



## EVERGREEN 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, positive, 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 civil, and respectful with all staff members in the school including student supervisors, 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 clothing for physical education. This includes a change of shirt for students in cycles 2 and 3.
- Students should always be dressed appropriately to take part in outdoor activities regardless of the weather.

Appropriate behaviours will be acknowledged with a smile, a handshake, a positive note, an encouraging comment, and/or 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 property 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 rumourmongering 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 (i.e., 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:

- Rumors
- 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 or share their passwords with anyone other than their parent or guardians.
- If someone sends a mean or threatening message, students should not respond. They should save it right away and show it to their parents or an adult they trust.
- Students should not put anything online that they wouldn't want their classmates to see.
- 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 worrisome messages to their parents or guardians.

### **What Parents Can Do:**

- Keep electronic devices in a busy and well supervised area of the house.
- Help your children set up their accounts and keep track of their username and passwords.
- Check in with your child to see who they are connecting with online and how they know this person.
- Discuss cyber-bullying with their children and ask if they have ever experienced it or seen it happen to someone.
- Communicate often with your children and let them know that they can trust you so that they feel open to telling you about their online experiences.

### **DISCIPLINARY SANCTIONS WITH REPEATED AND ONGOING BEHAVIOURS**

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 rehabilitation and reintegration of the student who commits an offence as the long-term goal. 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 (including a reflection sheet).
- Communication with parents (telephone, incident report, letter, email).

### **Behaviour infractions may result in the loss of the following privileges:**

- Loss of morning and/or lunch recess play time.
- Loss of field trip privileges.
- Loss of graduation activity privileges.
- Loss of extra-curricular privileges.
- Loss of in-school activities or events privileges.
- Loss of bus transportation 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.
- 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.
- Recommendation to move the student to another school, or to expel from the Board.
- If the problem continues, an individual discipline plan involving school professionals and parents may be developed.



## **TRANSPORTATION**

### **Student's Code of Conduct on the 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.

#### **Walkers and Bikers**

- Grade 2 to 6 students are allowed to ride their bicycles to school, **provided they wear bicycle helmets and lock their bicycles.**
  - Grade 2 students may only begin cycling to school beginning in the spring.
- **Parents must notify the office, in advance and in writing, if their child will be walking and biking home after school.**

#### **Behaviour Infractions (on or around the school bus)**

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

- **First offence:** warning by school administration
- **Second offence:** letter to parents/guardians with warning of suspension
- **Third offence and subsequent:** suspension of privileges at the discretion of the principal



## **Evergreen Elementary School Homework Philosophy**

### **Objectives of Homework**

Homework must have a clear and meaningful purpose, such as:

- To practice a learned skill
- To preview material before it is presented in class
- To review information and skills previously taught
- To study and prepare for evaluations/tests in order to consolidate learning
- To complete work begun in class

We encourage our parents to communicate quickly and directly with the classroom teacher should there be questions or concerns about home learning assignments. It is the parent's responsibility to read your child's agenda/online class (SeeSaw or Google Classroom) 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, in both languages, 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 with subjects that interest them
- Having your child read to you
- Noticing words in the environment
- Playing games with words and sounds
- Making connections between a book and your child's experiences



## **SCHOOL HOURS**

<b>Start of school day</b>	7:50am
<b>Morning recess</b>	9:20am-9:40am
<b>Lunch</b>	11:10am-12:00pm
<b>Afternoon recess</b>	1:00-1:20
<b>Dismissal</b>	2:20pm

**Students arriving late (after 7:50am) must be signed in by a parent at the Main Office.**

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.** By exception, indoor supervision will be provided 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 to 11:00 and 12:00 to 15:30.

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

## **LUNCH AND DAYCARE HOURS**

<b>Regular School Days</b>		<b>Pedagogical Days</b>	<b>Holidays</b>
<b>Morning</b>	7:00am-7:50am	7:30am-6:00pm	Closed
<b>Lunch</b>	11:10am-12:00pm		
<b>Afternoon</b>	2:20pm-6:00pm		





## **RESPONSIBLE USE OF ELECTRONIC DEVICES AND TECHNOLOGY**

Students are asked to leave personal electronics at home. Students who choose to bring these devices to school must keep them in their school bags throughout the school day. Students who do not keep their devices in their backpacks will be asked to leave them at the office until the end of the day. Please be advised that we are not responsible for any personal technology if lost, stolen, damaged or broken.

The use of any electronic device in any way that is not related to your child's education is not permitted within the school at any time. Kindly be advised that it is illegal to take unauthorized pictures, videos, and sound clips on school property. Recording conversations without the consent of others is prohibited, please refer to the policy "Appropriate use of Digital Communications and Technologies Policy" on our website at <https://boardsite.lbpsb.qc.ca/council-of-commissioners/policies-by-laws>.

Electronic devices may only be used within an academic context, which is endorsed by the staff and administration of Evergreen Elementary School. The use of cell phones, and/or other electronic devices is prohibited on school grounds. A student using such a device 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.

## **iPAD PROGRAM: ACCEPTABLE USE POLICY**

### General

- All iPads are intended and should be used as tools for student's success in their schoolwork.
- The teachers and the school administrator can and will monitor user activity, examine files, etc. on the iPad, (i.e., students/parents should not have an expectation of privacy with respect to files, emails, music, and pictures).
- The student using the iPad assumes responsibility for the iPad and its content.
- Commercial activity with their iPad is not permitted.
- Teachers oversee their classroom and will decide if, when and how students should be using their iPad during class time.
- The Evergreen School Code of Conduct and the LBPSB's responsible internet use policy apply to all.
- Students must have their assigned iPad ready to use for their schoolwork. The iPad must be at school fully charged at the start of each school day.
- Students must not password protect their assigned iPad as the teachers must have immediate access to check content and communication.



## At School

- The student who has been issued the assigned iPad is the only one to use the iPad.
- Students may not use their assigned iPad before class, at recess and at lunch, unless supervised by a teacher.
- Under no circumstances may students use the iPad on the school bus.
- Filming and recording any students or staff without their consent is prohibited.
- Students will be required to download a specific list of applications which will be used in conjunction with the curriculum.
- Students can use the communication tools of their assigned iPad as long as the communications are permitted by the teacher (at school) and the parent and are considered responsible and appropriate.
- Inappropriate use of an application in the school setting may result in the deletion of the application by staff and or administration.

## At Home

- With parental permission, students can download personal content (e.g. Music, photos, etc.) to their assigned iPad as long as this content is responsible, appropriate and legal. **If space becomes an issue, we will ask you to delete personal content.**
- Students may not access social networking sites (i.e. Facebook, Instagram, TikTok) using their assigned iPad, with the exception of Google Classroom/SeeSaw and other teacher permitted sites.
- Students can keep their assigned iPad at home during the holiday breaks, including summer provided they are careful and responsible.
  - Parents are responsible for monitoring iPad use when the devices are not on school property.
  - Failure to do so may result in the student's iPad remaining at school.

## DISTANCE LEARNING POLICY

- Students will follow their teacher's online classroom rules.
- Students will wear appropriate clothing.
- Students will respect the schedule of their classes and will show up on time.
- Students will be active listeners.
- Students will not share the link to their lesson, unless agreed upon with their teacher.
- Students will use their own name when representing themselves.
- Students will complete all assigned work to the best of their ability.
- Students will not record or capture materials on the screen during a lesson.



## **ABOUT OUR SCHOOL**

Evergreen School was built in 1992 and presently has an enrollment of 335 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 et de l'Enseignement Supérieur*, as outlined in The Québec Education Program. We have a double 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 from 7:50am-2:20pm, offering specialties such as Physical Education, Literacy and Music.

## **LUNCH & DAYCARE PROGRAMS**

All children are welcome to participate in the Lunch Program. A registration form for the lunch program must be completed every year on your Fusion account. There is a lunch supervision fee for all children who stay for lunch. The lunch fees are \$2.25/per day (\$36.00 per month). The lunch supervision fees are approved by the Governing Board.

For Daycare users a registration form must be completed every year on your Fusion account. Lunch fees are included in their Daycare fees (if they are full-time). The Daycare fee is \$8.55 a day (subject to change as per MEERS). Late fees will be charged for any child not picked up by 18h00. The late fee is \$1.00 per minute. There is also an additional charge of \$15.00 for all NSF cheques. Please note that children must be registered at Daycare, **no drop-ins or occasional use will be accepted**.

Income tax receipts for both lunch and daycare will be issued at the end of February and available on the Payer Fusion account. Appropriate behavior is expected of all children in the Daycare and Lunch Program. All children are expected to respect the School Code of Conduct during Lunch and Daycare hours.

For more information, please refer to our website: [www.evergreen@lbpsb.qc.ca](http://www.evergreen@lbpsb.qc.ca)

## **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. Parents can view and print their child's bus pass on Fusion Parental Portal.



## **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, local radio stations, and the LBPSB website. PLEASE DO NOT CALL THE SCHOOL. The LBPSB messaging system works effectively only if we have the correct contact information for your family, so please ensure the school has your up-to-date coordinates.

## **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 the Main Office is closed, and all visitors are requested to go to the side Daycare entrance.**

## **DROPPING CHILDREN OFF AT EVERGREEN**

Children being driven to school in the morning 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 at Kiss & Drop before 7:35 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 extracurricular activities is contingent on regular school attendance, consistent effort in a student's schoolwork, and appropriate behavior 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](http://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 on the calendar printed on the back cover. On one other occasion, teachers will report informally. Teachers may schedule interviews by directly contacting parents at other times of the year.

### **CONTACT INFO**

Please advise the school of any change of address, new telephone number(s), or new email addresses at home or at work.

### **SCHOOL SUPPLIES AND FEES FOR CONSUMABLE MATERIALS**

A list of supplies to be purchased by parents is 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 invoices will be distributed on the first day of school.

### **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 OPPORTUNITIES**

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. 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 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.

## **ILLNESSES – INJURIES – FIRST AID**

In consideration of your child and his/her teachers and classmates, PLEASE DO NOT SEND A SICK CHILD TO SCHOOL: we do not have the facilities or staff to care for them. The local CLSC assigns a nurse on a consultative basis. One nurse can cover as many as seven schools. The nurse carries out required immunization programs and student informational programs. The nurse is not present daily for situations requiring First Aid.

Should an accident or illness occur at school or during a school outing, school personnel trained in First Aid will give immediate attention to the child; however, since we have no medical room or daily nurse, parents will be contacted, and we ask that parents (or another designated adult) be readily available. If a student should require immediate medical attention, the school will act in the best interests



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.

## **COMMUNICABLE DISEASES**

Should your child become ill with one of the following communicable diseases, please seek the appropriate medical attention and inform the school: **Scarlet fever and/or streptococcal infection, impetigo, meningitis, H1N1, chicken pox, Fifth's disease, conjunctivitis (pink eye), whooping cough and/or pediculosis (head lice)**

## **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.

We have children attending our school who are ***extremely allergic*** to peanuts/other nuts. The classmates of severely allergic children will receive a notice indicating that we ask for their cooperation in not bringing food items containing the life-threatening allergen(s) into the classroom.

**Due to the many and varied allergies, 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 to school for birthday celebrations. 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 **authorized** (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 hair and that 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, please talk to your pharmacist. There are products to kill the adult lice, and combs specifically designed to pull out the nits. Both are necessary to win the fight. It is of utmost importance that you inform the school if your child has lice. Information about children who may have lice is strictly confidential.

## **ATTENDANCE**

It is 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. Our students are dependent on parents to help them arrive at school on time. **Students start the day best when they are in the school yard just before 7:45 a.m.**

A student is considered late for school if they are not in class at 7:50 a.m. when attendance is taken. **All late arrivals must be signed in by the parent at the school office.**

## **FIRE REGULATIONS and CODE RED**

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. 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.

## **PHYSICAL EDUCATION DRESS CODE**

- Indoor, non-marking running shoes (no crocs).
- T-shirt and appropriate bottoms for physical activity (e.g. shorts, jogging or workout pants).
- It is highly recommended that students in the older grades bring a change of clothes (at least a shirt).
- Be prepared for indoor or outdoor physical education year-round.