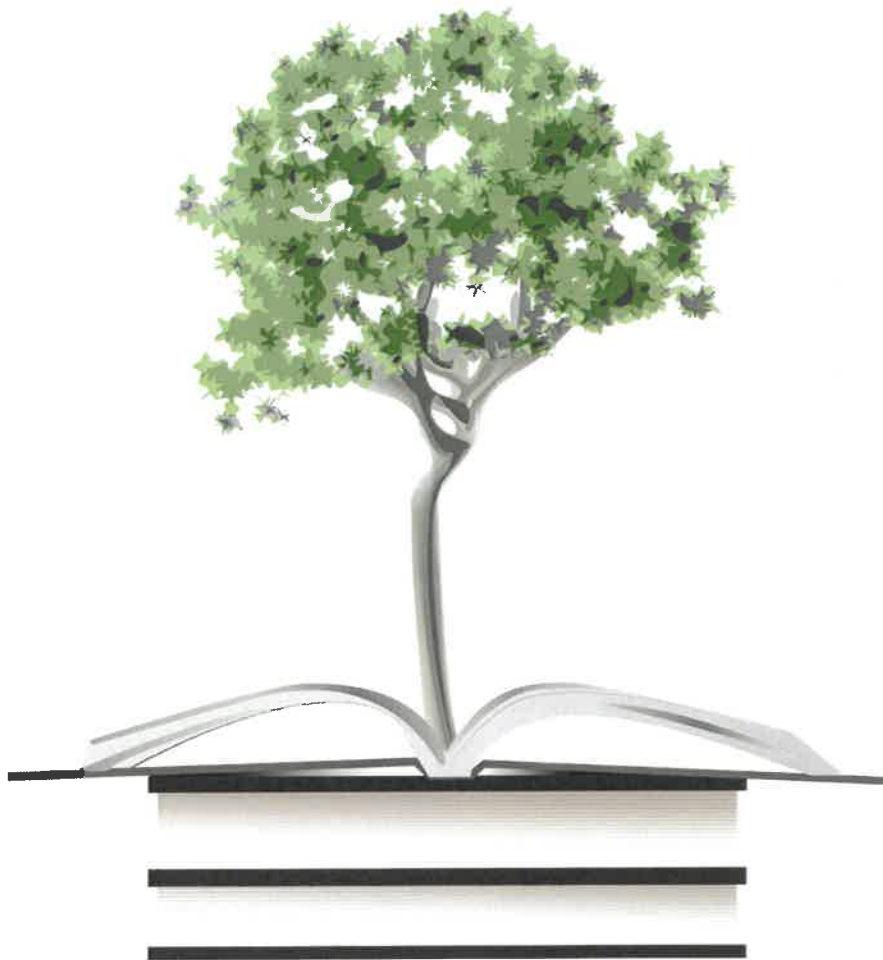


Birchwood Elementary

Parent/Student Handbook



This Handbook belongs to:

Birchwood Elementary School

1325 rue Jolicoeur

St. Lazare, QC J7T 1Z4

School: 514-798-8757 | Daycare: 514-798-8767

Dear Students and Parents,

Welcome to a new and exciting school year at Birchwood Elementary! We look forward to sharing meaningful learning experiences, special events, and fun activities with you as part of our vibrant school community.

This handbook contains important information specific to Birchwood for the entire school year. Please read the **Rights and Responsibilities** page (last page) together with your child, then sign at the bottom to confirm your commitment to our values and mutual respect.

We are dedicated to helping every student reach their full potential, take responsibility, and enjoy a positive school experience. Open communication between home and school is essential—please don't hesitate to contact us with any questions or concerns.

Wishing you a happy and successful year ahead.

School Profile

About us

- 360 students, supported by full- and part-time staff.
- Facilities: library, art room, cafeteria (Chartwell/hotmeal provided daily upon request), full-size gym.
- Daycare and a lunch program are available.
- *Français + Program*:
 - K5–Grade 4: 85% French instruction / 15% English instruction
 - Grades 5–6: 50% English / 50% French
- Outdoor learning daily (at least 1 hour a day outside, all weather—dress accordingly).
- Curriculum: Quebec Education Program.

Schedule

- Students receive their class schedule (including specials: P.E., art, library, drama) at the start of the year.
- Parents should help children stay organized, especially early in the year.

Attendance & Punctuality

- Arrive on time—late students must report to the office: sign in Binder
- To report an absence, call 514-798-8757 and send an email to their teacher before school hours.
- For special dismissals (appointments, alternate pickup), notify the teacher in advance. Sign out when you leave.
- No dismissal changes will be accepted after noon, except in cases of emergency.

Dress Code

Birchwood does not require uniforms, but students are expected to dress neatly and appropriately.

Footwear

- Two pairs of shoes: indoor (running shoes recommended) and outdoor (closed shoes, running shoes, or boots, depending on weather).
- Flip-flops and Crocs are not safe and are discouraged. Please wear closed-toe shoes that fit securely.

Clothing Guidelines

- No bare midriffs, short shorts/skirts above fingertip length, or tops with spaghetti straps.
- Outerwear must be suitable for the weather; students go outside daily for recess and lunch.
- Hats, hoods, and caps are for outdoor use only.

Physical Education

- Cycle 1–3: 120 min/week | Kindergarten: 90 min/week.
- On Phys. Ed. days, come dressed for activity—no time is allotted for changing.

Phys. Ed. Clothing

- Short-sleeved t-shirt
- Athletic shorts or pants (no jeans or dresses)
- Running shoes (indoor and outdoor pairs)
- Be prepared for outdoor PE in all weather
- A Birchwood t-shirt is required for tournaments, outings, and field trips (available for purchase at the office).

Additional Guidelines

- Shoes should be secure; students must be able to tie their laces or wear Velcro.
 - No jewelry during class.
- Send a note if your child cannot participate due to illness or injury.

Miscellaneous

Lost and Found

Label all clothing, lunch boxes, school bags, and other personal items with your child's name. Unclaimed items are placed in the Lost and Found. Periodically, unclaimed items are donated to charity—helpful for others, but a loss for your family.

School Fees

An annual fee is required for each student to help cover the cost of consumable materials. This fee is set by the Lester B. Pearson School Board and approved yearly by the Governing Board.

School Supplies

Birchwood offers a classroom supply purchasing service through Hamster. Supply lists and details will be posted on the Birchwood website at the end of June.

Textbooks & Library Books

Textbooks and library books are provided free of charge but remain school property. Students are expected to care for them responsibly. Parents will be billed for lost or damaged books. Our library technician, along with volunteers, supports the library program.

Transportation

Bussing

- Bus passes are available through the Mozaïk portal.
- If your child will not use the bus service, update Mozaïk to free seats for courtesy bussing.
- Kindergarten and Grade 1 students must be accompanied to and from their bus stop.
- Playdates or visits to friends must be arranged at home in advance and cannot involve school bus transportation. Your child can only take their assigned bus.

Bus Safety Rules

- Sit in assigned seats, no eating or drinking, speak quietly, respect the driver, and be on time at stops.
- Misconduct may result in bus reports or suspension of privileges. Three consecutive bus reports will result in bus suspension.
- Communication between home and school is essential to ensure safety and respect on the bus.

Front of School:

- Drop-off: 9:00–9:10 a.m. (**passenger side only**, single file, keep traffic moving).
- Pick-up: 3:40–3:50 p.m. (single file, keep traffic moving).
No parking or unattended vehicles in the drop-off lane. No passing.
- If accompanying your child, park in visitor spots or on side streets (respect signage).
- Students walking or biking to school should arrive no earlier than 9:00 a.m. or 1:20 p.m., as no supervision is provided before these times.

Drop-Off & Pick-Up (Daycare Hours)

- Use the daycare drop-off zone before 8:45 a.m. and after 4:00 p.m.
- At other times, use the staff parking lot.
- Never leave children unattended in vehicles.

Communication

Essential tool: *Mozaik*

What is it? The Mozaik Parent Portal is a tool made for keeping parents and schools in touch. Parents can use the portal to view their child's academic results, access report cards, and more.



How does one access it?

The portal is found at <https://portailparents.ca/accueil/en/>.

If you have a child at a Lester B. Pearson School, you can access the Parent Portal. The only requirement is that you have already provided the school board with your email address. If this is not the case, please contact your child's school and provide them with a valid email. This will be your login to the Parent Portal.

How does one create an account?

To create your account, please follow along with the following video. It is a simple matter of creating your account and then linking it to your child. Alternatively, you can use the screenshots further in this guide.

https://www.youtube.com/watch?v=cl2WoJUpRek&feature=emb_logo

School Records

- Notify the school immediately of any changes to your address, email, or phone numbers (home, work, or emergency contacts).
- Provide contact information for relatives or neighbours in case of emergencies.
- If away on a trip, leave detailed instructions and a responsible contact person.

Inquiries & Appointments

- To meet or speak with a teacher, book an appointment via email or through the School Office.
Teachers cannot leave class during instructional time for phone calls or meetings.
- To meet with the Administration, call the Office to schedule a time.

Report Cards

- 1 interim and 3 regular Report Cards
- Don't wait for formal reporting periods—contact the teacher early if concerns arise.
- Reporting dates are listed in the annual calendar (refer to the website).
- Parents are invited 2 times per year to a formal parent-teacher meeting to review student progress.

School Cancellations or Closures

- In case of weather or other closures, notifications will be sent via the school board system and media before the school day begins.
- If the school must close during the day, ensure your child knows where to go if no one is home, and provide an alternate contact on the Emergency Information form.

Safety & Security

- Go directly home after dismissal unless attending daycare.
- Practice safe street habits.
- Never accept rides from strangers.
- Access to classrooms is limited to School Board personnel, approved volunteers, and emergency responders.
- Volunteers must submit a Judicial Record check at the start of the year.
- Items for students during school hours must be dropped off at the office; staff will deliver them.
- Late arrivals must report to the office before going to class; parents are not allowed to escort them to class.
- For early pick-up during class hours, parents must sign out their child at the office; inform the teacher in writing in advance.

- Our school expects courtesy and respect from all. Intimidation, offensive language, or threats of violence will not be tolerated, in line with our Anti-Bullying & Anti-Violence Policy (available on our website).

Fire and Safety Drills

All schools must conduct fire and safety drills during the year, each lasting about 15 minutes.

- Lockdown Drill – Students and staff remain in classrooms for a set time. Procedures are reviewed in advance to ensure security during an in-school emergency.
- Fire Drill – Everyone exits the building in an orderly, quiet, and efficient manner to designated attendance points.

These drills ensure the safety of all students and staff. While some children may feel anxious, please reassure them that these practices are a normal part of being prepared. Contact the school if you have questions or need more information

Health

Please keep your child's medical information up to date on **Mozaic (under the resources tab)**.

Allergies

We are an allergy-aware school. Notify the school in writing if your child has allergies, outlining steps to take in case of a reaction.

- Students with life-threatening allergies must have completed waiver forms and carry an EpiPen at all times.
- For other allergies, EpiPens or medications are kept at the office.
- All staff, lunch monitors, and daycare supervisors receive EpiPen training.
- Please ensure all snacks and lunches are nut- and peanut-free.

First Aid, Injuries & Illness

Do not send sick children to school. We provide basic first aid for accidents or illness and will contact parents if needed. In urgent cases, we will act in the child's best interest and inform parents immediately. Any costs, including ambulance fees, are the parents' responsibility.

Medication

Staff cannot administer non-prescription medication. Prescription medication requires:

- Written parent/guardian consent on the school waiver form.
A note from home is not sufficient. A new form is required for each medication request.

All Electronic Devices and Toys

- **Not permitted at school, on school property, on field trips, in any school activities or on school buses.**
- Unauthorized use will result in confiscation; parents must pick up items from the office.
- Devices capable of taking photos/videos require staff permission; privacy laws prohibit unauthorized recording.
- No personal toys, games, trading cards, or stuffed animals unless requested by the teacher.
- Includes items attached to backpacks/lunch boxes; confiscated items must be picked up by parents.

Lunch/Daycare Program

- **Registration:** Takes place in June. Only registered children may participate and be on school property from 12:30–1:20 p.m.
- **Lunch Program:** All children are welcome. Fees and details are in the registration package. Appropriate behaviour is expected; persistent issues may require alternate lunch arrangements.
- **Absences:** If a child will not attend lunch, a parent-signed note is required.
- **Withdrawal:** Written notice to the coordinator is required 30 days before withdrawing from full- or part-time programs.
- **Contact:** Daycare office – 514 798 8767 (Mon–Fri, 7:00 to 18:00)
Hot Lunches: Provided by Chartwell Food Services. Parents must follow ordering procedures and note any schedule changes (e.g., field trips) affecting lunch.

Homework

- **Set a routine:** Schedule a regular time for homework to show its importance.
- **Create a workspace:** Provide a quiet, well-lit area with necessary materials.
Encourage independence: Let your child work alone while being available for support.
- **Monitor completion:** Check that assignments are done seriously and offer positive encouragement
- If homework is completed early, encourage reading or educational games.
- **Contact the teacher** if homework seems unmanageable.
No homework is sent for a one-day absence. For extended absences due to illness, contact the teacher.
- Homework is not provided for family holidays; encourage reading and journaling instead.

Parental Involvement at School

Governing Board (GB)

- Composed of parents and staff, the GB works with the administration on school priorities. It is mandated by the Educational Act.
- Members are elected at the Annual General Assembly (usually the first or second week of September).
- Meetings are held monthly, lasting 1–1.5 hours.

Home and School

- Composed of parent volunteers.
- Assisting with activities in and out of school
- Organizing special events
- Fundraising
- School beautification
- Monthly Meetings

Volunteers

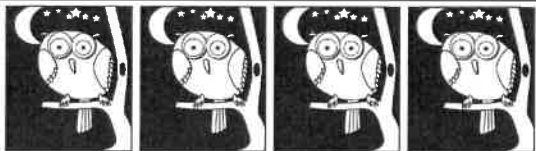
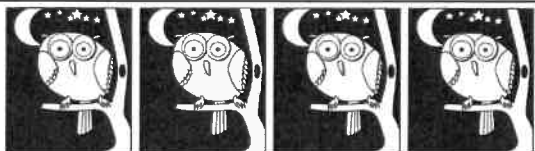
- Parent volunteers are essential for classrooms (upon teachers' requests) and school activities.
- ***A Judicial Record check (valid for 3 years) must be submitted and approved.***
- Your support helps enhance the educational experience for all students.

OUR CODE OF CONDUCT

At Birchwood, we focus on the positive actions and behaviours of students and staff. Our school values guide us in unpredictable situations, as rules cannot cover every circumstance.

To maintain a safe and enjoyable learning environment, rules and regulations apply to all school contexts and grade levels. Students are taught the underlying values of the “Code of Conduct” and their connection to “Rights and Responsibilities,” fostering self-discipline and responsibility.

To protect everyone’s rights and ensure a quality education, students must follow the Code of Conduct. Failure to do so will result in disciplinary consequences applied according to the severity and frequency of the infraction.

Examples of Respectful Conduct include	Examples of disrespectful and unacceptable conduct
	
Being on time and ready to learn	Not taking responsibility for learning
Walking quietly in hallways	Throwing dangerous items, including snowballs
Appropriate washroom use	Name-calling and or swearing
Seated quietly for lunch	Harassment or bullying
Respectful language	Teasing
Non-contact play	Violence of any kind, including rough play, threats or retaliation,
Playing in designated areas only	Being in the school unsupervised
Including and welcoming others	Defying reasonable requests made by teachers or adult supervisors
Sharing equipment and taking turns	Leaving the school grounds at any time without parent or teacher permission
Removing our hats in our building	Vandalism of any kind
Dressing appropriately and wearing shoes suitable for daily physical activity	Wearing clothing that advertises substances illegal for elementary students, or uses inappropriate language or content
Leaving gum and junk food at home	
Leaving toys and personal electronics at home	

Rule	Reason	Possible Consequences
No Aggression (physical or verbal aggression, intimidation)	Violence is not acceptable in society. Everyone must feel safe and respected for a calm and secure environment.	Verbal warning, note in agenda, reflection, loss of recreation privileges, parents contacted, principal involved, police involved (depending on frequency/severity)
No Racial or Discriminatory Comments (based on gender, race, religion, or other personal characteristics)	Discrimination or hurtful language is unacceptable; everyone deserves respect and inclusion.	Verbal warning, reflection, parent contacted, loss of privileges, principal involved, possible suspension depending on severity
No Defying Authority (adults, bus drivers, volunteers, peers in responsibility roles)	To ensure the school runs efficiently and calmly, students must respect adults and follow instructions.	Verbal warning, reflection, loss of recreation privileges, parents contacted, principal involved, suspension (depending on frequency/severity)
Respect Property (vandalism, stealing, destroying property)	Respecting property is essential for community living and is required by law.	Loss of recreational privileges, parents contacted, restitution, community service, principal involved, police involved (depending on situation)
Schoolyard Behaviour (no pushing, shoving, name-calling, bullying/harassment)	Everyone should feel safe; respectful behaviour allows for more enjoyable and longer play periods.	Separation from friends, reflection with adult supervision, loss of recreation privileges, parent contacted, principal involved (depending on behaviour)
Hallway Behaviour (file on the right, indoor voice, no running, no talking during class hours)	Smooth transitions and quiet hallways show respect for those working in classrooms.	Reflection, practice of correct behaviour under adult supervision, parent contacted, principal involved.

Note: Consequences are applied based on the severity, frequency, and circumstances of the behaviour. The principal reserves the right to suspend a student immediately if necessary.

I AM A BIRCHWOOD STUDENT

My House is:



Birchwood Elementary School

Please read and review these statements with your child.

Students' Rights and Responsibilities

- **I have a right to learn and grow.**

Responsibility: Listen to instructions, work quietly, raise my hand with questions, complete assignments, cooperate, participate, and do my best.

- **I have a right to hear and be heard.**

Responsibility: Respect others by not talking or making loud noises while they are speaking.

- **I have a right to be respected as an individual.**

Responsibility: Treat others with respect, avoid teasing or hurting feelings, and value others' ideas.

- **I have a right to be safe.**

Responsibility: Follow school rules and never threaten or harm anyone physically. Use social media responsibly and never engage in online bullying.

- **I have a right to privacy and personal space.**

Responsibility: Respect others' property and privacy.

- **I have a right to enjoy school.**

Responsibility: Maintain a positive attitude and behave in a way that allows others to enjoy school too.

AS A STUDENT OF THIS SCHOOL, I AM RESPONSIBLE FOR MY LEARNING AND ACTIONS.

Student signature: _____

Parent signature: _____

