

SEPTEMBER 8TH, 2015

**MEET THE TEACHER EVENING & GOVERNING BOARD GENERAL ASSEMBLY**

We will have our first "Meet the Teacher Night" for the **parents only** of students from Grades **1** to Grade **6** on Thursday, September 10<sup>th</sup>. **\*\*This meeting is crucial for your child's school year because you will meet the teachers and they will explain the curriculum and classroom procedures to you.**

Here is the schedule for the evening:

**6:30 to 6:50 P.M. = Cycle 1**

**6:50 to 7:10 P.M. = Cycle 2**

**7:10 to 7:30 P.M. = Cycle 3**

**7:45 to 8:45 P.M. = General Assembly**

**The General Assembly and elections for the Governing Board will be held the same evening starting at 7:45 P.M. AND is open to ALL parents of ALL Grades.**

**EMERGENCY MEDICAL FORMS:**

It is **VERY IMPORTANT** that the emergency form is filled out on **BOTH** sides and returned to school as soon as possible, in order for us to call you in case of an emergency. For legal purposes, this form must be completed **EACH** school year. We are **NOT** allowed to just use the same one from the previous year regardless of whether there are changes or not.

**\*\* FOOD ALLERGIES\*\*:**

At the present, we have children in our school with serious food allergies to nuts, peanuts, fish, kiwi's, sesame and soy protein.. It is **VERY** important that you be vigilant about these severe allergies. We are requesting your cooperation in refraining from sending any type of snacks or lunches containing **peanuts, nuts, fish (this includes tuna), kiwis, sesame & soy protein.**

We recognize and appreciate your support and collaboration. Just imagine if it was your child! ☺

**ABSENCES:**

Please communicate with the school before 8:15 A.M., if your child will be absent. You can call us at anytime; we have an answering machine. (450-538-2318 → #2 for English → ext #13001 for Heather)

**IMPORTANT:**

It is strictly forbidden to enter the school by the gym door entrance or by the younger student's locker room at the end of the school day. The students will come out to meet you! Also, all after school pick up changes, whether it is for daycare or buses must be done before 11:00 A.M.

**PHONE SYSTEM REMINDERS:**

To reach the person you would like to speak with at Sutton School, please dial 450-538-2318, then press #2 for English. At that point, please enter the extension number of the person you wish to talk with. To reach: Heather, it is ext. # 13001, Christine(VDC) is ext. # 13002, Daycare is ext. # 13076, Lorie or Karine in the cafeteria is ext. #13015, Dave/Patrick (gym) is ext. # 13092.

**\*\*ALSO.....**Please remember that Heather, the ETSB Secretary is absent on Fridays, but you can still call and leave a message on her answering machine.

**PICTURE DAY:**

Picture day for all students will be next **Thursday, September 17<sup>th</sup>**. If the weather is nice, the pictures will be taken outside like last year. Please make sure your children arrive on time because photos start at 8:00 A.M.

**CONSUMABLE, FUNDRAISING REPLACEMENT AND LUNCH HOUR SUPERVISION FEES:**

Thursday, September 24<sup>th</sup>, 2015, is the deadline to send in your child's fees. If needed, you may post date the cheques. If, for any reason, there is a problem, please contact the school secretary for special payment arrangements. We will impose the same strict procedures as VDC for collecting unpaid fees and send the names to the ETSB collection agency.

**LUNCHES:**

At our school we promote healthy eating, so please make sure that your children come to school with a healthy snack and lunch. They can also choose to buy a healthy lunch from the cafeteria services. Please take note that the following items will not be accepted: Candies, chocolate bars, chips, Vachon type cakes, soft drinks, etc. We also invite parents to encourage their children to bring their leftovers from their lunch boxes back home after school. This will make for much less "rotten" food in the cubbies and it will also give parents an idea of what their children are actually finishing from their lunch boxes. Please speak with your children about this.



### **BUS REQUESTS:**

It is VERY IMPORTANT that you send a letter with your child if their regular after school departure plans change, such as; taking a different bus home, being picked up at school, walking to a different location other than home, etc... The letter MUST be signed by a parent and stamped at the office. **We are not permitted to accept phone call requests unless it is an absolute emergency.** Many children arrive at school and are already aware of after school pick up arrangements or changes, but yet have no letter. So please, when you inform your child of these changes in the morning, this is also the perfect time to write the required note (it doesn't take any longer to write a note as it does to phone the school). The difference between having a note from the parent rather than one written by the secretary is the fact that we actually have a parent's signature. If a student does not have a note to take a different bus, they will automatically be put on their regular school bus home.

**\*\* For safety reasons and also because it is a School and School Board policy, Kindergarten students are not permitted to take a different bus.**

### **LICE:**

Once again, it is that time of year.....Please check **all** family members' heads very thoroughly each day. We would like to try and avoid an infestation. If you suspect ANY presence of lice or nits, a treatment must be done on the head. The furniture, bed sheets, stuffed animals, etc...must also be treated. It is imperative that you notify the school if lice or nits are found so we can take precautions to avoid it spreading. It is also highly recommended to keep long hair tied up.

### **FORGOTTEN ITEMS AND PHONE CALLS HOME:**

As we did last year, we will not call home for items that have been forgotten, unless it's an absolute necessity (such as lunches). This will help to make the children more responsible. In the past, we were forever calling home for forgotten gym clothes, running shoes, permission slips, library books, etc. These phone calls really became out of control and to an exaggerated point. Please verify the night before that they have everything they need for the next day. We also will not call home for children to go to a friend's house after school. These plans need to be made in advance and a note sent to the school explaining such.

### **SPECIAL EDUCATION ADVISORY COMMITTEE:**

The primary mandate of the Special Education Advisory Committee (SEAC) is to advise the school board on its organization of services for students with special needs. Implementation of the school board policy on special education, the allocation of financial resources for these services, educating parents about the process and encouraging parents to become involved in their child's school experience are all important areas of focus.

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

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 (the committee is in the process of producing a 2<sup>nd</sup> DVD); a survey of parents and students with special needs regarding the transition from elementary to secondary school; the publication of an informative pamphlet for parents on the Individual Education Plan (IEP); the management of the SEAC website; and the consultation on school building adaptations for special needs students.

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

If this committee interests you, please ask your school principal for an application brochure or call the Assistant Director of Complementary Educational Services, Gail Kelso, at (819) 868-3100 x55035 to give your name or to ask for clarification. Forms should be returned to your school principal by October 2nd, 2015.

### **FREE FALL ACTIVITIES AT MONT SUTTON:**

Every weekend from September 12<sup>th</sup> to October 12<sup>th</sup>, make the most of the autumn at Mont SUTTON Fall Festival! During five weekends, many free activities for the whole family are on the agenda! Details at [montsutton.com/fallfest](http://montsutton.com/fallfest)

After fall comes winter! Take a look at the different season passes available: Ped Days pass, Little pass, etc. Details: [montsutton.com/seasonpass](http://montsutton.com/seasonpass)



## BUS + PARKING LOT CIRCULATION RULES

We are aware that circulation in the school parking lot can be dangerous. Last year, some changes had been put in place to ensure that the busiest traffic periods are as safe as possible for our students. To **ensure** the security of the students, it is necessary to carefully read these **circulation rules**. It will remind you of the specific rules to follow when driving your child(ren) to and from school.

### MORNING - 7:25 to 7:55 A.M.:

When the children arrive at school in the morning, they will be staying outside in the lower playground, weather permitting. They will go into the cafeteria if it is raining.

\*If you drive your child to school, **rain or shine**, you must follow the car circulation circle when you enter the parking area and drop him/her off at the **appropriate** drop-off point. (See parking lot map on reverse). The child will then use the **sidewalk** to go to the playground or into the cafeteria if it's raining.

The bus circle is NOT an area for socializing or parking. Please follow the flow of the circle, drop off your children and carry on, so the others behind can do the same. If you feel the need to park and accompany your child to the school or playground, please park in the designated parking areas and not in the drop-off circle.

Students and parents must NEVER cross the bus parking lot to get to the sidewalk. **There is only ONE drop-off point**. Please do not drop your child off right in front of the entrance way doors, this puts other children and your own in unnecessary danger.

### AFTER SCHOOL - 2:43 TO 2:53 P.M. :

When the children finish school, the buses have already arrived. The buses will all leave at the same time when given the O.K. by the teacher on bus duty. **If you pick up your child from school, please park in the designated parking area.** *Do not* park in the bus circle or beside the building and bicycle racks. You should walk over to the door to meet your child and walk them along the sidewalk to go back to the parking area or explain and insist that your child walk around the whole length of the sidewalk to meet you.

The children will **not** be allowed to cross in front of the school bus.

**\*\*PLEASE NOTE** – The **entrance/exit** of the parking lot area is very narrow. The buses do not turn as easily as cars, so do not stop in this area or block traffic. Please be vigilant and drive carefully. We have had unnecessary close calls because of speeding or because of these circulation rules not being followed by **everyone** involved. There should be no exceptions when it comes to the security of **ALL** of our students.

### PEDESTRIAN CIRCULATION:

Please pay special attention to the pedestrians walking. There are many children who walk to and from school and they must cross the parking area to get to the sidewalk or on to the school property. Pedestrians always have priority.

\*\*Please see reverse for map of parking lot

**\*\*\*PLEASE EXPLAIN THESE PROCEDURES TO EVERYONE WHO WILL BE DRIVING YOUR CHILDREN TO OR FROM SCHOOL. WE OFTEN HAVE EXTRA CONFUSION BECAUSE OF SOMEONE OTHER THAN THE PERSON WHO READS THESE NEWSLETTERS TRANSPORTING STUDENTS.**