

ST. EDMUND ELEMENTARY SCHOOL

115 Beaconsfield Blvd., Beaconsfield, Quebec H9W 3Z8

514-697-7621

INFORMATION HANDBOOK

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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 see our returning families and we are equally pleased, to welcome into our fold new families who have chosen St. Edmund for their children.

The staff at St. Edmund 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,

Melissa Hunter
Principal

1.2 Staff

Principal: Ms. Melissa Hunter

Teachers:

Ms. Emma-Leigh Annett
Ms. Sophie Belzile
Ms. Patricia Carroll
Ms. Manon Coursol
Ms. Emma Hampton
Ms. Anne Edgar
Ms. Mylène Gosselin
Ms. Jennifer Hayden
Ms. Lina Peronace
Ms. Lori Legault
Ms. Josée Veilleux

Ms. Catherine Jones
Ms. Josée L'Archeveque
Ms. Marie-Josée Ricard
Ms. Marie Morse
Ms. Nathalie Duhamel
Ms. Guylaine St. Georges
Ms. Pina Fulginiti
Ms. Diane Murray
Ms. Lynda Hall
Ms. Pierrette Houde
Ms. Kayla Moore

Integration Aides:

Ms. Crystal Ouellette
Ms. Janet Massarelli-Pelletier
Ms. Maritza Ines Rincon

Administrative Assistant: Ms. Nathalie Rossy
Daycare and Lunch Program: Ms. Cheryl Lynn Hamilton
Psychologist: Ms. Maryssa Cortina
Library Technician: Ms. Colleen Henderson
Spiritual Animator: Ms. Linda Choinière
Speech Therapist: Ms. Carole Montpetit
Special Ed Technician: Ms. Presleigh Klein
School Nurse: Ms. Annie-Claude Brunet
Caretakers: Mr. Chris and Ms. Liz

1.3 School Calendar

- The school calendar for this year can be found in the 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 - 11:20 am and 12:30 - 2:30 pm.
- Children who walk to school should not arrive before 7:50 am 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.
- Late arrivals cause disruptions to the class and 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 514-697-7621 to report it before 8:30 am. You may also email the school secretary to confirm your child's absence.

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 be picked up. The office must approve all notes in advance.
- Please pick up and sign out your child at the main office.

1.8 Change in Dismissal Plans

- At the beginning of the year, the teachers note the dismissal routine of every child, ie: 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, except in the case of an emergency. Please take note that play dates need to be arranged once your child is home.

1.9 Holiday Absences 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 the holiday. Teachers cannot be expected to prepare an individual study plan for each child on holiday.
- Please note that the three weeks before the end of a Term are key evaluation times. This includes the months of October, February and June.
- Parents should be aware that frequent or long term absences may impact a teacher's ability to provide accurate assessment/reporting.

1.10 Bus Transportation

- School bus transportation is provided for Kindergarten students who live more than .8 km from the school and students in Grade 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.
- Skateboards, bicycles and skates are not permitted on the bus.
- A student behaving inappropriately on the school bus may lose the privilege of using this means of transportation. Additional consequences may be given, including charges for damage caused.
- All inquiries regarding school bus transportation can be addressed to the Transport Department of the LBPSB at 514-422-3001.

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

For parents who want to park their car and walk their child to the gate:

- Please park your car and walk to the gate.
- Once parked, please do not exit the parking lot prior to 8:00 am. This means that there is some traffic coming into the lot, but none going out. The implication is that you are at the gate until the bell rings.
- The entrance to the parking lot is on Beaconsfield Blvd.
- The morning drop-off is a busy time. To ensure efficiency and the safety of your child, please respect the following directives:

Express Drop-off Lane

For parents who want to drop off their child and go:

- As of 7:50 am, parents may drive into the church parking lot via Beaconsfield Blvd., turn left at the end of the lot, and drive into the staff parking lot.
- A staff member will be present to help your child(ren) out of the car.
- Once your child is out of the car, parents are to drive out of the staff parking lot and exit onto Portland Rd.

For this to be successful, we need:

- Parents to remain in the car. This is strictly a drop off for students. We need to keep things moving along.
- Students are to be ready to exit the car (school bag on lap, lunch box in hand, etc.)
- The bus area on the west side of the school is not to be used. This is reserved for the school buses.

Pick-Up

- Parents who are picking up their children after school are asked to meet them at the gate entrance to the school yard in the church parking lot.
- Students are to 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.
- Parents who are picking up their children from daycare should do so at the bus door once the buses have left. Parents are not permitted to enter the bus lane area until the buses have left.

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 school yard, provided that there is no function 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

- Bicycle helmets are mandatory.
- Children who ride their bicycles to school are asked to leave them on the bicycle racks which are located **in the front of the school**. It is recommended that a bicycle lock be used.
- Students are not permitted to enter the staff parking lot via Portland as this exit serves as the exit route for parents who use the express drop off lane in the morning.
- 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, snow pants, mittens, etc.
- Students are asked to leave toys and items of value at home.
- In the event that your child loses something, he/she may check the Lost and Found area which is located on the first floor near the gym.

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, and may result in the loss of privilege to use school devices or internet.

1.16 Textbooks/Workbooks

- Textbooks/workbooks which are supplied by the school must be treated with care.
- Lost or damaged textbooks/workbooks 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. A list of items to be purchased is posted on the school website in June.
- Consumable fees are charged to parents at the beginning of the year to cover the cost of photocopies, the agenda book and workbooks.

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 (ie: 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, Ethics and Religious Culture and Art are taught in French.
 - English Language Arts, Physical Education and Music are taught in English. This represents 18% of the time.
- In Cycle 2 (Grades 3 and 4), 82% of the instruction is in the French language.
 - French Language Arts, Mathematics, Science, Social Studies, Ethics and Religious Culture and Art are taught in French.
 - English Language Arts, Physical Education and Music are taught in English. This represents 18% of the time.
- In Cycle 3 (Grades 5 and 6) 47% of the instruction is in the French language and 53% of the instruction is in the English language.

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-shirts, and socks in the dress code colours. Running shoes for gym are obligatory.
- It is important to wear running shoes that are reserved for indoor use. Running shoes worn outside accumulate dirt, become worn and do not provide the required traction and support needed.
- Pants with buckles, zippers, etc. pose 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.

2.3 Library

- Our school library presents a fine collection of both English and French books and access to technology.
- It is coordinated 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.
- Should a parent not acknowledge a payment letter, all library privileges will be denied (student will not be able to borrow books from the library) for the duration of the student's enrolment at St. Edmund.

2.4 Special Services

Students and their parents, in certain cases, have the following special services available to them should the need arise.

Resource Team

- The Principal, resource teacher, speech therapist, special education technician, 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, special education technician, 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 with the required coding who need additional support.

Speech Therapy

- A speech therapist visits the school periodically 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 CIUSSS, a social worker is accessible to our school community on an "as needed" basis.

School Nurse

- A health nurse from the CIUSSS 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 services can be arranged with the CIUSSS as the need arises.

2.5 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.

3 SCHOOL POLICIES

3.1 Student Code of Conduct

Students are expected to adhere to a particular code of conduct to ensure the physical and emotional wellbeing of all students and a positive, safe learning environment. The code of conduct for each student at St. Edmund is as follows:

Me

I look after myself.

- I dress in the school dress code colors: navy blue, red and white. This includes **sweaters & hoodies**.
- I am neat, i.e. I comb my hair, brush my teeth, etc.
- I eat properly. I do not bring soft drinks, candy, chips or gum to school except for special parties.
- I let other people know if I feel sick.
- I take off my hat when I enter the building.
- I acknowledge that cell phones are not permitted at St. Edmund.

I am independent.

- I do my work without distracting others or letting them distract me.
- I start my work without someone telling me.
- I keep myself busy even when I finish my work.
- I control myself in difficult situations.
- I accept responsibility and the consequences for my actions.
- I persevere when faced with a problem.
- I come to school on time
- I line up and enter the building in the morning and at recess when the bell rings.
- I remind my parents to call the school to report if I will be absent, or late.

Myself and Others

I live in harmony with others.

- I help, I encourage and I respect others.

- I accept help and encouragement from others.
- I am a positive influence on others.
- I accept differences in people.
- I respect others.
- I accept advice and constructive criticism.
- I do not show arrogance when friends or adults at school intervene for my well being.
- I do not use bad language or rude gestures.

In Class

I have a positive attitude in class.

- I listen during explanations.
- I participate actively in all activities.
- I work hard without wasting time.
- I have my materials ready, i.e. copybooks, pencils, etc.
- I keep quiet when the teacher asks the class to keep quiet.

I have positive attitudes towards learning.

- I do my work in a clean and orderly fashion.
- I keep my copybooks and papers in good condition. I replace them as needed.
- I always do my homework unless I have a valid excuse in a note from my parents.
- I always bring messages home from school and bring messages from home to school.
- I get my work signed when my teacher asks me.

In the School Yard

I play safely and I respect the rules.

- When the bell rings, I line up quietly.
- I do not push others or throw things.
- I respect the time allotted for play.
- I stay inside the school yard and avoid playing near the fence gates.
- During recess, I do not go into the building without permission.
- I invite others to play.
- I show good sportsmanship and respect my opponents. I encourage cooperative play.
- I do not hit others during play.
- I do not leave the school yard to get a ball without permission from the adult on duty. I do not talk to people on the street, asking them to run after my ball.
- I respect the rights and privacy of our neighbors and community members.
- In the winter, I do not climb snow banks or slide on icy patches. I do not pile up on the ground or remove other student's hats. I do not throw snowballs or chunks of ice.

In School (Corridors, Class, Stairs)

I stay calm.

- I walk in school.
- I am patient and polite.
- I do not do in school what I am not allowed to do at home.

Lateness

- **I come to school on time every day.**
- When I am late I enter through the front door and report to the office.

Our Surroundings

I keep my surroundings clean and orderly.

- I take care of desks, books, staplers and any school supplies that are on loan to me by the school.
- I use garbage cans.
- I do not write on chairs, desks or walls.
- I do not play water games in the washroom or anywhere at school.
- I keep my cubby and my desk clean.
- I cover all my school books and use a school bag.
- I put my shoes on the bench at the end of day.

On the School Bus

I am concerned with safety and order.

- I stay seated.
- I do not eat.
- I stay calm and I speak in a low voice.
- I do not tease, push or hit.
- I do not put my hand or head out of the window.
- I do not throw objects.

3.2 Discipline Policy

Consequences for bullying, or other inappropriate behavior will vary depending on the severity and frequency of infractions and include the following:

- Verbal reminder
- Reflection worksheet
- Student removed from a situation
- Recess or lunch hour detention
- Child phones home and explains
- Community service/service project

- Note in the agenda
- Call to parents
- Administrative involvement
- Time with the Resource Department
- Time with the Special Education Technician
- Loss of privileges – including field trips
- Socio-community officer intervention
- In school suspension
- Out of school suspension
- Documentation in File
- Involvement of the police
- Home study
- Referral for outside services or programs

3.3 Cell Phone and Smart Watch Policy

- Cell phones are not permitted in school.
- Smart watches that can take pictures and record video are not permitted in school.

3.4 Photo/Video Recording Policy

- It is not permitted to take, share or post videos and/or pictures without the consent of parents.

3.5 Parent Concerns

- A parent who has a concern about something that happened in class, on the bus, in the school yard 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.

3.6 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 & 2: 30 minutes
 - Grade 3: 40 minutes, including the English reading assignment.
 - Grades 4 & 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.
- 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.

3.7 Dress Code

- St. Edmund School has an attractive and distinctive dress code for all students.
- The dress code colours are bright and fun and represent virtues that are promoted at the school:
 - Navy Blue = Knowledge
 - Red = Leadership
 - White = Peace
- Colour accents and patterns are acceptable as long as they conform to the school colours.
- In terms of colour:
 - 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 Physical Education, students are expected to adhere to the same dress code.
- 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 expected to wear a long top.
- Navy blue jeans are permitted (except on Physical Education days).

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 wet floors and are, therefore, not appropriate for school.

3.8 Nut-Smart Environment

- In an effort to provide a safe environment for all students, St. Edmund School aims to provide a nut-free environment. This means that children are not permitted to bring in peanuts, or any other nuts as part of their snacks/lunches.
- 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.
- 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 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 at any 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 hands and face before coming to school.
- Additionally, please instruct your child to not share food and snacks with friends, as the ingredients of an allergic student's food must always be checked and approved.

3.9 Classroom Treats/Snacks

- Please ensure that your child's snack is nutritious. We actively encourage the development of good nutritional habits and prefer to see fruit, vegetables, etc. as snacks. We want to foster a high level of consciousness towards health and wellness. Balanced and nutritious eating habits have been proven to help promote learning and increase concentration.
- In the spirit of healthy living (and in an effort to create the safest possible environment for all students, including those suffering from allergies), students are not permitted to bring in treats for birthdays and other events that arise during the school year unless otherwise specified by the teacher. Any treats sent into school will be sent home at the end of the day.

3.10 Bullying

- Bullying or cyberbullying 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 are any social problems, parents are asked to advise the teacher.
- Please refer to the St. Edmund Anti-Bullying Anti-Violence Plan (ABAV) located on the school website for policy information.

4 STUDENT ASSESSMENT

4.1 Report Cards

- As per the Ministry of Education (MEES), there are 3 formal reporting periods (terms) during the year.
- There are 3 formal reports and one interim report.
- The formal reports are issued in November, March and June.
- The interim report will be issued in October.

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 November.
- A second parent interview session will be scheduled in March by teacher request only.
- Parents do not need to wait until the report card is used to discuss their child's progress. Parents are free to contact the teacher to discuss their child's progress at any time.

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 7:50am and from 2:30 pm to 6:00 pm on regular school days.
- PED day hours are normally from 7:00am-6:00pm. Due to due ongoing pandemic restrictions, the PED day hours will be reduced to 8:00am-4:00pm.
- 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 minutes is allocated to homework, which is done in a quiet atmosphere that promotes concentration.
- Registration is held in May via Fusion for the following year.
- The fee schedule is based on the regulations set by the government.
- Please contact the Daycare at 514-780-8972 for further information.

5.2 Lunch Program

- Since the school catchment zone covers a large territory, many students stay at school for lunch, which is from 11:20 am to 12:30 pm.
- Students enrolled in the lunch program eat at their desks in their classrooms and are supervised by the Daycare Staff and Lunchtime 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 Lunch Program is held in May on Fusion.
- The fee schedule is set to cover the costs of the program.
- Please contact the Daycare at 514-780-8972 for further information.

5.3 Extra-Curricular Activities

- A variety of supervised, extra-curricular activities at lunch may be available for students in grades K to 6 for a fee.
- 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 2:30 pm, all parents must report to the Daycare entrance for appointments, inquiries and pick-up of children.
- After 2:30 pm, parents and/or students will not be permitted to pick up forgotten items in the classrooms or cubby 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 the Visitor/Volunteer Registration sheet.
- 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 to not 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, by email 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 are asked to follow the same procedures listed above. If your group is late, please ask the office to page the teacher.

6.3 Emergency Preparedness

- Fire drills are conducted 6 times a year. There will be 1 lockdown drill.
- 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.
- As part of the school's emergency preparedness plan, extensive plans for a variety of different scenarios exist and may be used in the event of an emergency.
- Families are encouraged to have their own fire drills at home.
- In the event of an emergency, the first priority of the school is the safety of students and staff. Parents are asked to refrain from trying to enter the building or pick children up until an emergency situation is under control. Communication with the parents and the St. Edmund community by the administration will be prioritized once all students and staff are safe.

6.4 School Cancellation

- In the event that classes or buses are cancelled due to the weather, a message will be sent out using our emergency response messaging system (ERMS).

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 email 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 school 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 and may be required to pick up their child from school.

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
 - 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.

7.5 Immunizations

- The school cooperates with the CIUSSS in the administration of vaccinations. Generally, the Hepatitis B and HPV 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 important issues:
 - The development, implementation and evaluation of the school's education project
 - The approach for the implementation of the basic school regulation
 - The time allocation for each subject
 - The student supervision policy
 - The school budget
 - School calendar
 - Changes to policy
 - Educational project
 - ABAV
 - Annual Report
 - Field trips, fundraisers

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 organize:
 - Mike's and Dagwood lunches
 - Edstock
 - Movie Night
 - Fundraising Initiatives
- The PPO also contributes playground equipment and supports the Library and teachers with special projects.

8.3 Parent Volunteers

- Parent volunteers play an important role in our school.
- The Library, 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.
- All parent volunteers are required to complete a Judicial Declaration before volunteering. This is a onetime procedure that enables parents to volunteer within the school community. This is a legal obligation to ensure the safety and security of our students and school.
- The Judicial Declaration form can be found on the St. Edmund webpage under "parents" or at the main office.
- Parents are asked to submit the form to the secretary for processing prior to volunteering.
- Please note that all information is kept strictly confidential.

9 COMMUNICATION WITH PARENTS

9.1 Notices

- Every attempt is made to keep parents informed of school activities and or relevant information regarding a student.

- Communication forms may vary and include notes in the agenda, communication by email and /or phone messages as well as through the homeroom teacher's preferred digital platform.
- Parents are to check the agenda, schoolbags and media platforms regularly.

9.2 Monday Memo

- A school newsletter will be sent to parents every Monday. The Monday memo includes important school information, dates and upcoming events.

9.3 School Website

- Additional information about the Lester B. Pearson School Board can be found at <https://boardsite.lbpsb.qc.ca/>
- Additional information about St. Edmund School can be found at <https://stedmund.lbpsb.qc.ca/>
- St. Edmund also has a Facebook page and can be accessed at <https://www.facebook.com/stedmundschool/>

Please note this is a live document and may be amended during the course of the school year. Any amendments having been approved by Staff Council and Governing Board will appear on the digital version.

The official and most up to date version of the St. Edmund Handbook can be found on the school website.

*Please note that due to COVID-19 pandemic restrictions, some aspects of the handbook may be temporarily adjusted or modified to comply with all Sante Publique guidelines and CNESST recommendations.