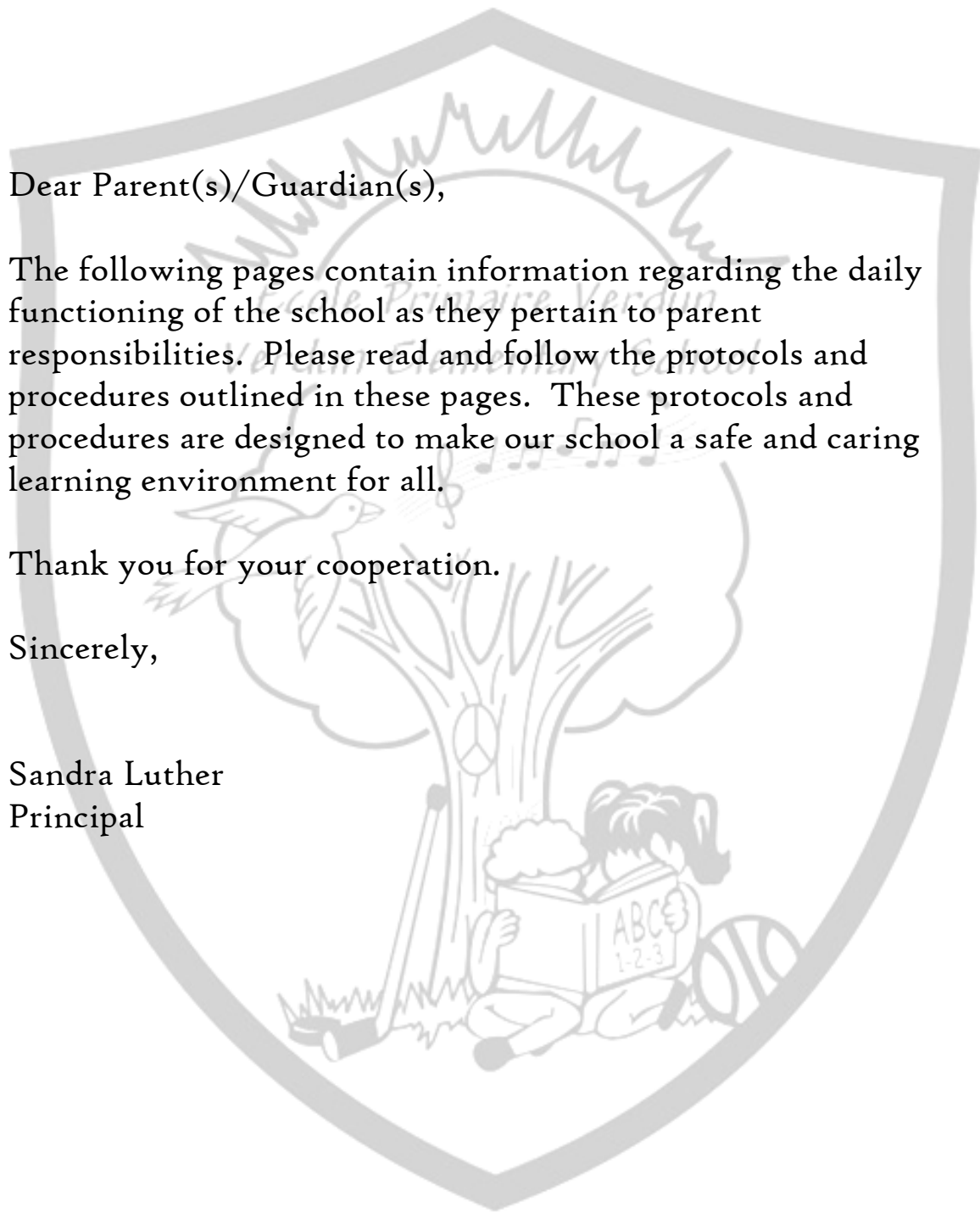


Parent Handbook
2016-2017



Dear Parent(s)/Guardian(s),

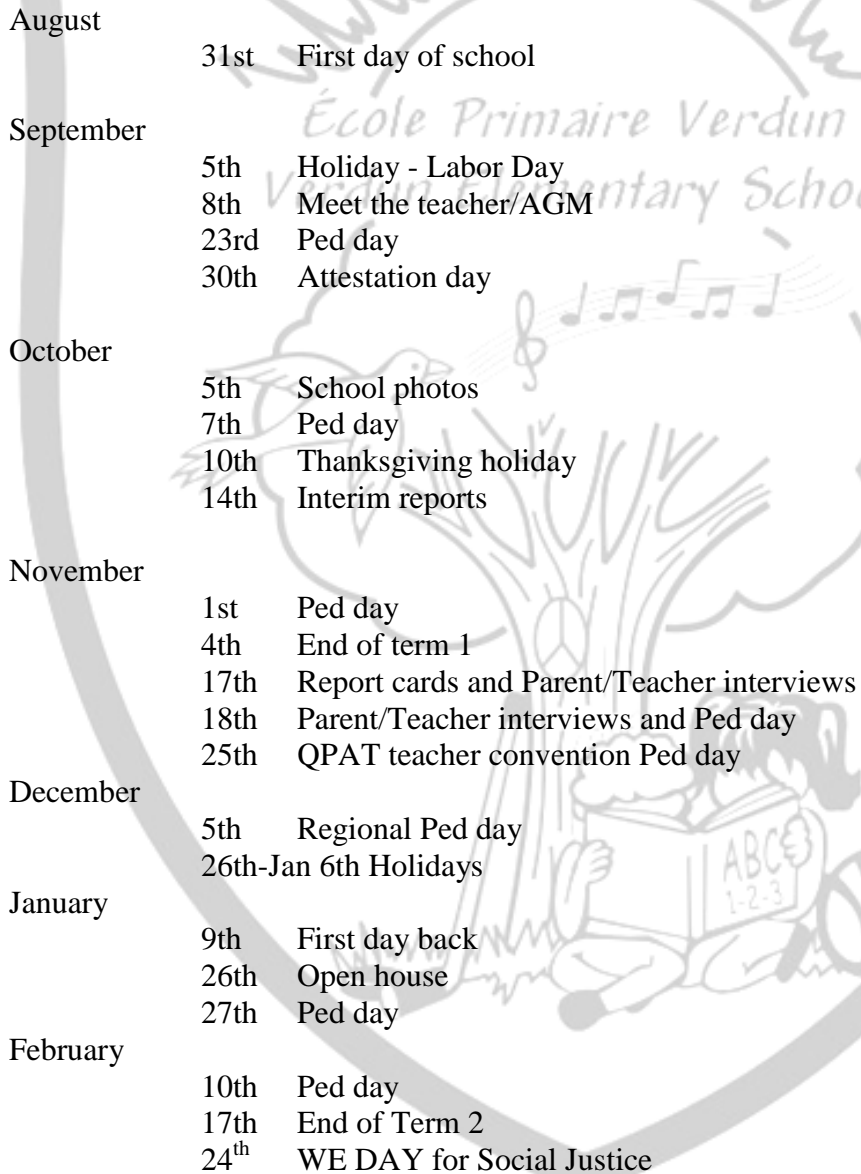
The following pages contain information regarding the daily functioning of the school as they pertain to parent responsibilities. Please read and follow the protocols and procedures outlined in these pages. These protocols and procedures are designed to make our school a safe and caring learning environment for all.

Thank you for your cooperation.

Sincerely,

Sandra Luther
Principal

IMPORTANT DATES
2016-2017



August	31st	First day of school
September	5th	Holiday - Labor Day
	8th	Meet the teacher/AGM
	23rd	Ped day
	30th	Attestation day
October	5th	School photos
	7th	Ped day
	10th	Thanksgiving holiday
	14th	Interim reports
November	1st	Ped day
	4th	End of term 1
	17th	Report cards and Parent/Teacher interviews
	18th	Parent/Teacher interviews and Ped day
	25th	QPAT teacher convention Ped day
December	5th	Regional Ped day
	26th-Jan 6th	Holidays
January	9th	First day back
	26th	Open house
	27th	Ped day
February	10th	Ped day
	17th	End of Term 2
	24 th	WE DAY for Social Justice

March

2nd Reports go home

6th-10th March break

13th First day back

April

14th Good Friday

17th Easter Monday

18th Ped day

21st Ped day

24th Mini-Day for grade 6 students

May

19th Ped day

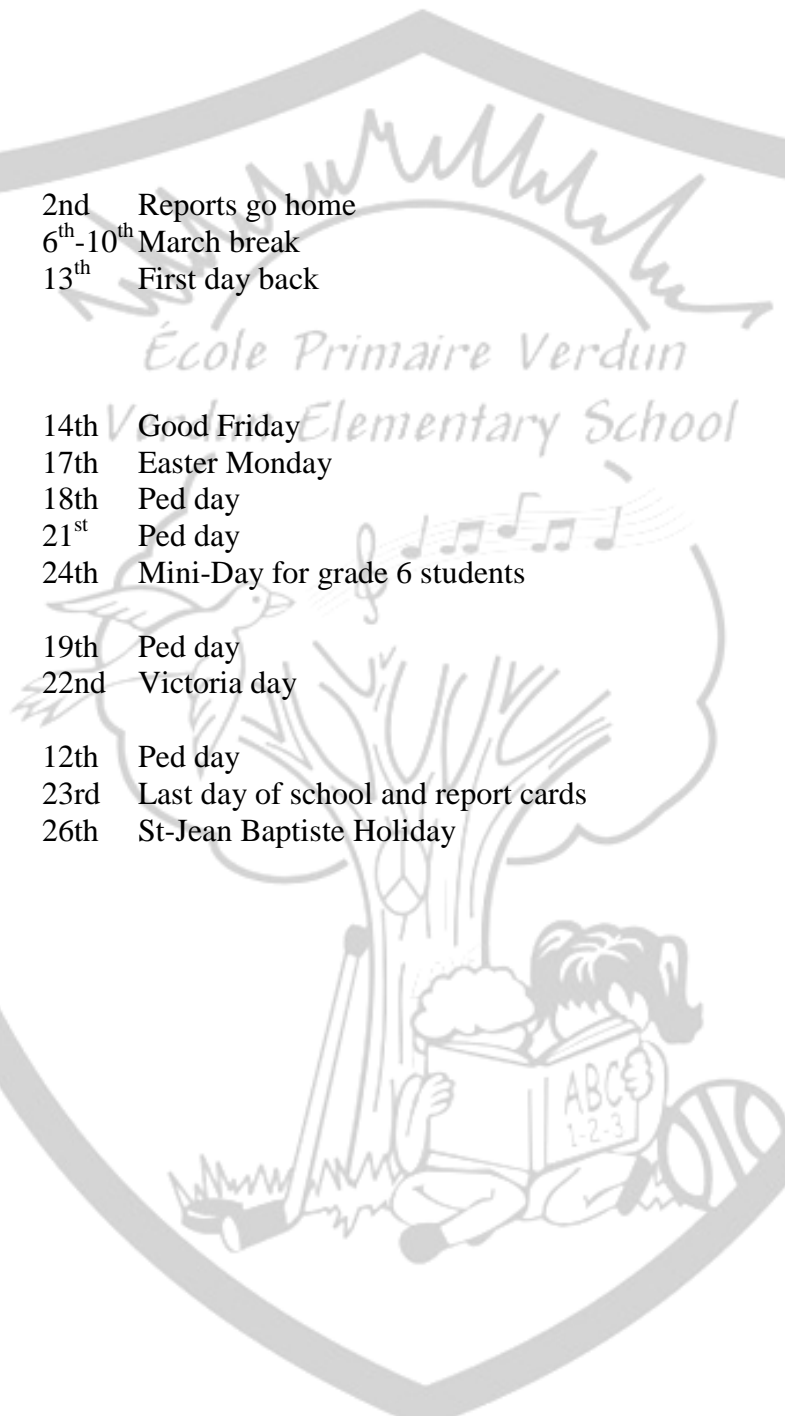
22nd Victoria day

June

12th Ped day

23rd Last day of school and report cards

26th St-Jean Baptiste Holiday





School Fee Structure

École Primaire Verdun

The following page summarizes the fees that are payable to Verdun Elementary School for the 2016-2017 school year.

Instructional Fees:

These fees are payable by *all students* in attendance at Verdun Elementary. These fees are charged to cover the costs of consumable materials such as agendas, notebooks, art supplies, work sheets, etc.

Grade Level	Amount Charged to Parents 2016-2017	Real Cost in 2016-2017
Pre-K	\$60.00 (plus GST on certain items) per child	\$99.29
K-6	\$75.00 (plus GST on certain items) per child	\$93.29

All fees are due, **in full**, by, September 16, 2016.

Should you wish to arrange a payment plan please contact the Administrative Assistant.

School fees will be collected by the Administrative Assistant, Ms. Deborah Grant-Butler, at the office.

Payment may be made in cash, by money order or by certified cheque. Personal cheques will not be accepted. For your convenience, a debit machine is available at the office.



École Primaire Verdun
Verdun Elementary School

CODE OF CONDUCT

Maintaining the dignity of each person, in all situations, is crucial in managing behavior. Effective discipline comes from the belief that teaching individuals to take responsibility for their behavior is more motivating in creating behavioral changes than teaching individuals to be obedient in order to avoid punishment. The Student Code of Conduct applies when students are at school, on school trips or on their way to and from school.

1. *Respect:*

In order to create a peaceful school environment, students are expected to show respect to others. Students are to speak politely to all adults and to each other. Anyone entering our school is also expected to deal respectfully with school personnel.

Appropriate language is expected at all times.

In order to nurture a sense of pride in our school, students are expected to show respect for all school property (the building, books, desks, etc.) as well as respect for the property of others.

2. *Safety and Security:*

Students are to listen and follow the directions of any staff member who is on supervision. Children are only permitted in the school yard when staff is on duty. **Therefore, students must only be in the school yard after 8:00 a.m. (morning entrance) and 12:50 p.m. (entrance after lunch).** All students are to leave the school grounds immediately upon dismissal.

Students must demonstrate appropriate on-line conduct and manners at all times. In line with the LBPSB's digital citizenship program, students should demonstrate good judgement, etiquette, and safety in all their on-line communications both in and outside of school.

All students will:

- Walk safely inside the building
- Follow the "Hands Off" rule at all times of the day

In order to ensure a safe and secure environment for our school community, no form of bullying, rough play, physical or verbal aggression of any kind will be tolerated.

Facebook and other Social Media sites:

While Facebook's popularity may make it enticing to children, there are multiple reasons why it is not an appropriate for children under the age limit of 13 years old. These include not only the critical concerns about their online safety, cyber-bullying, and harmful content, but also major threats to their privacy, health, and well-being.

If parents authorize their children under the age of 13 to open a Facebook account then they must assume full responsibility for their children's online behaviour. If online activity interferes with a student's learning, the learning of other students or the teacher's ability to teach, **parents may be asked to pick-up their child to resolve the issue at home.**

3. Self-respect and School Spirit: Appropriate dress

In order to develop a sense of self-respect, children are expected to dress appropriately for school – if the school deems that a student is not dressed appropriately, they may be asked to return home to change or be provided with alternate clothing provided by the school.

Students should wear clean and appropriate dress. Clothing with sayings, pictures or images offensive to any individual or group will not be permitted. Skimpy or revealing clothing is not appropriate, i.e.: short shorts, tank tops, spaghetti straps cut-offs or torn jeans. Hats and hoods may not be worn inside the building.

4. Successful and Meaningful Learning:

Students must come to school prepared to learn and with the necessary materials each day. Using the school agenda is important for this purpose. Children are to respect the right of others to learn in a peaceful environment.

CONSEQUENCES:

Students whose behaviors do not comply with any part of the Code of Conduct may be subject to any of the following consequences:

Verbal reprimand	Time out	Reflection
Loss of privileges	Removal from school	Meeting with parents
Detention	Restitution	Community Service
Suspension in school	Suspension out of school	Transfer/Expulsion

In all instances these measures are applied at the discretion of the principal or his/her delegate taking into account the circumstances and severity and number of offenses. Any and all disciplinary measures included in the school's Student Code of Conduct must in alignment with the LBPSB Safe and Caring Schools Policy:

http://www2.lbpsb.qc.ca/content/policies/Policy_on_Safe_and_Caring_Schools_Eng.pdf

and the school's anti-bullying policy:

http://verdun.lbpsb.qc.ca/admin/latest_news/news.asp?mycatrequest=6_links

It should be noted that the administration will impose consequences or sanctions with the understanding that the long term goal is the rehabilitation and reintegration of the student who commits an offense, but that the safety of all students is always the primary focus.

PEACEFUL SCHOOLS INTERNATIONAL MEMBER:

In June 2009, Verdun Elementary School was awarded its Peaceful Schools Flag and became a member of the Peaceful Schools International.

Making our school a more peaceful place is a cooperative and collaborative task. It involves students, parents, staff and the community. At the end of this handbook we have included the Family Covenant of Non-Violence. Take a few moments to go over it and have the members of your family sign the covenant.

For further resources on Peaceful Childhoods, consult the following websites:

American Academy of Child and Adolescent Psychiatry www.aacap.org

Facts for Families #13 – Children and TV Violence

Facts for Families #37 – Children and Firearms

Canadian Pediatric Society position papers

“Effective Discipline for Children”

www.cps.ca/english/statements/PP/pp96-01.htm

Celebrating Peace www.celebratingpeace.com

Voices for Children www.voices4children.org

VALUABLE ITEMS AND ELECTRONIC DEVICES

Parents are strongly urged to keep any valuable items at home. Electronic game systems, iPods or other such audio or visual equipment, as well as any other toys are **NOT** permitted in school. The school will not be responsible should any of these items be lost, stolen or damaged.

The use of cell phones and other communication or recording devices is NOT permitted in school. Use of such devices during school hours will result in the confiscation of the device and could be returned only when parents meet with the administration.

Attendance and Punctuality

It is particularly important that children attend school regularly and that they arrive on time. Irregular attendance and late arrivals disturbs the smooth running of a class and have harmful effects on the student's performance and chance of success.

Please be mindful of the following:

- Appointments and family holidays should be scheduled so as not to interfere with school attendance.
- All absences or late arrivals must be reported to the school. Parents are asked to call in to the school when their child will be absent. Please call the school early in the morning and leave a message on the answering machine (option #3) or between noon and 1:00 p.m. for any afternoon absences.
- If there are any changes to the routine of your child at dismissal, you must state in writing in the agenda that an adult that is already on your emergency list is authorized to pick-up your child. The school cannot guarantee we will get the message to your child for changes to dismissal routine if you call after twelve o'clock unless there is a drastic emergency (ie accident, sudden illness).
- A student who has been late or absent must bring a note to the teacher indicating the date of and reason for the late or absence.
- If a child who goes home for lunch does not return in the afternoon, the parents must notify the school immediately.
- If you bring your child to school late, please enter at the front door and sign your child in at the main office. If you pick your child up before dismissal, report to the office and sign your child out in the book for this purpose.

Frequent absences or late arrivals will result in intervention by an administrator. If the situation does not improve after administrative involvement, Social Services will be contacted.

Communication

Distribution of Notices:

The distribution of notices will be via your child's schoolbag. Important notices will also be posted on our school's web site.

Please check your child's bag daily.

The School Agenda:

The school agenda is a convenient means of communicating with your child's teacher. Please check and sign the agenda daily.

Contact Path:

Communication between parents and the school is essential to the success of our students. Any difficulties or concerns involving your child, the curriculum or other school related matters must first be discussed with the teacher or teachers concerned.

Please follow these recommended steps:

1. A note to the teacher
2. A call to the office requesting a call from the teacher
3. A call to the office requesting an appointment with the teacher
4. A call to the office requesting a call from an administrator
5. A meeting with an administrator.

Reporting to Parents:

There will be four reporting periods to parents: one interim and three formal reports. Please refer to the "Important Dates" at the beginning of this document for the reporting dates and parent interview date.

Use of School Telephone by Students:

Students may use the school's telephones for emergency reasons only. Forgotten homework or other items, as well as changes in after-school plans with friends do not qualify as emergencies. Please advise your child in advance (and **in writing** for teachers or the office) if there is to be a change in his/her routine. Please note that calls to the school dealing with a change in routine must be done in a timely manner, please do not wait until the last minute to call the school with changes to

your child's dismissal routine. Having all parties informed alleviates anxiety and confusion.

Safety and Security

Visitors:

All volunteers and visitors must enter the school through the front door. They must report immediately to the office. Volunteers and visitors going beyond the front office must sign in and must wear a Visitor's Badge at all times.

Parents wishing to make payments or who have an appointment with administration or staff are not permitted to enter with their children. They must present themselves at the office and wait until they are escorted to their appointment.

Emergency Closure:

In the case of inclement weather, the school may be closed for the day. Announcements to this effect will be made on major radio and television stations by 6:30 a.m. Announcements are also posted on the School Board's website at www.lbpsb.qc.ca

If the school must be closed during the school day because of bad weather or other unforeseen emergencies, the school will contact parents using the Emergency Contact Sheet that are filled out at the beginning of the school year. **Please make sure that the contact numbers the school has are kept up-to-date.**

Please discuss, at the beginning of the year (with periodic reminders) what your child should do or where your child should go in the case of an emergency closing.

Should the need to evacuate the school arise, our evacuation destination is Dawson Community Centre, 666 Woodland Avenue, Verdun.

Arrival at School:

Buses:

- A teacher on duty will be at the buses at 8:00 a.m. and will supervise the unloading of each bus.
- Students are not permitted to enter the yards before 8:00 a.m.
- Bused students from Kindergarten to Grade 6 will proceed to the Junior and Senior yards via the Desmarchais/Verdun Ave. entrance.
- Pre-K students will be escorted to the Pre-K yard on Desmarchais.

Walkers:

- Kindergarten to Grade 6 students will enter the school yards via the Desmarchais or Melrose entrances.
- Pre-K students will proceed to the Pre-K yard on Desmarchais north of the main entrance.

- Teacher supervision of students begins at 8:00 a.m. and 12:45 p.m. Students are not permitted to enter the yard before this time. The school is not responsible for accidents or injuries occurring before announced supervision times.

NOTE: Entrances to all school yards must be kept clear. Parents are not to stand at the entrance to any yard nor are they to block the sidewalks students use when getting off the bus or when entering the school yard. **Our first priority must be our children's safety.**

Dismissal from School:

Buses:

- Students who travel by school bus will be escorted to their school bus at dismissal.
- Teachers on duty will supervise the loading of the buses.

Walkers:

- Students from grades 1 to 6 will be dismissed via the Melrose entrance.
- Students in Pre-K and Kindergarten will be dismissed to their parents or guardian via the Pre-K yard.
- Any student not picked up at dismissal will be taken to the school daycare. Fees for supervision may apply.
- All students are to leave the school yard immediately upon dismissal.
- For safety reasons, children should not walk in the lane ways.

Note: Students will be permitted to leave the school **only** with a parent, guardian or another previously authorized person.

Smoking:

Smoking is not permitted on or near the school. Parents are asked not to smoke near the school yard fences or entrances.

Animals:

Pets are not permitted in school without the consent of the administration. Should parents walk their children to school with the family pet, we ask that you keep your pet leashed and out of the path of children entering the school's property.

Services

CSSS (CLSC) Support:

- A school nurse is on one and a half days per week (days to be determined)
- A dental hygienist is on duty (days to be determined)
- A school social worker is available to meet with parents at school .5 days per week (days to be determined)

Lester B. Pearson School Board Support to Students:

- A Education Psychologist is in the school two days per week
- A Speech and Language Pathologist works with children two days per week
- An Occupational Therapist is on call.

Hot Lunch Program:

Hot lunches are offered twice per week (Tuesdays and Thursdays) for a nominal fee. Should you have any questions, please contact the main office. Menus are posted on the school's website. Please check the website for updates.

Breakfast Program:

Breakfast Clubs of Canada finances a Breakfast program in the Mission. Students interested in participating can enter through the Mission's entrance on Melrose as of 7:30 a.m. Please note that this program is totally dependent on volunteers each day. If you would like to lend a hand, please contact the Breakfast Coordinator, Nathalie Miron at the Mission at (514)768-6231.

Lunch Program
2016-2017

According to the Ministry of Education of Quebec, all Lunch Supervisors are employees of the Lester B. Pearson School Board, therefore, these Supervisors must be paid according to an established rate structure. We will be following the set child/adult ratio in order to provide the best affordable care for all students. This requires that all lunch fees be **paid in full when they are due: no later than the first week of each month.**

A temporary receipt will be issued for each payment made and an official tax receipt will be issued in February.

Lunch Services Costs:

<u>Services:</u>	<u>Monthly:</u>	<u>Yearly:</u>	<u>Occasional Users</u>
One child	\$32.00	\$320.00	\$2.00/day/child

Payment Options:

Payments are to be made in cash, by money order or by certified cheque only. Please write the name of the child on the back of each money order or certified cheque.

Payments are due no later than the first week of each month. Failure to make a payment in the indicated time could result in your account being sent to the Lester B. Pearson Legal Department for collection. If you do not wish to pay for lunch supervision you may always opt to have students return home at lunch time.

Should you have further questions, please contact the Technician, Louise Dorais, at 514-767-0179.



École Primaire Verdun
Verdun Elementary School

Lunch Program
2016-2017

***Statement of Policy
Rules and Regulations***

1. All students who stay for the lunch program are required to pay lunch supervision fees.
2. **Payments are due at the beginning of each month in installments of \$32.00.** Failure to make payment will result in your account being sent to the Lester B. Pearson School Board Legal Department for collection.
3. Failure to make payment may also result in dismissal from the program.
4. No refunds will be made for absences from the program. Only a medical note will be considered.
5. All students are expected to obey the school rules as stated in this Agenda.
6. **Children are expected to treat the Daycare Educators, Lunch Supervisors and peers with respect and to behave in an appropriate manner. Offensive language and/or inappropriate behavior will not be accepted. FIGHTING WILL NOT BE TOLERATED. Failure to follow these rules may result in a lunch detention or in dismissal from the lunch program.**

7. Aggressive play in the school yard or lunch room is not permitted. (e.g. play fighting, kicking, pulling on children's clothing, throwing food, spraying juice, etc.) We keep our hands and feet to ourselves.
8. Children in the lunch program are not permitted to leave the school to eat at a restaurant unless they are accompanied by a parent and a written note has been given to the lunch coordinator. Please note that phone messages will not be accepted as permission.
9. Parents are expected to provide a healthy lunch for their child. Lunches **WILL NOT BE HEATED UP**. Noodles are not considered a complete or nutritional meal. Water is not available to heat them up. Restaurant food will not be allowed in the lunch room. **No glass bottles please.**
10. Children are expected to eat their own lunch and not to trade or to take food from other children.
11. Due to potential severe cases of peanut allergies, we ask that parents avoid making peanut butter sandwiches for their children.
12. We are not responsible for lost or stolen items. Children are expected to keep their toys, cards and electronic games at home.

Health

Health Forms:

Please fill out the Health Form included in the Opening Package your child has brought home. Return all completed forms to your child's teachers as soon as is possible. It is important that we have accurate records of all health issues affecting our students. Please inform the school of any changes in your child's health.

First Aid – Injuries- Illness:

- Minor injuries and small discomforts will be dealt with by the staff during class time, recess and lunch time (for those in the lunch program)
- We have staff trained and certified as First Responders.
- Parents will be notified immediately of more serious illness or injuries. **Please make sure that we have accurate emergency contact numbers.**
- In extreme circumstances or failure to reach parents, the school will call 911 and follow their directions. This may include transporting your child by ambulance to a clinic or hospital. A staff member will accompany the child until a parent/guardian arrives.

- We do not have the staff to supervise students indoors who are well enough to come to school but not well enough to go outside at recess or lunch. Please keep your child home until he/she is well recovered.

Allergies – Special Health Needs:

If your child has allergies requiring an Epi-Pen, please inform the school and provide us with an Epi-Pen.

Please inform the school of any special health needs your child may have and keep the school informed should your child's health needs change during the year.

Communicable Diseases:

If your child becomes ill with a communicable disease, we recommend that you seek quick, proper medical attention and inform the school immediately.

Lice:

In order to reduce the cases of lice occurring in our school all students with **live lice or nits** may be sent home. Children will return to class once it has been determined that no live lice or nit are present.

It is the parent's responsibility to check regularly for head lice and to inform the school immediately if they are detected.

Medication at School:

In accordance with School Board policy, school personnel are not permitted to administer non-prescription medication to students.

In order for personnel to administer prescription medication to students, we must have the following:

- Form A – *Request and Authorization for the Administration of Medication at School* – available from the main office
- Form B – *Release of Liability for Distribution of Medication* – also available at the main office
- Medication, in the original container, with all complete pertinent information, to remain at school for the duration of time the medication is being given to the student.

Parental and Community Involvement

Governing Board – VESPA: Verdun Elementary School Parent Association

There will be an Annual General meeting of parents on September 8, 2016 where more information on these two bodies will be given out. Election of

representatives to the Governing Board and Sector Parent Committee will be carried out at this meeting. More information will be sent out in early September.

Parents are encouraged to attend the Annual General Meeting.

Dawson Community Centre, Share-the-Warmth, Salvation Army, Southwest Mission, Rising Sun Daycare, Reclaim Literacy:

Verdun Elementary School enjoys strong ties to each of these community organizations. We are often involved in joint volunteer endeavors.

Varia

Lost and Found:

Clearly mark your child's name on every article of clothing and any personal belongings. You may want to periodically check the Lost and Found chest for any lost articles. Any article not claimed by December and June will be sent to a charitable organization.

