

ÉCOLE TERRY FOX SCHOOL

NAME: _____

STUDENT HANDBOOK



Mrs. A. Rampone
Principal

Email: arampone@lbpsb.qc.ca

13350 rue Purcell
Pierrefonds, Quebec
H8Z 1P7

<http://terryfox.lbpsb.qc.ca/>

This agenda belongs to:

NAME _____

ADDRESS _____

POSTAL CODE _____ **PHONE** _____

HOMEROOM _____ **TEACHER** _____

SCHOOL CONTACT INFORMATION

Main Office	514-626-6253 (Option 1)
Absences to Report	514-626-6253 (Option 3)
Fax. Number	514-626-5895
Daycare:	514-626-6253 (Option 2)

SCHOOL HOURS

8:55 a.m.	Buses arrive
9:05 a.m	Entry
9:10 a.m	Classes begin
11:10-11:25 a.m.	Recess
12:25pm	Lunch begins
1:30pm	Classes Resume
3:35pm	Dismissal
3:45pm	Buses depart

SCHOOL ORGANIZATION

Terry Fox Elementary is a Français Plus school.

In Kindergarten and Grade 1, 2, 3 and 4, 82% of the instruction is in French. Language Arts, Social Studies, Ethics and Religious Culture, Fine Arts and Mathematics are taught in French. English is the language of instruction for 18% of the week, and includes English Language Arts, Physical Education, media and/or music.

In Grades 5 to 6, English is the language of instruction for 57% of the week. English Language Arts, media, music, Mathematics and Physical Education are taught in English. French is the language of instruction for 43% of the week and includes French Language Arts, Science, Social Studies and Fine Art.

DAYCARE

The school operates a regular Daycare Program from 7:00 a.m. - 6:00 p.m. The daycare phone number is 514 626-6253 (Option 2). Parents should drop off their child(ren) to daycare at the entrance found on Purcell street, in the morning before 8:45 am and pick up their child(ren) from the daycare after all the buses have departed (after 3:50 pm). Outside of these times, the child is considered a "walker" and the gate on Paramount must be used in order to keep the children safe and away from the bus area.

LUNCH PROGRAM

The school operates a daily lunch program. Students are supervised in the lunch room and outside on the playground during playtime. Children must bring their own lunches and beverages must be non-carbonated; no soft drinks. It should be noted that we offer Chartwell's hot meals program 3 days per week at a cost; on Tuesday-Wednesday-Thursday. Forms are sent home on a regular basis for the ordering of these hot meals, beginning in October.

Please ensure that students do not bring a "glass interior" thermos for lunch. Older thermos bottles are usually lined in a silver-colored glass. These are extremely dangerous. Remember that no glass containers or bottles should be sent to school.

SNACKS

Many children enjoy a mid-morning or mid afternoon snack to supply a little surge of energy. Please send in a **NUT FREE** nutritious snack! If your child has allergies please advise the teacher and the office by completing the emergency medical form and including this information.

Due to the high number of allergies in the school, we no longer accept Birthday treats, at any grade level.

PEANUTS AND NUTS POLICY

Peanuts, nuts, and any product containing peanuts or nuts, are not permitted to be consumed in school, nor on school grounds or during school outings. Several of our youngsters have severe food allergies, which if not dealt with in an extremely cautious manner, can jeopardize a child's health. For some allergic youngsters, the mere smell of peanuts in a room or on another child's breath can put them into anaphylactic shock.

Terry Fox School has adopted this procedure due to the increasing incidence of life-threatening peanut and nut allergies among the students and staff. The policy is a measure meant to reduce the possible risk of allergic reactions. The cooperation of every member of the school community is required. We ask that you to inform your children of the dangers and of being sensitive to the situation by omitting any food containing nuts or nut products from your child's lunch box.

Children can be anywhere in the building at any given time (phys.ed, music, computer room, outdoors, etc.) For these reasons, children with an EpiPen have to carry it around their waist at all times and you can also provide us with an extra one at the office (if you wish to do so).

All students are required to carry their EpiPen on themselves at all times.

It is the responsibility of the parents to ensure that ALL Epi-Pens are replaced based on expiry dates.

If your child requires an asthma pump, epipen...we must have it at school at all times.

BUSES

Students who are bused to and from school will enter and exit the yard from the gate on Purcell Street.

A student behaving improperly on a school bus may lose the privilege of transportation services. Additional consequences may include restitution for damage caused, detention and/or suspension from school.

Students are not permitted to get on a different bus or to get off at a different bus stop

Bus Rules:

1. Remain seated, facing forward at all times
2. Be respectful to the driver and follow the driver's instructions.
3. Speak in a moderate volume without any yelling or excessive noise.
4. Always use appropriate language; no swearing
5. Refrain from eating, drinking as food is not to be eaten on the bus
6. You can only bring your school bag and lunch box on the bus
7. Keep body parts and objects inside the bus, away from windows.
8. Safety on the bus means avoiding horseplay and teasing.
9. Swearing and spitting are prohibited.
10. Keep the center aisle free of objects or body parts at all times.

TRANSPORTATION BY PARENTS

For safety reasons, all parents who drive or walk their children to school must drop them off 10 minutes before the first bell (which means at 8:55 am) and pick them up (at the 3:35) at the school yard entrance on Paramount Street only. We ask that you park in the church parking lot, as we have permission to do so, and then walk to the gate. The parking lot off Purcell Street is restricted to staff and school board employees. For safety the gate off Gouin Blvd. is not to be used.

Please keep in mind that the drop-off period as well as the pick-up period should last 10 minutes only. After which there should be no one left on Paramount. Morning is from 8:55 to 9:05 and afternoon from 3:35 to 3:45

CONSUMABLE MATERIALS & WORKBOOK FEE

Starting this year both the consumable and the workbook fee have been combined. You will receive only one detailed invoice in September. The consumable portion covers things such as the cost of printing, consumable materials used to complement and enhance classroom programs and includes the agenda. This amount is the same for all students: \$60.00. The workbook fee however will vary from one grade to another. Therefore the total fee that parents are required to pay for each child, to help defray costs, may vary from one grade to another. A similar fee is charged in all Lester B. Pearson schools.

DRESS CODE

The school expects children to be neat, clean and appropriately dressed for school. This means: no spaghetti straps, crop tops, mini-skirts or short shorts, no bicycle shorts or spandex shorts, no halter tops and no torn jeans. No underclothing should be showing. Clothing promoting violence or negative messages is not acceptable. Hats/caps are not to be worn inside the building.

During physical education classes students must wear proper clothing, such as shorts or jogging pants and a t-shirt. Gym shoes are mandatory. Students with long hair should have it tied back.

CLOTHING

Students go outside for recess and lunch almost every day no matter what season. Please make sure your child(ren) is/are dressed appropriately for the weather. Your child(ren)'s clothing should be labeled. Students must have an indoor and an outdoor pair of shoes throughout the school year.

HOMEWORK, BOOKS AND ITEMS FORGOTTEN AT SCHOOL.

Should students forget their books, homework or other items at school, they will not be permitted to return to class to retrieve these.

HOMEWORK, BOOKS AND ITEMS FORGOTTEN AT HOME.

Should students forget their books, homework or any other item at home, they will not be permitted to call home to have these items delivered. Only a forgotten lunch will warrant a phone call home.

FAMILY HOLIDAYS

Parents wishing to take their child(ren) on holidays, during the school year, must assume responsibility for any academic loss their child(ren) may incur during that time.

Teachers cannot be expected to prepare individual program of study for children on vacation. Should you choose to take your child away on holiday, we suggest you have him/her do some work in the area of Reading, Spelling, Mathematics and French. Perhaps consider a travel journal for writing.

SECURITY MEASURES

Please take a few moments to review, with your child, the security measures to and from school. Please remember that, in order to keep the children as safe as possible, a joint effort by the school and all parents is essential.

1. School doors are locked at all times. **All visitors are asked to use only the front door to enter the school.** This door is equipped with a buzzer system.
2. Upon entry to the school, parents, including volunteers, are asked to check in at the office and pick up an ID pass, before proceeding into the school. Parents are asked not to circulate in the school.
3. For security reasons, parents are asked not to enter the school yard at any time when children are present, i.e., between 7:00 in the morning and 6:00 in the afternoon.
4. Although the school has advised the students that they are not to open exterior doors to strangers, please discuss this with your child and emphasize the importance of it.

5. Students who walk to school should not arrive before 8:55 a.m.
6. Teach (or remind) your child(ren) of basic safety rules - to never get into a vehicle with someone they don't know, to walk home with a friend, and finally to report any incidents of strangers approaching them.

EARLY DISMISSAL and LATE ARRIVALS

In order to ensure your child's safety, the school will not allow a child to leave early based on a telephone call. If you need your child to leave school early, please provide them with a note for their teacher in de agenda, stating the time you wish him/her to leave. For your child's safety she/he **must** be picked up at the front office. If your child is in daycare you must notify the daycare coordinator to inform her/him of your child's early departure. Should there be a last minute emergency change in your child's schedule, please phone the main office before 2:00 p.m. to leave a message, do not e-mail.

In the event that your child arrives late he/she must report to the main office. It is important to teach children punctuality; this allows for a great start to their day and avoids unnecessary disruptions for the teacher and classmates. Therefore after 3 late arrivals, students will serve a recess detention.

ABSENCES

Our phone system offers a special line strictly for reporting student absences, if your child will be absent, parents have to call and leave a message, at 514-626-6253, (24 hours a day). **It is important to use Option 3**, so that the absence is recorded in the correct mailbox.

All absences are verified by telephone, unless we have received notice from a parent.

VOLUNTEERS

The Library and many other extra-curricular programs are always in need of generous and dedicated members of the community to help. We are fortunate to have very active participation by parents who enjoy helping out with children. The school board requires volunteers to fill out a judicial background check prior to taking part in any activity. There is a job to meet everyone's taste and everyone is welcome

ILLNESS

We request that if your child is sick, he/she remain at home. 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. Children who are healthy enough to come to school are expected to take part in all daily activities including physical education and outdoor recess. Children cannot be kept in for recess because they have a cold, for example

FIRST AID/ MEDICATION

The school's top priority is to provide a safe environment for your child. If accidents occur, a staff member will render first aid and parents will be notified. Any treatment beyond first aid is the responsibility of the parents. In case of serious injury, where immediate attention is required, 911 will be called.

Should you have any health concern regarding your child please advise the office as soon as possible, we will take every necessary precaution to ensure that Terry Fox School remains a safe and happy learning place for all students.

Administering medication to students is not usually done in school, however, in rare cases a staff member will administer medication provided the medication is in its original container with the following information:

1. The child's name
2. The name of the medication
3. The expiration date of the medication
4. The prescribed dosage & frequency
5. The doctor's name

**** Parents must bring the medication to the office and complete a "Request and Authorization for Distribution of Medication at School" form and a "Request of Liability for Distribution of Medication" form before any medication can be given (this includes Tylenol, Benadryl, etc...).**

SCHOOL SUPPLIES

All students will be provided with a list of school supplies along with the June report card. The supply lists will also be posted on our school website.

SCHOOL TRANSPORTATION

Bus routes are established in August. School bus transportation is provided for all children in grades One to Six who live 1.6 kilometers or more from the school.

Kindergarten children who live .8 kilometers or more from the school are also provided transportation.

Courtesy Bussing is offered for a yearly fee determined by the school board but only on buses that have available places for the current school year.

CANCELLATION OF SCHOOL

Should school be cancelled for snow storms or any other reason, please check the LBPSB and/or the school website, an e-mail may also be sent through our Emergency Response Messaging System.

You can also listen to radio stations CJAD, CBC, Q92.

PARENTAL RESPONSIBILITY- EMERGENCY SCHOOL CLOSING

There are times when it becomes necessary to close a school unexpectedly during the day. An e-mail message will go out to all parents through our Emergency Response Messaging System and an announcement could be made on the above mentioned radio stations.

Please remember to include your work, cell and home phone numbers as well as all your e-mail addresses when completing the **Emergency Information Form** you receive at the start of the school year. If there are changes to these important numbers during the school year, please inform the school immediately.

EVACUATION PROCEDURES

For your information, during the school year practice evacuation procedures will be done.

Students with their class must:

- use the proper exit found on the school floor plan posted in each classroom;
- leave the school in a quiet and orderly manner;
- immediately proceed with their classes to the far side of the school yard, for roll call, where they remain with their teacher until the exercise is completed.
- return to class with their teacher when instructed to do so.

Students will also practice lockdown procedures at least once during the school year.

HOME ASSIGNMENTS AND STUDY SKILLS

What follows are recommendations regarding the vital role that you can play in supporting your child(ren) with their homework. This is by no means a policy statement on homework as it pertains to each individual class.

Home assignments serve an educational purpose.

- a) To help develop independent work habits;
- b) To complete material unfinished in class;
- c) To keep parents aware of the child's progress and the content of the program of studies

As a parent you should expect your child to have homework assignments; studying or reading to do every night. On occasion there will be a major assignment or project that may require work over a weekend. Ordinarily homework is not assigned over the weekend.

Reading skills are extremely important and can only be developed and improved by reading daily. We therefore encourage you to: read to your child, read with your child or make available to your child books, magazines, audio books or even a tablet for him/her to spend time reading each evening.

Parents can assist with homework and study skills in the following ways:

1. Establish a consistent time and location at home when your child(ren) can do homework. The location should have good lighting, comfortable seating and as few distractions as possible.
2. Try to ensure that doing homework is a positive experience. While a child might not enjoy doing homework, it should not be a tearful, frustrating experience.
3. Help your child to get organized but don't do the homework for your child, guide your child but don't give him/her the answers.
4. Check your child's Agenda daily. Special assignments and test dates should be written. Teachers may communicate with parents through the agenda and vice-versa.

Terry Fox Elementary School Code of Conduct

PARENTS, please review our Code of Conduct with your child(ren) and sign at the end.

In compliance with Lester B. Pearson's Safe and Caring Schools Policy, the Staff of Terry Fox School is dedicated to maintaining a positive school climate, by ensuring the best possible learning environment.

We encourage students to exhibit behaviours that promote a sense of community and to become responsible global citizens.

EXPECTATIONS & APPROPRIATE BEHAVIOURS TO CREATE A HEALTHY AND SECURE LEARNING ENVIRONMENT

Our code of conduct applies to the school premises and its surroundings, classrooms, all school activities (including lunch and after school programs), school bus transportation and outings.

Individuals will show respect for others by:

- walking quietly in halls and classrooms and not disturbing others
- being polite: using appropriate body language, verbal language, and tone of voice with peers and all adults involved with our school
- being considerate of the feelings and ideas of others
- demonstrating respect for ethnic, racial, religious and sexual differences
- resolving conflicts in a peaceful manner
- recognizing that the school is allergy sensitive and not knowingly bringing peanut/nut products or other products to which there are known allergies onto school property
- respecting school/classroom rules
- respecting the dress code as described in the agenda

Individuals will show respect for self by:

- arriving at school on time and maintain regular attendance
- being prepared for class and bringing the necessary materials
- approaching daily activities with a positive attitude and a willingness to participate
- completing assigned work at home and/or in class

Individuals will show respect for school and their community by:

- treating materials, equipment, belongings, and property with respect
- helping keep classrooms, hallways, bathrooms, and playgrounds clean
- behaving appropriately during all school activities and events

THE FOLLOWING IS A LIST OF EXAMPLES OF INAPPROPRIATE & UNACCEPTABLE BEHAVIOURS

- hindering the emotional well-being of peers
- preventing the learning of others; disruptive behaviors in class
- using profane language, racial slurs, discriminatory comments, name calling
- creating unsafe conditions
- exhibiting physical violence (kicking, tripping, pushing, punching, hitting, biting, rough play, etc.)
- stealing or damaging others property (school or personal)
- being confrontational towards any member of our school community or through verbal attacks or social media
- bringing electronic devices, including cell phones & digital cameras unless requested by school staff
- bullying, harassment or intimidation

RESOLVING CONFLICT:

our students are taught and expected to resolve conflicts in a peaceful manner and, where needed, with the help of a third party, by:

- recognizing the problem
- agreeing to solve the problem
- discussing the problem without interrupting, name calling, or "put downs"
- being truthful
- suggesting and agreeing to solutions
- fulfilling their commitments
- using the "HA HA SO" strategies from Dare to Care

BULLYING IS DEFINED AS:

A repeated direct or indirect behavior, 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, injures, hurts, oppresses, intimidates or ostracizes.

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.

CYBERBULLYING :

Cyber bullying involves the use of information and communications technologies such as social media, email, cell phone, text messages, instant messaging and more that supports deliberate, repeated and hostile behavior by an individual or a group that is intended to cause harm to others.

APPLICABLE DISCIPLINARY SANCTIONS :

We believe that each person is an individual and should be treated as such. Therefore disciplinary measures will reflect the severity and/or repetitive nature of the behavior, as well as the circumstances of the situation.

The consequences may include, but are not limited to:

- letter to parents (guardian), a red or yellow incident report, phone call
- adult intervention
- principal involvement
- removal of bus privileges
- behavioral contract
- removal of personal electronic devices used during school hours
- school community service
- loss of school privileges, extra-curricular activities, attendance at special events (in/out of school)
- referral to outside support services
- reflection; reparation
- detention, in-school suspension, out-of-school suspension
- meeting with the parents and the child
- referral for anger management program
- an individual discipline plan involving school professionals may be developed
- transfer to another school in LBPSB, alternate school setting

*** I understand and accept the code of conduct at Terry Fox School as well as the consequences attached to it.

Student's signature

Parent's signature