

SCHOOL PROCEDURES

<u>SCHOOL HOURS:</u>	Bus arrival and homeroom:	8:25 – 8:45
	Lunch:	12:05 - 12:55
	Dismissal:	3:15 – 3:25



TRANSPORTATION

At the beginning of each school year, students at Laurentia Elementary School receive instruction in school bus safety from both their classroom teachers and qualified bus drivers. They also practice bus safety with their classmates. The students view school bus safety videos to reinforce the principle taught. Parents are requested to follow up these efforts at home, reminding students of safety rules and discipline on the bus.

The transportation policy of the Sir Wilfrid Laurier School Board applies to all individuals riding on the busses. **No bus changes of any kind are allowed.** Students are allowed one address for the morning pick up and one address for the afternoon drop off.

1) Regulations on the Bus

- Students must remain seated at all times while a school bus is in motion
- All noise or similar disturbance must be kept to a minimum
- While it is permissible to carry thermos bottles on the bus, other glass containers are strictly forbidden
- Animals are not permitted on the bus
- Throwing objects on or from the bus is forbidden
- Holding objects outside the bus windows is forbidden
- All garbage or litter must be thrown in the bus garbage can
- Busses will not wait for students who are not at the regular pick up spots at the appointed time
- Busses will not drop off a Kindergarten student if there is no one there to receive the child at the bus stop. The child will be brought back to school and the parents will be contacted
- For reasons of safety and discipline, students must abide by a bus driver's decision when assigned a specific seat
- Parents of students who cause damage to the bus, will be billed for the repairs



2) Bus Tickets

A bus ticket is issued to a student who does not follow the rules for bus safety. The bus driver will submit a written report to administration. A copy of the report and a letter will be sent to the parents. After three tickets, a student will be suspended from the bus for three days. After six reports, a student will be suspended for five days and a meeting with the principal and the parents will be requested before the student will have transportation privileges reinstated.

3) Dropping Off and Picking Up Students

- Students who are driven to school must be dropped off between 8:25 – 8:35. It is not necessary to sign your child in prior to 8:35. Any child arriving at school prior to 8:25 will be sent to daycare and an invoice will be sent home with that student.
- If you are dropping off your child after 8:35, you must accompany your child to the front doors.
- If you wish to pick up your child during school hours, we ask that a note be sent indicating the pick-up time and who will be picking up your child. This note must be given to the teacher during the homeroom period. Your child will be sent to the office to wait for you at the specified time.
- We **do not** accept phone calls requesting that your child be sent to the office to be picked up. **Prior written authorization only will be accepted before 12:00 NOON.**

COMMUNICATION

The school administration is available to speak with parents by appointment for discussion concerning any aspect of your child's performance and progress. Appointments may be made during regular school hours by calling 450-438-6078 and will be conducted via Zoom.

Please inform the school of major events in your child's life. Our staff will want to consider your joyous occasions when building their relationships with your child. They will also be concerned to show special sensitivity for the needs of your child when something sad or unpleasant occurs.

The school should be informed immediately of a change of address or phone number, as well as business number. The school should be provided with the name or names of people who can be contacted in case of an emergency (if parents cannot be reached). This is accomplished by completing the Home-School Information Sheet at the beginning of each school year.

1) Contacting Students

Please make all special arrangements for your children before they arrive at school, so as to eliminate the need to contact the parents during school hours. Parents are not permitted to go to their child's classroom unless invited. In an emergency, please contact the office.

2) Student Communication from the School

If a student needs to contact his/her parents during regular school hours, he/she must call from the office. Such calls are permitted only when absolutely necessary.

3) Communication from the School

Notes, flyers, letters, etc., are sent by email or can be found on our website. Please check your email to guarantee that important communications reach you. Prior to the beginning of each month, a calendar of activities and a newsletter will be sent home via email.

SCHOOL CONTACT LIST

Main line: 450-438-6078

Extensions:

- Principal (Mrs. Moore): 5810
- Secretary (Ms. Masse): 5815
- Secretary (Miss Lilly): 5821
- Daycare (Miss Maria): 5820
- Library (Miss Donna): 5818
- Maintenance (Miss Lucie): 5822
- Phys. Ed. (Mr. Peter, Mr. Micheal): 5823
- French Dept. (Mme. Annaïck, Miss Valerie, Miss Elisabeth): 5824
- Resource: (Miss Tanya, Miss Emily) 5817

To contact any of the following, please use the main line: teachers, professionals, support staff, behaviour technician, attendants, daycare educators and supervisors.

STUDENT HEALTH AND SAFETY

A) Attendance/Tardiness

Every homeroom class is provided with attendance records for each student. Please ensure that your child arrives on time as teachers give out daily instructions and begin lessons promptly each morning.

If your child will not be at school, please call the office and leave a message. If we do not hear from you, an absence will be followed up with a phone call to the home. Regular student attendance is directly related to school success.

B) Daycare

The school provides the services of a government subsidized daycare. The hours of operation are: MORNING: 6:30 – 8:46; AFTERNOON: 3:11 – 6:00. The daycare is open on pedagogical days from 6:30 a.m. – 5:30 p.m. Please contact the daycare coordinator for more information on fees and activities. 450-438-6078 EXT: 5820

C) Healthy Lunch & Hot Lunch Service

Students are expected to bring wholesome, nutritious lunches to school. "Junk food" items such as soft drinks, chips, packaged cakes are discouraged due to their high sugar or sodium content which may be detrimental to a child's ability to function effectively.

A hot lunch service is provided on a monthly basis. A menu is sent home, parents select the days they wish to purchase a hot lunch for their child, and the menu is returned to school with the appropriate amount of money for the meals selected.

D) Emergency Contact and Medical Forms

An emergency contact form and the medical form are sent home the first week of school. All parents/guardians are asked to complete this form and immediately send it back to school. If any changes occur during the year, please notify the office.

E) In-School Illness

Unfortunately, students may become sick during the course of a school day. In the interest of the sick child, the other students and school personnel, the child who is ill cannot stay at school. Once a parent or guardian has been notified, arrangements must be made to have the student picked up from school as soon as possible.

F) Medication

No school personnel are permitted to administer medication of any kind without the written consent from the parents or the child's physician. If it is absolutely necessary for your child to receive medication during school hours, please send those medications to the office, clearly labeled with the child's name, cycle, teacher, dose and time of administration. If occasional medication is required (such as pain relievers or antihistamines), the medication must be left in the office and labeled as described above. *A form titled "Authorization for the administration of medication" must also be filled out by a parent and returned to the office.*

Students are not permitted to carry medication on their person at any time.

G) Allergies and Special Medical Needs

Parents must ensure that the school personnel are fully aware of their child's medical needs and the related procedures for intervention. We have students who have severe allergies to various things and an allergic reaction may be fatal. Although school personnel are fully trained and medication is available, we hope we never have to use it. We ask all parents and students to help us by **not** sending snacks that contain peanuts or traces thereof. Read ingredient labels carefully.

H) Infectious Diseases

Please inform the school should your child contact any communicable disease. Your pediatrician will inform you of the proper period of isolation.

I) Professional and Social Services

The services of a school psychologist and speech-language consultant are available by referral from a teacher. Social services are provided on a needs-basis. Parental authorization is required for all professional and social services.

J) Security

A security system has been installed in all areas of the school. In addition to this alarm system, anyone visiting the school must enter by the main door and is 'buzzed in' after having been seen and identified by the office staff. Please ring the bell for entry into the building. If you are in the front foyer, please do not be 'helpful' by opening the door, but allow the office staff to buzz the door open.

VISITORS ARE NOT PERMITTED TO GO DIRECTLY TO THE CLASSROOMS.

K) Emergency Procedures

The purpose of emergency practices is to teach the students the procedures to follow in the event of an emergency situation. Emergencies include evacuation of the school, lock-down and containment. These procedures are practiced in September.

L) Supervision

The school is supervised from 8:27 a.m. to 3:16 p.m. Students who arrive before or remain after this time will be placed in daycare and duly charged for the service.

Parents are expected to pay the fees for supervision during the first week of school. Your child may be excluded from activities if fees are not paid.

M) Snowstorms and School Closure

In the morning: Check the school board website in the early morning for an announcement. Listen carefully as sometimes a specific school or schools in the Sir Wilfrid Laurier School Board may be closed, but not the entire school board.

N) Remaining Indoors

When weather permits, our children are outdoors at recess and lunchtime. Outdoor play is encouraged. If a child is in school, he/she is well enough to follow regular school routines. When a child must remain indoors due to a valid medical reason, this must be communicated to the school with a physician note. For the benefit of all students and staff we expect that recuperation from an illness be completed at home

During inclement weather children remain indoors. Please see the information on the following pages. This information will be used to decide if student remain indoors.

HOMEWORK

Homework is a part of school life. It serves to reinforce concepts that have been taught and explained during a child's day at school. Homework usually consists of completing assignments already begun in class and the practicing of skills taught. It also includes study and the development of good study habits.

Students receive regular homework from their teachers. Each student is expected to complete all assigned homework. It is important to remember that individual students vary and require different amounts of time to complete the same task. When a student is absent, parents should contact the school in order to find out what is for homework.

To facilitate the homework process, these agenda books have been prepared for the students. These agendas are intended to improve student organization and planning for assignments and activities, and to facilitate communication between parents and teachers. To ensure the success of their use, the agendas must be brought to school every day and returned home each afternoon. It is hoped that students will use the agendas with pride and respect and that students will develop a sense of responsibility towards their homework.

For parents, the following guidelines should be considered for homework:

- Make a 'homework time' a regular part of family life
- Designate a specific place for homework to be done
- Take an interest in what your child is doing
- Never do the assignment for your child
- Encourage your child in the completion of homework
- If you are uncertain about an assignment, call the teacher for clarification



SCHOOL DRESS CODE & GENERAL ITEMS NOT TO BRING TO SCHOOL

Students are expected to dress appropriately for school. The following are NOT PERMITTED:

- Clothing showing violent, rude or offensive language or logos
- Cut-off, ripped or torn jeans
- Spaghetti straps, low cut tops that show straps, backless and tops that cannot be tucked in (no abdominal exposure)
- Hats, bandanas and hoods while in the school
- Make-up
- Low rise pants
- Flip flop sandals, high-heel shoes
- Unnatural hair colour
- Body-piercing other than the ear lobes
- tattoos
- Cellphone, I-pods, game boys



and the like Skirts and shorts must be mid-thigh length or longer.

NOTE: to assist in the overall cleanliness of the school students MUST wear

- Indoor shoes with non-scuffing soles are to be used indoors and for gym
- Outdoor shoes and boots to be used only for outdoor play (recess and lunch)

*Students are not allowed to bring items to school to sell to other students

*The school cannot accept responsibility for any lost or stolen items