



## École Gerald McShane School

6111 Maurice-Duplessis,  
Montreal-North, QC, H1G 1Y6  
T: 514.321.1100 F: 514. 321.1448  
[www.geraldmcshane.ca](http://www.geraldmcshane.ca)



September 10, 2019

Dear Parents/Guardians:

It is a pleasure to welcome you all to another school year at Gerald McShane School. I'm sure this year will be full of exciting moments and student success.

- 1. LETTER OF THE MONTH:** This is the first of the monthly letters that will be sent to parents throughout the school year. The letters will contain information regarding our school as well as a schedule of events and special days. **Please take careful note of all dates. This is especially important with regards to days off when students do not have classes.** Newsletters and calendars will be emailed as well as posted onto our social media sites (Facebook and Instagram).
- 2. BUS & DROP OFFS REMINDER:** Bus drop off is now on Maurice Duplessis street, via the bus drop off zone. **Parents MUST NOT drive in or through the area as it is for BUSES ONLY.** Students exit the bus and come down the stairs and enter the school directly via the Main Entrance. Parent drop off will be via Maurice Duplessis ONLY. Parents dropping off their child are encouraged to remain at the top of the stairs to avoid congestion on the path to the front door. Students who attend Daycare can be dropped off via the Daycare door in the parking lot **until 7:45.** After that time, there will be no access to Daycare and students **MUST** be dropped off via Maurice Duplessis. **Therefore, you will NOT be allowed to drive into the parking lot after 7:45.**
- 3. AFTER SCHOOL PICK UP:** As with morning drop off, parents are asked not to come to the front door to pick up students and not to congregate on the steps. There must not be any hindrance or obstacles for the students making their way to the buses.
- 4. CODE OF CONDUCT:** Each school year brings new promise, new opportunities and a fresh start. At Gerald McShane School, it is our belief that student success is built on a strong partnership between parents and teachers. We invite you to become involved in our school. When we all work together, our children benefit. The staff at Gerald McShane School want to reaffirm our commitment to the success of all students.  
  
Our students will be given the opportunity to make certain choices: the choice to bring pride to Gerald McShane School, to work hard, to be a good person and to take advantage of all opportunities offered. The choices they make have a great deal to do with their success in school and in their future.  
  
Please take the time to read our **Gerald McShane Code of Conduct** with your child so that all expectations of our students are clearly reinforced. Our Code of Conduct can be found on pages 2 through 7 in the student Agenda. It has been approved and accepted by the Governing Board of our school and requires your signature to indicate that you have reviewed it with your child.
- 5. PEANUT PRODUCTS:** As we have students that are highly allergic to peanuts, students are encouraged **not** to bring Peanuts/Peanut Butter or products containing peanuts to school in their lunch or as a snack. In addition, parents are asked **NOT** to bring in any baked goods to celebrate birthdays.
- 6. FEES/FORMS:** We ask that you pay your school and lunch fees as soon as possible. The school fees are used for the students. The lunch fees go directly to the salaries of the lunch supervisors. Reminders will be sent home on a regular basis where necessary. In addition, please return completed forms to your child's teacher as soon as possible. In particular, if your child needs to take medication on a regular basis throughout the year, please complete a **Medical Distribution Form.** The form is available at the Main Office.
- 7. DRESS CODE:** Students are expected to be wearing the school colors of Black and White. However, all items must be devoid of logos or slogans. We ask that you encourage your child to wear the Gerald McShane School Dress Code as accepted by the Governing Board of our school, on a daily basis. **Please be reminded that jeans are not part of our dress code.** Flip-flop sandals are not permitted for safety reasons and students without running shoes will not be permitted to take part in Physical Education Class. **Please ensure all your child's belongings are appropriately labelled.** The school is not responsible for lost or misplaced items. **All long hair should be tied back and make-up is not permitted.**





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### 8. NEW STAFF MEMBERS: I would like to take the opportunity to welcome the following teachers to our Staff:

- ✓ Ms. Nadia Farinaccio – Grade 4A & ERC (returning to GMS in a new capacity)
- ✓ Ms. Melanie Mercadante – Pre-Kindergarten Teacher (returning to GMS in a new capacity)
- ✓ Ms. Rachel Miele - Grade 5A & 5/6B (replacing Alicia Di Stefano)
- ✓ Ms. Jessica Colavincenzo – Sports Concentration Grade 4/5
- ✓ Mr. Angelo Covone – Physical Education
- ✓ Ms. Samantha Difino – CCW
- ✓ Ms. Marisa D'Aguanno – CCW
- ✓ Ms. Terry Paci – Behaviour Technician
- ✓ Ms. Nav Kaur – Behaviour Technician
- ✓ Ms. Eleni Apostolis – Behaviour Technician
- ✓ Ms. Mary Poullas – SCA
- ✓ Ms. Nancy Marget – Psychologist
- ✓ Ms. Louise Bellofatto – Social Worker

### 9. MEET THE TEAM / Governing Board Elections: You will have the opportunity to meet these new staff members as well as all other members of our Gerald McShane School Team on the **evening of Thursday September 19<sup>th</sup>** and we look forward to seeing you then.

### 10. STUDENT SECURITY: We welcome parents' presence in our school. However, we ask that you bear in mind the guidelines we've set to ensure your child's security. I ask that you take note of them and provide us with your complete cooperation.

- All doors to school building will be locked at all times when the students are in the building. If you visit the school you must enter by the front door only and **report to the office**. This will ensure that unknown adults are not present in the building.
- **Afternoon dismissal:** for your child's safety, we ask that you do your utmost not to modify his/her daily dismissal procedure (bus, daycare, pick up, etc.). However, should you need to make changes on a particular day, we ask that you send a signed note to the teacher on the morning of the day. This will allow all concerned the time to ensure that the change will be made and that all persons are informed of the information.
- **Drop-off and Pick-up:** Parents who pick up their children must do so from Maurice Duplessis. Students will not be dismissed from any other door. If you wish to speak with the teacher, please make an appointment to ensure that you have the time you need to discuss your child.
- There is no supervision of students **before 7:45 a.m.** We cannot accept responsibility for students who are dropped off prior to that time.
- Unless notified of an emergency situation by parents, children who are not picked up on time by their parents will be diverted to Day Care. Parents will be charged the fee of \$11.00 to have their children properly supervised for that day.
- We are extremely committed to measures that ensure the safety of all our students. **It is unacceptable to have children on the premises not being supervised at all times.** *Your cooperation is a vital ingredient to the success of our endeavors in this respect.*
- Please be reminded that you are **not** permitted to drive into the parking lot as of **7:45a.m.**
- Please inform the school of absences or lates. Leave a message if necessary. Children who take city buses, in particular, need to be accounted for as soon as possible. **Attendance and punctuality of students must be a priority for all of us.**

### 11. SCHOOL TIMETABLE: Due to the addition of a second afternoon recess, the school timetable has been modified as follows:

7:55 – 8:00	Homeroom
10:00 – 10:20	AM Recess
11:20 – 12:15	Lunch
1:15 – 1:35	PM Recess
2:35	Dismissal

**Please note:** The timetable printed in the agenda is incorrect and has been replaced with the timetable above.



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### 12: IMPORTANT DATES:

September 13 <sup>th</sup> :	Welcome Back Family Event
September 16 <sup>th</sup> :	Snacks Program & Milk
September 19 <sup>th</sup> :	Meet the Teacher & General Assembly
September 20 <sup>th</sup> :	School Photos
September 30 <sup>th</sup> :	Breakfast Program (contact the school if you would like to volunteer for the Breakfast Program)

We are always happy to celebrate the many beautiful gifts our school has to offer – the most important one being the wonderful families that make up our Gerald McShane School Family. I look forward to working with all of you this year, to help your children reach their full potential.

Sincerely,  
C. Chilelli  
Principal

