

École Primaire
East Hill
Elementary School
2024-25



This agenda belongs to:

Name: _____

Homeroom: _____

Address: _____

Postal Code: _____ **Telephone Number:** _____



Dear Parents,

It is my pleasure, on behalf of the East Hill School Team, to welcome you back for another school year. The beginning of a new school year is always filled with excitement! We are looking forward to working with you and your child this year.

Your child will be developing many skills this year: academic, organizational, and social skills as well as self-confidence and responsibility. As a parent, you play a major role in helping your child reach their potential; your involvement in your child's learning experiences will be a major factor in their success not only throughout their school career but also in later life. Together, I believe we can help your child reach their full potential. Together we will nourish the passion of learning in your child.

The East Hill Staff endeavors to establish a positive, safe and rich learning environment for your child. If you have any concerns, please do not hesitate to contact us. When Parents & School work together, it ensures a positive and successful school year for your child. Within a welcoming, nurturing environment, our students will acquire the skills and knowledge required for life-long continuous learning.

Agendas are the student's responsibility. With responsibility comes pride of ownership and a sense of accountability. As parents and teachers, we share an obligation to encourage personal responsibility.

This agenda has been designed with the following objectives in mind:

- to provide valuable information about our school policies & procedures
- to serve as a means of communication between home and school

Your child should take personal responsibility for:

- printing/writing neatly in the agenda
- maintain the appearance of the agenda (no scribbling or defacing agenda)
- bringing the agenda home to and from school
- having the agenda signed each day
- returning home/school communications such as newsletters, notes or permission forms

Thank you for your support. Together, we will inspire in your child a thirst for knowledge, academic excellence, and a life-long love of learning.



EAST HILL'S MISSION STATEMENT

We believe that East Hill School is:

- **welcoming and conducive to learning**
- **where children are taught to be lifelong learners**
- **where children can grow intellectually and emotionally in a safe environment**
- **where children are encouraged to strive to meet their greatest potential**
- **where everyone feels a sense of belonging**
- **a school that places a high value on the respect of oneself and others**

East Hill Elementary School prepares students for life-long learning within a caring, safe and inclusive community. We are committed to raising competent and confident children through challenging learning opportunities where the academic learning process is valued and where self-esteem becomes the basis of a child's healthy, emotional and intellectual growth.

Our goal is to nurture the development of each child: academically, socially, culturally, and physically. Each child shall be encouraged to reach his/her potential in all areas.

Through all aspects of school life, children will be taught moral values to become caring, responsible and self-confident individuals and be respectful of the rights and property of others. In a mutually respectful environment, children will learn the inter-personal skills they will need in school and later on as adults. These skills will enable them to live and work harmoniously in a multicultural society. With pride, East Hill School seeks to uphold its mandate by preparing its students to one day emerge as creative and critical thinkers contributing to the welfare of their families and society.

It is especially important to us to create a learning environment where self-esteem is fostered in every individual by offering pedagogical activities that promote each student's individual success. This is achieved primarily through our French immersion educational program and reinforced through our various enriched programs.

GENERAL SCHOOL INFORMATION, POLICIES & PROCEDURES

STUDENT TIMETABLE:

PRE & KINDERGARTEN

Student Entry	7:40
Homeroom	7:45
Class	7:50
Recess	9:20
Class	9:40
Lunch	11:10
Class	12:25
Recess	13:10
Class	13:30
Dismissal	14:48

GRADES 1 & 2

Student Entry	7:40
Homeroom	7:45
Class	7:50
Recess	9:20
Class	9:40
Lunch	11:10
Class	12:10
Recess	13:10
Class	13:30
Dismissal	14:48

GRADES 3 to 6

Student Entry	7:40
Homeroom	7:45
Class	7:50
Recess	9:50
Class	10:10
Lunch	11:10
Class	12:10
Recess	13:40
Class	14:00
Dismissal	14:48

CONTACT INFORMATION:

SCHOOL	514-494-3202
DAYCARE	514-494-7467
WEBSITE	www.emsb.qc.ca/easthill
TRANSCO BUS	514-648-8625

SCHOOL TELEPHONES:

Students are not permitted to use the school telephone unless there is an emergency. Likewise, parents are asked to refrain from calling to speak to their children except for serious and urgent matters.

CHANGE OF HOME ADDRESS, PHONE NUMBER & EMAIL ADDRESS:

In order to ensure that we can communicate with parents/guardians, it is essential that changes of address, home phone number, work number and email address be reported immediately.

SCHOOL SAFETY & SECURITY:

In order for the school to be safe and secure, everyone's co-operation is essential.

- All visitors, including parents, must always **enter and exit the school by the front door** and must always report to the office. If you are dropping off an item for your child or leaving a message, the secretary will be pleased to help you and will make sure your child receives the information.
- Parents are **NOT** permitted to pick-up or accompany their children to class.
- Parents are **NOT** permitted to enter the school yards.
- Children are not permitted to leave the school premises without prior written permission signed by a parent.

VOLUNTEERS / VISITORS:

All **parents, volunteers and visitors must report** first to the school office and sign-in. A visitor's pass will be given out to anyone spending time in the school (volunteers, consultants, workmen and parents), thus assuring students and staff that the bearer has identified themselves at the office and has legitimate reason to be in the building. Visitors must sign-out and return the pass to the secretary.

SCHOOL BUS SERVICE:

Transportation arrangements are made by the English Montreal School Board. Students who live ***within the program boundary*** of East Hill Elementary School and who are entitled to transportation will receive, by mail, a bus pass from the School Board in August. Parents will also be advised of their child's bus schedule and the location of the bus stop. The eligibility criterion for school bussing is as follows:

- **Pre & Kindergarten** students who live more than 0.6 km from the school are eligible.
- **Grade 1 – 6** students who live more than 1.4 km from the school are eligible.

CAR TRANSPORTATION OF STUDENTS:

Parents are **not to drive into the loop between 7:30 am and 7:50 am and between 2:30 p.m. and 3:15 pm**. Parents who are dropping off their children during those time must do so on Marcel-Raymond Street (parc entrance).

When dropping off or picking up your child, parents are asked to park in a spot and not double park on the street. ***OUR CHILDREN'S SAFETY IS EVERYONE'S RESPONSIBILITY***

SUPERVISION BEFORE & AFTER SCHOOL:

Students not attending daycare, are permitted into the building as of 7:40 a.m. For the safety of your children, please ensure they are not left unsupervised until that time. Parents who are picking up their child at the end of the day, must ensure they are in the pick-up zone in front of the pre-school yard at dismissal. Considering the number of students being dismissed at once, the school cannot oversee the individual dismissal of each student. Students who are not picked up at dismissal will be sent to daycare (daycare fees will apply).

MORNING ENTRANCE:

In order to ensure safety and fluidity, students are to enter the building in the following fashion:

- Daycare:** Students are to enter using the daycare entrance located in the pre-school yard.
- Pre & Kindergarten:** Students enter through the daycare entrance located in the pre-school yard.
- Walkers Grade 1 to 6:** Students are to enter using the main entrance (second floor)
- Bus Students:** Students enter according to where their homeroom is located (first floor or second floor)

ATTENDANCE:

Regular and punctual attendance contributes greatly to a student's success at school. Appointments with doctors and dentists should be arranged before or after school hours or on pedagogical days to avoid missing classes. If your child will be absent, you must report your child's absence preferably using the Mozaik Portal or mParent app before 7:30 a.m. You can also contact the school to give the following information: • Child's Name • Teacher's Name • Reason and Length of Absence

Please call or leave a message any time before 7:30 a.m. to report your child's absence. If we have not received a call about your child's absence, we will contact you to ensure your child's safety. Should an absence due to illness extend past five (5) days the school requires a medical certificate giving, among other information, the approximate date of the student's return to school. The administration may communicate with the parents as to the reason for any absence over two days.

Request for homework must be made only for absences of two days or more. Parents are asked to call for homework pick-up before the morning recess to give teachers time to prepare the work. In case of absence due to a vacation, homework will not be provided.

LATES:

Every effort should be made to have your child arrive to school on time. Tardiness causes class disruptions which impacts student learning. Students are expected to be in school by 7:40 a.m. All students who arrive late ***must*** report to the office. In cases of habitual lateness, a letter will be sent home to the parents requesting that the situation be rectified.

EARLY DISMISSALS & CHANGES TO DISMISSAL ROUTINE:

Parents are to advise the school ahead of time, through the agenda, of any early dismissals and/or any changes to their child's end of the day dismissal routine. All early dismissals will take place at the front office. **For unexpected changes in your child's dismissal procedures, parents must call the school before 11:00 a.m.**

DISMISSAL:

Parents are advised that once students are dismissed at the end of the day, they are not permitted to return to their class to retrieve materials.

STUDENTS WHO ARE ILL:

We request that your child remain at home if he/she is not well. If parents determine that their child is well enough to come to school, then the student will be sent outdoors for recess and at lunchtime. If there is a serious medical reason for a child to remain indoors, we require parents to provide the school with a doctor's note indicating that requirement. Should your child fall ill during the day, you will be asked to pick up your child at school.

ACCIDENTS & MEDICAL SITUATIONS:

Minor bumps, scrapes and cuts will be looked after by the staff. If an injury appears to be more serious or if a child becomes sick in school parents will be notified.

Please note that if the person responsible for the child cannot be reached in an emergency, the school will make the decision as to whether a child must be seen by a doctor or sent to the hospital for medical care. Should a child be sent to the hospital by ambulance for medical attention, he/she will be accompanied by a staff member.

Parents are encouraged to subscribe to personal accident insurance in case their child gets hurt while participating in physical education, sports or other circumstances. Fees incurred for ambulance services, medical, dental, ocular services and any other service related to an injury will be assumed by the parent/guardian, not the school. Parents can contact their personal insurance about information or advice on accident insurance coverage.

FAMILY TRIPS DURING SCHOOL YEAR:

We strongly discourage family trips when classes are in session. Such absences are detrimental to a student's academic progress. Parents will be responsible to help their child catch up on the content that was taught during their child's absence. Students will also be responsible for any assignments or tests that they missed. Please note that homework will not be provided.

EMSB SCHOOL CLOSING

In case of inclement weather which would require the school to close, the English Montreal School Board will send a communication to parents via email. Parents can also consult the school board's website and social media outlets as all announcements will be posted there.

PHYSICAL EDUCATION:

All students are expected to participate in Physical Education classes. A note from a parent is required to temporarily excuse a student from participating in Physical Education classes. If a student needs to be excused for a prolonged period of time, a medical certificate is required.

LUNCH SUPERVISION PROGRAM:

All students are welcome to participate in the Lunch Supervision Program. However, according to the policies of the school board, it must be self-financing. That is, all expenses incurred must be covered through the fees paid by parents. The fees are set in consultation with the school's Governing Board and are communicated to parents at the start of the school year. Failure to make the necessary payments in a timely fashion may result in loss of service.

HOT LUNCH PROGRAM:

Beginning in mid-September, hot lunches are available by our food supplier. If any modification/adjustment is required, the parent must inform the food supplier. Meals that are not eaten are not stored at school.

MILK PROGRAM:

At the beginning of the school year, parents will receive a consent form allowing their child to participate in the milk program. Only children whose parents have given permission will receive milk. Milk is distributed early in the morning, usually three days per week.

DAYCARE:

The school provides daily daycare services before school starts at 7:00 a.m. and after school from 2:48 p.m. to 6:00 p.m. Daycare is available on pedagogical days. For more information on our Daycare Program, please contact our Daycare Technician. Please refer to the Daycare Handbook on our website for information regarding policies and procedures.

TEACHER COMMUNICATIONS:

Parents are asked to check their child's agenda daily. Parents are also urged to use the agenda to communicate with their child's teacher.

SCHOOL COMMUNICATIONS:

The school communicates with parents through email. Parents are urged to check their email regularly. Please note that general school information may be found on the school's website

<http://www.emsb.qc.ca/easthill/>

HOMEWORK:

Homework is an important extension of the learning that takes place in school. It provides practice which reinforces classroom learning and can provide opportunities for independent study, research, supplemental reading, writing and project work. The amount of homework will vary according to each cycle. Homework can be assigned from Monday through Friday and students are expected to complete assignments on time.

Homework should be mostly completed independently, especially in the older grades. Students should complete their homework in quiet, well-lit place for study free of distractions. Parents should verify that their child's homework is completed on a daily basis.

Please make sure to check your child's agenda daily, including the transparent pocket folder.

Students will not be allowed to go back to their lockers once they are dismissed. Please note, that it is the students' responsibility to ensure that they have all their materials and belongings before dismissal.

EXCURSIONS AND FIELD TRIPS:

Field trips are a positive educational experience. At times, the school may request, depending on the nature of the trip, parent volunteers to accompany the students. ***Please note:*** The principal and/or teachers may exclude a student from a field trip if it is felt that the student's participation may be detrimental to the safety and security of the student and/or other students participating in the field trip. Parents will be notified of this decision prior to the field trip.

SCHOOL TEXTBOOKS & LIBRARY BOOKS:

Parents' cooperation is essential in ensuring that books are properly cared for and returned. It is understood that parents must pay for lost, non-returned or damaged books.

Students will be permitted to borrow two books from the library. No additional books may be borrowed until the books have been returned.

PERSONAL & VALUABLE OBJECTS:

Students are to bring to school only items that are needed for instruction. Items from home such as toys, trading cards, etc.... are not permitted in school. In the event that such items or any other item that is deemed disruptive or inappropriate is brought to school, it will be taken away from the student and will only be returned to a parent. The school is not responsible for personal belongings which may be damaged, lost, traded or stolen.

ELECTRONIC DEVICES:

The use of personal electronic devices is not permitted throughout school hours and/or in any extension of the school day, including bus rides, field trips, after-school activities, daycare time, etc. Devices found in students' possession will immediately be confiscated and will be returned to a parent.

SALE OF ITEMS:

Students are not permitted to conduct the sale of any item or service on school grounds.

LOST & FOUND:

Each year, many sweaters, mitts, boots, running shoes, etc., are lost by students, and although we have our Lost and Found box, many of these articles are never claimed. ***We urge parents to label the inside of their child's clothing, footwear, lunch boxes, water bottles and school bags.*** Clothing not claimed in a timely fashion, will be given to a charitable organization.

CELEBRATIONS:

Parents/students are not to bring food/cake in class for any reason, including food goodie bags for any occasion.

HEALTH INFORMATION:

It is the parent's responsibility to update the school of past and current health issues.

MEDICATION:

Administering medication to children is the responsibility of the parents. However, the school will help if:

- Every effort has been made to have the child medicated at home.
- The medication is prescribed by a doctor. **Non-prescribed** medication will not be administered.
- The container/bottle has the prescription label, with the doctor's name indicated on it.
- A dated school medical form or signed note from the parent/guardian absolving the school of all responsibility.
- The child is willing to take the medication.

PEDICULOSIS – HEAD LICE:

Parents are urged to periodically check their children for head lice. This will help isolate cases before a serious problem develops. If head lice are discovered, you will be called to come and pick-up your child. An information sheet will be sent home to the parents. Treatment must be completed before the student will be readmitted to school.

INFECTIOUS DISEASES:

If your child has a contagious disease, please inform the school as soon as possible. Your child must remain at home until he/she is no longer contagious and is able to participate in school activities. In the case of certain diseases, the child should not return to school until a doctor has deemed, he/she fit to return.

ANAPHYLAXIS

Many students suffer from a wide range of allergies. Unfortunately, it is impossible for the school to provide an allergen free environment. Consequently, we ask that students adhere to the following guidelines:

- Students are not to share food with other students.
- Students with severe allergies should refrain from partaking in food or snacks offered by the school.
- Students with food allergies are not to share a desk and/or are to keep a distance from other students while having their lunch.
- We recommend that students with allergies, bring disinfectant wipes to sanitize their desk before having lunch.
- A list of the allergies within the class will be sent to parents at the beginning of the year. We kindly ask that students refrain from bringing foods indicated on that list.
- **Students with allergies requiring EPIPENS must ensure that their EPIPEN is with them at all times.**

EMERGENCY EVACUATION SHELTER:

Should the evacuation of the building be necessary, students will be taken to the following emergency evacuation shelter site:

Ecole Simone-Desjardins
Pavillon Perras
9955 Boul. Perras
Montreal, Quebec
H1C 1V8

In case of an evacuation, parents are asked not to call the emergency evacuation site in order not to congest the phone/internet lines so that we may contact parents promptly.

SCHOOL LIFE INFORMATION

GOVERNING BOARD:

The Governing Board is a body composed of parents, staff and community volunteers who work in conjunction with the school administration to ensure that all students receive the best possible learning opportunities. Governing Board meeting dates are posted on the school's website.

HOME & SCHOOL ASSOCIATION:

The Home and School Association is a body of parents working to enrich student life in the school. Members work together with the staff and the administration in the organization of activities, helping teachers with classroom activities and class trips, as well as planning numerous fundraisers to benefit the students and the school community as a whole. For more information and meeting dates, please consult the Home & School section of our school's website.

EAST HILL - STUDENT CODE OF CONDUCT

Our school code of conduct sets forth a model of appropriate behaviors to help create a positive learning environment for academic success. Therefore, all students are expected to work to the best of their ability to achieve this goal. Furthermore, students are expected to develop healthy inter-personal relationships; they must get along with all others with whom they share the school. All students have the right to learn in a safe and positive environment. Therefore, each student has the obligation to respect the rules of conduct. Students will be held responsible for any breach of these rules.

In light of the EMSB's Safe Schools Policy, there is no tolerance for:

- Acts of violence motivated by race, sexual orientation, religion or language.
- Physical and verbal aggression towards other students and staff members.
- The consumption and / or possession of illegal and controlled substances.
- Public endangerment.
- Bullying or intimidation.
- Harassment.
- Theft and vandalism.
- The use of electronic equipment to record or capture the likeness of an individual without consent.

Failure to comply is a major breach of discipline. Disciplinary actions may include reflection, suspension from classes, exclusion from the school and police involvement. For more information, please consult the school's Safe School Action Plan which can be found on the school's website.

EXPECTED STUDENT BEHAVIOR:

- Follow the instructions and directives given by school staff.
- To be respectful and polite towards other students, school staff and administration.
- Use appropriate language when addressing or referring to others.
- To have academic integrity by refraining from such things as cheating or plagiarism.
- Walk in a safe and quiet manner in and around the school.
- Play safely by only using equipment provided by the school and not engaging in activities that involve rough body contact.
- Be respectful of other's personal belongings, classroom materials and school property.
- Keep the school clean by disposing of garbage properly and by not chewing gum on school grounds.
- Eat their snack/lunch only during the designated period. Only water can be consumed during class time.
- Be a good role model for others in the school.

CLASSROOM BEHAVIOUR:

Students must follow the classroom rules set by each of their teachers as stated in their course outline.

HOMEWORK:

Students are expected to:

- Write their homework down in the school agenda.
- Bring home all the materials needed to do the homework properly.
- Complete all the written work as neatly as the teacher would expect it to be done in class.
- Complete long-term projects gradually and not wait at the deadline to complete them.

AGENDA USE:

Students are to use their school agenda solely for school use such as recording of homework and assignments as well as for communication to and from home.

BEHAVIOUR DURING RECESS AND LUNCH RECESS:

- Students must never leave the school yard.
- Students are not to engage with strangers outside the school yard.
- Snowball or ice throwing is forbidden.
- Students should play in a courteous and respectful manner.
- Students should speak to each other politely.
- Once the bell has rung, all students must cease all play immediately and prepare to enter the school as directed.

FIELD TRIPS AND EXTRA-CURRICULAR ACTIVITIES:

All school rules and regulations are in effect during activities, whether in school or outside of school. **The school dress code is mandatory unless otherwise stated.**

LUNCH PROGRAM:

Our aim is to provide students with a pleasant and safe environment during lunchtime. In order to accomplish this, every child is expected to follow these rules:

- Students registered in the school's lunch program are not permitted to go home at lunchtime unless they bring a signed note from a parent. This note must be given to the student's teacher upon arrival in the morning as this information must be relayed to the child's lunch supervisor.
- Students should bring a nutritious lunch. Please include straws, spoons, etc. ***Glass containers and soft drinks are forbidden.***
- Students are to remain with their lunch monitor unless they are participating in a lunch activity or tutorials. In any case, they must notify their lunch monitor.
- Students must be respectful and have good manners towards their classmates and their lunch monitors.
- Students must speak in a moderate tone of voice and remain quiet when signaled by their monitor.
- Students are to remain seated for the duration of the lunch period.
- Students are to raise their hand to ask permission to leave their seat.
- Students are to ask for permission in order to go to the washroom.
- Students must clean up their eating area and place all garbage in the garbage bins. Throwing food or other objects is not permitted.

Please note that a portion of the lunch period is held outdoors therefore, students should be dressed appropriately for the weather. Snow pants and boots are mandatory all winter and until the schoolyard is dry. If it is raining or very cold outside, the students will remain indoors with their lunch monitors.

Any child who does not adhere to these rules is subject to disciplinary measures. This could include reflections, suspension or expulsion from lunch services.

DRESS CODE:

Our school strives to instill in our students a sense of belonging and identity. A dress code is also conducive to good behavior and fosters a positive educational experience that promotes success. In view of this, we ask for parents' full cooperation in ensuring students adhere to the school's dress code.

East Hill School has a color dress code, all students are expected to come to school appropriately dressed and well groomed. This helps emphasize the serious nature of attending school.

Students may wear the following articles of clothing:

- **BLUE BOTTOMS:** Plain pants (no jeans), bermudas, leggings, tunic, skirt (no shorter than knee length),
- **WHITE TOPS:** Plain solid polo with no logos.
- **SWEATERS:** Plain solid blue sweater or cardigan (no hoodies), with no logos.

- **SHOES:** Students must wear comfortable shoes with rubber soles that do not make streaks on the floor, such as running shoes, that are safe and appropriate for a school setting.
- **BOOTS:** In the winter months, students are required to wear winter boots. They must have shoes to change into. Boots are not permitted in the classroom.

THE FOLLOWING ITEMS ARE NOT PERMITTED:

- Nylon tights (used as pants), spandex shorts or pants.
- Tops with pictures, slogans and messages.
- Clothing that reveals midriff or sleeveless tops.
- High heels, platforms, running shoes with wheels, lights or that make sounds, strapless and flip-flop sandals.

THE FOLLOWING ITEMS ARE DISCOURAGED:

- Jewelry should not be worn as it can represent a hazard and can be lost or damaged. Please note that the school cannot search for lost items.
- Students are encouraged not to wear makeup or nail polish to school. Nails are to be kept short. Fake nails are not permitted.

THE FOLLOWING IS STRONGLY RECOMMENDED:

- For hygienic purposes, it is recommended that students with long hair keep it tied while in school.

At times, students are permitted to deviate from the school's color code (dress down days). Nonetheless, on these days, students must still observe the restrictions mentioned above and dress appropriately for a school environment.

PHYSICAL EDUCATION CLASS POLICIES & PROCEDURES:

It is the student's and parent's responsibility to be aware of when Physical Education class is scheduled. Students must dress appropriately for Physical Education class.

Pre- K, Kindergarten: do not need to change for their phys. ed. classes. Parents must ensure that their child is wearing color code clothing items (as specified above) appropriate for physical education class.

Levels 1-6: Plain navy-blue bottom (jogging pants or shorts) and a white t-shirt. Please note that as with the regular school bottoms, no lines or logos are permitted.

Footwear: Students must wear an athletic/sport running shoe (no sneakers).

Outdoor Activities: At times, weather permitting, physical education teachers may bring their classes outdoors. In those instances, students must wear the appropriate outerwear (boots, snow pants, hats, scarves and gloves).

All physical education items must be kept in a cloth bag identified with your child's full name. Please label your child's physical education clothing.

Students must also adhere to the following:

- Shoelaces must be tied.
- Long hair must be tied.
- Wear protective equipment if deemed necessary by the teacher.
- Walk when entering and exiting the gym.
- Behave appropriately when changing before and after gym class.

Students must change into their school clothes at the end of their Physical Education class. Jewelry including necklaces, rings, bracelets, watches, and earrings **must not be worn** on days when Physical Education is scheduled.

SCHOOL BUS POLICIES & PROCEDURES:

The bus driver is responsible for the safety and security of all passengers. During the bus route, the driver is in charge and the students must respect transportation rules and regulations. They must take responsibility for

their actions. Bus drivers will report infractions to the administration. Furthermore, the school bus is not to be used for students to go to a friend's house. Parents must make their own transportation arrangements for their child to go to another student's house for any reason.

For the safety of all students who ride the bus, students are expected to observe the following rules:

- Always be at the bus stop 10 minutes early.
- Wait for the bus to come to a complete stop and then board the bus in single file, in an orderly fashion.
- Find your assigned seat quickly without pushing other students. Keep the aisle clear.
- Remain seated, talk quietly. Do not eat, drink, chew gum or leave trash on the bus.
- Always follow the bus driver's instructions.
- Never put your head or arms out of the windows.
- Never throw any objects out of the windows.
- Glass or sharp objects are **not** allowed on the bus.
- When getting off, wait until the bus comes to a complete stop before leaving your seat.
- Walk a safe distance from the bus so that the bus driver can see you and knows that you are out of danger.

The bus driver will monitor student behavior on an ongoing basis. The bus driver will advise both the student and the administration of any breaches to the bus safety rules outlined above.

DISCIPLINARY PROCEDURE:

First Offense: At the principal's discretion, a letter of warning may be issued notifying the parents that any further incident will result in suspension of bus transportation services.

Second Offense: The principal will notify the parents in writing that transportation has been suspended for a period of 1 to 3 days.

Third Offense: The principal will notify the parents in writing that transportation has been suspended for a period of 3 to 5 days.

Fourth Offense: The principal will notify the parents in writing that transportation has been suspended temporarily for reasons of safety and security.

PLEASE NOTE THAT THE SCHOOL'S STUDENT CODE OF CONDUCT APPLIES WHILE STUDENTS ARE ON THE SCHOOL BUS.

PLEASE REMEMBER THAT BUSSING IS A PRIVILEGE. THE SAFETY OF ALL THE CHILDREN ON THE BUS IS EACH STUDENT'S RESPONSIBILITY.

WITHDRAWAL OF SCHOOL BUS PRIVILEGES DOES NOT RELIEVE EITHER STUDENT OR PARENT OF THEIR RESPONSIBILITY IN SO FAR AS ATTENDING SCHOOL.

DISCIPLINARY MEASURES:

All Staff Members are responsible for intervening in discipline. Any breach of the expectations, policies and procedures outlined in this agenda may result in disciplinary measures. These may include interventions such as gestures of reconciliation, restitution or the payment of damages, reflections, letters of apology, loss of school privileges, exclusion from field trips and school activities, suspensions and expulsion from the school board.

Depending on the nature of the breach of discipline, a parent may be required to meet with the school's administration.