



École Cedarcrest School

1505 Muir, St. Laurent, Qc H4L 4T1
Tel: (514) 744-2614 Fax: (514) 744-3310
Cedarcrest Daycare: (514) 744-8180

www.emsb.qc.ca/cedarcrest

STUDENT HANDBOOK 2023-2024

RULES OF CONDUCT AND SAFETY

I have read, understood & discussed the rules of Conduct & Safety with my child and will abide by the procedures set forth in the Agenda.

Parent's Signature: _____

Child's Signature: _____

This Agenda belongs to:-

Student's Name: _____
Family Name First Name

Address: _____
Number Street Apt. City Postal Code

Home Tel. #: _____ Emergency Tel. # _____

Homeroom: _____

Mom's cell: _____ Dad's Cell: _____

LOCAL RESOURCES FOR ST-LAURENT YOUTH 6-12 YEARS OLD AND THEIR FAMILIES

IN CASE OF EMERGENCY

- Emergency (police, fire, ambulance) ☎911
- Info-Health ☎811
- Youth Protection Services ☎514-935-6196
- (Batshaw Youth and Family Centres)
- Poison Control Centre ☎1-800-463-5060
www.cchvdr.qc.ca
- Tel-youth ☎1-800-263-2266
www.teljeunes.com
- Kids help phone ☎1-800-668-6868
www.jeunessejeecoute.ca
- Suicide Action Montreal ☎514-723-4000
www.suicideactionmontreal.org
- Police neighborhood station 7 ☎514-280-0107
www.spvm.qc.ca
- Information and referral centre of greater Montreal ☎514-527-1375
www.info-reference.qc.ca

HEALTH AND SOCIAL SERVICES

- Montreal Children's Hospital ☎514-412-4400
www.thechildren.com
- Ste-Justine Hospital ☎514-345-4931
www.chu-sainte-justine.org
- Shriners Hospital for Children ☎514-842-4464
www.shrinershq.org/shc/canada/index.html
- CLSC of Saint-Laurent ☎514-748-6381

Food Provisions

- Relais laurentien ☎514-419-9333
(community based organisation with less expensive groceries)
- COCLA ☎514-748-0796
- Oasis of Saint-Laurent ☎514-747-7621
- Centre d'encadrement pour jeunes filles immigrantes
(Support Centre for Young Immigrant Women) -CEJFI ☎514-744-2252
- Centre communautaire Bon Courage de Place Benoît
(Place Benoît Community Centre) ☎514-744-0897

Clothing

- Renaissance Montréal ☎514-747-2635
www.renaissancequebec.ca
- La Boîte aux trésors (for children) ☎514-855-0659
www.friperiepourenfants.com
- Cartier Émilie ☎514-658-3126
www.cartieremilie.com

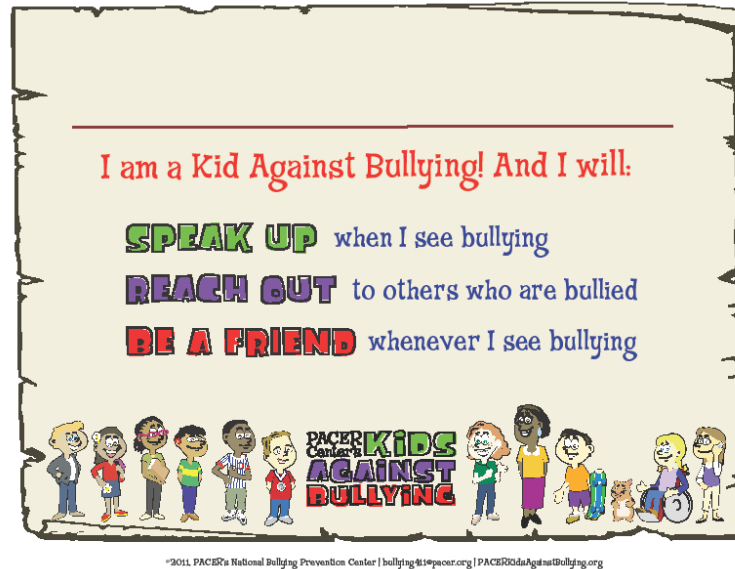
Need help with school and reading in French?

- Centre communautaire Bon Courage de Place Benoît
(Place Benoît Community Centre) ☎514-744-0897
- Allô prof ☎514-527-3726
www.alloprof.qc.ca
- J'apprends avec mon enfant ☎514-333-8886 #7244
www.japprendsavecmonenfant.org

Youth Activities

- YMCA Saint-Laurent ☎514-747-9801
www.ymcamontreal.qc.ca
- Centre communautaire bon courage de Place Benoît
(Place Benoît Community Centre) ☎514-744-0897
- Centre d'Accueil et de Référence Sociale ☎514-748-2007
et Économique pour Immigrants- CARI St-Laurent (Welcome Social and Economic Referral Centre for Immigrants-
CARI) www.cari.qc.ca
- Centre l'Unité (for youth ages 9 to 12) ☎514-744-1239
www.centre-unite.com
- Centre des loisirs ☎514-855-6110
- Library ☎514-855-6130
<http://ville.montreal.qc.ca/saint-laurent>
- Raymond-Bourque arena (ice rink) ☎514-956-2580
- Musée des Maîtres et Artisans du Québec ☎514-747-7367
www.mmaq.qc.ca
(Art Museum of Saint-Laurent)

Cedarcrest School is committed to fighting bullying!
Each student and parent in the school must sign the anti-bullying pledge.
Together, we will put an end to bullying!



I am the parent of a Cedarcrest Student! I commit to encourage my child to always respect others. I will also respect all other adults (parents and staff) of the Cedarcrest School community. I have advised my child to report any bullying to the authorities.

Parent/Guardian Signature: _____
Date: _____

Cedarcrest School is committed to ensuring that this school is a safe environment for learning.
We are committed to following our safe school action plan.

Principal's signature: _____

Message from the Principal

Dear Students and Parents/Guardians,

Bienvenue à l'École Cedarcrest School! On behalf of the entire Cedarcrest School Staff, I would like to extend our warmest welcome to the entire school community, including all our new families!

At Cedarcrest Elementary School we promote and advocate student success and personal growth in a positive learning environment. The educational community will help the students develop and succeed in their academic careers. Our goal is to demonstrate growth in the following traits: empathy, trustworthiness, respect, responsibility, fairness, caring and citizenship.

The purpose of this agenda is therefore to establish good open communication between the home and the school. We expect that you and your child will read the agenda together and appreciate its importance. Homework should be recorded daily by your child, so that you may supervise his/her work on a continuous basis. We know that regular and efficient use of the agenda by all, will result in a productive and successful school year.

"I've learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel." Maya Angelou

We are all on a journey of lifelong learning and our "attitude" will determine our "altitude". Hard work, perseverance, and commitment to your goals will ensure a bright future. Take the time to develop strong personal relationships throughout your experiences in school. These relationships will help to guide and nurture your character and personalities.

Enjoy a very successful and rewarding 2022-2023 school year. Aim high so that you can touch the sky!

Respectfully,

Mr. Otis L. Delaney

Procedures to Follow in Case of an Emergency School Closing or Evacuation

a) School Closing

If a decision is taken to close Cedarcrest during the course of the school day due to an emergency situation (power failure, no water) , you will be contacted via our school's outcall phone/email system. In the event that we need to evacuate, our students will walk to our emergency shelter location, Parkdale School, 1475 Deguire Montreal, Quebec.

b) Fire Drills and Lockdown Procedures

Fire drills and lockdown procedures are put in place to help ensure the students' safety if ever an emergency should arise. These procedures must be posted in a visible location in each classroom. Evacuation procedures and lockdown procedures are practiced throughout the school year. Child(ren) must remain quiet during these simulations.

c) School Closings due to Weather

Should severe weather conditions necessitate the closing of schools, a phone call and email will be placed to all the Cedarcrest families using the school's Messenger phone/email system. An announcement will also be made on the EMSB's website.

Rules of Conduct and Safety

1. CONDUCT

As approved by the Governing Board, the following Rules of Conduct, must be respected by all Cedarcrest students:

1.1 Rules Governing Students in the Classroom;

- a) Students are expected to follow the rules set forth by each of their teachers made known to them at the beginning of the school year.
- b) Students are expected to be attentive in class.
- c) Students are expected to behave in a manner that creates an atmosphere that is conducive to learning.
- d) Students are expected to behave in a manner that respects both their rights to a good education as well as the rights of their fellow students.

1.2 Rules Governing Students - Outdoor & Indoor

Students are expected to be dressed appropriately for outdoor play during summer, spring, winter & fall. (E.g. snow pants, boots, gloves, hats, etc.) Students are expected to play in a spirit of friendship, therefore cooperating, sharing & problem solving together. In order to avoid creating situations that pose a danger to themselves and their fellow students. The following behaviours will not be tolerated:



- a) Pushing, shoving and tripping
- b) Fighting, both physically and verbally
- c) Throwing snowballs, pieces of ice, food or other objects
- d) Playing with balls not supplied by the school
- e) Leaving the school yard without a teacher or supervisor's permission
- f) Playing with toys and electronic games brought from home
- g) Disrespectful tone & language towards peers & staff
- h) Vandalism of school property
- i) Any form of bullying including cyber bullying

Should the weather prove to be inclement (Board Memorandum of -17) including wind-chill, then recess will be **held indoors** and students are to:

- a) Remain seated at their desk in their classroom and follow class rules
- b) Speak softly
- d) Follow the rules and regulations when using the gym

1.3 Rules Governing the Entry and Exit of Students

- a) At 7:45, buses are unloaded and children proceed into the schoolyard until the second bell, at which time they line up by class. They must enter the school quietly two by two. They will then proceed to their classrooms. Students must enter by the school yard and not the front door.
- b) At recess students are to line up and to proceed in an orderly manner to exit through the designated doors.
- c) At lunch time students are to line up and to proceed in an orderly manner, to the open area.
- d) At dismissal, bus students proceed in an orderly manner to the daycare exit door and walkers exit by the parking lot door. Daycare students must report to their designated area.

1.4 Rules Governing School Outings

- a) All students must remain with their teacher and supervisors at all times.
- b) All students must follow the instructions given to them by their supervisors.
- c) Students must have returned the written consent form signed by their parents in order to participate in school outings. No EXCEPTIONS.

- d) Students must abide by the school dress code for outings.
- e) The school has the final decision to determine if a student will be participating in a particular outing.

1.5 Bus Rules



- a) All students are expected to follow the rules of conduct and safety as outlined in the School Board Transportation Policy found in the main office.
- b) Upon arrival, students must proceed directly into the schoolyard accompanied by the teachers on supervision.
- c) Upon dismissal, bus students must immediately report to their bus in a calm and orderly manner.
- d) If a bus report is given, the student will automatically receive a bus warning form from the office. If the inappropriate behavior continues or is deemed very serious, the student will receive a bus suspension for a period of time determined by the school administration.

1.6 Language

All students must be respectful towards teachers, other adults, and their fellow classmates. **Answering back and/or using inappropriate language will not be tolerated.** Students are expected to be polite and respectful at all times. We do not tolerate any form of **harassment** (actions, words or insults) towards our staff or students. It's a matter of mutual respect!

1.7 Rules Governing Extra-Curricular Activities, Daycare and the Lunch Program

Extra-Curricular Activities

- a) Students must abide by the rules as set forth by the instructor and the rules of conduct of the school.
- b) Once a student has signed up to an extracurricular activity/lunch time activity is a commitment for the duration of the activity.

Daycare

- a) Immediately upon dismissal, students from kindergarten to grade 6 are to proceed directly to the designated daycare local.
- b) Students are not permitted to return to class to pick up items.
- c) Students are expected to be respectful and follow the instructions of the daycare supervisor.
- d) Students cannot leave the room or the school without permission from the daycare supervisor.
- e) When they go to the washroom, they cannot linger in the hallways and should be accompanied by daycare personnel. They must immediately return to the daycare local.
- f) Students are not permitted to bring personal toys to daycare.

- g) Once in daycare, students are expected to complete their homework and then participate in the structured activities in a calm and orderly manner.
- h) When a student will be absent from daycare, Ms Georgia daycare technician must be **informed directly** (phone – note)
- i) The daycare technician must be informed in writing as to who will normally be picking up the child.
- j) If there is a change in routine (i.e. student must take the bus instead of attend daycare), **a written note must be sent to the daycare technician directly and all changes must be made no later than 11 a.m.**
- k) Once the parent arrives, the student is then under the parent's care.

Lunch Program

- a) Students must respect and obey all the rules as outlined by the supervisor at all times.
- b) If a child will be going home for lunch he/she must have a note from his/her parents. This note must be presented to his/her teacher upon arrival and to the supervisor at the start of the lunch period.
- c) If a child will be remaining with his/her teacher during the lunch period, he/she must have a note from the teacher.
- d) No glass bottles are permitted.
- e) Allergies- We ask that parents refrain from sending food containing peanuts/peanut butter or other nut products, for the safety and security of those students with severe allergies.
- f) Each student must clean up his own place after lunch.
- g) Please respect the **EMSB Nutrition Policy**. We strongly recommend healthy snacks & lunches (e.g. no candy, chocolate, chips, etc...)

ALLERGIES

Parents are kindly asked to refrain from sending their child to school with nuts, peanut butter and other food items containing nut or shellfish products, for the **safety and security** of those students with severe allergies.

For Birthdays and Special Occasions- NO TREATS will be accepted – this is to prevent any contact with allergens.

2. DISCIPLINE AND SUPERVISION OF STUDENTS

2.1 The moral obligation for the training of children rests first and foremost with the parents. The rules of conduct promoted in the school are meaningless without the parents' co-operation. For students to accept them, it is essential that these rules be consistent with those enforced at home. Parents will be kept regularly informed of these rules in order to ensure such consistency.

Teachers have a particular role to play in the supervision of student conduct. It is imperative that the child realize that the supervision of student conduct is an integral part of a teacher's daily workload.

For this reason you will find enclosed the "**Simplified version of the Rules of Conduct & Safety.**"

SIMPLIFIED VERSION OF THE STUDENT'S RULES OF CONDUCT AND SAFETY	
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1.	I behave in a respectful manner through my actions & my words.
2.	I play safely without fighting.
3.	I listen and follow directions given by all staff members.
4.	I take good care of my belongings and those of others.
5.	I walk quietly and in an orderly manner.

The children are expected to follow the above rules of Conduct and Safety.

2.2 Additional Support Measures

Sometimes a child may require additional support measures at school. If a particular circumstance arises, the child may be referred to one of the non-teaching professionals for additional support measures, such as the school psychologist, nurse, behavior technician or attendant. The referral will be made with parental consent as soon as the problem is discovered and for as long as it is deemed appropriate.

3. GENERAL INFORMATION

3.1 School Telephone

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 a serious or urgent matter.

3.2 Student Absences, Lates and Early Dismissal

- a) When a student is absent, the parent should notify the school before 8:30 a.m.
- b) Students are to arrive at school on time (entry bell is at 7:55 A.M.)
- c) A child reporting to school late must report to the office to pick up a late slip from the secretary. This slip must be handed to the teacher who will then record the late on the absence card.

***If a child is late 3 times in one month, a warning letter will be sent home. A meeting with a child's parents will be requested once that number is surpassed in a month.**

d) If it is necessary for a child to leave early, during school hours, then a note must be sent, signed by the parents, indicating the time the child must leave and for what reason. Students must be picked up and signed out at the office before leaving.

g) If a child is absent as a result of a planned family vacation, the parents are responsible for the work missed. The teacher will not assign specific work and is not required to help the student catch up upon their return. Please bear in mind that if a child is pulled out on non-designated holidays, he/she is also missing valuable teaching time. If the child misses too many days, he/she is at risk of not being promoted to the next level.

May and June is the End of Year Exam period for students in grades 1 – 6.

All students must be present during this period.

A medical note would be requested to justify an absence.

3.3 Assignments

- a) Students must do their work in a manner that is presentable and to the best of their ability.
- b) Workbooks and duo-tangs must be kept organized, neat and clean. Students must take pride in their work.
- c) Students must complete their homework and respect deadlines.
- d) Students must have their agenda books read and signed daily by parents/guardians.

3.4 Dress Code- PLEASE LABEL ALL ARTICLES OF CLOTHING!!!

All students must come to school clean and neatly dressed. Students from Kdg – Gr. 6 are expected to wear navy blue bottoms and white tops. If they are cold, only a navy blue sweater is permitted.

The dress code consists of the following:

- Navy blue pants, skirts, or Bermuda shorts
- Long sleeved white polo
- Short sleeved white polo
- Navy cardigan/sweater
- Dark shoes
- Outdoor shoes (shoes that students remove upon entering the building to keep the school clean)

The **physical education uniform should not be worn daily** – it is only to be worn during the Physical Education period and on field trips.

Physical Education uniform:

Grey T-Shirt with school logo

Shorts (jersey blue) with school logo

Indoor running shoes (that remain indoors – no outside wear)

N.B. Students and parents are expected to abide by this policy

3.5 Citizenship

- a) All students are expected to follow proper rules of hygiene.
- b) Excessive noise is not permitted. All students have a right to an environment that is conducive to learning.
- c) Students are not to litter the school grounds. Papers and wrappers are to be thrown in the appropriate containers. Everyone must do his/her part to keep the school clean.
- d) Chewing gum is not permitted on school grounds.
- e) Defacing personal or school property is not permitted.

3.6 Rules to Observe in the Practice of Sports

- a) All students are expected to observe the rules of the particular sport being practiced as outlined by the instructor.
- b) Students are not permitted to touch equipment without the presence of the instructor.
- c) Students may only participate in gym activities in running shoes and the gym uniform.
- d) The equipment is to be used for the purpose for which it was designed.
- e) Any student not in control of himself/herself or interfering with other students will be required to sit on the bench.
- f) Inappropriate language is not permitted.

3.7 Medication

Students **must not bring medication to school.**

- a) If parents require the office to administer medication to their child, a signed waiver and a signed doctor's prescription is necessary.
- b) In case of sudden illness, parents will be called.

3.8 Forbidden Items

The following items must not be brought to school and will be confiscated:

- any sports equipment from home
- any electronic devices (IPADS)
- weapons
- all toys and trading cards
- cell phones

3.9 Hygiene

Please keep in mind that peak periods for lice are: back to school, winter break and spring break. Please check your children's hair regularly, particularly if they complain of itching.

4.0 Prevention of transmittable infectious diseases and illnesses

Parents must inform the school if their child develops an infectious disease transmittable in the school. **Sick children with a cough, cold, fever, diarrhea, gastroenteritis, etc., are to be kept at home until they are fully recovered, in order to avoid the spreading of viruses.**

4.1 Safety

The safety of children is everyone's primary concern. The students have a right to feel safe in school. The school, together with the Cedarcrest Governing Board, has adopted a Safe School Action Plan, which guarantees this basic right. **Please note that the supervision of students begins at 7:45 A.M. and ends at 2:35 P.M.,** unless they are in the Daycare program. While in school, students are always under the supervision of an adult.

If ever a student should feel unsafe or is facing a problem, he/she is to ask for help from a staff member.

4.2 Procedures to Follow in Case of an Accident

When an accident occurs on school grounds, the teacher or supervisor is responsible for the child at the time and is to bring the child to the office. If a child cannot be moved, the teacher will send a student to summon someone from the office.

Parents are notified by phone at home or their place of work. If we are unable to contact the parents and the child requires medical assistance, he/she will be accompanied to the nearest clinic or hospital at the parent's expense.

It is imperative, therefore, that parents provide the school with an emergency phone number, medication information, medical problems and a Medicare number on the information sheet sent home at the beginning of each school year. Please remember to keep us informed of any change of phone number throughout the year.

4.3 The Presence of Visitors

Parents are asked to remain outside the school yard and not to obstruct the entrances while waiting for their children.

No parent or visitor may go directly to the classroom or wander around the hallways at any time, even if he/she is a member of a school committee or school wide event. If they need to see their child, the secretary will call the student down. **ALL Volunteers and visitors must report to the office where they will receive a visitor's pass. Our students' safety is our number one priority!**

Parents who wish to speak with a teacher are required to call the office and schedule an appointment or simply write a note in the student's agenda.

4.4 Confidentiality

Any confidential documents pertaining to the child's welfare, health or safety (ex: court orders, allergies, private assessments, etc) must be submitted to the principal who will then forward it to the teachers.

OUR SCHOOL HOURS

	Grades 1-6	Kindergarten
BUS ARRIVAL	7:45 a.m.	7:45 a.m.
CALL IN BELL	7:55 a.m.	7:55 a.m.
Morning Homeroom	7:55 a.m.-8:05 a.m.	7:55 a.m.-8:05 a.m.
INSTRUCTION	8:05 a.m. -9:05 a.m. (1-3) 8:05 a.m. -9:35 a.m. (4-6)	8:05 a.m. -9:05 a.m.
MORNING RECESS	9:35 a.m.-9:55 a.m. (1-6)	9:05 a.m.-9:25 a.m.
INSTRUCTION	9:25 a.m.-11:25 a.m. (1-3) 9:55 a.m. -11:25 a.m. (4-6)	9:25 a.m-11:07 a.m.
LUNCH	11:25 a.m.-12:15 p.m.	11:25 a.m.-12:33 p.m. (Kindergarten extended lunch)
INSTRUCTION	12:15 p.m.-12:45 p.m. 12:15 p.m.-1:15 p.m.	12:15 p.m.-12:45 p.m.
AFTERNOON RECESS	1:15 p.m.-1:35 p.m. (1-6)	12:45 p.m.-1:05 p.m.
INSTRUCTION	1:05 p.m.-2:35 p.m. (1-3) 1:35 p.m.-2:35 p.m. (4-6)	1:05 p.m.-2:35 p.m.
DISMISSAL BELL	2:35 p.m.	2:35 p.m.
BUS DEPARTURE	2:45 p.m.	2:45 p.m.

Together
may we give our children
roots to grow, and wings to fly.