ÉCOLE PRIMAIRE DUNRAE GARDENS ELEMENTARY SCHOOL

Student's Name: _____

235 Dunrae Ave.
T.M.R., QC. H3P 1T5
Telephone: 514-735-1916
Fax: 514-735-7051
B.A.S.E. Daycare: 514-731-2334
Email: dunraegardens@emsb.qc.ca
www.emsb.qc.ca/dunraegardens

Photo

AGENDA
2026-2027

Full Name	Date of Birth (Year/Month/Day)
Address	Home Telephone
City/Postal Code	School Bus Number
Teacher's Name	Homeroom
Parent/Guardian Name	Email
Tel. No. (Work)	Cell No.
Parent/Guardian Name	Email
Tel. No. (Work)	Cell No.
Emergency Contact Name/Relationship	Telephone

MA SEMAINE À L'ÉCOLE DUNRAE GARDENS SCHOOL

Heure Time	Période Period	LUN-MON	MAR-TUES	MER-WED	JEU-THURS	VEN-FRI
9h10	PÉRIODE FOYER/HOMEROOM					
9h15						
9h30						
9h45						
10h00						
10h15						
10h30						
10h45	RÉCRÉATION/RECESS					
11h05						
11h20						
11h35						
11h50						
12h05	LUNCH (12h05-12h55 gr. 1-6) (12h05-1h13 Préscolaire)					
12h55	PÉRIODE FOYER/HOMEROOM (Gr. 1-6)					
13h00						
13h15						
13h30						
13h45						
14h00						
14h15						
14h30	RÉCRÉATION/RECESS					
14h50						
15h05						
15h20						
15h35						
15h50	DÉPART/DEPARTURE					

MESSAGE FROM THE ADMINISTRATION

Dear Students and Parents/Guardians,

Welcome to a new school year at Dunrae Gardens! We are delighted to welcome back our returning families and extend a warm greeting to all those joining our community for the first time.

At Dunrae Gardens School, our mission is to provide a caring, stimulating, and inclusive environment where every child can grow, learn, and reach their fullest potential. We believe strongly in the power of collaboration between home and school, and we value the essential role parents and guardians play in each child's learning journey.

This agenda is an important tool designed to support communication, organization, and student success. We encourage you to review it together with your child and to use it daily. Students are expected to record homework, reminders, and important notes each day so that families can stay informed and support learning at home. Consistent and thoughtful use of the agenda by students, families, and staff helps build strong habits and contributes to a productive and successful school year.

We look forward to a wonderful year of learning, growth, and partnership.

Warm regards,
Holly Kusiewicz
Principal

CALENDAR DATES FOR 2026-2027

TERM 1- ÉTAPE 1

Tues. Sept. 1	First Day of school for grade 1-6
Thurs. Sept. 3	First full day for K4-K5 (gym uniform permitted until October 16th)
Mon. Sept. 7	Labor Day Holiday
Thur. Sept. 17	Governing Board General Assembly and Curriculum Night
Thurs. Sept. 24	Picture Day (K-6) and mandatory regular uniform
Mon. Oct. 5	Pedagogical Day: Election Day
Mon. Oct. 12	Thanksgiving Holiday
Thurs. Oct. 15	Progress report distribution
Fri. Oct 16	Pedagogical Day: Teacher Convention (No School)
Mon. Oct.26	Board Wide Pedagogical Day
Thurs. Nov. 12	End of Term 1

TERM 2- ÉTAPE 2

Fri. Nov. 13	Pedagogical Day
Fri. Nov.20	Report card distribution
Thurs. Nov. 26	Pedagogical Day-Parent-Teacher Interviews
Fri. Nov. 27	Pedagogical Day-NO SCHOOL
Thurs. Dec. 10	Open House
Mon. Dec. 21 -Fri. Jan. 1	Christmas/Winter Holiday
Mon. Jan. 4	Pedagogical Day-NO SCHOOL
Fri. Feb 12	End of Term 2

TERM 3- ÉTAPE 3

Thurs. Feb. 25	Report card distribution +Parent teacher interviews
Fri. Feb. 26	Pedagogical Day-NO SCHOOL
Mon. Mar 1-Fri. Mar. 5	March Break
Fri. Mar 19	School-Wide Pedagogical Day
Fri. Mar 26 -Mon. Mar 29	Easter Holiday
Fri. April 30	Tentative Pedagogical Day (Snow Day)
Fri. May 21	Tentative Pedagogical Day (Snow Day)
Mon. May 24	Victoria Day Holiday
Tue. May 25	Students permitted to wear Phys. Ed Uniform until June 23
Fri. June 4	Pedagogical Day
Fri. June 18	Grade 6 Graduation Ceremony
Mon. June 21	K5 Moving on Ceremony
Wed. June 23	Last Day of Classes/ End of Term3 Report Cards available

*Tentative Pedagogical Days (Unused Snow Days. In the event the school is not closed due to inclement weather)

PLEASE NOTE: Changes to the calendar may be made throughout the year.

ÉCOLE PRIMAIRE DUNRAE GARDENS ELEMENTARY SCHOOL
CODE OF CONDUCT

I. OUR MISSION STATEMENT

A pillar of the community since 1929, Dunrae Gardens provides a safe and nurturing environment that stimulates each child's natural curiosity and embraces their individuality. We recognize and value the diversity of our community. Our French immersion program has a heritage of developing bilingual, well-rounded students. Dunrae Gardens' balanced curriculum is founded on principles of academic excellence, community, global awareness and respect for oneself and others. Our caring and experienced teaching staff is dedicated to each child's learning experience. Situated in an expansive green space, the school provides an ideal setting for outdoor activity. Our extra-curricular program and enriched before-and-after school daycare service complement the regular school curriculum and provide opportunities for academic enrichment, social and emotional development, and physical fitness. Your child will have the opportunity to explore and to develop the confidence to reach their full potential. At Dunrae Gardens, your child will love to learn.

II. OUR SCHOOL CURRICULUM

- Enables children to master the use of French as a means of creative thought, expression and communication
- Introduces English Language Arts starting in Grade 1, with particular emphasis on reading, listening, speaking and creative writing using the UFLI program
- Develops mathematical problem-solving and reasoning skills
- Develops basic science and technology skills through a hands-on approach
- Offers specialized physical education, music and art programs
- Integrates the use of computer technology throughout the curriculum
- Engages students in STEAM related activities

III. FREQUENTLY USED NUMBERS/EMAILS

Dunrae Gardens
(514) 735-1916
dunraegardens@emsb.qc.ca

SCHOOL HOURS (INCLUDING RECESS)

9:10 a.m. - 12:05 p.m.	**Morning Session (All grades)**
12:05 p.m. - 12:55 p.m.	**Lunch (Grades 1 - 6)**
12:05 p.m. - 1:13 p.m.	**Lunch (Kindergarten)**
12:55 p.m. - 3:50 p.m.	**Afternoon Session (Grades 1 - 6)**
1:13 p.m. - 3:50 p.m.	**Afternoon Session (Kindergarten)**

IV. **OUR VALUES**



NOS VALEURS

À Dunrae Gardens, nous célébrons la diversité de notre communauté et offrons à chaque élève l'occasion de développer ses talents et d'atteindre son plein potentiel. Nous encourageons le plaisir d'apprendre et cultivons l'esprit critique.



Valeur 1 : Je respecte les autres

Je traite tout le monde avec respect, j'accepte les différences et j'utilise un langage approprié. Je règle les conflits pacifiquement avec l'aide d'un adulte et évite toute forme de violence ou d'intimidation.



Valeur 2 : Je respecte les biens de l'école et des autres

J'utilise les espaces, le matériel et les équipements de l'école de façon sécuritaire et responsable, et je respecte les effets personnels des autres. Je contribue à garder l'école propre et j'informe le personnel de toute situation dangereuse ou inappropriée.



Valeur 3 : Je respecte les règles de l'école

Je respecte les règles de sécurité et les consignes du personnel, je circule calmement et je suis les routines de l'école. Je porte l'uniforme, adopte un comportement sécuritaire dans la cour et laisse les distractions à la maison.



Valeur 4 : Je montre du respect pour moi-même et pour mes responsabilités en...

Je viens préparé, j'écoute attentivement et je fais de mon mieux en demandant de l'aide au besoin. Je fais des choix sains et j'utilise la technologie de façon responsable.



Our School Values

Value 1: I show respect for others
1.1 I treat my peers and all staff with kindness and respect, and I do not engage in any form of bullying whether it be verbal, written, physical or psychological. 1.2 I accept and value people's differences. 1.3 I include others and help everyone feel welcome. 1.4 I respect all staff. 1.5 I help members of the Dunrae Gardens community whenever the need arises. 1.6 I use polite and appropriate language on school grounds and when speaking with others. 1.7 I am mindful of my tone of voice and choice of words when speaking. 1.8 I use a quiet voice indoors out of consideration for others who are working. 1.9 I seek help from an adult to resolve problems and handle conflicts peacefully. 1.10 I keep my hands to myself and refrain from any physical harm or aggression. I never use objects in a way that could hurt someone.
Value 2: I show respect for our school property and the property of others
2.1 I use playground equipment safely and respectfully 2.2 I keep my belongings neatly in their designated place (bin, desk, cloakroom, locker). 2.3 I put garbage in garbage bins, recycling in recycling bins, and compost in compost bins. 2.4 I keep washrooms and common areas clean. 2.5 I do not chew gum or eat candy on school grounds. 2.6 I do not touch or use others' belongings without their permission. 2.7 I use school supplies and classroom furniture responsibly. 2.8 I inform staff immediately of any unsafe, unsanitary, or inappropriate situations.
Value 3: I show respect of school rules
3.1 I follow safety procedures and instructions from staff. 3.2 I make sure an adult is present before entering a room or going outside for recess. 3.3 I respect schoolyard rules, including not throwing snowballs or ice and respecting other students' constructions. 3.4 I walk silently in the hallways. 3.5 I respond to the bell promptly and line up in an orderly manner. 3.6 I follow the entry, dismissal, and transition routines set by staff. 3.7 I wear the school uniform at all times as outlined in the agenda. 3.8 I keep toys, electronic devices, games, fidgets, cards and other distractions that do not belong at school at home.
Value 4: I show respect for myself and my responsibilities
4.1 I make sure I have all the materials I need for each class. 4.2 I listen carefully and attentively. 4.3 I put my best effort into my learning and ask for help when I need it. 4.4 I complete my work on time and to the best of my ability. 4.5 I make healthy and safe choices for my well-being. 4.6 I use technology appropriately and responsibly.

Les valeurs de notre école

Valeur 1 : Je respecte les autres, je…
1.1 Je traite mes camarades et tout le personnel avec gentillesse et respect, et je ne participe à aucune forme d'intimidation, qu'elle soit verbale, écrite, physique ou psychologique. 1.2 J'accepte et je valorise les différences de chacun. 1.3 J'inclus les autres et je fais en sorte que chacun se sente bien accueilli. 1.4 Je respecte le personnel et les administrateurs. 1.5 J'aide les membres de la communauté de Dunrae Gardens chaque fois que le besoin se présente. 1.6 Je suis poli et j'adopte un comportement pacifique sur le terrain de l'école et à l'intérieur de l'école. 1.7 Je m'exprime avec un langage approprié et poli. 1.8 J'entretiens des conversations appropriées et respectueuses avec tous les membres du personnel et les élèves de l'école. 1.9 J'utilise une voix calme à l'intérieur par considération pour ceux qui travaillent. 1.10 Je demande l'aide d'un adulte pour résoudre les problèmes et gérer les conflits de manière pacifique. 1.11 Je garde mes mains pour moi et m'abstiens de tout geste pouvant causer du tort ou de l'agression physique. Je n'utilise jamais des objets d'une manière qui pourrait blesser quelqu'un.
Valeur 2 : Je respecte les biens de l'école et des autres, je…
2.1 J'utilise le matériel de la cour d'école de manière sécuritaire et respectueuse. 2.2 Je garde mes effets personnels rangés à leur place désignée (bac, pupitre, vestiaire, casier). 2.3 Je mets les déchets dans les poubelles, le recyclage dans les bacs de recyclage et le compost dans les bacs de compostage. 2.4 Je garde les toilettes et les aires communes propres. 2.5 Je ne mâche pas de gomme et je ne mange pas de friandises sur le terrain de l'école. 2.6 Je ne touche pas aux objets des autres et je ne les utilise pas leur sans permission. 2.7 J'utilise le matériel scolaire et le mobilier de la classe de manière responsable. 2.8 J'informe immédiatement le personnel de toute situation dangereuse, insalubre ou inappropriée.
Valeur 3 : Je respecte les règles de l'école, je…
3.1 Je respecte les procédures de sécurité et les consignes du personnel. 3.2 Je m'assure qu'un adulte est présent avant d'entrer dans une salle ou de sortir pour la récréation. 3.3 Je respecte les règles de la cour d'école, notamment en ne lançant pas de boules de neige ou de glace et en respectant les constructions des autres élèves. 3.4 Je circule dans l'école en marchant en silence. 3.5 Je prends mon rang rapidement et en silence lorsque la cloche sonne. 3.6 Je respecte les routines d'entrée, de sortie et de transition établies par le personnel. 3.7 Je porte l'uniforme scolaire en tout temps, tel qu'indiqué dans l'agenda. 3.8 Je laisse à la maison les jouets, appareils électroniques et autres distractions qui n'ont pas leur place à l'école.
Valeur 4 : Je montre du respect pour moi-même et pour mes responsabilités en…
4.1 Je m'assure d'avoir tout le matériel dont j'ai besoin pour chaque cours. 4.2 J'écoute avec attention et concentration. 4.3 Je fais de mon mieux dans mes apprentissages et je demande de l'aide lorsque j'en ai besoin. 4.5 Je remets mon travail à temps et au meilleur de mes capacités. 4.6 Je fais des choix sains et sécuritaires pour mon bien-être. 4.7 J'utilise la technologie de manière appropriée et responsable.

What is bullying and intimidation?

BULLYING: Violence or aggression will NOT BE TOLERATED. Administration will directly deal with anyone engaged in this type of behaviour. It may result in a suspension. Please see below the definitions from the MEQ and our Anti Bullying and Anti-Violence Plan.

The word "bullying" means any repeated direct or indirect behaviour, comment, act or gesture, whether deliberate or not, including in cyberspace, which occurs in a context where there is a power imbalance between the persons concerned and which causes distress and injures, hurts, oppresses, intimidates or ostracizes.

CONFLICT: Misunderstanding or disagreement between two or more individuals who do not share the same point of view, values or interests. There are no victims, even if the individuals may feel like they are losing. A conflict may be resolved either through negotiation or mediation.

VIOLENCE: The word "violence" means any intentional demonstration of verbal, written, physical, psychological or sexual force which causes distress and injures, hurts or oppresses a person by attacking their psychological or physical integrity or well-being, or their rights or property.

SEXUAL VIOLENCE: The concept of sexual violence refers to any form of violence committed through sexual practices or by targeting sexuality, including sexual assault. It also refers to any other misconduct, including that relating to sexual and gender diversity, in such forms as unwanted direct or indirect gestures, comments, behaviours or attitudes with sexual connotations, including by a technological means.

Each student carries a unique blend of culture, race, ability, gender, family structure, socio-economic status, beliefs, and experiences. St. Gabriel strives to support a school culture where every student feels seen, respected, valued, and empowered.

Bullying will **NOT BE TOLERATED**. There will be consequences and interventions put in place that follow our Anti Bullying Action Plan.

DISCIPLINARY MEASURES/INTERVENTIONS:
The administration, in consultation with the staff and School Board when appropriate, has the responsibility to impose disciplinary and corrective measures based on the severity and/or frequency of incidents, and in accordance with the Student Code of Conduct. Disciplinary and corrective actions may include, but are not limited to the following:

- Notifying parent(s)/guardian(s)
- Meeting with the student(s)
- Educational approach
- Detention
- In-school suspension
- Out-of-school suspension
- Removal of activities and/or trips
- Possible transfer of a student based on an analysis of the situation
- Reflection sheets

Digital Citizenship & Online Safety:
Bullying/Cyber bullying is not tolerated in any shape and/or form. Offenders will be dealt with seriously. In some cases of cyberbullying, the police may be involved.

What is Digital Citizenship?
Being a good digital citizen means using technology, apps, games, and the internet in a way that is safe, kind, fair, and responsible. What you do online affects others and yourself. Be Smart, Safe, and Kind Online!

- Keep your info private – Don't share your full name, where you live, your school, passwords, or pictures with

people you don't know. Set accounts to private when possible.

- Be kind – Treat others the way you want to be treated. Ask yourself: Is it kind? Is it safe? Would someone get hurt? Would you say this face-to-face? If the answer is no, then maybe don't press send.
- Think before you post – Everything you post, share, or comment online stays there — sometimes forever. Even if you delete it, someone might have saved it. Only chat with people you know – Don't accept friend requests or messages from people you don't know in real life. Never agree to meet someone from the internet in person, even if they seem nice.
- Tell an adult – If something online makes you feel worried, scared, or uncomfortable, talk to a parent, teacher, or another grown-up you trust.
- Take screen breaks – Do something you enjoy, like reading a book or playing sports. Hang out with your friends without using a screen!

3 Steps to Deal with Cyberbullying:

1. Don't reply to mean or hurtful messages and block the user.
2. Save a screenshot if you can.
3. Tell a parent, teacher, or trusted adult right away.

V. SCHOOL RULES, PRCEDURES AND INFORMATION

The rules and procedures outlined in this school agenda apply to all students while they are at school, including attendance in Daycare, P.E.L.O., lunch time activities, as well as ECA after school.

SCHOOL ARRIVAL AND DEPARTURE TIMES: Teachers begin supervision at 9:00 a.m. Unless your child is in the Daycare Program, before and after school, he /she must not arrive before 9:00 a.m. or stay at school after 3:50 p.m., as teachers are no longer on duty. Outside these hours, it is the parents' responsibility to supervise their children. Please avoid picking up children early for non-essential reasons. Regular attendance helps build responsibility and supports success.

Our day ends at 3:50pm but preschool students will be dismissed as of 3:45pm. Parents may wait for their children at the designated areas only. Parents must leave the school grounds once they have picked up their children due to our Daycare using the exterior playgrounds. Parents are asked to refrain from crossing between the buses with their children. During the winter season, students are not permitted to play on the snowbanks.

EARLY DISMISSALS: A student who has an early dismissal from school **cannot** return after school for Daycare and/or E.C.A. purposes. Please ensure early dismissals are before 3:00pm to avoid any end-of- day disruptions. For safety and to ensure a smooth end-of-day routine, students will not be dismissed after 3:30 p.m.

ABSENCES: **Absences should be signaled through Clic École app.** If you contact the school, leave a message on our voicemail, giving your child's full name, homeroom number and reason for absence, so as to minimize follow-up phone calls made by the office. Parents must make every effort to schedule medical appointments for their child(ren) before or after school hours, or during professional days.

Extended vacations resulting in absence from school are strongly discouraged, especially during the exam periods. Absences during Ministry exams will result in a failing grade for whatever part of the test/exam is being missed, unless due to serious illness supported only by a doctor's/hospital's medical certificate. Missing a test/exam due to a sporting event is NOT considered as an emergency/valid reason.

LATES: Presence and punctuality are important habits, which we emphasize at Dunrae Gardens School. A student arriving after the bell is put at a disadvantage since he/she misses out on the time to interact socially with friends; misses out on the initial welcome by the teacher; enters a class where the day's instruction has already begun and lastly, disrupts a class in session. A few minutes may not seem important, but they truly are essential to your child's ability to be organized for the day.

A student arriving late must report to the office to sign in. **Parents are not allowed to accompany their child to the classroom.**

PARENTS AND VISITORS TO THE SCHOOL: For security reasons, all visitors must use **the front entrance** located on Dunrae Avenue and report to the school office. **Parents are not allowed to roam the school without permission**. Visitors will be required to sign in. A badge will be given to them to wear during their stay and to return before leaving. If you are picking up your child due to an early dismissal or delivering a forgotten item, we will be happy to call your child down to the office or deliver the forgotten item(s). Unless specifically invited, please note that parents and visitors are not permitted in the classroom at any time.

SCHOOL CLOSURES AND EMERGENCY CLOSING: Should severe weather conditions necessitate the closing of schools an announcement will be made on the EMSB website and social media. If a decision is taken to close Dunrae Gardens during the course of the school day due to an emergency, every effort will be made to contact you or your designate, so that we may dismiss your child as soon as possible. It is very important that you complete the student information sheet that you will receive in early September. In case of an emergency evacuation, the children will be taken to Pierre Laporte High School, located at 101 Rockland Road, Tel. 514-739-6311.

SCHOOL UNIFORM: Our Uniform provider is TOP MARKS. All students are expected to wear the school uniform on a daily basis. It consists of **solid navy-blue trousers or skirt and solid white or dark navy polo with crest**. A navy- sweater with Dunrae Gardens crest is optional. **It is expected that the school crest is apparent on the top that is being worn.** Provided that we have a school uniform, students are not permitted to wear jeans, tights (leggings), sweatshirts, t-shirts, accessories include navy blue, black or white socks. **No other hoodie, other than Dunrae apparel, will be accepted.**

All students must wear their **physical education uniform** during gym. It consists of **navy-blue shorts or sweatpants and grey t-shirt (all with crest)**.To ensure safety, all students must wear running shoes that are tied properly and all long hair should be tied back. No jewelry should be worn during physical education classes.

PRE-SCHOOL STUDENTS can wear their physical education uniform all day, every day.

CYCLE 1 STUDENTS are encouraged to wear their physical education uniform on their respective gym days.

Cycle 2 and 3 students can only wear Dunrae Gardens sweatpants on gym days.

The school uniform should always be clean, neat and worn daily. **Please label all items with your child's name as many items go missing.**

FOOTWEAR: Shoes should be flat, closed-toe and covers the heel, comfortable and appropriate for running and playing. Platform shoes with high heels, running shoes with wheels or lights are not appropriate, nor safe and therefore not permitted. Sandals, flip flops or crocs are not permitted either for safety reasons. To maintain our classrooms clean, we ask that a second pair of shoes be kept at school.

NOT PERMITTED: Makeup, perfumes, body sprays and scented cream, decorative headbands, jewelry (i.e., large earrings), and wristbands are not permitted.

The regular school uniform must be worn at all times, including school outings. It is available at **Top Marks Uniforms** (514 739-6311, info@topmarks.ca). Orders can be placed online at www.topmarks.ca .

PROHIBITED ITEMS IN SCHOOL: Toys brought from home are not permitted at school. All electronic items (cell **phones**, smart watches, games, fidgets and toys) are strictly forbidden. The misuse of such devices causes concern regarding privacy issues. Trading cards and/or card collections are also not permitted and will be confiscated. **Balls from home are not allowed.** The school is NOT responsible if prohibited items that are brought to school go missing or get stolen. In-line skates and skateboards are not allowed at school.

OUTDOOR RECESS: Students should wear appropriate clothing. (Winter and cold months: Please note students have extended recess and should wear snow pants since all students go outdoors. Parents/guardians will be notified if children are not appropriately dressed for the prevailing weather conditions. The school cannot provide adequate indoor supervision at recess or lunch for those wishing to stay behind to catch up on homework or to avoid aggravating an illness. The school would appreciate parents/guardians keep children at home who are too sick to play outdoors. Students must play collaboratively. Acts such as throwing snow and ice are prohibited.

REMOVAL OF STUDENT FROM A SCHOOL BUS/BUS LINE: For safety and security reasons, parents are not permitted to remove their child from the school bus or bus line, unless they have advised the office.

LOST/DAMAGED TEXTBOOKS: Books that belong to the school are loaned to the students for the duration of the school year. Since these books must last several years, students must keep them in excellent condition by covering them as soon as possible and by using a sturdy waterproof schoolbag or backpack. There will be a charge for lost or damaged books, at the expense of the parents.

REPORTING TO PARENTS: During the school year, 3 official report cards (November, February and end June) will be issued as well as one progress report (October).

LIBRARY BOOKS: The children go to the library at least once a week with their class. This time is used to read, review material for projects or take out books. Children are responsible for borrowed books. Lost or damaged books will be replaced, at the expense of the parents/guardians.

LOST AND FOUND: Please be reminded that you are invited to claim your child's lost articles at school at any time. Those unclaimed articles will be given to organizations for the needy. We encourage parents to label all clothing.

BUS TRANSPORTATION: During the month of August, students who are eligible for transportation will receive the bus information and an email from the school board. Parents are advised to attach it to the outside of their child's schoolbag. Only children eligible for transportation may use the school bus and only the bus and corner to which they have been assigned. Special arrangements cannot be made with the driver or the school to change the pick-up and/or drop-off location for any reason. Accommodation can only be made by completing an official School Board form, requesting a change of stop or creating a new one. The final decision is rendered by the School Board's Transportation Department. Please review the following bus safety rules with your child:

Role of the Student

When waiting for the school bus:

1. to always be at the bus stop ten minutes prior to the pickup time.
2. not to play on the street while waiting for the bus. In the winter - not play on snowbanks.
3. to wait for the bus to come to a complete stop before approaching the bus and to stay in line and board the bus one at a time while holding onto the handrail.
4. When riding the school bus:
5. to choose a seat quickly and remain seated for the duration of the ride.
6. to talk quietly and not eat, drink, or leave trash in the bus.
7. to always listen to the bus driver.
8. to demonstrate courteous and respectful behavior.
9. to keep head and arms inside the bus at all times.
10. to know where the emergency exits are located and use them only when necessary.
11. to never throw anything in the bus or out the windows.
12. When getting off the school bus:
13. to wait for the bus to come to a complete stop before leaving seat.
14. to exit in single file without pushing or shoving and to hold on to the handrail.
15. to walk a safe distance away from the bus once off so the driver can see the student and know that he/she is out of the danger zone.
16. to keep the same safe distance when crossing in front of the bus and wait for the driver's signal to cross; to avoid running and to proceed with caution.
17. to not throw objects at the school bus (e.g., snowballs, rocks etc.).
18. Arrival at school:
19. to report any problems or dangerous situations to a responsible adult.

Should any child misbehave on the bus and receive a bus report, the child may be suspended from bussing for a period

of time. Parents will be notified by phone and in writing of any such action. If you have any concerns or questions relating to your child's bus mainly before and after school, when the bus is late or does not appear, please contact the bus company. Make sure that you are aware of your child's bus number, as you will be asked when making your call.

Bus No.	Name of Carrier	Telephone No.
100-199	Transco LaSalle	514-363-4315
200-299	Transco Montreal North	514-648-8625

We also use a tracking tool that identifies when the children have boarded the bus, which allows for ETA. mTransport is downloadable on any smart phone, device and computer https://portail.mtransport.ca/#!/

DRIVER'S ALERT: **Vehicles are not permitted to drive on Dunrae Ave (between Dumfries & Appin) between 8:45-9:30am and 3:00-4:30pm.** Parents may drop-off/pick up their children on the 15-minute parking zone (North Side Dunrae Avenue) between 7:00-9:30am. & 3:30-6:00pm U-turns are not permitted at the intersection of Dunrae & Appin. The staff parking lot and driveway cannot be used as a drop-off or pick-up zone.

DOGS ON SCHOOL PROPERTY: Dogs are **not** permitted on school property, including the soccer field.

HOMEWORK: Please note that homework will be assigned at the teacher's discretion. Teachers will share additional details during Curriculum Night.

HOMEWORK FOR VACATIONS: The teaching staff is not expected to prepare homework for students who are going on a vacation. Teachers may assign general reading or journal writing but it is unreasonable to expect advance preparation of the total program. **Extended vacations resulting in absence from school are strongly discouraged**.

HEALTHY SNACKS AND BALANCED LUNCHES: We encourage parents to provide healthy snacks and balanced lunches for their child. Fast-food lunches, chips and other "junk food" are discouraged and children are not permitted to bring soft drinks.

SHARING OF FOOD: Due to allergies, it is strictly forbidden to share any kind of food. Please see the section on food allergies for more information p. 18

STUDENT'S HEALTH: Please notify the school if your child has any allergies or health problems. A health form will be sent home at the beginning of the school year.

LUNCH HOUR RULES: Students are asked to remain seated while eating, use inside voices in class (no yelling), practice good table manners, not share food, clean up their eating area and keep their hands and feet to themselves. Students must always demonstrate respect towards their lunch monitor.

LUNCH ABSENCES AND DISMISSAL DURING LUNCH: Permission to leave will only be granted to students being signed out at the main office by an adult. Children who will return home in a different manner or earlier, should bring a note to their teacher prior to dismissal. No verbal permission will be given. This policy applies to E.C.A. and Daycare as well.

TRANSMITTABLE INFECTIOUS DISEASES AND ILLNESSES: Parents must inform the school if their child develops an infectious disease transmittable in the school. Sick children should be kept at home until they are fully recovered, to avoid the spreading of viruses (i.e. symptoms of fever, diarrhea, gastro, etc.)

PARENT VOLUNTEERS: All parents requesting to volunteer at school must undergo a police check. A "Declaration Concerning Judicial Record for Volunteers" can be obtained from the school office to be completed and returned for processing. Also, volunteers must attest to watching a video on anti-bullying. Please refer to the Volunteer Handbook for more information.

MEDICATION: Parents must sign a waiver form at the school office, in order for medication to be administered to their child at school. For safety reasons and because we do not have a full time nurse in the school, we would

appreciate that:

- Your child brings a single dose of medication to school and leaves it in the office where an adult will supervise its administration. Please notify the teacher by indicating in your child's agenda.
- If you foresee a problem, you are strongly advised to administer the medication yourself at school during the day; we will be pleased to call your child to the office.
- Students cannot bring any type of medication from home and take it themselves, without adult supervision.
- SPECIFIC WRITTEN INSTRUCTIONS MUST APPEAR ON THE BOTTLE INDICATING THE CHILD'S FULL NAME, PRESCRIBED AMOUNT, FREQUENCY AND POSSIBLE SIDE EFFECTS OF MEDICATION. THE MEDICATION WILL REMAIN AT THE SCHOOL OFFICE.

* N.B.: In the event an Epipen is administered, 911 must be called. *

**N.B.: In the event that a sick child must be taken to the hospital and parents cannot be reached, according to Board policy, parents will be responsible for the ambulance cost. **

PEDICULOSIS (LICE): Please routinely check your child's hair and scalp for lice. If your child does have lice, we kindly ask that you inform the school and follow the necessary treatment.

EDUCATIONAL CLASSROOM OUTINGS: All children are encouraged to participate in school outings that enrich the academic program. At the discretion of the teachers, parents may be invited along to ensure these ratios. Their costs are covered by class funds. **For the safety and security of all students, we strongly recommend that parents who are NOT chosen as volunteers do NOT attend the school outings**. In addition, unless otherwise specified, students must wear complete school uniforms on outings. Written parental permission allowing children to accompany their classes on a trip should be received by the homeroom teacher by the date specified in the letter. Verbal permission is not acceptable. Children without such written consent could be assigned to another class for the day.

ALLERGIES & OUTINGS: Parents are asked to ensure that medication if any (asthma pump, Epipen, Benadryl, etc.) be given to the teacher prior to a trip, accompanied by explicit written instructions.

CLASSROOM ACCESS (INCLUDING DAYCARE USERS): For reasons of safety and security, classroom doors are locked when the teacher is not there. There is no access to the classrooms after dismissal at 15h50. *No student will be permitted to enter the classroom because he/she has forgotten an item such as a textbook, assignment, etc.*

CLEANLINESS: Children are responsible for helping keep the cloakrooms, lockers and classrooms clean at all times. At the end of the day, they should place their chairs on their desks and ensure that they have left nothing on the floor. During the day, schoolbags remain in the cloakrooms.

SCHOOL PROPERTY: Lockers, cloakrooms, washrooms and all other school property must be respected. Students will be held responsible for any damage to school property. Washrooms must be left in a clean and orderly fashion. Vandalism of any sort will be dealt with severely and immediately. *STUDENT LOCKERS REMAIN SCHOOL PROPERTY- locks are not permitted.*

FIRE DRILLS/LOCKDOWNS: The school must have fire drills/lockdowns in order to prepare the children for emergency evacuation. Please speak to your child(ren) so that they remain silent during these simulations.

GOVERNING BOARD: A governing board is a body established in each school according to the Education Act. It is composed of the principal, parents, teachers, representatives of both the non-teaching professionals and support staff, daycare, and students in cycle 2 of secondary school, and community representatives who work in partnership to ensure that all students receive the best possible learning opportunities.

What does a Governing Board do?

The powers and functions of the governing board are related to four areas: general, educational services, community services and physical and financial resources. Each September, the chair of the governing board or the school principal calls a general assembly of the parents of the students who attend the school to elect parent representatives to the governing board.

PARENT PARTICIPATION ORGANIZATION (PPO): A parent participation organization gives the opportunity to a larger number of parents to be involved in the day-to-day life of a school.

The purpose of a PPO is to encourage the collaboration of parents in developing, implementing and periodically evaluating the school's educational project and their participation in fostering their child's success.

The PPO may also advise the parents' representatives on the governing board regarding any matter of concern to parents or which the organization is consulted by the parents' representatives.

DUNRAE GARDENS FAMILY ASSOCIATION (DGFA): The Dunrae Gardens Family Association is a non- profit organization dedicated to enhancing the well-being of our students and school staff, by bringing the home, the school and the community together. The DGFA supports the school by raising funds, offering parent workshops, coordinating extra-curricular activities after school and providing volunteers for the active life of the school. It is made up of dedicated parent volunteers who work in collaboration with the school's administration and school staff.

DAYCARE B.A.S.E.: The Daycare service is offered to children who are registered at the school. The hours of operation are from: 7:00 – 9:00 a.m. and 3:50 – 6:00 p.m. This program allows the children to have outdoor play, snacks with peers, participate in group activities, and sometimes time for homework.

For everyone's safety, we ask that all parents do not walk through the school yard when children are outside playing during daycare hours. To avoid crossing while other students are being dismissed, daycare students could only be picked-up after 4pm. Please note that the school rules also apply to the daycare program. If you require additional information, please call Mrs. Tina Lanni, our Daycare Technician, at 514-731-2334 or tlanni@emsb.qc.ca

SCHOOL FEES: The school fee pays for the cost of materials such as workbooks, photocopies, the student agenda and other materials needed during the school year. The fee depends on the grade.

LUNCH SUPERVISION FEES: This fee covers the cost of hiring monitors who supervise the students during the lunch period. The monitors are regular unionized and paid on scale. The fees do not apply to regular Daycare Service users.

SPECIAL EVENTS AND/OR BIRTHDAY CELEBRATIONS IN CLASS: The school will continue to acknowledge a student's birthday in class (i.e. singing a song). However, due to allergies and ongoing classroom instruction, **celebrations with food items are not permitted**. In addition, **the school will not distribute any invitations** (i.e. birthday or special events).

APPENDIX

INTERVENTION LOG 1

	Date	Behaviour	Follow Up/Intervention	Teacher Initial	Parent Initial
1					
2					
3					
4					
5					
Meeting with Administration/Possible loss of privilege					
6					
7					

8					
9					
10					
Discussion with parents					
11					
12					
13					
14					
15					
Meeting with parents/Loss of privilege					

INTERVENTION LOG 2

	Date	Behaviour	Follow Up/Intervention	Teacher Initial	Parent Initial
1					
2					
3					
4					
5					
Meeting with Administration/Possible loss of privilege					
6					
7					

8					
9					
10					
Discussion with parents					
11					
12					
13					
14					
15					
Meeting with parents/Loss of privilege					