



Evergreen Elementary School
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Saint-Lazare, Québec
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(Absence Line Press #3)

Daycare: 514 798-4447
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Website: evergreen.lbpsb.qc.ca

This agenda belongs to:

NAME: _____ Homeroom: _____

My Personal Commitment Agreement:

STUDENT'S NAME: _____ **HR:** _____

In order to ensure a safe and peaceful school for all students, staff, and volunteers at Evergreen, we acknowledge the importance of respecting rules and regulations (found on pages 3 through 16 of this agenda).

We have read, accept and will abide by Evergreen's rules and regulations as printed in this agenda.

Student's signature: _____

Parent's signature: _____

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Dear parents and students,

I am thrilled to be joining Evergreen, a school renowned for its caring community and a leader in hands-on learning. As your Principal, I look forward to getting to know each student and their family. The foundation for all students is built on their elementary school experience. Our students are guided by a dedicated staff, who share my passion for education.

It is important that we work together so that every child feels supported and finds success. As the year unfolds, I know we will have many opportunities to share each other's stories, making connections that will make us strong.

Sincerely,

Ms. Grant
Principal

mgrant@lbsb.qc.ca

<http://evergreen.lbsb.qc.ca>

IMPORTANT DATES

September 1-2-3	Staggered Kindergarten Entry	October 13	Interim Reports go home
September 4	Full day for Kindergarten	November 19	Report Cards go home
September 3	Annual General Meeting	November 25	Portfolio Evening
September 3	Meet the Teacher Night	November 26	Portfolio until 1:00pm
September 30	Photo Day	November 26	Evergreen Professional Day

December 21 to January 1 inclusive Winter Break – February 29 to March 4 inclusive March Break

January 22	Evergreen Professional Day	March 25-28-29	Easter Holiday
February 22	Evergreen Professional Day	June 13	Evergreen Professional Day
March 7	Report Cards go home	June 23	Report Cards go home
March 10	Portfolio Evening	June 23	Last day of School

Please refer to the school calendar on the back cover of the agenda for all ped days and holidays

EVERGREEN ELEMENTARY SCHOOL

CODE OF CONDUCT

Evergreen Elementary School Mission Statement:

“Success for All”

Evergreen Elementary School Vision:

**All children can and do learn
Children learn in different ways and have different strengths
School is a safe, happy and caring place
A collaborative team includes students, staff, parents, and the community**

- Evergreen students engage in exciting and challenging learning experiences.
- Evergreen students become lifelong learners and well-rounded citizens.
- Evergreen students take ownership of their own learning and successes.

Evergreen’s Code of Conduct was drafted by a staff committee and approved by the school’s Governing Board. The Code of Conduct is a general guideline to help and not hinder. The ultimate decision of application rests with the school administration.

Our School Code of Conduct, and policies reflect Canada’s children’s Human Rights Act, Quebec’s Anti-Bullying Law and the Lester B. Pearson School Board’s Safe and Caring Schools Policy.

The following is a list of appropriate behaviours to create a healthy and secure learning environment:

- Be prepared for class by studying and organizing work and having appropriate materials.
- Respect school hours by arriving at school on time.
- Be compliant, civil and respectful with all staff members in the school as well as lunch monitors, bus drivers, volunteers, and guests.
- Respect all students in the school.
- Respect the rights and dignity of all staff and students when using social media.
- Resolve conflicts in a peaceful manner.
- Use positive and encouraging language.
- Respect classroom and school rules.
- Walk quietly in the halls and classroom and do not disturb others.
- Help keep the school’s property and environment clean and safe.

Appropriate behaviors will be rewarded with a smile, a handshake, a positive note, an encouraging comment, and a general atmosphere that builds confidence and promotes strong self-esteem.

WHAT IS “VIOLENCE”?

Any intentional demonstration of verbal, written, physical, psychological, or sexual force, which causes distress and injures, hurts or oppresses a person by attacking their psychological or physical integrity, their well-being or their rights or property. Inappropriate, unacceptable or violent behaviours during transportation to and from school, and in the school corridor include:

- Verbal violence such as name-calling, racial insults, rude language or swearing.
- Physical violence such as kicking, hitting, tripping or throwing snowballs or any other objects.
- Psychological violence such as gossiping, mocking, sarcasm or eye-rolling.
- Disruptions in class.
- Defacement of or damage to school property or to the personal of other students or staff.
- Non-compliance with or confrontational behavior towards any staff member.
- Any kind of violence through social media towards students or staff members.
- Any kind of violence or non-compliant behavior towards bus drivers or volunteers during school transportation and school trips.
- Bullying (See definition below).

WHAT IS “BULLYING”?

A repeated direct or indirect behaviour, comment, act or gesture whether deliberate or not, including in cyberspace, which occurs in a context where there is a (real or perceived) power imbalance between the persons concerned and which causes distress, or injures, hurts, oppresses, intimidates or ostracizes. Bullying can show itself in diverse forms such as homophobic behaviors, racial discrimination, or violence in relationships. It can be seen in the following behaviours:

- Name-calling, derisive laughter, defiance, humbling another person, making racist or sexist comments.
- Intimidating and/or threatening gestures towards others.
- Hitting, kicking, shoving, spitting, punching, stealing or damaging property.
- Social isolation, gossip or rumour-mongering and mockery.
- Use of e-mail, texting, cell phone or social media to threaten, harass, embarrass, spread rumors, ostracize, or damage a reputation or friendship.

WHAT IS “INDIRECT BULLYING”?

Organizing (from within a group) the belittling of the social status or the exclusion of a targeted person from the group (e.g. making someone less popular, isolating an individual). This type of behaviour and attitude is often difficult to perceive.

Some examples of indirect bullying include:

- Gossip
- Spreading rumors
- Malicious gossip and slander
- Divulging secrets
- Talking about someone ‘behind their back’ or writing slurs (graffiti, email, etc.)
- Humiliating, denigrating a person or suggesting that he or she be excluded from a group.
- Use of non-verbal language (ie. turning one’s back, mumbling, or rolling one’s eyes) is barely perceptible but can indicate a situation of indirect bullying.

WHAT IS "CYBER' BULLYING"?

Cyber' bullying is negative behaviour towards another that occurs whenever and from wherever: the virtual world is accessible at any time and from just about any place. Cyber' bullying can bring together other witnesses, thereby allowing the immediate distribution of the words and images posted, in a way that is both unlimited and irreversible. It can occur in a secretive manner and forego the supervision of parents, teachers and other responsible adults.

Cyber' bullying is particularly insidious because it can have an effect of complete irresponsibility, because the perpetrator can deny the facts and not acknowledge his or her actions. Without being able to easily prove the actions, any fear of reprisal diminishes. It can promote depersonalization and lack of empathy: in front of a computer screen, the perpetrator shows less restraint than if he or she were face-to-face with the victim and the perpetrator cannot see the effects of his or her actions.

Cyber' bullying can be manifested via the following behaviours:

- | | |
|--|----------------|
| 'Flaming' (provocative cell phone messaging) | Rumors |
| 'Happy slapping' (posting fights, incidents, on YouTube) | Identity theft |
| Inappropriate messages or photos | Harassment |
| Incitement to 'out' one or other persons | Discrimination |
| Threats | Denigration |
| Insults | Defamation |

What Students Need to Know:

- Students should never give out personal information online, whether in instant message profiles, chat rooms, blogs, or personal websites.
- Students should never share their personal password with friends, only with their parents.
- If someone sends a mean or threatening message, students should not respond. They should save it and print it out and show it to their parents. (Never delete the evidence.)
- Students should never open e-mails from someone they don't know or from someone they know is a bully.
- Students should not put anything online that they wouldn't want their classmates to see, even in e-mail.
- Students should not send messages when they are angry. Before clicking "send," students should ask themselves how they would feel if they received the message.
- It is the responsibility of all students to help others who are bullied online by not joining in and by showing bullying messages to their parents.
- Students should always be as polite online as they are in person.

Since most cyber-bullying takes place at home, it is important that parents know about cyber-bullying and that they get involved in preventing it. Just like parents help their children avoid inappropriate websites, they can protect them from cyber-bullying.

What Parents Can Do:

- Parents should keep the home computer in a busy area of the house.
- Parents should set-up e-mail and chat accounts with their children. Parents should make sure that they know their children's screen names and passwords and that they do not include any personal information in their online profiles.
- Parents should regularly go over their children's instant messenger "buddy list" with them. Parents should ask who each person is and how their children know him or her.
- Parents should discuss cyber-bullying with their children and ask if they have ever experienced it or seen it happen to someone.
- Parents should tell their children that they will not blame them if they are cyber-bullied. Parents should emphasize that they will not take away their computer privileges – the fear of losing computer privileges is the main reason why children don't tell adults when they are cyber-bullied.

DISCIPLINARY SANCTIONS

The administration will impose consequences for behavior based on the severity and/or repetitive nature of the behavior as well as the circumstances of the situation. It should be understood that sanctions are applied with the principle that the long-term goal is the rehabilitation and reintegration of the student who commits an offence. The safety of all students is always the primary goal.

SERIOUS BEHAVIOURAL INFRACTIONS:

Serious infractions including bullying and violence, lack of respect for others or for property, will automatically result in the following disciplinary measures:

- Immediate intervention with the child by staff members.
- Communication with parents (telephone, incident report, letter, email).

It may also result in the following:

- Loss of recess and/or lunch recess.
- Loss of field trip privileges.
- Loss of graduation activity privileges.
- Loss of extra-curricular privileges.
- Loss of in-school activities or events.
- Loss of bus privileges.
- Loss of daycare outside play privileges and/or daycare services.

In addition, serious or repeated offences may also involve one or more of the following measures:

- An in-school meeting with the parents and the child.
- A planning conference with the principal and/or teacher.
- The supervision of the student during free time; (i.e. must be shadowed by a supervisor during recess and at lunch time).
- Reflection time.
- Restorative justice.
- Community Service either inside or outside of the school setting.
- Cours à Domicile / Home Study.
- Referral for anger management program or other outside services.
- A suspension in school or out of school followed, if necessary, by a meeting with parents before the student may be permitted to return. When determining the duration of the suspension, Evergreen shall take into account the student's best interest, the severity of the incident, and any previously-taken measures.
 - If the problem continues, an individual discipline plan involving school professionals and parents may be developed.
- Recommendation to move the student to another school, or to expel from the Board.

Student's Code of Conduct on School Bus

All riders must:

- be at the bus stop 10 minutes before the scheduled pick-up time indicated on the bus pass or as modified during the school year;
- wait for the bus to come to a complete stop, board the school bus in a single file, in an orderly fashion, using the handrail;
- find their assigned seat quickly without pushing other students;
- keep the aisle clear of any body parts and objects at all times;
- remain seated, talk quietly, not fight or be involved in "horseplay";
- not eat, drink or leave trash on the bus;
- always listen to the driver's instructions, be polite and courteous;
- never put their head or any other body parts out of the windows;
- know where the emergency exits are but NOT tamper with them;
- when getting off, wait until the bus comes to a complete stop before leaving their assigned seat and descend in a single file without pushing;
- walk a safe distance from the bus so that the driver can see them and know that they are out of danger;
- if they need to cross in front of the bus, keep a safe distance from the bus, proceed with caution, watch for the driver's signal when it is safe to cross, and cross without running.

Unruly Conduct on and around the School Bus:

Depending on the seriousness of the offence, a student may have transportation privileges suspended immediately, or as follows:

- 1st offence: warning by school administration
- 2nd offence: letter to parents/guardians with warning of suspension
- 3rd offence and subsequent: suspension of privileges at the discretion of the Principal



Evergreen Elementary School - Homework Philosophy

2015-2016

Objectives of Homework

Homework must have a clear and meaningful purpose. Types of homework that fit these criteria may include the following:

- Practice a learned skill
- Previewing material before it is presented in class
- Review of information and skills previously taught
- Studying and preparing for evaluations/tests in order to consolidate learning
- Completion of work begun in class

Communication is Extremely Important

No child's education can be complete without an open line of communication between the teachers and the child's parents. We encourage our parents to communicate quickly and directly with the classroom teacher should there be questions or concerns about home learning assignments. Clear communication through your child's agenda (or email where appropriate) will help us to work as a parent-teacher team. It is the parent's responsibility to sign and read your child's agenda on a daily basis to stay current with what is happening in school. This will ultimately build your child's skills and confidence and it will maintain a positive approach to school.

Learning Comes From Reading

We believe reading is the basis of all learning. Reading for 15 minutes on a daily basis is a great way to start.

The following reading activities could be a meaningful part of home learning:

- Discussing illustrations in a book
- Reading to your child (at any age level)
- Choosing books at their level (contact classroom teachers or resource team)
- Having your child read to you (check for comprehension)
- Noticing words in the environment
- Playing games with words and sounds
- Reading and discussing the same article, story, novel, etc.
- Making connections between a book and your child's experiences
- Completion of the reading logs
- Reading in both languages is also very important (alternate days is suggested)

Reading With Your Child At Home

"Children are made readers on the laps of their parents."

Emilie Buchwald

Enjoying a book together is precious one-on-one time with your child. We encourage you to make reading time a regularly scheduled activity in your home! Reading with your child for 10-25 minutes (depending upon your child's age) will build your child's comfort and confidence and nurture a love of reading.

A child who learns to love reading has an edge – reading is an integral part of our lives, and a child who is comfortable reading will have an easier time no matter what challenges they take on! Also, reading on a daily basis will ensure that your child understands basic literacy concepts and this provides the foundation on which further literacy skills will be built.

Be sure to hold the book between you and your child so that you both can see the print. Discuss the title, the cover, and the illustrations: make predictions about the story *before* you actually begin reading the text with your child. Illustrations, photos and drawings act as "clues," providing the reader with information about the storyline. Pictures also help the reader to make sense of the story.

Ask your child if he/she recognizes any "power words" (high frequency sight words) in the story as you move from one page to the next.

Remind your child to use his/her finger to track the text from left to right. This is especially important for emergent/beginner readers.

Encourage your child to use one or more of the following strategies when they encounter an unknown word:

Look at the illustration to help predict the word.

Say the beginning sound of the word.

Try to recognize any smaller words within the word (i.e. "**b**iggest").

Skip the word and continue to read until the end of the sentence. Can your child "fill in the blank", and if so, does the word make sense?

Don't let your child get frustrated and discouraged when stuck on a word. If he/she has made attempts unsuccessfully, tell him/her the word and then move on with the story.

Always end on a positive note: Praise your child for trying his/her best and doing a great job!

"So please, oh PLEASE, we beg, we pray, Go throw your TV set away, And in its place you can install, A lovely bookshelf on the wall."

Roald Dahl, *Charlie and the Chocolate Factory*

ABOUT OUR SCHOOL

Evergreen School was built in 1980 and presently has an enrollment of 365 students. The staff is comprised of both full-time and part-time personnel.

Our Bilingual Program allows for the instructional time being split between English and French. The curriculum is prescribed by the *Ministère de l'Éducation, du Loisir et du Sport* as outlined in The Québec Education Program. We have a gymnasium, a music room, a library, a literacy room and 2 resource rooms. Daycare Services and a Lunch Program are also available.

Evergreen operates on a Monday-to-Friday schedule, offering specialties such as Physical Education, Literacy and Music.

SCHOOL HOURS

Start of School	Morning Recess	Lunch	Dismissal
8:00	9:35-9:50	11:20-12:15	14:20

Students arriving after 8:00 a.m must sign in at the Main Office accompanied by a parent.

During recess and lunch all students go out to play except during severe weather conditions. Please ensure that your child is appropriately dressed. If your child is not well enough to go outdoors, then he/she is not well enough to attend school. Naturally, exceptions to this are made for children who are injured or whose **doctor** has indicated in writing that the child should remain indoors.

OFFICE HOURS

The school office is open from 7:30 – 15:30. To contact the school, please call: (514) 798-4445.

Please do not telephone the school to relay messages to your children, except in emergency situations.

DAYCARE HOURS

REGULAR SCHOOL DAY			PEDAGOGICAL/ PROFESSIONAL DAYS	HOLIDAYS CLOSED
Morning	Lunch	Afternoon		
7:00 – 8:00	11:20-12:15	14:20-18:00	7:30-17:30	

Please call the Daycare office at 514-798-4447 for additional information.

LUNCH PROGRAM

All children are welcome to participate in the Lunch Program. There is a lunch supervision fee for all children who stay for lunch. The lunch fees for children in Daycare are included in their Daycare fees (if they are full-time). All lunch supervision fees are approved by Governing Board. The Daycare fee is \$7.30 a day (subject to change as per MEERS). The lunch supervision fee is \$33.00 per month.

Income tax receipts for both lunch and daycare will be issued at the end of February. Appropriate behaviour is expected of all children in the Lunch Program. All children are expected to respect the School Code of Conduct during the lunch period. Please refer to the Lunch and Daycare booklet for complete details.

BUS PASSES

The Lester B. Pearson School Board Transportation Department is responsible for transporting your children to and from school (within busing zones) using your REGULAR address listed on the registration form. Students will receive a bus pass by mail, directly from the Transportation Department.

Occasionally, parents may request a temporary change in busing due to an emergency situation or due to a change in babysitting arrangements. Please call the school and give us instructions you wish to have relayed to your child. This is to be used for emergencies only. An emergency does not include a play date with friends. Bus Passes will not be issued to students unless it is an emergency.

SCHOOL CLOSURES

In case of emergencies such as winter storms which necessitate the closing of any Lester B. Pearson school before the start of the school day, parents will be notified by LBPSB Messaging System and local radio stations. You can also check the LBPSB website for additional information. **DO NOT CALL THE SCHOOL.**

LBPSB employs a messaging system to advise parents of emergency situations and other important information. The system works effectively only if we have the correct telephone numbers and e-mail addresses. Most messages are sent by telephone with e-mail back-up. Please ensure that the school has your accurate coordinates, for us to be able to get in touch with you. Please indicate clearly the phone number where you are most likely to be reached.

VISITORS

All visitors, including parents, are requested to enter the school by the main door and report directly to the office. Items brought to the Office will be delivered to your child. Volunteers and visitors in the building must sign in at the Main Office and take a volunteer badge to wear while they are in the building. During the lunch hour, 11:20 to 12:10 the Main Office will be closed and all visitors are requested to enter the school by the side Daycare entrance.

BICYCLES AT EVERGREEN

Grade 3 to 6 students are allowed to ride their bicycles to school, **provided they wear bicycle helmets and lock their bicycles.** Grade 2 students may cycle to school beginning in the spring.

DROPPING CHILDREN OFF AT EVERGREEN

Children being driven to school should be dropped off at the Kiss & Drop area or you must park your car on adjacent streets and walk your child to the gates. Parents are not permitted inside the school yard. Children are not to be dropped off before 7:45 a.m. as there is no supervision provided. **Please note that children are not to be dropped off in the Staff Parking lot.**

CONTINGENCY PLANS

All parents should discuss a contingency plan with their children. It does happen occasionally that parents are delayed and a child may arrive home before the parent. Please discuss what to do in such cases, for instance, what neighbour to contact. Similarly, if a parent is delayed picking up a child after school, please discuss what should be done (go back to school, walk home, etc). It is best to discuss with your child ahead of time, to have a plan in place in case the unexpected happens.

EXTRA CURRICULAR ACTIVITIES AND FIELD TRIP PRIVILEGES

Extra-Curricular Activities (ECAs) include, but are not exclusive to, athletic teams, clubs, co-curricular activities, field trips, and dances. Students are encouraged to get involved in these activities; however, students should recognize that participation in ECAs is a privilege and not a right.

Participation in extra-curricular activities is contingent on regular school attendance, consistent effort in a student's school work, and appropriate behaviour as outlined in the School Code of Conduct. Moreover, it is the student's responsibility to ask his/her teacher for any work that was missed while participating in any of these activities. These students are not eligible for extensions.

If any of these guidelines are not being followed, a student may be withdrawn from extra-curricular activities at the discretion of teachers and/or administration. If it is necessary to withdraw a student from any event or activity, reimbursement of any costs to parents will be at the discretion of the school and it will depend on the financial arrangements and obligations that the school has undertaken. The school is not responsible for any costs related to the removal of a student from an activity/field trip. These costs will be incurred by the parent/guardian. Participation is subject to approval by the school. Any attempt to participate without the school's permission will be considered as a refusal to comply with school directives. Students must demonstrate to the teacher/staff advisor that they deserve to participate in an ECA.

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.

REPORT CARDS

Three formal reports will be issued to parents during the school year to keep you updated on your child's academic progress. The dates when the reports will be sent home and when formal parent-teacher interviews will be held are listed under Important Dates at the beginning of this agenda. On one other occasion, teachers will report informally. At any time during the year, teachers may schedule interviews by directly contacting parents.

SCHOOL RECORDS

In order for us to keep our records up to date, please advise the school of any change of address, new telephone number(s), or new e-mail addresses 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 Medical Form).

SCHOOL SUPPLIES

A list of supplies to be purchased by parents is included with your child's June report card, or, for new students, the list is in a summer mailing. It is also posted on our website. The Lester B. Pearson School Board has authorized a Consumables Fee for Evergreen School, based on actual costs of materials used by students. The Evergreen Governing Board approves the fees to be charged each year. The consumable fee for 2015-2016 per student is as follows, by grade: **K - \$92.00; 1 - \$61.00; 2 - \$61.00; 3 - \$66.00; 4 - \$61.00; 5 - \$61.00 and 6 - \$62.00.**

LIBRARY BOOKS

Students are asked to make a real effort to care for these books. They must last for several years. The cost of lost or damaged library books will be charged to parents. All library books must be returned to the school at the end of the year.

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. You are invited to complete it to indicate ways in which you would like to become involved.

GOVERNING BOARD

Evergreen'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 parent may present himself/herself 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.

PARENT PARTICIPATION ORGANIZATION (PPO)

This organization is made up entirely of parents and its purpose is to provide a forum to share ideas and concerns, and to organize special events. Members of the PPO may advise the members of the Governing Board or may be consulted by them on matters relating to the school. Formation of the PPO takes place at the Governing Board General Assembly in September. All parents are invited to become members of the PPO.

HOME & SCHOOL ASSOCIATION

Evergreen's Home & School Association is very active. Its primary function is to organize and carry out fund-raising activities. Over the years the Home & School has purchased many items for the school, and 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 & School membership fee.

FIRST AID – INJURIES - ILLNESSES

In consideration of your child and his/her classmates, PLEASE DO NOT SEND A SICK CHILD TO SCHOOL: we do not have the facilities or staff to care for them.

However, should an accident or illness occur at school or during a school outing, school personnel will give immediate attention and first aid to the child. In consultation with the CLSC, the school purchases the necessary equipment and materials to administer First Aid; however since we have no medical room, we keep names and telephone numbers of parents and/or designated adults handy, & require that parents (or designated adults) be readily available. If a student should require immediate medical attention, the school will act in the best 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.

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.)

SCHOOL NURSE

The school is assigned a nurse from the local CLSC on a consultative basis. The nurse 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.

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
impetigo

chicken pox
Fifth's disease

whooping cough
pediculosis (head lice)

If your child develops a condition which may be **contagious**, please **do not** send him/her to school until seen by a doctor.

ALLERGIES

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

In the case of a child with a life-threatening allergy, forms must be completed and **the child must carry an EpiPen** with him/her at all times, unless other arrangements have been made with the school. We strongly recommend that the child also 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.** Birthdays are best celebrated at home with family and friends. Please do not send cakes, cupcakes or balloons to school for birthday celebration. Invitations to birthday parties are to be distributed before or after school, unless it is an inclusive invitation to all students in the class.

We have children attending our school who are *extremely allergic* to peanuts and other nuts. We would really appreciate your cooperation in omitting foods containing nuts and/or peanuts from your child's snacks and meals.

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.

ADMINISTRATION OF MEDICATION TO STUDENTS

In accordance with School Board Policy, **school personnel are not permitted to administer any unauthorized 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 one 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 labeled 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 and prescribing physician's name. Medication and the above forms should be delivered by the parent to the School Office.

LICE

Lice is an on-going issue for schools. The best intervention in the control of lice is prevention. We suggest that children be discouraged from sharing anything that touches the hair and those with long hair should consider wearing it tied back. 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. If you discover lice in your child's hair there are specific medications that address 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. Information about children who may have lice is strictly confidential.

ATTENDANCE

It is particularly important that children attend school regularly and be on time for class throughout the school year. Irregular attendance and lateness have harmful effects on the child and produce a lack of interest in the school program. Punctuality is a character trait that is welcomed by all and contributes to school success. We urge all parents to arrange their schedules to ensure that their children's school progress is not hampered by habitual late arrivals. Our students are dependent on parents to help them arrive to school on time. **Students start the day best when they are in the school yard just before 7:55 a.m.**

A student is considered late for school if they are not in class at 8:00 a.m. when attendance is taken. All late arrivals must report to the school office.

PEACEFUL SCHOOLS INTERNATIONAL

Evergreen is a member of Peaceful Schools International. Our commitment is to provide an environment that is safe and caring. Our staff is also committed to helping children resolve conflicts in non-violent, cooperative ways. We encourage programs that emphasize conflict resolution, peer mediation and the development of school leaders.

RESPONSIBLE USE OF ELECTRONIC DEVICES AND TECHNOLOGY

We consider the use of cell phones, i-pods, cameras (video and photograph - digital and otherwise) and all other non-educational electronic devices to be a disruptive influence of the daily routine of the school. As such, students are asked to leave these electronics at home. Students who choose to bring these devices to school must keep them in their school bags throughout the school day. Please be advised that we will not be held responsible if these items are stolen.

Cell phones (any electronic device) are not to be used inside the school at any time (for any type of use – conversation, text messaging, surfing the net, etc.). Kindly be advised that it is illegal to take unauthorized pictures, videos, and sound clips on school property. Electronic devices may only be used within an academic context, which is endorsed by the staff and administration of Evergreen Elementary School. For emergency situations to call their parents, students may request to use a telephone at the School Office. In short, the use of cell phones, personal cameras, and/or electronic devices is prohibited on school grounds. A student using a cell phone or personal camera, and/or electronic devices on school property will have the item confiscated. It will be returned only to the parents. Parents will also be asked to verify that there are no pictures on the camera or cell phone that were taken at school.

FIRE REGULATIONS

Fire regulations are posted in each classroom. When evacuation of the building is required, students will use the exit indicated on the map and proceed to the designated area. Any person found guilty of tampering with the alarm system or safety equipment may be prosecuted. Fire exits are to be used in cases of emergency only. Students are expected to comply with the rules of fire safety. Playing with matches, lighters or flammable materials such as aerosol products is strictly forbidden.

CODE RED

If we should ever be required to go into a lock-down mode (stranger in the building, etc.) a "Code Red" will be announced. During this time all students will remain in their classrooms and out of sight lines. This is a practiced drill.