



WILDER PENFIELD ELEMENTARY SCHOOL PARENT HANDBOOK

Each of us has an important role to play in the success of our school. You as parents are a vital element in the education of your son and/or daughter. We have an excellent staff but we cannot do it alone. We urge you to become an active force in our common goal - providing the best for your child at Wilder Penfield School, and promoting pride and respect at school, at home and in our community.

We are looking forward to working with you. Your comments are always welcome. If you have any concerns please communicate directly with us so that we can work together toward a constructive solution. We would also like to hear when things go well - it is nice to be appreciated and that knowledge encourages us to continue.

If you have any concerns regarding your child's progress or activities, please contact his/her teacher. Please encourage your children to bring home all information given to them at school for you to see. Many of our teachers use internet communities and email to keep students and parents up to date. We use our email and voice messaging system for most of our administrative communications. Please be sure that we have an updated email address.

<u>SCHOOL HOURS:</u>	8:45 A.M. -	Buses unload
	8:55 A.M. -	Classes begins
	10:25-10:45 A.M. -	Recess
	12:15-1:15 P.M. -	Lunch
	1:15 P.M. -	Classes begin
	3:30 P.M. -	End of school day
	3:40 P.M. -	Buses depart

Children should not arrive in the schoolyard before 8:45 A.M. and 1:05 P.M. (except those children enrolled in lunch program and day-care).

SCHOOL AND STUDENT SECURITY

- All doors are locked. Please come to the main entrance on Westminster Avenue and ring the bell. All parents and visitors must report to the school office. We ask that all parent volunteers sign in and wear the proper identification. We have a handbook for parent volunteers on our school website.
- If you bring your child to school please do not come into the school or on the school grounds when our teachers and/or supervisors are on duty. Students can enter the schoolyard from either the laneway on the park side, the gate on the Huron side, or the sidewalk near the bus zone on the Westminster side of the building.
- If you bring your child to school late, please enter at the front door and sign your child in at the main office with the school secretary. Your child will then go to class on their own.
- If you pick your child up before dismissal, report to the office and sign your child "out" in the book for this purpose.
- Parents are asked to wait outside the building for their child(ren) at dismissal. Day-care pick up is at 3:45 p.m. at the day-care door. We ask that children do not play in the front of the building at dismissal.
- No dogs are allowed around the building at arrival or dismissal. If parents insist on bringing their dog with them at arrival or dismissal, we ask that they keep clear of the crowd or remain on the other side of the street. It is preferable that parents simply abide by this rule in order to protect the safety of all.

EMERGENCY SCHOOL CLOSING

If our school is to be closed, due to inclement weather or a school building issue, we will send a recorded phone message to your homes or cell phones. You can also check the school board web site, www.lbpsb.qc.ca or listen to English radio stations. In the event of an emergency school closure or evacuation during the school day, we will send a recorded phone message to your homes or cell phones.

DROP OFF AND PICK UP OF STUDENTS

If you are driving your child to school or picking up, please follow all traffic rules at all times. Parents are not allowed to use the school parking lots at any time.

CHANGE OF ROUTINE

For the safety of your child please be sure to establish a regular routine at dismissal. Whether a child uses day-care, takes the bus or walks to school, it is important to be consistent.

- If there are any exceptional changes to the routine of your child at dismissal, please put a note in your child's agenda and make arrangements with the main office or the day-care office **before noon**. Please make arrangements with family, neighbours or friends in cases where you get held-up in traffic and will not be home or at the bus stop to greet your child. The school cannot guarantee we will get the message to your child for exceptional changes to dismissal routine if you call after twelve o'clock unless there is a drastic emergency (ie accident, sudden illness). See day-care handbook for more information.
- Students are not permitted to ride any bus other than the one they are assigned to. If students wish to visit with friends after school who are on a different bus route, arrangements must be made, from home, for alternate transportation.
- If a student wishes to disembark his/her assigned bus at an alternate stop he/she must have written permission from a parent.
- Arrangements for visiting with friends after school must be made in advance, from home. Students will not be permitted to use the office phone to make social arrangements.

ABSENCES FROM SCHOOL

Parents are asked to call in to the school when their child will be absent. Please call the school early in the morning and leave a message on the answering machine (option 2) or between noon and 1:00 p.m. for any afternoon absences.

A written note to explain the child's absence is requested by law. Please send the note when the child returns to school.

To help prevent the spread of viruses and bacteria sick children should stay home.

FIRST AID - DISTRIBUTION OF MEDICATION - SEVERE ALLERGIES

Please see the LBPSB Policy on Safe and Caring Schools -

http://www2.lbpsb.qc.ca/content/policies/Policy_on_Safe_and_Caring_Schools_Eng.pdf

In the event of any emergency here at school which requires us to contact parents, it is essential that we have the name and telephone number of a close-by neighbour, friend or family member who is at home, and would be willing to care for your child.

Be sure to fill out the Emergency Medical information form and keep the school up to date on any changes in writing. It is the parent's responsibility to provide medical information on a yearly basis.

It is strongly recommended that each student with an anaphylactic allergy carries an EpiPen on their person at all times.

When we see or are made aware of a head injury we follow these guidelines, as well as identify the student with a white label so that all staff know to verify symptoms for the remainder of the day.

HEADS UP

Reports a **H**eadache
Eyes-change in vision/sensitive to light
Attention-unable to concentrate
Disorientation
Sickness-Nausea/vomiting
Understanding-Answer simple questions
Personality-Change in personality-irritable/crying

Keeping in mind that sometimes symptoms do not present themselves until later in the day or evening, we inform parents by email and, in critical cases, by phone.

The Pledge

Today I have an obligation

No longer will I be silent

Silence is participation

I refuse to participate in the problem

We are all different, but we all deserve respect

If you need help, come to me

If I think you need help, I'm getting involved

I've got your back

STUDENT CODE OF CONDUCT

Maintaining the dignity of each person, in all situations, is crucial in managing behaviour. Effective discipline comes from the belief that teaching individuals to take responsibility for their behaviour is more motivating in creating behavioural changes than teaching individuals to be obedient in order to avoid punishment. The Student Code of Conduct applies when students are at school or on their way to and from school.

Minor Infractions

Name calling
Ignoring the bell
Rude behaviour in line/in hallways
Disrespectful behaviour to peers
Littering
Throwing object
Lateness
Spending too much time in washroom
Inappropriate dress (including shoes and PE class)
Bringing to school toys, electronic devices
or collectible items not requested by teacher

Consequences

Verbal reminders
Removed from the social setting
Student phones home to explain
situation to parents
community service
parent communication (call, email, letter, agenda)
parent meeting
overnight suspension

Major Infractions

Fighting
Vandalism
Theft
Swearing
Repeated minor infractions (within certain period)
Leaving school grounds
Not cooperating with directives of adult
An act that compromises the safety of self or others
Bullying
Threatening
Extortion
Vulgar gestures

Consequences

(In addition to minor infraction consequences)

Administrative involvement
Parent called to a meeting
Detentions
Loss of privileges
In-school suspension
Out-school suspension
Documentation in file
Police involvement

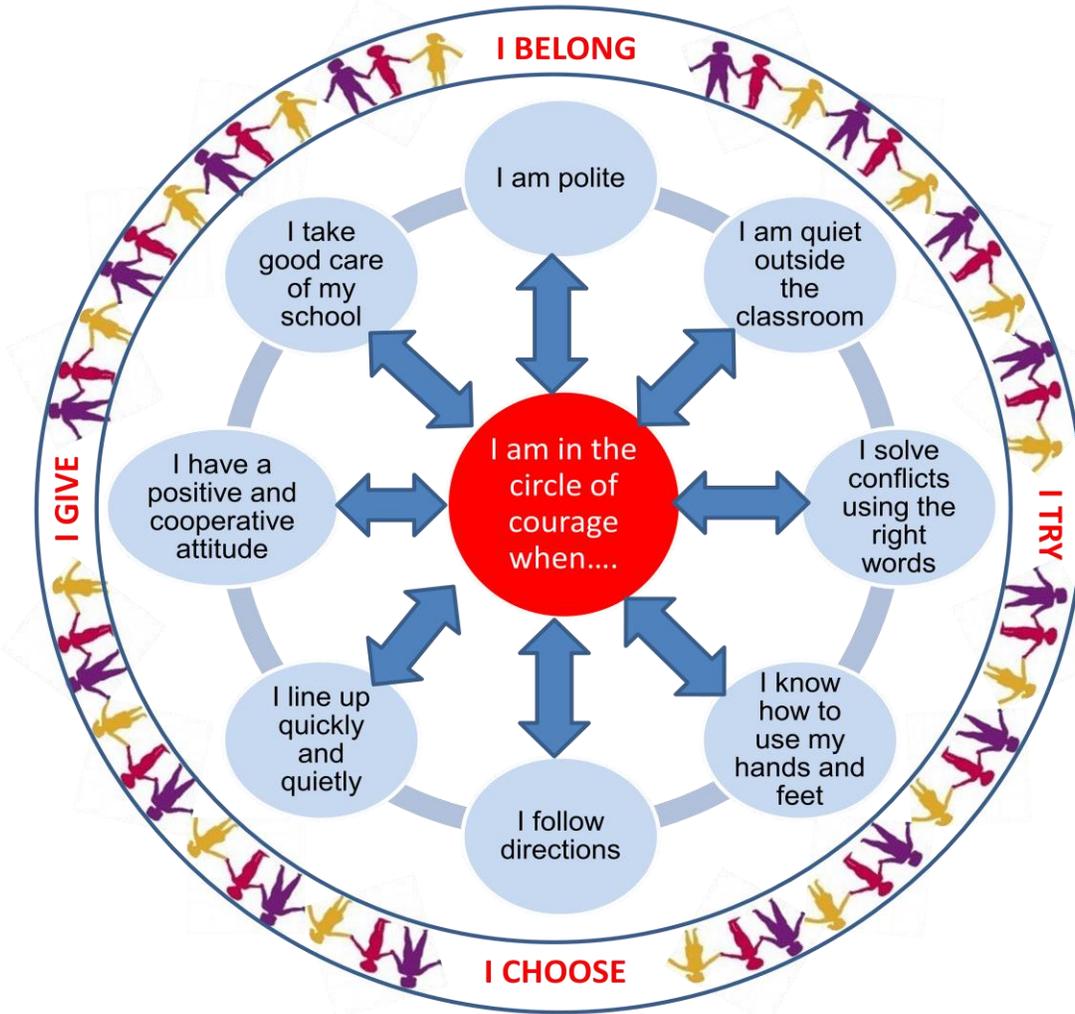
Courageous/Caring/Restoring

Note of apology
Written reflection
Project
Teaching opportunity (to younger students)
Peer mediation (encouragers)
Restitution

In all instances these measures are applied at the discretion of the principal or his/her delegate taking into account the circumstances and severity and number of offenses. Any and all disciplinary measures included in the school's Student Code of Conduct must in alignment with the LBPSB Safe and Caring Schools Policy and the school's Anti-Bullying/Anti-Violence Plan.

<http://wilderpenfield.lbpsb.qc.ca/documents/ABAVPlan1213.pdf>

CIRCLE OF COURAGE



Our Circle of Courage is an integral part of our student Code of Conduct. It describes the type of positive behaviour we expect from students and the qualities that we value as a community: generosity, independence, mastery and belonging.

Students who break the circle of courage are asked to make restitution – how can they fix what they have broken? Peer mediators or encouragers help fellow students to do this. Peer mediation is a meaningful, and often powerful, tool to help students better understand their role within the school community. We keep a record of student's actions outside of the Circle of Courage. When a student is sent to mediation 5 times, they must visit the Principal and parents are informed.

BICYCLES

Bicycle helmets must be worn. Students up to grade 3 are permitted to ride their bicycles to school if accompanied by a parent. Students in grades 4 – 6 can ride their bicycles to school provided they follow the following; Bicycle riders must walk their bikes on school property or the privilege of riding their bike to school will be withdrawn. Students must have a lock for their bicycles and they must be locked up in the bicycle racks at all times.

Skateboards, scooters. Running shoes with rollers, and roller blades are not permitted.

RECESS

During the morning recess break ALL children are expected to spend their break outdoors. During the winter, please ensure that your children are adequately dressed. Students must always have a pair of shoes or boots for outdoors, and a pair of shoes (preferably running shoes) for indoors. If your child is not well enough to go outdoors for a 15-minute recess break, then he/she is not well enough to attend school. Exceptions will be made for students who are injured or under the orders of a medical doctor.

APPROPRIATE CLOTHING AND FOOTWEAR

Students should wear clean and appropriate dress. Clothing with sayings, pictures or images offensive to any individual or group will not be permitted. Skimpy or revealing clothing is not appropriate, i.e.: short shorts, tank tops, spaghetti straps cut-offs or torn jeans. Face makeup is not permitted. Please be conscious of safety when students wear jewellery, ie only earrings smaller than a quarter should be worn. The School will not be responsible for lost or stolen jewellery.

Footwear: Only sandals with straps, no flip-flops, are permitted. Please have a pair of indoor shoes that can be worn in school. This will keep the sand and dirt in the halls and not in the class. **No shoes with blinking lights.**

PHYSICAL EDUCATION REQUIREMENTS

T-shirt, shorts (properly hemmed), or sweatpants, gym (running) shoes are required. **No shoes with blinking lights.** Wearing jeans or dress shoes are a safety hazard. **All students are asked to keep a pair of running shoes at school** to wear in the classroom and in gym class. This will also keep the dirt brought into school in the hallway and not the classes or the gym.

ITEMS NOT PERMITTED AT SCHOOL

The following things are not permitted at school because of the risk of theft, danger or the distraction they cause:

- Knives or any other weapons,
- Electronic devices, Toys,
- Roller blades, Scooters,
- Trading Cards,
- Skate-Boards, Sneakers with rollers,
- Shoes with blinking lights,**
- Chewing Gum,
- Money. Please make sure that your children do not bring to school that is requested.

While the school will do everything within its power to prevent theft, we will not be responsible for lost or stolen items.

COMPUTER AND INTERNET SAFETY

Students must demonstrate appropriate on-line conduct and manners at all times. The misuse of electronic resources to invade or threaten personal privacy or to disrupt the safe and secure learning environment will not be tolerated. The Lester B Pearson School Board "Appropriate Use of Internet Communications" policy applies to all students and staff at Wilder Penfield. http://esd.lbpsb.qc.ca/internet_safety.htm

General Information

LOST AND FOUND CLOTHING/ITEMS

Children often misplace or forget things. Any item that is found in the school will be placed in a "Lost and Found Bin". Once a month, we bring every class down to the day care room and display all lost items. All unclaimed items are donated to charity 3 or 4 times during the year depending on the volume of items.

SCHOOL SUPPLIES

The school supply lists are found on the school website. <http://wilderpenfield.lbpsb.qc.ca/supplies.htm>. The class teacher may recommend additional supplies at the beginning of the school year.

FIELD TRIP GUIDELINES

At Wilder Penfield, we believe that field trips provide important educational opportunities and we would encourage all students to participate. All field trips are approved by the Governing Board.

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

Notification should be sent home to parents normally two weeks prior to the field trip containing the following information:

1. Rationale for the field trip.
2. Length of time away from school.
3. Ratio of Adults to Students: This will be made clear on the permission form.
4. Cost: A cost breakdown will be shown. Bus costs cannot be refunded. An effort will be made to be sensitive to the financial demands that are being made within a certain period of time.
5. Transportation information.

Parents must provide the following:

1. Signed permission
2. Medical Information: if information has changed since the beginning of the year, this must be indicated.
3. Payment (if there are extenuating circumstances, please contact the school principal to make arrangements for payment)

STUDENT FEES 2016-2017

You will be receiving a detailed school fee bill in the opening day package outlining the costs for the school agenda and workbooks in each classroom. The Governing Board has approved these fees. Please make your cheque payable to "Wilder Penfield School". If you need to make arrangements for payment please contact the school principal.

DAY-CARE AND LUNCH SUPERVISION SERVICES

Day-care service for registered Wilder Penfield students is available at a cost to parents. Services are between the hours of 7:00 a.m. and 6:00 p.m. on school days and 7:30a.m. and 5:30p.m. on pedagogical days. The children will engage in activities involving arts & crafts, science and computers. For more information, please see the Day-care or Lunch services handbooks, or visit our website.

GOVERNING BOARD

The Quebec Education Act requires that every school has a Governing Board. It is comprised of parents and employees of the school. Its functions within the school are to stimulate parent and community participation in the improvement of educational services, to study measures likely to promote more personalized educational services, and to work in co-operation with the school administration to ensure the best possible operation of the school. If you are interested in serving as a parent representative, please forward your candidacy to the attention of the Governing Board Chair at wilder_penfield_gb@lbpearson.ca or by calling the school.

PARENT VOLUNTEERS

Wilder Penfield benefits from parents who volunteer in many ways to support student activities and learning. Volunteering in the library, volunteering for field trips, organizing community activities, organizing fundraising activities that support student activities, reading with students and sitting on committees are a few of the ways parent volunteers support our school. Volunteering opportunities are directly with the teachers, school principal, school secretary, our library technician or through the Wilder Penfield Home & School Association. All parent volunteers must abide by our Volunteer Code of Ethics

PRIVATE EVALUATION/THERAPIES

From time to time, parents seek evaluations or therapies from professionals outside of the Lester B Pearson School Board. Should the collaboration of the school or its staff be requested, it is necessary to contact the school principal. All information will be kept in the strictest of confidence.

PERMISSION TO POST PICTURES OF YOUR CHILDREN

At the beginning of each school year we send home a consent form for parents to indicate if pictures of their children can be used in a variety of ways. We do not use pictures without parent's consent.