Pinewood Elementary School

STUDENT HANDBOOK 2026-2027

Campus A
412 chemin des Anglais
Mascouche, Québec, J7L 3R1
Telephone: 450-621-5600 ext. 5515
Fax: 450-477-6887

Campus B
1728 Rue Thacker
Mascouche, Quebec J7L 2G8
Telephone: 450-621-5600 ext. 6015
Fax: 450-477-2021

School Website:
http://pinewood.swlsb.ca/

ADMINISTRATION

Principal: André Gionet

Vice-Principal: Esther Luceno

School Secretary Campus A: Merilinda Sandiford

Secretary Campus B: Louise Arseneault

PINEWOOD ELEMENTARY SCHOOL
2026-2027

GUIDELINES AND PROCEDURES

TIMETABLE
For Campus A - 412 chemin des Anglais

AM free entry	7:40 - 7:55
Homeroom Period	7:55 - 8:05
Recess	10:05 - 10:25
Lunch	11:25 - 12:18
Recess	1:18 - 1:38
Class dismissal	2:38 - 2:42

TIMETABLE
For Campus B - 1728 rue Thacker

Entry	7:35 - 7:50
Homeroom	7:50 - 8:00
Recess	10:00 - 10:20
Lunch	11:20 - 12:10
Recess	1:10 - 1:30
PM Class dismissal	2:30 - 2:34

Office Hours

CAMPUS A	7:30 to 2:30
CAMPUS B	7:30 to 2:30

EMERGENCY SCHOOL CLOSURES

Once decided that the school will be closed the school board will immediately:

- Post the information on the homepage of the school board website www.swlauriersb.qc.ca
- Record an automated voicemail message on the administrative center line 450- 621-5600 or 1-866-621-5600
- Post the information on its Facebook page www.facebook.com/swlsb
- Inform the various radio and television networks, simultaneously

As these four steps will be executed, the school board will also put in place its internal phone chain.

PAYMENT/FEES COLLECTION PROCEDURES

Parents are responsible for the payment of school fees. A statement of accounts is sent home each year with the June report card and is due in August. Collection measures will be put into place for unpaid school fees; account will be forwarded to a collection agency.

We encourage parents to make their payments online through their banking institution. Cheques must be made payable to the *Sir Wilfrid Laurier School Board* in an envelope.

The cheque should have the child's name on it. The following information should be included ON the envelope:

- Student's name
- Grade
- Reason for payment
- Amount of cheque or cash

LOST and DAMAGED ITEMS and COSTS INCURRED

Students are not allowed to bring in personal items such as electronics, trading cards and toys to school. These items, often expensive, if lost/broken, are not the school's responsibility to replace or repair. The same applies to glasses, and other medical injuries that may occur at school. For example, if a child breaks a tooth while at school, or needs to be transported to the hospital by ambulance, it is the family's personal insurance that will cover the cost of replacing the glasses, and/or the cost of the ambulance service. The same applies if the item is broken by another student. The parent of the other child is not responsible for the replacement or repair of the item.

To prevent the loss of personal items such as hats and shoes etc. Clearly label all of your child's belongings. Three times during the school year we will donate the unclaimed items in the lost and found.

CAFETERIA SERVICES

Meals are served in boxes for Pinewood B and on trays for Pinewood A. Monthly menus and order forms are made available online prior to the beginning of each month. Please respect the deadlines indicated, and all changes should be communicated directly with La Bouffe Santé. All orders are to made online via www.labouffesante.ca

Healthy Food Choices

Students should have healthy and nutritious snacks and lunch items. Junk food such as sodas, candy and chips are not permitted.

ALLERGY CONSCIOUS/HEALTHY SCHOOL

Due to various food allergies, students should not share food with one another. Students should always have healthy snacks. Please advise the school of your child's allergies.

Parents are asked not to send in food or candy to be shared with other students. This applies for all holidays as well as for birthdays. Teachers, supervisors or the administration will/may provide treats for special occasions considering allergies and food intolerances.

DROP-OFFS AND PICK-UPS

Campus A:

If you wish to drive your child to and from school, please use the entrance at the designated area behind the adjacent church building. Please do not use the front BUS parking lot, by the main entrance to the school, during arrival and/or dismissal times. If the school bell has rung, please escort your child into the building to sign them in. Please be aware of proper signaling in the parking lot. There is one way into the parking area (via side of church).

Campus B*:

Cycle 1 students must be dropped off at the "drop-off" area which can be found at the side P5 door near the gym. Parents must enter by Terrace Andrew and exit by Thacker Street. Parents who arrive after the buses must walk their child/ren to the office and sign their child/ren in. At the end of the day, students are picked up at the "pick-up" area which can be found at the side P5 door near the gym. If you arrive after 8:30 please make sure to use Thacker Street to get into the school yard.

For late arrivals and early pick-ups, please use the front door near the secretary's office. Early pick-ups must be done before 2:00pm.

For security reasons, children are not permitted to walk alone to or from parked cars. Please avoid parking restricted areas, ex: Handicap spaces or Reserved spaces.

PARKING FACILITIES – CAMPUS A

VEHICULES ARE NOT PERMITTED TO ENTER THE AREA IN FRONT OF THE SCHOOL BETWEEN THE HOURS OF:

7:30 am. – 8:00 am. AND 2:20 pm. – 2:52pm

Please note that teachers are using the space behind the church as parking spots. Parents need to use the parking space in front of the school after 8:00 and after 2:52.

PARKING FACILITIES – CAMPUS B

VEHICULES ARE NOT PERMITTED IN SCHOOL YARD AT ANY TIME.
Please respect the Handicap /Reserved/No parking signs

PUNCTUALITY

Students who repeatedly arrive late for school disrupt the classroom routine and hinder learning. By arriving on time, students and parents show that they respect the teacher, the school and the students. If your child is often late, you will receive a letter from the administration.

BUS

The Sir Wilfrid Laurier Transportation Policy will not allow any children to embark buses other than their own. Once children board their busses, they must remain seated and respect all bus rules. For the safety all who use the transportation services, our school busses are equipped with security cameras. https://www.swlauriersb.qc.ca/wp-content/uploads/2021/01/1999-TS-01-Transportation-Policy-w-all-procedures-2008-Final-clean.pdf

STUDENT ABSENCE

Please inform the school in the morning of your child's absence by entering your child's absence directly on *Clic école* OR by emailing/calling our secretaries at 450-621-5600 ext. 5515 for campus A students and 450-621-5600 ext. 6000 for campus B students.

IMPORTANT: If you intend to pick your child/ren up at school during school hours make sure your child is aware of it, and **a written notice must be sent in to school in the morning.**

Changes will not be accepted if your child is scheduled to attend daycare.

PROPER ATTIRE FOR THE SEASONS

Your child will be sent outside to recess dressed in the way that he/she arrived to school. Please dress your child accordingly.

COMMUNICATIONS

Should you have concerns regarding your child**, please contact his/her teacher first- and-foremost.** Should you wish to meet a teacher, please call the school in order to schedule an

appointment. If your concerns are not resolved through these attempts, you may make an appointment with the school principal via the school secretary.

Newsletters, calendars and important information are regularly sent by email. Please check your emails regularly.

FIRST AID

In case of small injuries at school, our school personnel will administer first aid. If the injuries are serious, we will administer first aid and will contact ambulance services and the parents. Thus, **all parents must ensure the school has updated emergency telephone numbers.**

If an ambulance is needed, it is the parent's responsibility to cover the cost incurred.

MEDICATION AT SCHOOL

Medication should not be sent to school unless it has been prescribed by a doctor (this includes vitamins). To administer medication, the school requires parental consent along with detailed instructions (**please call the secretary to obtain the appropriate consent form**). All medication needs to be sent to the office in the original bottle including the prescription, provided by a doctor, a hospital or a clinic. It is the child's responsibility to come to the office and take his/her medication.

CONTAGIOUS DISEASES

Parents must notify the school as soon as the child has a contagious disease. If your child is ill, do not send him/her to school. Your child should be symptom-free (vomiting, diarrhea, etc.) for 24 hours before sending them back to school.

TECHNOLOGY

No personal electronic devices including cellular phones will be permitted in school, or on school grounds. Personal devices will be confiscated; devices must be retrieved by the parents, at the office.

VISITORS TO THE SCHOOL

All visitors to the school must enter by the front door and proceed directly to the office. No parent should go directly to a classroom at any time. Children are not permitted to open an outside door even if they know the person who wishes to enter the building.

Volunteers are required to sign-in and sign-out at the office at every visit, and must wear a "visitor's pass" during their stay. They should remain with their assigned group and avoid roaming or visiting other locations.

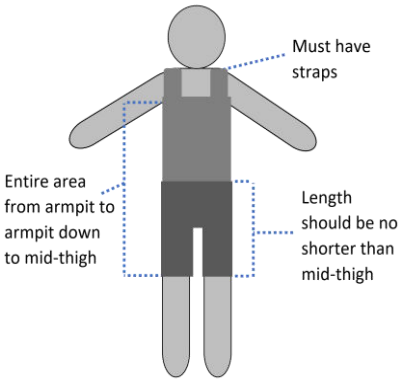
CHANGE OF ADDRESS AND/OR TELEPHONE NUMBER

Please advise the school office of any changes as soon as possible; you will need to provide the school secretary with two proofs of address when such changes are made. Please advise the school immediately when parent **e-mail addresses** are changed.

DRESS CODE

Students must respect the dress code as approved by the Governing Board. All members of the school community will dress in a neat, clean and appropriate fashion.

Students should abide by the following rules:



- School-appropriate shoes must be worn at all times (no open-toed sandals, flip flops or high-heeled shoes)
- Sleeveless clothing; straps must be 2 finger-widths wide
- Transparent clothing (mesh, lace, etc.) and low-cut tops/crop-tops are not permitted
- No profanity or inappropriate slogans are permitted
- Appropriate length of shorts or skirts-width of a hand above the knee (no short shorts or miniskirts)
- No ripped or torn clothing
- No fake/stick-on nails

Physical Education:

- Athletic attire (shorts, track pants, jogging pants)
- Short-sleeved t-shirt (no collars)
- Athletic running shoes (no platform shoes or skater shoes)

The students should not wear jewelry to school on Phys. Ed. days. ALL students are required to tie their hair back and remove jewelry.
Preschool Cycle and Cycle 1 students WILL NOT be permitted to change into their Physical Education clothes. Physical education clothes MUST be worn either to school or it is recommended that students wear this attire under their school clothes.
Cycle 2 and 3 students are required to wear phys. ed clothes during their physed. period. Your child can come in to school wearing their physed. clothes, or they can carry them to school and change for their physed. period.

Personal items

All toys/cards or/and gadgets are to remain at home. Any toys brought to school will be confiscated and returned when the teacher decides.