



John MacNeil Elementary

Welcome Back! We are all very excited to start the 2022-2023 school year. Please make sure we have a current email address that you check on a regular basis. This email address will be used for newsletters, alerts, etc. This will help us save paper and gives us a way to send home regular and urgent notifications in a timely manner. Please note that staff have up to two business days to respond to emails. Please call the main office for something requiring immediate attention.

As always, one of our primary concerns is the safety of our students and staff. To ensure safety, we have several procedures we want to make you aware of:

- There is **absolutely no driving or parking** for unauthorized vehicles on school grounds. Use the cul-de-sac at the end of the street to let students off and pick them up. Do not leave your car unattended.
- Children are not permitted to open doors for anyone.
- Please ensure we have a valid working phone number and email, so we are able to contact you when needed.
- Anyone coming to the school must go to the main door, ring the bell and wait for an answer. Classroom doors are only to be used by students at the beginning and end of the day.
- Please do not wear scented products in and around the school. Many children and adults have strong reactions to the heavy scents in perfumes, deodorants, hair sprays, latex products and other cosmetic products.
- Pets are not permitted on school property. (Service Dogs permitted)
- Smoking or vaping is not permitted on school property.
- Proper forms are required for the administration of any medications. These medications must be in their original prescription bottle from the pharmacy.
- Please ensure we have current custody or court documents if applicable.
- Cell Phones - Students are not allowed to have cell phones out during class time, recess, or lunch, unless directed by their teacher. Using them during class is disruptive. *Students are not allowed to take pictures and post to social media as this is against our privacy policy.*

Bell Times

Teachers will be outside on duty starting at 8:20am. There is no supervisions before 8:20am. The bell will ring at 8:30am for students to enter the building. Teachers will be waiting at their classroom doors to welcome students in. Please ensure your child is on time to limit disruptions and give your child the best opportunity to learn without missing important daily start up routines.

Lunch will be from 11:40 to 12:40. If you need to pick up your child for lunch or need them to walk home please send a note that morning or call/email the office. Students are not allowed to leave the school to go get lunch at a store unless there is a note from home. Lunch monitors supervise at lunch, **not** teachers and there is **NO ACCESS TO A MICROWAVE**. Students are required to follow the code of conduct.

All students are dismissed at 2:45pm. **It is unacceptable to pick up your child early every day.** This disrupts not only your child's day but every child in the class. The last 15-20 mins of the day are very important. Please arrive at 2:45pm to pick up your child and please be patient as they are coming out of the school. If you absolutely need to pick up your child early for an appointment, please send a note in the morning with your

child or email the teacher or the office. **If you are not able to be here to pick up your child at 2:45pm you need to make arrangements.**

Toys at school

Please do not allow students to bring toys, dolls, cars, fidget spinners, cards or other items with them to school. If a child loses them we are not responsible for them. It is always safer to [leave toys from home at home](#).

Water bottles

We have bottle filling stations instead of fountains. [All students need to bring a water bottle each day.](#)

Attendance

When your child will not be in school there are 3 ways to report their absence. Call 1-833-582-6940 [OR](#) log in to Power School [OR](#) download the School Messenger app. It is the parent's responsibility to let the school know if their child will not be attending. If you do not report the absence, then the system will call, text and email you regarding your child's absence.

It's important to send notes in the morning if you are picking up your child early so we can have them ready for you. If an emergency happens, please give the school a call and we will get your child ready so you are not waiting.

Breakfast Program

Our Breakfast Program days will be **Tuesday, Thursday and Friday**. Our first day will be Tues. Sept 13th. Breakfast will be available in the classrooms at 8:30am and students have until class starts to finish their breakfast. Students need to follow behavior expectations.

Milk Program

There will be a milk program this year if enough students are interested. Milk slips will be sent home the first week of school with more information.

Head Lice

Please make sure that you frequently check your child's head for lice. Head lice can happen to everyone but if you are proactive and have open conversations then it will be much easier to take care of. If you do find lice or nits in your child's hair please let us know. If there is anything we can do to help you, we are more than happy to.

Important Dates

- Sept 8 - Stand Up Against Bullying Day
- Sept 14 - Picture Day
- Sept 30 - Truth and Reconciliation Day - No school