



## **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 child. 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 Elementary School, and promoting pride and respect at school, at home and in our community.

Towards that goal we have listed below some suggestions, school rules and information about Wilder Penfield.

### **COMMUNICATION**

- Contact your child's teacher regarding progress, activities or concerns.
- Check daily your child's school bag, your e-mail and internet communities for communication from the school/teacher.

<b><u>SCHOOL HOURS:</u></b>	<b>8:55 am</b>	<b>Buses unload</b>
	<b>9:00 am</b>	<b>Classes begin</b>
	<b>10:30-10:50 am</b>	<b>Recess</b>
	<b>12:20-1:10 pm</b>	<b>Lunch</b>
	<b>1:10-1:30 pm</b>	<b>Recess</b>
	<b>1:30 pm</b>	<b>Classes resume</b>
	<b>3:35 pm</b>	<b>End of school day</b>
	<b>3:45 pm</b>	<b>Buses depart</b>

*Children not enrolled in daycare (SEED Program) should not arrive in the schoolyard before 8:55 am. Students not enrolled in the lunch program should not arrive in the schoolyard before 1:10 pm.*

**Lunch Dismissal:** Walkers will be dismissed through the main door (daycare entrance).

### **SCHOOL AND STUDENT SECURITY**

The school parking lots are reserved for staff only during the school day.

- Arrival:
  - Morning drop-off is from the K gate (K4/K5 only) on the park side, the West gate on Huron Street, or the sidewalk near the bus zone on Westminster Street. Only use sidewalks or the walk lane near the baseball field.
  - Parents may not access the school grounds when our staff is on duty.
  - Late students enter through the main door and check in with the office.
- Dismissal:
  - **Walkers:** Pick up is from the sidewalk on Westminster ONLY (please do not stand in the driveway).
  - **Bussers:** Students exit at the south-west exit. Parents cannot pick-up children once they are on the bus.
  - **Daycare (SEED Program):** Pick up at the daycare door (main entrance) - **not before 3:45 pm.**

### **EMERGENCY SCHOOL CLOSING**

- Email messages will be used to communicate building closures or issues, or emergency closure or evacuation during the school day.
- The school board's website, [www.lbpsb.qc.ca](http://www.lbpsb.qc.ca) and English radio stations will also provide emergency information.

### **CHANGE OF ROUTINE**

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

- Advise the school secretary AND your child's teacher in advance of any changes in routine.

- **Daycare (SEED Program) has very specific regulations regarding their routine, please see their handbook.**
- Make arrangements for another adult to pick up your child in the event of an emergency where you are unable to do so (please email the school to advise of this change so that we are aware).
- The school cannot guarantee messages will get to your child if you call **after noon (12:00 pm)**. Call the school office if there is an emergency.
- If you are picking up your child for lunch, please make sure it is before 12:05 pm.
- If you must exceptionally pick your child before the end of the school day (which is at 3:35 pm), we ask that this be done **BEFORE 3:00 pm**.
- Students are not permitted to ride any bus other than the one they are assigned to and are NOT allowed to disembark at an alternate bus stop as per Transport Company regulations.
- Students will be permitted to use the office phone for emergencies only, or if requested by a teacher.

### **ABSENCES FROM SCHOOL**

- The school must be advised of a child's absence, either by phone (option 3) or by e-mail at [wilderpenfield@lbpearson.ca](mailto:wilderpenfield@lbpearson.ca)
- To help prevent the spread of viruses and bacteria sick children should stay home.

### **VACATIONS**

We encourage families to vacation during the school's holiday periods. If, however, you go away during class time, please note that the school will not provide homework packages and that it is the student's responsibility to catch up upon their return.

### **FIRST AID – DISTRIBUTION OF MEDICATION – SEVERE ALLERGIES**

**Please see the LBPSB Policy on Safe and Caring Schools on the LBPSB website.**

Please ensure the medical form is completed/updated on the Mozaik Parental Portal. No paper copies will be sent home. Parents must be reachable in the event of an emergency.

- Ensure your contact numbers are updated.
- We have contact numbers of friends and/or relatives in the event we are unable to reach you.
- Students with anaphylactic allergies are encouraged to carry their EPIPEN on their person at all times.
- Head injuries are treated as follows:
  - Treatment with ice and observation,
  - A sticker on the child's clothing advising staff if the injury is minor,
  - A sticker on the child's clothing and a phone call home in more severe cases.

Keeping in mind that sometimes symptoms do not always present themselves until later in the day or evening, the following guidelines can be helpful:

#### **HEADS UP**

Reports a **H**eadache  
**E**yes-change in vision/sensitive to light  
**A**ttention-unable to concentrate  
**D**isorientation  
**S**ickness-Nausea/vomiting  
**U**nderstanding-Answer simple questions  
**P**ersonality-Change in personality-irritable/crying

Also please see the following link to Government of Quebec's information on concussions:

<http://www.education.gouv.qc.ca/en/current-initiatives/concussions/>

### **LOST AND FOUND CLOTHING/ITEMS**

- Any item that is found in the school will be placed in a "Lost and Found Bin".
- Lost & Found items are displayed in the gym for students to claim.
- All unclaimed items are donated to charity 3 or 4 times during the year.

### **SCHOOL SUPPLIES**

- The school supply lists are found on the school website (<https://wilderpenfield.lbpsb.qc.ca/supply-lists/>).

## **FIELD TRIP GUIDELINES**

- All field trips are approved by the Governing Board.
- 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.
  4. Cost of the field trip. 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/agreement to participate.
  2. Medical information (if information has changed since the beginning of the year, please update in Mozaik).
  3. Payment (if there are extenuating circumstances, please contact the school principal to make arrangements for payment).

## **STUDENT FEES (Consumable Fees)**

- A detailed school fee bill will be available on Mozaik at the beginning of the year outlining the various costs for the school year. The principal will send out an email to parents/guardians once the school fees are ready.
- The Governing Board has approved these fees annually in the spring.
- Please make your cheque payable to "Wilder Penfield School" or pay online.
- If you need to make arrangements for payment, please contact the school principal.

## **DAYCARE (SEED PROGRAM) AND LUNCH SUPERVISION SERVICES**

For information about the program, please see the daycare (SEED Program) handbook, 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.
- For a comprehensive look into the functions of the Governing Board, please visit the LBPSB's website, <https://www.lbpsb.qc.ca/governing-board-information/>
- 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](mailto:wilder_penfield_gb@lbpearson.ca) or by calling the school.

## **PARENT VOLUNTEERS**

- Volunteering supports student activities and learning.
- Some areas of involvement, which can vary from year to year, are:
  - library,
  - field trips,
  - organizing community activities, and fundraising activities,
  - parent committees, i.e. Home & School and Governing Board.
- All parent volunteers must abide by our Volunteer Code of Ethics.
- All parent volunteers must complete a Declaration Concerning a Judicial Record form, verified by the SPVM. This process can take time to complete and so parents should contact the school office for details about this requirement.

## **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**

All parents/guardians will need to fill out the consent form found in the Mozaik Parental Portal indicating if pictures of their child(ren) can be used in a variety of ways, primarily on our school Facebook page. We do not use pictures without parent's consent.

## **BICYCLES**

- Bicycle helmets must be worn.
- For safety reasons, we highly recommend that students from K4 to grade 3 who wish to ride their bicycles to school be accompanied by an adult.
- Students who ride their bicycles to school need to adhere to the following:
  - Bicycle riders must walk their bikes on school property.
  - Students are encouraged to have a lock for their bicycles and lock it using the bicycle racks at all times.

Skateboards, scooters, running shoes with rollers, and roller blades are not permitted in school/school yard.

**Please note the school is not responsible for stolen or damaged bicycles.**

## **RECESS**

- ALL children are expected to spend the recess breaks outdoors.
- During the winter, please ensure that your children are adequately dressed.
- If your child is not well enough to go outdoors for a 20-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.

## **ANTI-RACISM**

The Wilder Penfield Elementary School community is an inclusive environment. We have a zero-tolerance attitude towards racism and or discrimination in all its forms. Acts of this nature will be addressed by teaching staff and/or school administration according to their severity and intent.

## **APPROPRIATE CLOTHING AND FOOTWEAR**

- Students should wear clean and appropriate clothes to school.
- Clothing with sayings, pictures, or images offensive to any individual or group will not be permitted.
- Footwear: Sandals with straps are recommended, flip-flops and slides are a safety hazard and not encouraged to wear in school. **Shoes with blinking lights are not allowed as they are a health concern for some students with special needs.**

## **PHYSICAL EDUCATION REQUIREMENTS**

- T-shirt, shorts (properly hemmed), or sweatpants, gym (running) shoes are required.
- Wearing jeans or dress shoes are a safety hazard.
- **All students are asked to keep a pair of running shoes at school** for Phys. Ed. class.

## **ITEMS NOT PERMITTED AT SCHOOL**

The following items 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
- ☒ Skateboards, sneakers with rollers
- ☒ Sporting equipment from home
- ☒ Chewing gum
- ☒ Money (an exception may be made if it has been requested for a specific reason)

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 always demonstrate appropriate on-line conduct and manners.
- 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's "Appropriate Use of Digital Resources And Technologies Policy" applies to all students and staff at Wilder Penfield <https://www.lbpsb.qc.ca/wp-content/uploads/sites/21/2024/06/Appropriate-Use-Of-Digital-Resources-And-Technologies-Policy-EN.pdf>

# **STUDENT CODE OF CONDUCT**

The Student Code of Conduct applies when students are at school or on their way to and from school, including on the bus.

## **Minor Infractions**

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

## **Major Infractions**

Fighting  
Physical Aggression  
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**

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

## **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

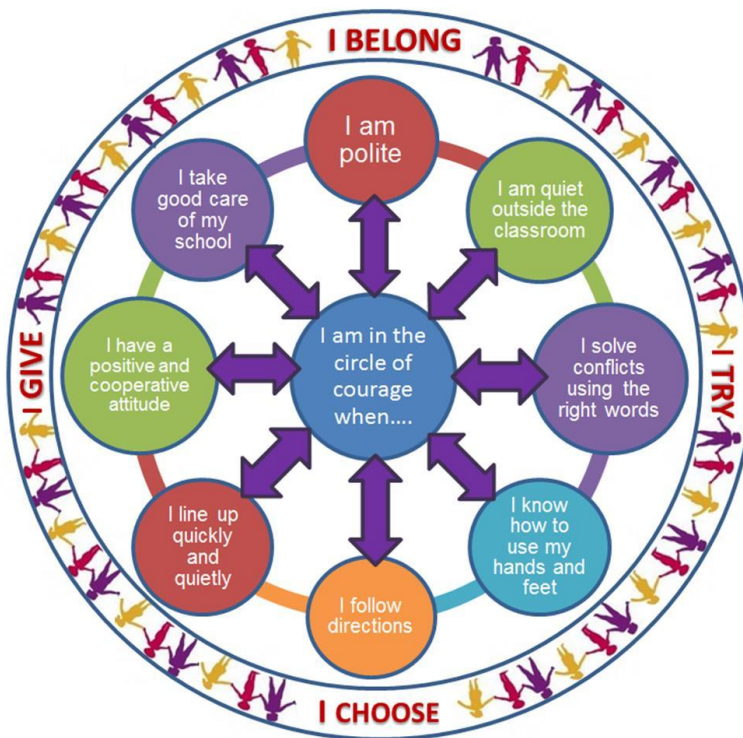
*In all instances, these measures are applied at the discretion of the principal, or his/her delegate, taking into account the circumstances and severity and number of offenses. All disciplinary measures included in the school's Student Code of Conduct must be in alignment with the LBPSB Safe and Caring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

<https://wilderpenfield.lbpsb.qc.ca/wp-content/uploads/sites/9/2024/06/ABAV-Plan-2425-EN.pdf>

## 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

## CIRCLE OF COURAGE



Our Circle of Courage is an integral part of our student Code of Conduct. It describes the type of positive behavior 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 through peer mediators or encouragers who follow students.





# WILDER PENFIELD ELEMENTARY SCHOOL

Lester B. Pearson School Board

Commission scolaire Lester-B.-Pearson



## CALENDAR 2025 - 2026

- First & Last Days of School
- Curriculum Night
- Holidays
- Boardwide PD Day
- Wilder Penfield PD Day
- PD Day / Daycare closed  
(Nov. 7, Jan. 30, Mar. 23, Apr. 7)

Août/August					
L/M	M/T	M/W	J/Th	V/F	
				1	
2	4	5	6	7	8
0	11	12	13	14	15
2	18	19	20	21	22
5	25	26	27	28	29

Septembre/September					
L/M	M/T	M/W	J/Th	V/F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30				

Octobre/October					
L/M	M/T	M/W	J/Th	V/F	
		1	2	3	
6	7	8	9	10	
13	14	15 <sup>int</sup>	16	17	
20	21	22	23	24	
27	28	29	30	31	

Novembre/November					
L/M	M/T	M/W	J/Th	V/F	
3	4	5	6	<del>7</del>	
10	11	12	13	14 <sup>T1</sup>	
17	18	19	20	21	
24	25	26	27 <sup>P/T</sup>	28	

Décembre/December					
L/M	M/T	M/W	J/Th	V/F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30	31			

Janvier/January					
L/M	M/T	M/W	J/Th	V/F	
			1	2	
5	6	7	8	9	
12	13	14	15 <sup>K</sup>	16	
19	20	21	22	23	
26	27	28	29	<del>30</del>	

Février/February					
L/M	M/T	M/W	J/Th	V/F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27 <sup>T2</sup>	

Mars/March					
L/M	M/T	M/W	J/Th	V/F	
2	3	4	5	6	
9	10	11	12 <sup>P/T</sup>	13	
16	17	18	19	20	
<del>23</del>	24	25	26	27	
30	31				

Avril/April					
L/M	M/T	M/W	J/Th	V/F	
		1	2	3	
6	<del>7</del>	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30		

Mai/May					
L/M	M/T	M/W	J/Th	V/F	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	

Juin/June					
L/M	M/T	M/W	J/Th	V/F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22 <sup>G</sup>	23	24	25	26	
29 <sup>T3</sup>	30				

**Curriculum Night:** Thursday, Sept. 4, 2025

**School Photo Day** - September 11, 2025

**P/T Interviews (Term 1)** - November 27 & 28, 2025

**K** - Open House (Kindergarten & New Students)

**P/T Interviews Evening (Term 2)** - March 12, 2026

**G** - Grade 6 Graduation - June 22, 2026

**Interim Report Card Oct. 15**

**Term 1 Report Card Nov. 14**

**Term 2 Report Card Feb. 27**

**Term 3 Report Card June 29**



# Wilder Penfield Elementary School