



# Viscount Montgomery Elementary School

PROUD SCHOOL OF HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

1525 Lucerne Avenue  
Hamilton, Ontario L8K 1R3  
Phone: 905.544.5670  
Fax: 905.544.2608

EMAIL: [viscountmontgormery@hwdsb.on.ca](mailto:viscountmontgormery@hwdsb.on.ca)  
PRINCIPAL: Josie Dalley  
VICE-PRINCIPAL: Jennifer Hogan  
[www.hwdsb.on.ca/viscountmontgormery](http://www.hwdsb.on.ca/viscountmontgormery)

Dear Parents, Guardians, and Students:

Welcome back to our 2017-2018 school year! We hope that all of our Viscount Montgomery families had an enjoyable and safe summer. We would like to take this opportunity to welcome all of our new students and families to Viscount Montgomery!

Our school has been very busy this summer with renovations. When you visit, you will notice a few changes such as a new black top for the Kindergarten area and back playground, additional green space, upgraded parking lot which includes a drop off area, new entry doors and walkways, updated fire alarm system, new gym roof, auditorium entrance, classroom heating units and shelves. In addition to the summer renovations, we will get new lightening in all the classrooms. This process will take place outside of school hours. We appreciate the contractors, Facilities, and Caretaking for making Viscount an amazing learning environment.

It is our hope that 2017-2018 will be a great year for all the students at Viscount Montgomery. To that end, we want to emphasize the need for consistent, continual and courteous communication between home and school. Teachers will be in contact with home through phone calls, agendas and in some cases via electronic means. The school will use monthly newsletters, twitter and our school website to communicate events and updates. To get feed from our Twitter account, follow @Viscount\_HWDSB. Our website will be regularly updated as well, with a calendar of events, newsletters, links to classroom websites and more. If you subscribe to the site, notifications will come to you about any news on the site. To access the website, go to <http://www.hwdsb.on.ca/viscountmontgormery> and subscribe. To meet with any staff member, we ask that you call or write ahead to make an appointment so that we can be best prepared to meet your needs and the needs of your child.

We hope this will be a great year for everyone! Go Bruins!

*Mr. Dalley, Ms. Hogan and the staff of Viscount Montgomery School*

## **Information and Consent Forms**

This package provides information you need to know, as well as forms that need to be completed and returned to school.



Please return the following forms by Tuesday, September 12, 2017.

- Arrival Check Program Information Form
- Lunch Room Permission Form
- Inclement Weather
- Media Consent Agreement



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## **Meet the Staff**

Meet the Staff Night is an important event here at Viscount Montgomery. However, as class reorganization is likely at the end of September, we will hold the date for early October. More detailed information will follow.

## **Arrival Check Program**

When a student is absent, or arrives late, parents/guardians are asked to let the school know before 8:50 a.m. Our message service is available 24 hours a day – 905-544-5670. If there is an unexplained absence, a phone call is made to the parent or emergency contact if the parent is unavailable.

## **Arrival and Dismissal**

Please drop off and pickup your child at the designated assigned doors for their class. If you need to make alternative plans for a drop-off/pickup, please let the office know.

## **Students with Medical Needs**

If your child has a life threatening allergy or has a medical condition for which he/she requires medication or special accommodation while at school, please contact the office. Please note that medication cannot be administered without proper documentation. Documentation needs to be updated yearly.



## **No Smoking**

Please be reminded that smoking is not permitted within the school or on school property. Thank you.



## **Anaphylaxis**

*Parents are required, under the new Anaphylaxis Policy, to inform the homeroom teacher and office, in writing, if their child has severe, life threatening allergies, as we need to ensure that safety precautions are put into place. Viscount Montgomery school is a Peanut/Nut Safe school, as we have several students with life-threatening allergies to peanuts and/or nuts. Working together we can help ensure the safety of all our students.*

## **Cancellation of School Operations – Emergency School Closing Information**

School operations may be cancelled due to severe weather conditions. In rare situations, school may also be cancelled due to situations including a prolonged hydro interruption or city-wide emergency. The Hamilton-Wentworth District School Board makes every effort to decide to cancel school operations by 6:00 a.m. in order to inform the media by 6:30 a.m.

In rare situations, schools may close during the day. The Board makes every effort to avoid cancelling school operations after 11:00 a.m. If schools are to be cancelled after school has started, the media will be notified and students will be dismissed according to the instructions contained in the attached Early Dismissal Plan.



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Parents are advised to check for current emergency information with the following local media outlets or call the Cancellation of School Operations Hotline.

<b>Radio Stations: 900 CHML CKOK 820 CHAM 102.9 K-Lite FM</b>	<b>TV Stations: CH TV-CH Morning Live</b>
<b>Cancellation of School Operations Hotline 905-521-2535 Board Website: <a href="http://www.hwdsb.on.ca">www.hwdsb.on.ca</a></b>	

The School Board's policy on the cancellation of school operations states that:

***It is the parents' responsibility to decide whether or not it is safe for their child/ren to attend school. It is the responsibility of parents to arrange alternative home arrival plans if their child/ren cannot go home during an unscheduled school cancellation. The parent is expected to clearly explain the alternative to the child and to inform the school, in writing, of the alternative arrangements. Parents are requested to provide the school with any changes to these arrangements throughout the school year.***

When an emergency closing occurs, phone lines at the school must be kept open for quick and efficient exchange of information and possible emergency situations. Calls home are not able to be accommodated.

Your child needs a designated place to go if school closes. Please ensure that, if the home of a neighbor or family member is the destination selected, that that person will be expecting to receive your child.

Please complete the attached form, ensure your child understands the plan, and return it to school by Wednesday, September 16<sup>th</sup>, 2015. Please inform the school of any changes to the plan during the school year.

## **Agendas and School Information**

This year students in Grades 1-6 will receive an agenda to support in organizing the day and for home/school communication. Grades 7-8 will use other resources such as but not limited to electronic devices and technology. Important school Information can be found at the beginning of the agenda. The information will include our routines, important dates, and expectations. Students in Kindergarten and Grades 7-8 will receive a copy of this information to share with their families. Please take the time at home to review this important information with your child.



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## **Let's Get Moving After School Program**

Let's Get Moving is a free recreation after school program for Grade 1-6 students operated by Boys and Girls Clubs of Hamilton. Let's Get Moving runs every instructional day after bell time for two hours. The program promotes physical activity, offers a healthy snack and supports personal health and wellness.

If you are interested, please pick up a form from the school office or call one of our program facilitators at the school or contact the Boys and Girls Club at 905-549-2814 x238.

## **School Council**

Our first school council meeting will be on Thursday, September 14<sup>th</sup> at 6:00 in our school library.

## **Viscount Montgomery Pledge**

Our school has developed a new pledge that we will follow each day at Viscount. Last year, we surveyed classes on what they felt our school expectations should be. Staff Members, Parents, and Students met over the summer to look at the results and created the Viscount Montgomery Pledge. A big thank you to the parents, students and staff that were involved.

### **Viscount Montgomery Pledge**

We the students of Viscount Montgomery will...

- Be Respectful of everyone and our school
- Be kind and helpful
- Be responsible and prepared
- Take initiative in our learning
- Make positive choices

Go Bruins!



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## Early Dismissal Plan

Student: \_\_\_\_\_  
*Student Name – Please print clearly*                      *Grade*                      *Room #*

\_\_\_\_\_  
*Home address, Unit/Apt #, Postal Code*

\_\_\_\_\_  
*Home Telephone*

\_\_\_\_\_  
*Parent/Guardian's Home Phone*

\_\_\_\_\_  
*Parent/Guardian's Cell Phone number*

\_\_\_\_\_  
*Parent/Guardian's Home Phone*

\_\_\_\_\_  
*Parent/Guardian's Cell Phone number*

\_\_\_\_\_  
*#1 - Alternative emergency Contact Name and phone number*

\_\_\_\_\_  
*#2 - Alternative emergency Contact Name and phone number*

***In the event of an early school closure: (Please choose one option only)***

- My child should be dismissed to walk home as usual.*
- My child should go home on his/her regular bus.*
- My child should walk to:*

\_\_\_\_\_  
*Name*                                      *Address*                                      *Phone Number*

(Walking with : \_\_\_\_\_)

*This person knows of this plan and will be at home to receive my child.*

*I have discussed this plan with my child and he/she understands what to do in the case of an unexpected early school dismissal.*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*



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## Volunteer in Schools

All volunteers in HWDSB schools must provide a new Vulnerable Sector Screening every three years. This screening is provided by Hamilton Police Service at a cost to the volunteer of \$25. This can also be done online at Hamilton Police Service with an additional fee for processing/authentication of \$9.95. We want everyone at HWDSB to be safe in our buildings and on school outings, and the updated Vulnerable Sector Screening is one way we can protect our students.

The Criminal Records Act requires that Vulnerable Sector Screening be conducted for individual positions. Therefore, schools are not permitted to accept a screening document that has been done for another organization.

Volunteers must also sign a current offence declaration each year, in between Vulnerable Sector Screening updates. This form will be provided by the school office each year.

In addition to the Screenings and Declarations, we ask that volunteers complete an application form that will support us in determining how you can best support our school and students.

We will have orientation sessions throughout the year to share school information and routines with our volunteers. The first session will be **September 12<sup>th</sup> from 9:30 to 10:00.**

Volunteers are needed in many areas of our school. We need support with our Nutrition Program, Library, Reading Programs, Math Programs, Trips, and in some classrooms. If you are interested in volunteering, please stop by the office and we will give you all the needed information.

Thanks again for your continued support!