

Spirit - Effort - Success



Sherbrooke Elementary School

Parents' Handbook

2026- 2027

S.E.S.' Mission, Vision, and Values:

Mission: *S.E.S. provides a supportive learning environment based on attachment and global wellness that encourages ongoing growth.*

Vision: *We inspire students to reach their full potential as lifelong learners.*

Values: *Attachment, Respect, Sense of Belonging.*

Mantra: *Spirit, Effort, Success.*

Parent Communication with School

- Your child's teacher is the first point of contact via phone or email.
- Online platforms are intended solely for sharing educational content. Formal communication with teachers should take place via phone or email.

Use of School Telephone

- Student use of the school telephone is for emergencies only.
- Students should only be interrupted for emergencies.
- Forgotten items (e.g. lunches) should be left at the office.

Cell Phones and Other Electronic Devices:

- Students can't use their cell phones at school.
- Cell phones and personal electronic devices (e.g., smartwatches) must be stored in students' school bags, turned off, and kept out of reach from 7:50 a.m. to 2:50 p.m.
- Students can't communicate with their parents via their school Chromebook.
- If a student is found using a personal device, the staff member will confiscate it and bring it to the administration for further action.

Arrival/Departure:

- Students are expected to know their transportation arrangements for the end of the day (e.g., bus, daycare, or pickup).
- Notify by email the homeroom teacher, office and daycare (if applicable) of any after-school changes by 1:00 p.m.
- No transportation changes will be accepted after 1:00 p.m.
- Students must leave school grounds immediately after dismissal at 2:50 p.m., unless in a school activity or Daycare.
- Students may not leave school during the day without written permission (email homeroom teacher, office and daycare if applicable).

Bus Transportation:

- Refer to the ETSB website for all information regarding **bus delays and cancellations**: <https://www.etsb.qc.ca/bus-delays/>
- Students are not permitted to ride buses other than their own. Bus drivers cannot accept extra students.
- For all concerns regarding transportation, please contact the: [Transportation Department](#)

Pick Up/Drop Off:

- Supervision begins at **7:50 a.m.** Students should arrive between 7:50 - 8:00.
- Parents are not permitted on school grounds without prior authorization.
- Parking is reserved for staff. Parents and guests must use street parking.
- For safety reasons, students must use the North entrance (near Portland Street) for drop off and pick up.
- Classes end at 2:40 p.m. Students should be picked up between 2:40-2:50.
- If another person is picking up a student, they must be identified in the written request above and be willing to provide ID if asked.

Absences & Late Arrivals

- Absences must be reported via Mozaik Portal, phone or email to the homeroom teacher and the office (ses-secretary@etsb.qc.ca) as soon as possible.
- Secretaries will call home for unreported absences.
- All late arrivals and early pick-ups are required to report to the office.

Medication, Injuries, Allergies & Health Concerns

- Parents must complete the SES medication policy form, available at the office, before medication can be administered at school.
- All medication must be labeled and stored securely at the office including the doctor's prescription.
- Staff always consult our school nurse regarding illnesses or protocols to ensure they provide parents with the most accurate information.
- Children who show symptoms of gastroenteritis or a fever must stay home for 24 hours after their last symptom.
- In case of serious injury or illness, parents or designated contacts will be called.
- If needed, the school may call an ambulance at the family's expense. Families are encouraged to check their insurance coverage.
- Lice cases must be reported to prevent spread. Please encourage your child to practice healthy habits (eg. not sharing hats or brushes, keeping hats tucked in sleeves).
- SES is not a "nut free" school. Some classes may be designated as nut-free or free of other allergens based on students' medical needs. If your child is in one of these classes, you will receive a letter with further details.
- Parents must report all life-threatening allergies or other serious health concerns to the

school so that our school nurse may provide an emergency protocol and arrange for any training required by staff.

Emergency Closings

- Closures due to weather or emergencies will be announced on the *Sherbrooke Elementary School* Facebook page and the ETSB website: <https://www.etsb.qc.ca/>
- Emergency forms must be completed at the start of the year in case of a midday closure.

Personal Belongings & Lost Items

- All items (school bags, clothing, supplies, etc.) should be labeled with the child's name.
- Lost items are the student's responsibility.
- The school holds monthly Lost & Found walk-throughs; unclaimed items not labeled are donated.

School Property & Personal Items

- Parents may be responsible for damages or losses caused by their child.
- Expensive or non-essential items (jewelry, electronics, stuffed animals, toys, balls, trading cards, etc.) must not be brought to school.
- Weapon-like toys are strictly prohibited, even on Halloween day.
- ETSB Chromebooks are for schoolwork only. Teachers monitor usage.

Homework Expectations

- Teachers will go over more specific homework expectations.
- Recommended time per night:
 - Cycle One: 10 – 20 minutes
 - Cycle Two: 15 – 25 minutes
 - Cycle Three: 20 – 30 minutes
- Parents should contact teachers for support.

Library

- Books must be returned in a timely manner.
- Families are responsible for replacing lost or damaged books.

Food and Drinks

- Students are encouraged to bring a full water bottle daily. Water bottles can be replenished at the water bottle filling stations.
- Healthy bodies support healthy minds. Nutritious snacks and lunches are expected. Please

- refer to the pamphlet available on our school website called [Healthy Snacks at SES](#).

Recess

- Physical activity is encouraged. Students go outside at recess and lunch, unless participating in a supervised indoor activity.
- Students must be dressed appropriately with this in mind. We send students outside in rain or shine. Please send your child in appropriate outerwear for the weather.
- In the case of inclement weather (e.g. -30 degrees or thundershowers), students should not be using their Chromebooks indoors unless a teacher is supervising students to finish an assignment or as part of a special activity/organized club.

Code of Conduct

Parents/Guardians: Please review this section and talk it over with your child.

Students' Rights and Responsibilities

I have the right and responsibility to learn in a caring atmosphere:

- I am responsible for my own learning, and I allow others to learn.
- I do my best at all times.
- I come to class with necessary books and materials.
- I am respectful at all times (of self, others and the environment).
- I bring home all school information for my parents.

I have the right to be safe and the responsibility to permit others to feel safe:

- I follow all school rules.
- I avoid games that promote violence or that could hurt others.
- I treat others with kindness and respect.
- If I witness conflict or violence, I promptly report it to the adult.
- I keep my hands and my feet to myself.
- I tell an adult if someone is hurt or doing something dangerous.
- I use school equipment in a safe and respectful manner.
- I play safely on the playground equipment and respect my turn.
- I follow bus safety rules.

I have the right to be respected and to be treated with dignity and the responsibility to treat others in a similar manner:

I have the right to be treated kindly and fairly, and I should treat others the same way:

- I will be kind and respectful to everyone.
- I speak to others in an appropriate and polite manner.
- I listen when others speak.
- I respect other people's space and belongings.
- I will work quietly so that other students can work.

I have the right to learn in a clean environment and the responsibility to do my part in helping to keep our environment clean:

- I keep my desk and classroom clean and tidy.
- I clean up after myself in the cafeteria.
- I keep the washrooms clean.
- I throw litter in the garbage, recycle and compost as much as possible.
- I cooperate in keeping the school and the schoolyard clean.
- I remove my boots or outside shoes before entering the classroom.

Other Expectations:

- Everyone will walk in an orderly manner throughout the school.
- Quiet voices are expected in the classrooms, cafeteria and in the hallways.
- Students will remain on the school property during the school day unless leaving under an authorized absence with a responsible adult.
- Students are not permitted to speak with individuals across the fences or perimeters of the property.
- Students will await dismissal by the supervising adult (from class; from the cafeteria; from special activities, etc...)

Dress Code

- Weather-appropriate clothing is required (students go outside daily for approximately 85 minutes/day).
- Footwear: Indoor & outdoor shoes required to wear at all times. For safety

- reasons, flip-flops and Crocs are prohibited.
- Clothing Guidelines:
 - No cleavage or midriff (e.g., low cut tops, crop tops, tube tops).
 - Shorts/skirts must reach mid-thigh.
 - Clothing should be opaque.
 - No hate speech or inappropriate print
 - Hats not permitted in class (only in transit outside).
 - Self-regulation tools: Gum, hoods and fidgets are not allowed unless approved by a staff member and used as a self-regulation tool.

Discipline Procedure

Consequences:

If a student does not follow the school rules, appropriate corrective and/or restorative measures will be applied. Offenses may be minor or major, and the consequence will be a reflection of that. We understand that we are teaching children, and they will be given opportunities to repair the damages done in order to learn from their mistakes.

***Minor offenses** will result in a detention during a recess time in the Thinking Room. Parents will be notified through the Behaviour Report that will be sent via email. The Thinking Room is a place where students can think about their actions, how they affected themselves and others, and talk with an adult to find ways to make things right.

Minor offenses include, but are not restricted to:

1. Using vulgar language
2. Being uncooperative or disruptive
3. REPEATED inappropriate attire problems
4. Unsafe play or rough play
5. Throwing objects
6. Disrespecting other people's things
7. Doing something without permission
8. Not being where you are supposed to be (walking around the school without permission, not sitting in your assigned area in the cafeteria, hiding in the bathroom, not going outside during recess, using the school telephone without permission, etc)
9. Being disrespectful
10. Breaking a school rule

Minor offenses could become major offenses in the event of chronic repeated

behaviours.

Major Offenses

Major offenses are behaviours that threaten the orderly function of the school or are threatening to the well-being of others.

Major offenses include, but are not restricted to:

1. Vandalism
2. Theft
3. Making verbal threats
4. Physical aggression **with intent to harm**
5. Use of vulgar language directed at student or adult
6. Bringing dangerous objects and/or weapons to school
7. Intimidation
8. Other

In the case where a student commits a major offense, they will be referred to the office to meet with a member of the administrative team. An investigation will ensue, and appropriate consequences will be applied. Consequences can include office detentions, in-school suspensions and out-of-school suspensions.

In every case, a re-entry meeting will take place between a member of the administrative team and a parent at the first opportunity, either by telephone or in person.

- In the case of an out-of-school suspension, the re-entry meeting must occur prior to the student re-joining the class, and must include the parent/guardian.
- Bullying, violent and/or extreme cases could result in exclusion from general school circulation. This could mean in-school or out-of-school suspension.
- In cases that may lead to suspension, it might also be necessary to involve professional support/services for the student before they are allowed to return to school.
- The “Action Plan Against Bullying and School Violence” will be consistently applied. This Action Plan includes report forms to be completed by victims and/or witnesses. Witnesses may be students, staff, parents, or other authorized adults supporting school services. [SES Protocol for Continuing to](#)

[Create Safe Schools](#)

- Chronic or extreme acts of bullying or violence could result in expulsion from the school or the school board.
- When deemed necessary, lockers, desks and school bags can be searched by administration, following a proper protocol.
- When deemed necessary, electronic devices belonging to the school board can be searched at any time.