



## LaSalle Elementary Senior

1555 rue Rancourt, LaSalle, QC, H8N 1R7

Main Office: 514-798-0744, Daycare: 514-364-5668

Website: <http://web-sites.lbpsb.qc.ca/lasalle/>

Facebook: <https://www.facebook.com/LaSalleElementary/>

Principal: Maria Pan

Daycare Coordinator: Trudy Wilkinson

Administrative Assistant: Patrizia Narducci

### School Hours\*

8:55 am	Buses arrive, teachers on duty
9:05 am	Morning classes begin
10:35-10:55	AM Recess
12:25-1:15	Lunch
2:15- 2:35	PM Recess
3:35 pm	Dismissal
3:45 pm	Buses leave

### Office Hours\*

To contact the school, please call at 514-798-0744 between 8:30 a.m. and 12:25 p.m., and between 1:15 p.m. and 4:00 p.m. The office is closed during the students' lunch period. For any changes in your child's dismissal routine, we ask that you indicate it in writing in your child's agenda or call the school **before noon**. (Office hours are subject to change. You will be informed of these changes if necessary.)

### Closing of school

In case of emergencies, such as winter storms, which necessitate the closing of the school before the start of the school day, parents will be notified by email. Please check your emails carefully. **PLEASE DO NOT CALL THE SCHOOL**. Should the school be required to close in the middle of the day, you or someone you have designated on your Emergency Closing Form will be notified before your child is dismissed. We have also made arrangements with the LaSalle Elementary Junior school to shelter us, should the need arise. If the school is closed, any special events (parent interviews, extra-curricular activities etc.) planned for that day will be postponed to a later date.

### About our School

#### Mission Statement

LaSalle Elementary Senior is committed to educating the whole child within a safe, kind, and bilingual environment, fostering success for all.

### About LaSalle Senior Elementary

LaSalle Senior Elementary offers a bilingual program with a specialisation in art and music. Our campus houses Cycle 2 (Grades 3 and 4) and Cycle 3 (Grades 5 and 6). We provide a quality learning environment which encourages each child to develop to their full potential and foster within them a sense of community. Student success relies upon a collaboration between parent community and school team creating a welcoming and caring school climate where every child feels a sense of belonging and safety.

### School Vision

We seek to instill the joy of lifelong learning within our students and strive to guide them to become critical thinkers, confident and responsible members of society who respect and appreciate diversity. As we look to the future, we strive to increase our students' awareness of global issues that impact our lives. We wish to instill in our students the importance of taking an active role in promoting positive change. In every child, we see a future parent, professional, caregiver, colleague and citizen. We strive to teach values and virtues that extend well beyond our mandated school curriculum.

### School Supplies

Students have received a list of supplies to be purchased by parents. Please contact the Office if you have not received a list.

### Fees

Parents will be invoiced for school fees at the beginning of the school year. The invoice will take into consideration the cost for consumables such as workbooks, photocopies, art supplies, and consumable classroom materials. Fees must be paid at the beginning of the school year by sending in the exact amount of cash or a cheque made out to the order of "Lasalle Senior Elementary" or by interac at the office. All cheques and envelopes must have the student's name clearly indicated on them. Any charges incurred because of a cheque with insufficient funds will be charged to the parent/guardian. If for any reason your family may have difficulty paying these fees at the beginning of the year, it is important that you communicate with the school administration to confidentially arrange a pay schedule that prevents unnecessary financial stress to your family.

## **Arrival and Departure**

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

- Good safety habits on the street, including crossing with the crossing guard at busy corners
- The dangers of accepting rides from strangers
- The importance of going directly home following dismissal from school
- Safety on the school bus and crossing streets when getting on and off the bus.

### Attendance and Punctuality

**School begins at 9: 05 am.** Late arrivals must report to the main office to receive a late slip. The Administration will contact the parents when lateness becomes frequent. If a child is absent from school, he/she must bring a dated note signed by the parent when he/she returns to school. If your child is absent, please call the school to inform us (514-798-0744). We have an attendance check every morning and we email home to those families who have not verified their child's absence. **Children may not be dropped off at the office or school yard before 8:55am as supervision only begins at this time.**

### Early Dismissal

If for any reason, a student must leave school before the end of the regular day, a note must be sent to the teacher. Parents should plan to meet their children at the office for early or unexpected dismissals requested by the parents. Please avoid calling the school near the end of the day to change plans for your son or daughter. Bussed students will be expected to board their bus each day unless a written note is received indicating a change in the regular routine.

# Code of Conduct

## Expected Behaviours

Expected behaviours are taught and reinforced at LaSalle Senior Elementary Campus. Inappropriate and unexpected behaviours are those that interfere with the learning, safety or well-being of staff and students. In cases where students continue to demonstrate inappropriate/unexpected behaviours, consequences will be given by the staff or school administration.

## Examples of unexpected behaviours:

- Disrespectful or negative behaviour or language toward staff or students
- Non-compliance with staff personnel
- Verbal or physical aggression
- Vandalism (including graffiti)
- Stealing
- Bullying (as defined by our school’s Anti-Bullying policy – please see website)

## School Response to Inappropriate Behaviours

Students whose behaviours do not comply with the Code of Conduct may be subject to any of the following consequences, depending on the severity and frequency of the behaviour:

- Warning/verbal reprimand
- Timeout
- Completion of reflection
- Loss of privileges
- Detention at recess/lunch/after school
- Meeting with parents
- Restitution, community service
- Suspension (in-school or home)

In all cases, these consequences are applied at the discretion of the school administration taking into account the circumstances’ severity and number of offenses.

<b>LaSalle Elementary Senior Code of Conduct</b>	
<p style="text-align: center;"><b>I am respectful.</b></p> <p>This means:</p> <ul style="list-style-type: none"> <li>● Using a respectful tone of voice and proper language</li> <li>● Respecting others’ belongings and space</li> <li>● Keeping my hands and feet to myself</li> <li>● Walking quietly in the hallways</li> <li>● Being a good listener (letting others speak and waiting my turn)</li> <li>● Being clean and neat</li> <li>● Cap off in the building</li> <li>● Not chewing gum</li> </ul>	<p style="text-align: center;"><b>I am responsible.</b></p> <p>This means:</p> <ul style="list-style-type: none"> <li>● Arriving on time</li> <li>● Wearing school uniform</li> <li>● Doing my classwork and homework</li> <li>● Using my agenda</li> <li>● Taking good care of my belongings and the building</li> <li>● Labeling my belongings</li> <li>● Being prepared for class</li> <li>● Using the internet safely</li> </ul>
<p style="text-align: center;"><b>I am honest.</b></p> <p>This means:</p> <ul style="list-style-type: none"> <li>● Taking responsibility for what I have done</li> <li>● Asking before borrowing something that belongs to someone else</li> <li>● Returning what doesn’t belong to me</li> </ul>	<p style="text-align: center;"><b>I am kind.</b></p> <p>This means:</p> <ul style="list-style-type: none"> <li>● Including others</li> <li>● Helping others</li> <li>● Talking politely</li> <li>● Taking turns</li> <li>● Treating others with respect on-line</li> </ul>

### Digital Citizenship

Please assist us in promoting responsible online habits. Supervise your child's internet activity at all times.

### Cell Phones, smart watches and Cameras

Cell phones, smart watches and cameras are not permitted at school, on the school bus, in the school yard, or on field trips unless special permission has been given. Devices brought to school without permission will be confiscated and returned to parents upon their request.

### Educational activities at home

Practicing new skills, developing self-discipline, promoting independent work habits, and responsibility are all the results of engaging our children with educational activities at home. It also provides parents with information about material being covered in class and allows them to be a part of their child's school life. To help your child with such activities, provide a quiet area for your child to study, supervise their time, check to see that the work is done, and sign the work or agenda if requested. Reading together is probably the single most important way in which you can help your child do well in school. Also, encourage your child to write letters, play board games, write stories, go to the local library and to read out loud to you or talk to you about the school day and how it went.

## Visitors and Communication

### Visitors

All visitors, including parents, are requested to enter the school by the main door at 1555 Rancourt Street and report directly to the Office. Items brought into the office will be delivered to your child. Volunteers and visitors in the building must pick up a badge at the office to wear while they are in the building. **Please do not use the staff parking lot for reasons of safety and limited space.**

### Communication and Appointments

Communication between parents and the school is important and we invite you to discuss your child's school life with us at any time during the year. Any difficulties or concerns involving students, curriculum, or other school-related matters must first be discussed with the teacher. In most cases, problems can be solved at this level. If the issue is not resolved at this point, then it may require the input of the school administration.

### Student Records

In order for us to keep our records up to date, please advise the school of any change of address or telephone number at home or at work. You are also required to provide the school (on the Emergency School Closing Form) with the phone number of a relative or a neighbour in case of an emergency.

### Reporting to Parents

Three formal reports will be issued to parents during the school year to inform you of your child's academic progress. The dates when the reports will be posted on MOZAIK and when parent-teacher interviews will be held are shown on the school calendar found in this booklet. At any time during the year, teachers or the administrator may schedule interviews by directly contacting the parents.

## Bussing

Students who are eligible for bussing should have received a bus pass on MOZAIK in late August indicating the location and time of their bus stop. For those students who are not eligible for transportation, parents may apply

for "courtesy bussing" for the year by completing a form available from the school office. There is a cost attached to this service. Parents who request pick-up and drop-off at different locations must also pay a fee. School fees should be paid before courtesy bussing is granted. **Children who are not eligible for bussing are not allowed to take the school bus.**

#### Student Responsibilities On The Bus

- Always wait on the sidewalk at the assigned stop for the bus at least 5 minutes before the appointed time.
- Respect the authority of the bus driver.
- Never shout, push, fight or cause a disturbance on the bus.
- Do not eat or drink on the bus.
- Never touch the equipment of the bus.
- Never put arms or head out of the bus.
- Never throw things in or out of the bus.
- Remain seated until the doors are open and after getting off, move to get well clear of the bus.
- Report to the office if you miss the bus after school.
- Be prepared to show your bus pass to the driver at any time.
- Only school bags and lunch boxes are allowed on buses. Do not bring scooters, basketballs, or any items that you cannot put into your bag on the bus.
- Look in both directions before crossing in front of the bus and be certain that the flashing lights are operating. Remain in full view of the driver and obey instructions promptly and then proceed with caution when crossing.

#### Bus Behaviour Reports

Bus drivers will issue Bus Behavior Reports to those students who break the above rules. Warnings to parents, suspensions from using the bus and finally expulsion from the bus service will be the result of repeated issuance of Bus Reports. Please remember that school bus transportation is a service of the School Board; it is not a right. This means that students can be removed from the bus if their behaviour threatens the safe conduct of students.

## Services

#### Daycare & Lunch Program

LaSalle Senior has a Daycare of over 80 children, operating daily from 7:00 to 8:55 a.m., during the lunch period (12:25 to 1:15p.m.), and from 3:35 to 6:00 p.m., as well as on professional days. Hours on professional days are 7:00 a.m. to 6:00 p.m. The daily program includes snack time, programmed activities such as sports, art, special events and social activities. Income tax receipts for Daycare and lunch program fees will be issued in February 2023 for the 2022 school year.

**Appropriate behaviour is expected of all children in the lunch and/or Daycare programs. Frequent and/or serious behavioural problems will be reported to parents and may result in a suspension from the program.**

Registration is required for all daycare programs. Registration takes place on MOZAIK Portal. School registration must be completed prior to daycare registration. Please consult our website for operating procedures. DayCare Director may be reached at 514-364-5668 for additional information.

#### Lunch Program

All children are welcome to participate in the lunch program provided they pay the user fee and have registered. Registration takes place on MOZAIK Portal. Students not registered will not be permitted to stay at school for lunch. Contact the daycare Office Daycare at 514-364-5668 for additional information.

# Health

## Nurse

The school is provided with a nurse from the local CLSC on a part-time basis to check general health conditions and carry out required immunization programs. Please complete any questionnaires or follow any suggestions given by the nurse, as they concern the health of your child.

## First Aid, Injuries, Illness

In consideration of your child and their classmates, **PLEASE DO NOT SEND A SICK OR INJURED CHILD TO SCHOOL**, as 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 that student. We require names and telephone numbers of parents and/or designated adults to be readily accessible. If a student should require immediate medical attention, the school will act in the interest of the child, while at the same time, alerting the parents or guardians. All costs incurred, such as the cost of an ambulance to transport a child to hospital, are the responsibility of the parent/guardian.

The school is also required to have on hand a list of all Medicare numbers and their expiry dates.

## Communicable Diseases

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

scarlet fever	chicken pox	whooping cough
impetigo	fifth disease	pediculosis (head lice)
meningitis	conjunctivitis	streptococcal infection
<b>COVID-19: Please go to Health Canada's website for latest info and updates: <a href="http://www.canada.ca">www.canada.ca</a></b>		

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

## Allergies

- The school must be informed in writing if your child suffers from allergies. Include steps to be taken in the event of an allergic reaction.
- In the case of a child with a life-threatening allergy, please submit medical information on the forms provided at the beginning of the school year.
- Indicate if your child must carry an EpiPen with them at all times, unless other arrangements have been made with the school. We strongly encourage that the child also wear a Medic-Alert bracelet. You may apply for one at a reduced price through the school. Students who should have an EpiPen but have not provided the school with one will not be permitted to go on school outings.
- The classmates of severely allergic children will receive a notice indicating that we ask their cooperation in not bringing food items containing the life-threatening allergen into the classroom.
- Students are not permitted to share food at any time.
- Staff members and students are educated about life-threatening allergies, and all staff members, including lunch monitors, receive initial training and refresher courses in the administration of the EpiPen.

## Medications

In accordance with school board policy, school personnel are not permitted to administer non-prescription medication to pupils. In order for school personnel to administer prescription medication to pupils, we must have the following:

- Form A - Request and Authorization for the Distribution of Medication at School –signed and dated by the child's physician and parent
- Form B - Release of Liability for Distribution of Medication - 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, prescribing physician's name.

Medication should be delivered by the parent to the School Office. The Office will then provide the parent with the necessary forms to complete.

In the case of children with asthma, students over the age of eight are permitted to carry and self-administer their asthma medication, provided this is indicated on Form A.

### Lice

Lice affects everyone. Lice checks may need to be carried out periodically. In order for you to have your child checked, you must give written permission by checking off the appropriate box on the emergency form you receive at the beginning of the school year. When a case of lice is detected in your child's classroom or Daycare group, you will be notified.

### 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 [www.lbpsb.qc.ca](http://www.lbpsb.qc.ca) for more comprehensive information.

## Getting Involved

### Governing Board

LaSalle Elementary Senior's Governing Board serves as the main consultative body for both the junior and senior schools. 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 themselves as a candidate or nominate another parent at the Governing Board General Assembly held in September, at which an election is held. Members are elected for a two-year mandate. Meetings are held once a month.

## Dress Code

**The school dress code is compulsory.**

### Tops\*:

- ✓ Plain white dress shirt or blouse with collar
- ✓ Plain white, red, or navy T-shirt, short-sleeved or long-sleeved
- ✓ Plain white, red, or navy turtleneck or mock turtleneck
- ✓ T-shirt with school logo (LaSalle Elementary)
- ✓ Plain navy or red cardigan or sweatshirt

### Bottoms:

- ✓ Plain navy dress or corduroy pants
- ✓ Plain navy jogging pants
- ✓ Plain navy shorts (for hot days)
- ✓ Plain navy tunic – knee length
- ✓ Plain navy skirt – knee length

### Shoes:

- ✓ Running shoes
- ✓ Loafers
- ✓ Close-toed sandals

On Gym Days:

- ✓ Gym shorts (plain navy)
- ✓ Gym T-shirt (plain white, red, or navy)

\* *Tops must reach the waist and may not be tied up with an elastic band; pants and skirts must not be rolled down at the waist, or rolled up to knees.*

**\*\* Please note that t-shirts with the LaSalle Elementary school logo are sold at Goldtex located at 8875 Rue Salley in LaSalle.**

Some clothing considerations:

Logos are advertising. We encourage students to wear clothing free of logos. Our kids should not be walking billboards for large companies. Students will not be permitted to wear clothing that does not cover their shoulders. Encourage our kids to stay kids as long as possible. Kids should dress for comfort and play.

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 they are 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.

Lost and Found

Many articles belonging to children are lost in the school during the year. **Please clearly mark your child's name on all items.** A few times during the year all articles in the lost and found box will be put on display. Any unclaimed items will be sent to a charitable organization.