

PHILIP E. LAYTON SCHOOL

PROCEDURES AND INFORMATION FOR STUDENTS AND PARENTS

2026-2027

This document has been approved by the administration of Philip E. Layton School and the Lethbridge-Layton-Mackay Centre (RPSS program) as well as by the members of the Governing Board. It is intended for all students and parents at Philip E. Layton School. It includes all relevant procedures and information pertaining to daily activity. It considers 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 students' well-being. We are all working as partners for the health, safety and well-being of your child.

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1. BUS RULES

All students 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 such 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 child to school would become the parents'.

2. CITIZENSHIP

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

3. CELL PHONES

Students may not use cell phones at school. Should students have one in their possession upon arrival at school, it must be left in their school bag for the day. The school is not responsible for the loss or damage of personal belongings.

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

4. CONDUCT

4.1 Rules in the Classroom (if applicable)

- All students are expected to follow the rules set forth by each of their teachers and be attentive in class.
- Students are expected to behave in a manner that creates an atmosphere that is respectful and conducive to learning.

4.2 Rules of Conduct and Safety during Recess and Class Hours

Students are to play in a spirit of friendship, hence cooperating, sharing and problem solving together to avoid creating situations that pose a danger to themselves and their fellow students. The following are not acceptable:

- Pushing, shoving and tripping with the intent to hurt
- Fighting, both physically and verbally
- Disrespectful tone and language towards peers and staff
- Vandalism of school property

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

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

4.4 Rules for School Outings (if applicable)

- Students must remain with staff at all times.
- Students must follow the instructions given to them by staff.
- Students must have written consent from their parents to participate in school outings.

5. DAYCARE SERVICES

Parents requiring after-school daycare services should contact their local school. Once your child is registered for daycare, please inform Mackay Centre School administration. We can help facilitate transportation from Mackay Centre School to your local school.

6. DISCIPLINE AND SUPERVISION OF STUDENTS

It is important that the school and home be consistent in reinforcing the same messages of proper behaviour. We ask parents to become our partners in enforcing the following school rules:

- Students behave in a respectful manner and use their words and not their hands.
- Students play safely without fighting.
- Students listen and follow directions given by staff members.
- Students take good care of their belongings and those of others.
- Students walk quietly and in an orderly manner.

Students are expected to follow the school rules. If misbehaviour persists, a consultation will be scheduled for a case discussion where the education and rehabilitation team will work with you to develop a plan involving your participation and consent for all measures put in place.

With the introduction of Bill 56 in June 2012, schools across Quebec have been working to adopt a long-term strategy to prevent and better respond to occurrences of bullying and school violence. An essential part of this strategy is the development of an individual school action plan that outlines policies and practices and favors evidence-based interventions designed to promote a positive school climate with the collaboration of various stakeholders. Because all members of the school community contribute to making our schools safer, it is important that families be well informed. We invite you to learn more about our safe school action plan by viewing it on our school website.

7. DRESS CODE

All students must come to school clean and neatly dressed. **Students must wear running shoes and comfortable clothing on the days when they have physical education and /or swimming classes. On all other days, students must wear closed toe shoes with socks for their safety (when applicable).** Parents are reminded to label their child's school clothing (outer wear and sweatshirts in particular).

8. HOMEWORK ASSIGNMENT

Students 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.

9. LUNCH PROGRAM

**Please refrain from sending your child to school with snacks or lunches that contain:
PEANUTS, NUT PRODUCTS, SEAFOOD, RAW EGG**

We realize this is inconvenient for some families. However, when an individual's life is at risk, eliminating these items from lunches and snacks is necessary. We ask your help in making our school a safer place for all students with severe reactions to certain allergens.

10. STUDENT ABSENCES AND LATENESS

- Parents dropping-off students should do so before 8:30 am.
- Students arriving after lunch hour should have already been fed their lunch.
- Parents dropping-off students after 8:30 am must use the intercom inside the main entrance to call the office. A staff member will accompany the student to class.
- Parents must enter absences, lates and early dismissals in Mozaik before 8:25 a.m. or call the school office.
- If a student is usually picked up by a parent or another authorized adult, and there is a change on a specific day requiring the student to take the bus home instead, parents must call the school office to confirm.
- Similarly, if a student normally takes the bus home and a parent or designated adult plans to pick them up on a particular day, parents must also call to the office.
- Parents must notify the bus company when their child is not taking the school bus. Requests to change the regular bus route must go through school administration.
- 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 student catch-up.
- 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

Students and staff have the right to feel safe at school. The safety of students is everyone's responsibility. Supervision of students begins at 8:00 a.m. and ends when the last bus has left the school (approximately 3:00 p.m.). While in school, students are always under the supervision of a staff member (education and/or rehabilitation staff). Classes are in session from 8:30 a.m. to 2:45 p.m. Please understand, teachers are attending to the needs of their students. Parents must refrain from contacting the teacher directly during this time. The best tool for communication is the communication book at your disposal.

12. PROCEDURES TO FOLLOW IN CASE OF AN ACCIDENT

When an accident occurs on school grounds, the adult responsible will take the student to the nurse's office. If the student cannot be moved, the nurse will be called to go and attend to the student. Parents are notified, if necessary, by phone at home or at their place of work. If unable to contact the parents and the student requires medical assistance, they will be accompanied to the nearest hospital. Please note that the school will not assume the cost of the ambulance. It is imperative that parents complete the information sheet sent home at the beginning of the year and apprise the school of any changes to this information.

13. TOYS

Personal electronic devices and toys are not permitted during school hours. They must remain in the student's school bag throughout the day.

14. VIOLENCE

Please note that any aggressive or violent behaviour will not be tolerated.

15. 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.

16. Rehabilitation Program in Specialized Schools (RPSS)

The RPSS team of the Lethbridge-Layton-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

Students 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 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 possible, to not send their child to school if they seem generally unwell.

- 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).
- In the case of a medication administered at school, the medication must have been prepared by a pharmacist and sent to school in the original container, on which a valid prescription is present.
- 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.
- 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 must be fever free for 24 hours before returning to school.
- If your child is taking antibiotics, they need 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.
- Please note that if the nursing team assesses your child as 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.
- 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.
- Finally, if your child's medical condition changes in any way; you are to notify the nurse to enable her to update your student's file. Such a case would be a change in medication, a hospitalization, a 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 students 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).