

GREATER GATINEAU GRIZZLIES

MESSAGE FROM ADMINISTRATION

Welcome to the 2025-2026 school year!

We are thrilled to welcome all students and families back to Greater Gatineau Elementary for another exciting year of learning, growth, and new opportunities to get involved in our great school community. We remain committed to helping every student achieve their personal best in a safe, supportive, and engaging environment.

As a proud Peace Learning Circles School, we continue to foster a culture of mutual respect, participation, appreciation, and active listening. These values guide us in creating a positive and inclusive learning atmosphere for all.

Student safety and well-being remain our top priority. Our Anti-Bullying and Anti-Violence committee (ABAV) meets throughout the school year to ensure we are actively addressing the needs of our school community. The team also develops an annual ABAV plan and works to ensure that students, staff, and families clearly understand how to recognize and report bullying concerns.

Greater Gatineau's Diversity, Equality and Inclusion committee (DEI) is dedicated to nurturing a school environment where all students feel valued, safe, and respected. If you would like to learn more about our initiatives, or have any suggestions, please reach out to the school.

Our dedicated staff continues to inspire a love of lifelong learning by providing rich learning experiences that support literacy development in both English and French, as well as strong numeracy thinking and reasoning skills. We also promote a healthy active lifestyle through a variety of student-led clubs, athletics, and our breakfast program. These initiatives help students build confidence, stay engaged, and feel connected to their school community.

Each month, we gather as a school to celebrate our collective and individual successes at our recognition assemblies. Our amazing Home and School Association also organizes fun events for students and families throughout the year. To learn more or to get involved, please reach out to gghomeandschool@gmail.com or visit their Facebook page.

Please remember to check our website regularly for updates:

greatergatineau.westernquebec.ca/

We also encourage all families to ensure the office has the most up-to-date contact information, including current address, emails, and phone numbers. This will help ensure you receive important updates such as bus cancellations/delays, school closures, or upcoming events. Please contact Ms. Amanda in our office if updates are needed.

We're looking forward to another fantastic year at Greater Gatineau! Go Grizzlies Go!

Sincerely,

Valerie Link
Principal

Graham Fleming
Vice-Principal

SCHOOL GOVERNING BOARD

On December 19, 1997, the national Assembly passed Bill 180, an act to amend the Education Act. This bill has had a direct impact on parent and staff involvement in our schools through the creation of Governing Boards.

The Governing Board is a structure for the involvement of parents and staff in the management of the school. The Governing Board has decision-making powers and will work with the principal to meet the local needs of the students and the community. The Governing Board General Assembly will be held during Open House on Thursday, September 18, 2025.

HOME AND SCHOOL ASSOCIATION

The Home and School works closely with the Governing Board in providing extracurricular activities including family celebration evenings and fundraising activities. This committee is central to building "school spirit". Parent involvement is strongly encouraged.

PARENT VOLUNTEERS

Parents are invited to play an important role in their children's education by becoming parent volunteers in the following ways:

- ❖ giving classroom support
- ❖ contributing a special talent such as offering information on a hobby or area of interest
- ❖ noon-hour sports activities
- ❖ assisting with special projects
- ❖ helping on field trips and special activities
- ❖ Parents who wish to volunteer are required to obtain a criminal record check. An application can be obtained from our school secretary.

EDUCATIONAL PROJECT

Greater Gatineau's motto is:

Every Student, Every Day, a Success in our Community.

Our mission is to develop lifelong learners in a knowledge-based society while respecting everyone's right to equal/equitable education and ensuring conditions that allow the child to reach his/her maximum potential. With this in mind, and in considering the strengths and challenges of our setting, objectives have been set to communicate to our educational community the policy orientations, the action priorities, and the expected results.

The school's Educational Project was developed collaboratively and the following school- specific objectives were determined:

- Increase parental involvement and support.
- Increase numeracy skills across all levels.
- Support our population of students with special needs.
- Increase mental health awareness and well-being.

HOMWORK ASSIGNMENTS

Regular homework teaches children a sense of responsibility and provides an essential link between home and school. Parents should be:

- Providing a quiet place for reading and doing homework
- Choosing a time when they will be available to help their child
- Asking questions about the work
- Reading the instructions along with their child if necessary and making sure they understand
- Encouraging their child by saying how confident they are that he/she can succeed
- Read and sign the agenda daily

Include homework time in your child's daily schedule along with all other activities. At home, prioritize homework. A good rule of thumb is 10 minutes per grade level (i.e., Cycle 1 Year 1 would do 10 minutes, Cycle 2 - Year 2 would do 40 minutes etc.) If your child is over the suggested limit, contact the classroom teacher to discuss.

HOME READING PROGRAM IS A PRIORITY

Please read to your kindergarten student for at least 10 minutes each night in English and 10 minutes in French.

- Cycle 1 students should be reading 10 minutes a night to an adult and have an adult read at least 10 minutes to them
- Cycle 2 students should be reading 20 minutes a night
- Cycle 3 students should be reading 30 minutes a night

PEACE LEARNING CIRCLES

Gatineau is a Peace Learning Circles School. We follow the Peace agreements, wherein the goal is to develop a positive environment that promotes human growth and learning. Throughout the year, staff members will use Peace Agreements to help build a learning community. Students will learn to use specific collaborative skills and engage in positive interaction in a safe and caring environment.

PEACE AGREEMENTS

All staff members, students and parents are asked to follow the Peace Agreements in all aspects of school life. The four agreements are as follows: Mutual Respect, Listening, Appreciations, and Participation.

1. Mutual Respect

- Showing respect for all people.
- Showing respect for other people's belongings.
- Showing respect for the environment.
- Playing in a safe manner.
- Speaking to others in an appropriate manner.

2. Appreciations




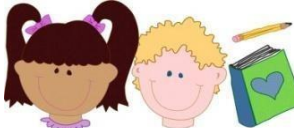
- Encourage and compliment others (no put downs)
- Be kind and helpful to those around you.

3. Listening

- Listen to others and wait your turn before speaking.
- Make eye contact with the person who is speaking.
- Use appropriate body language.

4. Participation

- Always give your best effort.
- Work together in teams.
- You have the right to pass if you do not feel comfortable/safe.

<p><u>Participation</u></p>  <p>Right to Pass</p>	<p><u>Attentive Listening</u></p>  <p>With your eyes, your ears, and your heart</p>	<p><u>Appreciations</u></p>  <p>No Put-Downs</p>	<p><u>Mutual Respect</u></p>  <p>For yourself, for others, & for things</p>
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ANTI-BULLYING PREVENTION PROGRAM

Greater Gatineau School has a strong Anti-Bullying & Violence Prevention Program (ABVP). This program helps to make school a safer, more positive learning environment.

All Students Will Follow These Four Anti-Bullying Rules:

1. We Help
2. We Include
3. We Tell
4. Don't Bully

What Is Bullying?

Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself. Bullying can take many forms, such as hitting, verbal harassment, spreading false rumors, not letting someone be part of the group, and sending nasty messages on a cell phone or over the Internet.

What Can I Do If I Think My Child Is Being Bullied?

- Share your concerns with your child's teacher.
- Talk with your child.
- Try to find out more about your child's school life

What Else Can I Do If My Child Is Being Bullied?

- Focus on your child.
- Talk to your child's teacher or principal.
- Encourage your child to spend time with friendly students in his or her class.
- Help your child meet new friends outside of school.
- Teach your child safety strategies, such as how to seek help from an adult.
- Make sure your home is a safe and loving place for your child.
- Don't blame your child for the bullying. No matter what your child does, he or she does not deserve to be bullied.
- Do not tell your child to fight back. This is not likely to end the problem and could make it worse by getting your child in trouble at school.

What Can I Do If My Child Is Bullying Others?

- Make it clear to your child that you take bullying seriously and that bullying is not okay.
- Develop clear rules for your child's behavior
- Spend lots of time with your child
- Provide opportunities for positive social interactions with family and friends.

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GREATER GATINEAU ELEMENTARY CODE OF CONDUCT for Students, Staff, and Parents/Guardians

Every Student, Every Day, a Success in our Community

At Greater Gatineau Elementary, we believe that all students and staff have the right to learn in a safe environment. Each person is expected to work towards creating a climate that is positive and productive. No person has the right to exhibit behaviours that infringe upon the rights of others. We believe that school and home share the obligation of teaching our students appropriate behaviour, a sense of responsibility and respect for themselves and others. Our Code of Conduct is required to ensure that students, parents/guardians (hereafter "parents") and staff all understand the standards we expect at Greater Gatineau Elementary School, Daycare and school outings. Students are asked to seek staff support when facing any type of conflict and we will help. The main purpose of this document is to set clear expectations for all students, staff and parents. Although no document can account for every situation that arises in a school, this Code of Conduct attempts to set clear and specific guidelines. These guidelines will be applied fairly and consistently.

The rules apply at all school-related events whether held on school grounds, including on school board transportation. The following are approaches which will be applied consistently by the Principal, or Principal's designate:

- Setting and explaining clear and reasonable expectations.
- Communication and dialogue with students and parents: ideally, all issues we face at the school level are learning experiences for everyone. The first line of intervention will always be a conversation with the student about the issue, and a learning opportunity is always the goal.
- Parents will be notified of a rule violation by their child in writing, by phone or in person.
- Parents will, as appropriate, receive written reminders to work with the school to ensure their children are meeting the expectations of the Code.
- Parental involvement for a child who continually disregards the school rules will be mandatory.
- One of the standard school-related consequences listed in the final section of the document may be applied.

Behaviours	Expectations
How We Communicate	<ul style="list-style-type: none"> - Communicate and treat others in a courteous and respectful manner and expect to be treated with courtesy and respect. - If behaviour is inappropriate, students, staff or parents will be asked to converse openly and respectfully to address the situation or seek assistance in dealing with the issues. - If a person believes they have been treated disrespectfully by a staff, student, or parent, please discuss the situation with staff or the principal. - Greater Gatineau Elementary community believes that a strong working relationship between home and school will benefit our students and therefore, parents and staff are encouraged to always find respectful solutions to all issues.
Dress Code	<ul style="list-style-type: none"> - Students, staff, and parents when volunteering at school, will dress appropriately; choice of clothing will not include or promote the following: inappropriate language, vulgarities, and racism. - Headgear (hats, bandanas, toques, hoods) are not to be worn inside the classroom, except with express permission from principal. - Staff and Administration will begin each school year by outlining at an assembly what appropriate clothing should look like. - Parents will reinforce the importance of choosing appropriate clothing. <p>The students are expected to be dressed appropriately for the weather. In winter, this means wearing a warm coat, a hat, gloves, and boots. In warmer weather a hat and sunscreen are good ideas. Dress for rain. All students benefit from a change of clothing which can be stored in their locker.</p> <p>We request that students always have both indoor and outdoor shoes at school.</p>

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Provincial and Federal legislation	<ul style="list-style-type: none"> - All students, staff, and parents are expected to abide by the laws of Quebec and Canada
Western Quebec School Board	<ul style="list-style-type: none"> - All parents, students, and staff must follow the policies of the WQSB.
Internet/ Computers/ Multimedia	<ul style="list-style-type: none"> - During class time, students will use technology for educational purposes only. - Students must always be under the supervision of school staff when using technology within the school. - Students will not access the wi-fi unless directly authorized for in-class schoolwork. - Students will not access inappropriate websites. - Students will not record or videotape others within the school or on school property or while using school board transportation unless it is supervised by staff, and it is for educational purposes. Any student, staff, or parent recording or videotaping must request permission of the persons being recorded or videotaped, and of their parents when applicable. - Multimedia is a powerful teaching tool; students and staff are expected to use it to enhance, support and enrich learning. - At the discretion of staff, students may have limited access to multimedia during non-instructional time. - Electronic devices which are designated as educational/learning aides to specific children shall not be shared with, or used by, other children unless directed to do so by staff and under staff supervision.
Cellphones/ Electronic Devices	<ul style="list-style-type: none"> - Students are not permitted to bring cell phones to school or on the bus. - Any student that needs to call/contact home will be welcomed to ask the office for support. - Students will not use portable electronic devices (i.e., handheld gaming devices, cameras, smartwatches or cell phones etc.) at school or daycare. - For more information, please see: "Phone Free Policy" below
Completion of Assignments	<ul style="list-style-type: none"> - In accordance with teacher directives, it is mandatory that assignments are to be completed to the best of a student's ability and returned on the due date. - When absent, a student is expected to make an effort to catch up missed work by checking class websites, contacting other students or the teacher immediately upon return.
Classroom Behaviour	<ul style="list-style-type: none"> - Students, staff, and any parents in the classroom will behave respectfully and in a manner that is conducive to learning. - Students will follow the school and classroom guidelines. - Our goal is for all student behaviour and attitude in the classroom positively impact the educational success of all students. More specifically, teachers can expect that students: <ul style="list-style-type: none"> • arrive to class on time • are prepared for class with all materials necessary • are attentive to the task at hand until dismissed by the teacher • show respect and consideration for others • demonstrate care and consideration for the property of others.

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Violence, Disrespect, and Bullying-Type Behaviours	<ul style="list-style-type: none"> - Please see our Anti-Bullying and Anti-Violence policy for a more detailed discussion. - Students, staff, and parents will respect individual differences and diversity - take a stand against bullying and violence. - Students should report to an adult they trust if they are being bullied or subject to violence. - Students are expected to help someone who is being bullied or subjected to violence, e.g., by telling an adult (We Help, We Tell, We Include). - Parents will watch for signs that their child may be a victim of bullying or violence or exhibiting bullying or violent behaviour. - Parents and students are strongly encouraged to report bullying and violence to teachers and/or admin. - Staff will respond seriously to all reports of bullying and violence by investigating, discussing and reporting in writing to the Principal. - Staff will foster an inclusive, safe, caring culture where students feel they can speak to staff about their concerns.
Personal Safety and Security Behaviours	<ul style="list-style-type: none"> - Possession of weapons/replicas: anything used or intended for use in causing injury or death to a person (whether designed for that purpose or not) and any replica of a weapon used for the purpose of threatening or intimidating any person are prohibited. Weapons or "weapon-like" devices of any kind, including toys, are never permitted on Western Quebec School Board property or transportation. - Violence of any kind towards others will never be tolerated. Physically or verbally abusive behaviours must be reported to the Principal immediately. - Play fighting, rough play or tackle type games are prohibited. - Intimidation - to frighten, force, discourage or inhibit using verbal or non-verbal actions in order to influence conduct - is prohibited. - Harassment - systematic or persistent verbal or physical action such as taunts, insults, annoyances, demands, etc., designed to inflict distress - is prohibited. - Threats - verbal promise or overt action fore warning trouble, worry or harm - is prohibited. - Assault - an unlawful personal attack (including menacing words or gestures), an attempt to cause injury, unwelcome physical interference with another person - is prohibited. - Vandalism - the deliberate damage or defacement of property, including school grounds, buildings, equipment, books and personal property - is prohibited. - Extortion - intimidating or threatening behaviour intended to extract money, services, or property- is prohibited. - Selling of goods and/or the exchange of money is prohibited - Bigotry - written or verbal comments which insult others because of their gender, racial origin, ethnicity, religion, or sexual orientation - is prohibited.
Leaving Property	<ul style="list-style-type: none"> - The teacher will dismiss the students at the appropriate times. - Students may ONLY leave the property when: <ul style="list-style-type: none"> • picked up by a parent or guardian • authorized school board transportation • authorized to walk/bike home • accompanied by a staff member on a school activity or event
Racism	<ul style="list-style-type: none"> - Racist language or acts will not be tolerated. Students will be suspended from school if racist language is used, or racist acts are committed.

Standard School-Related Consequences:

If a student violates the rules at Greater Gatineau Elementary, certain consequences must follow. The specific consequences will be determined based on the severity and/or frequency of the issues and will take the age of the student into account. Students and parents will be informed of the consequences students receive directly by email, phone conversation and/or meeting. Communication and Dialogue with students and parents is a priority. Preferably, all issues we face at the school level are learning experiences for everyone. The first line of intervention will always be a conversation with the student about the concern and an intervention will be viewed as a learning opportunity. Here is a list and brief description of potential standard school consequences:

1. **Reflection Room:** Think Sheets can be assigned at recess or lunch. Students are expected to bring their lunch to the designated room. The activities permitted during reflection are Think Sheet or silent reading.
2. **Academic Recovery:** To ensure students reach their full potential, we expect students to complete their assignments. Teachers may ask them to stay in during recesses to complete homework or assignments.
3. **Loss of Privileges:** As students advance from Kindergarten through to Grade 6, students can miss certain privileges - school bus transportation, permission to participate in extra-curricular activities and fieldtrips, free-time during recess and lunch, etc. Students may lose these privileges if they do not comply with school expectations.
4. **In-School Suspension:** A student may be suspended in-school. If students are suspended in-school, they will not be able to attend classes and will be involved in an alternate recess and lunch time. Students will be supervised and will be required to complete schoolwork or assigned work. Students may not be permitted to attend any school function for any reason. Refusal to observe school rules and refusal to behave properly and complete all assigned work may result in an extension of the days of suspension (Out-of-School).
5. **Out-of-School Suspension:** A student may be suspended Out-of-School up to ten days for "gross misconduct and disobedience". If students are suspended from school, they may not be on the campus or attend any school function for any reason. Failure to observe this may result in outside services being contacted to intervene.
6. **Referral to the Principal:** Students who continue inappropriate behaviour despite efforts to correct it by staff, or if a student commits a serious act that disrupts the school or endangers others, the student will be referred to the Principal. The Principal will initiate a thorough review of the student's behaviour and will determine the consequences and course of intervention.
7. **Police Referral:** Acts which are illegal under the Criminal Code of Canada should be reported to the police. This referral does not, however, forego the application of school disciplinary action for the same incident.
8. **Expulsion and Discipline Committee:** In cases of continued or extreme anti-social, disrespectful, disruptive, uncooperative or violent/illegal behaviour, the Principal will recommend to the Western Quebec School Board that expulsion proceedings be initiated by convening a meeting of a Discipline Committee. The Committee has the authority to expel a student from attending any schools in the school board for one full school year or longer, if needed.

Phone-Free Policy

To foster a focused, engaging, and socially connected learning environment, Greater Gatineau Elementary School has updated our phone policy to ensure that it aligns with the new requirements from Ministère de l'Éducation. At the elementary level, there are very few changes, but the policy aims to minimize distractions, enhance academic performance, and encourage meaningful student interactions.

Phones are not permitted by students at school, this includes being carried around (either in a pocket or in a backpack) or stored in a locker/cubby. Under special circumstances, if approved in advance by the school Administration, a student may be permitted to have a cell phone that remains off and away in their backpack if it is a necessity, for example, during a switch from one home to another.

In elementary school, phones are also not permitted to be used on school buses during transportation to and from school. This includes the start and end of each school day, along with field trips that occur during school hours.

Additionally, according to Ministère de l'Éducation policy, devices that can send or receive messages are not permitted to be used at school (i.e. Smart watches, handheld video game consoles, etc).

Enforcement and Consequences:

First violation- verbal warning and the device will be confiscated until the end of the school day. Student will be permitted to collect it before they go home & parent/guardian will be notified.

Second violation- verbal warning and device will be confiscated until the end of the school day. Student will receive detention, and parent/guardian will be notified to pick up the device. Device will be released only to a parent/guardian.

Repeated violations- Progressive disciplinary actions, including detention and/or loss of privileges.

Student Conduct:

It is the right of students and school staff to evolve in an environment that is conducive to learning and development, and in a setting that is respectful, considerate, welcoming, tolerant, secure, healthy, and inclusive in which cooperation, mutual aid, and attentiveness are shared values.

It is the duty of students to show civility at all times towards other students and school staff, respect authority and their learning environment and develop positive behaviours that favour the involvement of students in their academic success.

More specifically, students are required to:

- (1) respect the authority of school staff and the rules of the school, including those of the classroom;
- (2) act and communicate with other students and school staff in a respectful, courteous, and polite manner at all times and irrespective of the communication method used;
- (3) not commit any acts of intimidation or violence;
- (4) use a formal form of address when speaking to school staff;
- (5) use the title "madam" or "sir" to address school staff;
- (6) respect the right to privacy of other students and school staff, in particular by obtaining their consent before capturing images or recording voices, and by using social media appropriately;
- (7) be diligent and punctual by respecting in particular the applicable schedules and deadlines;
- (8) take good care of school materials, infrastructures and equipment;
- (9) Comply with the school dress code, where applicable.

Sexual Violence

The concept of sexual violence as used in the Integrated Violence Strategy includes reference to issues of sexual assault, sexual exploitation, and sexual harassment, including their various manifestations. It is anchored in a dynamic of power imbalance, exposing victims to multiple consequences and violating fundamental rights.

Source - [Contrer la violence sexuelle, la violence conjugale et Rebâtir la confiance - Stratégie gouvernementale intégrée 2022-2027 \(quebec.ca\)](#)

SAFETY MEASURES TO STOP SEXUAL VIOLENCE

To address the area(s) of concern, the following measures aimed at putting an end to all forms of sexual violence include:

- General school climate and SEL practices
- Entente with Marie-Vincent
- CCQ/Sexuality Education Curriculum and support from pedagogical consultant
- Training activities for management and other personnel include the following: Training to be provided by the MEQ.
- Anti-bullying and anti-violence training
- Guidelines on reporting any incidents of bullying or violence will be reviewed

EXTRACURRICULAR SERVICES OR IMPLEMENTATION OF THE SPECIAL SCHOOL PROJECT - PREVENTION MEASURES TO PREVENT AND STOP ANY FORM OF BULLYING OR VIOLENCE DURING THE PROVISION OF AND, WHERE APPLICABLE:

Any agreement between a school service center and a body or person as part of providing extracurricular services or carrying out a special school project for the provision of services other than educational services must be made in writing. The agreement must provide for measures to prevent and stop any form of bullying or violence during the provision of extracurricular services or implementation of the special school project and, where applicable, require that persons who would be required to work with minor students and persons regularly in contact with minor students inform the principal of the school attended by the students directly involved of any act of bullying or violence that they observe. The agreement must also require that, in collaboration with the educational institution, persons who would be required to work with minor students and persons regularly in contact with minor students complete proper anti-bullying and anti-violence training as soon as possible.

For each complaint received concerning bullying or violence and each report received relating to an act of sexual violence, the principal shall send the director general of the school board a summary report on the nature of the incident and the follow-up measures taken. The summary report concerning an act of sexual violence shall also be sent to the regional student ombudsman.

It is possible to make a report or file a complaint concerning an act of sexual violence to or with the regional student ombudsman and, for a person who is dissatisfied with the follow-up on a complaint filed with the institution, to use the complaint processing procedure provided for in the Act respecting the National Student Ombudsman.

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In the case of a complaint concerning an act of sexual violence, the principal shall also inform the student who is the victim that it is possible to refer the complaint to the Commission des services juridiques. If the student is under 14 years of age, the principal also informs their parents/guardians of that option, and if the student is 14 years of age or over, the principal may also inform their parents/guardians of that option, with the student's consent.

HANDY TELEPHONE NUMBERS

Greater Gatineau School: 819-663-4842 FAX: 819-663-1347
Greater Gatineau School Daycare: 819-663-4842 ext.3
Greater Gatineau School e-mail: greatergatineau@wqsb.qc.ca
Gatineau School Website: greatergatineau.westernquebec.qc.ca
Western Quebec School Board: 819 684-1313 or 1-800-363-9111
westernquebec@qc.ca

BUS TRANSPORTATION

Students riding the bus to and from school must follow bus rules in order to ensure safe and enjoyable ride for all. Failure to follow bus rules will result in a bus report and in-school consequences. Parents are made aware of all bus reports. Following a third report, students will receive a three-day bus suspension.

REMINDER: A student MAY NOT take another bus or get on or off at another bus stop other than at their designated stop unless prior arrangements have been made through the school office AND there are extenuating circumstances. There are fees for all requested changes and for a child that has two different bus stops. Please consult the Western Quebec School Board web site for further details. Notes sent to school requesting your child take another bus to go to a friend's house WILL NOT BE ACCEPTED.

If you have any questions or concerns about your child's transportation, please contact: transport@wqsb.qc.ca

STUDENT TIMETABLE

Greater Gatineau Timetable 2024-2025	
7:45 - 8:00	Buses arrive
8:00 - 8:05	Homeroom
9:45 - 10:05	Morning recess
11:45 - 12:35	Lunch
1:25 - 1:45	Afternoon recess
2:35	End of day
2:35 - 2:45	Departure of buses

SAFE ARRIVAL PROGRAM/PUNCTUALITY

Regular attendance and punctuality is important for a student's success. Please help us by getting your child to school every day and on time. Remember children who arrive late often miss the instructional portion of the lesson making it difficult to catch up.

- Supervision officially starts at 7:45 a.m.; no child should be on school property before this time. If a child arrives at school before staff supervision begins, he/she will be sent to daycare and the parents will be charged the morning fee. At the end of the day, children waiting at the office for parents past 2:45 p.m. will be placed in daycare and the parents will be charged for afternoon daycare.
- Students are to arrive before 7:55 am. Students who arrive after 7:55 am miss the beginning of the morning lesson. We ask that parents ensure students are ready for class at 7:55 am.
- Parents must sign in students at the office if arriving after 7:55 am for security purposes.
- By law, parents must ensure that students attend school regularly. Staff will take attendance and communicate with parents if there are concerns.

Parents are expected to telephone the school as early as possible and to leave a message if their child(ren) will be late or not attending school. The school will attempt to contact parents to verify absences. If a child is being picked-up early or after school, or not following their regular routine (i.e.: daycare instead of taking the bus) you are required to send a NOTE with your child that day and report to the office to sign him/her out. Do not leave a message on the answering machine after 1:30 pm, as we may not receive it in time.

DAYCARE SERVICE

Daycare Service

The Greater Gatineau Elementary School Daycare offers services to the school community before school hours, during lunch and after school. We also offer programs on Professional Development Days.

Our aim is to provide a safe, stimulating, and caring service for the children of those parents who require daycare service outside of regular school hours. Our program includes snack, homework club, physical fitness, group activities, cultural and art experiences, and ample opportunities to socialize.

Operating Hours

Every school day we operate from 6:45 AM to 7:45 AM before school, and 2:35 PM to 5:30 PM. On PD days we operate from 6:45 to 5:30. On holidays we are closed.

Fees

The rates for daycare are set by the Ministère de l'Éducation et de l'Enseignement Supérieur each year. Please see our website for current rates. To qualify for guaranteed daycare spot, you must register before September 30th of the current school year or take a spot vacated by another regular student. A student who attends occasionally or in the morning only will be charged a fee based on the number of periods they attend. See Website for current rates. All students who attend Greater Gatineau School qualify for the regular rate on PD days. Extra fees are sometimes charged for outings and activities. Any parent or guardian who arrives after 5:30 pm will be charged a late fee of \$1.00 per minute. Repeated late pick up may result in refusal of Daycare services for your child(ren).

ASSEMBLIES AND "STUDENT OF THE MONTH" AWARDS

The students attend assemblies once a month throughout the year. The main goal of the assemblies is to present "Student of the Month" certificates to recognize individual students' accomplishments. These assemblies also provide the opportunity to discuss safety, review rules, promote school spirit and discuss upcoming events.

These accomplishments are in the areas of: Responsibility, Inclusion, Cooperation, Kindness, Perseverance, Caring, Trustworthiness, Respect, Sportsmanship and Citizenship.

HEALTH SERVICES

The school has a CLSC nurse assigned to us. Even though she is not in the school on a regular basis, we can contact her for any issues. The local branch of the C.L.S.C. also provides a dental hygienist. Accommodations cannot be made for sick children at school. If your child complains of illness prior to leaving for school, arrangements should be made to keep him/her at home. If a child becomes ill at school, we will telephone a parent to have the child picked up immediately. If your child is too sick to go outside at recess or lunch, please keep him/her at home since supervision is not available inside. For guidance about health and social services, call 811 anytime day or night.

MEDICATION

It is the policy of the Western Quebec School Board that no medication is to be given to any student without a doctor's authorization and the written consent of parents indicating time of administration and dosage. Parental Authorization Forms are available at the school office or on the website. Medication must be delivered to the school office by a parent or guardian and must be in the original prescription bottle/container.

OVER THE COUNTER MEDICATION CAN NOT BE DISPENSED BY SCHOOL STAFF.

SCHOOL PROCEDURES REGARDING HEAD LICE

Although having head lice is not dangerous, it can easily spread. If a child is found to have lice or nits, precautions must be taken for all other children in the class. The following procedures will occur:

- 1) The parents will be notified and asked to come and pick-up their child immediately.
- 2) To minimize the risk of infecting others, all children in the family must be checked for lice and/or nits as well.
- 3) Documentation will be sent home with all children in the class informing the parents of a case found in the classroom, procedures to follow and recommended treatments.

NOTE: The school staff and school nurse will provide help to parents but if you find lice, please notify the school immediately. It is the responsibility of the parent to check their child(ren) for head lice on a regular basis.

ACCIDENTS IN THE SCHOOL OR PLAYGROUND

In the case of any serious injury, the parents will be advised immediately. Therefore, it is important that all telephone numbers are up-to-date and emergency forms must be filled out and returned to the school.

NUTRITIOUS SNACKS AND LUNCHES

Our school recognizes that children must be well fed if they are to reach their full potential. We ask parents to support our healthy eating program by sending healthy snacks and lunches following "Canada's Food Guide". Healthy breakfast snacks are available to all students each morning and our milk program runs daily.

All staff members will monitor snacks and lunches daily. Let's make "good food choices" a community effort. The Canada Food Guide can be found in the back section of this Agenda.

Some suggested snacks:

Fruits, vegetables, cheese and other dairy products, crackers, 100% fruit juices and snacks, granola bars (no chocolate coating, no peanuts).

Please do not send chips, pop or candy in your child's snack or lunch.

We do have students with severe nut allergies. Please do not send any food made from nuts or nut by-products.

OUR ENVIRONMENT

We are working on becoming an "Environmentally Conscious School". Please try and send "garbage-less" lunches and use reusable or recyclable containers. We recycle paper, plastic, metal and glass. Our cleaning products are environmentally friendly. Thank you for your help.

MISSING AND LOST ITEMS

If your child has lost anything, please ask him/her to check the "Lost and Found". These containers are emptied periodically throughout the year. Please label clothing and other items for easy identification. The school is not responsible for replacing lost, stolen, or damaged items. Articles of value, toys and collector cards should not be brought to school. Please no cell phones or electronic toys at school or on the bus. If electronics are being used at the school, the item will be taken away immediately. Parents will be called to pick it up at school.

FIELD TRIPS

School field trips are selected to enhance and reinforce learning and are part of the curriculum. No child will be allowed to participate on a field trip without the signed permission of the parent. Prior to each trip, the teacher will provide parents with details of the trip and a permission slip to be signed and returned to the school. In some cases, parents will be asked for donations if they wish to help with the fieldtrip. Parent volunteers are necessary for all field trips. A student's participation on a field trip may be refused by the school if a child's behaviour has been unacceptable. Parent volunteers must complete a Criminal Record Check, which will be paid for by WQSB once again.

LIBRARY

Your child is permitted to borrow one English book and one French book per weekly visit to the school library. Should the book be lost or stolen, there will be a fee for the replacement cost of the book. Memos will be sent out by email or kiddie mail when a book is overdue.