

ST. EDMUND ELEMENTARY SCHOOL
115 Beaconsfield Blvd., Beaconsfield, Quebec H9W 3Z8
(514) 697-7621

INFORMATION HANDBOOK

TABLE OF CONTENTS

1.	GENERAL INFORMATION	
1.1	Welcome Message.....	4
1.2	Staff.....	5
1.3	School Calendar.....	6
1.4	School Hours.....	6
1.5	Late Arrivals.....	6
1.6	Absences.....	6
1.7	Early Dismissal.....	6
1.8	Change in Dismissal Plans.....	6
1.9	Holidays During the Year.....	7
1.10	Bus Transportation.....	7
1.11	Parent Transportation.....	7
1.12	Bicycles.....	8
1.13	Telephone Use.....	8
1.14	Lost and Found.....	8
1.15	Internet Use.....	9
1.16	Textbooks.....	9
1.17	School Supplies and Consumable Fees.....	9
1.18	Notification of Changes.....	9
2.	SCHOOL PROGRAMS	
2.1	Early French Immersion and Français Plus....	10
2.2	Physical Education.....	10
2.3	Library.....	10
2.4	Special Services.....	11
2.5	School Field Trips.....	12
3.	SCHOOL POLICIES	
3.1	Code of School Behavior.....	12
3.2	Discipline Policy.....	13
3.3	Parent Concerns.....	13
3.4	Homework Policy.....	13
3.5	Dress Code.....	14
3.6	Nut-Controlled School.....	15
3.7	Bullying.....	16

4.	STUDENT ASSESSMENT	
4.1	Report Cards.....	16
4.2	Parent-Teacher Meetings.....	16
5.	SERVICES	
5.1	Daycare.....	17
5.2	Lunch Program.....	17
5.3	Extra-Curricular Activities.....	17
6.	SCHOOL SAFETY	
6.1	Security System.....	18
6.2	Visitors.....	18
6.3	Fire Drills.....	18
6.4	School Cancellation.....	19
6.5	Emergency School Closure.....	19
7.	STUDENT HEALTH	
7.1	Sick Child.....	19
7.2	Medication Procedure.....	19
7.3	Emergency Ambulance Service.....	19
7.4	Communicable Diseases.....	20
7.5	Immunizations.....	20
8.	PARENT VOLUNTEERS	
8.1	Governing Board.....	20
8.2	Parent Participation Organization – PPO...	21
8.3	Parent Volunteers.....	21
9.	COMMUNICATION WITH PARENTS	
9.1	Notices.....	22
9.2	School Newsletter and Principal’s Memos..	22
9.3	School Website.....	22

1. GENERAL INFORMATION

1.1 Welcome Message

Dear Parents,

Welcome to another year in the long tradition of excellence at St. Edmund School! We are delighted to have back so many familiar faces, and we are equally pleased to welcome into our fold new families who have chosen St. Edmund School for their children.

The character of St. Edmund School not only encompasses high academic achievement, safety and a happy school concept but also a dress code concept. Knowing this, you have chosen our school and we are happy to have you with us.

The staff at St. Edmund's is committed to empowering each student with the tools needed to achieve academic success and personal and social growth. We strongly believe in positive and rewarding learning experiences and pledge our support, guidance and encouragement to all students.

On the next few pages you will find some useful information regarding school procedures and policies. We hope that you find this handbook a useful resource throughout the year. Please review pertinent information on the following pages with your child.

As we prepare to experience our year together, the Staff of St. Edmund School looks forward to sharing another great year in partnership with you, and we extend our very best wishes for a happy and successful year.

Sincerely,

Joanne Malowany
Principal

1.2 Staff

Principal: Ms. Joanne Malowany

Teachers:

Ms. Emma Annett	Ms. Catherine Jones	Ms.
Ms. Johanne Assaf	Josée L'Archeveque	
Mr Patricia Carroll	Ms. Lori Legault	
Ms. Louise Côté	Ms. Marie Morse	
Ms. Manon Coursol	Ms. Dianne Murray	
Ms. Amelia Crerar	Ms. Lina Peronace	
Ms. Emma Hampton	Ms. Guylaine St. Georges	
Ms. Nathalie Duhamel	Ms. Josée Veilleux	
Ms. Anne Edgar	Ms. Marie-Josée Ricard	
Ms. Mylène Gosselin	Ms. Pierrette Houde	
Ms. Jennifer Hayden	Ms. Pina Fulginiti	

Integration Aides:

Ms. Leslie O'Connell
Ms. Crystal Ouellette
Ms. Janet Massarelli-Pelletier

Administrative Assistant: Ms. Nathalie Rossy

Daycare and Lunch Program: Ms. Louise Cavaliere

Psychologist: Ms. Anne-Marie Chartier

Library Technician: Ms. Deborah Poirier

Spiritual Animator: Mr. William Grant

Speech Therapist: Ms. Carole Montpetit

School Nurse: Martine Morin

Caretakers: Mr. Kevin and Ms. Elizabeth

1.3 School Calendar

- The school calendar for this year is can be found in student agenda and on the school website. Please take note of the holidays and pedagogical days.
- The school uses a Monday to Friday schedule.

1.4 School Hours

- The school hours are:
 - 8:00 – 11:50 a.m. and 12: 55 – 2:25 p.m.
- The first bell rings at 8:00 a.m., followed by the second bell at 8:05 a.m. when classes begin.
- Children who walk to school should not arrive before 7:50 a.m., as there is no supervision before this time.
- Children may not leave the school grounds at any time during the school day unless they bring a note from their parents. This must be approved by the Principal, or in her absence, the Secretary.

1.5 Late Arrivals

- It is important for every student to be on time for classes. Not only is is disturbing to the class, it is also very stressful for your child.

1.6 Absences

- The teacher takes attendance at the beginning of each day. All absences are reported to the Office. The secretary will call to check on any absences that are unexplained. This is to ensure your child's safety.
- If you know in advance that your child will be absent from the school, please send a note stating the reason, date and duration of the absence.
- If the absence is unforeseen, please call the school at 697-7621 to report it before 8:30 a.m. or 12:50 p.m. You may also email the school secretary to confirm your child's absence. Ms. Nathalie can be reached at nrossy@lbpsb.qc.ca.

1.7 Early Dismissal

- Should it be necessary for your child to leave early, please send a note with your child stating the time you wish him/her to leave. The office must approve all notes in advance.
- Please pick up your child at the front office.

1.8 Change in Dismissal Plans

- At the beginning of the year, the teachers note the dismissal routine of every child, i.e. bus, daycare or pick-up.
- If there is a change to your child's dismissal plan, please send a note to that effect to the teacher a few days in advance. This is for your child's safety. No last minute changes at the end of the day will be accepted, unless extreme

emergency. Please take note that play dates need to be arranged once your child is home.

1.9 Holidays During the School Year

- Parents who take holidays with their children during the school year while classes are ongoing assume responsibility for their child's studies during this time.
- Please do not ask the teacher to prepare a program of study for your child to do during your holiday.
 - We suggest that your child do some daily work in the areas of Reading, Spelling, Mathematics and French. This could be a review of work already done.
 - Your child could also write a journal of the daily holiday activities in French or English.
 - Teachers cannot be expected to prepare an individual study plan for each child on holiday.

1.10 Bus Transportation

- School bus transportation is provided for:
 - kindergarten students who live more than .8 km from the school, and
 - students in Grades 1 – 6 who live more than 1.6 km from the school.
- Eligible students are issued bus passes prior to the start of the school year by the LBPSB (Lester B. Pearson School Board).
- Students taking the bus must obey the rules for safety and conduct.
 - At the beginning of the year, a booklet on bus safety is issued by the LBPSB and given to each student taking the bus.
 - Skateboards, bicycles and skates are not permitted on the bus.
- A student behaving improperly on the school bus may lose the privilege of using this means of transportation. Additional consequences may include charges for damage caused as well as detentions.
- All inquiries regarding school bus transportation can be addressed to the Transport Department of the LBPSB at 422-3001.

Bus Changes

- Please take note that there will be no bus changes. Your child must take the bus that he/she is assigned to. Only in extreme emergencies will a change be granted.

1.11 Parent Transportation

Drop-Off

- Parents who drive their children to school are asked to drop them off at the east entrance of the school yard in the church parking lot.
- The entrance to the parking lot is on Beaconsfield Blvd.

- Please note that the lane in front of the gate is a drop-off and exit lane only. This is reserved for the cars where the parent does not get out of the car, but rather drops off the student. A staff member will be there to direct traffic.
- Parents who wish to get out of the car are asked to park their car and escort their children to the gate.
- The bus area on the west side of the school is not to be used. This is reserved for the school buses except for Daycare pick-up after 2:45 p.m.

Pick-Up

- Parents who are picking up their children after school are asked to meet them at the east entrance of the school yard in the church parking lot.
- Children wait in the school yard until their parent arrives. Parents must get out of the car and meet the child at the gate.
- For safety reasons, parents are asked to stand at the gate and not enter the school yard.

Parking

- Parents who are coming into the school for any length of time are asked to park in the first two rows of the church parking lot at the east entrance of the schoolyard, provided that there is no funeral taking place at the church. Please be advised that the entire lot belongs to the church. Please do not park in the staff parking lot north of the school yard.

1.12 Bicycles

- Children who ride their bicycles to school are asked to leave them on the bicycle racks which are located near the kindergarten area. It is recommended that a bicycle lock be used.
- Bicycles must be walked into the school yard. Bicycle helmets are mandatory.
- It is understood that the school is in no way responsible for loss or damage to the bicycles.

1.13 Telephone Use

- Permission and arrangements for visiting a friend's home must be organized in advance, at home.
- Please advise your children before sending them off to school if there is a change in their departure routine. Due to the number of students in the school, we are unable to relay messages unless it is an emergency.

1.14 Lost and Found

- Please clearly identify all articles that your child brings to school. This includes clothing, shoes, boots, lunch boxes, school bags, etc.
- Students are asked to leave cell phones, toys and items of value at home.
- In the event that your child loses something, he/she may check the Lost and Found Box which is located on the first floor near the west door.

1.15 Internet Use

- It is important for students to learn how to become responsible digital citizens.
- At the beginning of the year, students and parents are asked to sign an Internet Agreement to follow safety guidelines.
- 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.

1.16 Textbooks

- Textbooks which are supplied by the school must be treated with care.
- Lost or damaged textbooks must be paid for by the parents.

1.17 School Supplies and Consumable Fees

- Each student is expected to purchase his/her own school supplies. This includes pencils, erasers, glue sticks, notebooks, duo-tangs, scissors, etc. A list of items to be purchased is sent home in June.
- Other items such as art supplies, photocopies, etc are supplied by the school. At the beginning of each year, parents are charged a consumable fee to cover the costs of such items.
- The fees also cover such items as photocopy packages, booklets from the LBPSB for Math and English, agendas and supplies for classroom projects.

1.18 Notification of Changes

- Parents are requested to keep the school informed of changes at home that may affect your child at school. This includes:
 - change of address
 - change of phone number
 - change of school
 - change of medication
 - change of home structure
 - temporary change of home (i.e. parents are away for a period of time and children are staying with relatives)

2. SCHOOL PROGRAMS

2.1 Français Plus

- With the Français Plus program, children are immersed in French in the early years. Gradually, more English is introduced into the program.
- In Kindergarten, 92% of the instruction is in the French language.
- In Cycle 1 (Grades 1 and 2), 82% of the instruction is in the French language.
 - French Language Arts, Mathematics, Science, Social Studies and Art are taught in French.
 - English Language Arts, Physical Education, Music and Ethics and Religious Culture are taught in English. This represents 18% of the time.
- In Cycle 2, (Grade 3 and 4), 78% of the instruction is in the French language.
 - French Language Arts, Mathematics, Science, Social Studies and Art are taught in French.
 - English Language Arts, Physical Education, Music and Ethics and Religious Culture are taught in English. This represents 22% of the time.

2.2 Physical Education

- The main goal of the Physical Education program is to encourage students to develop and improve their physical, mental, social and emotional well being through physical activities. It should not, however, be the sole physical activity for any student.
- Students in Kindergarten receive 60 minutes of physical education every week.
- All other students receive 120 minutes of physical education every week. The study of nutrition will also be incorporated into the program.
- If for some reason your child cannot participate, a note stating the reason is necessary. If your child must be exempt for several consecutive classes, a note from your child's physician is required.
- Students are required to wear shorts or jogging pants, T-shirt and socks in the dress code colors and running shoes for gym.
- It is important to wear running shoes that are reserved for indoor use as running shoes worn outside accumulate dirt, become worn and do not provide the required traction and support.
- Pants with buckles, zippers, etc pose a safety hazard in the gym, and are, thus, inappropriate gym wear.
- Students with long hair are requested to tie it back for gym. Jewelry is not to be worn on gym days.
- Please note the gym day(s) of your child and ensure that the appropriate clothing is worn on those days.

2.4 Library

- Our School Library presents a fine collection of both English and French books and access to technology.

- It is headed by a Library Technician who is supported by dedicated parent volunteers.
- Each class visits the library at regularly scheduled times.
- Students may borrow up to 2 books per visit, one English and one French.
- Books are to be returned the following week. Please note the library day of your child and ensure that the books are returned on time.
- Students who have not returned the books are not allowed to take out another book until the book is returned.
- Lost books are charged to the parent of the child who lost the book. If the book is found in the current school year, the parent is reimbursed.
- All library privileges are denied (student will not be able to borrow books from the library) for the duration of the student's enrolment at St. Edmund's if parents do not acknowledge the payment letter, or if books are not returned.

2.5 Special Services

- Students and their parents, in certain cases, have the following special services available to them if the need arises:

Resource Team

- The principal, resource teacher, social worker, school psychologist and teachers meet regularly to plan for children who require additional support, or who are falling behind in their progress at school. Special services personnel and integration aides may also attend these meetings.

IEP Meetings

- Parents, teachers, principal, psychologist and resource teacher meet to create an IEP (Individual Education Plan) for students that require additional support in various areas.

Integration Aides

- The LBPSB provides in-class and/or in-school assistance on a limited "as needed" basis for students that require additional support.

Speech Therapy

- A speech therapist periodically visits the school to assess students with speech development problems and provide guidelines for home and school use.

Occupational Therapy

- The LBPSB provides occupational therapy assessment on an "as needed" basis.

Child Psychologist

- A LBPSB school psychologist is available to the School Resource Team one day a week.

Social Worker

- With an affiliation with our local CSSS, a social worker is accessible to our school community on a needs basis.

School Nurse

- A health nurse from the CSSS is assigned to our school.
- The school nurse monitors the health records of the students and organizes the inoculations for Grade 4 students.
- The school nurse also periodically conducts information sessions on nutrition, cleanliness and hygiene. In addition, the school nurse provides sex education classes for Grades 5 and 6 students.
- Additional nursing service can be arranged with the CSSS as the need arises.

Home Teaching

- Home teaching may be available to students who are unable to attend school for a long period of time due to serious injury or illness.
- Home teaching may also be available in a hospital setting.
- Parents can contact the school for further information if the need arises.

2.6 School Field Trips

- During the year, educational visits or field trips outside the school are planned by the teachers.
- Information about the purpose of the trip and pertinent details including cost will be sent home.
- The Parental Permission Form must be signed and returned to the school within the timeframe set by the teacher. No student will be permitted to go on a field trip without the parent's written permission.
- As all field trips are self-financing, no refund will be made for the transportation part of the charge of the field trip.
- Since field trips are curriculum-related, all students are expected to attend. If for any reason, a student cannot attend, the student is expected to report to school.

3.SCHOOL POLICIES

3.1 Code of School Behavior

- Everyone has the right to feel safe and happy.
- The rules for behavior at our school are simple. At all times, students are expected to show:
 - courtesy,
 - good manners
 - common sense, and
 - respect.

- Students are expected to behave in this way with fellow students and with all school personnel and parent volunteers.
 - Insubordination, inappropriate language and rudeness are not acceptable.
- Students are to respect the rights of fellow students at all times.
 - Fighting, bullying, name-calling, swearing, insults and teasing are not acceptable
 - Language that is disrespectful, vulgar or threatening is not acceptable.
- Students are to respect the property of their fellow classmates and of the school. This includes taking care of school books, materials and personal belongings.
 - Defacing or damaging property, graffiti, etc are not acceptable.
- Students are expected to learn and abide by the rules of safety at all times.
 - Running in the hallways, pushing and yelling are not acceptable.
- Students are expected to do their best work and to complete assignments on time.
 - Students are to be prepared for the day by having the appropriate materials with them, i.e. pens, pencils, erasers, notebooks, etc.

3.2 Discipline Policy

- Failure to abide by the rules outlined in the Code of School Behavior will result in consequences. This will include one or more of the following:
 - teacher / supervisor intervention
 - loss of privileges such as recess, special activities, field trips, etc
 - parent notification by telephone and / or writing
 - school community services such as washing desks, cleaning the school yard, etc
 - detention
 - student / principal conference
 - student / parent / teacher / principal conference
 - in-school suspension
 - suspension
- If a student must be kept after hours, a notice of detention is sent home 24 hours in advance to allow parents to make appropriate arrangements for transportation.

3.3 Parent Concerns

- A parent who has a concern about something that happened in class, on the bus, in the schoolyard or at Daycare is requested to first contact the teacher or Daycare Supervisor concerned and try to resolve the problem.
- If the parent is not satisfied, he or she should then contact the principal.

3.4 Homework Policy

- Homework is given as part of the learning process. It is used to reinforce the work done in class as well as to practice new skills.

- As a general guideline, students are expected to allocate homework time nightly as follows:
 - Grades 1 and 2: 30 minutes
 - Grade 3: 40 minutes, including the English reading assignment
 - Grades 4 and 5: 60 minutes
 - Grade 6: 90 minutes
 - The French reading assignment is included in the time allotment at all levels.
- If your child is unable to complete the assigned work within this time period, please contact the teacher so that the situation can be remedied.
- No homework is assigned on weekends and holidays except in special cases where individual students are required to do additional work or if assignments have not been completed during the week.
- In the “whole language” program, a student learns to read by reading his / her guided choice of children’s literature.
 - This requires daily practice at home for at least 15 minutes per day.
 - Helping a student to form this reading habit requires support from home.
 - Studies have shown that reading to or with a student of any age significantly benefits the student’s reading development.
- In addition, every student should become an active member of a public library. This will enable everyone to have an equal opportunity when faced with school expectations.

3.5 Dress Code

- St. Edmund School has an attractive and distinctive dress code for all students, which was adopted at the request of a large majority of families. It is mandatory for all students from Kindergarten to Grade 6.
- The dress code colors are bright and fun and represent virtues that are promoted at the school:
Navy blue = knowledge, red = leadership, white = peace
- Clothes are to be in solid colours.
 - Plaid kilts (in school colours), small embroideries or colour accents are acceptable as long as they conform to the uni-coloured look.
- In terms of colours:
 - Navy blue does not include pale blue, royal blue, teal, purple, etc.
 - Red does not include maroon, pink, etc.
- The dress code applies to sweaters, vests and other accessories.
- For gym, students are expected to adhere to the same dress code. See Section 2.2 of this handbook, Physical Education, for details.
- In warmer weather, students may wear walking shorts; however tank tops, halter tops, exposed midriffs, short shorts, etc are not part of the dress code and therefore, are not acceptable.
- If leggings are worn as pants, students are to wear a long top.

Dress Code Suppliers:

- Parents may purchase clothing with the St. Edmund crest from A Plus Uniforms located at 127 B Donegani Pointe Claire H9R-5E9 . The telephone number is 514-428-1973. Order forms will be sent home at the end of the school year for purchases for the following year. Alternately, parents may go directly to this supplier and order throughout the year.
- The PPO also keeps a supply of shirts with the “SEE” logo that is often available at school events.
- Parents can also purchase clothing, which adhere to the dress code at any retail store including www.landsend.com. Land’s End carries plaid skirts in St. Edmund’s school colors and the “SEE” logo can be embroidered on many of the items. The preferred school number is 9001-3074-1.

School Shoes:

- Although school shoes are not part of the dress code, students are requested to observe the following guidelines:
 - Students require 2 pairs of shoes: an outdoor pair and an indoor pair. This is for health and safety reasons and to keep the school clean.
 - The indoor pair is to be used for gym as well.
 - The outdoor pair is replaced by boots in the winter.
- Students are encouraged to wear sturdy shoes such as running shoes for school.
 - Dress shoes, high heels, open-toed shoes, flip flops and sandals are more hazardous on the stairs and in the school yard and therefore, are not appropriate for school.

3.6 Nut-Controlled School

- In an effort to provide a safe environment for all students, St. Edmund School has adopted a NO PEANUTS, NUTS OR NUT-PRODUCT Policy.
- Anaphylaxis is a severe allergic reaction that can lead to rapid death if untreated. Currently, several classes include a student with allergies that could cause anaphylaxis. Most of these students are allergic to nuts.
- Classrooms, school buses and school equipment such as computers, gym equipment and library books are shared by children of all grades.
 - If an allergic child contacts an item contaminated by even a minute amount of peanut butter or nuts, the potential for a serious or possibly a fatal allergic reaction exists.
- The only way to provide a safe environment for the increasing number of nut-allergic students is to prevent the allergen from entering the school.
- We therefore ask that you do not send your child to school with peanut butter or any other nut product in their lunches or snacks, or any other time.
 - This includes products such as Nutella, etc.
- We also request that any student who eats peanut butter for breakfast, or at home for lunch, washes his/her face and hands before coming to school.

- Additionally, please instruct your child not to share food and snacks with friends, as the ingredients of an allergic student's food must always be checked and approved.

3.7 Bullying

- Bullying of any kind is not tolerated. This includes physical, verbal and mental harassment.
- Please talk to your child. Encourage your child to talk about what happens at school. If there is a bullying problem, parents are asked to advise the teacher.

4. STUDENT ASSESSMENT

4.1 Report Cards

- As per the Ministry of Education and Leisure Sports (MELS), there are 3 formal reporting periods during the year. There are 3 formal reports and one interim report. These reports are issued as follows:
 - The formal reports are issued in November, March and June.
 - The interim report will be issued in October.
 - A student-led conference will be held in November.

4.2 Parent-Teacher Meetings

- There are 2 formally scheduled meetings with parents:
 - Curriculum Evening is held in September whereby parents can meet the teacher as a group. The teacher outlines the curriculum and expectations for the year.
 - One-on-one parent-teacher interviews are scheduled in March.
- In addition, parents do not need to wait until the report card is issued to discuss their child's progress. Parents may contact the teacher at any time of need to arrange to discuss their child's progress.

5. SERVICES

5.1 Daycare

- To meet the needs of today's busy family schedules, an optional daycare program is offered at the school.
- The daycare operates from 7:00 am to 8:00 am, and from 2:25 pm to 6:00 pm.
- The program provides an opportunity for children to interact with their peers through sports, creative activities and free play while learning respect and consideration for others.
- Homework periods give students the opportunity to do their homework. Educators guide the students through the homework process; however, they are not tutors.
 - A set period of time of approximately 30 to 60 minutes is allocated to homework, which is done in a quiet atmosphere that promotes concentration.
- Registration is held in June for the following year.
- The fee schedule is based on the regulations set by the government.
- Please contact the Daycare at 780-8972 for further information.

5.2 Lunch Program

- Since the school encatchment zone covers a large territory, many students stay at school for lunch, which is from 12:00 pm to 12:55 pm.
- Students enrolled in the lunch program eat at their desks in their classrooms and are supervised by the Daycare Staff and Lunch-Time Monitors.
- There are no facilities to heat food, therefore soup or hot drinks must be brought in a thermos container.
- After the eating period, children participate in free play, games or planned activities. Approximately half the lunch period is for outdoor play.
- Registration for the Lunch Program is held in September.
- The fee schedule is set to cover the costs of the program.
- Please contact the Daycare at 780-8972 for further information.

5.3 Extra-Curricular Activities

- A variety of supervised, extra-curricular activities at lunch are available for students in grades K to 6 for a fee.
- These may include arts and crafts, drama, first aid, babysitting, chess, cartooning, Mad Science, etc.
- Each activity is held once weekly per session (fall, winter and spring).
- Registration for these activities is carried out prior to each session.

6. SCHOOL SAFETY

6.1 Security System

- Various measures have been adopted to ensure your child's security in the school.
- Doors are locked at all times. Anyone entering the school must report to the Office during school hours.
- After 2:35 p.m., all parents must report to the Daycare entrance (west door) for appointments, inquiries and pick-up of children.
- After 2:35 p.m., parents and/or students will not be permitted to pick up forgotten items in the classrooms or locker areas.
- The school yard is out of bounds to unauthorized persons, including parents, during school hours.
- Students have been advised not to open doors for anyone including the Principal and Teachers. This also includes their parents and friends.
- The security system relies on the cooperation and collaboration of all parents and students. For example, if a door is open that should normally be closed, parents are expected to close the door and advise the Office.

6.2 Visitors

- Visitors/parents and volunteers must enter through the front door and report to the Office where they will be received and assisted.
- Visitors and volunteers are asked to sign in the Visitor / Volunteer Registration Book.
- A visitor's badge will then be issued. Children have been advised to notify the teacher if an adult is on the premises without a badge.
- The Office will then notify the teacher of the visitor's/parent's arrival. Visitors/parents are not to go to the class unless invited by the teacher.
- Parents are requested not to disturb the class during teaching time.
- Please make appointments with the teacher by sending a note to the teacher. The teacher will respond in writing or by telephone.
- Parents who come to pick up their child for an early dismissal must wait at the Office.
- Parents who regularly help out in the library or computer lab are asked to follow the same procedures listed above. If your group is late, please ask the Office to page the teacher.

6.3 Fire Drills

- Fire drills are conducted at least 5 times a year. This is to ensure an orderly evacuation of the building should it become necessary.
- When the fire alarm bell rings, students must:
 - use the proper exit found on the school plan posted in each classroom,
 - leave the school in silence and in an orderly fashion,

- immediately proceed with their class to the soccer field where they are to remain with their teacher,
- return to class when instructed by their teacher.
- In the event that students are unable to re-enter the school, arrangements have been made for students and teachers to go to the church.
- Families are encouraged to have their own fire drills at home.

6.4 School Cancellation

- In the event that classes or busses are cancelled due to the weather, a message will be sent out using our emergency response messaging system. Messages will only be sent out to indicate closings.

6.5 Emergency School Closure

- During the year, there is always a possibility that a snowstorm, heating or power failure, etc may force the closure of the school during the day.
- An e-mail and phone message will advise parents of the Emergency School Closure.
- All students will remain at school (or, if necessary, the emergency shelter) until the parent or designated person picks up the children.

7. STUDENT HEALTH

7.1 Sick Child

- If a student is ill before coming to school, parents are asked to keep the student at home.
- Students with fevers must stay home.
- If a student becomes ill or injured at school, parents will be advised as soon as possible.

7.2 Medication Procedure

- Written permission from the parents is required in order for any prescribed medication to be administered.
- Two LBPSB forms must be completed and signed whenever medication is to be administered. They are:
 - Request and Authorization for the Distribution of Medication at School, and
 - Release of Liability for Distribution of Medication.

7.3 Emergency Ambulance Service

- In rare circumstances, the school may be required to call an ambulance to take an injured student to the hospital.
- Parents will be notified when an ambulance has been called.
 - If the parents cannot be reached, the decision to send the student to the hospital will be made by the school.

- Parents must take over the care of their child as soon as possible, and are responsible for all ambulance or medical fees resulting from an accident.

7.4 Communicable Diseases

- The school nurse will contact the parents of the new kindergarten students to furnish immunization records for their children for: Diphtheria, Whooping Cough, Polio, Measles, German Measles and Mumps.
- Parents who, for whatever reason, refuse to have their children immunized, will be obliged to provide the school with a written statement to this fact.
- Should a student become ill with any of the above-mentioned diseases, or with other non-preventable communicable diseases such as Scarlet Fever, Chicken Pox, Impetigo, Fifth Disease, or Pediculosis (Head Lice), parents are required to inform the school.
- If the school suspects that a student has a communicable disease, the parent will be informed and asked to come and take the student home.
- Periodically, the school organizes head lice checks. Parents will be advised when they occur.

7.5 Immunizations

- The school cooperates with the CSSS in the administration of vaccinations. Generally, the Hepatitis B vaccination is administered in Grade 4.
- A consent form is sent home and students whose parents have signed the form receive the immunization at school.

8. PARENT VOLUNTEERS

8.1 Governing Board

- The election of a Governing Board in every educational institution is one of the requirements stemming from the amendments made to the Education Act by Bill 180.
- The Governing Board at St. Edmund School consists of 16 members comprising of:
 - 8 parents
 - 8 staff (to include at least 2 teachers)
 - 1 member of the Daycare staff
 - 2 community representatives (non-voting)
- The principal takes part in the meetings but is not entitled to vote.
- Commissioners may attend meetings but are not entitled to vote.
- The term served by a parent representative is for a duration of 2 years.
- All meetings are open to all but only members of the Governing Board debate and vote on issues. A question period for parents is an integral part of every meeting.

- The Governing Board has decision-making powers and works with the Principal in meeting the local needs of the students and community.
- The Governing Board is responsible for approving a number of issues including:
 - the development, implementation and evaluation of the school's educational project,
 - the approach for the implementation of the basic school regulation,
 - the time allocation for each subject,
 - the student supervision policy,
 - the school budget, and
 - the use of the premises.

8.2 Parent Participation Organization PPO

- The PPO is an organization of parent volunteers who are actively involved in the school.
- The PPO works in cooperation with the principal and school staff to raise funds for extras for the classrooms, organize special events and provide support for various school activities.
- The following are some examples of the activities and events that the PPO organizes:
 - Christmas Fair
 - Pizza Days
 - Just Chillin'
 - Fund-Raising
 - Emergency Telephone Relay
- The PPO also takes care of the school gardens, contributes playground equipment and supports the Library and Computer Lab.
- The PPO takes an active role in supporting the school dress code by making available a fun line of 'SEE' school clothing.

8.3 Parent Volunteers

- Parent volunteers play an important role in our school.
- The Librar, for example, relies on parent volunteers to run smoothly.
- We need the help of many volunteers to make our school such a rich and rewarding experience for our children.
- All parents are encouraged to lend a hand if they can.

9. COMMUNICATION WITH PARENTS

9.1 Notices

- Every attempt is made to keep parents informed of school activities.
- Notices are sent home in advance of school activities.
- Parents are asked to check the schoolbags of their children for notices.
- Communications are also sent to parents by e-mail and/or phone messages.

9.2 School Newsletter and Principal's Memos

- Periodically, the St. Edmund School Newsletter and / or a Principal's Memo is issued via email. They provide important information on school policies and activities.

9.3 School Website

- Additional information about the Lester B. Pearson School Board can be found at: www.lbpsb.qc.ca.
- Additional information about the St. Edmund School can be found at: <http://stedmund.lbpsb.qc.ca>