is to create a safe and caring environment for our students to learn, to promote peaceful conflict resolution and to help others less fortunate than ourselves.

## School Safety

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The safety of our students is a top priority at Clearpoint. All doors are locked during regular school hours. Please use only our front door where a buzzer system will allow you to enter the school. All visitors must sign in at the Front Office and wear an identification badge while in the building. Parents are asked not to visit their children or the teachers in the classroom. Please request meetings with the teachers via email or telephone message. Lunch visitors must enter via the daycare door. The front office will be closed during this time (11:20 – 12:10).

Students leaving the school early must be signed out by an adult in the “Early Dismissal Log” located by the Front Office. Please use this same log upon re-entry.

- Skateboards, rollerblades, rollershoes and scooters are **not permitted** while on school property.
- Bicycles must be properly licensed and kept locked while at school.
- No riding of bicycles or skateboards etc. on school property.
- Please note that all students are required to wear helmets when riding bicycles to school.
- Dogs are not permitted in the school (except for organized ‘show-and-tell’ events).
- **Dogs are not permitted on the school grounds during school hours.** If you wish to walk your child(ren) to school and walk your dog as well, please drop your child off at the gate or at the entrance of the walkway. Many children are afraid of dogs and in order to remain impartial, the rule will apply to all dogs regardless of breed and/or size.
- **All parents and students must leave the school grounds by 2:45 pm.** The playground is used by daycare after school hours and having parents and students who remain on property causes confusion for the educators and thus becomes a safety concern.
- Toys are not permitted in school or on school grounds. This includes electronic flying or ground toys.
- The path from Lakeview gets very icy in the winter months. Exercise caution if you take the path.

**If you need to speak with a teacher, please send an email message directly to the teacher and you should receive a response within 48 hours. Please do not drop in to speak with the teachers since they are responsible for students during the hours of the school day.**



## **See – Saw / Google Classroom Expectations**

For this year we have made the decision not to order student agendas as increasingly, they have not been functional as a communication tool between parents and teachers. Almost all regular communication between parents and teachers takes place via email, or by using one of the following platforms: See Saw or Google Classroom. Therefore, we felt that the agendas represented a unnecessary expense.

See Saw is used by most teachers in grades K-4 – 4 to communicate regularly with parents about classroom activities, homework, special events, etc. Students in Cycle 3 will be using Google Classroom on a daily basis to access classroom as well as homework assignments. Please see the expectations for the students' use of Google Classroom outlined below.





This year students in grade 5 and 6 will be making use of Google Classroom to streamline their learning and make accessing their respective homework and assignments at home easier. Below you will find a list of expectations and suggestions that our Cycle 3 teacher have organized in order to make it a successful experience for you and your child.

## Student Expectations

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1. **Checking In:** Students are expected to check Google Classroom(English and French Classrooms) on a regular basis. Students can view and access important material, such as homework, in class assignments and other pertinent documents by either visiting the Classroom Stream or clicking on the Classwork tab found at the top the page.
2. **Student Commenting:** If commenting is enabled by the teacher, students are expected to act in a respectful and appropriate manner. Students should keep comments to only questions an answers - it is not a chat room. Commenting feature can be disabled at any time.
3. **Assignments Submissions:** Students are expected to submit assignments on time by clicking the *Turn In* button - all late submissions will be listed as such and Google will notify connected parents via email (see emailk summaries for more information)

### Parents/Guardian Connection - How to connect to your child's Classroom

If your child is new to Google Classroom, your child's teacher will send you an invitation to accept or decline. If your child has used Google Classroom in the past, your email will already be affiliated to their account. By accepting the invite to connect to your child's Google Classroom summaries. We strongly encourage all parents to accept the invitation in order to connect and receive summaries on a regular basis.

### What is included in email summaries?

- Missing work - Work not turned in when the summary was sent.
- Upcoming work - Work that's due today and tomorrow (for daily emails) or that's due in the upcoming week (for Weekly emails).
- Class activity - Announcements, assignments, and questions recently posted by teachers.

**When do guardians get email summaries?** Guardians can get emails daily or weekly and can unsubscribe at any time.

Guardians won't get an email summary if:

- There's no activity to report for the given period
- They accepted the invitation, but chose not to get any summaries
- They aren't connected to their child's account in Classroom.

## Lost and Found

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All personal possessions must be labeled. An area has been set aside in the school for lost or misplaced items belonging to pupils. The few minutes it takes to label your child's possessions will be rewarded with the quick return of lost items. If you know that your child has lost an item, please urge her/him to visit the Lost & Found area, or drop into the school yourself in an attempt to retrieve the article. These items are cleared out and given to charities several times throughout the year.



## Homework

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Studies show that homework plays an important role in the education of our students. Homework increases students' retention and understanding of the material covered in class. Homework helps students develop strong study skills and teaches that learning happens outside of as well as in the classroom.

How to help your child with homework:

- Set up a regular homework time. For some children the best time is right after school, for others it is after dinner. Experiment a little and see what works best in your home.
- Provide a quiet, well-lit spot to complete homework assignments.
- Check See-Saw communications or Google Classroom daily for homework assignments.
- Show your child you have confidence in their abilities by letting them do their homework themselves.
- Provide support and encouragement for your child.
- Contact your child's teacher immediately if you have any questions or concerns about homework.



## Internet Acceptable Use Policy

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Clearpoint IB World School is connected. We believe it is important for our students to learn responsible use of the Internet with adult supervision, so that they will be prepared to use this valuable resource throughout their education. **All students (K-6) must comply with the Acceptable Internet Use Policy governed by the school. Students from grades 3 to 6 will be provided with Google accounts that require signatures from the parents/guardians to gain access. This will not be required to be signed in subsequent years.**

Although students will be supervised when using the Internet, and although our school board has the capacity to filter out inappropriate content, there is always a possibility that students may intentionally or unintentionally access information, images, websites, etc that are not suitable. In addition, students need to learn to protect their personal information and identities from strangers on-line. As noted in the code of conduct above, failure to follow guidelines for use of the internet or information technology could result in the suspension of privileges to use this technology. The Internet is a wonderful resource for learning when used appropriately and responsibly. For more details, **[please refer to the LBPSB Policy on Acceptable use of Digital Resources and Technologies – click here](#)**. We hope these guidelines may be helpful for home use as well as school policy.

## First Aid - Medication

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The school attempts to provide a safe environment for your child. If accidents occur, a member of the staff will render first aid and notify parents or the family physician. Any treatment beyond first aid will be the responsibility of the parents. These instructions must be followed for the safety of your child and other children at Clearpoint Elementary.

**MEDICATION MAY NOT BE ADMINISTERED WITHOUT A WRITTEN REQUEST (required form provided at the office) FROM THE PARENTS AND THE DOCTOR.**

- All medication must be in a medicine bottle with the following information: (1) the child's name; (2) the name of the drug; (3) a current date and the prescribed dosage. All medication must be brought to the office.
- Children may not bring medications with them to be self-administered.
- Any student with severe allergies requiring an EPIPEN must supply one (1) EPIPEN for the office and have a second one, either in the classroom or in a pouch, which the child keeps on him/her, for back up. It is the parent's responsibility to make sure the EPIPEN date has not expired.
- Please note that Clearpoint has chosen to provide, as much as possible, an environment which is nut-free.



## Telephone

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The school phones are to be used by staff only.

**Children may not use the school phone, except for emergencies or other exceptional circumstances.**

Please set up a routine re: packing your child's lunch, homework, returning forms to school, arrangements for lunch time or after-school visits with a friend, etc., so that children's calls home remain for special circumstances.

We are **unable to accept messages for individual children** without interrupting the instructional program. We will appreciate your cooperation in not asking us to deliver a message to an individual child **except in an emergency**, with urgent change of plans, or on matters of urgent importance.

## Emergency School Closing

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If the Lester B. Pearson schools are closed due to weather conditions, the information is broadcast over the following local radio stations: CJAD, VIRGIN96, CHOM, Q92.5, CBC, CTV, Global and on our FB page. Broadcast time between 6:30am - 8:30am, 11:00am - 12:00pm, and 4:30pm - 7:00pm. As well, a message will be posted on Facebook in the event of a school closure.

**IF THE LESTER B. PEARSON SCHOOL BOARD IS NOT MENTIONED ON THE AIR, YOU MUST ASSUME THAT EVERYTHING IS NORMAL.**

An email message will be sent to ALL parents by the school and/or school board.

If the school is closed due to an emergency that occurs after the start of the school day, no child will be sent home without the school ascertaining that there will be an adult home to receive them. We ask all families to create an alternate plan for their children's safety should normal routines be interrupted or impossible. (Make arrangements for your child to stay with a relative, friend or neighbour.) An updated emergency information form in the office is essential at such times.



## Litter-Free Lunch and Snacks

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We are committed to minimizing waste in our schools. We encourage litter-less reusable lunch containers in order to minimize the amount of garbage thrown out at school. Microwaves are not available for students' use.

## School Pride

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Each student will be issued a Clearpoint t-shirt which is their gym t-shirt and should be worn at events outside the school as well as during 'School Pride' days.

School clothing will be available for purchase during the school year. Please refer to our website this fall to view the items for sale; download order forms and deadlines for ordering. **Please mark your child's name on all items and on all clothing and footwear.**



## Lateness

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Please be respectful to your child's classmates and teachers by ensuring that your child arrives to school on time.

All children arriving late must have a valid reason **communicated to the school via telephone (absence line/or email)**; repeated lates for reasons that are not valid may result in detentions.

Parents, please do your best to ensure that your child arrives to school on time.

## Early Dismissal

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If it is necessary for you to take your child out of school during the day, please **send your child's teacher an email, with a cc to Ms. Angelika at the main office and to Ms. Tassie in the daycare if applicable.** The email should indicate the time that you (or the person you may designate) will be picking up your child. We will do our best to have your child waiting for you at the office when you arrive. As noted, if your child is registered for daycare, it is essential that you call the daycare line to inform Ms. Tassie of the arrangements.

**We ask that you come into the school, confirm your child's early departure with the office, and sign the "Early Dismissal" logbook.**

## Absences

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It is important for parents to confirm in writing the reason for any student absences; this can be done by email to your child's teacher, again with a cc to Ms. Angelika in the main office. This note is in addition to calling the school to notify of the absence.

**PLEASE CALL THE SCHOOL TO INFORM US OF YOUR CHILD'S ABSENCE.** Please remember to indicate your child's name, grade level, homeroom teacher as well as the reason for the absence.

You can reach the "absence line" by calling the main office, 514-798-0792, extension #4.



## Bus Transportation

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Transportation is provided to Kindergarten students who reside more than 0.8 km from their designated school and to elementary students who reside more than 1.6 km from their designated school.

Lester B. Pearson School Board uses a bus pass system. Bus passes are made available through the LBPSB Mozaik Portal to all eligible students in late August. Students who are not eligible for free busing may apply for "Courtesy Busing". There is a cost for Courtesy Busing and is granted if space is available on the bus. For more information regarding transportation please contact the **Transportation Department at (514) 422-3001.**

**You may not give your child permission to ride on another bus (or take the bus if he/she does not have a bus pass) other than the one that is assigned to him/her. There are legal liabilities that we must be careful of when we transport the students by bus. In extenuating circumstances, a temporary bus pass may be issued through the main office.**

Please review with your child the guidelines when taking the bus and please remember that the bus service is a courtesy and abusing the privilege may result in suspension of the privileges. Bus safety is important to everyone. Please discuss these important safety rules with your child.

Guidelines for students using the bus:

### Waiting for the bus:

- Arrive at the bus stop 10 minutes early.
- Wait at the side of the road.
- Wait for the bus to come to a complete stop before approaching it.

### Riding the bus:

- Sit facing the front of the bus.
- Follow the bus driver's instructions.
- Keep your hands and feet to yourself.
- Talk quietly.

Students who do not follow the school bus rules will receive a "Behaviour Report". If a child receives three behaviour reports bus privileges will be suspended for a period of time. In extenuating circumstances, bus privileges can be revoked immediately for a period of time. The student and parents will be required to meet with the Principal to discuss and remediate the situation.



## Driving Children to School

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To ensure the safety of all our students please use the drop off zone or the alternatives provided below.

### Drop Off Zone

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Between 7:45 and 8:00 a.m. a teacher and students will be at the drop-off zone to assist you. To ensure your children have safe passage onto school property, please let your children out on the right-hand side of the curb and drive away. Please have your child's backpack and lunch box in the car readily at hand so that there is a smooth flow of traffic.

Please note that the school buses arrive between 7:45am and 8:00am.

**The School Parking lot is reserved for Clearpoint Staff.  
Please DO NOT use the parking lot as a drop off area.**

### Alternative Drop-Off Area

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Please do not use the church parking lot to park when escorting your child(ren) into the school yard. We share this lot with the parents of the daycare which is housed in the church. Please do NOT use it as a drop off zone. Use the designated drop-off zone which is located along Cedar circle in front of the daycare entrance. Park along Lakeview if you would like to escort your child into the yard.

### Parking for Parents

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When you are coming to our school to volunteer, etc:

1. use the bus zone which is available after morning drop off – around 7:55 a.m. until 2:00 p.m.
2. please avoid trying to park or drive off school property when children are crossing the lots.



### Phone messages and Clearpoint Facebook Page

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General email messages, and the Clearpoint Facebook page will be used to provide notice of upcoming events in the school and the community. The information is sent out throughout the year as needed. We also publish a weekly newsletter with information about what is happening at Clearpoint, important dates, fund-raisers and more. The newsletter is sent out by email to all parents on a weekly basis. Previous editions are posted on the school website.

As well please check the school's website for information about the school.  
[www.clearpoint.lbpsb.qc.ca](http://www.clearpoint.lbpsb.qc.ca)

**So "like" us on Facebook and follow us on Twitter: our handle is @clearpointelem**

## Outdoor Recess

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All students are expected to participate in the outdoor morning and afternoon recess except during extreme weather conditions or unless a teacher designates otherwise for one or more children. Special arrangements for the supervision of a student staying indoors during this time will be made only if the child is recuperating from a serious illness or surgery. In this instance, a doctor's note requesting indoor recess for the child is required.

## Field Trips

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**For any field trip that takes place outside of school, a permission slip signed by a parent or guardian is mandatory.**

Organizing field trips requires much planning and preparation on the part of the teachers. Please help out by sending the signed permission slips back on time. It is a privilege to attend a field trip and any student who does not abide by the Clearpoint Code of Conduct could be kept from attending.

**Students who return their permission slips late will lose the right to attend the field trip.**

## Reporting Schedule

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For the 2021-2 school year, report cards will be sent home on the following dates: Oct. 4 (interim), Nov. 10 (progress report), Jan. 19 (term 1), and June 23 (term 2).

Parent Interviews will take place on November 11th (pm) and 12th (am).

Please make every effort to keep any interview days and times that are scheduled with your child's teacher. A lot of planning goes into arranging these interviews. Your child's progress is our common concern!

## Student Services

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The following services are available to the students of Clearpoint School:

- Resource Team – by teacher referral
- Integration Aides
- Family School Support Treatment Team (FSSTT)
- Child Psychologist – by referral
- Social Worker – CLSC Lac St. Louis, 697-4110
- Speech Therapist – by referral
- Occupational Therapist – by referral
- School Nurse - CLSC Lac St. Louis, 697-4110

Should you have any questions or concerns regarding your child, please contact your child's teacher, the resource teacher or the principal.





## Clearpoint Lunch Program

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### Rules and Regulations 2021-2022

The Clearpoint Lunch Program is the responsibility of the Daycare Coordinator. The children are supervised by Daycare Educators and/or Student Supervisors. The government ratio of students to supervisors is 35:1 but at Clearpoint Elementary the ratio is lower. A lunch registration form must be completed, signed and dated, for each child attending the lunch program, indicating the days your child will attend.

When attending part time Lunch Program - the days cannot be substituted or switched. Ms. Tassie Fyon is the daycare coordinator and can be reached on the daycare line: (514) 695-9140.

### Hours

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The lunch period at Clearpoint runs from 11:20 AM to 12:10 PM. Children not attending the Lunch Program should not arrive in the school yard prior to 12:05 PM.

### Cost

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The cost of the Lunch Program at Clearpoint for 2021-2022 is \$405/year (\$2.25/day).

### Payment of Fees

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Clearpoint Daycare uses the on-line payment system (instructions can be found on our website or at the Daycare office). You may choose a second option of postdated cheques. Please make all cheques payable to Clearpoint Daycare.

We would appreciate 2 post-dated cheques (or 2 on-line payments) dated September 15, 2020 and February 1, 2021 in the amount of \$180. You may choose a second option of ten payments of \$36 (either on-line or by cheques). Please indicate your child's name on all cheques.

### NSF Cheques

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Cheques returned NSF must be replaced by cash or money order and include an additional \$20.00 NSF fee.





## Nutrition and your child's lunch

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We try to promote **nutritious and healthy** eating habits within our program. Please consider this when packing your child's lunch as well as litterless lunches as per the school's policy.

Please, do not send carbonated drinks, candy, and/or gum. Please label your child's lunch box/bag and/or any containers.

We have numerous students with severe peanut/nut allergies in the school. **Please ensure that food sent to the school does not contain nuts or any traces of nuts.** We ask that you are diligent regarding this matter.

There are no microwaves available for the students. If you wish to provide a warm lunch, please use a thermos.

## Code of Behaviour

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Children are expected to comply with the Code of Conduct set out by Clearpoint Elementary School (respect, courtesy, good manners and appropriate language).

In order to ensure that students in the Clearpoint Daycare and Lunch programs can study and play in an environment that is both pleasant and secure, a set of rules of conduct have been developed.

The Governing Board may form a Daycare Parent User Committee.

## Child Tax Credit Receipts

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Child Tax Credit receipts will be issued for the year in which Daycare or Lunch services were used and invoiced. Income Tax Receipts will be issued to the **payer** of the service (whomever's name is on the cheque or on the daycare sign-up sheet).

Child tax credit receipts for the Daycare (Federal/Provincial) will be issued in February. The provincial Relevé 24 Child Tax Credit receipts are not issued for the government subsidized program, as per government regulations.

Replacement tax receipts will be issued upon request at a cost of \$10.00 per receipt.