

VISION

A compassionate and supportive learning community in which every child learns and achieves to their full academic potential, and grows into a compassionate and engaged citizen.

MISSION STATEMENT

The mission of Hampstead School is to become a community of lifelong learners. To this end, our aim will be:

- To build and foster strong meaningful relationships with students and parents.
- To provide a supportive environment in which students begin to acquire the skills for learning.
- To integrate students with special needs into a regular classroom environment, thereby providing an educational model based on the philosophy of inclusion.
- To provide all students, including those with special needs and those who are advanced, with the methods and materials that will enable them to learn effectively and achieve their potential.
- to embrace diverse backgrounds in a multicultural environment
- to promote continual professional development for all staff members
- to develop partnerships within the community
- to develop French language skills and an appreciation for the French language and culture that will enable students to function in Quebec Society.



Student-Parent Handbook 2019-2020

Ms. Lucy Buscemi
Principal

Ms. Donna Allsop
School Secretary

Ms. Cathy Agnello
Head of Daycare

83 Thurlow Road
Hampstead, Quebec H3X 3G8
Tel.: 514-486-6758
Fax: 514-486-7102
Daycare: 514-788-0025
hampstead@emsb.qc.ca

www.emsb.qc.ca/Hampstead
Twitter: www.twitter.com/HampsteadEMSB
Facebook: www.facebook.com/HampsteadEMSB
PPO: www.facebook.com/ppohampstead

This agenda belongs to:

Name: _____ Homeroom: _____

ABOUT HAMPSTEAD SCHOOL

Our History

Hampstead School was opened in 1925, and for decades served as a community school for the quiet and affluent residential town of Hampstead. It has since evolved into a school with a much more encompassing student population. Hampstead School now serves a broad socio-economic level of students, and is officially categorized as an inner-city English-speaking school. In addition, the school has developed a philosophy of inclusion for students with special needs, and promotes the special programs and staffing that are needed to ensure the success of such students.

In the 1994-1995 academic year, the school introduced the *Success for All* {SFA} Language Arts model, a state-of-the-art method for teaching language arts that was originally developed at Johns Hopkins University. This model benefits both advanced students and students with learning difficulties, in that all students proceed at their own pace.

Our Guiding Principles

The following list itemizes the guiding principles or beliefs that formulate the educational philosophy for Hampstead School:

- that success means different things for different students
- that reading and numeracy competency is fundamental to lifelong learning
- that the *Success for All* Language Arts model is a key feature supporting the school's mission
- that communication between parents and teachers is strongly encouraged
- that as a Core English school, we offer approximately 30% of the curriculum in French.
- that respect and understanding within a multicultural environment are fostered
- that conflict resolution and good citizenship are promoted and rewarded
- that students with special needs are integrated into a regular classroom, while following an Individualized Education Plan (IEP)
- that the family support component of *Success For All* is an important part of school life

School Hours

Yard supervision	7:40-7:50 (student must be at school on time no later than 7:50)
Call-in bell	7:50
AM Recess	10:00-10:20
Lunch	11:50-12:40
PM Recess	1:25-1:45
Dismissal bell	2:30
Bus departure	2:40

Please note that there is no supervision in the school yard before 7:40 am and after 2:40 pm. If you pick up your child, please be on time. If you are unavoidably delayed, please call to arrange for your child to be supervised by the daycare (a charge will be applied). Children should not be left in the yard unsupervised either before school or after school. Students who are not picked up by 2:40 pm will be sent to Daycare for a fee of \$11.00.

Tardiness Policy

Classes at Hampstead begin at 7:50 am. Students are expected to be punctual. Students who are late for school must report to the main office to get a late slip before going to class. Tardiness without a valid reason will be listed as an unexcused absence. **Unexcused lates** will be recorded and consequences given to students as follows:

- The first to fourth late in a month: a tardiness slip will be sent home to the parents
- Upon the fifth late: 1-day out-of-school suspension

School Office

The school office is open from 7:30 AM to 3:30 PM daily. Parents and other visitors to the school are requested to report to the office upon arrival, where they will be received and assisted by our school secretary. All visitors need to sign in – this includes parents and volunteers. Former students wishing to visit teachers or staff are permitted only during the school's lunch hour or after school. They are not permitted to visit during class time.

Inquiries and Appointments

To ensure that the educational process not be interrupted, parents are requested not to disrupt classes during teaching time. Please make appointments by sending a note to the teacher or phoning the school office. If you have any questions or concerns to be addressed to the principal, please call the office for an appointment.

Parent Participation

Governing Board: The Governing Board is a body composed of the principal, parents, staff and community volunteers who work together to ensure that all students receive the best possible learning opportunities. The Governing Board works in conjunction with the staff and parent community to attain the school's mission and goals.

Parent Participation Organization: The PPO is a body of parents working together to provide the best educational and fun experiences for our children. Members work together with the Principal, the staff and the Governing Board to provide students with an enriched environment. Parents are very much involved in our school life and their high level of participation has contributed enormously to the success of the school.

School Fees

Hampstead School fees are itemized below. Parents or guardians are responsible for payment. It is the school which is responsible for delinquent fees.

Basic Fee: \$65.00 per child (Gr. 1-6); \$95.00 per child (kindergarten)

This fee covers the cost of consumable materials. This includes the agenda, consumable worksheet costs, materials consumed by students, etc. and where possible, student activities.

School consumable supplies: \$40.00 per student

The homeroom teacher purchases the required school supplies for students whose parents have paid the supplies fee of \$40.00.

Workbook Fees: An additional fee of \$50.00 will be charged for the purchase of Math & French workbooks. These fees must be paid before students are issued their workbooks. Kindergarten students are charged \$20.00.

Lunch Fees: \$225.00 for one child, \$360.00 for a family of two or more. Students are permitted to stay for lunch under the supervision of Lunch Monitors. Children must remain on school property and respect the rules. Disregard for the rules will result in suspension from the lunch program. We encourage all children to bring a nutritious snack and lunch to school. To that end, no soft drinks please. For safety reasons, no glass containers are permitted. Microwaves and refrigerators are not available. **Please see Lunch Program rules under our Code of Conduct.**

Payment of fees:

Please note that it is the school which must meet the payroll of the supervisors and unpaid fees impact on the school budget. For this reason, we offer payment options to suit your needs. Please call the office to make arrangements with the Principal.

School Outings: The Governing Board has passed a motion to the effect that families who have not paid, or made arrangements to pay school fees, will be required to cover the school's contribution to all activities which are financially supported by the school.

Attendance, Punctuality, & Early Dismissals

Since each absence from school interferes with your child's progress, particularly in reading, attendance must be regular. It is important that your child be on time for class EVERY day. Any student who is frequently late or absent from school must bring a note of explanation, signed by a parent, guardian, or medical professional upon their return to class. If possible, appointments with doctors and dentists should be arranged after school hours, or on Professional Days. If your child is to be dismissed early, a written request is required and will be forwarded to the office by the homeroom teacher. Parents are required to report to the main office to sign their child out when leaving before the dismissal bell.

Vacations: There will be no additional homework for children leaving on vacation outside of the school calendar. Should children be away for an extended or unjustified period of time, a note will be placed in their permanent school file. Due to final exams, vacation plans are especially discouraged from mid-April to mid-June. Parents of students who will be away for an extended period of time during the school year must present a note to the office indicating the period of absence.

Emergency Dismissal

With the arrival of winter weather, parents are asked to note the following, regarding storm warnings and the closing of schools:

Notice to shut down the Board's schools, or to cancel bussing because of snow storms, will be broadcast by major radio stations and Twitter @EnglishMTL, beginning at 6:30 in the morning. If a shutdown announcement is not heard by 7:00 a.m., parents may assume that the school will remain open.

If schools are open, but weather conditions force an early closing, the shutdown will be timed around the lunch hour. Information to this effect will be broadcast beginning at about 11:00 a.m. Announcements will only be made to indicate closings. Every effort will be made to contact parents. It is important that the school is kept informed of changes in contact numbers.

Power failures, etc. may force the closure of the school during the school day. Parents are urged to plan for emergencies by arranging for a neighbor or friend to receive their child if they are at work. Your child needs to know his phone number and be aware of the emergency plan.

Should the evacuation of the building ever be necessary for safety reasons, the students will be taken to the following location:

Irving Adesky Community Center (Chalet at Hampstead Park)

30 Lyncroft, Hampstead

514-369-8260

Once at the evacuation center, parents will be contacted to be notified of the emergency. They will be asked to pick up their children. If it is late enough in the day, bussed children will be sent home on the normal school bus route and the parents of non-bussed children will be contacted.

Health

We do not have the facilities at school to accommodate children who are ill. Whenever a child becomes ill or injured, the family will be advised as soon as possible. Arrangements will be made either to send the student home or to a hospital, if necessary. If parents cannot be reached, the decision to send the child to the hospital will be made by the school. The cost of the ambulance must be assumed by the parent. Parents must take over the care of their child as soon as possible. We require an emergency contact number in case no one is available at home.

Communicable Diseases

Parents are requested to inform the school of diseases such as Scarlet Fever, Chicken Pox, Impetigo, Pediculosis (head lice) or Conjunctivitis (pink eye). Any cases of the above will be brought to the attention of the class parents by the school.

In the event of multiple reports of Pediculosis, a team of volunteers under the direction of the school nurse will check the hair of all students to limit the spread of head lice.

Pupil Medication

Please note that written permission from parents along with a copy of the prescription with written directions for use and a list of possible side effects from your physician must be sent to school, before any prescribed drugs or medication will be administered to pupils. Medication of any kind, be it prescribed or over the counter, should not be left in the hands of the students.

Epi-Pen

Children who have an Epi-Pen must have it on them at all times. Their Epi-Pen should *not* be left in their school bag, rather on their person.

School Professional Services

Hampstead School benefits from both EMSB and CIUSSS support services. Listed below are the names of our professional staff.

Psychologist	Ms. Maria Castellanos
Speech & Language Therapist	Ms. Razan Khobieh
Occupational Therapist	Ms. Erica Di Marino
Social Worker	Mr. Howard Held
Nurse	Ms. Ruth Scanlan
Dental Hygienist	Ms. Pierrette Hebert

The *Success for All* Reading Program

Johns Hopkins University originally developed the *Success for All* program, and it was first introduced to the inner-city schools in Baltimore, Maryland to improve the reading skills of students in the elementary grades. Research has shown that there is a high correlation between the failure to learn to read and the high dropout rate; thus, preventive measures must be started at an early age to ensure that students stay in school. The *Success for All* reading program is based on a 90-minute daily reading class that starts at the kindergarten level, and that includes an emphasis on writing, vocabulary, and listening comprehension. *The program has been highly effective at Hampstead School, benefitting special-needs, mainstream, international, ESL (English second language), and advanced students.* Parents and teachers have observed that early reading competency leads to marked improvement in student self-esteem and behaviour.

Homework Policy

Homework is an essential part of our school program particularly in *Success for All*. It is used to reinforce work done during class time, as well as to provide practice for new skills acquired. Parents and teachers must work together to help children develop good study habits and a responsible attitude towards homework. Every student must read aloud to an adult for a minimum of 20 minutes every night. The "Read & Respond" sheet, or the record form, must be signed by the parents nightly. Math and French homework are an important component of student success also.

Your child should have a quiet place in which to work and a regular timetable that allows adequate time to complete all homework assignments. The suggested times for the average student: K and Cycle 1 is up to 30 minutes; in Cycles 2 and 3, is approximately 60. Daily reading is strongly recommended, both as part of the SFA homework and for enjoyment.

School Uniform

The Hampstead Governing Board has approved implementation of a school uniform by which all students are required to abide. Clothes worn to school must be appropriate, comfortable and not distracting. Students deemed to be dressed inappropriately will not be allowed in class and will be sent to the office, where they will wait for a parent or guardian to deliver their uniform, or sent home (picked up by a parent/guardian) to change. The purpose of having a uniform for our children is to instill in them a sense of belonging and identity. A uniform is conducive to good behavior and reflects the serious mission of our school. It fosters a positive educational atmosphere that promotes success. We ask for parents' full cooperation in ensuring students adhere to the Hampstead uniform policy. **The administration/staff reserves the right to deem what is acceptable and unacceptable.**

Approved Uniform	Clarifications
Hampstead School polo shirt (long or short sleeve) Hampstead School t-shirt Hampstead School zip-up sweatshirt (with logo)	Students may wear any past version of the HS uniform shirt, so long as the HS crest/logo is present. The HS polo or t-shirt must be worn at all times.
Solid grey or black dress or khaki pants (no cargo pockets) Hampstead School grey jogging pants Hampstead School burgundy track pants Hampstead School burgundy gym shorts	NO jeans or denim of any color. Jogging pants, track pants, and shorts must have the HS logo/crest. NO unauthorized casual wear such as brand name track pants, yoga pants, or leggings. Leggings for girls may worn ONLY underneath the authorized school skirt. NO brand name logos or colored stitching on dress or khaki pants.
Girls may wear grey pleated skirts or jumper as provided by the uniform supplier	Skirts may be worn with solid white, grey, black or skin tone leggings or tights. Skirts must be knee length or no more than one inch above the knee.
Black or white socks, nylons or leotards	Solid colors ONLY. Torn socks, nylons, leotards or fishnet stockings are NOT permitted.
Sensible shoes that are practical for a busy crowded building, preferably black or white. Running shoes are acceptable.	Running shoes must be worn for gym classes. All footwear must be closed-toe. Boots, sandals, flip-flops, slippers, etc. may not be worn in the school.
The following are unacceptable at Hampstead School and are therefore not permitted : Excessive make-up and/or piercings; Accessories depicting drugs, violence, racism, alcohol or obscenities; Studs and/or rivets on any part of clothing or accessories; Wallet chains and long key chains.	

To contact our uniform supplier, Triangulum Uniforms, please call 514-738-6660.

Physical Education: On days when students have physical education (gym), they are expected to dress appropriately for activity. For safety reasons, students must be in proper footwear and may not be allowed to participate should they not be. Older students are also encouraged to have a change of shirt to return to class with.

Dress Code for Outdoors

Students will be outdoors throughout the school day: before school, recess, lunch, and periodically for Phys Ed. Please dress your child according to the weather. They need to be dressed for temperatures outdoors throughout the school year. Students are expected to be outdoors for up to 40 minutes at a time. Students are well enough to attend school, are expected to go outside for outdoor play.

Communication Between Home and School

Communication between parent(s)/guardians and teachers is important to ensure your child's success at school. Teachers provide feedback in a variety of ways; report cards, interviews, conferences, written notes, e-mails, and phone calls are the most common.

- Please be respectful in your communications with all staff members (threats and abuse will not be tolerated).
- Please consult your child's teacher first, as they interact with your child the most. If the problem is not solved, only then should the principal be contacted.
- Teachers are not required to supply work for personal tutors.

STUDENT CODE OF CONDUCT

Hampstead Student's Rights and Responsibilities

I have a **RIGHT** to be respected as I respect others.

It is my **RESPONSIBILITY** to listen to instructions, work quietly, raise my hand if I have a question or concern, and to complete assignments. I will cooperate.

I have a **RIGHT** to listen and be heard.

It is my **RESPONSIBILITY** not to talk, shout or make loud noises while others are speaking.

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 and consideration for others and their ideas.

I have a **RIGHT** to be safe.

It is my **RESPONSIBILITY** not to threaten, kick, punch or physically harm anyone else, and to follow the rules of this school.

I have a **RIGHT** to enjoy school.

It is my **RESPONSIBILITY** to have a good attitude and to participate in a way which helps make our school a place where others can enjoy school too.

CODE OF CONDUCT/DISCIPLINE POLICY

Students are expected to take responsibility and to be accountable for their behaviour in every aspect of school life. Our mission is to provide a safe and caring learning environment which accepts diversity, promotes cooperation and encourages mutual respect. Our goal is to help children grow to become respectful citizens. Learning is a life-long process that requires discipline and respect. Each individual contributes to the well-being and success of everyone at Hampstead. Parents play an essential role in the education of their children and have the responsibility to support the efforts of the school staff in maintaining a safe and respectful learning environment for all students.

We have developed rules for appropriate student behavior. Students have a right to receive a proper education. Students and staff have the right to work in a safe, orderly and respectful environment. The following school rules apply to all students, at all times, regardless of whether they are **in class**, in the **schoolyard**, in the **lunch program**, on the **school bus**, on a **school field trip** or part of **daycare**. Parents are asked to review the rules listed below with their children. The purpose of these rules is to promote student safety and to develop habits of self-control and disciplined behaviour. **The administration reserves the right to judge the severity of a situation and to issue the appropriate consequences.**

The discipline policy of the school is based on the premise that personal freedom is accompanied by the responsibility to respect the rights of others. Common courtesy, good manners and mutual respect are expected. The development of a sense of self-discipline in each of our students is an important aspect of our discipline policy. Discipline is meaningful when it is self-imposed or self-controlled. In order for any policy to be effective, it is necessary that the school have the support and co-operation of the parents or guardians. When it is clear that a child has acted inappropriately, he/she might be asked to stay in at recess, during lunch, or asked to do a written assignment/reflection sheet for homework. A child who is bussed home will not be kept in after school the same day. The child's parents will be contacted and arrangements made to have the child stay in another day. While the overall approach toward student behavior is positive, we believe in the use of consequences as a deterrent when assignments are overdue, or when inappropriate behavior, in or out of the classroom, has occurred.

1. **Respect for others**

- Show respect for all adults and students at all times. Respect includes courtesy, good manners, politeness, cooperation, proper tone of voice and facial expressions.
- Listen to and follow the instructions of teachers, lunch supervisors and other adults responsible for you while you are in school.

2. **Violence, Aggression and Dangerous Behaviours**

- Violence or aggression will NOT BE TOLERATED. Administration will deal directly with anyone engaged in this type of behaviour. It may result in a suspension.

Bullying (to treat others abusively, repeatedly, especially those who are less powerful) will NOT BE TOLERATED. Bullying as defined by Quebec Bill 56 means any direct or indirect behaviour, comment, act or gesture, including through the use of social media, intended to injure, hurt, oppress, intimidate or ostracize, and includes cyberbullying. Regardless of where the bullying takes place (e.g. cyberbullying occurring at home), it will be addressed by the school if the victim of the abuse feels unsafe and threatened while in school. There will be consequences to the bully as per Hampstead's Anti-Bullying Plan.

Rude = Inadvertently saying or doing something that hurts someone else.

Mean = Purposefully saying or doing something to hurt someone once (or maybe twice).

Bullying = Intentionally aggressive behaviour, repeated over time, that involves an imbalance of power.

- Physical abuse such as yelling, pushing, fighting will not be tolerated and will have consequences. These actions do not solve problems. Instead, discuss the problem with the person or ask an adult for help.
- Emotional abuse such as mocking, humiliating and ridiculing will not be tolerated and will have consequences.
- Dangerous behaviour of any kind is not permitted.

3. **Respect for Property**

- Show respect for the property of others. You must avoid tearing, breaking, and losing any schoolbooks and materials. You will be charged for damaged property. You will be asked to replace and pay for damaged material.

- Do not invade the privacy of other students. Do not go into the locker or desk of another student or any teacher without permission. Ask permission to borrow another person's pencil, eraser, etc., and return the borrowed item in good condition. Never take something that does not belong to you, that includes the lunches and snacks of others.
- Gum chewing is not permitted anywhere in the school building, on school property or on the bus.
- Jackets, boots, school bags and other items should be placed neatly in the locker area.
- Help keep the floors of the classrooms, the hallways and the schoolyard clean by putting litter in the garbage cans provided.
- When using hallway sink or the washrooms, do not throw or splash water. Remember to keep the washroom clean!

4. **Personal Possessions**

- Electronic devices such as electronic games, cell phones, pagers, i-pods, MP3s, etc. must **NEVER be used on school grounds**. These can easily be misplaced, lost or broken and the school will not assume any responsibility for them. If used on school grounds, these items will be confiscated and will be returned after a period of time to be determined by school administration. If a cell phone is required for safety reasons, the student must, upon arrival, leave the cell phone in the possession of the homeroom teacher who will return it to the student at dismissal time.
 - Occasionally, for school excursions or special events, digital cameras may be brought to school.
 - Toys and trading cards are not to be brought to school. Exceptions may be made at the school's discretion for special events such as show and tell, day before Christmas holidays, etc.
5. Students must never open any of the school doors to visitors. Visitors are to come by the front door and the office will buzz them in.
 6. Please remember that respect for the school schedule and timetable is a priority for us. Students must be on time for school. If late, they must go to the office to pick up a late slip. Frequent lates will result in a letter from the administration indicating when loss of instruction time needs to be made up.
 7. Hats, hoods, head wraps/ extra-wide head bands and caps are not to be worn inside the building. Religious head covering is exempt from this rule. Coloured hair is not permitted.
 8. Students must dress according to the Hampstead Uniform Policy.
 9. At the sound of the entrance, recess and lunch bells, students must line up and be ready to enter the building in a calm and quiet manner.
 10. Shouting at any time or running, (except during the gym period) is prohibited in the school building. Movement from class to class must be done in an orderly manner and quickly.
 11. Students registered in the Lunch Program must follow all rules which are clearly communicated to them at the beginning of the year. Failure to follow the rules will result in a suspension from the Lunch Program and parents will be responsible for making alternative arrangements for the student's lunch hour.
 12. Winter Play - For safety reasons throwing snowballs is not permitted. Consequences will follow.

Consequences for Inappropriate Behaviour- It is important that all children behave in an appropriate manner so that everyone is able to learn in an environment conducive to excellence. Personal freedom is accompanied by the responsibility to respect the freedom of others. Common courtesy, good manners and mutual respect are

expected towards peers, teachers, staff, lunch monitors and others. The development of self-discipline in each of our pupils is important. Discipline is meaningful when it is self-imposed or self-controlled. In order for any policy to be effective, it is necessary that the school have the support and co-operation of parents.

Expected behaviours are encouraged, taught and reinforced at Hampstead School. Every effort is made to guide students in a fair and consistent manner. In cases where students continue to demonstrate inappropriate behaviour, parents will be informed and involved. Consequences may include time-out, detentions, written assignments, loss of privileges, behaviour contracts, etc. In some situations, the school administration may feel that suspension is warranted and may act accordingly. **In the case of a suspension, students are not permitted to return to school until a parent has had a face-to-face meeting at the school with the principal.**

FIELD TRIP POLICY

1. Participation in Field Trips is a privilege and not a right. Any student whose behavior in class or outside the class has not been acceptable, will not be allowed to participate.
2. Students must complete all necessary forms before being allowed to participate in any outing.
3. Students who have not paid their school fees in full will not be allowed to participate in any over-night field trips or one-day field trips.
4. **The final decision to allow students to participate in any outing rests with the teachers and administration.**

The lunch hour is from 11:50-12:40. Students may remain in school for lunch, provided parents have paid the lunch supervision fee. The cost for this supervision service is \$225.00 or \$360.00 per family. It is used to cover the salaries of the lunch monitors. Lunch supervision is a complementary service offered to parents. Failure to pay the supervision fees may lead to parents being asked to withdraw their child from school at lunchtime.

Ambulance Fees and Accident Insurance

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

Lost and Found

Parents are requested to ensure that their children's clothes, boots, gloves, lunch boxes, shoes **are marked with the child's name or room number**. Clothing does get misplaced and many children have identical or similar clothing. If a child has lost or misplaced an article of clothing or a supply, there is a good chance it will be in the Lost and Found beside the lunchroom. The children are encouraged to check here for lost items. **Please take the opportunity to check the Lost & Found near the daycare when you visit the school.**

Electronic Devices

Students are not permitted to have cell phones, pagers, or other electronic devices in school. Laptops or tablets authorized by the school may be used for learning purposes. All students using such devices are automatically subject to the school's Acceptable Use Policy

Transportation

All students are expected to walk their bicycles when on school property. Bicycles must be locked and chained to the bike rack. Skateboards, scooters, and rollerblades **are not permitted** to be brought to school or used on school property. The school does not assume responsibility for loss or damage.

Parents are **not permitted** to use or park in the school's parking lot. We have only sufficient room in our parking lot for our staff. Do not let your child walk through the parking lot alone. It is not safe for children. This applies to parents of kindergarten students as well. **Please park on the school side of Thurlow Road** when dropping off your child. Stratford Road is reserved for school buses only. Hampstead security will issue parking tickets to parents who are not adhering to parking guidelines.

School Buses

Many students are transported to and from school by school bus. At the start of the school year, students are assigned by the Transportation Department of the EMSB to a specific bus route based on their address. **The students must carry his or her bus pass at all times.** We suggest attaching the pass to the child's school bag in a side pocket. Once bus assignments are made, students are expected to ride on their assigned bus. They are NOT permitted to go on a different bus. As well, if students have received a bus pass and choose to walk home, a written letter of permission from a parent is required. **Cell phones, iPads and other electronic devices are not allowed to be used on the school bus.**

The school rules and Code of Conduct apply on school buses. Bus drivers report all problems and infractions to the school administration in the form of a bus ticket. Video cameras are installed on some buses for the safety and security of students.

First offence: Letter of warning sent home

Second offence: Suspension from bus for 3 consecutive school days

Third offence: Suspension from bus for 5 consecutive school days

Fourth and every subsequent offence: Suspension from bus indefinitely (length of time determined by the principal)

Volunteering at Hampstead

It is expected that all parents are active participants in their child's school experience. That means volunteering their time with the school in any capacity they can. The PPO publishes many volunteering opportunities throughout the school year. We encourage all parents to support the students and their school by volunteering.