



École Edward Murphy School

Dear Parents,

On behalf of the staff and administration of Edward Murphy School, I would like to welcome you to our school. We pride ourselves on working hard to help all our students be successful.

This agenda has been designed with several purposes in mind:

- * To enhance your child's educational success;
- * To write down homework as assigned;
- * To supervise pupil's progress through communication between home and school;
- * To provide you with valuable information about school procedures and policies.

**We also ask that you please check the plastic pouch for important notices.

Please review and discuss the content of the agenda with your child and then sign the acknowledgement of receipt in the information package.

Sincerely,
Christina Chilelli
Principal

NAME OF STUDENT: _____

ADDRESS: _____

CITY: _____ PROVINCE: _____

POSTAL CODE: _____ PHONE: _____ CELL: _____

EMERGENCY CONTACT: _____ PHONE: _____

MEDICARE NO. _____ EXPIRY: _____

ALLERGIES: _____

TEACHER: _____ CLASS: _____



École Edward Murphy School

School Information

(Guidelines and Expectations)

School Year
2025-2026

School Attendance and Routines

SCHOOL HOURS-FIRST BELL AT 7:55

- School buses arrive by 7:55 a.m. All students, including walkers, must be in the yard at 7:55 a.m. **All parents must remain outside of the school yard.**
- Pre K/Kindergarten students must be dropped off on the West side (Rue Desautels) of the building and enter the kindergarten yard.
- Entry bell rings at 8:00 a.m.
- Students who arrive to school after 8:00 a.m. must enter through the front office to receive a late slip.

DAYCARE

For daycare information please call Edward Murphy Daycare at (514) 259-0050.

Day Care hours are: 6:45am – 8:00am, Lunch Time 11:30am -12:20pm & 2:40pm – 6:00pm

LATE ARRIVALS

Students who arrive late for school, will receive a late slip and the late arrival will be recorded in the child's file. Students who repeatedly arrive late to school can experience both academic and social repercussions. Please make sure that your child arrives on time.

ABSENCES

Parents must inform the school by leaving a VOICE MAIL at (514) 259-8883 or by email: ddemichele@emsb.qc.ca before 8:00 a.m. on the day of their child's absence. Please include both the reason and duration of the absence.

If a child is ill, they must be kept at home. Children who are ill do not work well in class and they may spread illness to other children. The school will contact parents if their child becomes sick or gets hurt during the school day. The parents will be asked to make the necessary arrangements to take the child home. **If the child is well enough to be in school, they are expected to participate in the regular schedule.**

CHANGE IN ARRIVAL AND DISMISSAL ROUTINE

If there is a change in your child's arrival or dismissal routine, please inform the office in writing prior to the change and indicate who will be picking him or her up and at what time. **Students leaving the school early will use the front doors.**

DISMISSAL (End of day)

- All students who take the school bus will exit through the west doors to Desautels Street.
- All students who are "walkers" (non-bus) will be dismissed through the east doors onto Arcand Street.
- All changes to the usual routine must be in writing. **If we do not have written consent, the school will follow the regular routine.** If your child has permission to go home alone, please inform the office in writing.

RECESS

All children must go out for recess. Children who have severe colds or who have a fever should be at home recuperating. Students are not permitted to stay indoors at recess or at lunch time other than in extreme cases when substantiated with a doctor's certificate.

EMERGENCY DISMISSAL OR EVACUATION DURING SCHOOL DAY

In the unlikely event of an evacuation, the school plan is as follows:

- Parents will be contacted at the numbers provided.
- Students and staff will proceed to St-Donat Elementary (on Desautels near the corner of Marseille).
- All students will remain at St-Donat Elementary with our staff members until a parent picks them up.

SCHOOL CANCELLATIONS & CLOSURE BEFORE SCHOOL DAY

School cancellations, due to inclement weather, are mentioned on local radio stations as well as the school and board social media outlets. A mass email and telephone message will also be sent out to EMS families.

SCHOOL BEHAVIOUR POLICY

Code of conduct

We recognize that each child and situation is unique and we will always strive to ensure that our school is a safe, caring and orderly environment. The Edward Murphy School code of conduct will be based on a balance of rights and responsibilities as described below:

Rights

Students have the right to learn

Students have the right to be respected

Students have the right to be safe

Students have the right to privacy and security of personal space

Students have the right to use student equipment and property

Responsibilities

Students have the responsibility to actively participate and be responsible learners

- Always trying their best
- Being on time and ready to work
- Staying focused and allowing others to learn

Students have the responsibility to respect others (not to bully, tease, pick on, or harass others)

- Using kind words and caring for others
- Using good listening skills and using voice in an appropriate manner
- Being honest and telling the truth

Students have the responsibility to behave in a safe manner and to promote the safety of others

- Walking calmly; no running in the hallways, lining up quickly and quietly
- Playing games safely
- Reporting dangerous situations to staff

Students have the responsibility to respect the property and privacy of others

- Not touching other people's property without permission
- Respecting personal boundaries
- No sharing food

Students have the responsibility to use equipment and property according to all applicable rules and with care and respect

- Using technology responsibly
- Keeping their environment clean
- Asking before borrowing
- Returning materials promptly and neatly

Suspension

The rules and regulations of Edward Murphy School have been established for the safety and well-being of our students. Any student who is physically, emotionally, or verbally abusive with another child or staff member may be suspended from school, field trips and special events. Interventions will be put in place to help change the behaviour. We count on the collaboration of families to support and work with the school to ensure that inappropriate behaviour does not re-occur.

PROHIBITED ITEMS

- Electronics (iPods, tablets, phones, smart watches, etc.)
- Toys\Trading cards
- Weapons of any variety including toy weapons
- Chewing gum
- Matches, lighters, laser lights or any other gadget
- Bicycles and skateboards without proper safety gear and security locks
- Any personal belongings\items that are not school related

***In the event that any of these items are in your child's possession, they will be confiscated, and parents will be called. The school is not responsible for lost or stolen items.

DRESS CODE FOR Pre K/KINDERGARTEN TO GRADE 6

COLOUR CODE

- Plain clean white top with sleeves (no inscription or logos)
- Navy blue or white vest, sweater, pull-over or cardigan (no inscription or logos)
- Navy blue bottom, (navy "track" type pants with white stripes are accepted) loose fitting pants
- White or navy tights/nylons, can only be worn under a skirt or dress
- Physical education clothing, running shoes appropriate for gym (non-scuffing), gym T-shirt, navy blue shorts or track pants

DRESS CODE

- skirts and shorts must be knee length
- no leggings, jeggings or jeans
- no indoor boots, sandals, crocs or flip flops
- no "spaghetti" shirt straps
- navel must not be exposed (no crop tops)
- no leg warmers worn indoors
- no make-up (eye make-up, lipstick, blush, no colored nails except for neutral colors)
- closed shoes with the heel not exceeding 5cm (2")
- only natural coloured hair
- winter-wear is required during the winter months (boots, snowsuit, gloves, hats, scarves)
- **cleanliness and personal hygiene are vital for the health and well-being of the school population**
- **for safety and hygienic reasons, shoulder length hair must be tied and nails should be kept clean and short**

** Parents must label all of their child's belongings.

PHYSICAL EDUCATION CLASSES

Students are required to change into physical education clothing prior to class (navy blue sweatpants\shorts, gym t-shirts with school crest and non-skid running shoes) and change out of their physical education clothing before returning to class. For safety reasons, students are obliged to remove jewelry and watches. The school is not responsible for these items. It is recommended that jewelry and watches not be worn on Physical Education days. It is recommended that all students in Cycle 2 and 3 include a deodorant\antiperspirant in their gym bag.

MEDICAL INFORMATION

ADMINISTERING MEDICATION

Administering medication to children is the responsibility of the parents. In exceptional cases, however, the school will help out under the following conditions:

- the medication is prescribed by a doctor.
- the container/bottle has the prescription label, with the doctor's name clearly indicated on it.
- the parents sign the medication **waiver** absolving the school of all responsibility.
- the child is willing to take the medication.

HEALTH EMERGENCY

If necessary, the person in charge will call 911:

- The parent will be contacted immediately with details after the 911 call.
- An adult will always accompany a child to the hospital.
- Any expenses incurred will be assumed by parents/guardian.

BUS AND VARIA

SCHOOL BUS

The students' bus eligibility and bus routes are determined by the E.M.S.B. Department of Transport.

Eligible students must:

- board the bus in an orderly fashion,
- immediately take an assigned seat,
- speak and behave in an appropriate manner,
- remain seated until the bus comes to a complete stop,
- get on and off at their designated stops.
- No eating or drinking on the bus.

Failure to respect the above rules can lead to a suspension from the service. The bus drivers are responsible for bus issues and the school principal will act on any reports or issues related to bussing. **A suspension can be from 3-5 days or indefinitely.**

BOOKS & COMPUTER EQUIPMENT

Library books are loaned to the students throughout the school year. Students will be asked to pay for any damaged or lost books.

Students will use the mobile lab, iPads and printing services of the school. Students will be held responsible for damages caused by misuse.

MONEY

Any request for money for workbooks, trips, etc. will be made in writing from the teacher or the administration. Please do not send your child to school with extra money. They should have only the requested amount. **Please make all cheques payable on the date given with each notice.**

WATER BOTTLE POLICY

As of March 2025, any plastic one-time use water bottles are prohibited. Children are encouraged to bring reusable bottles daily.

ACTIVITIES AND EDUCATIONAL TRIPS

FIELD TRIP POLICY

- No refunds will be made unless the parent notifies the teacher concerned or the school of the child's absence on the field trip at least 3 days in advance and the museum/park, etc. agrees to credit the school for the child's entrance fee.
- The adult to student ratio will be: Kindergarten= 1:10; Cycle 1 & 2= 1:12; Cycle 3= 1:15.
- School rules continue to apply during an excursion that takes place outside school premises. Proper behavior is essential for the safety of all the children and supervisors who accompany them.
- Students must wear their school uniform to field trips, unless otherwise specified.
- **The school has the final decision to determine if a student will be participating in a particular outing.**
*****In the event that it is a school decision, you will be reimbursed for the activity\outing.**

HOMEWORK POLICY

Homework is an essential part of the school program. It develops strong work habits and reinforces learning done during the day. The quantity and frequency of the homework assigned, is to the discretion of individual teachers.

Students attending our Daycare program are allotted a fixed period of homework time, though parents must follow up at home.

It is the responsibility of the parents to check that all assignments are continued, completed and that agendas and google classroom are checked daily and signed.

SUCCESSFUL HOME & SCHOOL PARTNERSHIP

The school relies on the help of parent volunteers to organize many of its extra activities. We have organized parent groups including the Parent Participation Organization (PPO) and Governing Board.

Parents are invited to join our team of volunteers by calling the school at (514) 259-8883.

****Please note that the 2024-2025 Governing Board parents, have voted that on snow days, any hot lunches ordered will be donated to a charitable organization in lieu of individual refunds for the 2025-2026 school year.**