



# Sherbrooke Academy Junior

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230 Sherbrooke Street, Beaconsfield, F9W 1P5 - 514.697.7830

## PARENT INFORMATION

### 2018 - 2019

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## Table of Contents

COMMUNICATION .....	1
Fusion Parental Portal .....	1
Electronic Messaging System .....	3
Web Postings .....	3
Facebook and Twitter .....	3
School Policies and Procedures.....	3
Weather Emergencies .....	4
Communication between Home and School.....	4
Channels of Communication.....	4
Teacher – Parent Communication .....	4
Conferences/Meetings .....	5
Progress Reporting.....	5
MULTIPLE FAMILY HOUSEHOLDS.....	5
CHILD ABUSE.....	5
SCHOOL SAFETY AND SECURITY.....	5
Emergency Preparedness Plan.....	6
Emergency Evacuation Exercise.....	6
Lockdown Exercise.....	6
Anti-bullying and Anti-violence Plan and Code of Conduct (PAWS Program) .....	6
TRAFFIC AND PEDESTRIAN SAFETY REGULATIONS .....	7
SCHOOL VISITORS .....	10
School Volunteers.....	10
School Volunteers’ Responsibilities .....	10
School Volunteers Must Respect Security and Safety .....	11
All Volunteers Must Respect Confidentiality .....	11
Volunteers’ Responsibilities Do Not Include .....	11
Parking and School Volunteers .....	12
MORNING ENTRY .....	12
Tardiness.....	12
Walkers – Student Not in the Lunch Program.....	12
Dismissal .....	13

SCHOOL TRANSPORTATION .....	13
SCHOOL HOURS .....	13
School Office, Switchboard, Telephone.....	14
TELEPHONE .....	14
Courtesy Telephone .....	14
ITEMS BROUGHT TO SCHOOL .....	14
LOST AND FOUND .....	15
SCHOOL FEES.....	15
LUNCH AND DAYCARE SERVICES.....	15
COURTESY, CONSIDERATION, AND COOPERATION ARE CONTAGIOUS.....	15
Addressing School Staff.....	15
Attitude, Behaviour, Code of Conduct.....	15
Purpose of our PAWS R-S-R Program.....	16
Components of the PAWS R-S-R Program.....	16
Guiding Principles .....	16
Data Driven .....	17
PAWS: RESPECT – SAFE - RESPONSIBLE .....	17
NORMAL CONFLICT versus BULLYING.....	17
BULLYING AND VIOLENCE .....	17
SUSPENSION/EXPULSION.....	18
STUDENT INFORMATION .....	18
ATTENDANCE .....	18
ABSENCES.....	19
TARDINESS .....	19
LEAVING SCHOOL EARLY .....	19
SCHOOL TRANSFER or DEPARTURE.....	19
CLASSWORK/ASSIGNMENT MAKEUP.....	20
HOMEWORK.....	20
SCHOOL SUPPLIES and WORKBOOKS.....	21
Student Pochette .....	21
English and French Dictionaries .....	21
SCHOOL BOOKS AND LIBRARY BOOKS.....	21

STUDENT DRESSING FOR SCHOOL .....	21
PHYSICAL EDUCATION.....	22
STUDENT PLACEMENT/TEACHER REQUEST .....	22
TOYS, MONEY, VALUABLES .....	23
HEALTH.....	23
<b><i>Vaccination</i></b> .....	24
<b><i>Hygiene</i></b> .....	24
<b><i>Medication Administration</i></b> .....	24
Procedure Regarding the Distribution of Medication .....	24
<b><i>Exceptional Medical Situations</i></b> .....	25
Acute Asthmatic Conditions .....	25
Diabetic Conditions.....	25
ACCIDENTS AND ILLNESSES AT SCHOOL .....	26
COMMUNICABLE DISEASES .....	26
List of Diseases to Report to the School.....	27
LIFE THREATENING ALLERGIES REQUIRING AUTO-INJECTORS .....	27
HEAD LICE.....	28
Checking for Head Lice.....	28
Head Lice Notification.....	28
Lice Pamphlet .....	28
SCHOOL NURSE .....	28
HEALTHY FOOD POLICY .....	29
PHYSICAL EDUCATION, WEATHER AND RECESS REQUEST .....	29
MOVIES/VIDEOS/MUSIC SHOWING.....	30
PARENTAL INVOLVEMENT .....	30
Council of Commissioners .....	30
Governing Board (GB).....	30
Parents Committee.....	31
Parent Users of Daycare Committee .....	31
Parent Participation Organization (PPO) .....	31
Home and School (HS) .....	32
Difference between PPO and HS .....	32
Student Ombudsman.....	32

## COMMUNICATION

Sherbrooke Academy Junior and the Lester B. School Board communicate in various ways, to students, parents and community. It is the responsibility of parents to check the school website, e-mails and Fusion Parental Portal on a daily basis.

### *Fusion Parental Portal*

Fusion is a web based portal developed in-house by the LBPSB to provide a secure online environment for parents, students, and staff of the school board. It is designed to meet the needs of the entire system and each component is developed to address specific needs of the LBPSB, rather than adapting to external software that does not.

**Security:** Fusion is a highly secure environment using up-to-date methods of encryption/security. Not only does *Fusion* use security standards, such as online banking does, *Fusion* goes further by creating a dynamic interface that is created only upon login, and then is wiped clean when you logout. This ensures that no private data related to your account remains accessible to anyone after log out.

*Example:* When you login to *Fusion* as a parent, you are shown pictures of your child(ren), and when you select a child you can then view their results such as report cards, bus passes, schedules, etc.

Each picture shown is given a unique file name the moment you login, names are not used. If you were to logout and then log back in, the picture would be deleted and re-created again with a new file name. This level of security is throughout *Fusion*. Information is only created when you login and then destroyed when you log out.

**Online Report Cards:** Fusion publishes digital versions of your child(ren)'s report card. The portal provides access to two years of report cards for both elementary and secondary grades, term by term. You can view report cards in the following manner.

*Official Report Card* - The same report card you have received as a printed version

*Simplified Version* - Provides a quick overview of the results

*Graphic Version* - A visual representation of results plotted out on a graph, course by course

The report card viewer provides the ability to move back and forth from the current year, previous year, and interim. The initial view is the last published term. Your school publishes each term in *Fusion* by designating a date and time as to when the online report cards will be available to ensure the information conforms to all procedures and regulations.

The *Ministry of Education* allows for the distribution of online reports cards as a recognized method to provide this most important information to parents. As *Fusion* has moved forward substantially the past year, LBPSB schools are publishing report cards online and no longer

printing a paper version. This in no way removes a parent's ability to request a printed version of their child(ren)'s report card from the school.

**Transportation:** Information and access to your child's current/revised Bus Pass is available to view and print, in case of loss.

**Re-registration:** Re-registration is a yearly process required by the *Ministry of Education* to register your child(ren) for the next school year. In past years, this meant sending home documents with, and returned by, your child(ren). Over the years parents and schools have gone through the process of dealing with missing or lost forms, reprints, and missed deadlines and from an environmental point of view, lots of paper...

**Parent/Teacher Interview Scheduler:** This application allows parents to schedule their interview dates and times through *Fusion*.

**Student Passwords:** *Fusion* provides parents the ability to help ensure their child(ren)'s security of their *Google* password by giving them the ability to change it.

**Online Payments:** *Fusion* has started to build a secure online payment function in partnership with *Moneris Solutions*. For Accommodation/Courtesy Bussing", payment can be made on-line. Using *Moneris'* secure payment method, parents will be able to issue payments to the School Board to reserve a seat (when eligible) on a school bus. No credit card or banking information will be saved in *Fusion*, as a direct secure conduit through *Moneris* will only be made at the time a payment is issued. *Fusion* will only retain copies of your receipts for future reference. Daycare fees can also be paid on-line through the same way.

Future development of *Fusion* is expected to move forward to incorporate online payments for other items, such as field trips, etc.

***Fusion* also provides an online Help section and a Feedback application so we can get feedback from parents as to future directions and needs.**

#### **How to create your account on the *Fusion Parental Portal*:**

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

1. You will use the link below to go to our *Fusion website* and create your account.
2. 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 *Fusion* 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). If you have more than one child in our system, you can use any of their codes to create your account (all of your children will be added to your *Fusion* account). The Permanent Code is only used once for the creation of the account, after that, it is no longer required (Permanent Codes can be found on previous report cards or other official documents).
3. Select Sherbrooke Academy Junior, the school your child attends, based on which Permanent Code (QPC) you use.
4. Create a secure password (It is suggested you use a combination of letters, numbers and characters to ensure that your password is as secure as possible).

Please prepare all of the information noted above in advance of using the link to create your account. The *LBPSB Fusion Parental Portal* is also **optimized for smartphones and tablets**, so you can access it whenever, wherever and on whatever you wish.

When you are ready, click on the following link:

<https://fusion.lbpsb.qc.ca/parent/register/>

Should you require further information, please contact *the Communications & Innovations Services, Lester B. Pearson School Board*: [fusion@lbpsb.qc.ca](mailto:fusion@lbpsb.qc.ca)

### ***Electronic Messaging System***

Most communications are distributed electronically and require a current e-mail and telephone numbers. It is the responsibility of the parents to ensure that the school has up-to-date contact information. This is done by the parent updating information on the *Fusion Portal*.

### ***Web Postings***

Calendars, Policies and Procedures, Reports, General Information, Events, are posted on both Sherbrooke Academy Junior and the School Board websites.

### ***Facebook and Twitter***

Please “like” our Facebook page and follow us on Twitter to keep up to date on school happenings.

Sherbrooke’s website is: <http://sherbrooke.lbpsb.qc.ca/>

Lester B. Pearson School Board’s website is: [www.lbpsb.qc.ca](http://www.lbpsb.qc.ca)

### ***School Policies and Procedures***

Sherbrooke Academy Junior policies and procedures are found on our website under *Parent Information*.

## ***Weather Emergencies***

In the case of an emergency (i.e.: winter storms), parents will be notified by the LBPSB Electronic Messaging System and through local Radio stations. **DO NOT CALL THE SCHOOL.**

Should the school need to close during the day, you or the person you have designated on your Emergency Closing Form will be notified before your child is dismissed. **It is for this reason that it is important to ensure that the school has the most up-to-date contact information.** The system works effectively only if we have the correct telephone and e-mail address. This information can also be updated directly by using the *Parent Fusion Portal*.

If the school is closed, any special event (parent interviews, extra-curricular activities, etc.) planned for that day will be postponed to a later date.

## ***Communication between Home and School***

Communication between parents and school is most important. The school communicates with parents through *Fusion Parental Portal*, electronic messaging, notes in the child's *pochette*, telephone calls, interviews, and most important through the report card. Other information about events taking place at the school can be found on our school website, Facebook and Twitter. Teachers are using [Seesaw](#) to communicate with parents.

## ***Channels of Communication***

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.

## ***Teacher – Parent Communication***

For quick, short messages, teachers and parents can use the student *pochettes*.

For conversation, teachers and parents may communicate through the telephone. Teachers may be contacted through the school office by leaving a message for the teacher to return the call. Parents are to call 514 697-7830, leave a message for the teacher, with a brief reason for the call. Under normal circumstances, the teacher will usually respond within 48 hours. Teachers cannot leave their class to respond to telephone calls.

Meetings can also be scheduled between parents and teachers. Parents are to call the school and request a meeting with the teacher. Teachers cannot leave their classroom or supervision duties to meet with parents impromptu. To avoid disappointment, it is important to set meetings ahead of time.



## Conferences/Meetings

Parent-teacher conferences are held two times a year. Conferences offer an opportunity to exchange information on the child's interests, progress, and total development. The first conference is in November – Parent/Teacher Interviews and the second in March (which is a Celebration of Learning). Parents should feel free to arrange additional conferences if desired.

## ***Progress Reporting***

Student progress is formally reported to parents:

- October – Interim Report
- November – 1<sup>st</sup> term report card
- February/March – 2<sup>nd</sup> term report card
- June – 3<sup>rd</sup> term report card

However, reports to parents regarding their children's progress may be made at any time at the discretion of the teacher or principal, or at the request of parents. In addition to assessments/scoring on grade level curriculum outcomes, students are assessed for appropriate learner behaviours which impact academic success.

## MULTIPLE FAMILY HOUSEHOLDS

Students impacted by a multiple-household family situation must be handled effectively and legally. Knowledge of custodial arrangements is important for school personnel. A copy of the parenting section of the court document should be provided to the school. All parents are encouraged to be involved in their child's education, including attending conferences and other school-related functions.

The custodial parent is responsible in ensuring that the non-custodial parent receives copies of information distributed, such as newsletters, announcements of special events, and report cards.

## CHILD ABUSE

Neglect, sexual molestation, emotional abuse and any non-accidental physical injury suffered by a person under 18 years of age as a result of acts or omissions by parents, guardians or persons legally responsible for the child, is child abuse. School personnel, including nurses, teachers, counselors, supervisors, and principals, are mandatory reporters of suspected child abuse and must contact the Department of Youth Protection.

## SCHOOL SAFETY AND SECURITY

For the security and safety of all, security measures must be respected. Our Emergency Preparedness Plan, which is mandated for all public institutions, requires that we restrict access to the building while children are here. Restricted access to our school is between 7:00 and 18:00. Parents and students may not go to areas of the school that are restricted before 8:00 and after 14:30, unless they have a scheduled meeting with the teachers or administration. This includes

parent volunteers. Parents may not enter classrooms to retrieve lost or forgotten items at any time. In addition to the security restrictions, our classrooms contain information about our students. The law also obliges us to protect the privacy of our students.

We understand that for some parents these seem like harsh measures. The days of easy access to schools are long gone. We welcome parent volunteers, but they must be easily identifiable as such. The restrictions are part of the plan that is in place to protect your child's safety and the safety of all the children in our school.

### ***Emergency Preparedness Plan***

Every year the school updates its Emergency Preparedness Plan. A copy of the plan is kept in the School Office. There is an *Emergency Preparedness Team* and also designated first aide responders. There are evacuation routes posted in every classroom. Each teacher is responsible for keeping their emergency roster updated and ensuring that the children are well instructed on emergency preparedness procedures. Yearly, the school carries out numerous emergency evacuation drills and lockdown exercises in collaboration with the city fire officials.

Our aim, as a first priority, is to ensure the safety and security of all our students throughout the process. However, it is possible that practice exercises may leave some students feeling anxious. Please reassure your children of their safety and the necessity of these drills. Kindly take the time to explain that schools, as well as workplaces, practice all types of emergency procedures so that everyone is well prepared, secure, and safe.

These exercises last approximately 15 minutes.

### ***Emergency Evacuation Exercise***

An Emergency Evacuation Exercise requires all students and staff to exit the building as quickly as possible in an orderly, timely manner. The respectful, quietness, efficiency and speed of leaving the building ensure that all arrive at the designated attendance points safely.

### ***Lockdown Exercise***

The Lockdown Exercise requires all students and staff members to remain in their classrooms for a specific period of time. Staff and students are briefed as how this takes place. It is important that students remain calm and quiet. This exercise helps ensure the security of all students and staff in the building in the event of an in school emergency.

### ***Anti-bullying and Anti-violence Plan and Code of Conduct (PAWS Program)***

Every year the school's Anti-bullying and Anti-violence Plan and Code of Conduct are updated and approved by Governing Board. Please refer to our Anti-bullying and Anti-violence Plan and Code of Conduct for details. This information is found on our website.

Our PAWS Program is a Positive Behavior Intervention and Support Program (PBIS) focusing on social emotional learning (SEL).

## TRAFFIC AND PEDESTRIAN SAFETY REGULATIONS

As a junior elementary school, serving children between the ages of 5 to 8 years old, it is important that we consider transportation and pedestrian safety onsite and in the surrounding school area. More children are being driven to school today than in the past. As a result, transportation facilities at and around schools cannot sustain safety as originally planned when the school building was first built in the early 1960s.

Following are school traffic and pedestrian safety tips for Sherbrooke Academy Junior parents, children and staff. All signs and pavement marking that outline safe driving practices must be respected.

### Access to Property Limited to School Busses from 8:00 – 8:10 and 14:30 – 14:40



is at peak **between 8:00 to 8:10 and 14:30 to 14:40**. During these two - ten minute intervals **access to the school property is limited to school busses only**. Fewer cars accessing school premises reduces conflicts between pedestrians and vehicle traffic. Cars can access school premises before and after these ten minute intervals for quick school business.

To avoid being caught during high traffic peak time, we encourage parents to use before 8:00 and pick-up children from daycare services after 14:45. Families with school transportation eligibility are asked to use these services. If you must drive your children to school, park legally on a street near the school and walk to school.

### Pedestrian Are to Use the Marked Cross-Walks and Cross Guard Services

Pedestrians are asked to use the sidewalk across the street from the school and to use the marked white



crosswalks and the services of cross-guard, Ms. Annie Desrochers. The cross-guard is stationed at the corner of Forest and Sherbrooke Streets. The cross-guard is on duty in the morning before school starts, lunch-time and after school.

Parents should teach children to look left, right, and left again and always make eye contact with drivers before crossing the street. Making eye contact is an important part of ensuring that the driver has seen the pedestrian and intends to stop. Pedestrians should continue watching for traffic as they cross the street. It is important for children to learn not to assume that all drivers will stop.

### Access the School Using the Staircase Facing Forest Street at the Cross-guard



#### Post

To access the school, kindly use the staircase facing Forest Street, where the cross-guard is posted. (The cross-guard is on duty in the morning between 7:30 - 8:30; lunch, between 11:30 – 12:30; and school dismissal 14:00 – 15:00.) Stay on the sidewalk on school premises. To cross from the



sidewalk to the access the school, kindly use the yellow pedestrian lines. Between 8:00 to 8:10 there is a teacher supervising this area.

### Student Entry and Dismissal at School Gate



school door entry.

Morning student entry and after school dismissal is at the school gate (facing Forest Street). Parents can walk their children to the gate in the morning. After school the children will be dismissed from this gate and parents can meet their children here. Parents are not permitted in the schoolyard. Parents having school business, are to access the school through the main entrance. Between 8:00 to 8:10 there is a teacher supervising this area and there is a teacher supervising the

### Vehicles Accessing the School



The school parking lot is restricted for school personnel only. Parents and visitors are to park along the school vicinity streets. During these two - ten minute intervals access to the school property is limited to school busses only. Outside these ten minute intervals cars accessing the school premises are to use the left lane. For school business less than 15 minutes cars can be parked to the right of the left lane and access the main school entrance or daycare. The school parking lot is restricted for school personnel only. Parents and visitors are to park along the school vicinity streets.

### Emergency Lane



The Emergency Lane is to the right. This lane is to be kept cleared at all times. Only school busses are permitted to use this lane to drop-off and pick-up children using the bus services. There is a teacher on bus duty at 8:00 and 14:30.

### Handicap Parking



Parking spaces identified by this pictogram are reserved for the disabled people.



## Speed Limit



### 30 km per hour in school and playground speed zones

Travel at 30 km/hour or less in school zones and playground zones. Travelling at this speed or less near a school or playground increases the driver's ability to stop his/her vehicle in order to allow a child to cross the street safely.

## No Parking Zone

Do not park in a "No Parking" zone. Stopping briefly to drop off or pick up a passenger is permitted; however, waiting in your vehicle or leaving it unattended is not allowed. By parking in a "No Parking" zone, a driver could cause traffic congestion or an accident, and may obstruct the visibility of other drivers or pedestrians.



## No Stopping Zone

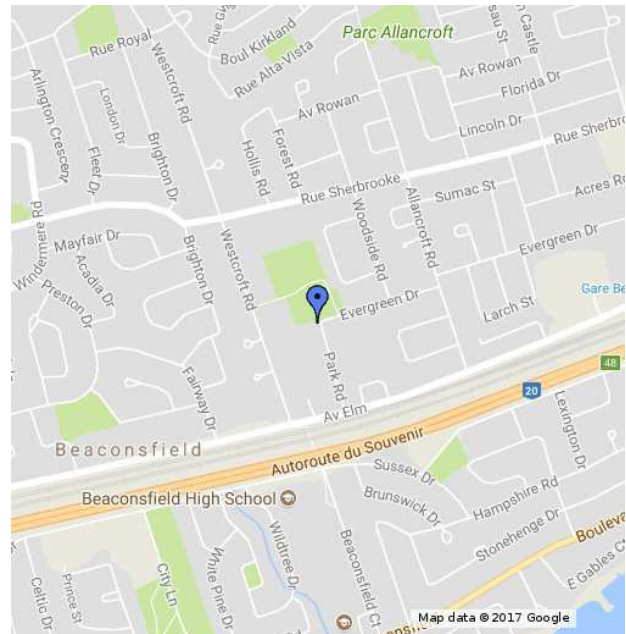
Do not stop at a "No Stopping" zone for any reason. These zones are areas where a stopped vehicle could obstruct the visibility of drivers and pedestrians and increase the likelihood of a traffic collision. The following "No Stopping" zones may or may not have signs:

- Within 2 meters of a driveway;
- Within 5 meters of a fire hydrant;
- Within 6 m of a crosswalk; and
- Within an intersection.



## Parking off School Property

Public parking is found on Forest and Hollis Roads, along with Rowan Road. Kindly ensure to respect all city bylaws. There is also parking at Heights Park, which can be accessed through Westcroft and Park Road. From Heights Park there is a pedestrian pathway that leads to the school parking lot.



## SCHOOL VISITORS

For the safety and security of our students, visitors to the building must check in and obtain a visitor pass. A photo ID may be required. If you are meeting with staff, please make an appointment. School days are tightly scheduled for responding to student needs and staff collaboration. To make the best use of your time and ensure that the staff person you need to see will be available, please take a few minutes to call or e-mail to schedule a time to meet. By doing so, you can be sure that the staff member will be available to speak with you and they will have the necessary information to respond to your questions.

All visitors, which include parents and volunteers, are requested to enter the school by the main door and report directly to the school office, unless otherwise instructed.

Visitors are expected to comply with staff members and conduct themselves in a manner appropriate for a school environment setting.

Visitors are to wait in the lobby. The teacher or person the visitor is meeting will come to the lobby to escort the visitor to the meeting place and then will escort the visitor back to the main lobby.

### ***School Volunteers***

Parent volunteers are under the leadership of those in authority (administration), in volunteering the volunteer assists in maintaining order in the school and workplace and agrees to hold him/herself to the highest standard of respectful and responsible behaviour. Volunteers understand that they are not paid for their services and accepting to volunteer at the school also accept to respect and following all the rules, regulations and guidelines of the school. Volunteers do not replace or relieve regular employees from their responsibilities, but serve to allow the regular employee to do a better job in completing their assignments. If problems arise during volunteering, volunteers are to discuss the problems with the teacher or principal. Concerns that cannot be handled by a teacher, must be brought to the attention of the principal. Privileges as a volunteer may be revoked at the discretion of administration at any time.

Schools rely on the help and support of parent volunteers. Our library, for example, can only operate as long as there are generous, dedicated members of our community to staff it. As well, classroom teachers may use such support to benefit the children under their tutelage. At the beginning of each school year, we ask parents to fill out a *Judicial Record Report*, valid for three years, and hand it to the school. Should you plan to volunteer for the school in any form, please note this is a mandatory process to follow.

Volunteer Information concerning responsibilities, respecting school safety and security measures in place, and confidentiality is provided to all volunteers. Following are guidelines:

### **School Volunteers' Responsibilities**

***The role of the volunteer is to provide help, service and/or support to the school. This brings certain responsibilities***

- Volunteers are to demonstrate care and respect for the school community and a commitment to academic excellence in a safe teaching and learning environment.
- Volunteers must always be positive role models.
- Please refrain from volunteering in the case of illness or personal issues that might distract from your volunteer responsibilities.
- Inappropriate physical and verbal contact with students will not be tolerated.
- Volunteers must dress appropriately and modestly.
- All volunteers are expected to work as a team member and be supportive and encouraging to other students, volunteers and staff.
- Discuss any concerns you may have regarding your voluntary work with the appropriate people: teacher, administrator, or school office.
- Provide constructive feedback and suggestions to the appropriate people so that our work in our school can be continually improved.
- *Volunteers should not hesitate to ask questions* if more specific instructions are needed.
- Volunteers must arrive on time and stay for the agreed-upon time. If you are going to be absent, please advise the teacher and/or school office.

### School Volunteers Must Respect Security and Safety

All students, staff members, parents/volunteers have the right to a secure environment. The following guidelines will help assure a safe Sherbrooke Academy Junior environment.

- All volunteers must complete a Police Background Check Form (*Judicial Record Report*)
- Volunteers must enter and exit by the front door only when entering in larger groups, they may be asked to use an alternate door.
- Volunteers must sign in at the office and wear a “Visitor” badge
- DO NOT park in the staff parking lot
- Volunteers must report to administration any person that they feel has no permission to be in the building or on the grounds when children are present

### All Volunteers Must Respect Confidentiality

In the course of volunteer work, volunteers may learn confidential information about students and staff. Volunteers are expected to keep this information confidential in any setting inside or outside the school.

They are expected to:

- Treat any information acquired about the students, staff, and other volunteers as confidential
- The staff room is an area of confidentiality for staff members. Parent volunteers are to ask permission to use this room
- Staff room documents are confidential and meant for staff members only
- Information acquired that may save a child from harm (i.e. abuse or violent tendencies) must be reported to the administration immediately

### Volunteers’ Responsibilities Do Not Include

- Recording or having access to individual test scores
- Diagnosing reading or other academic problems

- Administering formal discipline
- Directly supervising students. The overall supervision of students is the responsibility of the classroom teacher
- Reporting or discussing information about students to other parents

### Parking and School Volunteers

Parking is limited within the school vicinity. Visitors and parents can park on the street. We ask parents to refrain from parking in the school's parking area, since space is limited. Nevertheless, it is important to respect the parking bylaws.

### MORNING ENTRY

Access to school property between 8:00 – 8:10 is limited to school busses only. This is to ensure the safety and security of all.

Students eligible for bussing are strongly encouraged to use this service.

Parents who drive their children to school have 2 options:

1. Students registered for Daycare can be dropped off before 8:00 (as early as 7:00). Kindly be mindful of parking restrictions. Do not block the main entrance or emergency fire lane; or
2. Park their car on neighbouring streets and use the crosswalk on Forest and Sherbrooke to cross the street and walk their child(ren) to the school gate. For safety and security, only use the crosswalk at the corner of Forest Street to access the walker's staircase only.

If you park your car and walk your child to the crosswalk, we ask that you are mindful of our neighbours and be respectful of their property. **DO NOT** block anyone's driveway. Leave enough space for neighbours to be able to leave or enter their driveways. Navigating becomes difficult with all the extra parked cars. It is important that children do not trespass or loiter on our neighbours' yards.

### ***Tardiness***

Students are to enter the school through the schoolyard upon arrival at 8:00. Students arriving after 8:10 must come in with their parents using the main door and report to the school office to sign in and get a tardy slip to join their class.

### ***Walkers – Student Not in the Lunch Program***

Students who are not enrolled in the lunch services and go home for lunch are dismissed at 11:30 through the main school yard and can be met at the gate facing Forest Street. These students are not to return to school before 12:25, since there is no supervision available for them. These students are to use the daycare door to enter. Leaving students unsupervised around the school vicinity is parent negligence. Students who are tardy returning from lunch, after 12:30, must enter through the main school door and report to the school office for a late slip.



## ***Dismissal***

Access to school property between 14:30 – 14:40 is limited to school busses only. Students eligible for bussing are strongly encouraged to use this service.

At the end of the day students are dismissed at 14:30 and leave the school through the schoolyard. Parents of walkers can meet their child(ren) at the school gate facing Forest Street. Access to the school between 14:30 and 14:40 is limited to school busses only. For safety reasons, we ask parents driving, to park their cars and meet their children at the walker’s area which is located by the walker’s staircase facing the cross-guard area (Forest Street). Please respect the parking by-laws within the school vicinity.

## **SCHOOL TRANSPORTATION**

Students received a letter regarding their eligibility for transportation to and from school. Those who are eligible are to download issued bus pass from the *Fusion Parental Portal* in late August indicating the location and time of their bus stop.

For those students who are not eligible for transportation, parents may apply for "courtesy bussing" for the year by completing the form on-line through *Fusion*. Granting of courtesy depends on the availability of space on the busses and the suitability of existing stops. There is a cost for this service charged on a yearly basis.

Parents are asked to speak to their children about safety and the necessity of good behaviour on the school bus. Parents of younger children (Kindergarten and grade 1) should make sure that they are accompanied to and from their bus stop. We ask for your patience as we deal with any problems which often occur at the start of the year. Kindly note that kindergarten children will not be released by the bus driver if there is no adult to pick them up at the bus stop.

Please note: Children who are not eligible for transportation or who have not been granted courtesy bussing are never allowed to take the school bus.

Every member of the community has the privilege to safely commute to and from school. Students who cause peril on the bus can have their privilege revoked. (For more details refer to the Lester B. Pearson School Board Transportation Policy.) Expected Behaviour for School Bus Safety is listed as part of our Code of Conduct.

## **SCHOOL HOURS**

Sherbrooke Academy Junior operates on a Monday-to-Friday schedule.

<b>School Open to Students</b>	<b>In Class Ready for the Day</b>	<b>Morning Recess</b>	<b>Lunch</b>	<b>Dismissal</b>	<b>School Closed</b>
8:00	8:10	10:15 – 10:30	11:30-12:30 (school closed, daycare open)	14:30	15:30

Students arriving after 8:10 must sign in at the School Office and get a **Late Pass**.

### ***School Office, Switchboard, Telephone***

<b>Open</b>	<b>Closed</b>	<b>Closed after</b>
7:30	11:30-12:30	15:30

The school is closed for lunch between 11:30 – 12:30; at this time Daycare is in operation. After 15:30 the school is closed. Only the daycare services are in operation until 18:00. All visitors (parents) must use the daycare door during lunch, 11:30 – 12:30, and after 15:30. There is no access to the school at this time.

### **TELEPHONE**

Please do not telephone the school to relay messages to your children, except in emergency situations. For emergencies after school hours, contact the Daycare office at: 514-697-5699.

The school telephones are to be used by staff only. Children may not use the school telephone, except for emergencies or in the case of illness. We are unable to accept messages for individual children which would interrupt the instructional program. We would appreciate your cooperation in not asking us to deliver a message to an individual child except in an emergency, with urgent change of plans, or on matters of urgent importance.

Forgotten homework or other items, as well as changes in after-school plans with friends do not qualify as emergencies. Please advise your children in advance (and in writing for teachers or the office) if there is to be a change in their routine. Kindly do not wait until the last minute to call the school with changes to your child's dismissal routine. **Please note that calls to the school dealing with a change in routine must be done before 11:00 a.m.** Having all parties informed alleviates anxiety and confusion. It is important that information for Daycare be written on a separate note.

### ***Courtesy Telephone***

Students may use the telephone for school related matters and emergency situations only. Permission and arrangements to visit a friend's home must be organized ahead of time at home. Please advise your children in advance if there is to be a change in their routine and make sure to send a note to the teacher. This can help prevent confusion and reduce the child's anxiety.

### **ITEMS BROUGHT TO SCHOOL**

Items brought to the Office will be delivered to your child at recess and during the lunch hour. The items are to be labelled with the child's full name and homeroom number and left at the school office.

## LOST AND FOUND

Please clearly identify all articles of clothing, lunch boxes, school bags, etc. that your child brings to school. Unclaimed objects will be placed in the Lost and Found. The Lost and Found is located in the daycare. Periodically throughout the year unclaimed items will be bagged and sent to a charitable organization. Although helpful to them, it is a loss to your family.

## SCHOOL FEES

Each year there are school fees to be paid. These fees help the school defray the cost of consumable materials and the like. The fee is levied in all Lester B. Pearson School Board schools and the fee amount is ratified by the School Governing Board. Information is sent out to parents at the beginning of the year and also posted on our school website. It is important that all fees be paid promptly.

## LUNCH AND DAYCARE SERVICES

Lunch and daycare services operate as a service within the school building. This service is to help working parents with childcare outside the normal school hours: lunch from 11:30 to 12:30, when the school is closed; daycare before school opens: 7:00 – 8:10, after the school closes for the day: 14:30 – 18:00. Daycare services are also available when the school is closed for professional days. Parents must pay for these services.

For information about the Daycare Services available outside school hours, please call the daycare technician at (514) 697-5699 or visit the school website.

## COURTESY, CONSIDERATION, AND COOPERATION ARE CONTAGIOUS

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.

### ***Addressing School Staff***

All school staff - the teachers, the secretary, the caretakers, the aides – are be addressed by students as Mrs., Mr., Miss, or Ms. before their name.

### ***Attitude, Behaviour, Code of Conduct***

Learning is directly dependent on children’s attitude towards the task of learning. Children excited about learning and focused on getting along with others will do their best in school.



Sherbrooke Academy Junior implements Positive Behaviour and Interventions and Support through our Sustainable Happiness PAWS R-S-R Program: **Respect Others, Be Safe, Accept Responsibility**. Our program guides students to ensure success by creating a positive, safe, and nurturing environment. At Sherbrooke Academy Junior we encourage all our students to reflect before making choices by following the PAWS R-S-R principles:

1. Are you being respectful?
2. Are you being safe?
3. Are you being responsible?

We also understand that we learn from our mistakes. It is important to acknowledge our mistakes, take responsibilities for our mistakes and reflect on how to make better choices. Through reflection our children are

encouraged to review how better choices can be made.

Our program is basically a systematic approach for achieving social and academic goals while preventing problem behaviours with ALL students.

### ***Purpose of our PAWS R-S-R Program***

The purpose of implementing the PAWS R-S-R Program is to establish and maintain a safe and effective school environment that maximizes the academic achievement and socio-emotional behavioural competence of all students.

### ***Components of the PAWS R-S-R Program***

- Common approach to discipline
- Positively stated school-wide expectations of all students and staff
- Consistent use of an acknowledge system and consequence system
- Behaviour expectations are taught to students
- Procedures for monitoring and evaluating the effectiveness of the program on a regular basis

### ***Guiding Principles***

Academic achievement and appropriate behavioral skills are the results of school, staff, and families working together to provide a continuum of support for all students.

A continuum of academic and behavioral support includes:

- School-wide instruction for all students (Core Instruction)
- Instructional interventions for students who are at risk for academic or social and behavioral problems (Supplemental Instruction)

- Individualized instruction for students with intense or chronic academic or behavioral problems (Intensive Instruction)

### ***Data Driven***

Data is collected to determine the implemented program effectiveness. The data is also used to determine the required changes to make the program more effective for all students. The team will use the data to identify students who may need more instructional or individualized support in order to be successful.

## **PAWS: RESPECT – SAFE - RESPONSIBLE**

Respect Others, Be Safe, Accept Responsibility - these are our guiding principles.

At Sherbrooke Academy Junior we promote positive and peaceful social interactions. All students are expected to be respectful, safe, and responsible. This encompasses the relationship our students have with each other, the relationship they have with their teachers and the relationship our students have with their environment. **Verbal, emotional or aggressive behaviour whether it is directed at a fellow student, an adult or the physical environment of the school is not tolerated.** Interventions and consequences will be applied in accordance with the Lester B. Pearson School Board’s Safe Schools Policy, our Anti-bullying and Anti-violence Plan and our Student Code of Conduct. For details, kindly refer to our Anti-bullying and Anti-violence Plan and our School Code of Conduct, which is based on Respect, Safety, and Responsibility: PAWS.

## **NORMAL CONFLICT versus 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 life lessons to learn from. Most importantly we need to recognize that some of what we may refer to as “bullying” is actually developmental 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 experience 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 AND VIOLENCE**

Every year the school’s Anti-bullying and Violence Plan, which incorporate our School Code of Conduct, Rules and Regulation, is updated and approved by Governing Board. Please refer to our Anti-bullying and Anti-violence Plan and Code of Conduct for details. (This information is found on our website and this document.)

Bullying and violence are serious violations of school policies, rules and regulations. Such behavior will not be tolerated.

Bullying includes, but is not limited to:

- Verbal, physical, or written harassment or abuse;
- Repeated remarks of a demeaning nature regarding religion, race, national origin, gender, age, appearance or disability;
- Engaging in demeaning jokes, stories or activities;
- Unwelcome visual, verbal or physical behavior of a sexual nature that interferes with a person's education.

Students/families who feel they have encountered a situation involving harassment should immediately communicate their concerns to a teacher or principal.

## SUSPENSION/EXPULSION

A student who violates the rules of the school, or whose conduct is such as to disrupt the educational process for that student or others, may be subject to suspension and/or expulsion from school. In such a case, the principal may suspend a student and establish the procedure by which the student may be readmitted. (Violators are given due notice that suspension will result from continued misbehaviour.)

In more severe cases, the principal may recommend the student be expelled. The school board will act on the recommendations of the administrator and provide the student and his/her representative with the opportunity to present evidence as to why expulsion should not take place.

## STUDENT INFORMATION

When there is a change in address, parents MUST update information on the *Fusion Parental Portal*. It is important to maintain current contact information should an emergency occur.

In order for us to keep our records up to date, please update Fusion and if there is a problem advise the school of any change of address, telephone number, or e-mail at home or at work. Also, we request that you provide the school with the telephone number of a relative or neighbour in case of an emergency (on the Emergency School Form). It is essential that you leave specific directions if you are away on a trip and you have delegated another person to take care of your child. We must be able to reach someone who is responsible for your child at all times.

## ATTENDANCE

In Quebec the law requires that all children attend school regularly. Every day at school is important. Just as it is important for parents to work at their job each day, work at school each day is also important. The teachers will notify families by letter when absences have gone beyond seven days of missed school. Over 15 days the principal will contact the family by letter. The school has the responsibility of notifying the Department of Youth Protection when school attendance becomes a concern.



**Help Your Child Succeed in School:  
Build the Habit of Good Attendance Early**  
School success goes hand in hand with good attendance!

**DID YOU KNOW?**

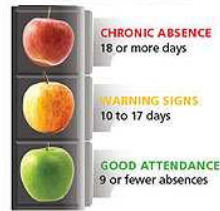
- Starting in kindergarten, too many absences can cause children to fall behind in school.
- Missing 10 percent (or about 18 days) can make it harder to learn to read.
- Students can still fall behind if they miss just a day or two days every few weeks.
- Being late to school may lead to poor attendance.
- Absences can affect the whole classroom if the teacher has to slow down learning to help children catch up.

Attending school regularly helps children feel better about school—and themselves. Start building this habit in preschool so they learn right away that going to school on time, every day is important. Good attendance will help children do well in high school, college, and at work.

**WHAT YOU CAN DO**

- Set a regular bed time and morning routine.
- Lay out clothes and pack backpacks the night before.
- Find out what day school starts and make sure your child has the required shots.
- Introduce your child to her teachers and classmates before school starts to help her transition.
- Don't let your child stay home unless she is truly sick. Keep in mind complaints of a stomach ache or headache can be a sign of anxiety and not a reason to stay home.
- If your child seems anxious about going to school, talk to teachers, school counselors, or other parents for advice on how to make her feel comfortable and excited about learning.
- Develop back-up plans for getting to school if something comes up. Call on a family member, a neighbor, or another parent.
- Avoid medical appointments and extended trips when school is in session.

**When Do Absences  
Become a Problem?**



Note: These numbers assume a 180-day school year.

For more on school readiness, visit [attendanceworks.org](http://attendanceworks.org) and [reachoutandread.org](http://reachoutandread.org)

## ABSENCES

Being absent from school is sometimes necessary. Students should not attend school if they are ill, for example, because others may be exposed to that illness. When students are absent, parents should call the school before 8:00 that day, explaining the absence. To report absences call the school at (514) 697-7830.

Students are marked absent if they are not in school, regardless of the reason, and are required to make up work missed in class. Further information may be found under “Classroom/Assignment Makeup” in this document.

## TARDINESS

When tardiness cannot be avoided, it is much better to be tardy than to be absent for the

whole day. Parents should bring a student to school if she/he misses the bus.

The school opens at 8:00. Students arriving after 8:10 are tardy. Students arriving after 10:00 are considered absent for ½ day. Students who leave 1 hour prior to dismissal of school will be considered absent for ½ day.

## LEAVING SCHOOL EARLY

Students who need to leave school must be excused from the school office. Parents who wish to have a child excused during the day should call first to make arrangements, and then stop by the office to sign out your child. If a child is to leave school with someone other than parents, a note or call is necessary. All dismissals will be made from the school office. To notify the office you must write a note separate from the agenda or call the office at 514-697-7830.

## SCHOOL TRANSFER or DEPARTURE

When a student leaves the school, we ask that parents give advance notice so that student records can be prepared. Parents must sign and complete necessary forms. All books must be checked in and all school fees and/or charges must be paid before leaving the school.

## CLASSWORK/ASSIGNMENT MAKEUP

When students are absent from school, we appreciate the effort and willingness of parents to be sure that classwork missed during absence is made-up. To make arrangements for assignments, please call the school office early in the day, before 9:00, so that the assignments and books can be gathered by the end of the day.

Assignments are not sent in advance, such as when a student will be on vacation for a period of time; participation in extra-curricular activities not connected with the school, or work related activities. It will be the parents' and child's responsibility to ensure that the curriculum, assignments and homework has been covered.

In extenuating circumstances, such as a prolonged illness, parents are to inform teachers as soon as possible and provide a doctor's note. At this point, teachers may work out special activities which encourages and enhances learning, interest, and activities which could go on during the convalescent time away from school.

Students who are ill and at home should not feel that they must do their makeup work when they do not feel well. In all cases, they should wait until they feel better. Schoolwork missed because of an absence will be expected to be made up. Generally, a standard of one day for each day missed is allowed for makeup work.

Classroom teachers will inform students of all other classwork makeup guidelines as they may differ from grade level to grade level.

## HOMEWORK

Homework provides students with the opportunity to practice new skills, as well as to develop self-discipline, independent work habits and responsibility. It also provides parents with information about material being covered in class and allows them to be a part of their child's school life.

Students are given time in class to complete assignments. If they do not finish during that time, they are expected to complete it for the next day. The school believes that homework is an important part of the educational process. The school feels homework can help to:

- Promote growth in self-responsibility and self-direction in learning.
- Direct students toward good work habits.
- Enrich and extend school research experiences.
- Bring pupils into contact with out-of-school learning resources.
- Help children learn to budget time.

In order to help your child with homework, you should provide a quiet area for your child to complete his or her homework, supervise homework time, check to see that the homework is done, and sign the homework or agenda if requested. If there is no assigned work from the teacher, have your child work on things they need to practice such as reading, writing or math.



Reading together is probably the single most important way in which you can help your child do well in school. In addition, encourage your child to write letters, diaries, stories, go to the local library, read out loud to you or talk to you about the school day and how it went. It is important that children read every day for a minimum of 15 minutes.

Should a child not be able to complete homework assignments please contact the teacher and set up a meeting to discuss this matter.

Students are responsible for taking home all materials needed for homework. ***Students and parents will not be allowed back in school after dismissal (14:30).***

How much homework is appropriate? On average, on a daily basis:

Grade 1	Grade 2
10 -20 minutes	20-30 minutes

## SCHOOL SUPPLIES and WORKBOOKS

A list of recommended supplies and workbooks for purchased by parents is sent home to parents in June. It is also posted on our website. Students new to the school can pick-up a school supply list at the office or simply check our website.

### ***Student Pochette***

*Pochettes* are one of the tools for communication. Students are expected to bring their *pochette* to school every day. Parents are asked to support their child's progress by checking it and signing it every day after the homework is completed, as requested by the teachers. Teachers also use *Seesaw*. *Seesaw* will be explained to parents at the beginning of the school year.

Positive communication between parents and school staff members is vital to our success. If you have any concerns about your child, please contact the classroom teacher through a note or by calling the School Office. If there are any unresolved issues, please do not hesitate to contact the Principal directly.

### ***English and French Dictionaries***

Students are encouraged to have an English and French dictionary for their home use.

## SCHOOL BOOKS AND LIBRARY BOOKS

Should students require textbooks, these will be loaned by the school. Students are asked to make a strong effort to care for these books. The cost of lost or damaged textbooks and/or library books will be charged to the parent. All textbooks and library books must be returned by the end of the year.

## STUDENT DRESSING FOR SCHOOL

Grooming, dress and behavior have a bearing on how others react to an individual. Dress and grooming should be clean and neat so as to bring out the best in a student. Children are expected to come to

school well groomed, clean and dressed appropriately for school.

Hats, mittens and boots should be worn during winter weather for outside recesses. Because neither snow-boots nor socks alone are allowed to be worn in rooms, street shoes are needed for inside wear. Please mark all boots, gloves, caps, coats and gym shoes with your child's last name, so that lost items may be returned. Students are expected to remove hats, caps and headgear while in the building.

Tops must cover the midriff and pants must not be rolled down from the waist. Also, it is recommended that all students have second pair of indoor shoes kept at school in a shoe bag.

## PHYSICAL EDUCATION

Children participate in physical education each week. On gym days, children should wear comfortable clothing which allows for movement. For safety reasons, it is recommended that the running shoes worn in the gym class are best to be solely for that purpose. Shoes worn outside accumulate dirt, become worn and do not provide the necessary traction. All children are expected to participate in physical education classes. If a child is unable to participate because of an injury, please send a note stating the reason. If a child must be exempt for several consecutive classes, a note from your physician is required.

## STUDENT PLACEMENT/TEACHER REQUEST

We understand the importance of matching students with teacher styles, classrooms, and other students in determining student placement. Toward the end of each school year (around the end of April - May), currently enrolled students will be grouped preliminarily for the following school year's class placement. Class groupings will only be finalized by the first days of the new school year.

Placement considerations will be made on, but not limited to:

- Learning and personality styles of the student and teacher
- Gender make-up of the class
- Social/emotional needs of the student
- Teacher/parent input as it relates to potential impact on student learning

Student placement letters are neither encouraged nor discouraged, but provide parents a means of expressing special circumstances that might need to be considered. Parent requests include:

- Valid academic concerns
- Social/emotional needs of the student
- Personality/motivational concerns
- Requests for a particular teaching style that would be the best match the child's learning style
- Parents of multiples (twins, triplets...) may submit a request to have their children together in the same class (Kindergarten only)

Requests that will not be considered:

- Requesting or “unrequesting” a teacher by name
- Requesting 2 students (or group of students) be placed in the same class
- Requesting an “experienced” teacher or “first year teacher” (all teachers are highly qualified at our school and school board as a whole)

All request placement letters must be submitted to the principal before the third week of April of the current year for the following year placement.

Although parent requests will be taken into consideration for student placement, it does not guarantee placement of the student into a particular class or with a particular teacher. All final decisions on all student placements rests with the administration.

## TOYS, MONEY, VALUABLES

Toys, trading cards, playground equipment, etc., brought from home to school may become lost or damaged. Students must obtain permission from the teacher before bringing any items. *Footballs*, *Baseballs* and other hard balls are potentially dangerous and must be left at home. Valuable items brought to school sometimes disappear. For this reason, students should not bring more money than needed. Any money brought to school should be put in an envelope with the student’s name and the purpose for the money written on the envelope.

With permission of the principal, students may be allowed to bring their own electronic devices to access the school’s wireless network, including the Internet, for instructional purposes and in accordance with the [Responsible Use Policy](#). This does not include electronic games and devices devised for entertainment that distract from the educational process. We ask that these items be left at home.

Lost or stolen items are not the responsibility of the school. Cell phones, if brought to school, must be turned off and left in the student’s bag/backpack during school hours.

## HEALTH

In consideration of your children and their classmates, **PLEASE DO NOT SEND A SICK CHILD TO SCHOOL**, as we do not have the facilities or staff to care for them.

To promote, maintain and restore health, these basic principles regarding illness should be followed:

- A student with fever should remain home until their temperature is normal for 24 hours without fever-reducing medications (Acetaminophen, Ibuprofen)
- A student with vomiting or diarrhea should remain home for until 24 hours after the last episode
- A sick child should remain at home until their condition is well enough for them to be able to participate in school activities
- A student with a questionable rash should consult a medical professional in order to determine if the rash is due to an infectious disease (e.g. impetigo, ringworm, scabies, chicken pox).

Depending on the illness, a doctor's note or medication prescription showing treatment may be required before the child can be readmitted to school.

- A student with an infectious disease such as strep throat should remain at home until 24 hours after the start of antibiotics

### ***Vaccination***

Diseases such as measles, German measles, and whooping cough, spread rapidly in a school, even if most of the children have been vaccinated. Thus, when a contagious disease affects a child in a classroom, it is important to know who has been vaccinated and who has not. It is for this reason that you are asked to provide a copy of your child's vaccination records at kindergarten entry.

For optimal protection, it is important to have your child vaccinated at the recommended ages. Vaccinations are available at your CIUSSS by appointment, or from your doctor. As your child will attend Sherbrooke Academy Junior on the Lac St-Louis territory, he/she may receive vaccination services from CLSC Lac St-Louis by calling (514) 697-4110. Further information on the recommended vaccines can be obtained at [www.sante.gouv.qc.ca/en/dossiers/vaccination/](http://www.sante.gouv.qc.ca/en/dossiers/vaccination/)

Children who have not received the appropriate vaccinations or whose vaccination status is unknown may be asked to remain at home if a contagious disease occurs in the school.

Children who suffer from certain chronic diseases may be eligible for additional doses or other vaccines. Please consult your doctor or your CIUSSS.

### ***Hygiene***

Hygiene measures are also necessary to prevent the spread of contagious diseases. Children are encouraged to wash their hands, use a paper tissue when coughing or sneezing, avoid sharing personal objects, cover wounds with a dressing and take measures to avoid contact with blood from another person. These are simple and effective actions that everyone can take.

### ***Medication Administration***

In accordance with the School Board Safe and Caring School Policy, it is the responsibility of the parents to administer medication to their children. Treatment regimes should, where possible, be adjusted to avoid distribution of medication during school hours. When this is not possible, parents may request the assistance of school personnel through the principal. Any training and/or supervision deemed necessary for the distribution of medication in the school setting is available via the CIUSSS serving the school's territory. Parents are encouraged to teach their children to accept the maximum responsibility for the self-administration of medication.

### **Procedure Regarding the Distribution of Medication**

The parent must provide the principal with prior written authorization by filling in and signing the Request and Authorization for the Distribution of Medication at School form, (Addendum B). The parent must also sign the Release of Liability for Distributing Medication, (Addendum C) before the medication administration.

Parents must ensure that the school has up-to-date information and appropriate and accurate telephone numbers.

Prescription drugs shall be delivered in person by the parent to the school office. Parents are responsible for tracking the expiration dates of all medications. The prescription drugs must be packaged in an original container as supplied by a pharmacist with the prescription label. The package must be clearly labelled with:

- The child's name
- The name of the drug
- The dosage of the drug
- The frequency of use
- The date of purchase
- Instructions for storage
- Specific directions for distribution
- Prescribing physician's name

Parents must ensure that their child's medical needs are clearly indicated on the Field Trip Request Forms or similar permission documents.

### ***Exceptional Medical Situations***

#### **Acute Asthmatic Conditions**

A student requiring medication due to asthmatic conditions is expected to be properly instructed by physician and/or parent in the use of inhaled medication by the approximate age of eight (8).

A student of this age or older should carry their own personal medication on their person at all times. The Request and Authorization for the Distribution of Medication at School form (Addendum B) must be completed. The physician and parent should indicate on the medical form that the student is competent to carry and self-administer this medication.

A medical plan for those students younger than eight (8) should be developed by their physician and shared with the school by the parent.

#### **Diabetic Conditions**

A request for the administration and/or assistance of insulin injections requires the completion of the Request and Authorization for the Distribution of Medication Form (Addendum B). If the student is of an age, as determined by a physician, to self-administer these injections, the physician and the parent should indicate on the medical form that the student is competent to self-administer his/her medication.

It is recommended that the student carry an emergency source of glucose at all times. When a student is too young to self-administer or unable to self-administer, the parents must make every effort to arrange for the administration using non-school board personnel.

Ideally, parents of children with diabetes should ensure that their child wears a Medic Alert bracelet or other suitable identification.

## ACCIDENTS AND ILLNESSES AT SCHOOL

Should a child have an accident or become ill at school or during a school outing, school personnel will give immediate attention and first aid to the child. In consultation with the CSSS, the school purchases the necessary equipment and materials to administer First Aid.

Since we have no medical room, we require names and telephone numbers of parents and/or designated adults to be readily accessible. If a student should require immediate medical attention, the school will act in the interest of the child, while at the same time, alerting the parents or guardians. All costs incurred, such as the cost of an ambulance to transport a child to hospital, are the responsibility of the parents.

Emergency telephone numbers must be provided. To ensure the safety of your child, extraordinary health problems must be noted on the medical form. The school is also required to have on hand a list of all Medicare numbers and their expiry dates. (Kindly ensure that the school has all the up-to-date information).

In the event that a child has been injured and the incident has not been observed by any staff member, the child should report the incident to the teacher on duty or the homeroom teacher. Appropriate action will then be taken.

When a child becomes ill or has an accident at school, parents will be notified. It is very important that the emergency contact information be as accurate and complete as possible. When there is a change in address, parents **MUST** contact the school office to update that information or use the *Fusion Parental Portal*.

No child is sent home until arrangements have been made. In cases where parents cannot be contacted, the school will contact the listed emergency contact. Should the school not be able to reach any legal guardian or emergency contact, the student will be transported to the nearest hospital by the most appropriate transportation available. The cost of the ambulance will be the responsibility of the parents. All information regarding your child's health will be shared with necessary staff involved with your child unless otherwise specified.

## COMMUNICABLE DISEASES

Infectious diseases are common in the schools and can impact health. Certain infectious diseases are contagious and can be transmitted from one person to another.

**INFORM THE SCHOOL:** If your child is ill, you must inform the school of his/her absence. If you take him to the doctor, ask whether your child has a contagious disease; if so, please inform the school (see the list of diseases to be reported below). The CIUSSS nurse will be informed and, if necessary, will contact you for more information and to answer your questions.

The child who is ill must remain at home until he/she is able to participate in school activities. For certain contagious diseases, the child's return must be delayed until the end of the contagious period.

If your child has a special medical condition such as immunosuppression, please ask your doctor which contagious diseases are dangerous for him and advise the school administration. The CIUSSS nurse will be informed and will let you know if a case is reported in the school.

## ***List of Diseases to Report to the School***

Whooping cough	Measles
Diphtheria	Mumps
Erythema Infectiosum (fifth disease)	Rubella
Scabies	Scarlet fever or Streptococcal sore throat
Gastroenteritis or food poisoning	MRSA infection (methicillin-resistant
Hepatitis A	Staphylococcus aureus infection)
Impetigo	Tinea Capitis (ringworm of the scalp)
Meningitis	Tinea Corporis (ringworm of the body)
Pediculosis (head lice)	Tuberculosis
Varicella (chickenpox)	Herpes zoster

## **LIFE THREATENING ALLERGIES REQUIRING AUTO-INJECTORS**

At the beginning of each school year, please inform the school in writing if your child suffers from severe allergies, along with your emergency information contact numbers. During the school year, any change in the student's allergens must also be communicated to the school. Please notify the school, in writing, of any specific procedures required to ensure the safety of your child.

The request to administer emergency epinephrine by injection for a potentially life-threatening allergy shall be made on the Request and Authorization for Distribution of Medication Form (Addendum B). Additionally, the Emergency Contact Form for a Child at Risk for Anaphylactic Shock (Addendum E) must also be filled. Additionally, if the child takes the school bus, the parents must advise the school bus driver of the student's allergies by signing the specific form intended for this purpose (Addendum F). These forms are available at the main office.

The student is expected to carry their emergency medication on his/her person at all times, unless other arrangements have been made with the school. Ideally, parents of children with severe allergies should ensure that their child wears a Medic Alert bracelet or other suitable identification.

In the event that the auto-injector is given or self-administered, an ambulance will be called immediately to transport the student to the hospital. The cost of the ambulance will be covered by the student or his parents in case of a minor. In the event of a mild reaction where an auto injector is not required, parents must arrange for the pickup of their child. **As epinephrine remains the first line treatment for anaphylaxis, the use of antihistamine medications such as Benadryl is not recommended in the school setting.**

Staff members and students are educated about life-threatening allergies. All staff members, including lunch and daycare supervisors, receive training and refresher courses in allergies and epinephrine auto injector administration.

Sherbrooke Academy Junior has been designated as a nut-safe environment. Amongst our student population, we have several children who have life threatening nut allergies. Even trace amounts of these allergens could result in a life threatening reaction for these students. It is for this reason that we ask you not send peanut butter or peanuts to school in any form. Please respect these rules even when packing field trip lunches and daycare snacks.

For the safety of everyone, sharing of food is prohibited throughout the school. Students are not permitted to bring in food to celebrate their birthdays.

Thank you for your cooperation in making Sherbrooke Academy Junior a safe and caring place for everyone.

## HEAD LICE

Head lice have been around for a long time and they are not about to disappear any time soon. They are not dangerous, although they can be quite annoying. Prevention and control of head lice is another important part of the back-to-school routine.

### ***Checking for Head Lice***

Regularly checking your child's head for lice is important to help you recognize and begin treating an infestation early, in order to limit the spread in your home and school. Use of a nit comb, (a comb which is designed to remove head lice and available at very low cost at pharmacies), a good light, a magnifying glass, and checking while the hair is wet, are all good strategies.

At times, it may be necessary for school personnel to check for head lice. This is done with respect and in confidence. Positive results will be communicated immediately. If you are not in agreement that school personnel check your child for head lice, please advise the school in writing.

### ***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.

### ***Lice Pamphlet***

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.](http://www.publications.msss.gouv.qc.ca/msss/fichiers/2016/16-276-01A.pdf)

## SCHOOL NURSE

The school is assigned a nurse from the local CIUSS. The nurse works in collaboration with school personnel in order to meet the health needs of children. The school nurse acts as a consultant to the school, with regard to the organization of first aid, medication administration, and various medical protocols. The school assumes the responsibility to provide first aid.

The nurse's roles also include the assessment and follow up of children's health status by consultation of the school's emergency health records. Please complete any questionnaires or follow any suggestions given by the nurse, as they concern the health of your child.



Through education and intervention, students are encouraged to assume responsibility for their health and well-being.

## HEALTHY FOOD POLICY

The Food and Nutrition Policy states: “All partners should model healthy lifestyles when on school grounds. Parents are encouraged to provide their children with a healthy breakfast before school and to send nutritious foods to school as snacks, lunches or for special events.”

Eating habits are formed in the home at a young age. We encourage you to reinforce what your child learns at school with healthy eating practices at home. Keep in mind that whenever possible, you should avoid associating food with a reward system.

To support our healthy food policy and ensure the safety of our children with allergies, we cannot allow families to send in food or treats for a whole class to share in honour of a child’s birthday or a special holiday. As you may know, we already discourage children from sharing their lunch food, as some of our students have life-threatening allergies to a variety of foods such as dairy products and nuts. Parents of these children have asked us to attend to their children’s safety by ensuring they only eat the foods they bring from home. We also have students who have dietary restrictions because of other medical, religious or cultural reasons. Although everyone appreciates the gesture of families who wish to share a special treat, out of respect for the health and welfare of our school community, the sharing of all foods within our school is prohibited. Thank you for your usual cooperation in helping us ensure that Sherbrooke Academy Junior is a safe, healthy and inclusive school.

In the event of a teacher planned class activity, which involves food, parents will be informed by the teacher well in advance of the event (sampling vegetables and fruits, medieval feast...) and let parents know of the healthy foods that will be served. Teachers will provide specific instructions to parents should the teacher be asking parents to send in healthy snacks (e.g. vegetables with dip, cut-up fresh fruit, etc.).

## PHYSICAL EDUCATION, WEATHER AND RECESS REQUEST

Parents sometimes request that a student stay inside during recess time or not participate in physical education. However, a child well enough to attend school should be well enough to participate fully in all school activities, including outside play or physical education. Requests to remain inside for recess or not participate in physical education must be accompanied by a doctor’s note.

During cold weather the following guideline is recommended, but not limited, to reduce amount of time children (grade 8 and under) spend outdoors when the temperature is –20 degrees Celsius or colder, with or without the wind chill. Keep children indoors when the temperature is -25 degrees Celsius or colder, with or without wind chill. (Source: *Environment Canada*)

[http://www.thestar.com/life/parent/2011/01/21/how\\_cold\\_is\\_too\\_cold\\_for\\_recess.html](http://www.thestar.com/life/parent/2011/01/21/how_cold_is_too_cold_for_recess.html)

[http://www.huffingtonpost.ca/2016/01/14/school-recess-cold-weather\\_n\\_8972136.html](http://www.huffingtonpost.ca/2016/01/14/school-recess-cold-weather_n_8972136.html)

This said, we must also consider wind chill. Wind chill is the human perception of temperature created by the combination of the actual temperature and the additional heat loss from exposed skin caused by the wind. This is how cold it “feels” outside (the apparent temperature). The higher the wind speed and the lower the temperature, the greater the wind chill effect. If the actual air temperature is 40°F and the wind speed is 10 miles per hour (mph), the apparent temperature is 34°F; at 30°F with a 10-mph wind speed, the apparent temperature is 21°F. To learn more about wind chill hazards:

<http://www.ec.gc.ca/meteo-weather/default.asp?lang=En&n=5FBF816A-1#X-2015011511225016>

During winter, not only is the weather and wind chill factor important to consider, but also the condition of the school yard. Rapid change in weather causes black ice and at times wet snow – and yes even puddles. We have had several student and staff falling and injuring themselves due to this.

Whenever a decision is made for indoor recess versus outdoor recess, it is taken with great care and with the safety and security of all students and staff in mind. During indoor recess teachers have access to several software programs that can keep students active in class, one is *Go Noodle*

<https://www.gonoodle.com/>

## MOVIES/VIDEOS/MUSIC SHOWING

**Movies/Videos:** on occasion teachers may show movies/videos that are related to the curriculum or during holiday or end of the school year celebrations. Only G and PG (Disney) rated movies will be shown. If there is a PG movie, other than a PG Disney Movie, to be shown, a letter will be sent home to families with a choice of having their child opt out of viewing the movie.

Music Tracks and Videos are used on a regular basis during physical education and music classes and daycare. Only “clean edited” versions will be used.

## 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, preparing materials at home, etc. We welcome and encourage parent participation at any level. In the package of forms you received on the first day of school you will find a *Volunteer Form and Judicial Form*. You are invited to complete this form and indicate ways in which you would like to become involved. For more information, please contact your child's homeroom teacher, school office, or the Home and School representatives.

### ***Council of Commissioners***

This group of elected commissioners hold monthly meetings at the School Board. These meetings are open to the public and provide an opportunity to address questions from the public. The meetings are also podcasted from the School Board's website.

### ***Governing Board (GB)***

The operation and mandate of the Governing Board is regulated by the Ministry of Education. A governing board is a representative body established in each school according to section 42 of the

Education Act. It is composed of parents, teachers, representatives of both the non-teaching professionals and support staff, daycare technician, and community representatives, who work in partnership to ensure that all students receive the best possible learning opportunities. The school principal attends governing board meetings, but is not a member and is not entitled to vote. The governing board exists to govern the school, not administer the daily operations of the school. The latter is the responsibility of the principal. The powers and functions of the governing board impart responsibilities and decisional authority in general matters of school governance, as well as, matters such as educational services, community services, and material and financial resources. Topics that are discussed, but not limited to are: school facility rentals, consultation to the school board on various topics, School Budget, Daycare Budget, Safety Initiative Priorities, Capital Projects Requested for Funding, Selection Criteria for Principal, Consumable Fees, Subject Time Allocation, Field Trips, Fundraising.

### ***Parents Committee***

This committee formed of parent representatives elected by each school within the School Board holds regularly scheduled meetings that the School Board. These meetings are open to the public and provide an opportunity to address questions from the public. The Committee's major role consists in representing the parents; interests within the school board and can be called upon to advise the school board on various issues related to its mandate school. In addition, the Parents' Committee appoints 2 of its members to the Council of Commissioners.

### ***Parent Users of Daycare Committee***

Parents whose children attend daycare can participate in this committee. The PUDC is formed by the Governing Board by request of at least 3 parents using the daycare services. This committee is chaired by the daycare technician. It is an advisory committee, providing a forum for consultations and feedback. The PUDC transmits suggestions and recommendations to the principal or the Governing Board, it is a liaison for all parents who use the Daycare service. It focuses on the quality of Daycare services and may make recommendations in respect to the rules of operations, special projects, needed changes or any other aspect of the Daycare. It also may contribute to the development of innovative projects. It will write a year-end-report, and after being reviewed by the principal and the Governing Board, the report will be sent to all parent users.

### ***Parent Participation Organization (PPO)***

The PPO is an advisory committee which focusses on educational issues that foster student success. It is to promote participation of the parents in the development, implementation, and periodical evaluation of the school's educational project. The PPO works in collaboration with teachers and the principal. The PPO also fundraises to support the school.

This committee is for parents only, formed every year, if the parents of the school decide they want a PPO during the Annual General Assembly of Parents. The parents present at the Annual General Assembly of Parents decide on the name and composition. This committee is open to all parents of the school. The mandate is for one year.

### ***Home and School (HS)***

Home and School is a non-profit volunteer organization made up of parents. It focusses on fundraising activities and organizing special events dedicated to enhancing and the general well-being of the children of the school in collaboration with the principal and teachers. Most local Home and Schools, are part of the Quebec Federation of Home and School Association. To stay in good standing with the QFHSA membership should be at least 10% of the school population. The Quebec Federation of Home and School Association Inc., is an independent, incorporated, non for profit, volunteer organization dedicated to enhancing the education and general well-being of children and youth. The QFHSA promotes the involvement of parents, students, educators, and the community at large in the advancement of learning, and acts as a voice for parents. There is an annual cost to parents to be part of the QFHSA. The provincial membership links the Home and School with The Canadian Home and School Federation, making Home and School a partner in the largest parent volunteer organization. To be a member you are not required to volunteer. It is at the discretion of the individual whether they choose to be active, partially active, or not at all. Members are encouraged to participate in ways that most suit their own availability. Everyone is welcome to the monthly meetings, you are not required to be a member of HS. Nevertheless, only members have voting rights. Any money raised through Home and School stays within Home and School. Before any spending, the members can vote on where the money is to be spent. Your individual membership affiliates you with both the Quebec Federation of Home and School Associations (QFHSA) and the Canadian Home and School Federation (CHSF). You will receive the QFHSA newsletter 4 times a year.

### ***Difference between PPO and HS***

As per Article 96 of the Quebec Education Act, a PPO, composed of parent members, may be formed within the school by all parents present at the Annual General Assembly of Parents. The aim of the PPO is to promote parent participation in the development, implementation, and periodical evaluation of the school's educational project, and to encourage participation in their children's schooling. A Home and School is an independent, incorporated, not-for-profit, volunteer organization also dedicated in enhancing the education and well-being of children. The membership is open to anyone in the community, regardless whether they are parents or not.

### ***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](http://www.lbpsb.qc.ca) for more comprehensive information.