



STUDENT-PARENT HANDBOOK 2024-2025

ÉCOLE GERALD MCSHANE SCHOOL

6111 Maurice Duplessis
Montréal-Nord, Québec
H1G 1Y6

Main Office: 514-321-1100
Email: gmcshane@emsb.qc.ca

Daycare: 514-321-1146

PRINCIPAL'S MESSAGE

Dear Gerald McShane Community,

Welcome to the start of a new school year!

This year promises to be filled with possibilities, where we will strive to create an engaging, inclusive, and supportive learning environment for every one of you. Our dedicated team of school staff is committed to fostering a love for knowledge, developing community, and nurturing the unique talents and strengths of every student.

At our school, we firmly believe in the power of collaboration, community and open communication. Parents, we invite you to join us as partners in your child's educational journey. Your involvement and support are vital to their success.

As we embark on this academic year, let us remember that education is not limited to textbooks and classrooms alone. We will foster a holistic approach to learning, nurturing the physical, emotional, and social well-being of our students. Our goal is to create a safe and inclusive space where each student feels valued, respected, and supported.

I am confident that together, we will make this year one of tremendous growth and achievement. Let us embrace the challenges that lie ahead and celebrate the triumphs that await us. Here's to a remarkable school year filled with learning, discovery, and unforgettable memories!

GENERAL SCHOOL INFORMATION, POLICIES & PROCEDURES

DAILY SCHEDULE:

PRE-K & KINDERGARTEN

Homeroom	07:55 – 08:00
Class	08:00 – 10:00
Recess	10:00 – 10:20
Class	10:20 – 11:02
Lunch	11:02 – 12:15
Class	12:15 – 13:15
Recess	13:15 – 13:35
Class	13:35 – 14:35
Dismissal	14:35

GRADES 1 to 6

Homeroom	07:55 – 08:00
Class	08:00 – 10:00
Recess	10:00 – 10:20
Class	10:20 – 11:20
Lunch	11:20 – 12:15
Class	12:15 – 13:15
Recess	13:15 – 13:35
Class	13:35 – 14:35
Dismissal	14:35

TELEPHONE NUMBERS:

SCHOOL	Phone: 514-321-1100 Fax: 514-321-1448
DAYCARE	514-321-1146
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. Please note that the answering machine is on between 11:20 a.m. and 12:20 p.m. In case of emergency contact the daycare at (514) 321-1146.

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 the 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 should 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 Gerald McShane Elementary School and who are entitled to transportation will receive, by mail, a bus pass from the School Board in August. They will also be advised as to times and locations of bus stops. **Changes to times and bus stops are not permitted to be made.** 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 parking lot between 7:30 am and 3:00 pm. Outside of those hours, when dropping off or picking up your child, parents are asked to park in a spot and not double park or park along the sidewalk in the parking lot.

Parents are also not permitted to use the school bus lane along Maurice-Duplessis at any hour of the day on any day of the week, whether there are school buses parked in the lane or not. This lane is also used for emergency vehicles, such as police cars and fire trucks, in case of emergency situations.

OUR CHILDREN'S SAFETY IS EVERYONE'S RESPONSIBILITY

SUPERVISION BEFORE & AFTER SCHOOL:

Students will only be allowed into the building at **7:50 am** when supervision begins. For the safety of your children, please ensure they are not in the schoolyard during the unsupervised times. Parents of students being picked up must ensure they are waiting at the **top of the stairs next to the bus lane**. 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).

ATTENDANCE:

Regular and punctual attendance contributes greatly to a student's success at school. As much as possible, 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 contact the school to give the following information:

- Child's Name
- Homeroom
- Reason and Length of Absence

The school encourages parents to declare and confirm their child's absences on the **MOZAIK** app. If you cannot use the MOZAIK app, 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 justified absences of three (3) 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 vacation, homework will not be provided.

STUDENTS WHO ARE ILL:

We request that your child remain at home if he/she is not well, especially if they exhibit a fever. 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.

PUNCTUALITY:

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 sitting in their homeroom by 7:55 am. 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 11:20 am**.

DAILY DISMISSAL:

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 in daycare or have tutoring or extracurricular activities after school must report to their designated location and educator/instructor/teacher for attendance. School buses will only leave once all students are accounted for.

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. Students will be responsible to catch up on the content that was taught during their absence. Students will also be responsible for any assignments or tests that they missed. Homework is **not** provided to students who are absent because of a family vacation.

EMSB SCHOOL CLOSING:

In case of inclement weather, please check the English Montreal School Board website or Social Media outlets as all announcements will be posted there. Such announcements are also emailed through School Messenger by the EMSB. Furthermore, most local radio stations will also provide this information.

Gerald McShane will also post school closures on their Instagram and Facebook platforms. Parents are therefore encouraged to follow our school's accounts to remain up to date with school events.

PHYSICAL EDUCATION:

All students are expected to participate in Physical Education classes. A note from a parent or physician is required to temporarily excuse a student from participating in Physical Education classes for medical or other reasons. 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 will result in loss of service.

HOT LUNCH PROGRAM:

Beginning in mid-September, hot lunches are available by our food supplier, the EMSB's **Le Mini Bistro**. Parents order their child's meals ahead of time online with a credit card. If any modification/adjustment is required, it is the parent's responsibility to do so. Meals that are not eaten are not stored at school.

DAYCARE SERVICES:

The school provides daily daycare services before school starts at 6:45 a.m. and after school from 2:35 to 6:00 p.m. Daycare service is also available on pedagogical days. For more information on our Daycare Program, please contact our Daycare Technician. Please refer to the Daycare Handbook on our school website for information regarding policies and procedures.

HOME-SCHOOL COMMUNICATION:

Messages to parents are placed in the student's agenda book. **Parents are asked to check their child's agenda book daily.** General messages from your child's teacher, will be found there. Parents are also urged to use the agenda book to communicate with their child's teacher. Each student will also have a communication pouch that is used to transport important documents and letters between school and home.

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-lighted place for study free of distractions. Parents should verify that their child's homework is completed on a daily basis.

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 vacation, homework will not be provided. 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. **Cellular phones are not permitted on excursions and field trips.**

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 per week 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 such as toys, trading cards, electronic devices (i.e.: phones, tablets, personal gaming devices) are not permitted in school. If such items or any other item that is deemed disruptive or inappropriate is brought to school, it will be confiscated and will only be returned to a parent.** Repeated violation of this rule will require a parent to pick up the items from the school after a meeting with the administration. The school is not responsible for personal belongings which may be damaged, lost, traded or stolen.

SALE OF ITEMS:

Students are not permitted to conduct the sale of any personal items or services on school grounds.

LOST & FOUND:

Each year, many sweaters, mitts, boots, running shoes, etc., are lost by the 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 and school bags.** Clothing not claimed by the end of the school year will be given to a charitable organization.

CELEBRATIONS:

Parents/students are **not** to bring or provide 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:

The school does **not** provide over-the-counter medications, such as Tylenol and Aspirin. 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 is 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. **It is recommended that students with long hair keep it tied while in 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 them fit to return.

ANAPHYLAXIS

Unfortunately, many students suffer from severe allergies to nuts and peanuts. Consequently, we ask that your children's recess snacks and lunches be nut / peanut free. We ask you to please read the labels carefully before putting these foods in your child's lunch box.

Please note that the school will make every effort to provide nut/peanut free snacks. However, we recommend that students with severe allergies refrain from partaking in the snack program. **Parents are reminded to warn their children with severe allergies NOT TO SHARE FOOD with other children.** To help us avoid a potentially fatal reaction, we **urge all parents** to please comply strictly with these requests. **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 one of two locations depending on the nature of the emergency. The locations are either:

- **Lester B. Pearson High School** at 11575 PM Favier, Montreal-North, or
- **Montreal-North Community Centre** next to the school at 12004 Rolland

Once at the evacuation location, parents will be contacted.

CELL PHONE POLICY:

On December 31, 2023, the Ministry of Education issued a directive that prohibits cell phone use in elementary and high school classrooms, except for pedagogical purposes **at the request of the teacher.** At Gerald McShane School, cell phones are **not permitted in school** and are not permitted on field trips. Students seen with or using a cell phone will have it confiscated for the remainder of the school day and get it back at the end of the day. Repeated violations of this rule will result in the cell phone having to be picked up by a parent only after a meeting is held with the school administration.

GERALD McSHANE - 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 will be 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 detention, 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 – IN AND OUT OF THE CLASSROOMS:

- 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.
- To move 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.

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 it.

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:

The school Code of Conduct applies to recess and lunch periods:

- 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.**

Consequences may be given for inappropriate behavior whether in school or outside of school, including exclusion from future outings.

LUNCH RULES:

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.
- Glass containers and soft drinks and sports 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 the second 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, detention, 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.

Gerald McShane Elementary 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:

***ALL garments must be plain and not have any stripes or designs on them.**

- **BLACK BOTTOMS:** Plain pants, bermudas, solid black joggers or track pants, leggings, tunic, skirt (no shorter than knee length) with no logos
- **WHITE TOPS:** Plain solid white blouse, shirt, t-shirt, turtleneck or polo with no logos. Sleeveless and crop tops are not permitted.
- **BLACK, RED or WHITE SWEATER:** Plain solid black, red or white sweater, sweatshirt or cardigan with no logos.
- **SHOES/BOOTS:** In the winter months, students are required to wear boots. They must have shoes to change into. Boots are not permitted in the classroom. Students who are unable to tie their laces should come to school with shoes which have Velcro fasteners.
- **An extra clean pair of running is encouraged during fall and spring thaw so that students do not bring mud into the building.**
- **Winter snow pants:** Mandatory for Grades PK to 3. Optional but highly recommended for Grade 4-6. Clean or dry clothes is not provided.

THE FOLLOWING ITEMS ARE NOT PERMITTED:

The following items of clothing are not permitted. If they are worn in school, the student will be asked to remove the item or change into appropriate clothing. A parent may be called to bring appropriate clothing to school for their child if necessary.

- Nylon tights (used as pants), spandex shorts or pants.
- T-shirt / tops with pictures, slogans and messages.
- Clothing that reveals midriff or sleeveless tops.
- High heels, platforms, running shoes with wheels or that make sounds, strapless and flip-flop sandals.
- Long or fake nails that can hinder their daily functioning in school activities.

THE FOLLOWING ITEMS ARE DISCOURAGED:

- Students are encouraged not to wear makeup or nail polish to school.
- Jewelry/costume jewelry should not be worn.

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

PHYSICAL EDUCATION CLASS POLICIES & PROCEDURES:

PHYSICAL EDUCATION: Black shorts or jogging pants, the school's physical education t-shirt, athletic/sport running shoes (no sneakers)

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. They must wear black shorts/joggers, the school's physical education t-shirt and running shoes (whose soles do not leave marks on the gym floor).

For outdoor activities during the winter, students must wear the appropriate outerwear (snow pants, hats, scarves and gloves). Students must also adhere to the following:

- Shoelaces must be tied.
- Long hair must be tied.
- Wear protective equipment if necessary.
- Jewelry must not be worn in Phys Ed classes.

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 Principal.

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 Main Office of any breaches to the bus safety rules outlined above.

SCHOOL BUS DISCIPLINARY PROCEDURES:

- **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. **A meeting with the school administration is required before service for the student is restored.**

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.

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, detentions, 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.

A meeting with the school administration will always be required following a suspension before a student is re-integrated into their class and the school.