

# Mount Pleasant Elementary Student/Parent Handbook

97 Rue Mount Pleasant  
Hudson, Quebec  
J0P 1H0

School Phone: 514-798-0400  
Extended Day: 514-798-0444

<https://mtpleasant.lbpsb.qc.ca/>

Follow us on   
[Facebook](#)

## Table of Contents

SCHOOL HOURS	4
SCHEDULE	4
ABSENCE OR LATE ARRIVAL/CHANGE IN ROUTINE	4
LENGTHY ABSENCE	5
ENTERING/VISITING SCHOOL GROUNDS/OFFICE	5
COMMUNICATION	5
CANCELLATION OF SCHOOL OR SCHOOL CLOSURE	6
INQUIRIES AND APPOINTMENTS TO SEE TEACHER OR ADMINISTRATION	6
SCHOOL RECORDS	6
MISSING CHILD	7
MORNING AND AFTERNOON ROUTINE	7
DROP & PLAY (7:50 - 7:55)	7
VEHICLE CIRCULATION AROUND THE SCHOOL	8
TRANSPORTATION TO SCHOOL	8
BUSING	9
PHYSICAL EDUCATION	9
APPROPRIATE CLOTHING AND FOOTWEAR	10
RECESS, LUNCHTIME, EXTENDED DAY	10
EXTENDED DAY	11
SAFETY	12
HEALTH/FIRST AID	13
FIRE AND SAFETY DRILLS	15
TECHNOLOGY	15
LOST & FOUND	17
SCHOOL FEES	17
TEXTBOOK - LIBRARY BOOKS	18
ITEMS NOT PERMITTED AT SCHOOL	18
GREEN INITIATIVE/GARDEN PROJECT	18
HOME & SCHOOL	19
GOVERNING BOARD	19
VOLUNTEERS	19
HOMEWORK SUGGESTIONS FOR PARENTS	20
STUDENT CODE OF CONDUCT	21
STUDENTS RIGHTS AND RESPONSIBILITIES	23

Dear Students and Parents:

On behalf of the Mount Pleasant Elementary School Staff, welcome to an exciting and novel school year! We hope that you will enjoy your time at Mount Pleasant and take part in many activities. As a staff we look forward to sharing many learning opportunities, special events and exciting activities with you as we grow and develop in our school community.

This handbook is intended to provide you with information that is specific to our school and that will apply throughout the school year.

Effective communication between home and school is valued by teachers and parents alike. Please use your teachers' preferred form of communication as a tool to achieve this common goal.

To indicate your commitment and support of Mount Pleasant's values and ideals, both the students and the parents are to sign the contract that will be sent home in the month of September stating you have read and understand the student & parent handbook. This will be the beginning of an entrusted partnership in carrying out the duties and activities of Mount Pleasant Elementary peacefully and with mutual respect.

As a school team, we are committed to helping all students develop to their highest potential, to have them participate responsibly and to make attending school a rewarding and enjoyable experience for all.

Never hesitate to contact the school with any concerns regarding your child.

Have a wonderfully successful year!

Mount Pleasant Elementary  
Staff

## **SCHOOL HOURS**

Drop & Play & Entry	7:50 a.m. - 8:00 a.m.
Classes Begin	8:00 a.m.
Morning Recess	10:09 a.m. - 10:29 a.m.
Lunch	11:55 a.m. - 12:45 p.m.
Afternoon Recess	12:45 p.m.- 1:05 p.m.
Dismissal	2:30 p.m.
Bus Departure	2:40 p.m.

## **SCHEDULE**

At the beginning of the year students will be given a schedule indicating their regular classes as well as P.E., library, music and movement. It is important to help your child keep track of the schedule during the first few weeks of school in order that they come to school prepared for all classes. This includes wearing their Mount Pleasant Falcon T-Shirt on PE days.

## **ABSENCE OR LATE ARRIVAL/CHANGE IN ROUTINE**

It is important that children be on time for class throughout the school year. Lateness has harmful effects on the child and disturbs the other children in the classroom. When a child is late for class, he/she must report to the office. Parent must walk with the child to sign them in after 8:00.

Please send an email to [mountpleasantabsenses@lbpearson.ca](mailto:mountpleasantabsenses@lbpearson.ca) to report your child's absence and CC the teachers as well as Extended Day to aid in communication. You must notify the school before 8am.

Any unforeseen changes in routine must be signaled to the office and Extended Day (if applicable) by phoning ahead of time, before 11:00 a.m. Only in an

emergency should you call the office later than the above mentioned time as it is difficult to get a message to your child at the end of the day.

- Pupils may use the office phone for serious reasons only.
- Permission and arrangements to visit a friend's home must be organized ahead of time and at home, not from the school and must not include bussing as transportation arrangements.
- Please advise your child in advance if there is a change in his/her routine (i.e. getting picked up instead of taking the bus).

### **LENGTHY ABSENCE**

Regular attendance at school is an essential part of a child's development. Lengthy absences create gaps in learning, thus impeding the development of the whole child. Since the most meaningful school materials are the day-to-day classroom learning activities designed by the teacher, it is not possible for the teacher to provide a "homework package" over an extended vacation from school. It is advisable to plan your vacations to coincide with school holidays. Parents of students absent due to prolonged illness should make special arrangements with the classroom teacher.

### **ENTERING/VISITING SCHOOL GROUNDS/OFFICE**

- Proceed to the main entrance located to the left of the Mount Pleasant sign.
- Ring the office and wait for the administrative assistant to buzz you in. Please do not enter the building even if the doors are open or children are coming and going through this entrance.
- All visitors/ parents must check in with the office.
- All parents in the building will be required to wear a visitors' badge during their presence in the building.

### **COMMUNICATION**

Open communication is important for all members of our Mount Pleasant community.

Any difficulties or concerns involving students, curriculum, or other school programs must first be discussed with the teacher or teachers concerned. Teachers know your children best and will be in the position to help resolve

difficulties. Should you require further assistance, the input of the School Administration is appropriate. The goal is to solve problems together and to develop open lines of communication.

- Each teacher will set up a digital mode of communication between themselves, their students and their students' parents/guardians. This form of communication will be explained on curriculum evening.
- This communication will be geared towards providing information about assignments, deadlines, field trips, and activities.
- Should you wish to contact your child's teacher, you may use different methods of communication.
  1. You may email the school and leave a message with the administration assistant (MTPleasant@LBPearson.ca)
  2. Using email
  3. Google classroom, class dojo or Seesaw.
- Grades 5 and 6 will use agendas. All other grades will use a digital folder or portfolio.

Taking the time to reflect before sending a message is a necessary ingredient to clear communication. Do not expect immediate responses. Teachers will verify messages once a day and will normally respond within 48 hours (Monday to Friday between 8:00 AM and 3:30 PM). If there is an emergency that requires immediate attention, please call the school office during school hours.

## **CANCELLATION OF SCHOOL OR SCHOOL CLOSURE**

Should school be canceled for snowstorms or any other reason, parents will be notified by a Connect-Ed phone message, before the start of the school day.

DO NOT CALL THE SCHOOL.

In the event that the school is required to close during the day, your child should know where he or she should go if no one is home. Please make sure to designate someone else on the Emergency Information form in case you cannot be reached.

## **INQUIRIES AND APPOINTMENTS TO SEE TEACHER OR ADMINISTRATION**

To see or speak to a teacher or the principal, please make an appointment by sending a note via accepted forms of communication or by phoning the School

Office. You will be contacted as soon as possible. Teachers can never be expected to leave their classroom during class time to speak with a parent either in person or on the phone. If you have any questions or concerns to be addressed to the Administration, please email the Office to make a phone or in person appointment.

### **SCHOOL RECORDS**

In order that we may keep our records up to date, please advise the school of any change of address or telephone number at home or at work. Also, we request that you provide the school with phone numbers of relatives or neighbours in case of an emergency. Make sure to update this information as needed. It is essential that you leave specific directions if you are away on a trip. We must always be able to reach someone who is responsible for your child.

### **MISSING CHILD**

If for any reason your child does not report home from school, please call the school. Our buses are equipped with a communication system which allows bus drivers to be reached on the road.

### **MORNING AND AFTERNOON ROUTINE**

- The bus lane area & staff parking lot is not permitted to be used as drop-off zones.
- To aid in the safety of our students, parents are not allowed into the schoolyard during pick-up and drop-off.
- To help to ensure the safe arrival and departure of your child to and from school, please be sure to have a regular set routine for arriving and departing from school. Whether this be by bus, pick-up/drop-off or Extended Day, please develop and stick to this daily routine. You must notify your child's teacher of the regular routine.
- Grade 1-6 Pick-up/drop-off and walkers use the gate near the gardens.
- If parents do not pick up their child by 2:40 they will be returned to the school office until the parent comes to pick them up.

- You can exceptionally change this routine by calling/sending an email before 11:55 to the main office or Extended Day office. Do not contact the teacher.

**Main office:** 514-798-0400 or [MT Pleasant@LB Pearson.ca](mailto:MT Pleasant@LB Pearson.ca)

**Absence email:** [Mount Pleasant Absences@LB Pearson.ca](mailto:Mount Pleasant Absences@LB Pearson.ca)

**Extended Day office:** 514-798-0444 or [udixon02@lbpsb.qc.ca](mailto:udixon02@lbpsb.qc.ca)

**Unforeseen emergencies are the exception.**

### **DROP & PLAY (7:50 - 7:55)**

- Students should arrive at school at 7:50 to participate in drop & play. It has been documented the increase in concentration in students who partake in physical activity before learning.
- During the winter, students must come to school in snow pants and boots.
- Students will drop their backpacks and lunch boxes in the appropriate location and have a 5-minute recess/physical activity time.
- Children will be playing outside rain or shine, therefore please make sure your child is dressed appropriately

### **VEHICLE CIRCULATION AROUND THE SCHOOL**

- Between 7:00AM and 3:00 PM the school parking lot is not to be used by parents.
- Vehicle Drop-Off Zone: There is only one lane of circulation, you cannot pass other cars. Please advance all the way to the end of the entrance, even if there are no cars in front of you. Children should only exit/enter from the passenger side of the vehicle. Parents should remain in their vehicle.

Failure to follow our safety guidelines will result in the removal of privilege to use the drop-off zone.

- If your child is in a 6-way harness (normally K4 or K5) you are not permitted to use the drop-off zone. You can park on the street and walk your child to the K zone.
- Parking around the school: Follow the city parking regulations. Never park within 10 meters of the school driveway. The buses require space to exit.
- The SQ and Hudson Public Security will assist in enforcing these regulations.

## **TRANSPORTATION TO SCHOOL**

Should you wish to drive your child to school, please refer back to “Morning and Afternoon Routines” to assure proper circulation around the school.

- Bicycles: Bicycle helmets must be worn
- K-grade 3 students must be accompanied by a parent.
- Grades 4 – 6 Can cycle unaccompanied.
- All bikes must be walked onto school property. Please lock bikes to the fence. The school is not responsible for stolen bikes.
- Skateboards, longboards, electric scooters/hoverboards, roller blades/skates, are not permitted as transportation to school.

## **BUSING**

All information about busing (eligibility, location and time of students’ bus stop) will be available on Mozaik Portal by late August every school year. Please inform us if your child does not require bus service as this frees seats for courtesy busing. For those students who are not eligible, parents may be able to apply for “courtesy busing” for the year by completing a form at the school office and paying a fee (this is done in June). Granting courtesy busing depends on available space on the bus and the suitability of existing stops. Please inquire at the School Office for more details.

Parents of younger children must make sure that they are accompanied to and from their bus stop. Parents are asked to speak to their children about the safety and the necessity of good behaviour on the bus. This means behaving in a respectful manner. Students are to sit in the designated seat, refrain from eating or drinking on the bus, talk in a quiet manner, be polite to the driver and be on time at the bus stop. Failure to abide by the safety rules will result in a bus report and may result in suspension of bus privileges.

## **PHYSICAL EDUCATION**

**PE SCHEDULE WILL BE SENT BY THE TEACHER IN SEPTEMBER TO ALL STUDENTS**

**Students will have PE 3x/week.**

- Mount Pleasant Falcon T-Shirt (Or any other Mount Pleasant Spirit Wear t-shirt)
- Sports shorts/sweatpants (No jeans or cargo shorts) Allows for movement.
- Running shoes with non-marking soles. For safety reasons, the running shoes worn in P.E. class should be solely for that purpose. Shoes worn outside accumulate dirt, become worn and do not provide necessary traction.
- Please spend time teaching your child how to tie their shoes.
- Students should come to school dressed for Phys Ed. class. The older grades can change after class if they wish.
- Proper hygiene is part of competency 3 as part of their report card. This includes proper clothing and the use of deodorant.
- 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.

### **APPROPRIATE CLOTHING AND FOOTWEAR**

#### **Clothing:**

- Students should wear clean and appropriate clothes for school.
- Clothing with sayings, pictures or images offensive to any individual or group will not be permitted. Logos or images of anything alcohol or drug (legal or illegal) related, is not permitted.
- Revealing clothing is not appropriate for school, (ex: crop tops, short shorts, torn jeans, low riding pants, or anything else deemed inappropriate by the administration). Clean secondhand clothes will be loaned.
- The wearing of hats, hoods or caps in school is not permitted.
- Please ensure that your children are adequately dressed for all weather, we will go outside, even if only for a short period of time.
- Face makeup is not permitted.
- Jewelry: Please be conscious of safety when students wear jewelry, (i.e. only earrings smaller than a quarter should be worn). The school will not be responsible for lost or stolen jewelry.

### **Footwear:**

- All students must wear clean indoor shoes (preferably running shoes also used for Physical Education)
- Students should have a pair of shoes or boots for outdoors.
- Shoes with blinking lights are not permitted (they can induce seizures with vulnerable students and are very distracting). If you have already purchased these, please have your child use them as “outdoor” shoes.
- Flip flops are unsafe footwear at school, choose closed shoes or sport sandals which hold the foot securely.

### **RECESS, LUNCHTIME, EXTENDED DAY**

- All children are expected to spend their break (recess/lunch/Extended Day) outdoors.
- Each homeroom class must remain in their designated area during recess.
- Teachers may use this time for remediation for certain students, but not on a regular basis.
- If your child is not well enough to go outdoors for a 20-minute recess break, then he/she is not well enough to attend school.
- Exceptions will be made for students who are injured or under the orders of a medical doctor.

### **Extended Day**

Registration for these programs takes place in June.

All children are welcome to participate in the lunch program. Lunch fees (Subject to Change as per the Ministry) for the school year have been set and are described in the Registration package. Only children who are registered will be allowed to participate in the lunch program.

Please take the time to read our Extended Day Handbook. There is very important information for all parents whose children attend our lunch and Extended Day program.

Extended Day Handbook link: [https://mtpleasant.lbpsb.qc.ca/Lunch-Extended Day](https://mtpleasant.lbpsb.qc.ca/Lunch-Extended-Day)

Here are some important points for you to know;

## 1. School Fees

- Services requiring contribution  
<http://www.education.gouv.qc.ca/en/parents-and-guardians/references/school-fees/free-educational-services/services-requiring-a-financial-contribution/>
- The Educational Act now specifies that the right to free educational services does not apply to certain services provided within the scope of special school projects and certain school activities determined by regulation by the Minister, according to the terms and conditions therein.

## 2. Lunch Supervision and After School Supervision

- Extended Day or Lunch Supervision service fees are to be paid by Internet Banking. We do not accept E-Transfers, Cash or cheques. You must pay upon receipt of the statement of account at the beginning of the month.
- A statement of account will be available to all users in the Mozaik parent portal at the beginning of each month, and a reminder will be send around the 15th of each month.

## 3. Fees and Invoicing

- Online payment only. A separate number will be assigned to the payer (father or mother). The reference number will appear on the statement of account, under the contract information of each person (father or mother). Please make sure that you are using this number when making your payment online. Mother and father numbers are not the same. You must enter the reference number, without spaces, to make a payment online.
- Tax receipts are issued to the payer, according to the SG reference number used (father or mother). A reference number will be assigned to every child from the same family.
- If you have more than one child attending Extended Day, we suggest that you use only one reference number – preferably the youngest child to avoid unnecessary banking changes as your children graduate out of the school. Add all the balances due and make one online payment only. Cover the total balance due for the whole family. The breakdown will be made automatically between the members of the same family.

## **SAFETY**

### **SAFE PROOFING**

At the beginning of the school year, we ask that parents stress the following to their children:

- a) The importance of going directly home following dismissal from school unless at Extended Day.
- b) Good safety habits on the street.
- c) Never accept drives from strangers.

### **PLAYGROUND SUPERVISION**

Children who walk or bike to school should not arrive before 7:50 or before the end of lunch at 12:45 as there is no supervision before these times.

### **SECURITY**

- 1- Access to classrooms is restricted to School Board personnel, designated volunteers and emergency personnel (police, fire) only.
- 2- Any parent wishing to volunteer in a classroom or on field trips must have filled out and returned the Judicial Record at the beginning of the school year. (Judicial Records must be submitted every second year.)
- 3- Parents who need to deliver items to their children during school hours must bring the items to the office. The items will be given to your child by school personnel.
- 4- Children who arrive late must report to the office before going to class. The parents of these children must walk to school with them and sign them in. Parents are not permitted to enter the classroom areas with the child.
- 5- Parents who pick up their children at the dismissal times must do so at the appropriate area (garden gate).
- 6- Parents who pick up and drop off their children at the drop-off zone must respect proper procedure. Never leave your car. Children must not exit the car on the driver's side.
- 7- Parents who must pick up their child during class hours must report to the office. We will call the child down from his/her class. Teachers should be notified in writing by the parent ahead of time.
- 8- Respect, everyone deserves it. School is a place of courtesy and respect for students, employees, and visitors. Intimidation, offensive language or any threats of violence will not be tolerated.

## **HEALTH/FIRST AID**

### **ALLERGIES**

In order to provide the most secure environment for children who experience allergic reactions we consider ourselves to be an allergy-aware school. 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, special waiver forms must be completed, and the child must carry an EpiPen with him/her at all times. For other students with allergies, the EpiPen or other medications must be kept at the office. Staff members are educated and sensitized about life-threatening allergies; all staff members, including lunch monitors and Extended Day supervisors, receive initial training and refresher courses in the administration of the EpiPen. Please be considerate and ensure that your child's snacks and lunches are nut and peanut free.

### **FIRST AID/ ILLNESS/ INJURIES**

Please refer to the [LBPSB safe and caring schools' policy](#) for complete information

DO NOT SEND A SICK CHILD TO SCHOOL, as we do not have the facilities or staff to care for them.

In consultation with the CLSC, the school purchases the necessary equipment and material to administer basic First Aid. In consideration of your child and his/her classmates, PLEASE should an accident or illness occur at school or during a school outing, school personnel will give immediate attention and first aid to the student. Parents are contacted depending on the severity of the situation, that is why we require names and telephone numbers of parents and /or designated adults and we need one adult to be readily available.

Head injuries are treated as follows:

Treatment with ice and observation.

A sticker on the child's clothing advising staff of the injury.

A phone call home in severe cases.

Keeping in mind that sometimes symptoms do not always present themselves until later in the day or evening.

The school is required to have on hand a list of all Medicare numbers and their expiry dates. If a student should require immediate 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 the hospital, are the responsibility of the parents.

## **ADMINISTRATION OF MEDICATION TO PUPILS**

Personnel are not permitted to administer any non-prescription medication to pupils. In order to administer prescription medication, the Administration must receive written instructions from a doctor, hospital or clinic, as well as written permission from the parent or guardian. A NOTE FROM HOME IS NOT SUFFICIENT. A waiver form for the parent to sign with details needed from the doctor indicated must be filled out. Each request for administration of medication must be accompanied by a new form.

## **FIRE AND SAFETY DRILLS**

As you may be aware each school must practice safety and fire drills throughout the year. These drills last approximately 5-7 minutes.

A “Lockdown Drill” requires all students and staff members to remain in their classrooms for a specified period of time. Staff and students are briefed as to how this takes place. This drill helps to ensure the security of all students and staff in the building in the event of an in-school emergency.

A “Fire Drill” comprises all students and staff exiting the building in a prescribed manner. The quietness, efficiency and the speed of leaving ensures that all arrive at designated attendance points safely.

Our aim, as a first priority, is to ensure the safety and security of all our students throughout this process. However, it is possible that practice drills may leave some students feeling anxious. Please reassure your child or children of their safety and the necessity of these practices. Please take the time to explain that schools as well as businesses practice all types of emergency procedures so that everyone is well prepared and safe.

Feel free to contact the school if you have any questions or would like more information regarding this matter.

## **TECHNOLOGY**

### **POSTING PICTURES OF OUR STUDENTS**

At the beginning of each school year, parents must indicate on their child's Mozaik Portal if pictures of their children can be used in a variety of ways. We do not use pictures without parent's consent. However, parents also take pictures of students at school events. Parents need to be aware that it violates the Quebec Civil Code to publish pictures/videos of students other than their own children on social media without the parent's consent. Besides the legal implications, be aware that there may be cases where publishing another child's picture can impact the safety and security of a child.

### **TECHNOLOGY/CELL PHONES/CAMERAS**

Students must demonstrate appropriate conduct and manners at all times. The use of technology to invade or threaten a person or their privacy or to disrupt the safe and secure learning environment will not be tolerated. The Mount Pleasant Anti-Bullying/Anti-Violence Plan as well as the Mount Pleasant Student Code of Conduct apply to students at all times when using technology. Please refer to The Lester B Pearson School Board [Digital Citizenship Program](#).

- Cellular phones are not to be used by students in school, on the school premises, and in the bus. Cell phones or electronic devices from home used on school property will result in a confiscation of the device and parents will be required to pick it up from the Administration.
- Digital cameras and/or phone cameras and/or electronic watch cameras are not to be brought to school. Privacy rights prohibit taking candid pictures of people. Students need permission to use this equipment on school property. Unauthorized or inappropriate use will result in confiscation as mentioned above.

### **USE OF MATERIALS GENERATED BY ARTIFICIAL INTELLIGENCE (AI) GUIDELINES**

As AI technologies become more present in educational environments, it is important to clarify the guidelines that inform their responsible and pedagogically sound use.

While the *Education Act* does not yet include AI – specific provisions, section 96.15 of the Act gives school principals responsibility for implementing educational services in a manner consistent with the Québec Education Program and the school’s success plan. This includes ensuring that instructional tools, including those involving AI, are used appropriately to support student learning.

Education Act, Section 96.15;

*“The principal shall ensure that educational services provided at the school meet the needs of the students and promote their success. The principal shall also ensure that the programs of studies established by the Minister are implemented.”* [Légis Québec – Education Act, CQLR c I-13.3](#)

This provision places the responsibility for overseeing new tools. Including AI – generated materials, with the school leadership, ensuring that all resources align with pedagogical goals and student well-being.

#### **Guidelines on AI Use:**

To address emerging technologies, the Quebec Ministry of Education published a guide in 2024 titled *“L’utilisation pédagogique et éthique de l’intelligence artificielle générative (IAG)”*, which provides educators with a framework for using generative AI in classrooms. The guide emphasizes:

- The importance of transparency in AI use.
- Supporting student development and critical thinking.
- Avoiding overreliance on automation.
- Respecting privacy and ensuring informed consent.

Our school uses AI – assisted materials thoughtfully and selectively. Any AI – generated content is reviewed by educators to ensure that it is developmentally appropriate, inclusive, and aligned with our curriculum and educational values. The teachers shall ensure that students are clearly informed about the appropriate use of AI to complete instructional tasks.

## **LOST & FOUND**

Please clearly identify all articles of clothing, lunch boxes, school bags, etc. that your child(ren) bring to school. Unclaimed objects will be placed in the lost and found. Periodically throughout the year unclaimed items will be bagged and sent to a charitable organization, although helpful for them it is a loss to your family.

## **SCHOOL FEES**

Families are obliged to pay a fee each year for each child that attends the school. This fee helps to defray the cost of consumable materials throughout the year. The fee is levied in all Lester B. Pearson Schools and each year our fee is ratified by the Governing Board.

### **ONLINE PAYMENT**

Online payment is a safe and preferred method. An internet reference number will be assigned to the payer (father or mother). The reference number will appear on the statement of account (father or mother). Please make sure that you are using this number when making your payment online. Mother and father numbers are not the same. You must enter this reference number, without spaces, to make a payment online.

Your internet reference number for your school begins with ES (Lester B. Pearson - Effets scolaires). The reference number is specific to school fees and separate from lunch/extended day fees. If you have multiple children, there is a different ES code for each child.

## **TEXTBOOK - LIBRARY BOOKS**

Textbooks and library books are provided free of charge to the students. However, they remain the property of the school. Students must be responsible and take good care of these resources. Parents will be asked to pay for any lost or damaged books either from the library or the classroom. Our library technician oversees the volunteers who help to support the library schedule.

## **ITEMS NOT PERMITTED AT SCHOOL**

All items from home are not permitted at school. We have all the necessary items/ learning materials and recess equipment.

- Knives, swords or any other item that looks like a weapon.
- Electronic devices including cellular phones and electronic watches (unless requested by a staff member)
- Toys
- Trading Cards (the selling or trading of goods is not permitted)
- Shoes with rollers, or blinking lights
- Money

## **GREEN INITIATIVE/GARDEN PROJECT**

- Single use water bottles and cutlery are discouraged. Students have access to a water fountain to refill their bottle only.
- Mount Pleasant is a composting school.
- Our school has a beautiful garden! Our students along with parent volunteers help care for our garden and watch it flourish.
- During the summer months, we require support from our student and parent community for the upkeep.

Please contact the school office if you are interested in helping us care for our beautiful garden.

## **HOME & SCHOOL**

The Home & School is formed by parents and staff along with the administration. It is made up of a group of dedicated parents who aim to add to school life by:

- Providing support during special activities in and out of the school
- Initiating special activities
- Fundraising
- Provide opportunities for fundraising in the form of special lunches
- School beautification
- Organizing the book fair
- And so much more!!!

We encourage all parents to join the Home & School. All information is on our website.

We would need a whole handbook to appreciate all that they do!

We hope to have a large group of very active parents each year. Get involved!

Check the web page for dates and times of meetings.

## **GOVERNING BOARD**

This is a body formed by parents and staff. This group works with the school administration to discuss and recommend major orientations for the school. It is a representative body whose members are chosen during the Annual General Assembly at the beginning of each school year, usually during the first or second week of September. The GB meetings are traditionally held once per month and last approximately an hour or an hour and a half. Please refer to the school web site and/or calendar for the exact date and time of this meeting.

Parents are always welcome to attend as visitors, please contact the chairperson should you wish to attend. All information is located on our website.

## **VOLUNTEERS**

Each school traditionally relies on the help and support of parent volunteers. At the beginning of each school year, we ask parents to fill out a Judicial Record report, valid for three years, and hand it in to the school. Please note this is a mandatory process to follow if you plan to volunteer for school activities in any form.

- Our library can only operate as long as there are generous, dedicated members of our community to staff it.
- Classroom teachers use such support to the benefit of the children under their tutelage.
- Tournaments are held throughout the year that require volunteers to help run these sports and support and encourage our little athletes.

Your help is greatly appreciated as it enables us to better serve our student population. Thank you!

## **HOMEWORK SUGGESTIONS FOR PARENTS**

1. Schedule a regular time to do homework. This shows that it is an important priority and that you value its worth.
2. Provide a quiet corner or room for your child to work. Computer access should be set up in a common family area for internet safety.
3. Help set up the homework area so that there is good lighting and materials to work with.

4. Encourage your child to work independently, knowing that you are available for support. If your child is experiencing difficulty with the work, please let his/her teacher know.
5. You should be available to check whether assignments have been completed or that your child has made a serious attempt at completing the work.
6. Encourage your child with a positive comment or smile. When parents are encouraging and supportive, their attitude is contagious.

**Daily Homework Guidelines:**

- 20 to 30 minutes for the primary level
- 40 to 60 minutes for the upper elementary level.

Since children differ, the set homework may be too much for some and too little for others. When a child quickly finishes his/her assigned homework before the suggested amount of time, he/she should be encouraged to read books and play educational games.

Should you find that your child's homework seems unmanageable, please contact his/her teacher to discuss this. It is important that you communicate any concerns early on in the year.

**STUDENT CODE OF CONDUCT**

Maintaining the dignity of each person, in all situations, is crucial in managing behaviour. Effective discipline comes from the belief that teaching individuals to take responsibility for their behaviour is more motivating in creating behavioural changes than teaching individuals to be obedient in order to avoid punishment. The Student Code of Conduct applies when students are at school or on their way to and from school (using school buses), while participating in school outings and activities, in person or through social media.

Students not complying with our school procedures will receive a code of conduct report. Parents are asked to read the report, discuss the choices they made and fill in the backside of this report. Please send this report back to the main office.

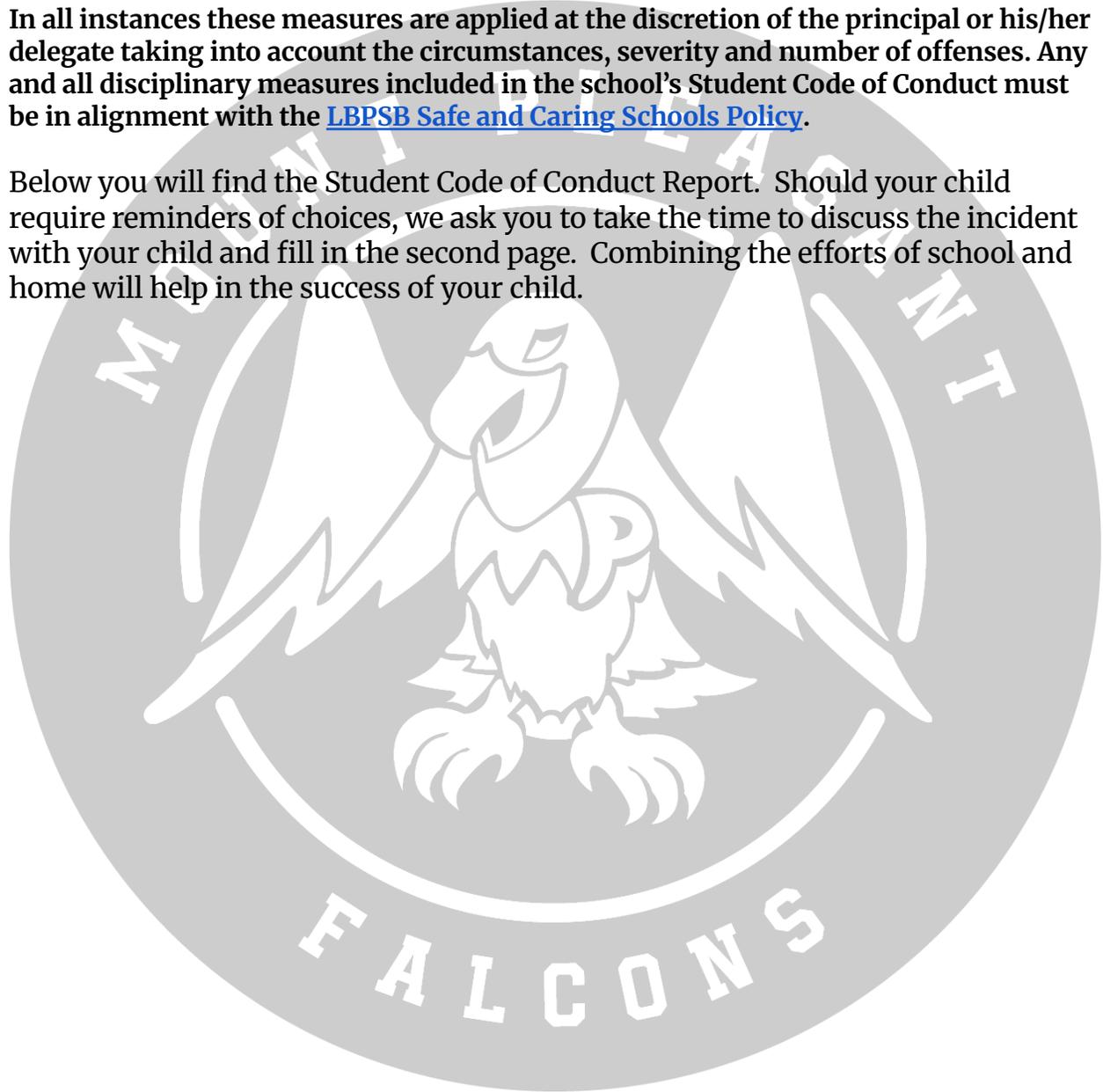
Minor Infractions	Major Infractions
<ul style="list-style-type: none"> <li>-Name calling</li> <li>-Ignoring the bell</li> <li>-Rude behaviour in line/in hallways</li> <li>-Disrespectful behaviour to peers</li> <li>-Littering</li> <li>-Throwing objects</li> <li>-Lateness</li> <li>-Spending too much time in the washroom</li> <li>-Inappropriate dress attire</li> <li>-Students not wearing PE Falcon T-Shirt</li> <li>-Bringing toys to school, electronic devices or collectible items not requested by teacher</li> </ul>	<ul style="list-style-type: none"> <li>-Aggressive behaviour/Bullying – More details in Anti Violence/Anti-Bullying Plan</li> <li>-Vandalism</li> <li>-Theft</li> <li>-Swearing</li> <li>-Repeated minor infractions (within certain period)</li> <li>-Racial Slurs</li> <li>-Leaving school grounds</li> <li>-Not cooperating with directives of adult</li> <li>-An act that compromises the safety of self or others</li> <li>-Threatening</li> <li>-Extortion</li> <li>-Vulgar gestures</li> </ul>
Consequences of Minor Infractions	Consequences of Major Infractions
<ul style="list-style-type: none"> <li>Verbal reminders</li> <li>Warnings</li> <li>Removal from the social setting</li> <li>Student phones home to explain the situation to parents</li> <li>Community service</li> <li>Behaviour Plan</li> <li>Parent communication (call, email, letter, agenda)</li> <li>Parent meeting</li> <li>Overnight suspension (until a parent meets with administration)</li> </ul>	<ul style="list-style-type: none"> <li>(In addition to minor infraction consequences)</li> <li>-Documentation in file</li> <li>-Administrative involvement</li> <li>-Parent called to a meeting</li> <li>-Conflict resolution</li> <li>-Behaviour Plan</li> <li>-Detentions</li> <li>-Loss of privileges (field trips, extra-curricular activities)</li> <li>-In-school suspension</li> <li>-Out-school suspension</li> <li>-Off-site schooling</li> <li>-Police involvement</li> </ul>

## **COURAGEOUS – CARING - RESTORING**

Note of apology  
Written reflection  
Project Teaching opportunity (to younger students)  
Peer mediation  
Restitution

**In all instances these measures are applied at the discretion of the principal or his/her delegate taking into account the circumstances, severity and number of offenses. Any and all disciplinary measures included in the school's Student Code of Conduct must be in alignment with the [LBPSB Safe and Caring Schools Policy](#).**

Below you will find the Student Code of Conduct Report. Should your child require reminders of choices, we ask you to take the time to discuss the incident with your child and fill in the second page. Combining the efforts of school and home will help in the success of your child.



# **STUDENTS RIGHTS AND RESPONSIBILITIES**

Please take the time to read and review these statements with your child

**1. I have a right to learn and grow.**

It is my responsibility to listen to instructions, work quietly, and raise my hand if I have a question or concern and to complete my assignments. I will cooperate, participate and do the best that I can.

**2. I have a right to hear and be heard.**

It is my responsibility not to talk, shout or make loud noises when others are speaking.

**3. I have a right to be respected as an individual.**

It is my responsibility not to tease or bother other people or to hurt their feelings, but to show respect for others and their ideas.

**4. I have a right to be safe.**

It is my responsibility not to threaten or physically harm anyone, and to adhere to the rules of this school.

**5. I have a right to privacy and to my own personal space.**

I have a responsibility to respect the personal property of others and to accept their right to privacy.

**6. I have a right to enjoy school.**

I have a responsibility to have a good attitude and to participate in a way which helps to make our school a place where others can enjoy school too.

AS A STUDENT OF THIS SCHOOL, I AM RESPONSIBLE FOR MY OWN LEARNING AND MY OWN ACTIONS.

Student Signature: \_\_\_\_\_

Parent/ Guardian Signature: \_\_\_\_\_

THIS PAGE WILL BE SENT HOME IN SEPTEMBER. PLEASE SIGN IT AND HAVE YOUR CHILD SIGN THE DOCUMENT TO ACKNOWLEDGE THEY HAVE READ AND UNDERSTOOD THEIR RIGHTS AND RESPONSIBILITIES AS A STUDENT