

PHILIP E. LAYTON SCHOOL

PROCEDURES AND INFORMATION FOR STUDENTS AND PARENTS

2024-2025

This document has been approved by the administration of Philip E. Layton School and the Lethbridge-Layton-Mackay-Rehabilitation Centre (RPSS program) as well by the members of the Governing Board. It is intended for all students and parents of Philip E. Layton School. It includes all relevant procedures and information pertaining to daily activity. It takes into account all the different abilities and challenges of the student population and is submitted with the most respectful intent. It goes without saying that respectful interaction between parents and school personnel will further advance and ensure the children's well-being. We are all working as partners for the health, safety and well-being of your child.

Philip E. Layton School
Procedures and Information for Students and Parents
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1. BUS RULES

All pupils are expected to follow the rules of conduct and safety measures found in the School Board Policy and Procedures Manual pertaining to transportation. Please note that should issues arise with transportation, the school, bus company, school board and parents will work together to address said issues until a suitable resolution is found. Parents should be advised that if a situation puts their child or any other student at risk (safety is compromised) the bus companies may suspend bus services. If this were the case, the responsibility of transporting the student to school would become the parents.

2. CELL PHONES

Communication via cell phone (voice or text) between parents and staff members is not permitted. Please use the communication book, school telephone or email.

3. CITIZENSHIP

All pupils have a right to an environment that is conducive to learning. Students have the responsibility to keep their belongings and personal space clean to the best of their ability. They are expected to be respectful of their teachers, peers and all other staff members they work with.

4. CONDUCT

4.1 Rules in the Classroom (only if applicable to your child)

- i. All pupils are expected to follow the rules set forth by each of their teachers at the beginning of the school year and be attentive in class.
- ii. Pupils are expected to behave in a manner that creates an atmosphere that is conducive to learning.

4.2 Rules of Conduct and Safety during Recess and Physical Education (only if applicable to your child)

Pupils are to play in a spirit of friendship, hence cooperating, sharing and problem solving together, in order to avoid creating situations that pose a danger to themselves and their fellow students. The following are strictly prohibited:

- i. Pushing, shoving and tripping
- ii. Fighting, both physically and verbally
- iii. Disrespectful tone and language towards peers and staff
- iv. Vandalism of school property.

4.3 Rules for the Entry and Exit of Pupils (Dismissal Procedures)

- i. As of 8:00 a.m., buses begin to unload, and students proceed into the school. Parents bringing children to school must remain with their child until 8:00 a.m.
- ii. At the end of lunch time (12:40 p.m.) pupils return to their classrooms.
- iii. At 2:40 p.m., pupils are brought to the dismissal area by one of their teachers in an orderly manner.
- iv. At 2:45 p.m. parents picking up their children should meet them at the cafeteria door. Students will be dismissed once the bell rings.

4.4 Rules for School Outings (only if applicable to your child)

- i. Pupils must remain with their supervisors at all times.
- ii. Pupils must follow the instructions given to them by their supervisors.
- iii. Pupils must have written consent from their parents to participate in school outings.

5. DISCIPLINE AND SUPERVISION OF PUPILS (only if applicable to your child)

Pupils are expected to follow the school rules. If misbehaviour persists after many attempts from the classroom teacher to try to contain or deter the behavior, a consultation will be scheduled for a case discussion where the education and rehabilitation personnel including, the social worker, the psychologist, nurse, educators and or PAB's will meet to address the behaviours of concern. Parents will be advised of any behaviour plans that will be implemented or if the school team deems it necessary to make a referral to an outside organization.

6. DRESS CODE

All pupils must come to school clean and neatly dressed. Students are reminded to wear running shoes and comfortable clothing on the days when they have physical education.

Please bring in 2 towels and 2 bathing suits. One set will be left in school while the other will be returned for washing. Kindly provide enough bibs for the week. Soiled bibs will be returned home for washing. Please provide a change of clothes for your child.

7. HOMEWORK ASSIGNMENT (only if applicable to your child)

Pupils who have homework assignments must do their work in a manner that is presentable and to the best of their ability. They must take pride in their work and complete all homework assignments.

8. LUNCH PROGRAM

Parents provide all snacks, drinks and lunch for their child. Note that all warm foods should be placed in a thermos. Please ensure lunch containers are labelled.

Allergies: Parents are asked to please avoid sending all types of nuts, peanut butter and foods containing nut products for the safety and security of those students with allergies.

9. PROCEDURES TO FOLLOW IN CASE OF AN ACCIDENT

When an accident occurs on school grounds, the adult responsible (teacher on supervision or PAB or daycare educator on supervision) will bring the child to the nurse's station. If the child cannot be moved, the nurse will be called to go and attend to the child.

- i. Parents are notified, if necessary, by phone at home or their place of work.
- ii. If unable to contact the parents and the child requires medical assistance, they will be accompanied to the nearest clinic or hospital. Please note that the school will not assume the cost of the ambulance.

It is imperative that parents provide the school with an emergency phone number, medication information, medical conditions and an updated 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 health status and or phone number throughout the year.**

10. PUPIL ABSENCES AND LATENESS

- i. When a pupil is absent or will be late, parents should notify the school before 8:25 a.m.
- ii. Parents dropping-off children should do so before 8:30 am.
- iii. Parents dropping-off children after 8:30 am must use the intercom inside the main entrance to call the office. A staff member will accompany the child to class.
- iv. If it is necessary for a child to leave early, a note must be written in the communication book indicating the time of pick up.
- v. Parents are to notify the bus company when their child will not be taking the school bus. Requests to change the regular bus route must go through school administration.
- vi. Please note that parents are responsible for work missed should they take their child out of school for a vacation. Teachers may provide parents with the objectives to be covered but are not required to assign specific work or help the pupil catch-up.
- vii. If your child is normally picked up by parents or another designated adult and you wish for your child to take the bus home, please indicate this change in writing in your child's communication book and follow it up with a phone call to the office. The same is true if your child takes the bus home

every day. If you or another designated adult will pick your child up, please indicate this change in writing in your child's communication book and follow it up with a phone call to the office.

- viii. When parents come to the school building for any other purpose other than student drop off or pick up, they are not authorized to enter the classroom during school hours. Any message for the teacher should be transmitted to the school secretary. This is to ensure the safety and security of all students.

11. SAFETY

While in school, the safety of children is everyone's responsibility. The students have a right to feel safe in school. Please note that the supervision of pupils begins at 8:00 a.m. and ends when the last bus has left the school at approximately 3:05 p.m. While in school, pupils are always under the supervision of an adult (education, daycare and/or rehabilitation staff). From 8:30 am to 2:45 pm, classes are in session.

12. VISITORS AND VOLUNTEERS

Volunteers and visitors must report to the administrative office on the second floor. Common changing areas and student bathrooms are to be used by authorized personnel only. Wandering in the school hallways is not permitted.

13. REHABILITATION PROGRAM IN SPECIALIZED SCHOOLS (RPSS)

The RPSS team of the MAB-Mackay Rehabilitation Center provides the rehabilitation, nursing, and PAB services to both schools. All services are compliant with Accreditation Canada standards and abide by CIUSSS Centre-West protocols and policies.

I. Rehabilitation services

Children followed by the RPSS team are seen for regular sessions (weekly or monthly), on a punctual basis or on consultation. Frequency of services is based on clinical reasoning, functional goals and consider the rehabilitation resources available. The school and the RPSS teams work together to offer a therapeutic environment in which therapy goals and strategies are generalized to the classroom setting. Additional information can be found in the RPSS Welcome package sent out every September.

II. Nursing services

Due to the medical fragility of some of our students, we ask all parents to be sensitive and cooperative, and if at all possible, to not send their child to school if he or she seems generally unwell.

- i. Medications administered at school are only those that cannot be given at home (for example a medication that requires a mid-day dose, or a medication that is given at the onset of a seizure).
- ii. In the case of a medication administered at school, the medication has to have been prepared by a pharmacist and sent to school in the original container, on which a valid prescription is present.
- iii. If your child has symptoms of gastroenteritis or pneumonia, please keep your child home until they have been symptom free for a minimum of 48 hours. We reserve the right to send your child home if he or she appears ill or has returned to school too soon.
- iv. If your child has a temperature above 37.5 it is considered a fever. If your child arrives at school with a temperature, we will call you to pick him or her up. Your child needs to be fever free for 24 hours before returning to school.
- v. If your child is taking antibiotics, he or she needs to have been on the antibiotic for a minimum of 24 hours and be symptom free before returning. Please advise the nursing team when your child has started the antibiotics.
- vi. Please note that if the nursing team assesses your child to be too sick to remain in school for the rest of the day or too sick to be placed on the school bus at the end of the day, we will contact you to pick up your child. If your child's condition deteriorates prior to your arrival, the nurse may be under professional obligation to call an ambulance. Please rest assured we will accompany you and your child through this process.
- vii. Parents are required to advise the school immediately if their child contracts any communicable disease such as but not limited to: scabies, chicken pox, whooping cough and any influenza like symptoms.
- viii. Finally, if your child's medical condition changes in any way; you are to notify the nurse to enable her to update your child's file. Such a case would be a change in medication, a hospitalization, new diagnosis, or a change in doctor's recommendation.

III. PAB services

The Rehabilitation Program in Specialized Schools (RPSS) includes a team of dedicated Préposés aux Bénéficiaires (PAB) or Patient Assistants. Their role is to provide all the necessary daily care functions (dressing, feeding, toileting) for those children who need assistance during the day. PABs can equally be involved with supporting your child's mobility around the school or facilitating your child's participation in the pool or on field trips. The PABs are an integral part of the RPSS team.

Please check the classroom communication book regularly to ensure you receive necessary information (i.e. need for diapers, wipes, change of clothes), and please use it to communicate any changes to your child's routine (toileting, feeding, etc).

School Hours
AM: 8:30 – 11:50
PM: 12:40 – 2:45

Daily Schedule	
8:00 to 8:30	Breakfast Program
8:30 to 8:35	Homeroom
8:35 to 9:05	Period 1
9:05 to 9:35	Period 2
9:35 to 9:50	Recess
9:50 to 10:20	Period 3
10:20 to 10:50	Period 4
10:50 to 11:20	Period 5
11:20 to 11:50	Period 6
11:50 to 12:40	Lunch
12:40 to 12:45	Homeroom
12:45 to 1:15	Period 7
1:15 to 1:45	Period 8
1:45 to 2:15	Period 9
2:15 to 2:45	Period 10
2:45 to 3:05	Dismissal

Seeing as busses are shared between Philip E. Layton School, Mackay Centre School and Westmount High School, dismissal begins at 2:40 in order to minimize the students travel time.

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I have read and understood the *Procedures and Information for Students and Parents* booklet and if applicable, have discussed it with my child.

Name of Student: _____

Signature: _____

Date: _____