

Student Handbook

CONSUMABLE FEES

****All Students:** An important part of every school budget is covered by the School Consumable Fees. These fees help defray the cost of materials, which complement and enhance classroom programs offered to your child (ren). This amount can be paid by sending a cheque (**payable to Pierre Elliott Trudeau Elementary School**) or by Interac machine (in the main office). Invoices will be sent home in September.

COMMUNICATIONS

Notes from home

Please be sure to ***send a note to school*** with your child or **an email** for any of the following situations:

- explanation for a child's absence from school
- a change of address/telephone number
- a change of dismissal plans (24hr notice)
- a child is being picked up early or by someone other than parents
- a child is authorised to leave the premises during lunch/day-care program(s)
- custody information
- signed permission, Doctor's prescription and directions in case a child needs to take medicine at school (**must be accompanied by a medication distribution form-see website**)

Notes from School

Our school takes pride in taking initiatives toward being "Green". All notes and messages will be sent out via email. Should you require paper form, please contact the school.

ABSENCES

Please be sure to call the school at 514-798-4454 and leave a message on our absentee line if your child(ren) will be absent. Unconfirmed absences will be followed up.

Please note that teachers are not responsible or obligated to give work to students who are absent (eg, vacation, sports tournaments, ect.). Moreover, please know that missed evaluations or tests may affect your child's overall grades.

SICKNESS

We request that your child remain at home if he/she is unwell. We are not equipped to look after sick students. Children who are not in good health cannot enjoy a productive day at school and risk passing on their illness to others. Parents will be called and asked to pick up their child if they become ill at school. Please make arrangements for an alternate person to be available if you are unable to come. P.E.T.E.S. policy is that children who come to or leave school with a fever must stay home for twenty four hours.

CLOTHING

Outdoor Clothing

Students go outside for recess every day (weather permitting). Please make sure that your child is dressed appropriately. In the winter months - boots, snowpants, coat, mittens, hat, scarf, etc. *** Please label all your child (ren)'s clothing.**

Website: <http://petes.lbpsb.qc.ca/>

INSIDE FOOTWEAR IS REQUIRED AT ALL TIMES. Snow or rain boots are not acceptable classroom footwear. Your child's phys.ed shoes will also serve as their indoor shoes and should be left at school. Another pair of shoes will serve as the 'outdoor shoes' to be used for recess and to walk to and from school. For the safety of your child, flip flops are not permitted at school.

Physical Education

School T-Shirt is requested for phys-ed class. This should also be worn for school tournaments and fieldtrips

Lost and Found

Each school year, a very large number of children's items are left on the bus, in the lunchrooms, day-care rooms or in the Kindergarten area.

Your child's name should be marked on all items of clothing (including boots) since certain styles are common to many children and the chances of finding missing items are greatly enhanced if they can be identified. Twice yearly, unclaimed items are given to charity.

FOOD GUIDELINES

Snacks and lunches

If your child brings his/her lunch and snack to school please keep in mind that **good nutrition** is emphasized. Remember to provide the necessary eating utensils for your child.

Please label your child's lunch box/bag/containers.

Please do not send breakable bottles or containers. We encourage the use of reusable water bottles.

We have many students with severe peanut/nut allergies in the school. Students with foods containing nuts will be asked to eat in an alternate location. Please be sensitive to this when packing your child's lunch. Additionally, please instruct your child not to share food and snacks with friends, as the ingredients of an allergic student's food must always be checked and approved.

Students will not be permitted to eat the following foods in their classroom - chocolate bars, candy, soft drinks, energy drinks, chips.

We will encourage you to send foods that adhere to the LBPSB food policy (fruits, vegetables, dairy products, grains). http://www.lbpsb.qc.ca/content/policies/FoodPolicy2_5.pdf

We will encourage your child to pick healthy snacks for their morning recess.

Below please find a website that contains excellent ideas for healthy snacks and for birthday treats.

- <http://foodservice.lbpsb.qc.ca/eng/recipe/page.asp>

In an effort to be environmentally conscience, we encourage you not to send foods that are highly processed and individually packaged.

WALKERS AND CARPOOLERS

Morning Drop Off

Students can only be dropped off at school after 9:00am. Please note that prior to that, there is no supervision for students.

Website: <http://petes.lbpsb.qc.ca/>

If a teacher is not on duty in the front bus zone area, you must accompany your child into the main office and sign them in.

Direct Entry

Direct entry will happen on rainy or very cold days (-25 or colder). Students will enter immediately via the front doors of the building (Door D).

Kindergarten student will enter via Door B.

Driving Youngsters to School

Classes begin at 9:10 am

Children are considered late as of 9:10 am

For safety reasons, we are asking parents to use Bourget and to refrain from using the bus zones between 8:30 – 9:15 and 3:15 – 4:00 when dropping off or picking up youngsters.

Because of limited space, *the school parking lot is reserved for staff members only* during the school day. **Please DO NOT PARK in the Circle** for safety reasons.

Afternoon Pick up

Walkers

Must exit through back door of the school and go directly home.

Car Pool/Walker

Must exit through the back door of the school and walk around the building to the *Walker Zone/Zone de Marche*. Parents must wait for their children in the *Walker Zone/Zone de Marche*. **As a security measure, we ask that parents do not loiter in the Walker Zone/Zone de Marche after meeting your child.**

Daycare

Parents must use Door C to pick up from Daycare. **As a measure of security, parents can only pick up from Daycare after the buses have departed.**

Activities

Parents must pick students up from after school activities (e.g., Homework Program) from Door D.

Lunch Hour

Students must sign out and exit via the Salle Polyvalente (Door C).

Students must return to school via the Salle Polyvalente (Door C) between 1:30 and 1:35. After 1:35, students must be accompanied to the main office (Door B) and sign in.

EARLY DISMISSAL

Students leaving school early must be signed out at the main office by a parent/guardian.

Please note that all requests to change a student's normal routine must be emailed to the school (School Secretary, Daycare Technician, and teachers) and a note placed in the agenda at least 24 hours in advance. The requests will be looked at on an individual basis.

BUS INFORMATION

Bus routes are established in **August** in order that all registrations are included. Transportation will mail out a bus pass directly to eligible bussers. On this bus pass will be listed the student's name, the bus carrier, bus number, name of the stop, pick-up time. Bus passes should be attached to schoolbags and be easily visible to the driver. ***ONLY STUDENTS WHO HAVE A BUS PASS WILL BE AUTHORIZED TO RIDE THE SCHOOL BUS.*** For more information, call Transportation at 422-3000. **Students wishing to ride on another school bus will only be permitted in cases of EMERGENCY. A note from the parents explaining the EMERGENCY must be delivered to the office several days before the change is needed.**

Please assist us in ensuring appropriate behaviour at the bus stop and on the bus. The following bus rules are most important –

- Orderly behaviour at the bus stop
- Respect for the bus driver
- Remain seated on the bus
- No shouting / anti-social behaviour / eating on the bus

STUDENTS WHO CONSISTENTLY BEHAVE INAPPROPRIATELY ON THE BUS WILL HAVE THEIR PRIVILEGES SUSPENDED. No changes in stop will be authorised without written permission from the transportation department.

Because of limited space, ***the school parking lot is reserved for staff members only*** during the school day. Please **DO NOT PARK in the Circle** for safety reasons.

SAFETY POLICY

Parents and visitors to the school

Parents are requested not to visit their child's classroom during the school day (unless invited by the teacher), or approach the child in the schoolyard without first checking with the monitor or teacher on duty. If you are dropping something off or if you need to speak to your child, please go to the office and appropriate arrangements will be made. Your assistance and co-operation in ensuring that teachers are not interrupted during teaching time is greatly appreciated.

School and student security

We work together to create a safe school for everyone.

All volunteers are required to sign in at the office and must wear ID visitors pass while in the building.

All school doors are locked. Written permission is needed for children registered in the lunch program to leave the school property.

When students are out in the school grounds and the teachers or lunch monitors are on duty, parents are asked to wait outside the fence or off school grounds where no fence is present.

For more information refer to the school CODE OF CONDUCT.

THE ABOVE IS FOR THE PROTECTION OF ALL OUR STUDENTS. Your co-operation is needed and much appreciated.

EMERGENCY SCHOOL CLOSURE

You will receive an email or phone call which will be used to inform you of any emergency closures. Please make sure that your contact numbers are always kept up to date at the school. As well school closings will be announced on the radio, e.g. CJAD, CIQC, CBC, Q92, VIRGIN and CKOI. There will also be a radio announcement in the event of an emergency school closing during the school day.

HOME & SCHOOL ASSOCIATION

Home & School is an organisation that provides volunteer services to assist parents, children and staff. Daily Attendance Check, Office Telephone (lunchtime), Teacher's Appreciation Week, field trips and student photos are some of the ways Home & School contributes to the school community.

Home & School also raises funds through various means, i.e., pizza & sandwich sales, chocolate sales, family fun days, cookie dough etc. These funds go towards purchasing equipment and supporting activities. All parents are welcome and encouraged to become involved. This involvement contributes to the difference between a good school and a great one.

MEDICATION / FIRST AID

Please note that medication of any kind should not be carried in a lunch box or in a school bag.

Epipens may be carried by the child in a pouch or Epipen carrier. If your child needs medication the parent or guardian must bring the medication to the secretary and complete a Request and Authorization for the Distribution of Medication at School (form A) and a Request of Liability for Distribution of Medication (form B). These forms are available at the main office or online <http://petes.lbpsb.qc.ca/>. These forms must be signed by the parent or guardian and the doctor.

If you are taking your child to the doctor or clinic because they are ill, it would be advisable to take a form with you for the M.D's signature in the event that any medication is prescribed. Also the prescription may be attached to the form in lieu of a physician's signature. Please note that medication includes all of the following: Tylenol, Benadryl cream and syrup, cough syrup, creams, antibiotics, etc.

The school attempts to provide a safe environment for your child. If accidents occur, a staff member will administer first aid and notify parents. Any treatment beyond first aid will be the responsibility of the parents. If the parents cannot be notified and the latter is required, the child will be taken to the Hospital. In case of serious injury where immediate attention is required, 911 will be called.

Please have your child return the EMERGENCY FORM CARD (Blue Bristol paper) to his/her teacher immediately. If you have any questions or suggestions, please contact us.