

MERTON SCHOOL

5554 Robinson Avenue

Cote St. Luc, Quebec

H4V 2P8

(Office) 481-7425 (Fax) 481-1290

Principal: Mrs. Raizel Candib

Secretary: Mrs. Cyndie Duncan

MISSION STATEMENT

Merton School enables individuals to achieve their personal and academic best by providing a learning environment that accepts diversity, promotes cooperation and encourages mutual respect.

School Hours (2009-2010)

| | | |
|----------------------------|--------------|--------------|
| Pre-Kindergarten (private) | Call-in bell | 7:57 |
| | Dismissal | 2:15 |
| Kindergarten | Call-in bell | 7:57 |
| | Dismissal | 2:25 |
| Grades 1 - 6 | Call-in bell | 7:57 |
| | Dismissal | 2:25 |
| Lunch | | 11:35- 12:35 |

Fees

| | |
|---------------------|--|
| Lunch Supervision | \$250.00 per child (due September 30, 2009) |
| | \$500.00 per 2 children or more family |
| Resale supplies | \$75.00 per child Grades K, 1, 2 (due September 30, 2009) |
| | \$75.00 per child Grades 3, 4, 5, 6 (due September 30, 2009) |
| Academic Enrichment | \$100.00 per child (due October 31, 2009) |
| | \$200.00 per 2 children or more family |

MERTON SCHOOL

School Calendar Highlights

There is no school for students on holidays and professional days. **These dates are indicated in bold.**

| | |
|---------------------|---|
| August 31 | First day of school (gr. 1-6) – full day Students start wearing the school uniform |
| September 1 | First day of progressive entry for kindergarten |
| September 7 | Second day of progressive entry for kindergarten |
| September 16 | Meet-the-Teacher Night |
| September 17 | Labour Day Holiday-school closed |
| September 25 | Merton Professional Day – school closed |
| October 12 | Terry Fox Run (if rain, on October 2) |
| October 16 | Thanksgiving Day Holiday-school closed |
| October 22 | Region 3 Professional Day-school closed |
| October 13 | Selected Parent-Teacher Interviews |
| October 27, 28 | Merton Professional Day - school closed |
| November 13 | Open House for prospective new families |
| November 20 | Region 3 Professional Day- School closed |
| December 2 | Teachers` Convention -school closed |
| December 3 | Term 1 Parent-Teacher Interviews (3:00-9:00 p.m.) |
| | Merton Professional Day- school closed |
| | Parent-Teacher Interviews (2:00-8:00 p.m.) |
| December 4 | Merton Professional Day-school closed |

DECEMBER 21 - JANUARY 1 WINTER HOLIDAY – SCHOOL CLOSED

| | |
|-------------------|---|
| Monday, January 4 | Return to school |
| February 3 | Merton Professional Day - school closed |

MARCH 1-5

MARCH BREAK-SCHOOL CLOSED

| | |
|-----------------|---|
| March 12 | Region 3 Professional Day- school closed |
| March 29 | First Seder Night |
| April 2 | Good Friday – holiday- school closed |
| April 5 | Easter Monday – holiday- school closed |
| April 15 | Term 2 Parent-Teacher Interviews |
| April 16 | Merton Professional Day – school closed |
| May 21 | Merton Professional Day- school closed |
| May 24 | Victoria Day -school closed |
| June 4 | Merton Professional Day – school closed |
| June 11 | Field Day (Alternate June 18) |
| June 22 | Last day for pre-k and kindergarten students |
| June 23 | Last day for Cycles 1 - 3 students |

FRENCH IMMERSION PROGRAM

For Kindergarten and Cycle 1 (grades 1 and 2), all instruction is in the French language and follows the basic Kindergarten and primary programs (i.e. language arts, mathematics, art, etc.). Exceptions- the Ethics and Religious Culture Program is taught in English in Cycle 1. Music is taught in English in all cycles.

In Cycles 2 and 3 (grades 3 – 6) the program is more or less divided equally between English and French.

Parents are encouraged to support and enrich the school program by providing the children with various opportunities to use French in the community, extra-curricular activities, the home (radio, T.V.) etc. Any activity which broadens the child's knowledge and understanding of French culture helps to ensure the success of our program.

REPORTING TO PARENTS

Early in the year, parents have the opportunity to meet their child's teacher to review the program of studies for the year. Four reports are issued during the year. The schedule for these reports is on page 2. Parent-Teacher interviews are also part of the reporting procedure. Where necessary, teachers will be in more frequent contact with parents. Parents may also request to meet with teachers at any time during the year by making an appointment.

LIBRARY

The Merton School Library has a large number of English and French books, reference materials and computer- based access to information. Students visit the library and borrow books on a one to two week loan basis. The children are held responsible for their library books in the event of loss or damage.

The library is staffed by a part-time library technician and by parent volunteers who maintain the collection, read stories to the children, help them choose books and assist them with research projects.

JEWISH HERITAGE STUDIES

This is a MELS (Ministry of Education, Leisure and Sports) sponsored PELO program which covers the part of the cost of 50 hours of instruction. Parents must pay for any additional time beyond the 50 hours. One hour classes are held twice a week after school. There is a fee of \$75.00 per child to cover the remaining costs of the program.

The curriculum has several goals: to develop a knowledge of and attachment to Jewish traditions, customs and ceremonies, synagogue and prayer; familiarization with the Hebrew language; a knowledge of Israel and fostering a sense of pride and belonging - in being Jewish and being a part of the Jewish people - "teaching Jewish identification", as well as respect for the diversity and individuality of people everywhere.

PARENT ORGANIZATIONS

1. Governing Board

The Governing Board is a committee legislated by the Government, in which equal numbers of parents and staff are represented. The objective of this committee reflects the desire to decentralize decision making, leaving individual schools to make decisions that are in the best interests of their students. The mandate of the Governing Board is to discuss proposed policies, which affect the daily routine of Merton students. Decisions are made regarding such items as: education, building security, field-trips and school budget.

According to the Education Act, elections for parent members whose two year term has expired must take place in September of each year, at the call of the Chairperson of the Governing Board.

Parents may contact any member of the Governing Board in any of the following ways:

- **Telephone-** Call the Merton Home and School office- 514-481-2033 and leaving a message for the appropriate person and it will be forwarded accordingly.
- **E-mail-** merton.gb@gmail.com
- **In Writing-** Written correspondence can be placed in the Governing Board mailbox in the main office.

2. Home and School Association

The Home and School offers programs such as the After-School Activities, Enrichment courses and Pre-Kindergarten. In addition, they raise funds to enrich the life of the school. Computers and the Music program are but a few areas into which fund-raising dollars have gone.

All that Home and School accomplishes is the direct result of dedicated parents, willing to devote their time and energy to making these programs possible. They are continually in need of parents with fresh ideas. All new volunteers are welcome. It doesn't demand a lot of time; just a small commitment to help enrich the school. All children benefit because of parent involvement!

For more information: 514-581-2033; mertonhs@videotron.net.

PARENT SPONSORED PROGRAMS

Under the supervision of the Home and School Association Enrichment Programs are offered to **all** Merton students-

1. Music

Funding from Home and School has continued to make music a priority at Merton. All students, from Pre-K to Cycle 3, participate in the program. The students experience and acquire a variety of skills through theory, songs and dance, including yearly concerts. From Grade 3 on all students learn to play the recorder. The salary of the music teacher is funded by the Merton Home and School Association. Since this program is a compulsory part of the Merton curriculum all parents must pay the Academic Enrichment Fee (**AEF**) of \$100.00 per year. This fee is payable by October 31 each year. Parents receive a receipt for income tax purposes for this fee.

2. After-School Activities (A.S.A.)

A number of different options are offered depending on individual family needs. The service is available from 2:24 - 6:00 p.m. for all students registered at Merton School. Programs include scheduled activities, both indoors and outdoors when weather permits. A weekly schedule of art, sports, technology, supervised homework periods and free play is offered for all age groups. To participate school fees have to be paid.

3. After-School Enrichment Program

To complement the curriculum of our school we have developed a Supplemental After-school Enrichment Program that exposes children to various areas of interest, as well as skills development. Qualified resource people are hired to conduct these classes. Though they are not compulsory, these courses are useful in enriching the child's educational experiences. We offer courses in physical fitness, sports, visual and performing arts, technology and science. A list of activities is circulated each term. These are offered from 2:30 - 3:30 Monday to Friday. To participate school fees have to be paid.

4. Pre-Kindergarten

This private program is a wonderful introduction to schooling which fosters an easy transition to elementary school for children who are 4 years old by December 31. The program includes: introduction to French Immersion, library, physical education, technology, art and music. Everything is taught in a relaxed, friendly environment, allowing the child to flourish at his/her own pace. Developing social skills and enhancing each child's uniqueness are quite important. There is a maximum of 22 children in the class.

Hours: 7:55- 2:15 Fees: \$250.00 per month

Fees are to be paid as follows:

- 10 post-dated cheques dated from August 15th, 2009 to May 15th, 2010.
- \$250.00 non-refundable registration fee paid upon registration
- \$16.00 Home & School membership fee per family (non-refundable) **dated August 15th, 2009**
- \$60.00 supplies fee **dated August 15th, 2009** (this fee covers materials used, i.e. paper, paint, scissors, etc.)
- Cheques are to be payable to the MERTON HOME AND SCHOOL ASSOCIATION

COMPULSORY SCHOOL UNIFORM POLICY

Children in Cycles 1-3 are required to wear plain navy pants (**no jeans, cargo pants, stripes or logos**), culottes, skirt or tunic, a Merton T-shirt or plain white top and flat shoes. In cooler weather, a red Merton cardigan or Merton sweatshirt may be worn. The gym uniform consists of red Merton shorts, red Merton jogging pants, white Merton T-shirt and flat running shoes. The gym uniform is compulsory for all students, including kindergarten. In warm weather, students may wear flat sandals to school, but they must have a strap to support the ankle. No flip-flops are permitted. **Students must be appropriately dressed at all times. Shoes must be worn at all times**

When pupils do not come to school dressed in conformity with the uniform policy, they may be kept in the office until a parent arrives with the proper clothes or they may be sent home to change, but only after parents have been notified.

All students are expected to go outside at recess and lunch time. Students must come appropriately dressed for the weather. To avoid loss, clothes must be clearly labeled with the pupil's name. **There is a Lost and Found box in the office which parents are encouraged to check frequently for any lost clothing items.**

All students, including kindergartens, are required to wear the Merton T-shirt, cardigan /sweatshirt and red sweatpants on all school outings.

The School Uniform Supplier is: Jadon Promotions 514-219-5500

Contact: Pamela Rudie pam@jadonpromotions.com www.jadonpromotions.com

LUNCHTIME SUPERVISION

The lunch hour is from 11:35-12:35. All pupils may remain in school for lunch, provided they pay the lunch supervision fee. The cost for this service is \$240.00. It is used to cover the salaries of the lunch monitors. Some organized activities take place at this time. **Students whose parents wish them to stay in school occasionally must pay \$2.00.**

Students bring their own lunch to school. The EMSB runs a voluntary Hot Lunch Program at the cost of \$4.50 per meal. Parents may participate in any way they choose. The Home and School Association organizes Pizza Lunch once a month.

The following rules have been developed to ensure a safe and enjoyable lunch hour:

1. Due to numerous children with severe allergies to peanuts, ***MERTON IS A PEANUT-FREE SCHOOL. We insist that everyone respect this principle and send your child to school with food which complies with this regulation.** (See important information below).
2. Parents are encouraged to pack a healthy, balanced lunch. It may include the following: a sandwich, fruit, raw vegetable, and dessert. As well, milk or juice should be provided. **SOFT DRINKS ARE NOT PERMITTED.** We discourage the consumption of chocolate bars and candy.
4. Students usually eat at their own desk in their classrooms. **For their own safety, children with severe food allergies eat at desks in the hallway with a friend.**
5. Pupils must remain seated at their places for the first 25 minutes after which time the adult monitors permit them to dispose of their garbage.
6. Pupils play outdoors for approximately half an hour, supervised by the lunch monitors and/or teachers. Sometimes they will be involved in extra-curricular activities.
7. During winter, pupils must be dressed appropriately for the half hour they spend outdoors. (There are very few winter days when pupils remain indoors). All outdoor clothing, especially hats, scarves and mitts must be clearly labeled with the pupil's name, to avoid loss.
8. **Pupils must never leave the school yard.** Pupils who have problems or need help should discuss this with the monitors.
9. Early in the year, each parent receives a copy of the lunch policy. Students are expected to abide by the contents of this policy.
10. We ask for parents' cooperation in emphasizing that the rules be followed so that the lunch hours can be enjoyable ones.

***IMPORTANT INFORMATION**

There are children who have severe food allergies. Among the most common life-threatening is the allergy to peanuts and products which contain peanuts. Allergic reactions are often very rapid and more severe than reactions to other foods. Anaphylaxis (i.e. extreme body reactions) can occur within seconds resulting in unconsciousness and death. Contact with a simple trace of peanut butter can cause an anaphylactic reaction. Peanut butter or foods containing peanuts or peanut oil can easily be transferred to toys, furniture, gym equipment or by hand.

There are children at Merton School with allergies to peanuts and all products which contain peanuts. **We ask all parents to ensure that no child brings a product containing peanuts to school.** Although we recognize that eliminating peanuts and peanuts products from your child's lunch may be inconvenient for some and difficult for others, it is essential that we have your full co-operation in order to provide a safe environment for each and every child.

If your child develops a peanut allergy or any other allergy during the course of the year, please notify the school immediately. Parents of peanut allergic children must sign waivers releasing the school and its members from any liability in the event that food containing peanuts is found in the school.

DISCIPLINE POLICY

The discipline policy of the school is based on the premise that personal freedom is accompanied by the responsibility to respect the freedom of others. Common courtesy, good manners and mutual respect are expected towards peers, teachers, staff, lunch monitors and others. The development of self-discipline in each of our pupils is an important aspect of our discipline policy. Discipline is meaningful when it is self-imposed or self-controlled.

In order for any policy to be effective, it is necessary that the school have the support and co-operation of parents. In the attempt to ensure the safety and security of our pupils, a number of rules have been developed.

These rules also apply to all outside and after school activities.

- a) Fighting is not permitted. Students are encouraged to settle their differences through peaceful means. **Any student involved in fighting a second time or more may be suspended from school depending on circumstances.**
- b) Throwing snowballs or ice is not allowed as this can result in injuries to others. **Any student throwing snowballs risks being suspended.**
- c) Contact sports that involve tackling are prohibited as is the use of hard balls that may cause bodily injuries and broken windows.
- d) Rudeness, foul language and name calling are not acceptable. No matter what the situation, politeness should predominate.
- e) Pride in our school is encouraged. Our building and school yard should be maintained in as clean a state as possible. Writing on walls and littering are unacceptable.
- f) Gum chewing is prohibited on school grounds.

Pupils are expected to observe the school rules. Students who disregard a rule may be given an incident report to take home, required to write a note of explanation for their actions, to stay after school, or be given an extra assignment to complete, etc.

In general, the day-to-day discipline is handled by the school. When a serious problem occurs or repeated warnings have had little effect, parents are notified and requested to meet with the school personnel to discuss the problem. In some situations the school administration may feel that suspension is warranted and may act accordingly. It is through co-operation between the home and the school that such situations are avoided.

HOMEWORK POLICY

Homework is an essential part of our school program. It is used to reinforce work previously taught, as well as to practice new skills. Parents and teachers must work together to help children develop good study habits and a responsible attitude towards homework. Your child should have a quiet place to work and a regular timetable which allows adequate time to complete all homework assignments.

Teachers assign work to be done at home, both as a matter of learning and as training for later years. If questions or difficulties arise, the teacher should be contacted. On

Meet-the-Teachers night, the classroom teachers will suggest a reasonable time allotment for homework (which excludes time for organization of work). There is an after-school homework program for Grades 3 to 6 four times a week. This usually starts mid-October and ends in May.

ABSENCE AND LATE POLICY

Parents are asked to either notify the homeroom teacher ahead of time (e.g. pre-arranged medical appointments) or to phone the school office before 8:30 a.m. if their child is absent. Upon returning to school from any period of absence, students are required to give an explanatory note from the parent to the homeroom teacher.

Students arriving late (after 8:05 a.m.) must report to their homeroom teacher with a written explanation so that the child's name can be removed from the absentee list. Students are expected to arrive on time for school and class. After 2 unexplained lates in any given month, parents will be contacted and may be required to attend a meeting with the school administration and/or the homeroom teacher.

SAFETY AND SECURITY

1. Inquiries and Appointments

Upon arrival at school, parents, volunteers, and any other visitor **must report to the office** where they will be received and assisted and given the appropriate pass to wear while circulating in the building. Unless parents have an appointment with the administration, teachers or Home and School, they are asked not to come into the building in the morning. It is impossible to keep track of all the adults and to ensure the safety of the children at the same time. All parents are requested to cooperate.

Parents may not interrupt teachers and classes during teaching time. Parents are encouraged to share concerns with their children's teachers, either by notes, telephone or in person. A personal meeting should be arranged via a note to the teacher asking to set up an appointment

2. Supervision

The school playground is supervised by teachers in the morning from **7:50-7:57** and during recess. Students are not permitted in the building before 7:57 because there is no one available to supervise them. **Students must not report to the school yard prior to 7:50.** The lunch monitors and teachers supervise during the lunch hour. There is no supervision after school hours, except for children staying in the ASA program. Parents are asked to remain outside the fence when the children are playing in the schoolyard under the supervision of teachers and lunch monitors. The supervisors are thus able to spend all their time watching only the children. Children should not play unsupervised in the school yard; children who do so are playing at their own risk and are the responsibility of their parents.

3. Bicycles and Valuables

Bicycles are brought to school **at the owner's risk**. They must be locked at the bicycle rack and may not be ridden in the schoolyard.

Students should not bring large sums of money, expensive toys, or other valuable objects to school. This includes cell phones, i-pods, electronic toys, cards, etc.

Clothing and lunch boxes should be **clearly marked** with the child's name so that items placed in the Lost and Found can be returned to the rightful owner.

FIELD TRIP POLICY

1. Participation in Field Trips is a privilege and not a right. A student whose behavior in class or outside has not been acceptable, will not be allowed to participate.
2. Students must complete all necessary forms before being allowed to participate in any outings.
3. Students who have not paid their school fees in full will not be allowed to participate in overnight field trips or one day field trips.
4. All students, including kindergarten, are required to wear the Merton T-shirt, cardigan or sweatshirt and red sweatpants on all school outings.
5. **The final decision to allow students to participate in any outing rests with the teacher and administration.**

COMMUNICABLE DISEASES POLICY

Upon registration at any of the EMSB schools and/or at the request of the CLSC nurse, parents are **obliged** to furnish immunization records for the communicable diseases mentioned below. Parents who decide not to have their children immunized **must** supply the school and the CLSC nurse with a written statement to that effect.

Diseases Preventable With Vaccines:

DIPHTHERIA, WHOOPING COUGH, MUMPS, POLIO MYELITIS, MEASLES, GERMAN MEASLES, CHICKEN POX

It is the parent/guardian's obligation to inform the school when his/her child is diagnosed with having one of the above diseases. In every case, the sick child will remain at home until it is possible to present a medical certificate indicating the child is no longer infectious and may return to school.

If there is an outbreak of a communicable disease, any child who has not been immunized may be excluded from school until such time as the CLSC judges it safe for such a child to return to school.

Diseases Not Preventable With Vaccines:

SCARLET FEVER, IMPETIGO, PEDICULOSIS (head lice)

The sick child must remain at home until it is possible to present a medical certificate indicating that the child is no longer infectious and may return to school.

ADMINISTRATION OF MEDICINES

In cases where students must take medication during the school day, the parent must provide a prescription/letter from a doctor, clearly indicating the instructions to be followed. All medications must be labeled and dated. According to EMSB policy, school personnel are not permitted to give students any medication, including Tylenol or aspirin, unless these procedures are followed.

EMERGENCY DISMISSAL

Before the School Day

If a severe snowstorm causes closure of the school system or cancellation of the school bussing, this will be announced on all the major English and French radio stations starting at 6:00 a.m. **If no school closing announcement has been broadcast by 7:00 a.m. – the schools will be open – even if the school bussing has been cancelled.**

During the School Day

In very rare circumstances, during the course of the school day, the School Board may decide to close all of its schools due to severe weather or one of its schools because the building has no heat or water. The school would then immediately activate the emergency telephone chain to notify parents to come and get their children. (Evacuation would only occur if it were not safe to wait in the building.)

Parents must make alternate plans and go over these with their children in case the parents are not able to come and pick them up. Children need to know who would pick them up and where they would be going. Parents must indicate these plans on the emergency form and **notify the school when there are changes in address, phone numbers, etc., at all times during the course of the school year.**

EVACUATION PROCEDURES

In the event of an emergency evacuation, Merton School has made the following arrangement:

All students (pre-k to grade 6 will go to St. Patrick's Square at 6767 Cote St. Luc Rd.

Should an emergency be declared, students would immediately be taken to the above center and parents would be contacted, via our emergency phone chain, for immediate pick up. **It is absolutely essential that the office have accurate phone numbers for parents and at least one alternate person; please notify the office of changes as soon as they occur**

INFORMATION AND COMMUNICATION TECHNOLOGIES ACCESS AND ACCEPTABLE USE POLICY

The Student

With respect to the Internet it is the student's responsibility to:

1. submit to the school principal an Agreement Form (Appendix 1) signed by the parent/guardian, indicating his/her agreement with the terms of provision of student access to **Information and Communication Technologies (ICT)**;
2. use school-provided equipment and Internet services only with the permission and supervision of authorized school personnel;
3. properly cite information obtained from published web pages (Net citation);
4. refrain from creating, accessing, storing, sending, distributing or printing any material which is generally considered to be unlawful, obscene, pornographic, erotic, sexually explicit, racist, abusive, discriminatory, hate-motivated, harassing, threatening, demeaning or otherwise objectionable in imagery or language (Netiquette);
5. never publish the names or pictures of himself/herself or others on the Internet without the prior permission of the teacher and the parent/guardian (Consent Form, Appendix 2);
6. never publish personal information about himself/herself or others, such as addresses, telephone numbers, parents' names and home or work addresses/telephone numbers on the Internet;
7. immediately report, to the supervising school authority, any information, message or web site that is inappropriate or makes him/her feel uncomfortable;
8. never meet or speak with anyone he/she encounters on-line without the prior permission of the parent/guardian/teacher;
9. never use school-provided Internet services for illegal purposes or for non-approved commercial purposes;
10. never fill out or submit on-line forms without prior permission of the parent/guardian/teacher.

With respect to student files and equipment:

1. submit to the school principal an Agreement Form (Appendix 1) signed by the parent/guardian, indicating his/her agreement with the terms of provision of student access to **Information and Communication Technologies (ICT)**;
2. backup his/her personal electronic files;
3. copy only material for which permission has been granted;
4. never attempt to access private or personal materials, information, or files of others without their prior authorization;
5. never vandalize, damage, or disable the work of another individual or organization;
6. never access, manipulate, alter or attempt to damage, disable or destroy technology or computer files;
7. obtain permission from the supervising teacher before printing multiple copies;
8. obtain permission from the supervising teacher before using peripherals

The Parents/Guardians

It is the parents/guardians responsibility to:

1. understand the role of **Information and Communication Technologies (ICT)** in the education of their child;
2. educate their child in responsible use of these technologies.

Posting students' work on the Internet provides them with an important sense of validation and pride. Students need to learn that Cyberspace must be treated like real space and that therefore their use of the Internet must respect the following rules:

1. to never create, access, store, send, distribute or print any material which is generally considered to be unlawful, obscene, pornographic, erotic, sexually explicit, racist, abusive, discriminatory, hate-motivated, harassing, threatening, demeaning or otherwise objectionable in imagery or language (Netiquette);
2. to report to the supervising teacher any information or messages received that make them uncomfortable;
3. to never agree to meet with someone they encounter on-line without the prior permission of their parents/guardians/teacher;
4. to never fill out and submit on-line forms without prior permission of the parents/guardians/teacher.

Discussing student interests and activities in forums such as web pages and e-mail are legitimate pedagogical activities. However, it is important to be aware of the possible risks associated with communicating in a global environment. Such risks could include:

1. receiving unwanted communication and solicitations from individuals who gain access to students' personal identifying information;
2. gaining access to unlawful, obscene, pornographic, erotic, sexually explicit, racist, abusive, discriminatory, hate-motivated, harassing, threatening, demeaning or otherwise objectionable material, imagery or language.

Minimizing student exposure to such risks is a key element of the School Board's *Information and Communication Technologies Access and Acceptable Use Policy.*

As a standard operating procedure, students and schools cannot release the following student identifying information within Internet e-mail or other electronic publications/files:

- the names, telephone/fax numbers or personal addresses of any person, without prior permission (Consent Form, Appendix 2);

A student's picture or name will not be released *unless prior parental/ guardian permission has been obtained* (Consent Form, Appendix 2). Each request will be evaluated by the teacher on a case-by-case basis.



APPENDIX 1

To be signed and returned by Friday, September 4, 2009

INFORMATION AND COMMUNICATION TECHNOLOGIES ACCESS AND ACCEPTABLE USE POLICY

AGREEMENT FORM

Name: _____ parent/guardian of _____
(Parent) (Student)

Date: _____

School: MERTON

I have read the *Information and Communication Technologies Access and Acceptable Use Policy*– The Student and The Parent/Guardian sections (on pages 12 and 13 of the Merton School agenda) and agree to abide by it.

(Parent Signature)

(Student Signature)



To be signed and return by Friday, September 4, 2009

Consent to Photograph, Record, Video Students and Publish, Display, Distribute or Broadcast Students' Image and /or Work and to receive an EMSB e-mail account

During the course of the school year, students at Merton School are occasionally videotaped, recorded, and or photographed for a variety of reasons, including school awards, special recognition, yearbooks, video projects and news programming. The student's name, school and grade may accompany such photographs, videos and web pages.

Some of these photographs / video images are published, displayed, distributed or broadcast outside of the school network and in these cases the School Board is required to obtain consent.

Students will also be assigned an EMSB e-mail account during the year.

Please fill in the requested information and check either Yes or No below to indicate whether you wish to give or not give consent.

Student Name: _____

School: **MERTON**

Grade: _____ **Room:** _____ **Teacher:** _____

I hereby release the school and the School Board from any liability or damages resulting from or connected with:

The photographing, recording or video of a student: Yes No

The publishing, displaying, distribution or broadcasting of image/work: Yes No

The assignment of an e-mail address: Yes No

Signature: _____
Parent/ Guardian

Date: _____

If you have any questions, please call the Principal at: 414-481-7425



ÉCOLE MERTON SCHOOL

To be signed and returned by Wednesday, September 4, 2009.

SHORT TRIP PERMISSION FORM

During the course of the year, your child's teacher or one of the specialist teachers may wish to take the class on a short trip, ex. to the park beside the school. In cases like this, it would be preferable if parents could give their permission to go on such a short walking trip once only and this would remain in effect for the whole year.

Teachers planning such a trip would still notify parents ahead of time, indicating what clothing might be required, etc. They would also, if appropriate, ask for enough parent volunteers in order to ensure adequate adult supervision during the trip.

(Parent) I give my permission for my child to go on short walking trips with his/her teacher and/or the specialist teachers. This permission is valid for the entire 2009-2010 school year.

Child's name: _____ Room _____

Parent signature: _____ Date : _____



Agreement to Follow School Policies and School Rules

(Parent and child) We have received the school policies and other information included in this section of the student agenda book. We agree to respect the school's rules and policies, and to wear the compulsory school uniform.

Parent signature: _____ Date : _____

Child's signature (grades1-6) : _____

