



**August 31, 2011: SES Welcomes You Back To School!**

SES Staff:

***Teaching Staff***

Glen Faucher - PE & Engine Room  
Doug Mooney - Resource & Cycle 1  
Tracey Rivette - Music  
Chantal Yargeau - FSL & PE Cycle 1 & Engine Room  
Sonia Beaudoin - Kindergarten & Early Intervention  
Daniele Loubier – Kindergarten & Cycle 1  
April Spingle - Kindergarten  
Dana Gillam - Kindergarten  
Chantal Frechette - Cycle 1  
Mary-Pat Hickey - Cycle 1 & PE & Early Intervention  
Norm Marsh - Cycle 1 & Early Intervention  
Lynda Banks - Cycle 1 & Early Intervention  
Nancy Cameron – Cycle 1, Cycle 2 & Early Intervention  
John Therrian - Cycle 1  
Lisa Eryou – Cycle 2 & Morning Fitness  
Celine Lecompte - Cycle 2 & Visual Arts  
Jessica Young - Cycle 2  
Isabelle Goulet - Cycle 2 & Morning Fitness  
Tia Rousseau - Cycle 2  
Jenny Palik - Cycle 3  
Brigitte Struthers (Emmanuelle Gaudet) - Cycle 3  
Catherine Baril - Cycle 3  
Jeanne-Mance Fortin, Cycle 3 & Resource  
Anne Lawton - Cycle 3  
Marc Ghilarducci – PE, ERC & Engine Room

***Office Staff***

Doris Dohler, School Secretary  
Donna Morrill, Secretary  
Anastasia Christodouloupoulos, Vice Principal  
Peggy McCourt, Principal

***Supervision***

Christine Mosher  
Anne Buzzell  
Karen Shank  
Ken Raban  
Sandra Gagné

***Cafeteria Services***

Kristine Buote  
Suzanne Neveu

***Building Caretaking & Maintenance***

Bill Tebby, Caretaker  
Julie Lowe, Maintenance  
June Hodge/  
(Annie Vaillancourt)

***Daycare***

Kim Philip  
Jean Harrison  
Dolores Conway/  
(Jeanne Champagne)  
Ann Buzzell  
Sandra Gagné  
Christine Petterson  
Karen Shank  
Suzanne Neveu

***SET/HSA (Aid to Students)***

Sue Coté  
Evelyn Rose  
Patrick Gauthier  
Tony Ord

## **IMPORTANT INFORMATION...PLEASE READ CAREFULLY...**

SES “Spirit Bracelets”: New this year, each student at SES will receive a ‘welcome to SES’ bracelet. Students will choose a bead for each year they have completed at SES to add to their bracelet. At the end of the year, each student will receive a new bead for having completed the year. Special beads will also be awarded for specific participation and achievement in various school activities. More details will be confirmed in the near future. While we encourage students to wear their bracelets with pride, we ask that the bracelets not be worn on days where the student has PE or other athletic activities. The bracelets will also be the student’s responsibility and unfortunately we will not be in a position to track or replace lost or stolen beads or bracelets. It is our hope that this will be a fun and rewarding experience for all. We extend heartfelt thanks to PPO parent volunteer, Dolores Conway, who strung the SES beads over the summer.

“Get Moving Mornings”: Also new this year, we will begin each morning arrival with the entire school engaging in a 10 minute physical activity before entering the school. In addition to improving physical fitness and well-being, brain research is showing high connections between physical activity and concentration and learning. Physical activity is not only good for the body, but for the mind.

Building Renovations: You may have noticed signs of renovation in the school. We are in the process of having all our student bathrooms completely rebuilt, the first floor is being rendered fully handicapped accessible, and our South Parking lot is having desperately needed leveling and resurfacing. Unfortunately, these renovations are continuing into the school year. Please be assured that every effort is being taken to ensure safety for our students during this time. As such, a number of services have been relocated while others have been postponed.

Daycare services have been relocated within other areas of the school and until further notice, the front door must be used as the Daycare Entrance. In the best interest of overall security for our students, we ask that parents wait at the front entrance where either a staff member will receive you or you can report directly to the office. Additional staffing has been put in place and your child will be sent to you.

The Staff Parking lot (South Entrance) is currently closed as well. Students will be redirected around the North Entrance. **Please refrain from entering the parking areas** at either end – primarily for the **safety of our children** (North Entrance), as well as for your safety and the security of your vehicle (South Entrance).

Please be assured that the construction zones inside the building are locked during the school day and construction will begin at 3 p.m. For security reasons, daycare students will not be permitted in the basement until construction is complete and all have been reassigned to classrooms and common areas until we can safely return to normal operations. Extra-curricular activities have been postponed as well, pending completion of the work in the basement.

Due to work underway to render the auditorium handicapped-accessible, PE classes have also been relocated from the auditorium and classes will be doubling up in the gym until

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the auditorium is available. Tentatively we believe dance classes will be manageable in the auditorium in its current state, however we will continue to monitor closely.

At the current time, students are to use the student bathrooms on the first floor. Once the washrooms in the basement are complete, these will be opened to students and the student washrooms on the first floor will be closed for renovation.

This is definitely a challenging time for all, requiring much flexibility and creativity. I wish to thank our staff for their hard work and diligence during this time. We are all working together with the best interests of your children in mind. While the circumstances are beyond our control, we are working hard to make this challenge as smooth as possible. The end results are certainly something that will benefit our students, and these are improvements that are greatly needed.

**Nut-Free School:** Please note that SES continues to be a “Nut-Free School”. We have students with **severe life-threatening allergies** to nuts. Therefore, it is imperative that **no food products containing nuts come to school**. While this may be an inconvenience to some, we appreciate your full cooperation for the safety of all of our students. Please verify food labels carefully so as not to endanger the lives of these students.

**School Photos:** School photos will take place on **Friday, September 30, 2011**.

**Emergency Forms/Authorizations:** It is **imperative** that we receive accurate updated information, **including contact numbers where we can reach you or a delegate in the event of an emergency**. We continue to have a problem with families not providing us with this emergency information, or not updating the information in a timely manner and we cannot reach the parent when the child requires emergency intervention. **Please note that in cases where we have not received complete and updated information we will have no choice but to contact the authorities should we be unable to reach a parental authority in an emergency.**

**Personal Information/Address Changes:** If you have moved, or if you move over the course of the school year, you must notify us **in writing** of your new and **complete** address. Similarly, if there are changes in your child’s transportation arrangements, emergency contacts, custody arrangements, etc...we must be notified so that our records are accurate and up to date. Please contact the office immediately when you notice a discrepancy.

**For safety reasons, we are not permitted to let children leave with anyone other than a custodial parent or guardian unless we have signed, written permission from the designated guardian(s). If someone other than yourself is to pick up your child, please send a note to your child’s teacher.** Each year we are faced with difficult situations where the notification has not been provided to the school. We cannot stress how important it is to advise us in writing of any change. In addition, if alternative transportation is required, the request must be submitted in advance, as we cannot guarantee availability of alternate transportation.

## **IMPORTANT INFORMATION...PLEASE READ CAREFULLY...**

Please note that non-custodial parents have access to school information pertaining to their child. Please send us a written request, containing complete mailing address, at the beginning of each school year.

**If a non-custodial parent is not to have access to information, then we require copies of the legal documents supporting this. Without this documentation, we are required by law to share all school information with both parents and to permit the child to leave with either parent.**

Alternative Bussing: **Children will not be permitted to travel on any bus other than their designated bus(es) through the month of September.** After this time, there may be restrictions for some busses due to available seating. Permission must be requested in advance if you wish your child to take another bus.

Please note that changes in your child's daily transportation arrangements must be made in advance in writing. For safety reasons, we cannot accept last minute telephone requests. Any change in bussing requires 24hr advance notice (the note must be handed in to the office the day before).

School Operation Hours: Classes begin at 8:05 a.m. and end at 2:30 p.m. We have a 60 minute lunch and continue to offer a 15 minute recess. Children should not return to the school to pick up articles that were forgotten after dismissal. The office public operating hours are 8 a.m. – 4 p.m. If you wish to meet with a particular person, we ask that you please call ahead to make an appointment except in the event of an emergency. For safety reasons, all visitors must report to the office to receive permission to circulate within the school. A visitor's pass will be issued to authorized guests. **Only authorized individuals and staff may circulate through the building, both during and outside of school hours.**

Sick Room: For obvious health reasons in the best interest of all, please note that we appreciate children not coming to school if they are sick. In the interest of preventing the spread of illness, we do not have a sick room and if your child becomes ill during the day, you will be required to arrange to have your child picked up. Thank you for your understanding and cooperation.

Head Lice: Unfortunately, head lice frequently spread among school children. It is important that everyone understand that head lice are not discriminatory and we are all susceptible...having head lice is in no way a reflection of one's personal hygiene. We can work to control the spread of head lice and we require the cooperation of everyone. Please check your child's head regularly for signs of head lice. If you suspect your child may have head lice you **must keep your child at home until you have applied the appropriate treatment and all nits have been removed.** In addition to treating the hair, there are also measures that must be taken to treat the home to prevent a recurrence. All children should be reminded to never share hats or head gear.

## IMPORTANT INFORMATION...PLEASE READ CAREFULLY...

Please be aware of the following procedures that we are **required** to follow as per Santé Public regulations:

- When **live lice** are found
  - o The parent must be called and the individual **must go home**.
  - o All **live lice and nits must be removed** before the individual may return to school.
  - o Once all live lice and nits have been removed a parent/guardian must accompany the child to school at the beginning of the school day and report to the office for a “head-check”. The parent/guardian must also return the forms that were issued, duly completed and signed.
  - o We are **required to notify the CLSC of all persistent cases**.
  - o We are **required to notify Youth Protection** in persistent cases where CLSC help/recommendation is refused.

*According to **Santé Public regulations**, if there are no remaining live lice or nits, the child may return to school. School regulations require that all lice and nits be removed.*

School regulations require that, in addition to the measures listed above, children found to have **dead nits**, must also have all of these removed prior to returning to school.

While there is no foolproof way to prevent head lice, the following practices may help to reduce the spread of head lice:

- prompt detection and thorough treatment as per Santé Public guidelines (**check your child’s head regularly...ie. twice weekly...**)
- keep long hair tied and/or pinned back
- do not share head gear
- keep gym clothes/change of clothes in a sealed bag when not in use and wash on a weekly basis
- do not share clothing
- avoid head to head contact
- keep winter hats, caps and scarves in coat sleeves when not in use
- **contact the school immediately when you detect lice or nits**

Dealing with head lice is costly, time consuming and often stressful for families. With everyone’s cooperation in early detection and thorough treatment, we can assist each other in keeping the spread to a minimum...thereby making it a winning situation for everyone!

Newsletters: In an effort to reduce paper use and unnecessary photocopies, we will not issue copies of all documents to all children in a family. We will issue documents to the **youngest child in the family**. Generally newsletters will be posted to the web-site (<http://www.etsb.qc.ca/sherbrooke>).

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Consumable & Supervision Fees: A 2<sup>nd</sup> notice of **Supervision Fees** (1<sup>st</sup> notice issued in the June newsletter) is being distributed with this newsletter. As indicated in the June newsletter, you will receive a separate **Consumable Fees** bill once we have received all invoices and calculated the per-unit costs of consumable materials issued to your child (October/November). You may anticipate the Consumable Fees bill to range between \$85 & \$105, approximately. Payment plans are an option. Unfortunately unpaid supervision and consumable fees compromise the services available to all – therefore all outstanding fees must be forwarded to collection as per the deadlines indicated in the final notices.

Student Absences: If your child is absent from school, we ask that you call in to report the reason for your child's absence (a message may be left on the answering machine when calling outside of school hours). Where the absence has not been reported, the absence must be justified in writing by a note given to the homeroom teacher upon your child's return to school. If the child will be absent for an extended period, please contact your child's homeroom teacher. Please note that the only school absences authorized under law are for illness, death in the family, court appearance or medical appointments. If your child will be absent for any other reason, this should be arranged in advance and receive prior approval from the office. Please understand that homework cannot be provided without advance notice and reasonable preparation time for the teacher. We will continue to post our 'Sustained Service Plan' on our school web-site. This document supports continued learning for students who are not able to come to school and outlines the school's expectations.

Incident Reports: In an effort to improve both in-school and home-school communication, we will continue to use "Incident Reports" this year. If your child is issued one of these slips, he/she will be required to return both copies that have been signed by their parent/guardian the following day. These slips are returned to the Homeroom teacher. The homeroom teacher and the office will each have copies of these slips. In instances of negative behaviour where the child does not return the copy signed by his/her parent/guardian, the child may be required to serve detention at the office until the signed copy is returned. If a child repeatedly receives slips, consequences will be applied and the parent/guardian may be required to meet with school representatives.

"Jersey Day": Please mark October 6<sup>th</sup> on your calendars. Students and staff are once again encouraged to wear the jersey of their favourite sports team (professional, college, their own, etc...). Please watch the Cafeteria Menu as other special events will again be posted on the menu.

### Community Announcement:

**Bishop's University Recreation & Aquatics program** – 10 week session (September 17 – November 28)

Online registration: [www.ubishops.ca/recreation](http://www.ubishops.ca/recreation) (September 7 - 13)

In-person registration: 2 days only (September 14 & 15, 2011) 12:00 – 13:00 / 17:00 – 20:00

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**Dates to Remember:**

<b>September 12<sup>th</sup></b>	<b>Peace March &amp; Corn Roast</b>
<b>September 22<sup>nd</sup></b>	<b>Meet the Teacher, Open House, &amp; General Assembly</b>
<b>September 23<sup>rd</sup></b>	<b>PP Day; No Classes for Students; Daycare Open</b>
<b>September 29<sup>th</sup></b>	<b>Terry Fox Run</b>
<b>September 30<sup>th</sup></b>	<b>Photo Day</b>
<b>October 6<sup>th</sup></b>	<b>Jersey Day</b>
<b>October 10<sup>th</sup></b>	<b>Thanksgiving Holiday; School Closed</b>
<b>October 28<sup>th</sup></b>	<b>PP Day; No Classes for Students; Daycare Open</b>
<b>November 18<sup>th</sup></b>	<b>PP Day; No Classes for Students; Daycare Open</b>
<b>November 25<sup>th</sup></b>	<b>PP Day; No Classes for Students; Daycare Open</b>



**Summary of the ETSB Appeal Process**

Please be reminded that if you are concerned about a decision affecting your child, or yourself (if you are an adult student) and wish to have it reviewed, there is a process laid out in the Education Act (sections 9 to 12), and every school board must have its own procedure to deal with these requests. To this effect, on October 29, 2002, the Council of Commissioners of the Eastern Townships School Board adopted the *Procedure for the Reconsideration of a Decision*. This procedure may be found on the ETSB website at [www.etsb.qc.ca](http://www.etsb.qc.ca), both in English and in French. A copy may also be obtained by contacting your School Principal, Centre Director or the office of the Secretary General.

In the event that a student, or his parents, wishes to appeal a decision, he/she should contact Mme. Caroline Dufresne, Secretary General & Director of Communications, at 819-868-3102, or by email at [dufresnec@etsb.qc.ca](mailto:dufresnec@etsb.qc.ca) to submit their request.

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**The Special Education Advisory Committee Wants You!**

The Special Education Advisory Committee (SEAC) of the Eastern Townships School Board is a parent controlled committee whose primary mandate is to advise the school board on its organization of services for students with special needs. Particular attention is focused on the implementation of the school board policy on special education, on the allocation of financial resources for these services, on educating parents about the process and at the same time encouraging parents to become involved in their child's school experience.

SEAC initiatives in the recent past have included the production of an informative and heart-warming DVD profiling the experience of 4 of our students; a survey over 2 years of parents and students with special needs who were preparing to make, or had already made, the transition from elementary to secondary school; and the publication of an informative pamphlet for parents on the Individual Education Plan (IEP).

Parents of students with special needs must constitute the majority of members on this committee, as well as providing a chair. Other members represent the various professional and support groups in the ETSB and some social service agencies in the community.

The committee allows you as a parent to meet and talk with others who have the interest of special needs children at heart. Meetings are held monthly in Magog at the Eastern Townships School Board Office between 7:00 and 9:00 p.m. (mileage is compensated for)

If this committee interests you, please ask your school principal for an application brochure or call the Director of Complementary Educational Services, Peter Hamilton at (819) 868-3107 to give your name or to ask for clarification. Forms should be returned to your school principal and forwarded to Peter Hamilton by October 1, 2011.

**We look forward to working with you and wish you a wonderful school year!**



**IMPORTANT INFORMATION...PLEASE READ CAREFULLY...**

**2<sup>nd</sup> Notice (1<sup>st</sup> in June Newsletter)**

**Due by September 16, 2011**

Supervision Fees Payment Slip

Child's Name: \_\_\_\_\_

2011 – 2012 Homeroom Teacher: \_\_\_\_\_

**For Income Tax Receipts:**

Name of Parent to Receive Receipt \_\_\_\_\_

Social Insurance Number: \_\_\_\_\_

**Supervision Fees Due:**

Please check the appropriate box.

- My child attends daycare 5 days a week                      \$0
- My child attends daycare 4 days a week                      \$19.08
- My child attends daycare 3 days a week                      \$38.16
- \*\*\*
- My child does not attend daycare
- or
- Attends daycare less than 3 days a week                      \$95

\*\*\*\*\*

I have enclosed supervision fees in the amount of \$\_\_\_\_\_ (see above).

**DUE BY SEPTEMBER 16, 2011. THANK YOU.**

An additional bill will follow in the fall to cover classroom specific materials (ie. workbooks), photocopy fees and arts materials to be used by your child. You may anticipate this additional bill to range from \$85 - \$105 (depending upon Grade Level and materials issued). The consumable bill will specify the actual cost and payment will be due by late November. Please try to plan accordingly.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

**Please make cheque payable to Sherbrooke Elementary School. Mail to:**

**Sherbrooke Elementary School  
242 Ontario  
Sherbrooke, QC  
J1J 3R1**

For Office Use Only:		
Payment Received	Date	Initials