

ÉCOLE TERRY FOX SCHOOL

NAME: _____

STUDENT ~ PARENT HANDBOOK



Mrs. Antonietta Rampone
Principal

Email: arampone@lbsb.qc.ca

13350 rue Purcell
Pierrefonds, Quebec
H8Z 1P7

<http://terryfox.lbsb.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
12:25 p.m.	Lunch begins
1:30 p.m.	Classes Resume
3:35 p.m.	Dismissal
3:45 p.m.	Buses depart

SCHOOL ORGANIZATION

Terry Fox Elementary School offers a Français Plus Program.

In Kindergarten and Grade 1, 2, 3 and 4, 82% of the instruction is in French. Language Arts, Social Studies, Ethics and Religious Culture, Visual 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 and music.

In Grades 5 and 6, English is the language of instruction for 57% of the week. English Language Arts, Mathematics, music and Physical Education are taught in English. French is the language of instruction for 43% of the week and includes French Language Arts, Science and technology, Social Studies and Visual 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. Remember that no glass containers or bottles should be sent to school.

SNACKS

Many children enjoy a mid-morning 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 procedure 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 inform your children of the dangers and that you be sensitive to the situation by omitting foods 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 who have an EpiPen have to carry it around their waist at all times. You may 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 we must have it at school at all times and medical forms need to be completed.

BUSES

Students who are bussed 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 of 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

The consumable and the workbook fees have now been combined. You will receive only one detailed invoice in late September. The consumable portion covers things such as the cost of printing, consumable materials used to complement and enhance classroom programs, art materials and also includes the student agenda. This amount is the same for all students. The workbook cost may be different 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 visible. 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 required. 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 should ideally have an indoor and an outdoor pair of shoes throughout the school year.

BOOKS, HOMEWORK 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 after the end of the school day.

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 students 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 and sharing.

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 main door is equipped with a buzzer system.
2. Upon entry to the school, parents are asked to check in at the office and volunteers to also sign in and pick up an ID pass, before proceeding into the school. Parents are asked not to circulate in the building.
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 anyone, 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. at the Paramount gate.

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.

VOLUNTEERS

The Library and many other extra-curricular activities require dedicated members of the community to help by donating of their time. We are fortunate to have active participation by parents who enjoy volunteering at the school. 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.

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 in the agenda for their teacher, stating the time you wish to pick him/her up. 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 send an e-mail.

Students in cycle 2 and cycle 3 will not be using an agenda. Therefore if your child has to leave school early or there is a change to the usual routine (eg: walker instead of busser, doctor's appointment), you are required to e-mail the office and cc the teacher(s), stating the time you wish to pick him/her up or the change made to the regular routine. The office e-mail address to use for any change, early pick up etc... is **changes-terryfox@lbpsb.qc.ca**

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 repeated late arrivals, students may serve a recess detention.

ABSENCES

Our phone system offers a special line strictly for reporting student absences, if your child will be absent, you can 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 parent.

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 and caring 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 and parents contacted

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 may 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 for the following year at the end of June. 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. It is also important to have an emergency contact name and number on the form, in case we need to contact you (the parents) and are unable to reach you.

EVACUATION PROCEDURES

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

Students with their class will:

- 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 is information on the vital role you can play in supporting your child(ren) with homework.

Home assignments serve an educational purpose.

- To help develop independent work habits;
- To complete material unfinished in class;
- To keep parents aware of their child's progress and the content of the curriculum.

At Terry Fox, teachers put emphasis on Reading every evening, especially at cycles 1 and 2. Reading skills are extremely important and can only be developed by reading daily to improve fluency and comprehension. 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 some time reading each evening.

There may be some written work for the week eg: Math or French sheets, or studying for a quiz or an exam. Occasionally there will be a special project that will take longer and students will have an extended period of time to complete this.

Generally, regular daily homework will vary between 15 minutes in grade 1 to approximately 45 minutes in grade 6.

Terry Fox teachers assign homework for the week, which allows for some flexibility if other family activities take place in the evening. Homework can then be done evenings or weekends.

Parents can assist with homework and studying in the following ways:

- Establish a consistent time and location for your child(ren) to do homework; a spot with good lighting, comfortable seating, and as few distractions as possible.
- Help your child get organized with all necessary materials. Don't do the homework for your child, guide him-her without giving the answers.
- Check for your child's work whether in the agenda or on Google classroom to also find out about special assignments and important dates.
- Try to make homework positive. While a child might not enjoy homework, it should not be a tearful, frustrating experience.

The staff at Terry Fox understands and values the importance of family time; having dinner together, playing outside together and reading together at bedtime. We also know that students function best after a good night sleep.

Remember that if homework becomes a serious issue, you can always contact your child's teacher.