



STUDENT-PARENT HANDBOOK

2021-2022

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VISION

A compassionate and supportive learning community in which every child learns and achieves to their full academic potential, and grows into a compassionate and engaged citizen.

MISSION STATEMENT

The mission of Hampstead School is to become a community of lifelong learners. To this end, our aim will be:

- To build and foster strong meaningful relationships with students and parents.
- To provide a supportive environment in which students begin to acquire the skills for learning.
- To integrate students with special needs into a regular classroom environment, thereby providing an educational model based on the philosophy of inclusion.
- To provide all students, including those with special needs and those who are advanced, with the methods and materials that will enable them to learn effectively and achieve their potential.
- To embrace diverse backgrounds in a multicultural environment
- To promote continual professional development for all staff members
- To develop partnerships within the community
- To develop French language skills and an appreciation for the French language and culture that will enable students to function in Quebec Society

ABOUT HAMPSTEAD SCHOOL

OUR HISTORY

Hampstead School was opened in 1925, and for decades served as a community school for the quiet and affluent residential town of Hampstead. It has since evolved into a school with a much more encompassing student population. Hampstead School now serves a broad socio-economic level of students, and is officially categorized as an inner-city English-speaking school. In addition, the school has developed a philosophy of inclusion for diverse learners, and promotes programs and staffing that are needed to ensure the success of our students.

In the 1994-1995 academic year, the school introduced the *Success for All* {SFA} Language Arts program, a state-of-the-art method for teaching language arts that was originally developed at Johns Hopkins University. This model benefits both all types of learners, in that all students proceed at their own pace.

OUR GUIDING PRINCIPLES

The following list itemizes the guiding principles or beliefs that formulate the educational philosophy for Hampstead School:

- that success means different things for different students
- that reading and numeracy competency is fundamental to lifelong learning
- that the *Success for All* Language Arts program is a key feature supporting the school's mission
- that communication between parents and teachers is strongly encouraged
- that as a Core English school, we offer approximately 30% of the curriculum in French.
- that respect and understanding within a multicultural environment are fostered
- that conflict resolution and good citizenship are promoted and rewarded
- that students with special needs are integrated into a regular classroom, while following an Individualized Education Plan (IEP)
- that the family support component is an important part of school life and success for all our students

SCHOOL HOURS

Yard supervision	7:40-7:50 (student must be at school on time no later than 7:50)
Call-in bell	7:50
AM Recess	9:30-9:50
Lunch	11:20-12:10
PM Recess	1:10-1:30
Dismissal bell	2:30
Bus departure	2:40

Please note that there is no supervision in the school yard before 7:40 am and after 2:40 pm. If you pick up your child, please be on time. If you are unavoidably delayed, please call to arrange for your child to be supervised by the daycare (a charge will be applied). Children should not be left in the yard unsupervised either before school or after school. Students who are not picked up by 2:40 pm will be sent to Daycare for a fee of \$11.00.

TARDINESS POLICY

Respect for the school schedule and timetable is a priority for us. Classes at Hampstead School begin at 7:50 am. Students are expected to be punctual. Students who are late for school must report to the main office to get a late slip before going to class. Tardiness without a valid reason will be listed as an unexcused absence. **Unexcused lates** will be recorded and consequences given to students as follows:

- The first to fourth late in a month: a tardiness slip will be sent home to the parents
- Upon the fifth late: a meeting would be scheduled with parents

SCHOOL MAIN OFFICE

The school main office is open from 7:30 AM to 3:00 PM daily. Parents and other visitors to the school are required to report to the main office upon arrival, where they will be received and assisted by our school secretary. All visitors must sign in – this includes parents and volunteers. Former students wishing to visit teachers or staff are permitted only during the school's lunch hour or after school. They are not permitted to visit during class time.

INQUIRIES AND APPOINTMENTS

To ensure that the educational process not be interrupted, parents are requested not to disrupt classes during teaching time. Please make appointments by sending a note to the teacher or if necessary, contact the school main office. If you have any questions or concerns to be addressed to the principal, please call the main office for an appointment.

PARENT PARTICIPATION

Governing Board: The Governing Board is a body composed of the principal, parents, staff and community volunteers who work together to ensure that all students receive the best possible learning opportunities. The Governing Board works in conjunction with the staff and parent community to attain the school's mission and goals.

Parent Participation Organization (PPO): A parent participation organization gives the opportunity to a larger number of parents to be involved in the day-to-day life of a school. The purpose of a PPO is to encourage the collaboration of parents in developing, implementing and evaluating the school's education project and their participation in fostering their child's success. The PPO may also advise the parents' representatives on the governing board regarding any matter of concern to parents or which the organization is consulted by the parents' representatives.

Parent Volunteers: It is expected that all parents are active participants in their child's school experience. That means volunteering their time with the school in any capacity they can. The PPO publishes many volunteering opportunities throughout the school year. We encourage all parents to support the students and their school by volunteering.

ATTENDANCE, PUNCTUALITY, & EARLY DISMISSALS

Since each absence from school interferes with your child's progress, attendance must be regular. It is important that your child be on time for class EVERY day. Any student who is frequently late or absent from school must bring a note of explanation, signed by a parent, guardian, or medical professional upon their return to class. If possible, appointments with doctors and dentists should be arranged after school hours, or on Professional Days. If your child is to be dismissed early, a written request is required and will be forwarded to the office by the homeroom teacher. Parents are required to report to the main office to sign their child out when leaving before the dismissal bell.

Vacations: There will be no additional homework for children leaving on vacation outside of the school calendar. Should children be away for an extended or unjustified period of time, a note will be placed in their permanent school file. Due to final exams, vacation plans are especially discouraged from mid-April to mid-June.

Extended Absences: Parents of students who will be away for an extended period of time during the school year must present a note to the office indicating the period of absence.

EMERGENCY DISMISSAL

With the arrival of winter weather, parents are asked to note the following, regarding storm warnings and the closing of schools:

Notice to shut down the EMSB schools, or to cancel bussing because of snow storms, will be broadcast by major radio stations and Twitter @EnglishMTL, beginning at 6:30 in the morning. If a shutdown announcement is not heard by 7:00 a.m., parents may assume that the school will remain open.

If schools are open, but weather conditions force an early closing, the shutdown will be timed around the lunch hour. Information to this effect will be broadcast beginning at about 11:00 a.m. Announcements will only be made to indicate closings. Every effort will be made to contact parents. It is important that the school is kept informed of changes in contact numbers.

Power failures, etc. may force the closure of the school during the school day. Parents are urged to plan for emergencies by arranging for a neighbor or friend to receive their child if they are at work. Your child needs to know his phone number and be aware of the emergency plan.

Should the evacuation of the building ever be necessary for safety reasons, the students will be taken to the following location:

Chalet at Hampstead Park

Irving Adessky Community Center

30 Lyncroft, Hampstead
514-369-8260

Once at the evacuation center, parents will be contacted to be notified of the emergency. They will be asked to pick up their children. If it is late enough in the day, bussed children will be sent home on the normal school bus route and the parents of non-bussed children will be contacted.

HEALTH AND SAFETY

Hampstead School is committed to your children's health and safety. As such, we will be following and enforcing EMSB, local, provincial and federal health guidelines. We will communicate specific guidelines at the beginning of the year and periodically, as and when they change.

We do not have the facilities at school to accommodate children who are ill. If your child is not well, you are asked to please keep them at home until better. Whenever a child becomes ill or injured, the family will be advised as soon as possible. Arrangements will be made either to send the student home or to a hospital, if necessary. If parents cannot be reached, the decision to send the child to the hospital will be made by the school. The cost of the ambulance must be assumed by the parent. Parents must take over the care of their child as soon as possible. We require an emergency contact number in case no one is available at home.

HEALTH

Communicable Diseases

Parents are requested to inform the school of diseases such as Covid-19, Scarlet Fever, Chicken Pox, Impetigo, Pediculosis (head lice) or Conjunctivitis (pink eye). Any cases of the above will be brought to the attention of the class parents by the school.

In the event of multiple reports of Pediculosis, a team of volunteers under the direction of the school nurse will check the hair of all students to limit the spread of head lice.

Pupil Medication

Please note that written permission from parents along with a copy of the prescription with written directions for use and a list of possible side effects from your physician must be submitted to the main office, before any prescribed drugs or medication will be administered to pupils. Medication of any kind, be it prescribed or over the counter, should not be left in the hands of the students.

Epi-Pen

Children who have an Epi-Pen must have it on them at all times. Their Epi-Pen should *not* be left in their school bag, rather on their person.

School Professional Services

Hampstead School benefits from both EMSB and CIUSSS support services. Listed below are the types of services available to our families. Should a parent foresee the need to access one of the services below, you are asked to contact the school administration who will help to set up an appointment.

Psychologist
Speech & Language Therapist
Occupational Therapist
Social Worker
Nurse
Dental Hygienist

SAFETY

Students must never open any of the school doors to visitors. Visitors are to come by the front door where the school secretary will let them in.

At the sound of the entrance, recess and lunch bells, students must line up and be ready to enter the building in a calm and quiet manner.

Shouting at any time or running, (except during the gym period) is prohibited in the school building. Movement from class to class must be done in an orderly manner and quickly.

Winter Play - For safety reasons throwing snowballs is not permitted. Consequences will follow.

Students registered in the Lunch Program must follow all rules which are clearly communicated to them at the beginning of the year. Failure to follow the rules will result in a suspension from the Lunch Program and parents will be responsible for making alternative arrangements for the student's lunch hour.

THE SUCCESS FOR ALL READING PROGRAM

The *Success for All* reading program is based on a 90-minute daily reading class that starts at the kindergarten level, and that includes an emphasis on writing, vocabulary, and listening comprehension. Johns Hopkins University originally developed the *Success for All* program, and it was first introduced to the inner-city schools in Baltimore, Maryland to improve the reading skills of students in the elementary grades. Research has shown that there is a high correlation between the failure to learn to read and the high dropout rate; thus, preventive measures must be started at an early age to ensure that students stay in school. The program has been highly effective at Hampstead School, benefitting special-needs, mainstream, international, ESL (English second language), and advanced students. Parents and teachers have observed that early reading competency leads to marked improvement in student self-esteem and behaviour.

HOMEWORK POLICY

Homework is an essential part of our school program particularly in *Success for All*. It is used to reinforce work done during class time, as well as to provide practice for new skills acquired. Parents and teachers must work together to help children develop good study habits and a responsible attitude towards homework. Every student must read aloud to an adult for a minimum of 20 minutes every night. The "Read & Respond" sheet, or the record form, must be signed by the parents nightly. Commitment to homework in all subjects is an important component of student success.

Your child should have a quiet place in which to work and a regular timetable that allows adequate time to complete all homework assignments. The suggested times for the average student: K and Cycle 1 is up to 30 minutes; in Cycles 2 and 3, is approximately 60. Daily reading is strongly recommended, both as part of the SFA homework and for enjoyment.

SCHOOL UNIFORM

Hampstead School has adopted a uniform for its students. The purpose of having a uniform for our children is to instill in them a sense of belonging and identity. A uniform is conducive to good behaviour and reflects the serious mission of our school. It fosters a positive educational atmosphere that promotes success. We ask for parents' full cooperation in ensuring students adhere to the Hampstead School uniform.

Parents will be contacted should students be not wearing the uniform. Should it continue, students may not be allowed in class and may be sent to the office, where they may be asked to, wait for a parent or guardian to deliver appropriate clothing, change, or sent home (picked up by a parent/guardian) to change.

APPROVED UNIFORM	CLARIFICATIONS
<p>Burgundy polo shirt (long or short sleeve) with Hampstead School logo.</p> <p>Grey sweat shirt with Hampstead School logo.</p>	<p>Students may wear any past version of the Hampstead School uniform for the 2021-2022 school year.</p> <p>A grey or burgundy polo shirt (with logo) must be worn at all times.</p> <p>NO shirts of any other colour permitted.</p>
<p>Solid black dress pants (no cargo pockets). Solid black jogging pants are permitted.</p>	<p>NO jeans or denim of any color.</p> <p>NO unauthorized casual wear such as brand name track pants, yoga pants, or leggings.</p> <p>Black leggings may be worn ONLY underneath a skirt.</p> <p>NO brand name logos or coloured stitching on dress or pants.</p> <p>Students may wear any past version of the Hampstead School jogging pants (grey with logo).</p>
<p>Black skirts, skorts or tunic.</p>	<p>Skirts/skorts/tunic may be worn with solid black leggings or tights (No print patterns).</p> <p>Torn socks, nylons, leotards or fishnet stockings are NOT permitted.</p> <p>Skirts/skorts/tunic must be knee length or no more than one inch above the knee.</p>
<p><u>For Physical Education:</u> Black jogging pants or shorts with Hampstead School logo. Burgundy t-shirt with Hampstead School logo Running shoes</p>	<p>Students in Grades 4-6 will be changing their shirts for PE class.</p> <p>No hoodies, sweaters, or long sleeved shirts should be worn in the Gym.</p> <p>Running shoes must be worn for PE classes.</p> <p>Students may wear any past version of the Hampstead School uniform for the 2021-2022 school year.</p>
<p>Sensible shoes that are practical for a busy crowded building, preferably black or white. Running shoes are acceptable.</p>	<p>All footwear must be closed-toe. Boots, sandals, flip-flops, slippers, etc. may not be worn in the school.</p>

The following are unacceptable at Hampstead School and are therefore **not permitted**:

Excessive make-up, dyed hair and/or piercings;
Accessories depicting drugs, violence, racism, alcohol or obscenities;
Studs and/or rivets on any part of clothing or accessories;
Wallet chains and long key chains;
Hats, hoods, head wraps/ extra-wide head bands and caps are not to be worn inside the building. Religious head covering is exempt from this rule.

Physical Education

On days when students have Physical Education (gym), they are expected to dress appropriately for activity (short sleeves). For safety reasons, students must be in proper footwear and may not be allowed to participate should they not be.

Dress Code for Outdoors

Hampstead School believes that education happens inside and outside the school building. As such, students will be outdoors throughout the school day: before school, at recess, at lunch, and periodically for Phys Ed. Students who are well enough to attend school are expected to go outside for outdoor play. Students may be outside for up to 40 minutes at a time, and must be dressed appropriately for the weather, including very cold days in the middle of winter and hot and sunny days.

COMMUNICATION BETWEEN HOME AND SCHOOL

Communication between parent(s)/guardians and teachers is important to ensure your child's success at school. Teachers provide feedback in a variety of ways; report cards, interviews, conferences, written notes, e-mails, and phone calls are the most common.

Please be respectful in your communications with all staff members (threats and abuse will not be tolerated).

Kindly consult your child's teacher first, as they interact with your child the most. If the problem is not solved, only then should the principal be contacted.

STUDENT CODE OF CONDUCT

HAMPSTEAD SCHOOL STUDENT'S RIGHTS AND RESPONSIBILITIES

I have a **RIGHT** to be respected as I respect others.

It is my **RESPONSIBILITY** to listen to instructions, work quietly, raise my hand if I have a question or concern, and to complete assignments. I will cooperate.

I have a **RIGHT** to listen and be heard.

It is my **RESPONSIBILITY** not to talk, shout or make loud noises while others are speaking.

I have a **RIGHT** to be respected as an individual.

It is my **RESPONSIBILITY** not to tease or bother other people, or to hurt their feelings, but to show respect and consideration for others and their ideas.

I have a **RIGHT** to be safe.

It is my **RESPONSIBILITY** not to threaten, kick, punch or physically harm anyone else, and to follow the rules of this school.

I have a **RIGHT** to enjoy school.

It is my **RESPONSIBILITY** to have a good attitude and to participate in a way which helps make our school a place where others can enjoy school too.

CODE OF CONDUCT/DISCIPLINE POLICY

Students are expected to take responsibility and to be accountable for their behaviour in every aspect of school life. Our mission is to provide a safe and caring learning environment which accepts diversity, promotes cooperation and encourages mutual respect. Our goal is to help children grow to become respectful citizens. Learning is a life-long process that requires discipline and respect. Each individual contributes to the well-being and success of everyone at Hampstead School. Parents play an essential role in the education of their children and have the responsibility to support the efforts of the school staff in maintaining a safe and respectful learning environment for all students.

We have developed rules for appropriate student behavior. Students have a right to receive a proper education. Students and staff have the right to work in a safe, orderly and respectful environment. The following school rules apply to all students, at all times, regardless of whether they are **in class**, in the **schoolyard**, in the **lunch program**, on the **school bus**, on a **school field trip** or part of **daycare**. Parents are asked to review the rules listed below with their children. The purpose of these rules is to promote student safety and to develop habits of self-control and disciplined behaviour. **The administration reserves the right to judge the severity of a situation and to issue the appropriate consequences.**

The discipline policy of the school is based on the premise that personal freedom is accompanied by the responsibility to respect the rights of others. Common courtesy, good manners and mutual respect are expected. The development of a sense of self-discipline in each of our students is an important aspect of our discipline policy. Discipline is meaningful when it is self-imposed or self-controlled. In order for any policy to be effective, it is necessary that the school have the support and co-operation of the parents or guardians. When it is clear that a child has acted inappropriately, he/she might be asked to stay in at recess, during lunch, or asked to do a written assignment/reflection sheet for homework. A child who is bussed home will not be kept in after school the same day. The child's parents will be contacted and arrangements will be made to have the child stay in another day. While the overall approach toward student behaviour is positive, we believe in the use of consequences as a deterrent when assignments are overdue, or when inappropriate behavior, in or out of the classroom, has occurred.

Respect for others

Show respect for all adults and students at all times. Respect includes courtesy, good manners, politeness, cooperation, proper tone of voice and facial expressions.

Listen to and follow the instructions of teachers, lunch supervisors and other adults responsible for you while you are in school.

Violence, Aggression and Dangerous Behaviours

Violence or aggression will NOT BE TOLERATED. Administration will deal directly with anyone engaged in this type of behaviour. It may result in a suspension.

Bullying (to treat others abusively, repeatedly, especially those who are less powerful) will NOT BE TOLERATED. Bullying as defined by Quebec Bill 56 means any direct or indirect behaviour, comment, act or gesture, including through the use of social media, intended to injure, hurt, oppress, intimidate or ostracize, and includes cyberbullying. Regardless of where the bullying takes place (e.g. cyberbullying occurring at home), it will be addressed by the school if the victim of the abuse feels unsafe and threatened while in school. There will be consequences to the bully as per Hampstead School's Anti-Bullying Plan.

Rude = Inadvertently saying or doing something that hurts someone else.

Mean = Purposefully saying or doing something to hurt someone once (or maybe twice).

Bullying = Intentionally aggressive behaviour, repeated over time, that involves an imbalance of power.

Physical abuse such as yelling, pushing, fighting will not be tolerated and will have consequences. These actions do not solve problems. Instead, discuss the problem with the person or ask an adult for help.

Emotional abuse such as mocking, humiliating and ridiculing will not be tolerated and will have consequences.

Dangerous behaviour of any kind is not permitted.

Respect for Property

Show respect for the property of others. You must avoid tearing, breaking, and losing any schoolbooks and materials. You will be charged for damaged property. You will be asked to replace and pay for damaged material.

Do not invade the privacy of other students. Do not go into the locker or desk of another student or any teacher without permission. Ask permission to borrow another person's belongings, and return the borrowed item(s) in good condition. Never take something that does not belong to you, that includes the lunches and snacks of others.

Gum chewing is not permitted anywhere in the school building, on school property or on the bus.

Jackets, boots, school bags and other items should be placed neatly in the locker area.

Help keep the floors of the classrooms, the hallways and the schoolyard clean by putting litter in the garbage cans provided.

When using hallway sink or the washrooms, do not throw or splash water. Remember to keep the washroom clean.

Personal Possessions

Electronic devices such as electronic games, cell phones, etc. must **NEVER be used on school grounds**. These can easily be misplaced, lost or broken and the school will not assume any responsibility for them. If used on school grounds, these items will be confiscated and will be returned after a period of time to be determined by school administration. If a cell phone is required for safety reasons, the student must, upon arrival, leave the cell phone in the possession of the homeroom teacher who will return it to the student at dismissal time.

Occasionally, for school excursions or special events, digital cameras may be brought to school.

Toys and trading cards are not to be brought to school. Exceptions may be made at the school's discretion for special events such as show and tell, class celebrations, etc.

Consequences for Inappropriate Behaviour

It is important that all children behave in an appropriate manner so that everyone is able to learn in an environment conducive to excellence. Expected behaviours are encouraged, taught and reinforced at Hampstead School. Every effort is made to guide students in a fair and consistent manner. In cases where students continue to demonstrate inappropriate behaviour, parents will be informed and involved. Consequences may include time-out, detentions, written assignments, loss of privileges, behaviour contracts, etc. In some situations, the school administration may feel that suspension is warranted and may act accordingly. **In the case of a suspension, students are not permitted to return to school until a parent has had a face-to-face meeting at the school with the principal.**

FIELD TRIP POLICY

Participation in field trips is a privilege and not a right. Any student whose behaviour in class or outside the class has not been acceptable, will not be allowed to participate. Ongoing communication with parents is essential in this process. The final decision to allow students to participate in any outing rests with the teachers and administration.

All necessary forms must be completed and submitted within the deadline in order for a student to participate in any outing.

AMBULANCE FEES AND ACCIDENT INSURANCE

Parents are encouraged to subscribe to personal accident insurance in case their child gets hurt while participating in physical education and sports or in any other circumstances. Fees incurred for ambulance services, medical/dental/ocular services and any other services related to an injury are the responsibility of the parents and will **not be assumed** by the school. Parents are encouraged to contact their personal insurance company or any other insurer to get advice and information about accident insurance coverage for their child.

LOST AND FOUND

Parents are requested to ensure that their children's clothes, boots, gloves, lunch boxes, shoes **are marked with the child's name and room number**. Clothing does get misplaced and many children have identical or similar clothing. If a child has lost or misplaced an article of clothing or other personal item, there is a good chance it will be in the Lost and Found. The children are encouraged to check here for lost items. Please take the opportunity to check the Lost & Found near the daycare when you visit the school.

ELECTRONIC DEVICES

Students are not permitted to have cell phones, or other electronic devices in school. Laptops or tablets authorized by the school may be used for learning purposes. All students using such devices are automatically subject to the school's Acceptable Use Policy.

TRANSPORTATION

All students are expected to walk their bicycles when on school property. Bicycles must be locked and chained to the bike rack. Skateboards, scooters, and rollerblades **are not permitted** to be brought to school or used on school property. The school does not assume responsibility for loss or damage.

Parents are **not permitted** to use or park in the school's parking lot. We have only sufficient room in our parking lot for our staff. Do not let your child walk through the parking lot alone. It is not safe for children. This applies to parents of kindergarten students as well. **Please park on the school side of Thurlow Road** when dropping off your child. Stratford Road is reserved for school buses only. Hampstead Security will issue parking tickets to parents who are not adhering to parking guidelines.

SCHOOL BUSES

Many students are transported to and from school by school bus. At the start of the school year, students are assigned by the Transportation Department of the EMSB to a specific bus route based on their address. **The students must carry his or her bus pass at all times.** We suggest attaching the pass to the child's school bag in a side pocket. Once bus assignments are made, students are expected to ride on their assigned bus. They are NOT permitted to go on a different bus. As well, if students have received a bus pass and choose to walk home, a written letter of permission from a parent is required. **Cell phones, iPads and other electronic devices are not allowed to be used on the school bus.**

Hampstead School rules and Code of Conduct apply on school buses. Bus drivers report all problems and infractions to the school administration in the form of a bus ticket. Video cameras are installed on some buses for the safety and security of students.

First offence: Letter of warning sent home

Second offence: Suspension from bus for 3 consecutive school days

Third offence: Suspension from bus for 5 consecutive school days

Fourth and every subsequent offence: Suspension from bus indefinitely (length of time determined by the principal)

NOTES: