



# ÉCOLE GARDENVIEW SCHOOL

## Student-Parent Handbook

# 2025-2026

**MS. ELENA ZERVAS**  
Principal

**MS. LAURA FUNDARO**  
Vice-Principal

### THIS AGENDA BELONGS TO:

Name: \_\_\_\_\_ Homeroom: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

### EMERGENCY CONTACT:

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

700 rue Brunet  
St. Laurent (Québec), Canada  
H4M 1Y2 Tel.: 514-744-1401  
Fax: 514-744-3303  
[gardenview@emsb.qc.ca](mailto:gardenview@emsb.qc.ca)  
[www.emsb.qc.ca/gardenview](http://www.emsb.qc.ca/gardenview)

If you find this Agenda, please return it to Gardenview School. Thank you !

## MISSION STATEMENT

École Gardenview School is committed to providing a meaningful challenging learning experience in a warm and positive environment in which students can reach their full potential while acquiring the tools to be successful as 21st-century learners in a bilingual society.

### COMMUNICATION:

Tel: (514) 744-1401	Email: <a href="mailto:Gardenview@emsb.qc.ca">Gardenview@emsb.qc.ca</a>	Facebook: <a href="https://facebook.com/ÉcoleGardenviewSchool">facebook.com/ÉcoleGardenviewSchool</a>
Fax: (514) 744-3303	Website: <a href="https://Emsb.qc.ca/gardenview">https://Emsb.qc.ca/gardenview</a>	Instagram: <a href="https://instagram.com/emsbgardenview">instagram.com/emsbgardenview</a>

The information contained in this handbook along with school news and periodic updates can be found on our school website. Updates can also be received instantly by following Gardenview on Instagram or by liking us on Facebook. School administration can be reached at the above telephone number or by email: Ms. Elena Zervas, Principal at [ezervas@emsb.qc.ca](mailto:ezervas@emsb.qc.ca) and Ms. Laura Fundaro, Vice-Principal at [lfundaro@emsb.qc.ca](mailto:lfundaro@emsb.qc.ca). Teachers and staff may be reached by email or by calling the school and leaving a message with the secretary. The main office is open from 8:00 am to 4:30 pm.

## THE STUDENT AGENDA BOOK

All students will be provided with this Student Agenda Book. It is our expectation that all homework will be copied in this book. Parents and teachers are encouraged to communicate with one another by using this agenda. In addition, it is suggested that parents use the Agenda Book to explain student absences. The Agenda Book outlines the expectations we have for our students and the services the school offers them.

## SCHOOL SCHEDULE:

8:50 a.m. Arrival / Yard supervision begins  
9:00 a.m. Homeroom / Classes begin  
11:10-11:30 a.m. Recess (PreK-6)  
12:12-1:20 Lunch (PreK-K)  
12:30-1:20 Lunch (Grades 1-6)  
2:20-2:40 p.m. Recess (PreK-6)  
3:40 p.m. Dismissal

## SCHOOL BELIEFS

Parents and teachers share the responsibility for their children's education. Positive self-esteem is essential to learning and each child's individual abilities must be recognized and nurtured. Learning must be challenging, relevant and an enjoyable experience.

## SCHOOL GOALS

Gardenview School strives to meet the needs of all children through a variety of enriching and supportive programs. We foster an atmosphere of mutual respect, cooperation, and interdependence amongst all members of the school community.

## GARDENVIEW SCHOOL UNIFORM CODE

Students are expected to adhere to a behavior which promotes responsibility, respect, and self-discipline. The compulsory school uniform fosters spirit and promotes a feeling of pride.

The Gardenview uniform and the students who wear it represent the school publicly and it is expected that while in uniform those students conduct themselves appropriately, within the school and the community.

THE UNIFORM CODE IS AS FOLLOWS:	CLARIFICATIONS:
<input type="checkbox"/> White OR Navy crested polo shirt (short or long sleeves) <input type="checkbox"/> Navy pants or skirt <input type="checkbox"/> Gardenview crested sweatshirt <input type="checkbox"/> Flat shoes or running shoes <input type="checkbox"/> Tights under skirts are permitted provided they are an appropriate colour consistent with our school uniform (navy, black, grey, etc.)	For information purposes, our uniform supplier is:  <b>TOP MARKS</b> 8215 Ch. Montview Mont-Royal, QC H4P2L9  Tel: (514) 344-5454, FAX: (514) 344-5350  Email: <a href="mailto:info@topmarks.ca">info@topmarks.ca</a> Online: <a href="http://www.topmarks.ca">www.topmarks.ca</a> (school code: GAR01)
<input type="checkbox"/> Grey-crested Phys. ed. T-shirt <input type="checkbox"/> Navy-crested Phys. ed shorts or sweatpants <input type="checkbox"/> Running shoes	<b>PHYSICAL EDUCATION UNIFORM IS MANDATORY FOR GRADES 1-6</b>
<b>The following are unacceptable at Gardenview School and are not permitted:</b>	
<input type="checkbox"/> Makeup, YOGA tights <input type="checkbox"/> Hair that is not of a natural colour <input type="checkbox"/> Sandals and flip-flops (safety reasons) <input type="checkbox"/> Luggage on wheels <input type="checkbox"/> Hoodies/sweaters different from school colours with logos or inappropriate phrases	

- **Identification of Personal Objects:** All personal belongings (clothing, school bag, lunch box, water bottle, running shoes, school supplies, etc.) **must be labeled** with the child's name and grade.
- **Consumable Materials Fee:** Covers costs for materials like workbooks, reprographic materials, and student agendas. Fees are **approved by the Governing Board**.
- **Lunch Supervision Fees:**
  - All students staying for lunch must pay a noon-hour supervision fee as approved by the Governing Board.

## Daycare B.A.S.E:

- **Hours:** 7:00-8:50 a.m. & 3:40-6:00 p.m.
- Offers outdoor play, snacks, homework time, and organized activities.
- Students must report to their assigned **B.A.S.E. classroom** as instructed by the morning supervisor.
- **School rules apply** to the daycare program; parents must ensure children follow them.
- **Parent Pick-Up:** Parents **must wait** at the B.A.S.E. entrance after school and **cannot** walk their child to/from the classroom.
- **Contact:** Ms. Adriana Pololos ([apololos@emsb.qc.ca](mailto:apololos@emsb.qc.ca) / 514-788-0018) or visit <https://gardenview.emsb.qc.ca/base.asp>

## CODE OF CONDUCT

Our code of conduct adheres to the Quebec Charter of Human Rights and Freedoms which states in Section 10: "Every person has a right to full and equal recognition and exercise of [their] human rights and freedoms, without distinction, exclusion or preference based on race, color, sex, gender identity or expression, pregnancy, sexual orientation, civil status, age except as provided by law, religion, political convictions, language, ethnic or national origin, social condition, a handicap or the use of any means to palliate a handicap."

Gardenview School operates on a simple, yet critical principle which is RESPECT. Respect for the rules and procedures that have been adopted by the school community, and respect for all members of that community. As such, all students are responsible for being aware of and adhering to these rules and procedures at all times, being respectful to those around them and behaving in an appropriate manner

## ATTENDANCE

Students' grades and attendance go hand-in-hand. Please remember that excessive absences can lead to academic difficulties in the classroom.

- **Reporting Absences:** Parents/guardians must inform the school office via phone (514-744-1401) or on the MOZAIK portal.
- **Excused Absences:** Illness, injury, family emergency, court appearance, or religious observance.
- **Return Procedure:** Students must bring a signed note with the date, reason for absence/tardiness, and a contact number.
- **Parental Absence:** The school must be notified of the guardian in charge and their contact information.
- **Recess:** If students are too unwell to go outside, they should stay home until they're well enough to join their peers.

## ROUTINE

- **School Entry:**
  - Drop-off time: 8:50-8:58 a.m.
  - Bell rings at 8:58 a.m.; students must be present.
  - Homeroom begins at 9:00 a.m.; arrivals after this are considered late.
  - Students must use yard entrances in the morning, not the main entrance unless they are late.
  - On rainy days, recess is indoors.
- **Early Dismissal:**
  - Requires a signed request from a parent/guardian, given to the homeroom teacher.
  - Parents must also inform the school office via phone (514-744-1401) or on the Mozaik portal.
  - No early dismissal requests will be accepted after 3:00 p.m.
  - Parents must sign out their child and wait in the main entrance.
  - If a student becomes ill, parents will be contacted immediately.
- **After School Dismissal:**
  - Pick-up locations: Schoolyard on Stevens Street; kindergarten students only on Nantel Street.
  - Students must not be near the main entrance or play alone without supervision.
  - If a parent arrives late, the teacher will escort the student to the office. Please note that frequent tardiness may result in the need for daycare enrollment.
  - ECA & **PELO dismissals:** 4:45 p.m. on Nantel Street.

## SCHOOL PROTOCOLS

- **Family Trips & Exam Periods:**
  - Family vacations during school are discouraged due to their impact on student learning
  - No homework will be prepared for students on vacation.
  - Please avoid planning trips during exam periods (mid-April to mid-June)
- **School Trips:**
  - Refunds will not be issued if a parent chooses to withdraw their child from a trip, except for entrance fees where applicable

- **Homework Policy:**
  - Students have homework daily, including assignments, projects, studying, and review work.
  - For any questions or concerns, please reach out to your child's teacher by email.
  - Teachers will reach out to parents if homework is consistently incomplete.
- **Missed Homework & Classwork:**
  - Students are responsible for obtaining missed assignments from their classmates when absent
  - For absences longer than three days, please inform the main office so that assignments can be sent home.
  - Tests/quizzes must be made up upon return unless an extension is arranged.
- **Report Cards** - The school year has **3 terms**:
  - **1st term:** August-November
  - **2nd term:** November-February
  - **3rd term:** February-June
    - Progress reports issued by **Oct. 15**.
    - Parent-teacher interviews are held twice annually.
- **Change of Address/Phone:**
  - Please notify the school immediately of changes to address, email, or phone.
  - Please provide **updated emergency contact information**.
- **Cell Phones & Devices:**
  - Cell phones, smartwatches, iPads, and other electronics **are not allowed in school**.
  - The school is **not responsible** for lost or stolen devices.
- **Volunteers:**
  - In accordance with EMSB policy, all volunteers are required to complete a Judicial Verification (police check)
  - Forms available at the main office.
- **Accident Insurance & Ambulance Fees:**
  - In the event of a medical emergency, ambulance fees are the responsibility of the family, as the school does not cover these expenses.
    - **Student Birthdays** - Birthday party invitations will not be distributed to students.

## **STUDENT HEALTH**

At Gardenview School we encourage parents to provide healthy and nutritious snacks and lunches. The school also strongly encourages parents and students to avoid bringing snacks or bagged lunches from home that may contain peanuts and/or nuts.

- **Allergies:**
  - While we strive to maintain a nut-free environment, we cannot guarantee complete avoidance of all allergens.
  - On special occasions (Halloween, Christmas, etc.), the school may provide nut-free treats.
  - **Edible treats & gift bags are not permitted for birthdays and special occasions.**
  - Food-based classroom activities are at the teacher's discretion and parents will be advised.
  - To ensure their safety, students with anaphylactic allergies should only eat food prepared at home, avoid sharing food with peers, and steer clear of outside food providers unless nut-free practices are confirmed.
  - **To protect students with severe allergies, nut-containing snacks & lunches should be avoided.**
  - **Sharing of snacks between students is strictly prohibited**
- **Medication:**
  - To ensure student safety, any medication must be brought to the office with a prescription, and parents are required to complete and sign a school authorization form beforehand.
  - Students **cannot** carry medication with them.

## **SCHOOL CLOSURES DUE TO EMERGENCIES**

In case of school closure due to inclement weather or emergencies, you will receive a mass communication email from the EMSB. Announcements will also be posted on EMSB's social media (Instagram, Facebook, etc.) and broadcast on local stations in the morning. Please do not call the school, as we receive updates the same way.

# MUTUAL RESPECT POLICY PREVENTING & STOPPING BULLYING

On June 12, 2012, the Quebec National Assembly passed Bill 56: An Act to stop bullying and violence in schools, calling upon all Quebecers, not just students, parents, and school staff, to engage in a concerted effort to put an end to bullying and violence in schools.

**Bullying:** Any repeated direct or indirect behavior, comment, act, or gesture, including in cyberspace, whether deliberate or not, 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. Bullying is a willful, repeated, and aggressive behaviour towards another with the intent to harm.

Gardenview students are expected to treat each other as equals. As such, actions such as bullying will not be tolerated.

The following are all considered acts of bullying:

- **Physical** (*hitting, shoving, kicking, spitting on, beating up on others, damaging or stealing another's property*)
- **Verbal** (*racial, religious, or homophobic slurs, name-calling, taunting, mocking, hurtful teasing, humiliation, threatening, intimidating someone to do something they do not want to do, and derogatory comments*)
- **Social** (*excluding from group, spreading gossip or rumours, making others look foolish, convincing others to alienate someone*)
- **Electronic** (*using social media, e-mail, text messages to threaten, humiliate, embarrass, single out, spread rumours, reveal secrets*)

Bullying—whether in person, online, during or outside school hours—will not be tolerated. **Gardenview takes action regardless of time, location, or means to ensure student safety.**

Students experiencing bullying should report it to a responsible adult immediately. Responses will vary based on severity and may include up to a 5-day suspension.

## Prevention is a shared responsibility.

- **Parents** are encouraged to speak to their children about respect for others, take appropriate action at home when there are problems of this nature and cooperate with the school should an incident arise.
- **Administration/Teachers/Staff** are expected to remain vigilant, address concerns promptly, and promote awareness through classroom visits and educational campaigns.
- **Special Education Technicians** will mediate conflicts between students in a safe and respectful environment.

## ALL MEMBERS OF THE SCHOOL COMMUNITY MUST:

- Treat one another with dignity and respect at all times.
- Respect the rights of others.
- Respect all members of the school community, especially persons in authority.

## ALL MEMBERS OF THE SCHOOL COMMUNITY MUST NOT:

- Engage in bullying behaviour.
- Engage in hate propaganda and other forms of behaviour motivated by hate or bias.
- Encourage others to inflict bodily harm on another person.

## REPORTING

Under Quebec's anti-bullying law, Bill 56, students and staff have a duty to report incidents of bullying and/or violence in school. A report can be made with the administration or with a trusted adult staff member who will, in turn, speak to the administration. **All reports, as well as the identity of those making reports, remain confidential.**

In response to Bill 56, a school team of teachers, professionals, and members of the administration have met to develop a plan of action to prevent violence and bullying in our school. This plan is called the Safe Schools Action Plan and can be found on our website.

### RESPECT FOR OTHERS

As a Gardenview student, you will be spending most of your day (and often many years) with the people around you. It is important to the function of the school that all its members conduct themselves with self-discipline and courtesy toward others. Demonstrating kindness toward others is an important part of being a student at Gardenview. Students are expected to follow the golden rule:

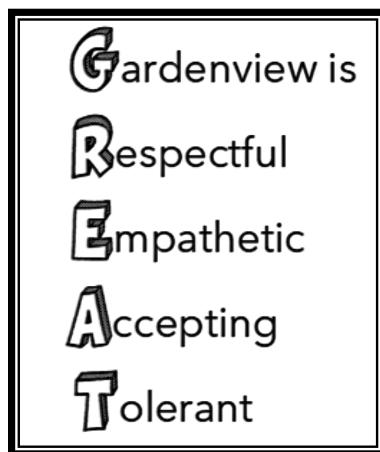
*Treat others as you would like to be treated.*

#### All students of Gardenview have an obligation to:

- Act in a civil and respectful manner at all times.
- Cooperate with their teachers and classmates, behave in an acceptable manner everywhere in our school, and participate in class.
- Contribute to a healthy and safe learning environment.
- Take part in civics, anti-bullying, and anti-violence activities.

### RESPECT FOR SCHOOL PROPERTY

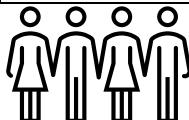
- Respect for school property is a student obligation.
- Writing on walls, desks, tables, chairs or in lockers, textbooks, washrooms, etc. is considered vandalism.



# RESPECT

## A Shared Responsibility

	<b>Students will</b>	<b>Parents/Guardians will</b>	<b>Staff will</b>
<b>School Uniform</b>	<ul style="list-style-type: none"> <li>Wear the school uniform as stipulated in the agenda</li> <li>Wear the physical education uniform during physical education class</li> </ul>	<ul style="list-style-type: none"> <li>Provide their child(ren) with the appropriate clothing that follows the school uniform</li> </ul>	<ul style="list-style-type: none"> <li>Monitor that the school uniform is worn at ALL times</li> <li>Communicate with parents/guardians</li> </ul>
<b>Preparation for Class and Homework</b>	<ul style="list-style-type: none"> <li>Come to school prepared, <b>on time</b>, with all materials</li> <li>Complete assigned homework and projects on time</li> <li>Submit work that they are proud of and that reflects their own best effort</li> <li>Seek extra help when required</li> </ul>	<ul style="list-style-type: none"> <li>Provide an appropriate and consistent environment for homework completion</li> <li>Encourage students to come fully prepared for all classes and support the school policy</li> <li>Monitor student's agenda and/or Google Classroom</li> <li>Alert staff if they see their child(ren) struggling with homework</li> <li>Respond to school communication in a timely manner</li> <li>Inform school promptly about their child's absence or late arrival</li> </ul>	<ul style="list-style-type: none"> <li>Teach and monitor effective use of students' agenda</li> <li>Offer remedial assistance on a weekly basis</li> <li>Communicate with parents/guardians</li> </ul>
<b>School Conduct</b>	<ul style="list-style-type: none"> <li>Treat each other with RESPECT, any form of bullying will not be tolerated</li> <li>Treat ALL staff with RESPECT</li> <li>Respect entry, dismissal and transitional routines set by staff</li> <li>Use appropriate language at all times</li> <li>Seek help from school staff to resolve conflict peacefully</li> <li>Not bring toys to school including balls and trading cards</li> </ul>	<ul style="list-style-type: none"> <li>Support the school in the application of safe conduct in and around the school</li> <li>Demonstrate respect for all staff and administrators. Intimidation of any form will not be tolerated.</li> <li>Use appropriate language and conduct on school grounds</li> <li>Engage in appropriate verbal exchanges with all staff members</li> <li>Follow the school's Safety and Visitor Identification Policy (must sign in/out at the main office)</li> <li>Collaborate with the staff when dealing with disciplinary issues involving their child</li> </ul>	<ul style="list-style-type: none"> <li>Model and consistently reinforce the expectations for safe and respectful conduct</li> <li>Empower students to be positive leaders in their class, school and community</li> <li>Work collaboratively with parents/guardians to support the school's safe conduct policy</li> <li>Communicate with parents/guardians</li> </ul>
<b>Respect School Property and Property of Others</b>	<ul style="list-style-type: none"> <li>Use designated areas (classrooms, washrooms, stairwells, field and school yard) appropriately</li> <li>Bring any objects that he/she finds to the office or to the lost and found</li> <li>Refrain from littering</li> <li>Refrain from any form of vandalism</li> </ul>	<ul style="list-style-type: none"> <li>Encourage students to respect school property, property of others and act honestly</li> </ul>	<ul style="list-style-type: none"> <li>Model and consistently reinforce appropriate treatment of school property and property of others</li> <li>Communicate with parents/guardians</li> </ul>



# STUDENT BEHAVIOUR EXPECTATIONS

## **Code 1: School Dress Code**

<b>1A</b>	Students must wear the school dress code as stipulated in the agenda (page 3) at all times. Students must wear their Phys. Ed. Uniform during physical education class.
<b>1B</b>	Students must wear appropriate winter clothing during the cold winter months.

## **Code 2: Preparation for Class and Homework**

<b>2A</b>	Students must come prepared to class with materials such as: agendas, textbooks, notebooks, pencils, etc.
<b>2B</b>	Students must complete assigned homework and submit them on time.

## **Code 3 School Conduct**

<b>3A</b>	Students must treat each other and ALL staff with RESPECT. Physical force, rough play, any form of bullying and teasing are hurtful and will NOT be tolerated.
<b>3B</b>	Students must use appropriate language and/or gestures at ALL times.
<b>3C</b>	Students must respect entry, dismissal and transitional routines set by staff.

## **Code 4: Respect School Property and the Property of Others**

<b>4A</b>	Students must respect the school environment and refrain from littering, acts of vandalism and/or theft of property.
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## **DISCIPLINARY MEASURES**

<b>Preschool</b>	<b>Cycle 1</b>	<b>Cycle 2 &amp; 3</b>
<b>A.</b> Warning/Reflection <b>B.</b> Mediation with Behaviour Technician <b>C.</b> Removal of play time or recess <b>D.</b> Discussion with child and communication home <b>E.</b> Meeting with parents/guardians, staff involved and/or the principal/vice-principal <b>F.</b> The child may be suspended from 1-5 days.	<b>A.</b> Warning/Reflection <b>B.</b> Mediation with the Behavior Technician <b>C.</b> Discussion with child and communication home <b>D.</b> Letter of apology/card to the victim <b>E.</b> Loss of recess privileges <b>F.</b> Removal of a school trip or activity <b>G.</b> Meeting with parents/guardians, staff involved and/or the school administration <b>H.</b> The child may be suspended from 1-5 days.	<b>A.</b> Warning/Reflection <b>B.</b> Mediation with the Behavior Technician <b>C.</b> Discussion with child and communication home <b>D.</b> Letter of apology to the victim <b>E.</b> Restitution for damages caused (ex: community service) <b>F.</b> Loss of recess privileges <b>G.</b> Removal of a school trip or activity <b>H.</b> Meeting with parents/guardians, staff involved and/or the school administration <b>I.</b> The child may be suspended from 1-5 days

## **SUSPENSIONS**

Suspension penalties may be administered to students up to a maximum of 5 days as a result of (but not limited to) the following infractions:

- Disrespectful or insolent behaviour against students or staff.
- Bullying others (including cyber-bullying).
- Fighting, play-fighting, pushing, hitting.
- Vandalism, theft, or destruction of property.
- Refusal to obey instructions.
- Physical or verbal abuse towards another student or staff member.

**An in-person meeting between a parent, the student, and a member of the school administration must take place at the school following a suspension for any reason. A student may not be re-admitted to school until such a meeting takes place.**

Parents/Guardians will always be informed when suspensions take place, even if they are served in school.

# CODE OF CONDUCT INFRACTIONS TRACKER

SEPTEMBER								
OCTOBER								
NOVEMBER								
DECEMBER								
JANUARY								
FEBRUARY								
MARCH								
APRIL								
MAY								
JUNE								

## PREVENTATIVE MEASURES

### Classroom Practices

- Develop procedures and routines
- Encourage students to share opinions and feelings in a safe environment
- Celebrate individuality
- Encourage participation and collaboration

### School Interventions

- Peer group discussions
- Focus on building relationships
- Conflict resolution strategies
- Provide workshops on:
  - Anti-Bullying
  - Empathy & Respect
- Learn about cause & effect of certain behaviours

### Goal

- Social & Emotional Literacy
- Problem Solving
- Communication
- Restorative language
- Teach for diversity and inclusion
- Work toward developing a growth mindset



**\* Please note that Gardenview is committed to rewarding positive behaviours. \***

Students who demonstrate positive behaviour at school will have the chance to be recognized as L'Étoile du Mois (Star of the Month).

Each selected student will receive a certificate to take home, and their name will be proudly displayed on our dedicated bulletin board.

At the end of each month, all Étoile du Mois recipients will be entered into a draw for a special prize from the school administration.



# BUS SAFETY

**All students who ride the school bus must adhere to the rules in place for their safety and the safety of all students. They must be respectful to the driver and their fellow passengers.**

## **My responsibilities:**

- I always have my bus pass.
- In the morning, I am at the bus stop 10 minutes early.
- I wait on the sidewalk for my bus to come to a full stop before moving towards it.
- I get on the bus calmly and sit down immediately.
- I respect and I am always polite to my driver and fellow passengers.
- I do not eat, drink, or chew gum on the bus.
- I do not use electronic devices on the bus.
- I keep my arms and head inside the bus.
- I always keep my hands to myself.
- I do not yell, push, or misbehave.
- After school, I wait in the yard for my supervising teacher to take me to the bus.
- I get off at my own stop.
- I wait for the bus to be at a complete stop before getting off at my bus stop.
- I stay in my assigned seat until the bus driver opens the door.
- I look both ways before crossing the street.
- I respect the area where I am picked up or dropped off.
- I keep my personal belongings on my lap and any sports equipment in a bag (skates must be placed in a thick vinyl bag)
- Hockey sticks are not permitted on the school bus, as per TRANSCO policy.

## **Bus Reports:**

If I fail to follow the school board's policy for the rules of conduct and safety measures on the bus, I will receive a bus report from the bus driver.

First Bus Report	A warning / Parents will be notified
Second Bus Report	Bus suspension for <b>3 days</b>
Third Bus Report	Bus suspension for <b>5 days</b>
Fourth Bus Report	Bus suspension for the rest of the year

These bus safety rules are clearly outlined to all students during assemblies at the beginning of each school year. Students are regularly reminded of these rules by teachers on duty, bus drivers, and administrators. Parents are encouraged to discuss any concerns with the Administration.





## Digital Device and Social Media Policy

Gardenview school is proud to provide students with access to technological tools that help to enrich their education. Although **the use of personal devices such as smart phones and smart watches is prohibited on school grounds and on the school bus**, we understand that students have access to these devices at home. It is important that students respect the important safety conditions outlined below when using devices at school and at home:

### Responsible Use of Technology:

- When using computers, I will use good manners, use appropriate language and not look at or use anyone else's work without permission;
- I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do, I will tell my teacher rightaway.
- I understand that anyone can read messages I send and that my work on the computer is not private.
- I will talk with my parents about the rules for going on-line.
- I will tell my teacher right away if I come across any information that is inappropriate or makes me feel uncomfortable.
- I will use technology in a lawful, responsible, and ethical way, ensuring it is used solely for its intended purpose, both in and out of school.

### Personal Privacy:

- I will not give out personal information such as my address, telephone number, parents' work addresses or telephone numbers, credit card;
- I will not give out the name and address of my school without permission.
- I will never send pictures or videos without first checking with my parents and /or teacher.
- I will not give out my password to anyone (even my best friends) other than my teacher.
- I will never agree to get together with someone I "meet" on-line.

### Privacy of others:

- I will not share photos of my friends or classmates on-line under any circumstance.
- I will not share personal information about my friends or classmates online under any circumstance.
- ★ Note that the school will not be held responsible for the loss of or damage to digital devices belonging to students as these items are prohibited.
- ★ Parents must be aware that school-aged children are below the minimum age for most social media platforms and are not able to give informed consent to have their photos shared through group chats. Parents are responsible for monitoring their children's interactions online.

A complete version of the Policy is available on the school board Web site at [www.emsb.qc.ca](http://www.emsb.qc.ca)

**I have read and I understood the rules and promise to follow them.**

**If I do not follow these rules, I know that I may have device privileges restricted or taken away.**

Student FULL NAME: \_\_\_\_\_ Student Signature: \_\_\_\_\_

### Parent/Guardian Consent:

I have read and understood the Policy on the Access & Appropriate Use of Information and Communication Technology. I will do my best to ensure that my child adheres to this policy to the best of my abilities.

I grant permission for my child to be granted an EMSB e-mail account and password to access school devices and Google Apps for Education. This account includes services such as Google Classroom, Google Drive, Google Docs and Google Slides.

Name of Parent/Guardian: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Student-Parent Contract 2025-2026

In all our actions at Gardenview School, we encourage students toward a life governed by the values of personal integrity. All members of the Gardenview community must pledge to uphold our Code of Conduct:

**Personal Honesty and Truthfulness  
Academic Integrity  
Respect for Others and the Property of Others**

At all times, students are expected to act in a considerate and honest manner consistent with the aim of maintaining a respectful and civil community at Gardenview School. What follows are the principal school rules. These cannot be all-encompassing but are indicative of the behaviors which cannot and will not be tolerated at the school. By registering and attending Gardenview School, every student will agree to the following:

- Students will put forth all the necessary effort to succeed academically.
- Students will adhere to the school uniform regulations at all times.
- Students will respectfully allow teachers to teach and fellow classmates to learn by conducting themselves with a positive attitude and appropriate classroom behavior.
- Students will use language which is appropriate to a civil and educational environment, and which shows respect for others, including peers.
- Students will act with honesty and integrity.
- Students will respect school property and the property of others. They may not borrow property without permission of the rightful owner. Theft and vandalism are prohibited.
- Students will not harm, threaten, harass, or intimidate any member of the school community, verbally, psychologically, or physically, cyberspace included.
- Students will take an active role in creating a safe environment in the school. They will not bring to the school an article or instrument considered harmful or threatening to others.

Violation of these rules, or of any other specific requirements outlined in this handbook, will render a student liable to disciplinary action, which may include reflection sheets, recess and /or lunchtime detentions, removal from field trips, in- school activities or presentations, and suspensions. Parents enrolling their children at Gardenview School do so with the knowledge that the school reserves the right to assign consequences to any student who violates the letter or spirit of the school's rules by their conduct or by their general attitude.

Please sign below to acknowledge that

1. We, parent and student, have read the information contained in this handbook.
2. We, parent and student, understand, accept, and support the Code of Conduct in place at Gardenview School.

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Student Signature

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Parent/Guardian signature

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Date Signed