



13350, rue Purcell, Pierrefonds-Roxboro, Qc. H8Z 1P7

January 19	Online Open House 6 - 8:30pm	April 5	Easter Monday
January 25	LBPSB Ped Day	April 6	Boardwide Ped Day
February 8	LBPSB Ped Day	April 26	Local Ped Day (TBD)
February 15	LBPSB Ped Day	May 14	Boardwide Ped Day
March 1-5	March Break	May 24	Victoria Day
March 29 and 30	Boardwide Ped days	June 4	Local Ped Day
April 2	Good Friday	June 23	Last Day of School

(Updated January 13, 2021)

Administration

Douglas Stewart, Principal, dstewart02@lbpsb.qc.ca
Fani Nikopoulos, Administrative Assistant, fnikopoulos@lbpsb.qc.ca
Caterina Bruno, Daycare Technician, cbruno@lbpsb.qc.ca

Office Hours

The office is open from 8:30am to 4:30pm. The office and front entrance is closed during the lunch hour from 12:00 to 1:00pm. Please direct all arrivals, departures or enquiries to the Daycare entrance during the office lunch closure.

Contacting Us

School Address	13350 rue Purcell, Pierrefonds-Roxboro, QC H8Z 1P7
Office Telephone	514-626-6253 (Option 1)
Daycare	514-626-6253 (Option 2)
Email	changes-terryfox@lbpsb.qc.ca
Governing Board	terry_fox_gb@lbpearson.ca
Parent Participation Organisation	ppo.terryfox@gmail.com
Terry Fox Elementary Website	http://terryfox.lbpsb.qc.ca/
Terry Fox Elementary Facebook	

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Daily Routine

SCHOOL HOURS

Terry Fox Elementary School operates on a Monday-to-Friday schedule

Entry	Classes Begins	Morning Recess Junior	Morning Recess Senior	Junior Lunch	Senior Lunch	Afternoon Junior Recess	Afternoon Senior Recess	Dismissal
9:00	9:10	11:10 - 11:30	12:10 - 12:30	12:15 - 1:05	12:30 - 1:20	1:50 - 2:10	2:20 - 2:40	15:40

Late Arrivals, Early Dismissals

For any incidental changes in your child's schedule, parents are to email Changes-TerryFox@lbpsb.qc.ca, and cc your child's home room teacher. Please make every effort to contact us before noon for any afternoon schedule changes for the sake of everyone's safety.

For an early departure, the student must be picked up at the main office by an authorised member of the child's family. In some cases, photo ID may be required.

For late arrivals, please accompany your child to the front entrance and wait to be acknowledged by office staff. It is important to teach children to be on time; this allows for a great start to their day and avoids unnecessary disruptions to classes. Note that your child's punctuality will be indicated on their report card and remain as part of their record.

Program

Francais Plus, Immersion

Terry Fox Elementary is a Français Plus school. In Kindergarten and Grades 1, 2, 3 and 4, 80% 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 20% of the week, and includes English Language Arts, Physical Education, and music.

In Grades 5 and 6, English is the language of instruction for 60% of the week. English Language Arts, media, music, Mathematics and Physical Education are taught in English. French is the language of instruction for 40% of the week and includes French Language Arts, Science, Social Studies and Fine Art.

Homework

We continue our efforts to ensure that homework is relevant to the child's learning, can be completed in a reasonable length of time and allows for important family time or activities. Here are our guiding principles:

- Provide homework requirements on a weekly basis. It is not the intention of this school to assign homework during weekends.
 - Teachers are encouraged to make all assigned work available online through classroom communities.
 - Homework will not be assigned during holidays.
 - Whenever possible, projects should be finished during class time. Families are invited to assist with information collection, research, collection of materials and artefacts, fact-finding community visits and library visits. Research at home should merely facilitate assignment completion in the classroom.
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Communication

General Communication

The school and the school board communicate in various ways with parents. Please check your emails at regular intervals. Your child's classroom community email and learning platform combined with the school's community email system (ERMS soon to be replaced by Mosaik) are your main sources of weekly news and updates.

For all classroom and school yard issues, your first point of contact should be your child's classroom teacher. For lunch and daycare issues, Caterina Bruno is your contact. For any and all other concerns, the school administration can be contacted. Please ensure your child's homeroom teacher is in the loop of all communications.

Registration information, report cards and updates will soon be available through the Mosaik Portal which will replace the LBPSB Fusion Portal.

Concerns

Any difficulty or concern involving your child, the curriculum, or other school-related matters should first be discussed with the teacher or teachers concerned. In most cases, problems can be solved at this level. Teachers know your children best and will be in a position to help resolve difficulties. If the issue is not resolved, then it may require the input of the school administrator.

How to create your account on the Mozaik Portal

Creating an account is a two-step process for security purposes.

- You will use the link below to go to our Mosaik website and create your account.
- Following the successful creation of your account, you will receive an email with a validation link, and by clicking on that link, you will be returned to the Mosaik site to login. Your account is now active.

The information required to create your account:

1. The email address that you received notification to. Which is the email address you provided to the school to contact you at, and is currently in our systems (Note: The same email address that you are receiving email notifications from the school)
 2. The “Permanent Code” (*often called the “QPC”*) of your child (*Example: AAAJ01010101*).
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Arrival and Dismissal Routines

Transportation By Families

Arrival/Dismissal Walkers (Morning and lunch)

- All students are required to arrive by the west path adjacent to the cycle 1 wing.
- All students are required to exit by the front entrance at lunch.
- For exceptional circumstances pre-arranged by a parent or guardian any individuals responsible for picking up a child at dismissal must meet the child in the main office.
- Students are not to arrive at school prior to 9am or 1pm from lunch; supervision at these times is for daycare and lunch program users, only.

Cyclists

- There is a bicycle rack on school grounds for the use of students riding to school. We are not responsible for lost or damaged bicycles.
- Helmets are worn at all times by cyclists and skateboarders. Bicycles and skateboards will not be permitted on school property for students not wearing helmets.
- Bicycles and skateboards must be walked on school grounds. Skateboards will be stored safely throughout the school day.

Parking

There is absolutely no parking on the south side of Purcell Ave. Stopping and parking are permitted on the north side of Purcell. This is a public safety issue. Families are encouraged to park on rue Henri Fabre and rue Hertel when space is unavailable across the street. However, safety takes priority over punctuality.

Parking in the staff parking lot is available to parent volunteers and families with school appointments. Otherwise, staff parking is off limits to families picking up or dropping off children as part of the daily school routine. It is forbidden to take the principal's parking space.

Daycare Drop-off and Pick-Up

The school operates a regular Daycare Program from 7:00 a.m. - 6:00 p.m. Students using daycare services from 7:00 – 8:45 can be dropped-off using the school driveway leading to the Daycare/Kindergarten Door. Parents must park their vehicle, walk their child to the door, and sign-in their child.

In the afternoon, pick-up is between 3:50pm and 6pm. Again, parents must park their vehicle, go to the door, and sign-out their child.

There is no access to vehicles between 9:00 to 9:10 and 15:40 to 15:50. During these two - ten minute intervals access to the school property is limited to school busses only and school personnel. This is a safety measure for walkers and students taking the school bus.

School Bus

Routes

Bus routes are established in August. School bus transportation is provided for all children in grades 1-6 who live 1.6 kilometers or more from the school. Bus passes can be printed on the Mosaik Portal. Kindergarten children who live within .8 kilometers or more of the school are also provided transportation. Courtesy Bussing is offered for a nominal yearly fee determined by the school board but only on buses that have available places.

Students who are bussed to and from school will enter and exit the school from the front, main entrance. Be advised that bussing is a service provided by the school board which can be withdrawn at the discretion of the school administration based on student behavioural challenges. Additional consequences may include restitution for damage caused to the bus.

Bus Safety

1. Always be at the bus stop 5 to 10 minutes early.
2. Purple tag holders must always be greeted at the bus stop by a family member or guardian.
3. Do not eat, drink, or leave trash on the bus.
4. Never put your head or arms out of the windows.
5. Never shout, push, fight or cause a disturbance on the bus.
6. Know where the emergency exits are but DO NOT touch them.
7. Never stand while the bus is moving.
8. Be sure the driver can see you directly or in the mirrors at all times, on or off the bus.

9. When crossing in front of the bus, keep a safe distance and watch for the driver's signal. Do not run.
10. Students are permitted to carry only their bag and/or lunch box on the school bus.

For any other items the parents/guardians should verify with the bus driver or make alternative arrangements. Speak to the music teacher regarding arrangements for bulky musical instruments.

Food Policy

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. It should be noted that we offer Chartwell's hot meals program 3 days per week at a cost. Please call the Daycare for more info. Please ensure that students do not bring a "glass interior" thermos for lunch. Older thermos bottles are usually lined in a silver-colored glass.

Snacks

We want to foster a high level of consciousness towards health and wellness. Please ensure that your child's recess snacks are nutritious. We actively encourage the development of good nutritional habits and prefer to see fruit, vegetables, etc. as recess snacks. We are also encouraging students to drink more water (and less juice). Balanced and nutritious eating habits have been proven to help promote learning and increase concentration.

Warning, This School Should Not Contain Nuts

Peanut/nut products are not permitted at school. We request that special attention be paid to lunches and snacks to avoid the possibility of introducing this common allergen to our school. We also request that any child who eats peanut butter for breakfast, or at home for lunch, washes their face and hands before returning to school. Additionally, please instruct your children not to share food with friends as the ingredients of an allergic child's food must always be checked by his/her parents.

Food For Thought

Being sensitive towards the environment is also important. Using reusable containers for snacks as well as forks and spoons from home will help reduce the quantity of garbage created from lunches and snacks.

Health and Safety

Allergies (EpiPen, Asthma Pumps)

Children can be anywhere in the building at any given time (gymnasium, music, library, outdoors) For these reasons, children with an EpiPen have to carry it around their waist or on their person at all times. A back-up option should be kept in the office in some cases. It is the responsibility of the parents to ensure that EpiPens are up to date.

Injuries and Illness

Minor injuries and small discomforts will be dealt with by the staff during class time as well as during recess and lunchtime. In almost all circumstances, families will be notified in the case of a bumped head. The child's teacher will be informed if the event took place at lunch hour. For more serious illnesses or injuries, we will notify the parents/guardians immediately. In the meantime we will administer first aid or support the child until a parent/guardian arrives. In extreme circumstances and failing to reach the parents, the school will call 911 or Info-Santé and follow their directives, including transporting the child via ambulance to a clinic or hospital. A staff member will be accompanying the child until the arrival of an adult-age family member. We do not have the staffing to supervise students indoors who are well enough to come to school but not well enough to go out at recess and lunch. We ask that you keep your child at home until he/she has recovered. Our Physical Education program curriculum is mandated by MEES. Requests to remove children from physical activities must be supported by a signed request from a medical professional.

Important

Make sure we have accurate emergency phone numbers and a cleared voice mailbox to enable us to contact you.

Administering Medication

In accordance with school board policy, school personnel are not permitted to administer non prescription medication to students. We do not provide Advil or Tylenol to children.

To provide prescription medication to students, we must have the following:

Form A – Request and Authorization for the Distribution of Medication at School form

Form B – Release of Liability for Distribution of Medication form

Medication in the original container with a schedule, to remain at school for the duration of time being given to the student.

Important

Medications administered in the main office must be preceded by clear communication and a phone call from a parent or guardian to ensure that the schedule is maintained.

Head Lice Notification

During the school year, you may receive letters informing you that another student has head lice. Please follow the recommendations in these letters in order to prevent further spread. The cooperation of parents is crucial in preventing and controlling head lice. For information containing practical tips and information on head lice, including treatment procedures, please consult the following website in order to access the pamphlet, Lice... Lice... Lice... All there is to know about head lice.

www.publications.msss.gouv.qc.ca/msss/fichiers/2016/16-276-01A.pdf

General Information

Consumable Fees

Parents are required to pay a school fee for each child to help defray the cost of printing and consumable materials used by the students, to complement and enhance classroom programs. This fee is charged in all Lester B. Pearson elementary schools. These fees are approved by our Governing Board each spring prior to the subsequent school year. It is our goal to minimize the costs whenever possible.

Family Vacations

Parents wishing to take their child on holidays, during the school year, must assume responsibility for any academic loss their child may incur during that time. Teachers will not be expected to prepare an individual program of study for each child on holiday.

Student Clothing

Guidelines

The school expects children to be neat, clean and appropriately dressed for school. We insist upon clothing that is age appropriate for an elementary school setting. Therefore, we do not permit clothing that is unnecessarily sexualised or conveys messages inconsistent with good emotional health; no spaghetti straps, crop tops, mini-skirts or short shorts, halter tops, neither underclothing should be showing nor clothing promoting violence or negative messages. During physical education classes students must wear appropriate clothing such as shorts or jogging pants and a t-shirt. Gym shoes are mandatory. Students with long hair must have it tied back.

Outdoor Clothing

It is crucial that children get outside to play and enjoy unstructured play, every day and no matter the weather conditions. Students go outside for recess and lunch almost every day, regardless of season. Please make sure they are dressed appropriately for all weather conditions, rain, heat, cold, (for tornados, we will keep the children indoors).

Lost Items

Lost items are easily found and returned when a child's name is clearly indicated on their clothes and personal belongings. When all else fails, you may want to check our Lost & Found cabinet periodically, in the Green Room, for lost items. Prior to parent-teacher interviews and school breaks, all articles will be put on display. Unclaimed items will be donated.

Forgotten Items, School

If a student forgets their books, homework or other items at school, we are unable to allow them to return to their class or cubby.

Forgotten Items, Home

Forgotten books, homework or any other item left at home does not warrant a phone call home. Only a forgotten lunch will justify contacting the family.

Security, School Closures

Security Measures

School doors are locked at all times. All visitors use only the front door to enter/exit the school. Families and children do not open the door for any incoming visitors. When exiting the school, if there is someone waiting to come in, please wait, keep the door closed until a staff member can authorise the visitors entry. Upon entry to the school, parents, including volunteers, are asked to check in at the office and pick up a visitor's lanyard, before proceeding through school. Parents are asked not to circulate in the school.

Parents are not permitted to enter the school yard at any time when children are present, between 7:00am and 6:00pm.

Snow Days and School Cancellations

Should school be cancelled for snow storms or any other reason, please check the LBPSB and the school website. An e-mail may also be sent through our Emergency Response Messaging System. Most radio stations will announce closures as well. Remember Radio?

Emergency School Closure During a School Day in Progress

There are extremely rare occasions 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. 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. Inform the school immediately if there are any changes during the school year.

School Evacuation

Evacuation procedures/fire drill will be conducted during the school year. 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 where they remain with their teacher
- return to class when instructed to do so by the school administrator or their proxy

Students will also practice at least 1 lockdown during the school year. These practices are mandated for every school. Our goal is to alert students to the necessity of staying in their classrooms when medical emergencies require corridors free from staff and students, or to assure privacy for students in crisis. We will make every effort to not provoke anxiety or unnecessary fears in the minds of our students.

Terry Fox Elementary School Code of Conduct

Students and staff members have the right to work in a safe, orderly and respectful learning environment. We ensure that our Terry Fox Elementary School's behaviour and disciplinary approach are in alignment with the province of Quebec's Bill-56 Anti-Violence/Anti-Bullying law and the Lester B. Pearson School Board's Policy on Safe and Caring Schools. All members of the school community, including staff, students, volunteers and parents, will practice and demonstrate respect towards all members of our school community, in and outside the classroom, at all times.

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

Inappropriate and 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

being truthful

suggesting and agreeing to solutions

fulfilling their commitments

discussing the problem without interrupting, name calling, or “put downs”

Conflict Vs. Bullying

It is important to understand that our children are developing social skills, which involve normal day to day conflict. It is a natural part of life for all of us and it is important to recognize that it provides our children lessons to learn from. Most importantly we need to recognize that some of what we may refer to as “bullying” is actually developmentally appropriate conflict and it is a normal part of growing up. The only reason we can deal with the day-to-day conflict ourselves is because of past experiences we have had, growing up. These dealings have built our resilience and help us face life’s adversities. Building resilience is a key for our children’s success in life in general.

Bullying

We define Bullying as repeated direct or indirect behaviour, 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, and injures, hurts, oppresses, intimidates or ostracizes.

Bullying can show itself in diverse forms such as homophobia, racial discrimination, violence in relationships.

For example, it can be seen in the following behaviours:

- Name-calling, derisive laughter, defiance, to humble or threaten another person, to make homophobic, racist or sexist comments.
- Hitting, kicking, shoving, spitting, punching, stealing or damaging property.
- Social isolation, gossip or rumour-mongering and mockery.
- Use of email, texting, cell phone or social media to threaten, harass, embarrass, spread rumours, exclude from the group, or damage a reputation or friendship.
- Indirect bullying comes in the form of organizing (from within a group) the belittling of the social status or the exclusion of a targeted person from the group (e.g. making someone less popular, isolating an individual).

This type of behaviour and attitude is often difficult to perceive. Some examples of indirect bullying include:

- Gossip
- Spreading rumors
- Malicious gossip and slander
- Divulging secrets
- Talking about someone 'behind their back' or writing slurs (graffiti, email, etc.).
- Make a fool of someone, denigrating that person or suggesting that he or she be excluded from a group
- Use of non-verbal language (e.g. turning one's back, mumbling, or rolling one's eyes) is barely perceptible but can indicate a situation of indirect bullying.

Cyberbullying

Each of the examples listed above relates directly to the school experience; in the classroom, schoolyard, corridors, and on the school bus. However, cyberbullying is a destructive form of bullying, proliferating on the internet through social media and "smart" technologies where a wide number of people can be communicated with quickly and sometimes, anonymously. Below are some examples of cyberbullying;

Inappropriate messages or photos

Incitement to 'out' one or other persons

Threats, Insults, Rumors

Identity stealing

Harassment

Discrimination, Defamation

Any inappropriate use of social media which is deemed to constitute an act of bullying or violence will be dealt with accordingly. It is the responsibility of the school to take action when behavior that is considered to be “cyber-bullying” has an adverse impact on the learning and social environment of the school no matter when or where that behavior has occurred.

The Terry Fox Elementary School Code of Conduct includes the statements and actions of our students on social media and all forms of digital communication to ensure that every member of our school community is treated respectfully, at all times, during and outside school hours.

Disciplinary Actions, Restorative Justice, Logical Consequences

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 and restorative measures may include,

- communication with parents (guardian), incident report, letter, phone call, meeting
- removal of bus privileges
- loss of school privileges, extra-curricular activities, attendance at special events (in/out of school)
- provision of school privileges in accordance with the needs and interests of the child
- behavioral contract
- referral to outside support services
- Reflection, reparation, mediation
- detention, in-school suspension, out-of-school suspension
- an individual discipline plan involving school professionals
- transfer to another school in LBPSB, alternate school setting

Courtesy is something that is never out of place. Students are encouraged to be friendly to everyone. “Hello,” “Good morning,” “Good-bye,” “Please,” “Thank you,” “Excuse me,” and “I’m sorry,” are always pleasant to hear. Good sportsmanship and consideration for the other person’s feelings are also important. Everyone practicing courtesy will make school a nicer place.

Parental Involvement

Many parents are interested in becoming more involved in their child’s school through volunteering – in the classroom, on field trips, in the Library, on a committee or association such as those outlined below. We welcome and encourage parent participation at any level. In the package of forms you receive on the first day of school you will find a volunteer form. You are invited to complete it to indicate ways in which you would like to become involved.

Governing Board

The DES Governing Board serves as the school's main consultative body. Composed of parents, staff members and community representatives, this committee approves policies regarding many areas of school life and is consulted on many important issues. Any parent may present himself/herself as a candidate or nominate another parent at the Governing Board General Assembly held in September (see the school calendar on our website), at which an election is held. Members are elected for a two year mandate. Meetings are held once a month.

Daycare Users Committee

This organization plays an advisory role and is chaired by the Daycare Coordinator. It provides a forum for consultations and feedback. It is a liaison for all parents who use the daycare service. Its main focus is on the quality of the daycare services.

Parent Participation Organisation (PPO)

The PPO is made up entirely of parents and its purpose is to provide a forum to share ideas and concerns, and to organize special events. Members of the PPO may advise the members of the Governing Board or may be consulted by them on matters relating to the school. Formation of the PPO takes place at the Governing Board General Assembly in September. All parents are invited to become members of the PPO.

Guidelines For Parent Volunteers

Volunteers are an important part of any school. At Terry Fox Elementary, we can attribute a significant degree of our success as a dynamic learning environment to the contribution of our volunteers. Please consider the following guidelines and suggestions as you share your time and energies with staff and students.

Mandatory Requirements For Volunteers

- Complete a police background check form (available from the office) before interacting with any Terry Fox Elementary student.
- Volunteers sign in and out at the office upon arrival/departure and are provided a visitor badge to be worn throughout their stay.
- As a parent volunteer, any information regarding a child remains strictly confidential. This includes any information regarding student behavior, academic performance, medical conditions and any information exchanged between you and the teacher in the service of the student population.

Recommended Guidelines

- Like all members of our school community, we ask that volunteers practice respectful discipline when working with our student population; calm voice, respectful language, unconditional positive regard for the feelings of children.
- Respect the activities as outlined by the teaching staff and administration
- Refrain from the use of cell phones when students are present

- Respect the privacy/confidentiality of every member of the school community
- Ensure that all children benefit equally or fairly from your assistance
- Confine questions, concerns or criticisms regarding school programming or professional practices to an appropriate time and place, i.e. by appointment with a classroom teacher or the principal.

We wish to encourage practices that promote the integrity of our school community and all its members, including the essential contributions of our volunteer community. It is our wish that the guidelines indicated above do not discourage you in any way from feeling that your contribution is wholeheartedly appreciated.

Student Ombudsman

In accordance with the Education Act, the Lester B. Pearson School Board has appointed a student ombudsman. Please refer to the School Board's website at www.lbpsb.qc.ca for more comprehensive information.
