

École Primaire  
**East Hill**  
Elementary School  
**2025-26**



**This agenda belongs to:**

**Name:** \_\_\_\_\_

**Homeroom:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Postal Code:** \_\_\_\_\_ **Telephone Number:** \_\_\_\_\_



Dear Parents,

It is my pleasure, on behalf of the East Hill School Team, to welcome you back for another school year. The beginning of a new school year is always filled with excitement! We are looking forward to working with you and your child this year.

Your child will be developing many skills this year: academic, organizational, and social skills as well as self-confidence and responsibility. As a parent, you play a major role in helping your child reach their potential; your involvement in your child's learning experiences will be a major factor in their success not only throughout their school career but also in later life. Together, I believe we can help your child reach their full potential. Together we will nourish the passion of learning in your child.

The East Hill Staff endeavors to establish a positive, safe and rich learning environment for your child. If you have any concerns, please do not hesitate to contact us. When Parents & School work together, it ensures a positive and successful school year for your child. Within a welcoming, nurturing environment, our students will acquire the skills and knowledge required for life-long continuous learning.

Agendas are the student's responsibility. With responsibility comes pride of ownership and a sense of accountability. As parents and teachers, we share an obligation to encourage personal responsibility.

This agenda has been designed with the following objectives in mind:

- to provide valuable information about our school policies & procedures
- to serve as a means of communication between home and school

Your child should take personal responsibility for:

- printing/writing neatly in the agenda
- maintain the appearance of the agenda (no scribbling or defacing agenda)
- bringing the agenda home to and from school
- having the agenda signed each day
- returning home/school communications such as newsletters, notes or permission forms

Thank you for your support. Together, we will inspire in your child a thirst for knowledge, academic excellence, and a life-long love of learning.



## EAST HILL'S MISSION STATEMENT

**We believe that East Hill School is:**

- **welcoming and conducive to learning**
- **where children are taught to be lifelong learners**
- **where children can grow intellectually and emotionally in a safe environment**
- **where children are encouraged to strive to meet their greatest potential**
- **where everyone feels a sense of belonging**
- **a school that places a high value on the respect of oneself and others**

East Hill Elementary School prepares students for life-long learning within a caring, safe and inclusive community. We are committed to raising competent and confident children through challenging learning opportunities where the academic learning process is valued and where self-esteem becomes the basis of a child's healthy, emotional and intellectual growth.

Our goal is to nurture the development of each child: academically, socially, culturally, and physically. Each child shall be encouraged to reach his/her potential in all areas.

Through all aspects of school life, children will be taught moral values to become caring, responsible and self-confident individuals and be respectful of the rights and property of others. In a mutually respectful environment, children will learn the inter-personal skills they will need in school and later on as adults. These skills will enable them to live and work harmoniously in a multicultural society. With pride, East Hill School seeks to uphold its mandate by preparing its students to one day emerge as creative and critical thinkers contributing to the welfare of their families and society.

It is especially important to us to create a learning environment where self-esteem is fostered in every individual by offering pedagogical activities that promote each student's individual success. This is achieved primarily through our French immersion educational program and reinforced through our various enriched programs.

## GENERAL SCHOOL INFORMATION, POLICIES & PROCEDURES

### STUDENT TIMETABLE:

#### PRE & KINDERGARTEN

Student Entry	7:40
Homeroom	7:45
Class	7:50
Recess	9:20
Class	9:40
Lunch	11:10
Class	12:25
Recess	13:10
Class	13:30
Dismissal	14:48

#### GRADES 1 & 2

Student Entry	7:40
Homeroom	7:45
Class	7:50
Recess	9:20
Class	9:40
Lunch	11:10
Class	12:10
Recess	13:10
Class	13:30
Dismissal	14:48

#### GRADES 3 to 6

Student Entry	7:40
Homeroom	7:45
Class	7:50
Recess	9:50
Class	10:10
Lunch	11:10
Class	12:10
Recess	13:40
Class	14:00
Dismissal	14:48

### CONTACT INFORMATION:

SCHOOL	514-494-3202
DAYCARE	514-494-7467
WEBSITE	<a href="http://www.emsb.qc.ca/easthill">www.emsb.qc.ca/easthill</a>
TRANSCO BUS	514-648-8625

### SCHOOL TELEPHONES:

Students are not permitted to use the school telephone unless there is an emergency. Likewise, parents are asked to refrain from calling to speak to their children except for serious and urgent matters.

### CHANGE OF HOME ADDRESS, PHONE NUMBER & EMAIL ADDRESS:

In order to ensure that we can communicate with parents/guardians, it is essential that changes of address, home phone number, work number and email address be reported immediately.

### SCHOOL SAFETY & SECURITY:

In order for the school to be safe and secure, everyone's co-operation is essential.

- All visitors, including parents, must always **enter and exit the school by the front door** and must always report to the office. If you are dropping off an item for your child or leaving a message, the secretary will be pleased to help you and will make sure your child receives the information.
- Parents are **NOT** permitted to pick-up or accompany their children to class.
- Parents are **NOT** permitted to enter the school yards.
- Children are not permitted to leave the school premises without prior written permission signed by a parent.

### VOLUNTEERS / VISITORS:

All **parents, volunteers and visitors must report** first to the school office and sign-in. A visitor's pass will be given out to anyone spending time in the school (volunteers, consultants, workmen and parents), thus assuring students and staff that the bearer has identified themselves at the office and has legitimate reason to be in the building. Visitors must sign-out and return the pass to the secretary.

### **SCHOOL BUS SERVICE:**

Transportation arrangements are made by the English Montreal School Board. Students who live ***within the program boundary*** of East Hill Elementary School and who are entitled to transportation will receive, by mail, a bus pass from the School Board in August. Parents will also be advised of their child's bus schedule and the location of the bus stop. The eligibility criterion for school bussing is as follows:

- **Pre & Kindergarten** students who live more than 0.6 km from the school are eligible.
- **Grade 1 – 6** students who live more than 1.4 km from the school are eligible.

### **CAR TRANSPORTATION OF STUDENTS:**

Parents are **not to drive into the loop between 7:30 am and 7:50 am and between 2:30 p.m. and 3:15 pm**. Parents who are dropping off their children during those time must do so on Marcel-Raymond Street (parc entrance).

When dropping off or picking up your child, parents are asked to park in a spot and not double park on the street. ***OUR CHILDREN'S SAFETY IS EVERYONE'S RESPONSIBILITY***

### **SUPERVISION BEFORE & AFTER SCHOOL:**

Students not attending daycare, are permitted into the building as of 7:40 a.m. For the safety of your children, please ensure they are not left unsupervised until that time. Parents who are picking up their child at the end of the day, must ensure they are in the pick-up zone in front of the pre-school yard at dismissal. Considering the number of students being dismissed at once, the school cannot oversee the individual dismissal of each student. Students who are not picked up at dismissal will be sent to daycare (daycare fees will apply).

### **MORNING ENTRANCE:**

In order to ensure safety and fluidity, students are to enter the building in the following fashion:

- Daycare:** Students are to enter using the daycare entrance located in the pre-school yard.
- Pre & Kindergarten:** Students enter through the daycare entrance located in the pre-school yard.
- Walkers Grade 1 to 6:** Students are to enter using the main entrance (second floor)
- Bus Students:** Students enter according to where their homeroom is located (first floor or second floor)

### **ATTENDANCE:**

Regular and punctual attendance contributes greatly to a student's success at school. Appointments with doctors and dentists should be arranged before or after school hours or on pedagogical days to avoid missing classes. If your child will be absent, you must report your child's absence preferably using the Mozaik Portal or mParent app before 7:30 a.m. You can also contact the school to give the following information: • Child's Name • Teacher's Name • Reason and Length of Absence

Please call or leave a message any time before 7:30 a.m. to report your child's absence. If we have not received a call about your child's absence, we will contact you to ensure your child's safety. Should an absence due to illness extend past five (5) days the school requires a medical certificate giving, among other information, the approximate date of the student's return to school. The administration may communicate with the parents as to the reason for any absence over two days.

**Request for homework must be made only for absences of two days or more. Parents are asked to call for homework pick-up before the morning recess to give teachers time to prepare the work. In case of absence due to a vacation, homework will not be provided.**

### **LATES:**

Every effort should be made to have your child arrive to school on time. Tardiness causes class disruptions which impacts student learning. Students are expected to be in school by 7:40 a.m. All students who arrive late ***must*** report to the office. In cases of habitual lateness, a letter will be sent home to the parents requesting that the situation be rectified.

### **EARLY DISMISSALS & CHANGES TO DISMISSAL ROUTINE:**

Parents are to advise the school ahead of time, through the agenda, of any early dismissals and/or any changes to their child's end of the day dismissal routine. All early dismissals will take place at the front office. **For unexpected changes in your child's dismissal procedures, parents must call the school before 11:00 a.m.**

### **DISMISSAL:**

Parents are advised that once students are dismissed at the end of the day, they are not permitted to return to their class to retrieve materials.

### **STUDENTS WHO ARE ILL:**

We request that your child remain at home if he/she is not well. If parents determine that their child is well enough to come to school, then the student will be sent outdoors for recess and at lunchtime. If there is a serious medical reason for a child to remain indoors, we require parents to provide the school with a doctor's note indicating that requirement. Should your child fall ill during the day, you will be asked to pick up your child at school.

### **ACCIDENTS & MEDICAL SITUATIONS:**

Minor bumps, scrapes and cuts will be looked after by the staff. If an injury appears to be more serious or if a child becomes sick in school parents will be notified.

Please note that if the person responsible for the child cannot be reached in an emergency, the school will make the decision as to whether a child must be seen by a doctor or sent to the hospital for medical care. Should a child be sent to the hospital by ambulance for medical attention, he/she will be accompanied by a staff member.

Parents are encouraged to subscribe to personal accident insurance in case their child gets hurt while participating in physical education, sports or other circumstances. Fees incurred for ambulance services, medical, dental, ocular services and any other service related to an injury will be assumed by the parent/guardian, not the school. Parents can contact their personal insurance about information or advice on accident insurance coverage.

### **FAMILY TRIPS DURING SCHOOL YEAR:**

We strongly discourage family trips when classes are in session. Such absences are detrimental to a student's academic progress. Parents will be responsible to help their child catch up on the content that was taught during their child's absence. Students will also be responsible for any assignments or tests that they missed. Please note that homework will not be provided.

### **EMSB SCHOOL CLOSING**

In case of inclement weather which would require the school to close, the English Montreal School Board will send a communication to parents via email. Parents can also consult the school board's website and social media outlets as all announcements will be posted there.

### **PHYSICAL EDUCATION:**

All students are expected to participate in Physical Education classes. A note from a parent is required to temporarily excuse a student from participating in Physical Education classes. If a student needs to be excused for a prolonged period of time, a medical certificate is required.

### **LUNCH SUPERVISION PROGRAM:**

All students are welcome to participate in the Lunch Supervision Program. However, according to the policies of the school board, it must be self-financing. That is, all expenses incurred must be covered through the fees paid by parents. The fees are set in consultation with the school's Governing Board and are communicated to parents at the start of the school year. Failure to make the necessary payments in a timely fashion may result in loss of service.

### **HOT LUNCH PROGRAM:**

Beginning in mid-September, hot lunches are available by our food supplier. If any modification/adjustment is required, the parent must inform the food supplier. Meals that are not eaten are not stored at school.

### **MILK PROGRAM:**

At the beginning of the school year, parents will receive a consent form allowing their child to participate in the milk program. Only children whose parents have given permission will receive milk. Milk is distributed early in the morning, usually three days per week.

### **DAYCARE:**

The school provides daily daycare services before school starts at 7:00 a.m. and after school from 2:48 p.m. to 6:00 p.m. Daycare is available on pedagogical days. For more information on our Daycare Program, please contact our Daycare Technician. Please refer to the Daycare Handbook on our website for information regarding policies and procedures.

### **TEACHER COMMUNICATIONS:**

***Parents are asked to check their child's agenda daily.*** Parents are also urged to use the agenda to communicate with their child's teacher.

### **SCHOOL COMMUNICATIONS:**

The school communicates with parents through email. Parents are urged to check their email regularly. Please note that general school information may be found on the school's website <http://www.emsb.qc.ca/easthill/>

### **HOMEWORK:**

Homework is an important extension of the learning that takes place in school. It provides practice which reinforces classroom learning and can provide opportunities for independent study, research, supplemental reading, writing and project work. The amount of homework will vary according to each cycle. Homework can be assigned from Monday through Friday and students are expected to complete assignments on time.

Homework should be mostly completed independently, especially in the older grades. Students should complete their homework in quiet, well-lit place for study free of distractions. Parents should verify that their child's homework is completed on a daily basis.

***Please make sure to check your child's agenda daily, including the transparent pocket folder.***

**Students will not be allowed to go back to their lockers once they are dismissed. Please note, that it is the students' responsibility to ensure that they have all their materials and belongings before dismissal.**

### **EXCURSIONS AND FIELD TRIPS:**

Field trips are a positive educational experience. At times, the school may request, depending on the nature of the trip, parent volunteers to accompany the students. ***Please note:*** The principal and/or teachers may exclude a student from a field trip if it is felt that the student's participation may be detrimental to the safety and security of the student and/or other students participating in the field trip. Parents will be notified of this decision prior to the field trip.

### **SCHOOL TEXTBOOKS & LIBRARY BOOKS:**

Parents' cooperation is essential in ensuring that books are properly cared for and returned. It is understood that parents must pay for lost, non-returned or damaged books.

Students will be permitted to borrow two books from the library. No additional books may be borrowed until the books have been returned.

### **PERSONAL & VALUABLE OBJECTS:**

Students are to bring to school only items that are needed for instruction. Items from home such as toys, trading cards, etc.... are not permitted in school. In the event that such items or any other item that is deemed disruptive or inappropriate is brought to school, it will be taken away from the student and will only be returned to a parent. The school is not responsible for personal belongings which may be damaged, lost, traded or stolen.

### **ELECTRONIC DEVICES:**

The use of personal electronic devices is not permitted throughout school hours and/or in any extension of the school day, including bus rides, field trips, after-school activities, daycare time, etc. Devices found in students' possession will immediately be confiscated and will be returned to a parent.

### **SALE OF ITEMS:**

Students are not permitted to conduct the sale of any item or service on school grounds.

### **LOST & FOUND:**

Each year, many sweaters, mitts, boots, running shoes, etc., are lost by students, and although we have our Lost and Found box, many of these articles are never claimed. ***We urge parents to label the inside of their child's clothing, footwear, lunch boxes, water bottles and school bags.*** Clothing not claimed in a timely fashion, will be given to a charitable organization.

### **CELEBRATIONS:**

Parents/students are not to bring food/cake in class for any reason, including food goodie bags for any occasion.

### **HEALTH INFORMATION:**

It is the parent's responsibility to update the school of past and current health issues.

### **MEDICATION:**

Administering medication to children is the responsibility of the parents. However, the school will help if:

- Every effort has been made to have the child medicated at home.
- The medication is prescribed by a doctor. **Non-prescribed** medication will not be administered.
- The container/bottle has the prescription label, with the doctor's name indicated on it.
- A dated school medical form or signed note from the parent/guardian absolving the school of all responsibility.
- The child is willing to take the medication.

### **PEDICULOSIS – HEAD LICE:**

Parents are urged to periodically check their children for head lice. This will help isolate cases before a serious problem develops. If head lice are discovered, you will be called to come and pick-up your child. An information sheet will be sent home to the parents. Treatment must be completed before the student will be readmitted to school.

### **INFECTIOUS DISEASES:**

If your child has a contagious disease, please inform the school as soon as possible. Your child must remain at home until he/she is no longer contagious and is able to participate in school activities. In the case of certain diseases, the child should not return to school until a doctor has deemed, he/she fit to return.



### **ANAPHYLAXIS**

Many students suffer from a wide range of allergies. Unfortunately, it is impossible for the school to provide an allergen free environment. Consequently, we ask that students adhere to the following guidelines:

- Students are not to share food with other students.
- Students with severe allergies should refrain from partaking in food or snacks offered by the school.
- Students with food allergies are not to share a desk and/or are to keep a distance from other students while having their lunch.
- We recommend that students with allergies, bring disinfectant wipes to sanitize their desk before having lunch.
- A list of the allergies within the class will be sent to parents at the beginning of the year. We kindly ask that students refrain from bringing foods indicated on that list.
- **Students with allergies requiring EPIPENS must ensure that their EPIPEN is with them at all times.**

### **EMERGENCY EVACUATION SHELTER:**

Should the evacuation of the building be necessary, students will be taken to the following emergency evacuation shelter site:

Ecole Simone-Desjardins  
Pavillon Perras  
9955 Boul. Perras  
Montreal, Quebec  
H1C 1V8

In case of an evacuation, parents are asked not to call the emergency evacuation site in order not to congest the phone/internet lines so that we may contact parents promptly.

## **SCHOOL LIFE INFORMATION**

### **GOVERNING BOARD:**

The Governing Board is a body composed of parents, staff and community volunteers who work in conjunction with the school administration to ensure that all students receive the best possible learning opportunities. Governing Board meeting dates are posted on the school's website.

### **HOME & SCHOOL ASSOCIATION:**

The Home and School Association is a body of parents working to enrich student life in the school. Members work together with the staff and the administration in the organization of activities, helping teachers with classroom activities and class trips, as well as planning numerous fundraisers to benefit the students and the school community as a whole. For more information and meeting dates, please consult the Home & School section of our school's website.

## **EAST HILL - STUDENT CODE OF CONDUCT**

Our school code of conduct sets forth a model of appropriate behaviors to help create a positive learning environment for academic success. Therefore, all students are expected to work to the best of their ability to achieve this goal. Furthermore, students are expected to develop healthy inter-personal relationships; they must get along with all others with whom they share the school. All students have the right to learn in a safe and positive environment. Therefore, each student has the obligation to respect the rules of conduct. Students will be held responsible for any breach of these rules.

In light of the EMSB's Safe Schools Policy, there is no tolerance for:

- Acts of violence motivated by race, sexual orientation, religion or language.
- Physical and verbal aggression towards other students and staff members.
- The consumption and / or possession of illegal and controlled substances.
- Public endangerment.
- Bullying or intimidation.
- Harassment.
- Theft and vandalism.
- The use of electronic equipment to record or capture the likeness of an individual without consent.

Failure to comply is a major breach of discipline. Disciplinary actions may include reflection, suspension from classes, exclusion from the school and police involvement. For more information, please consult the school's Safe School Action Plan which can be found on the school's website.

### **EXPECTED STUDENT BEHAVIOR:**

- Follow the instructions and directives given by school staff.
- To be respectful and polite towards other students, school staff and administration.
- Use appropriate language when addressing or referring to others.
- To have academic integrity by refraining from such things as cheating or plagiarism.
- Walk in a safe and quiet manner in and around the school.
- Play safely by only using equipment provided by the school and not engaging in activities that involve rough body contact.
- Be respectful of other's personal belongings, classroom materials and school property.
- Keep the school clean by disposing of garbage properly and by not chewing gum on school grounds.
- Eat their snack/lunch only during the designated period. Only water can be consumed during class time.
- Be a good role model for others in the school.

### **CLASSROOM BEHAVIOUR:**

Students must follow the classroom rules set by each of their teachers as stated in their course outline.

### **HOMEWORK:**

Students are expected to:

- Write their homework down in the school agenda.
- Bring home all the materials needed to do the homework properly.
- Complete all the written work as neatly as the teacher would expect it to be done in class.
- Complete long-term projects gradually and not wait at the deadline to complete them.

### **AGENDA USE:**

Students are to use their school agenda solely for school use such as recording of homework and assignments as well as for communication to and from home.

### **BEHAVIOUR DURING RECESS AND LUNCH RECESS:**

- Students must never leave the school yard.
- Students are not to engage with strangers outside the school yard.
- Snowball or ice throwing is forbidden.
- Students should play in a courteous and respectful manner.
- Students should speak to each other politely.
- Once the bell has rung, all students must cease all play immediately and prepare to enter the school as directed.

### **FIELD TRIPS AND EXTRA-CURRICULAR ACTIVITIES:**

All school rules and regulations are in effect during activities, whether in school or outside of school. **The school dress code is mandatory unless otherwise stated.**

### **LUNCH PROGRAM:**

Our aim is to provide students with a pleasant and safe environment during lunchtime. In order to accomplish this, every child is expected to follow these rules:

- Students registered in the school's lunch program are not permitted to go home at lunchtime unless they bring a signed note from a parent. This note must be given to the student's teacher upon arrival in the morning as this information must be relayed to the child's lunch supervisor.
- Students should bring a nutritious lunch. Please include straws, spoons, etc. ***Glass containers, plastic water bottles and soft drinks are forbidden.***
- Students are to remain with their lunch monitor unless they are participating in a lunch activity or tutorials. In any case, they must notify their lunch monitor.
- Students must be respectful and have good manners towards their classmates and their lunch monitors.
- Students must speak in a moderate tone of voice and remain quiet when signaled by their monitor.
- Students are to remain seated for the duration of the lunch period.
- Students are to raise their hand to ask permission to leave their seat.
- Students are to ask for permission to go to the washroom.
- Students must clean up their eating area and place all garbage in the garbage bins. Throwing food or other objects is not permitted.

Please note that a portion of the lunch period is held outdoors therefore, students should be dressed appropriately for the weather. Snow pants and boots are mandatory all winter and until the schoolyard is dry. If it is raining or very cold outside, the students will remain indoors with their lunch monitors.

***Any child who does not adhere to these rules is subject to disciplinary measures. This could include reflections, suspension, or expulsion from lunch services.***

### **DRESS CODE:**

Our school strives to instill in our students a sense of belonging and identity. A dress code is also conducive to good behavior and fosters a positive educational experience that promotes success. In view of this, we ask for parents' full cooperation in ensuring students adhere to the school's dress code.

East Hill School has a color dress code, all students are expected to come to school appropriately dressed and well groomed. This helps emphasize the serious nature of attending school.

Students may wear the following articles of clothing:

- **BLUE BOTTOMS:** Plain pants (no jeans), bermudas, leggings, tunic, skirt (no shorter than knee length),
- **WHITE TOPS:** Plain solid polo with no logos.
- **SWEATERS:** Plain solid blue sweater or cardigan (no hoodies), with no logos.

- **SHOES:** Students must wear comfortable shoes with rubber soles that do not make streaks on the floor, such as running shoes, that are safe and appropriate for a school setting.
- **BOOTS:** In the winter months, students are required to wear winter boots. They must have shoes to change into. Boots are not permitted in the classroom.

**THE FOLLOWING ITEMS ARE NOT PERMITTED:**

- Nylon tights (used as pants), spandex shorts or pants.
- Tops with pictures, slogans, and messages.
- Clothing that reveals midriff or sleeveless tops.
- **High heels, platforms, running shoes with wheels, lights or that make sounds, strapless and flip-flop sandals.**
- Fake nails.

**THE FOLLOWING ITEMS ARE STRONGLY DISCOURAGED:**

- Jewelry should not be worn as it can represent a hazard and can be lost or damaged. Please note that the school cannot search for lost items.
- Students are encouraged not to wear makeup or nail polish to school. Nails are to be kept short.

**THE FOLLOWING IS STRONGLY RECOMMENDED:**

- For hygienic purposes, it is recommended that students with long hair keep it tied while in school.

At times, students are permitted to deviate from the school's color code (dress down days). Nonetheless, on these days, students must still observe the restrictions mentioned above and dress appropriately for a school environment.

**PHYSICAL EDUCATION CLASS POLICIES & PROCEDURES:**

It is the student's and parent's responsibility to be aware of when Physical Education class is scheduled. Students must dress appropriately for Physical Education class.

**Pre- K, Kindergarten:** do not need to change for their phys. ed. classes. Parents must ensure that their child is wearing color code clothing items (as specified above) appropriate for physical education class.

**Levels 1-6:** Plain navy-blue bottom (jogging pants or shorts) and a white t-shirt. Please note that as with the regular school bottoms, no lines or logos are permitted.

**Footwear:** Students must wear an athletic/sport running shoe (no sneakers).

**Outdoor Activities:** At times, weather permitting, physical education teachers may bring their classes outdoors. In those instances, students must wear the appropriate outerwear (boots, snow pants, hats, scarves, and gloves).

All physical education items must be kept in a cloth bag identified with your child's full name. Please label your child's physical education clothing.

Students must also adhere to the following:

- Shoelaces must be tied.
- Long hair must be tied.
- Wear protective equipment if deemed necessary by the teacher.
- Walk when entering and exiting the gym.
- Behave appropriately when changing before and after gym class.

Students must change into their school clothes at the end of their Physical Education class. Jewelry including necklaces, rings, bracelets, watches, and earrings **must not be worn** on days when Physical Education is scheduled.

**SCHOOL BUS POLICIES & PROCEDURES:**

The bus driver is responsible for the safety and security of all passengers. During the bus route, the driver is in charge and the students must respect transportation rules and regulations. They must take responsibility for

their actions. Bus drivers will report infractions to the administration. Furthermore, the school bus is not to be used for students to go to a friend's house. Parents must make their own transportation arrangements for their child to go to another student's house for any reason.

For the safety of all students who ride the bus, students are expected to observe the following rules:

- Always be at the bus stop 10 minutes early.
- Wait for the bus to come to a complete stop and then board the bus in single file, in an orderly fashion.
- Find your assigned seat quickly without pushing other students. Keep the aisle clear.
- Remain seated, talk quietly. Do not eat, drink, chew gum or leave trash on the bus.
- Always follow the bus driver's instructions.
- Never put your head or arms out of the windows.
- Never throw any objects out of the windows.
- Glass or sharp objects are **not** allowed on the bus.
- When getting off, wait until the bus comes to a complete stop before leaving your seat.
- Walk a safe distance from the bus so that the bus driver can see you and knows that you are out of danger.

The bus driver will monitor student behavior on an ongoing basis. The bus driver will advise both the student and the administration of any breaches to the bus safety rules outlined above.

#### **DISCIPLINARY PROCEDURE:**

- First Offense:** At the principal's discretion, a letter of warning may be issued notifying the parents that any further incident will result in suspension of bus transportation services.
- Second Offense:** The principal will notify the parents in writing that transportation has been suspended for a period of 1 to 3 days
- Third Offense:** The principal will notify the parents in writing that transportation has been suspended for a period of 3 to 5 days.
- Fourth Offense:** The principal will notify the parents in writing that transportation has been suspended temporarily for reasons of safety and security.

**PLEASE NOTE THAT THE SCHOOL'S STUDENT CODE OF CONDUCT APPLIES WHILE STUDENTS ARE ON THE SCHOOL BUS.**

**PLEASE REMEMBER THAT BUSSING IS A PRIVILEGE. THE SAFETY OF ALL THE CHILDREN ON THE BUS IS EACH STUDENT'S RESPONSIBILITY.**

**WITHDRAWAL OF SCHOOL BUS PRIVILEGES DOES NOT RELIEVE EITHER STUDENT OR PARENT OF THEIR RESPONSIBILITY IN SO FAR AS ATTENDING SCHOOL.**

#### **DISCIPLINARY MEASURES:**

All Staff Members are responsible for intervening in discipline. Any breach of the expectations, policies and procedures outlined in this agenda may result in disciplinary measures. These may include interventions such as gestures of reconciliation, restitution or the payment of damages, reflections, letters of apology, loss of school privileges, exclusion from field trips and school activities, suspensions and expulsion from the school board.

Depending on the nature of the breach of discipline, a parent may be required to meet with the school's administration.



Commission scolaire English-Montréal  
English Montreal School Board

## Information for parents and students 2025-2026 school year



Mission Statement



Mass Notification System



On-Line Educational Resources



Some Complementary Activities



Resources at your Fingertips

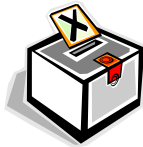
Protecteur national  
de l'élève



National Student Ombudsman



Nutrition and Food Services



Registering for School Board Elections

### MISSION STATEMENT

The mission of the English Montreal School Board is: "to support its schools and centres in their efforts to educate students within a caring, safe and inclusive learning community". To fulfill its mission, the EMSB will:

- recognize and value the diversity of its community;
- provide all students with the opportunity to develop their talents and achieve their personal best;
- recognize the skills and competencies of its employees and support their ongoing professional development;
- encourage collaboration among the various educational partners;
- use resources effectively and innovatively to help schools and centres focus on the mission of instruction, socialization and qualifications;
- encourage lifelong learning and critical thinking.

### MASS NOTIFICATION SYSTEM

The EMSB has currently in place an automated notification system. This system allows the EMSB to send information messages to your home, work, cell phone and email address. The system is used to communicate information such as school activities, special dates or events, emergency situations which include unexpected early dismissals, delayed school openings, school cancellation notices and others. The contact information must be updated to make sure that parents, guardians and students receive prompt and accurate delivery notifications. The system effectiveness relies on accurate information. Therefore the EMSB requires that parents, guardians and students provide up to date information on any and all telephone number(s) and email addresses available for parents and guardian(s). This information should be provided or updated on the **Student Verification Form**.

Inclement weather may disrupt bus transportation and regular school operations. This decision is usually made by 7:00 a.m. You may visit [www.emsb.gc.ca](http://www.emsb.gc.ca) or you may follow the EMSB on **Facebook** or listen to any of the following radio stations for information: CJAD 800, Virgin Radio, CHOM, TheBeat925, TSN 690, CBC Radio-88.5FM, and Radio Canada-95.1FM.

### ONLINE EDUCATIONAL RESOURCES

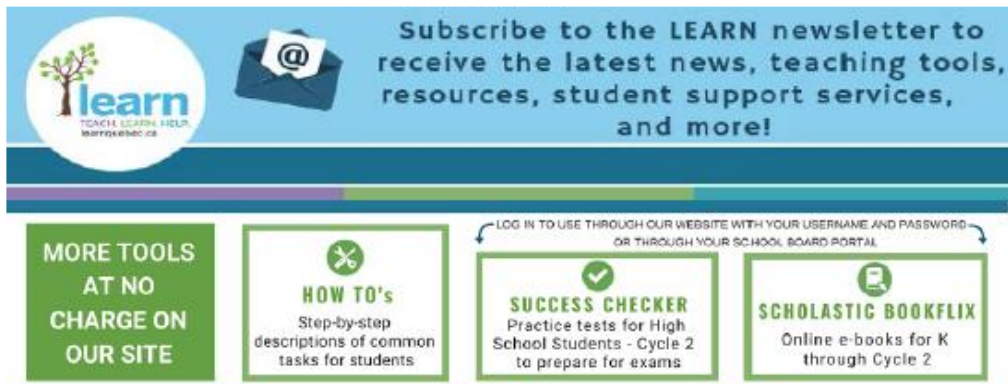
#### VoD Zone

A collaboration between LEARN and La Société GRICS that offers over 5000 Streaming Discovery Education videos to students free of charge. Pictures, sounds and video clips can be incorporated into teacher or student productions. Access to the videos is done through a personalized LEARN user name and password, which in turns directs the user to their own personalized LEARN homepage.

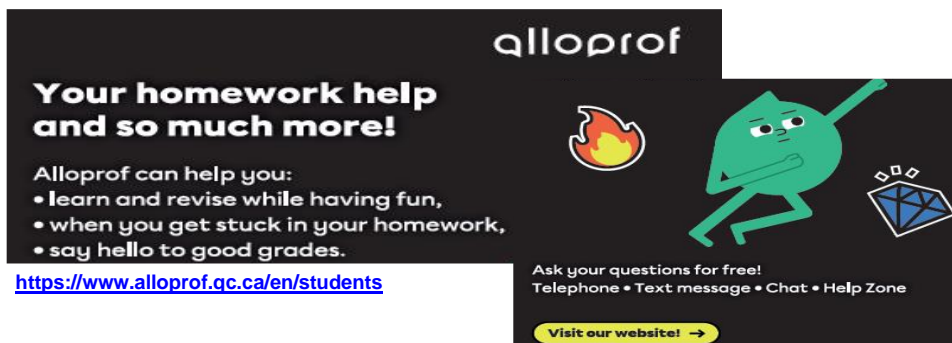
Access is available from 5 p.m.-7 a.m. For additional information, log on to [www.learngrics.ca](http://www.learngrics.ca).

#### Tel-jeunes

A free, confidential resource for young people throughout Quebec, available 24 hours a day, 7 days a week. Whether by telephone or via the Internet, professional counselors establish a relationship of trust with young people, answer their questions, and help them through whatever problems they are facing. Tel: 514-288-1444 <http://en.teljeunes.com/home>



The banner features the LEARN logo on the left, which includes a tree icon and the text "learn TÉNÉLÉ LEARN HELP 1470/556-2222". To the right of the logo is an envelope icon with an '@' symbol. The main text reads: "Subscribe to the LEARN newsletter to receive the latest news, teaching tools, resources, student support services, and more!". Below this, there are four green-bordered boxes with white text: "MORE TOOLS AT NO CHARGE ON OUR SITE", "HOW TO's Step-by-step descriptions of common tasks for students", "SUCCESS CHECKER Practice tests for High School Students - Cycle 2 to prepare for exams", and "SCHOLASTIC BOOKFLIX Online e-books for K through Cycle 2". Above the last two boxes, a line of text says "LOG IN TO USE THROUGH OUR WEBSITE WITH YOUR USERNAME AND PASSWORD OR THROUGH YOUR SCHOOL BOARD PORTAL".



The advertisement has a dark background. At the top right is the "alloprof" logo in white. Below it, the text "Your homework help and so much more!" is written in white. Underneath, it says "Alloprof can help you:" followed by a bulleted list: "• learn and revise while having fun," "• when you get stuck in your homework," and "• say hello to good grades." Below the list is the URL <https://www.alloprof.gc.ca/en/students>. To the right of the text is a cartoon character of a green bean with a face, arms, and legs, holding a pencil. Above the character is a flame icon, and to the right is a blue diamond icon with the letters "QO". Below the character, it says "Ask your questions for free! Telephone • Text message • Chat • Help Zone". At the bottom, there is a yellow button with the text "Visit our website! →".

**EMSB VIRTUAL LIBRARY**

Home Login Information Library Catalogue

ELEMENTARY SCHOOLS HIGH SCHOOLS TEACHERS ALL RESOURCES CONTACT

**From home or school ~ 24/7 ~ Bilingual ~ Reliable ~ Helpful for homework**

To find the site: Google "EMSB Virtual Library" Or at this address: [virtuallibrary.emsb.qc.ca](http://virtuallibrary.emsb.qc.ca)

➤ Use your EMSB username and password to get access to many of these great resources!

**Encyclopedias / Dictionnaires**

Britannica School UNIVERSALIS junior.edu THE CANADIAN ENCYCLOPEDIA usito And more...

**eBooks and Audiobooks**

Sora OverDrive SUMMERS BOOK LIBRARY e-books for e-kids biblius.ca Rat de bibliothèque And more...

**Streaming**

CURIO CURIO CURIO MFB EDUCATION IDELLO Télé-Québec en classe

**Science**

eduMedia

**Homework Help**

LEARN Online Tutoring iLearn alloprof

**News and Articles**

The Gazette NATIONAL POST LE JOURNAL DE MONTRÉAL

**Social Sciences**

GALE IN CONTEXT CANADA HISTORY Reference and Content Available via ERIC/CSH Canadian Points of View

Ask your School Librarian!

### SOME COMPLEMENTARY ACTIVITIES

**HOSPITAL OPPORTUNITY PROGRAM FOR STUDENTS (HOPS)** HOPS, a specific career exploration program, was designed to provide an opportunity for Secondary V students to gain "hands-on" experience in the various departments of a large hospital. The Program has enabled students to spend 1/2 day per week for two six-week periods in various departments of the hospital. Applications are available from your guidance counsellor. Interviews take place October and the program begins with an Orientation Session at the hospital at the end of October.

**CAREER EXPLORATION PROGRAM:** The participation of over 800 companies where students are placed for one day in a profession or trade of their choice. They learn through observation, discussion and practical work. This program is offered to all Secondary IV and V students. Applications are available from your guidance counsellor in November. Visits to companies/ institutions take place between December and April.

**HIGH SCHOOL CAREER FAIR – OCTOBER:** The EMSB hosts a Career Fair at St. Pius X Career Centre. The main objective is to provide students with an in-depth exposure to the various educational opportunities available to them. The final day is devoted to Secondary IV students, providing them with an opportunity to start charting their respective futures two years in advance of graduation.

**UNITED NATIONS UNIVERSAL CHILDREN'S DAY – NOVEMBER 20<sup>th</sup>:** Activities and programs organized by the spiritual community animators such as: Unicef projects, Toy Tea, Citizenship ceremonies, Black History Month, Veterans' Week, etc. These activities are held to promote the ideas and objectives of the Charter of Children's Rights and the welfare of Children throughout the world.

**EMSB LIBRARY WEEK – JANUARY:** Many activities are organized by EMSB librarians and library technicians to promote the excellent resources available in our libraries.

**FAMILY LITERACY DAY – JANUARY 27<sup>th</sup>:** Workshops, special assemblies, library and class time with special guest readers are just a few of the events taking place during Family Literacy Day. It has become a memorable experience for all who have participated in the past and it has become part of the culture of many schools. ([www.fld-jaf.ca](http://www.fld-jaf.ca))

**TEACHER APPRECIATION WEEK – FEBRUARY:** This is the week designated by the Ministry of Education to thank and honor our dedicated teachers who work hard to provide students with a good education and a positive shared experience.

**NUTRITION MONTH – MARCH:** March is Nutrition month. Elementary school students in particular are sensitized to the importance of eating nutritiously. They also learn that a good breakfast every morning is necessary in order to maintain good health and to perform well in school.

**INTERNATIONAL DAY FOR THE ELIMINATION OF RACIAL DISCRIMINATION - MARCH 20<sup>th</sup>:** Many EMSB high schools present special programming on this day with the objective of celebrating diversity, multiculturalism and mutual respect.

**HIGH SCHOOL PUBLIC SPEAKING CONTEST – MAY:** Secondary IV and V students compete in a public speaking contest. The Secondary IV Board winner will receive an all expenses paid week to *Encounters with Canada* in Ottawa and present his/her speech to the Women's Canadian Club of Montreal. The Secondary V winner will go on to take part in the Rotary Club of Montreal Public Speaking Competition.

**CHORALE GALA CONCERT – MAY:** More than 75 students, representing 24 EMSB schools, participate in the EMSB choir known as the Chorale. The Chorale has had the opportunity to perform in all Montreal's top concert venues. The choir regularly participates in exchanges with other choirs.

**CRC SENIOR AND JUNIOR ROBOTICS COMPETITIONS -The CRC Secondary and CEGEP Robotics Competition integrates**



STEM competencies with visual arts, computer simulations, 3D and 2D animations, drama, web design, marketing, and kiosk creation. It offers learning opportunities for STEAM-oriented, interested students. The enriching challenge of building a kiosk, a large mechanic-based machine, and programming a remote-controlled robot is the cornerstone of the CRC event. The CRC Junior Robotics competition for elementary and secondary students is held in conjunction with the CRC Senior competition. The Junior competition incorporates mostly LEGO-based robots for its designated tasks. These two competitions are under the umbrella of the Québec based Educational Alliance for Science and Technology (EAST) organization. <http://www.robo-crc.ca>

**FIRST® ROBOTICS** - For Inspiration and Recognition of Science and Technology, is a robotics community that aims to prepare young people for future jobs through a suite of inclusive, team-based robotics programs for ages 4-18. These activities and competitions can be facilitated in school or in a structured after-school program. Boosted by a global support system of educators, industries, and sponsors encompassing a signature set of FIRST core values to conduct research, fundraise, design, build, and showcase the teams' achievements during annual competitions. These various competition categories are Jr. FLL, FLL, and FRC. FIRST has an interest in STEAM learning, interest, and skill-building well beyond high school. Their international exposure and affiliations allow participants to perform tasks encompassing the curriculum. It is regarded as a high-stakes competition and multifaceted event. <https://www.firstinspires.org>

**HYDRO-QUÉBEC MONTRÉAL REGIONAL SCIENCE AND TECHNOLOGY FAIR** -This event represents the English-speaking Secondary and CEGEP school communities within the Montréal region, greater Montréal, Lanaudière, Laurentides, Laval, and Montérégie. It allows students to exhibit and present their scientific innovations, experimentation, and research ideas to judges and advocate for them, to the general public. Some of the prize awards are monetary while others are opportunities for scientific recognition by industrial partners. Following this event, the awarded students from grades 9 – 12 have an opportunity to represent their country at the Regeneron International Science and Engineering Fair (formerly called the Intel ISEF). This global Science Fair event is the world's largest international pre-college science competition that provides an annual forum to approximately 1,800 Secondary students from 70 countries, regions, and territories to showcase their independent research.

the yearly award winnings have been estimated to be approximately \$4 million. <http://www.sciencetech.ca>

**RÉSEAU TECHNOSCIENCE** -The Réseau Technoscience and its regional organizations are present throughout Québec to promote a taste for science and technology among young Quebecers aged 4 to 20. Their programs and activities encourage

the emergence of the next generation of scientists while supporting science and technology education through a hands-on approach. The Réseau Technoscience offers the following programs: Science Fairs (including a science fair for our elementary students), Technological challenges, and Animations (by the Débrouillards and Les Innovateurs à l'école). It also distributes several science teaching kits, publications, and activities for primary and secondary schools. <https://technoscience.ca>

**ROBOCUP COMPETITION** -ROBOCUP Canada is a project-oriented educational initiative that supports local, regional, and international robotics and artificial intelligence (AI) events for Elementary to post-university students. Each country organizes events, competitions, and conferences to allow students the opportunity to field test their robot designs and ideas. ROBOCUP allows students to use any type of robot system and materials that students wish to explore. Every robot is expected to be 100% autonomous and students are allowed to use any programming language of choice. ROBOCUP is backed by a Federation of researchers, top industry innovators, developing University researchers, and many other worldly industries. Even more, the International committees provide support through an online forum of exchanges and dialogue to help stretch the imagination. The Québec Canada committee organizes a qualifying event yearly for elementary and secondary students, while Canadian University students need to submit their robotics project online before they are accepted to compete at the world event each year. Local, national, and International events are accessible. <http://robocupcanada.ca>

**ZONE [01] ROBOTICS** -ZONE01 has given itself four main mandates concerning the advancement of robotics in education across Canada with LEGO robotics. These mandates are to (1) Promote science and technology education among young people by creating educational robotics programs; (2) Support teachers in integrating robotics into the classroom through programs, tools, and training designed for their grade levels; (3) Promote education by allowing young people, teachers, researchers and other actors in educational robotics to experiment with robotics platforms and exchange with each other; (4) Promote education by supporting the organization of robotics competitions and the participation of young people. ZONE 01 Robotics is also the national organizer of the World Robot Olympiad (WRO), an international robotics competition that brings together first-year university students from over 70 countries. Teams of students, assisted by a coach, develop their problem-solving skills through robotic challenges. With the exception of the Advanced Robotics category, WRO challenges are also mainly solved using LEGO components. <https://www.zone01.ca>

## RESOURCES AT YOUR FINGERTIPSSCHOOL

### GOVERNING BOARD (GB)

Every year the school holds an assembly of parents to elect representatives to the Governing Board which is made up of parents and school staff. The general assembly elects a delegate and alternate to the parents' committee.

**EMSB PARENTS' COMMITTEE (EMSBPC)** The EMSBPC is composed of all delegates from all schools and a member of ACSES. The EMSBPC designates parents to various committees to the school board. The EMSBPC gives advice and makes recommendations. They elect four parent commissioners to sit at the Council of Commissioners.

**ADVISORY COMMITTEE ON SPECIAL EDUCATION SERVICES (ACSES)** ACSES advises the School Board on issues which affect children who are learning disabled, intellectually handicapped, hearing and visually impaired, physically handicapped or socially maladjusted.

**PARENT PARTICIPATION ORGANIZATION (PPO) HOME & SCHOOL (H&S)** The groups promote parental involvement through volunteering, fundraising and school activities.

**ENGLISH MONTREAL STUDENT ADVISORY COMMITTEE (EMSAC)** Composed of students from high schools, this

committee links the students and the Council of Commissioners for discussion on common issues. The committee allows the students to develop necessary leadership skills needed to become future leaders in our community, the business world and beyond.

For more information visit the parent info tab: [www.emsb.qc.ca](http://www.emsb.qc.ca)

### QUESTIONS OR CONCERNS

#### Step 1 Talk to your child's teachers

Teachers are one of your most important sources of information. They know your child and can provide valuable information.

#### Step 2 Talk to your principal

Principals are another important resource that can address any questions you may have.

#### Step 3 Talk to your Regional Director

They are another important resource that can help you with any concerns or questions.

#### Step 4 Visit the Websites [www.emsb.qc.ca](http://www.emsb.qc.ca)

### WHOM DO I CALL?

Administration Building	514-483-7200
Not sure whom to call	0 for reception
Director General	#7262
Assistant Director General	Administration #7228
Assistant Director General	Education #7227
Sector Director (East & West)	#7239/#7624
Secretary General	
Procedures, access to info	#7264
Governing Board, Parents Committee	#7242
School Organization	
Eligibility	#7248 #7250
Daycare	#7518

Transportation	#7255
Communications	website, media #7245
Educational Services	
Summer school, exams, curriculum	#7355
Student Services	
Derogations, Guidance, special needs	#7295
Adult Ed and Vocational Services	#7449
Adult Ed and Vocational Info line	514-488-4636

### OTHER RESSOURCES

#### Ministère de l'Éducation du Québec

<http://www.education.gouv.qc.ca/en/home/>

#### E.P.C.A.-English Parents' Committee Association

<https://epcaquebec.org/> [info@epcaquebec.org](mailto:info@epcaquebec.org)

Having a problem at school?

Have you experienced sexual violence?

Protecteur national  
de l'élève  
Québec



The National Student  
Ombudsman is there  
to ensure that the  
rights of students  
and their parents  
are respected.



To file a complaint,  
make a report, or for  
anything else:

- [quebec.ca/droits-eleve](http://quebec.ca/droits-eleve)
- Phone/text message  
1-833-420-5233
- [plaintes-pne@pne.gouv.qc.ca](mailto:plaintes-pne@pne.gouv.qc.ca)



### HOW DO I FILE A COMPLAINT?

If you or your parents are unhappy  
with the school's services

- 1 Talk to the person concerned  
or to the person's boss
- 2 Contact the person in charge  
of handling complaints
- 3 Contact your Regional Student  
Ombudsman

### Sexual violence

If you want to, you can file a complaint  
directly with the regional student  
ombudsman. What's more, anyone else  
can make a report directly to the regional  
student ombudsman.



## FOOD ALLERGIES

Peanut, tree nut, egg, fish, and other allergens

Dear Parents,

Some students in our school have serious food allergies, where even trace amounts of a food allergen (e.g. from peanut, tree nuts, eggs, fish, etc.) can trigger a severe reaction (anaphylaxis).

Providing a safe environment for our students is our priority. To help maintain our school "ALLERGY SAFE" and reduce the risk of unfortunate events, all students are asked to:

- Prioritize VEGETABLES and FRUITS as snacks.
- Ensure HAND-WASHING before and after eating
- Practice the "NO SHARING FOOD" rule; including utensils, containers and water bottles
- Ensure no eating in SCHOOL BUSES

As the absence of allergens in foods offered through various programs and activities cannot be guaranteed, parents of children with allergies are reminded to provide allergen-free foods from home if they opt not to participate in these programs/activities. Furthermore, parents are advised to evaluate all risks associated with using the school cafeteria and outside food suppliers to make an informed decision on the use of these services.

Students with severe food allergies should eat at their assigned "reserved" seating in the lunchroom. They should ensure cleaning (using cleaning wipes) of their meal surface area before eating and use a place mat to set their food (cleaning wipes and place mats to be provided by parents). Moreover, students are encouraged to use isothermal containers (thermos) for hot meals and refrain from using microwave ovens.

As providing a safe environment for our students is a major concern, we wish to remind all parents that an allergen-free environment cannot be guaranteed in our school as complete avoidance of all allergens is not possible. If at any time a student feels at risk in the possible presence of an allergen, he/she should immediately go to a safe area and report to a responsible adult.

Parents of students with food allergies are reminded to inform the school Principal of their child's allergy and ensure that auto-injectors are readily available and replaced before the expiration date.

For more information, visit the Allergies Québec website: [www.allergies-alimentaires.org](http://www.allergies-alimentaires.org)

Thank you for helping us maintain our school "ALLERGY SAFE".

Your Principal and School Board Dietitian



# HEALTHY EATING with

## AT SCHOOL

# CANADA'S FOOD GUIDE



The English Montreal School Board Nutrition Policy aims at promoting healthy lifestyle habits through nutritious food choices and physical activity. Feeding the body and mind daily with nutritious foods benefits healthy growth and academic success!

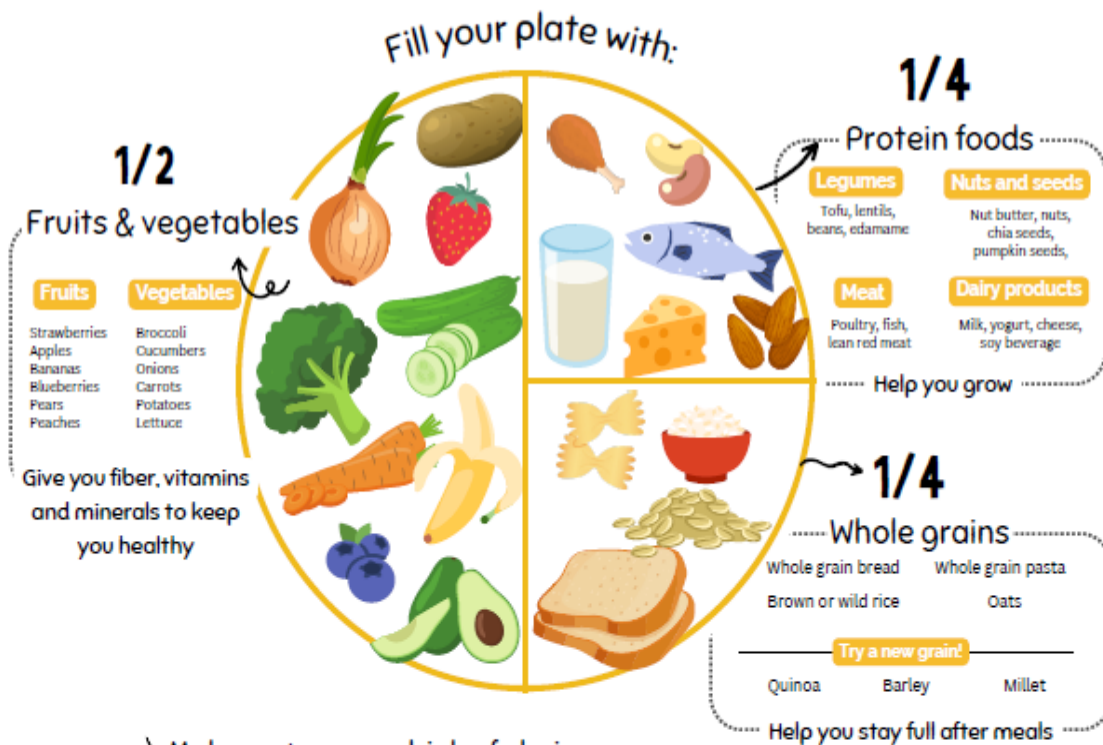
For more information



Scan here!

## The Healthy Plate from Canada's Food Guide

This simple visual tool helps us remember the different types of nutritious foods we can choose from.



→ Make water your drink of choice



### Tips to stay hydrated

- Drink water at meal and snack time
- Pack and carry a reusable water bottle
- For flavor, add fruit or herbs to water (e.g. mint, strawberries, pear ...)



# **Notice to the anglophone school board**

Option or revocation of option regarding the exercise of voting rights

School board

This is meant to inform the director general or the returning officer of the school board mentioned above that the elector prefers:

- ☐ to exercise his voting right in the school board;
- ☐ to revoke his option to exercise his voting right in the school board.

## **Elector concerned by the option or the revocation**

<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>	
First name		Last name at birth		Area code		Telephone number	
		(block letters)					
Sex:	<input type="checkbox"/> M <input type="checkbox"/> F	Date of birth:		<input type="text"/>		<input type="text"/>	
				year month day		Email address	

## **Current domiciliary address:**

Since:

<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>	
No.		Street / avenue...		Apartment		year month day	
Municipality				Postal code			


## **Previous domiciliary address (optional):**

<input type="text"/>		<input type="text"/>		<input type="text"/>	
No.		Street / avenue...		Apartment	
Municipality				Postal code	

## **Confirmation**

I confirm that I do not have a child admitted in an institution of any of the school boards that have jurisdiction on the territory where I am domiciled.

<input type="text"/>		<input type="text"/>	
Signature of the elector		year month day	

ES-17-VA (15-01)   
Act Respecting School Elections, sections 17 and 18

This form can also be accessed on the EMSB website:

<https://www.emsb.qc.ca/emsb/about/governance/elections>