



JOHN F. KENNEDY ELEMENTARY SCHOOL

On behalf of our entire school team, we would like to welcome you to John F. Kennedy Elementary School for the 2026-2027 school year. We extend a warm welcome to all returning families and to the new parents and students joining us this year.

This handbook contains important information about everything from our school's mission and success plan to policies and guidelines for responsible behaviour, dress code, and homework. **We ask you to please read it carefully with your child.**

It is by understanding the school's mission and goals that you can best support your child. Parental support to the school goes a long way in helping our children become successful, happy, and responsible citizens. Please feel free to contact your child's teacher or the school if you have any questions or concerns.

Together we are better!

This handbook belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____

POSTAL CODE _____ PHONE _____

STUDENT NO. _____ HOMEROOM _____



General Information

500 rue Cardinal, Laval, Quebec, H7W 1T5

450- 686-6292

School Hours: 7:50am – 2:35pm

Principal: Sonia Busnardo · sbusnardo@swlauriersb.qc.ca



Social media: @jfkelementarylaval

Procedures & Rules

- **Please be punctual**
 - Drop off & pick up times are at **7:40am** and **2:35pm** at the school yard gate
- **Medication**
 - To administer prescription medication to a child we require written authorization (Emergency Health Form). Medication must be in a labelled container with a prescription (the pharmacist will give you one if he/she knows it is for the school), indicating the child's name, name of medication and dosage, etc.
- **Emergency contact**
 - In the event of any emergency at the school which requires us to contact parents, it is essential that we have home, work, and cell numbers as well as the name and telephone number of a close-by relative.
- **Absences**
 - If your child is going to be absent, please report it before the beginning of class.
 - Please log the absence and reason by using the Mosaik parent portal. Alternatively, you may call (450) 686-6292 and dial 1 to report an absence. Please mention student's full name, homeroom, and reason for being absent.
 - Should a student be absent for more than three consecutive days, a medical note is required.
- **General policies**
 - Nut free school
 - Toys must remain at home
 - Birthday celebrations cannot include food
 - Indoor shoes are mandatory





Procedures & Rules

General Policies con't

- Students and staff have the right to evolve in an environment that is conducive to learning and development, and in a setting that is respectful, considerate, welcoming, tolerant, secure, healthy and inclusive in which cooperation, mutual aid and attentiveness are shared values;
- Students have the duty to show civility at all times towards other students and school staff, respect authority and their learning environment, and develop positive behaviours that favour the involvement of students in their academic success.
- Students must conduct themselves in a civil manner and, more specifically:
 - (1) respect the authority of school staff and the rules of the school, including those of the classroom;
 - (2) act and communicate with other students and school staff in a respectful, courteous and polite manner at all times, irrespective of the communication method used;
 - (3) refrain from committing any acts of violence or intimidation;
 - (4) use a formal form of address when speaking to school staff;
 - (5) use the title “madam” or “sir” or “Miss” or “Mr.” to address school staff;
 - (6) respect the reputation and privacy of other students and school staff, in particular by obtaining their consent and the consent of the person having parental authority over the student or the student’s tutor, as applicable, before capturing images or recording voices, and by using social media appropriately;
 - (7) be diligent and punctual by respecting in particular the applicable schedules and deadlines;
 - (8) take good care of school materials, infrastructures and equipment; and
 - (9) comply with the school dress code, where applicable.



Procedures & Rules

- **Cell phones and other electronic devices**

Students are prohibited from using, from the beginning to the end of the school day, a cell phone, earphones or any other personal mobile device on school grounds or in school buildings, or outside school grounds or buildings during school activities, except where such use is required by:

(1) the methods of instruction selected by the teacher;

(2) a student's state of health or to provide assistance to any person due to their state of health or any other emergency situation; or

(3) the special needs of a handicapped student or a student with a social maladjustment or a learning disability.

- **Sanctions**

(1) Verbal reminder

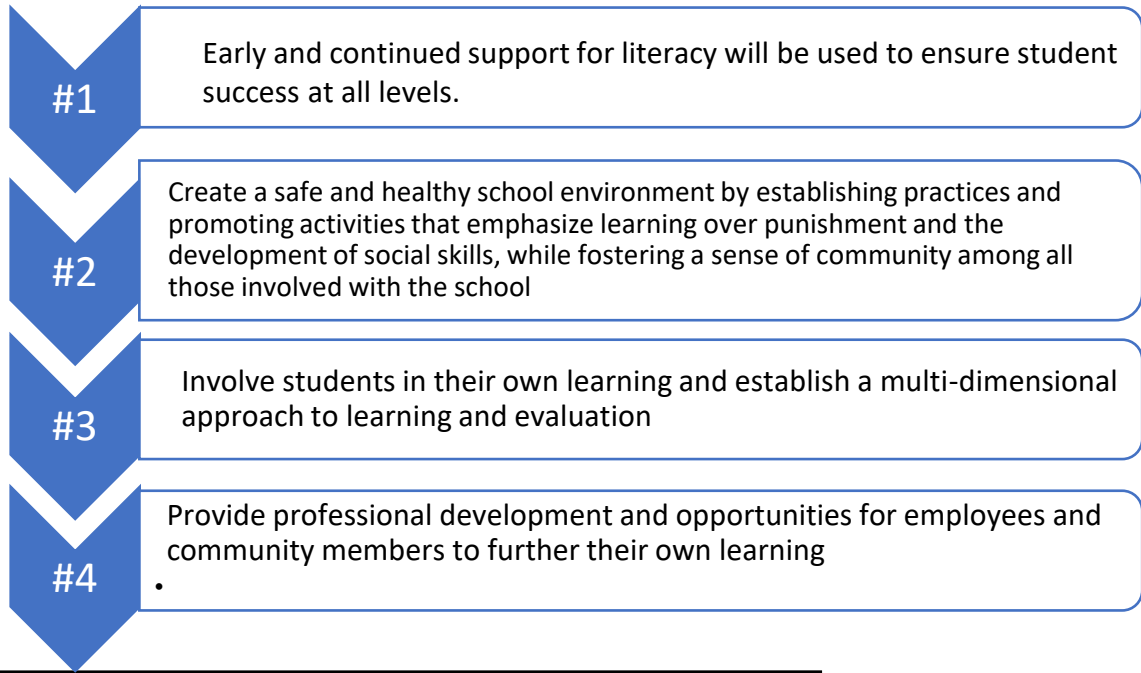
(2) Temporary confiscation of the device, to be brought to the main office and returned to the student at the end of the day with parental notification

(3) Loss of privilege

(4) Formal disciplinary measures

School success plan

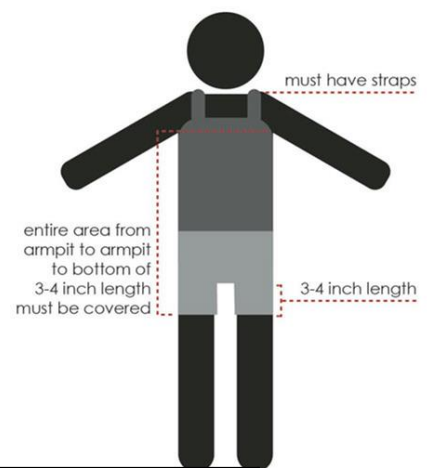
Our school encourages the development of academic excellence by focusing on the following four goals:



Dress code

Students must come to school dressed appropriately and respectfully.

- Top: white, navy or light gray. No logos/writing bigger than a loonie is permitted
- Bottom: navy blue or black
- Starting in Grade 2, students must bring a change of clothes for Physical Education. This includes shorts or jogging pants, a t-shirt and clean running shoes.



Each grade will have a grade color. Students will be permitted to wear a top with their grade color on the day listed as "grade color day" in the school calendar once a month.

• Pre- Kindergarten: Pink	Grade 2: Red	Grade 5: Green
• Kindergarten: Orange	Grade 3: Purple	Grade 6: Black
Grade 1: Yellow	Grade 4: Light Blue	

Mission statement

In order to prepare students to live in and contribute to a changing world and engage in active, lifelong learning, John F. Kennedy Elementary provides a balanced curriculum designed to meet the academic, cultural, and social needs of our students. We provide an education for the child as a whole, focusing on the body, spirit and mind, allowing each student to be equipped for their rigorous learning experience.

Vision statement

Students should be encouraged to stretch the boundaries of their imagination, strive for personal excellence and develop the interests, strategies and skills necessary to contribute positively and productively to an evolving global society.

Social emotional learning

At JFK, we realize that social emotional learning (SEL) is an integral part of education and human development. SEL is the process through which all young people and adults acquire and apply the knowledge, skills and attitudes to develop healthy identities, manage emotions and achieve personal and collective goals, feel and show empathy for others, establish and maintain supportive relationships, and make responsible and caring decisions. We provide supportive learning environments and high quality, consistent opportunities to develop the competencies of self-awareness, self-management, responsible decision making, relationship skills and social awareness.



Student Expectations



Respecting Others

- Recognize the feelings, wishes and rights of others by using kind words and actions

Respecting School Environment

- Take care of our school environment and equipment
- Use playground equipment safely and as designed

Respecting Yourself

- Be kind to yourself and others
- Tell adult if you are being mistreated
- Use problem-solving skills to settle differences
- Increase personal responsibility and self-discipline as you become older and move through successive grades

Respecting Learning

- Be on time
- Engage in classroom discussions and be an active listener
- Encourage others to try their best
- Be a positive role model

JFK Value Matrix

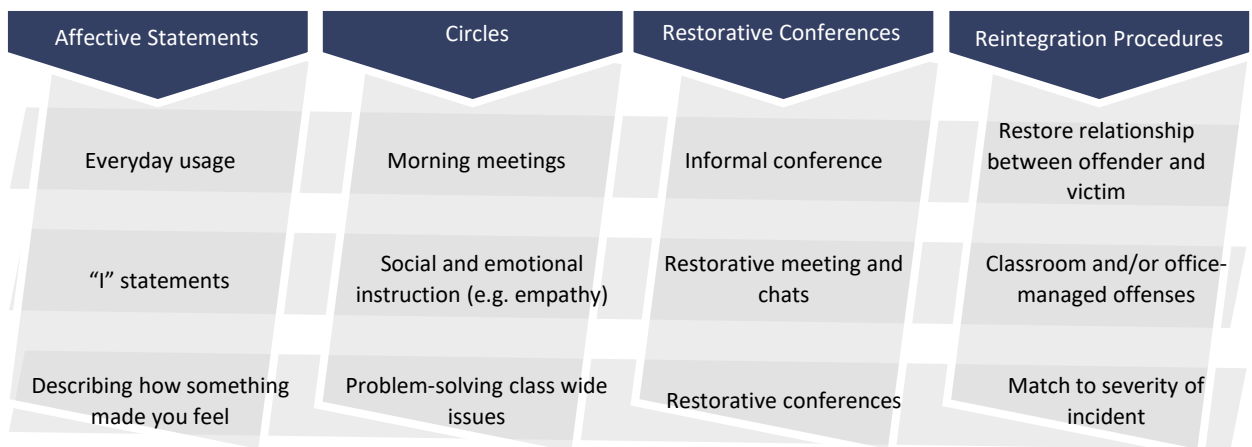
Our JFK school values are to respect others, respect our environment and property, respect yourself, and respect learning. These core values are encouraged daily. Our school values matrix helps students understand what the expectations are in the various areas of the school.

		At JFK, we...							
		on the playground	in the hallways	in the washroom	at assembly	in the cafeteria	in the classroom/library	at daycare	in all settings
JFK	Respect others	• Use kind words and actions • Include others	• Consider other's learning when moving in the hall • Keep hands and feet to ourselves • Walk on the right side	• Consider other people's privacy and personal space • Wait our turn	• Celebrate the achievements of others • Are attentive	• Sit in our assigned space • Eat our own food	• Include others • Encourage and support others to try their best • Follow classroom and library expectations	• Include others	• Recognize the feelings, wishes, and rights of others • Use language that is supportive, appropriate, and polite • Are upstanders
	Respect environment & property	• Bring equipment back to cart • Follow obstacle course instructions • Stack tires up to 3 and use on grass • Enjoy what the trees have to offer	• Keep lockers and floors neat • Use break material appropriately • Wear indoor shoes	• Contribute to a clean environment • Report problems, graffiti, and vandalism	• Are mindful of equipment and resources in the gym	• Use up to a voice level 3 • Dispose of trash responsibly • Keep our school clean	• Use materials appropriately • Wear indoor shoes	• Keep our space neat • Return borrowed materials	• Take care of our school environment and equipment
	Respect yourself	• Wear seasonally appropriate attire • Play fairly	• Go straight to our destination	• Are mindful of our hygiene • Report promptly to class	• Remain seated with legs crossed and facing forward	• Eat only when seated • Use table manners	• Focus on our tasks • Try our best • Are mindful of our interests	• Are our best selves	• Tell an adult if we're being mistreated • Are mindful of personal space • Follow our dress code • Make good choices
	Respect learning	• Use equipment responsibly • Respond to bells promptly	• Carry a hall pass • Have our materials ready to learn	• Carry a hall pass • Use our time responsibly	• Are active listeners • Await instructions	• Follow instructions	• Are active listeners • Follow instructions • Return materials on time	• Use appropriate voice levels • Follow our educator's instructions	• Use appropriate voice levels • Try our very best

Restorative practices

Restorative Practice is an approach that gives voice to both the person who has caused harm and the person harmed. It recognizes that building strong relationships is fundamental to developing a positive and cohesive school community. Central to these practices is the idea that relationships are built proactively throughout the school. Within the context of building strong relationships, students develop empathy and engage in Social and Emotional Learning. Students develop the skills required to problem solve in situations which may have traditionally been handled with punitive consequences determined solely by the adults in the school. Ultimately, restorative practices can improve school climate, reduce bullying, and increase the probability of success for all students; particularly for those who struggle socially and behaviourally.

The following are the types of Restorative Practices used at JFK:



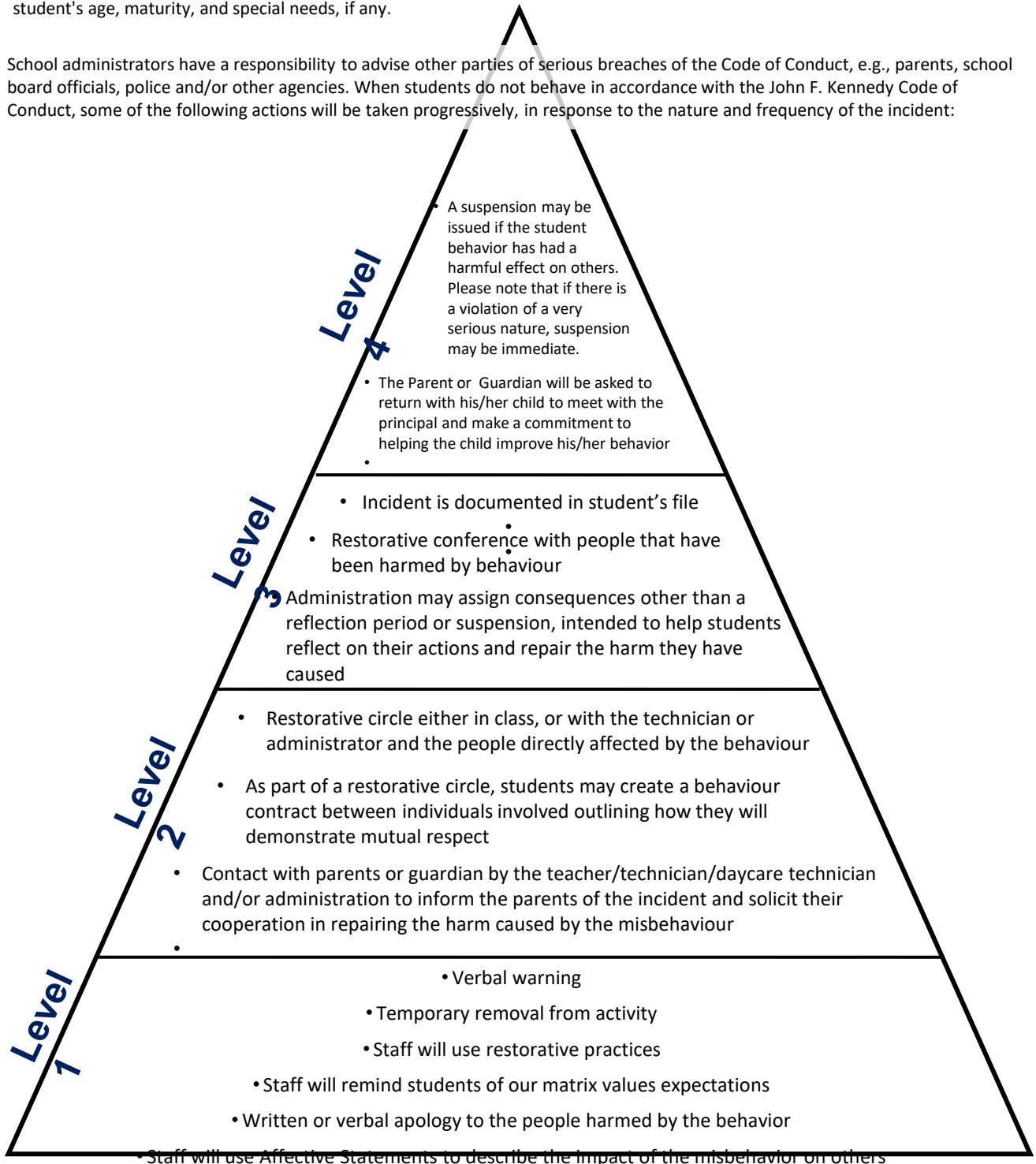
. Restorative Questions	
. To respond to challenging behaviour	. To help those harmed by others' actions
- What happened? - What were you thinking of at the time? - What have you thought about since? - Who has been affected by what you have done? In what way? - What do you think you need to do to make things right?	- What did you think when you realised what had happened? - What impact has this incident had on you and others? - What has been the hardest thing for you? - What do you think needs to happen to make things right?

Behavior: strategies & consequences



- The staff will recognize students who consistently display appropriate conduct. Students will be taught and encouraged to use proactive and appropriate decision-making and social skills. When appropriate, students are encouraged to meet with the people who have been impacted by their misbehavior and to take action to repair the harm that their actions have caused. In some cases, students will participate in the development of meaningful consequences to make restitutions for violations of the Code of Conduct. Students who are unwilling to participate in repairing harm will be subject to punitive consequences which take into account the student's age, maturity, and special needs, if any.

- School administrators have a responsibility to advise other parties of serious breaches of the Code of Conduct, e.g., parents, school board officials, police and/or other agencies. When students do not behave in accordance with the John F. Kennedy Code of Conduct, some of the following actions will be taken progressively, in response to the nature and frequency of the incident:



Tips to help prevent bullying



John F. Kennedy has a zero-tolerance policy for Bullying behavior. Bullying, harassment and/or violence whether physical, verbal or psychological is strictly forbidden. Bullying can be characterized as: physical (hitting, etc.), verbal (name calling, insults, threat, etc.) or relational (ignoring, excluding, etc.). Bullying takes place over a sustained period of time and typically involves the same student or group of students who threaten or cause physical or social harm. Bullying is an intentional activity in which a specific person is targeted repeatedly and leads to the victim feeling constantly threatened.

Tips for Students:

Avoid unsupervised areas

Leave a “bad situation”

Try to have at least one trusted friend

If something happens to you, make sure you tell a grown up

Support a student who is being bullied by telling a trusted adult

Tips for Parents: (Possible warning signs that your child is being bullied)

Refuses to go to school and/or becomes withdrawn

Is hungry right after school

Has dishevelled, torn or missing clothing

Is sad or silent after phone calls or e-mails

Does something out of character

Has difficulty sleeping

Should you become aware of a bullying incident, report it to the school





JOHN F. KENNEDY ELEMENTARY SCHOOL

To ensure a smooth home and school connection it would be very important that you spend time with your children reading the handbook and code of conduct. It is essential that all CHILDREN are well aware of our student expectations. We would ask that you read through the documents with your child, sign this page indicating that you have read through it thoroughly and send this page to your child's homeroom teacher.

Student Name: _____

Student Signature: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Homeroom Teacher: _____

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