



PARENT INFORMATION

2015 - 2016

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COMMUNICATION

Allion and the Lester B. School Board communicate in various ways, to students, parents and community. It is the responsibility of parents to check the school website on a daily basis.

Electronically: Most communications are distributed electronically and require a current e-mail and telephone numbers. It is the responsibility of the parents to ensure that the school has up-to-date contact information.

Web Postings: Calendars, Policies and Procedures, Reports, General Information, Events, are posted on both Allion's and the School Board website.

Allion's website is: allion.lbpsb.qc.ca

Lester B. Pearson School Board's website is: www.lbpsb.qc.ca

School Policies and Procedures: Allion's school policies and procedures are found on our website under *Parent Information*.

Weather Emergencies

In the case of an emergency (i.e.: winter storms), parents will be notified by the LBPSB Electronic Messaging System and through local Radio stations. **DO NOT CALL THE SCHOOL.**

Should the school need to close during the day, you or the person you have designated on your Emergency Closing Form will be notified before your child is dismissed. **It is for this reason that it is important to ensure that the school has the most up-to-date contact information.** The system works effectively only if we have the correct telephone and e-mail address.

If the school is closed, any special event (parent interviews, extra-curricular activities, etc.) planned for that day will be postponed to a later date.

Communication between Home and School

Communication between parents and school is most important. The school communicates with parents through notes in the child's agenda, telephone calls, interviews, and most important through the report card. Other information about events taking place at the school can be found on our school website.

Channels of Communication

Any difficulty or concern involving your child, the curriculum, or other school-related matters should first be discussed with the teacher or teachers concerned. In most cases, problems can be solved at this level. Teachers know your children best and will be in a

position to help resolve difficulties. If the issue is not resolved, then it may require the input of the school administrator.

Teacher – Parent Communication

Teachers post information on the Allion website under class news. To access go to Allion’s website and click on the tab **Class News**.

For quick, short messages, teachers and parents can use the student agenda.

For conversation, teachers and parents may communicate through the telephone. Teachers may be contacted through the school office by leaving a message for the teacher to return the call. Parents are to call 514 595-2040, leave a message for the teacher, with a brief reason for the call. Under normal circumstances, the teacher will usually respond within 48 hours. Teachers cannot leave their class to respond to telephone calls.

Meetings can also be scheduled between parents and teachers. Parents are to call the school and request a meeting with the teacher. Teachers cannot leave their classroom or supervision duties to meet with parents impromptu. To avoid disappointment, it is important to set meetings ahead of time.

Conferences/Meetings

Parent-teacher conferences are held two times a year. Conferences offer an opportunity to exchange information on the child’s interests, progress, and total development. The first conference is in November – Parent/Teacher Interviews and the second in March – Portfolio Evening. Parents should feel free to arrange additional conferences if desired.

Progress Reporting

Student progress is formally reported to parents:

- October – Interim Report
- November – 1st term report card
- March – 2nd term report card
- June – 3rd term report card

However, reports to parents regarding their children’s progress may be made at any time at the discretion of the teacher or principal, or at the request of parents. In addition to assessments/scoring on grade level curriculum outcomes, students are assessed for appropriate learner behaviours which impact academic success.

MUTLIPL E FAMILY HOUSEHOLDS

Students impacted by a multiple-household family situation must be handled effectively and legally. Knowledge of custodial arrangements is important for school personnel. A copy of the parenting section of the court document should be provided to the school. All parents are encouraged to be involved in their child's education, including attending conferences and other school-related functions.

The custodial parent is responsible in ensuring that the non-custodial parent receives copies of information distributed, such as newsletters, announcements of special events, and report cards.

CHILD ABUSE

Neglect, sexual molestation, emotional abuse and any non-accidental physical injury suffered by a person under 18 years of age as a result of acts or omissions by parents, guardians or persons legally responsible for the child, is child abuse. School personnel, including nurses, teachers, counselors, and principals, are mandatory reporters of suspected child abuse and must contact the Department of Youth Protection.

SCHOOL SAFETY AND SECURITY

For the security and safety of all, security measures must be respected. Our [Emergency Preparedness Plan](#), which is mandated for all public institutions, requires that we restrict access to the building while children are here. Restricted access to our school is between 7:00 and 18:00. Parents and students may not go to areas of the school that are restricted before 7:50 and after 14:30, unless they have a scheduled meeting with the teachers or administration. Parents may not enter classrooms to retrieve lost or forgotten items at any time. In addition to the security restrictions, our classrooms contain information about our students. The law also obliges us to protect the privacy of our students.

We understand that for some parents these seem like harsh measures. The days of easy access to schools are long gone. We welcome parent volunteers but they must be easily identifiable as such. The restrictions are part of the plan that is in place to protect your child's safety and the safety of all the children in our school.

Emergency Preparedness Plan

Every year the school updates its [Emergency Preparedness Plan](#). A copy of the plan is kept in the School Office. There is an *Emergency Preparedness Team* and also designated first aid responders. There are evacuation routes posted in every classroom. Each teacher is responsible for keeping their emergency roster updated and ensuring that the children are well instructed on emergency preparedness procedures. Yearly, the school carries out numerous emergency evacuation drills and lockdown exercises in collaboration with the city fire officials.

Our aim, as a first priority, is to ensure the safety and security of all our students throughout the process. However it is possible that practice exercises may leave some students feeling anxious.

Please reassure your children of their safety and the necessity of these drills. Please take the time to explain that schools, as well as workplaces, practice all types of emergency procedures so that everyone is well prepared, secure and safe.

These exercises last approximately 15 minutes.

Emergency Evacuation Exercise

An Emergency Evacuation Exercise requires all students and staff to exit the building as quickly as possible in an orderly timely manner. The respectful, quietness, efficiency and speed of leaving the building ensure that all arrive at the designated attendance points safely.

Lockdown Exercise

The Lockdown Exercise requires all students and staff members to remain in their classrooms for a specific period of time. Staff and students are briefed as how this takes place. It is important that students remain calm and quiet. This exercise helps ensure the security of all students and staff in the building in the event of an in school emergency.

Anti-bullying and Anti-violence Plan and Code of Conduct

Every year the school's Anti-bullying and Anti-violence Plan and Code of Conduct are updated and approved by Governing Board. Please refer to our Anti-bullying and Anti-violence Plan and Code of Conduct for details. This information is found on our website and school agenda.

SCHOOL VISITORS

For the safety and security of our students, visitors to the building must check in and obtain a visitor pass. A photo ID may be required. If you are meeting with staff, please make an appointment. School days are tightly scheduled for responding to student needs and staff collaboration. To make the best use of your time and ensure that the staff person you need to see will be available, please take a few minutes to call or e-mail to schedule a time to meet. By doing so, you can be sure that the staff member will be available to speak with you and they will have the necessary information to respond to your questions.

All visitors, which include parents and volunteers, are requested to enter the school by the main door at 140 – 9th Avenue and report directly to the school office.

Visitors are expected to comply with staff members and comport themselves in a manner appropriate for a school environment setting.

School Volunteers

Schools rely on the help and support of parent volunteers. Our library, for example, can only operate as long as there are generous, dedicated members of our community to staff it. As well, classroom teachers may use such support to benefit the children under their tutelage. At the beginning of each school year, we ask parents to fill out a *Judicial Record Report*, valid for three years, and hand it to the school. Should you plan to volunteer for the school in any form, please note this is a mandatory process to follow.

Volunteer Information concerning responsibilities, respecting school safety and security measures in place, and confidentiality is provided to all volunteers.

Parking

Parking is limited within the school vicinity. Visitors and parents can park on the street. No parking is permitted on 9th Avenue. We ask parents to refrain from parking in the parking lot adjacent to the school, since space is limited. Parking is available below 9th Avenue and Centrale Street and also on Bishop Power Street. Nevertheless, it is important to respect the parking bylaws.

STUDENT ARRIVAL AND DEPARTURE

Morning Drop Off

The drop off and pick-up area is by the school gate located on Centrale Street. In the morning it is a drop-off zone with a three-minute time limit, which is strictly enforced by the city. It is a *Kiss and Ride Zone*. Parents are encouraged to use this invaluable service for a speedy and safe drop-off that avoids congestion in the school area. The *Kiss and Ride* drop-off area is marked. Here is how it works:

- Please have your child ready to get out of the car quickly upon reaching the curb. Kindly have the backpacks in the car with the children or in the front seat (not in the trunk).
- If the actual drop-off area is occupied, please pull up behind the cars and wait to advance.
- Do not double park, this is a traffic violation.
- Once your child has left the vehicle, please move away from the drop-off zone as quickly and safely as possible in order to ensure a steady flow.
- If you want to get out of the car with your child, please park your car on Bishop Power Street and walk your child to the school gate.
- Kindly avoid, **at all times**, dropping off children on 9th Avenue.
- All buses stop and park on 9th Avenue. It is important that parents NOT park or drive in this area, even during the school day.

Morning Entry

Supervision is in place inside the school from 7:50 to 8:00. There is no supervision outside the school premises. It is negligence for parents to leave their children unsupervised outside the school vicinity. Students are to enter the school upon arrival at 7:50, put away their outerwear and school bags and quickly settled into their desks before 8:00.

- All students are to enter the school yard through the main gate located on Centrale Street. Parents are not permitted to enter the school gates.
- Parents requiring to go to the school office must use the main school door on 140, 9th Avenue and present themselves at the school office.
- The gates on 9th Avenue are locked at all times. Only exception is for the students taking the school bus.
- Kindergarten, grades 1 and 2 students are to use the door in the school yard facing 9th Avenue. This is Door A.
- Grades 3 to 6 students are to use the door located in the main school yard facing the parking lot on Bishop Power Street. This is Door B.
- Students arriving after 8:00 must enter to the main doors and report to the school office for a tardy slip.

Walkers – Student Not in the Lunch Program

Students who are not enrolled in the lunch services and go home for lunch are dismissed at 11:20 through the main school yard. These students are not to return to school before 12:25, since there is no supervision available to them. Leaving students unsupervised around the school vicinity is parent negligence. Walkers returning from lunch are to use the main gate on Centrale Street and enter through the Daycare Door, Door A, the door facing 9th Avenue. Students who are tardy return from lunch, after 12:25, must enter through the main school door at 140, 9th Avenue, and report to the school office for a late slip.

After School Pick-up

At the end of the day students are dismissed at 14:30 and they leave the school through the main gate located on Centrale Street. For safety reasons, we ask parents to park their cars and meet their children at the gate and then walk back to the car together. Please respect the parking by-laws within the school vicinity.

Kindly do not park your car on Centrale Street unless you remain in your car. “The sidewalk area” should be used for students who are waiting for their parent to drive through and immediately pick up their child. The next car can then move forward. This system will allow a safe and easy flow of cars. The children can wait along the sidewalk and get into the car safely. Do not double park, it is a traffic and safety violation.

School Transportation

Students received a letter regarding their eligibility for transportation to and from school. Those who are eligible should have received a bus pass in the mail in late August indicating the location and time of their bus stop.

For those students who are not eligible for transportation, parents may apply for "courtesy bussing" for the year by completing a form available from the school office. Granting of courtesy depends on the availability of space on the buses and the suitability of existing stops. There is a cost for this service charged on a yearly basis.

Parents are asked to speak to their children about safety and the necessity of good behaviour on the school bus. Parents of younger children (Kindergarten and grade 1) should make sure that they are accompanied to and from their bus stop. We ask for your patience as we deal with any problems which often occur at the start of the year.

Please note: Children who are not eligible for transportation or who have not been granted courtesy bussing are never allowed to take the school bus.

Every member of the community has the privilege to safely commute to and from school. Students who cause peril on the bus can have their privilege revoked. (For more details refer to the Lester B. Pearson School Board Transportation Policy.) Expected Behaviour for School Bus Safety is listed as part of our Code of Conduct.

SCHOOL HOURS

Allion operates on a Monday-to-Friday schedule.

School Open to Students	In Class Ready for the Day	Morning Recess	Lunch	Dismissal	School Closed
7:50	8:00	9:35 – 9:50	11:20-12:25	14:30	15:30

The school doors open at 7:50. Teachers are in the school supervising the corridors and classrooms. There is no supervision outside the school. It is negligent for parents to leave their children in the school vicinity unsupervised. Students are expected to be at their seat and ready for class by 8:00. Thus it is important that students arrive at 7:50 to get ready.

Students arriving after 8:00 must sign in at the School Office and get a **Late Pass**.

School Office, Switchboard, Telephone

Open	Closed	Closed after
7:30	11:20-12:20	15:30

The school office and switchboard is closed from 11:20-12:20 for lunch. At this time the daycare takes over. All visitors (parents) must use the daycare door (Door A). There is no access through the main door at this time. For emergencies during lunch, contact the Daycare office at: 514-595-2138.

After 15:30 the school is closed. Only the daycare services are in operation until 18:00. All visitors (parents) must use the daycare door.

Telephone

Please do not telephone the school to relay messages to your children, except in emergency situations. For emergencies during lunch and after school hours, contact the Daycare office at: 514-595-2138.

The school telephones are to be used by staff only. Children may not use the school telephone, except for emergencies or in the case of illness. We are unable to accept messages for individual children which would interrupt the instructional program. We would appreciate your cooperation in not asking us to deliver a message to an individual child except in an emergency, with urgent change of plans, or on matters of urgent importance.

Forgotten homework or other items, as well as changes in after-school plans with friends do not qualify as emergencies. Please advise your children in advance (and in writing for teachers or the office) if there is to be a change in their routine. Please note that calls to the school dealing with a change in routine must be done in a timely manner. Please do not wait until the last minute to call the school with changes to your child's dismissal routine. Having all parties informed alleviates anxiety and confusion. It is important that information for Daycare be written on a separate note.

Courtesy Telephone

Students may use the telephone for school related matters and emergency situations only. Permission and arrangements to visit a friend's home must be organized ahead of time at home. Please advise your children in advance if there is to be a change in their routine (e.g. getting picked up instead of taking the bus) and make sure to send a note to the teacher. This can help prevent confusion and reduce the child's anxiety.

Items Brought to Students

Items brought to the Office will be delivered to your child. The items are to be labelled with the child's full name and homeroom number and left at the school office.

Lost and Found

Please clearly identify all articles of clothing, lunch boxes, school bags, etc. that your child brings to school. Unclaimed objects will be placed in the Lost and Found, which is located in the lobby of the Daycare Door (Door A.) Periodically throughout the year unclaimed items will be bagged and sent to a charitable organization. Although helpful to them, it is a loss to your family.

SCHOOL FEES

Each year there are school fees to be paid. These fees help the school defray the cost of consumable materials and school activities. The fee is levied in all Lester B. Pearson School Board schools and the fee amount is ratified by the School Governing Board. Information is sent out to parents at the beginning of the year and also posted on our school website. It is important that all fees be paid promptly.

LUNCH AND DAYCARE SERVICES

Lunch and daycare services operate as a service within the school building. This service is to help working parents with childcare outside the normal school hours: lunch from 11:20 to 12:25, when the school is closed; daycare before school opens: 7:00 – 7:50, after the school closes for the day: 14:30 – 18:00. Daycare services are also available when the school is closed for professional days. Parents must pay for these services.

For information about the Daycare Services available outside school hours, please call the daycare technician at (514) 595-2138 or visit the school website.

COURTESY, CONSIDERATION, AND COOPERATION ARE CONTAGIOUS

Courtesy is something that is never out of place. Students are encouraged to be friendly to everyone. “Hello,” “Good morning,” “Good-bye,” “Please,” “Thank you,” “Excuse me,” and “I’m sorry,” are always pleasant to hear. Good sportsmanship and consideration for the other person’s feelings are also important. Everyone practicing courtesy will make school a nicer place.

Addressing School Staff

All school staff - the teachers, the secretary, the caretakers, the aides – are be addressed by students as Mrs., Mr., Miss, or Ms. before their name.

Attitude, Behaviour, Code of Conduct

Learning is directly dependent on children’s attitude towards the task of learning. Children excited about learning and focussed on getting along with others will do their best in school.

Allion implements Positive Behaviour and Interventions and Support through our LION’S ROAR Program: **R**espect **O**thers, **B**e Safe, **A**cept **R**esponsibility. Our program guides students to

ensure success by creating a positive, safe, and nurturing environment. At Allion we encourage all our students to reflect before making choices by following the R-S-R principles:

1. Are you being respectful?
2. Are you being safe?
3. Are you being responsible?

We also understand that we learn from our mistakes. It is important to acknowledge our mistakes, take responsibilities for our mistakes and reflect on how to make better choices. Through reflection our children are encouraged to review how better choices can be made.

Our children have the opportunity to reflect in the *Lion's Den* at recess. The *Lion's Den* is supervised by teachers and our grade 6 students volunteer to mentor other students. Here students that require friendship and guidance can find solace. The *Lion's Den* is a safe place to find social support from teachers and older students.

Our program is basically a systematic approach for achieving social and academic goals while preventing problem behaviours with ALL students.

Purpose of our LION'S ROAR Program

The purpose of implementing the LION'S ROAR Program is to establish and maintain a safe and effective school environment that maximizes the academic achievement and socio-emotional behavioural competence of all students.

Components of the LION'S ROAR Program

- Common approach to discipline
- Positively stated school-wide expectations of all students and staff
- Consistent use of an acknowledge system and consequence system
- Behaviour expectations are taught to students
- Led by an R-S-R leadership team and implemented by all staff
- Procedures for monitoring and evaluating the effectiveness of the program on a regular basis

Guiding Principles

Academic achievement and appropriate behavioral skills are the results of school, staff, and families working together to provide a continuum of support for all students.

A continuum of academic and behavioral support includes:

- School-wide instruction for all students (Core Instruction)
- Instructional interventions for students who are at risk for academic or social and behavioral problems (Supplemental Instruction)

- Individualized instruction for students with intense or chronic academic or behavioral problems (Intensive Instruction)

Data Driven

Data is collected to determine the implemented program effectiveness. The data is also used to determine the required changes to make the program more effective for all students. The team will use the data to identify students who may need more instructional or individualized support in order to be successful.

RESPECT – SAFE - RESPONSIBLE

Respect Others, Be Safe, Accept Responsibility - these are our guiding principles.

At Allion we promote positive and peaceful social interactions. All students are expected to be respectful, safe, and responsible. This encompasses the relationship our students have with each other, the relationship they have with their teachers and the relationship our students have with their environment. **Verbal, emotional or aggressive behaviour whether it is directed at a fellow student, an adult or the physical environment of the school is not tolerated.** Interventions and consequences will be applied in accordance with the Lester B. Pearson School Board’s Safe Schools Policy, our Anti-bullying and Anti-violence Plan and our Student Code of Conduct. For details, kindly refer to our Anti-bullying and Anti-violence Plan and our School Code of Conduct, which is based on Respect, Safety, and Responsibility.

NORMAL CONFLICT versus BULLYING

It is important to understand that our children are developing social skills, which involve normal day to day conflict. It is a natural part of life for all of us and it is important to recognize that it provides our children life lessons to learn from. Most importantly we need to recognize that some of what we may refer to as “bullying” is actually developmental appropriate conflict and it is a normal part of growing up. The only reason we can deal with the day-to-day conflict ourselves is because of past experience we have had growing up. These dealings have built our resilience and help us face life’s adversities. Building resilience is a key for our children’s success in life in general.

BULLYING AND VIOLENCE

Every year the school’s Anti-bullying and Violence Plan, which incorporate our School Code of Conduct, Rules and Regulation, is updated and approved by Governing Board. Please refer to our Anti-bullying and Anti-violence Plan and Code of Conduct for details. (This information is found on our website and this document.)

Bullying and violence are serious violations of school policies, rules and regulations. Such behavior will not be tolerated.

Bullying includes, but is not limited to:

- Verbal, physical, or written harassment or abuse;
- Repeated remarks of a demeaning nature regarding religion, race, national origin, gender, age, appearance or disability;
- Engaging in demeaning jokes, stories or activities;
- Unwelcome visual, verbal or physical behavior of a sexual nature that interferes with a person's education.
- Students/families who feel they have encountered a situation involving harassment should immediately communicate their concerns to a teacher or principal.

SUSPENSION/EXPULSION

A student who violates the rules of the school, or whose conduct is such as to disrupt the educational process for that student or others, may be subject to suspension and/or expulsion from school. In such a case, the principal may suspend a student and establish the procedure by which the student may be readmitted. (Violators are given due notice that suspension will result from continued misbehaviour.)

In more severe cases, the principal may recommend the student be expelled. The school board will act on the recommendations of the administrator and provide the student and his/her representative with the opportunity to present evidence as to why expulsion should not take place.

STUDENT INFORMATION

When there is a change in address, parents **MUST** contact the school office to update that information. It is important to maintain current contact information should an emergency occur.

In order for us to keep our records up to date, please advise the school of any change of address, telephone number, or e-mail at home or at work. Also, we request that you provide the school with the telephone number of a relative or neighbour in case of an emergency (on the [Emergency School Form](#)). It is essential that you leave specific directions if you are away on a trip and you have delegated another person to take care of your child. We must be able to reach someone who is responsible for your child at all times.

ATTENDANCE

In Quebec the law requires that all children attend school regularly. Every day at school is important. Just as it is important for parents to work at their job each day, work at school each day is also important. The teachers will notify families by letter when absences have gone beyond seven days of missed school. Over 15 days the principal will contact the family by letter. The school has the responsibility of notifying the Department of Youth Protection when school attendance becomes a concern.

ABSENCES

Being absent from school is sometimes necessary. Students should not attend school if they are ill, for example, because others may be exposed to that illness. When students are absent, parents should call the school before 8:00 that day, explaining the absence. To report absences call the school at (514) 595-2040 or e-mail: allionabsences@lbpearson.qc.ca.

Students are marked absent if they are not in school, regardless of the reason, and are required to make up work missed in class. Further information may be found under “Classroom/Assignment Makeup” in this document.

TARDINESS

When tardiness cannot be avoided, it is much better to be tardy than to be absent for the whole day. Parents should bring a student to school if she/he misses the bus.

The school doors open at 7:50. Students are to be in ready to learn and sitting at their desk by 8:00. Students arriving after 8:00 are tardy. Students arriving after 10:00 are considered absent for ½ day. Students who leave 1 hour prior to dismissal of school will be considered absent for ½ day.

LEAVING SCHOOL EARLY

Students who need to leave school must be excused from the school office. Parents who wish to have a child excused during the day should call first to make arrangements, and then stop by the office to sign out your child. If a child is to leave school with someone other than parents, a note or call is necessary. All dismissals will be made from the school office. To notify the office you must write a note separate from the agenda, call, or e-mail: at allionabsences@lbpearson.qc.ca.

SCHOOL TRANSFER or DEPARTURE

When a student leaves the school, we ask that parents give advance notice so that student records can be prepared. Parents must sign complete necessary forms. All books must be checked in and all school fees and/or charges must be paid before leaving the school.

CLASSWORK/ASIGNMENT MAKEUP

When students are absent from school, we appreciate the effort and willingness of parents to be sure that classwork missed during absence is made-up. To make arrangements for assignments, please call the school office early in the day, before 9:00, so that the assignments and books can be gathered by the end of the day.

Assignments are not sent in advance, such as when a student will be on vacation for a period of time. It will be the parents’ and child’s responsibility to ensure that the curriculum, assignments and homework has been covered.

In extenuating circumstances, such as a prolonged illness, parents are to inform teachers as soon as possible and provide a doctor's note. At this point, teachers may work out a special activity which encourages and enhances learning, interest, and activities which could go on during the convalescent time away from school.

Students who are ill and at home should not feel that they must do their makeup work when they do not feel well. In all cases, they should wait until they feel better. Schoolwork missed because of an absence will be expected to be made up. Generally, a standard of one day for each day missed is allowed for makeup work.

Classroom teachers will inform students of all other classwork makeup guidelines as they may differ from grade level to grade level.

HOMEWORK

Homework provides students with the opportunity to practice new skills, as well as to develop self-discipline, independent work habits and responsibility. It also provides parents with information about material being covered in class and allows them to be a part of their child's school life.

Students are given time in class to complete assignments. If they do not finish during that time, they are expected to complete it for the next day. The school believes that homework is an important part of the educational process. The school feels home work can help to:

- Promote growth in self-responsibility and self-direction in learning.
- Direct students toward good work habits.
- Enrich and extend school research experiences.
- Bring pupils into contact with out-of-school learning resources.
- help children learn to budget time

In order to help your child with homework, you should provide a quiet area for your child to complete his or her homework, supervise homework time, check to see that the homework is done, and sign the homework or agenda if requested. If there is no assigned work from the teacher, have your child work on things they need to practice such as reading, writing or math.

Reading together is probably the single most important way in which you can help your child do well in school. In addition, encourage your child to write letters, diaries, stories, go to the local library, read out loud to you or talk to you about the school day and how it went. It is important that children read every day for a minimum of 15 minutes.

Students are required to complete all homework assignments. *As a general rule, reading, written homework and/or study homework is required every day. Parents should refer to and sign the Agenda.*

Students are responsible for taking home all materials needed for homework. *Students and parents will not be allowed back in school after dismissal (14:30).*

How much homework is appropriate? On average, on a daily basis:

Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6
10 -20 minutes	20-30 minutes	30-40 minutes	50-60 minutes	50-60 minutes	60-70 minutes

SCHOOL SUPPLIES and WORKBOOKS

A list of supplies and workbooks to be purchased by parents was included in your child's June report card. It is also posted on our website. Students new to the school can pick-up a school supply list at the office or simply check our website.

Student Agenda

Each student is provided with a School Agenda. The cost is covered by the consumable fees. The Agenda is a critical tool for communicating with parents, as well as for promoting organizational and planning skills. Students are expected to bring their agenda to school every day. Parents are asked to support their child's progress by checking it and signing it every day after the homework is completed.

Positive communication between parents and school staff members is vital to our success. If you have any concerns about your child, please contact the classroom teacher through the agenda or by calling the Office. If there are any unresolved issues, please do not hesitate to contact the Principal directly.

English and French Dictionaries

Students must have an English and French dictionary for their home use.

Memory Stick

Students require a memory stick to save their work for safekeeping. If possible, please show your children how to insert a memory stick in a hard-drive, how to save a document on it and how to safely remove their memory stick.

Please note that your child's teacher may request additional supplies in August.

SCHOOL BOOKS AND LIBRARY BOOKS

Students are provided with the required textbooks. Students are asked to make a real effort to care for these books that must last for several years. The cost of lost or damaged textbooks and/or library books will be charged to parents. We ask that students cover each textbook for protection. All textbooks and library books must be returned to the school at the end of the year.

STUDENT SCHOOL UNIFORM

Grooming, dress and behavior have a bearing on how others react to an individual. Dress and grooming should be clean and neat so as to bring out the best in a student.

Hats, mittens and boots should be worn during winter weather for outside recesses. Because neither snow-boots nor socks alone are allowed to be worn in rooms, street shoes are needed for inside wear. Please mark all boots, gloves, caps, coats and gym shoes with your child’s last name, so that lost items may be returned. Students are expected to remove hats, caps and headgear while in the building.

Allion has a compulsory school uniform. Children are expected to come to school well groomed, clean and dressed in uniform at all times.

Clothing with logos, pants with stripes, tabs, snaps or cargo-style pockets, short shorts, halter tops, spaghetti straps and platform shoes may not be worn. For safety reasons open-toed sandals may not be worn at any time. Only navy blue or black sturdy shoes are permitted.

Tops must cover the midriff and pants must not be rolled down. The school cardigan or vest with crest is mandatory at all times. Also, all students are to have a pair of indoor shoes kept at school in a shoe bag.

Allion Cardigan	<ul style="list-style-type: none"> Burgundy cardigan with Allion crest
Bottom	<ul style="list-style-type: none"> Plain navy dress pants Plain navy corduroy pants Plain navy shorts (for hot days) Plain navy tunic Plain navy skirt or culottes
Top	<ul style="list-style-type: none"> Plain white dress shirt or blouse with collar Plain white polo with collar, short –sleeved or long-sleeved (with or without Allion crest) Plain white turtleneck or mock turtleneck (with or without Allion crest)
Hosiery	<ul style="list-style-type: none"> Blue or white socks or leotards Blue leggings under a skirt or tunic
Shoes	<ul style="list-style-type: none"> Navy blue or black, closed, Sturdy shoes Shoe bag (optional emergency slippers) Indoor shoes to be kept at school at all times Running shoes for gym only
Physical Education Days Only	<ul style="list-style-type: none"> Gym shorts/jogging pants (plain navy) Gym T-shirt (plain white)

Triangulum Uniforms and *Goltex* service Allion. *Triangulum* is located at 1440 Rue Antonio Barbeau, Montréal, QC H4N 1H5 . Telephone: (514) 737-8877. *Goltex* is located at 8875 Rue Salley, LaSalle, QC H8R 2C8. Telephone: (514) 365-9699. Parents are under no obligation to purchase all items from these suppliers.

Physical Education

Children participate in physical education each week. On gym days, children should wear comfortable clothing, the gym uniform, which allows for movement. For safety reasons, the running shoes worn in the gym class should be solely for that purpose. Shoes worn outside accumulate dirt, become worn and do not provide the necessary traction. All children are expected to participate in physical education classes. If a child is unable to participate because of an injury, please send a note stating the reason. If a child must be exempt for several consecutive classes, a note from your physician is required.

TOYS, MONEY, VALUABLES

Toys, trading cards, playground equipment, etc., brought from home to school may become lost or damaged. Students must obtain permission from the teacher before bringing any items. *Footballs*, *Baseballs* and other hard balls are potentially dangerous and must be left at home. Valuable items brought to school sometimes disappear. For this reason, students should not bring more money than needed. Any money brought to school should be put in an envelope with the student's name and the purpose for the money written on the envelope.

With permission of the principal, students may be allowed to bring their own electronic devices to access the school's wireless network, including the Internet, for instructional purposes and in accordance with the [Responsible Use Policy](#). This does not include electronic games and devices devised for entertainment that distract from the educational process. We ask that these items be left at home.

Lost or stolen items are not the responsibility of the school. Cell phones, if brought to school, must be turned off and left in the student's bag/backpack during school hours.

HEALTH

In consideration of your children and their classmates, PLEASE DO NOT SEND A SICK CHILD TO SCHOOL, as we do not have the facilities or staff to care for them.

To promote, maintain and restore health, these basic principles regarding ill students should be followed:

- A student dismissed from school because of illness should remain indoors and under observation for 12 hours.
- A student with a fever of 100.6 or greater must remain home until their temperature is normal for 24 hours without fever-reducing medication.(i.e.: Tylenol, Motrin)
- A student who has been vomiting or having diarrhea needs to remain home for 24 hours after the last vomiting or diarrhea episode. This will help eliminate children returning to school while still ill.

For the safety of students and staff, all personnel will implement universal precautions when providing health care to any individual. Recommended procedures are as follows:

- Good hand washing practices will be observed when administering health service to any individual.
- Disposable gloves will be utilized when handling any body fluids.
- Students will be encouraged to handle the initial care of minor injuries when possible.
- The disease Reye’s Syndrome can affect children from infancy through adolescence. After a viral infection, (such as chicken pox, upper respiratory illness, and influenza) has seemingly run its course (3-7 days), the following symptoms should be treated as serious and as possibly the first indication of Reye’s syndrome: persistent or continuous vomiting, listlessness, personality change, disorientation, and delirium or convulsions. Contact the doctor immediately if any of these symptoms are noted. Because of the association of aspirin with Reye’s Syndrome, parents should consult their doctor before giving aspirin to their child.
- All children should be closely observed for skin rashes or sores, since illnesses that cause rashes or sores can be highly contagious, i.e., scabies, ringworm, impetigo, etc. A doctor’s note or medication prescription label showing treatment is required before the child can be readmitted to school. Children with questionable rashes may be excluded from school at the discretion of the school school personnel until seen by a physician and the condition is determined as noncontagious.

Immunization

The law requires evidence of immunization before any student can be enrolled in schools. A certificate documenting the required immunizations must be on file at school for each student. The certificate may be obtained from your doctor’s office.

Medication Administration

In accordance with School Board Policy, **school personnel are not permitted to administer non-prescription medication to students.** In order for school personnel to administer prescription medication to students, we must have the following:

- Form A - *Request and Authorization for the Distribution of Medication at School form*, signed and dated by the child's physician and parent

- Form B - *Release of Liability for Distribution of Medication form* signed and dated by the parent
- **Medication in the original container** as supplied by the pharmacist, with the package labelled with the child's name, name of the medication, dosage of the medication, frequency of use, date of purchase, instructions for storage, specific directions for distribution, prescribing physician's name.

Medication and the above forms should be delivered by the parent to the School Office.

In the case of children with asthma, the protocol established by the school nurse will be followed. Students over the age of eight are permitted to carry and self-administer their asthma medication, provided this is indicated on Form A.

In order to administer medication to your child you must complete a "Request and Authorization for the Distribution of Medication at School Form (A) and Release of Liability for Distribution of Medication Form (B)" which can be obtained from either the Daycare Program or the school office. We cannot administer any medication without prior authorization.

Each request for administration of medication must be accompanied by a new form.

Accidents and Illnesses at School

Should a child have an accident or become ill at school or during a school outing, school personnel will give immediate attention and first aid to the child. In consultation with the CSSS, the school purchases the necessary equipment and materials to administer First Aide.

Since we have no medical room, we require names and telephone numbers of parents and/or designated adults to be readily accessible. If a student should require immediate medical attention, the school will act in the interest of the child, while at the same time, alerting the parents or guardians. All costs incurred, such as the cost of an ambulance to transport a child to hospital, are the responsibility of the parents.

Emergency telephone numbers must be provided. To ensure the safety of your child, extraordinary health problems must be noted on the medical form. The school is also required to have on hand a list of all Medicare numbers and their expiry dates. (Kindly ensure that the school has all the up-to-date information.)

In the event that a child has been injured and the incident has not been observed by any staff member, the child should report the incident to the teacher on duty or the homeroom teacher. Appropriate action will then be taken.

When a child becomes ill or has an accident at school, parents need to be notified. It is very important that the emergency contact information be as accurate and complete as possible.

When there is a change in address, parents MUST contact the school office to update that information.

No child is sent home until arrangements have been made. In cases where parents cannot be contacted, the school will contact the listed emergency contact. Should the school not be able to reach any legal guardian or emergency contact, the student will be transported to the nearest hospital by the most appropriate transportation available. All information regarding your child's health will be shared with the necessary staff involved with your child unless otherwise specified.

Communicable Diseases

Should your child become ill with a communicable disease such as those listed below, please seek the appropriate medical attention and inform the school immediately:

- scarlet fever
- chicken pox
- whooping cough
- impetigo
- fifth disease
- pediculosis (head lice)
- meningitis
- conjunctivitis
- streptococcal infection
- H1N1

If your child develops a condition which may be contagious, please do not send him/her to school until seen by a doctor. Upon return the child is to provide a doctor's note to the school.

Allergies

Please inform the school IN WRITING if your child suffers from allergies. Clearly state the steps to be taken in the event of an allergic reaction.

In the case of children with life-threatening allergies, forms must be completed and the children must carry an EpiPen with them at all times, unless other arrangements have been made with the school. We strongly encourage that these children wear a Medic-Alert bracelet.

The classmates of severely allergic children in the primary grades will receive a notice indicating that we ask their cooperation in not bringing food items containing the life-threatening allergen into the classroom. All sharing of food is prohibited throughout the school. Students are not permitted to bring in food to celebrate their birthdays.

Staff members and students are educated about life-threatening allergies, and all staff members, including lunch supervisors, receive initial training and refresher courses in the administration of the EpiPen.

Allion Elementary School has been designated as a peanut-safe environment. Amongst our student population, we have several children who have deadly peanut allergies. For them,

contact with the slightest trace of peanut residue on a table or a doorknob can bring on an anaphylactic shock and, if not treated immediately, death.

Please do not send peanut butter or peanuts to school in any form, i.e. sandwiches, chocolates or crackers. Please respect these rules even when packing field trip lunches and daycare snacks. Kindly explain to your child that a student with a nut allergy does not have to ingest the product to have fatal consequences.

Thank you for your cooperation in making Allion Elementary School a safe place for **everyone**.

Lice

Lice are an on-going issue for schools. The best intervention in the control of lice is prevention. It is important to check your child's hair on a regular basis (at shampoo time) to ensure that your child's head is lice free. Should you discover lice in your child's hair there is specific medication that addresses the issue (talk to your pharmacist). **It is of utmost importance that you inform the school if your child has lice.** It does occasionally happen that a lice infestation becomes persistent. In such cases a more immediate intervention plan (including lice checks at school) may be implemented. For a simple procedural description on how to deal with lice visit the following website: http://www.ehow.com/how_2123367_treat-head-lice-cetaphil.html

School Nurse

The school is assigned a nurse from the local CSSS on a consultative basis. The nurse basically monitors the general health conditions of the children, carries-out required immunization programs, and student informational programs. Please complete any questionnaires or follow any suggestions given by the nurse, as they concern the health of your child.

If a child becomes ill during the course of the day, parents will be notified as soon as possible and must be available to pick up their child.

Please do not ask to keep your child inside all day. School policy dictates that if a child is well enough to be sent to school, then the child follows the routine of the school - which includes outdoor play in good weather. If your child is sick with anything contagious, please do not send your child to school.

HEALTHY FOOD POLCY

The Food and Nutrition Policy states: "All partners should model healthy lifestyles when on school grounds. Parents are encouraged to provide their children with a healthy breakfast before school and to send nutritious foods to school as snacks, lunches or for special events."

Eating habits are formed in the home at a young age. We encourage you to reinforce what your child learns at school with healthy eating practices at home. Keep in mind that whenever possible, you should avoid associating food with a reward system.

To support our healthy food policy and ensure the safety of our children with allergies, we cannot allow families to send in food or treats for a whole class to share in honour of a child's birthday or a special holiday. As you may know, we already discourage children from sharing their lunch food, as some of our students have life-threatening allergies to a variety of foods such as dairy products, bananas and nuts. Parents of these children have asked us to attend to their children's safety by ensuring they only eat the foods they bring from home. We also have students who have dietary restrictions because of other medical, religious or cultural reasons. Although everyone appreciates the gesture of families who wish to share a special treat, out of respect for the health and welfare of our school community, the sharing of all foods within our school is prohibited. Thank you for your usual cooperation in helping us ensure that Allion is a safe, healthy and inclusive school.

In the event of a teacher planned class activity, which involves food, parents will be informed by the teacher well in advance of the event (sampling vegetables and fruits, medieval feast...) and let parents know of the healthy foods that will be served. Teachers will provide specific instructions to parents should the teacher be asking parents to send in healthy snacks (e.g. vegetables with dip, cut-up fresh fruit, etc.).

PHYSICAL EDUCATION AND RECESS REQUEST

Parents sometimes request that a student stay inside during recess time or not participate in physical education. However, a child well enough to attend school should be well enough to participate fully in all school activities, including outside play or physical education. Requests to remain inside for recess or not participate in physical education must be accompanied by a doctor's note.

MOVIES/VIDEOS/MUSIC SHOWING

Movies/Videos: on occasion teachers may show movies/videos that are related to the curriculum or during holiday or end of the school year celebrations. Only G and PG (Disney) rated movies will be shown. If there is a PG movie, other than a PG Disney Movie, to be shown, a letter will be sent home to families with a choice of having their child optout of viewing the movie.

Music Tracks and Videos are used on a regular basis during physical education and music classes and daycare. Only "clean edited" versions will be used.

PARENTAL INVOLVEMENT

Many parents are interested in becoming more involved in their child's school through volunteering – in the classroom, on field trips, in the Library, on a committee or association such as those outlined below, preparing materials at home, etc. We welcome and encourage parent participation at any level. In the package of forms you received on the first day of school you will find a Volunteer Form and Judicial Form. You are invited to complete this form and indicate ways in which you would like to become involved. For more information, please contact the Home and School representative.

Governing Board

Allion's Governing Board serves as the school's main consultative body. Composed of parents, staff members and community representatives, this committee approves policies regarding many areas of school life and is consulted on many important issues. Any parents may present themselves as a candidate or nominate another parent at the Governing Board General Assembly held in September (see the school calendar on our website), at which an election is held. Members are elected for a two-year mandate. Meetings are held once a month.

Daycare User Committee

This organization plays an advisory role and is chaired by the Daycare Coordinator. It provides a forum for consultations and feedback. It is a liaison for all parents who use the daycare service. Its main focus is on the quality of the daycare services.

Home and School Association

Allion's Home and School Association is very active. Its primary function is to organize and carry out fundraising activities and support the teachers with school life activities and field trips. Over the past number of years the Home and School has purchased many items for the school, as well as, sponsored plays and concerts. It is the umbrella organization for our extensive extra-curricular activities program. Membership is open to all families who pay the Home and School membership fee.

Student Ombudsman

In accordance with the *Education Act*, the Lester B. Pearson School Board has appointed a student ombudsman. Please refer to the School Board's website at www.lbpsb.qc.ca for more comprehensive information.