

# Académie John Caboto Academy



**School Tel:** 514.381.0052  
**School Office Hours:** 7:30AM-3:00PM

**Daycare:** 514.381.1138  
**Daycare Office Hours:** 6:50AM-6:00PM

**Address:**  
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Transco School Bus: 514.648.8625 ext. 1

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This agenda belongs to:

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

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

Contact Phone Numbers: \_\_\_\_\_

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## **Our School**

At John Caboto Academy (JCA), we recognize that each child is a creative individual who possesses innate talents and qualities and that all children want to succeed. Therefore, JCA makes it its mission to create a caring learning environment for all that fosters academic excellence, personal growth and success while promoting an intrinsic desire to learn. JCA emphasizes, as well, the establishment of strong, positive links amongst the students, parents, staff, and community at large. JCA nurtures leaders, one student at a time.

## **Our Values**

We are committed to:

- fostering academic excellence and lifelong learning
- fostering discipline, self-regulation and cultivate intellectual curiosity
- fostering critical thinking skills and strong work habits
- promoting multi-cultural harmony and respect for cultural differences
- promoting higher education and raising students' future academic interests

## **Our Vision**

Our vision is to create a literacy and numeracy-rich environment that will support every student as they internalize the importance of a strong well-rounded education as well as solidify the knowledge, skills, and positive attitude acquired through instruction, varied experiences, and participation in school life. We likewise aim to prepare students to develop the skills to navigate safely through the digital world by an active integration of technology into the classroom and to support learning activities which incorporate its proper use. We also strive to promote a balanced lifestyle with a focus on physical health by offering opportunities to participate in a variety of physical activities. Our program of studies, our spiritual animation, and our cultural activities will provide the forum for our students to successfully integrate into society.

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## 1. SCHOOL HOURS/TIMETABLE

### K4, K5 and Early Stimulation

<b>7:40</b>	<b>Arrivals</b>
7:45 – 7:55	Homeroom Entrance
7:55 – 9:25	Academics
9:25 – 9:45	Recess AM
9:45 – 11:27	Academics
11:27 – 12:40	Lunch
12:40 – 1:10	Academics
1:10 – 1:30	Recess PM
1:30 – 2:30	Academics
<b>2:30</b>	<b>Dismissal</b>
<b>2:40</b>	<b>Bus Departure</b>

### Grades 1-6 and Wings 1 & 2 and

<b>7:40</b>	<b>Arrivals</b>
7:45 – 7:55	Homeroom Entrance
7:55 – 9:25	Academics
9:25 – 9:45	Recess AM
9:45 – 11:45	Academics
11:45 – 12:40	Lunch
12:40 – 1:10	Academics
1:10 – 1:30	Recess PM
1:30 – 2:30	Academics
<b>2:30</b>	<b>Dismissal</b>
<b>2:40</b>	<b>Bus Departure</b>

## 2. PARENT COMMUNICATION

- Communication between the school and parents is a key component to the success of any student. We aim to keep parents informed through a variety of communication tools.
- **Email:** the school will send out mass notification emails for any information that is pertinent specifically to our parent community. Emails will be sent out through **School Messenger**, our mass communication tool.
- **Social Media (Instagram, Facebook):** will be used to keep parents and community members up to date with photos and coverage of what is taking place at school. Reminders for school events may also be posted on social media. Follow us **@johncabotoemsb**
- **School Website:** pertinent documents, calendars and Governing Board information will be stored on our school website. Social media posts will also be displayed on our website for anyone who does not have a social media account.
- **Mozaïk Parent Portal:** will be used for evaluations (progress reports and report cards), school reregistration, daycare registration, tax forms and more. New features continue to be added each year.
- Each teacher will choose their own form of electronic communication (email, google classroom, mozaïk) with parents and/or will use the student agenda. Please, check with your child's homeroom teacher to determine how they will be communicating with you.

### **3. SCHOOL POLICIES**

- For security purposes, parents are asked to enter the school by the **main office**.

#### **A. Arrival Procedures**

- Parents must release their child(ren) at the gate to the yard where they are under the supervision of the teachers on supervision and/or the lunch supervisors.
- **Parents are not permitted to enter the schoolyard during morning and lunch entry and must stay at the gate.**
- Please note that teachers supervise the yard as of 7:40 a.m. Children arriving before this time will be unsupervised.
- Students being dropped off late must be accompanied to the main office.
- Children who go home for lunch must exit through the front entrance to meet their parent/guardian and must arrive at school accompanied through the main office 5 minutes prior to the end of Lunch.

#### **B. Dismissal Procedures**

- Other than for a late entry or early dismissal, students should enter and leave the building by the doors leading to and from the schoolyard.
- Once dismissed, students who are NOT in daycare should go straight home and not remain in the yard to play, as there is no supervision.
- **Parents are not permitted to enter the schoolyard during after school pick up and must stay at the gate (for walkers).**
- For safety and security purposes, pupils must not leave the premises during school hours. If children are **to** be picked up early, a note indicating the date, time, and reason must be submitted for an early dismissal. It is also expected that an authorized adult will pick up the children. Similarly, a student who normally remains at school for lunch may not go home unless a note is submitted.
- Parents not wishing their children to take the school bus must notify the school **in writing** in advance or call the school by 1:00PM.
- Children who do not normally take the bus **will not be permitted** to do so since they are not covered by the bus company's insurance.

#### **C. Recess**

- Teachers on duty are assigned to supervise the yard only; therefore, all students must go outside for recess and lunch. Children who are ill should be kept at home to rest and recuperate.

#### **D. Personal Property**

- Students are not to bring toys, collectable items, games, or sporting equipment to school. These are expensive and can be lost or damaged. The school is not responsible for lost or damaged personal articles.
- Electronic devices such as cell phones, gaming devices, smart watches, tablets, Bluetooth speakers, MP3 players, and any other device as such are strictly forbidden and will be confiscated.

#### **E. School Bags**

- For safety reasons and space restrictions, schoolbags with wheels or suitcase-like bags are not permitted. Comfortable backpacks (that can fit easily in the lockers) that the students can carry are appropriate.

#### **F. Lunches and Snacks**

**\*\*John Caboto Academy is an Allergy Aware and Allergy Safe School\*\***

**Warning: With the increased incidence of anaphylaxis, a potentially fatal allergic reaction to peanuts and their by-products, it is imperative for parents to notify the school of any allergy your child may have.**

- AN ALLERGEN-FREE ENVIRONMENT CANNOT BE GUARANTEED IN SCHOOL. We ensure to be aware of information regarding students who have allergies and establish safe practices.
- In keeping with the EMSB Nutrition Policy, parents must ensure that lunches and snacks are nutritious. The importance of a well-balanced diet should not be taken lightly. We would like to see healthy choices such as fruits, vegetables, cheese, and whole-wheat grains.
- In the interest of safety, we ask that you do not send in any treats since we are unable to guarantee the assurance of the contents. This includes birthdays and any holiday treats (Halloween, Valentine, etc.)
- On rare and special occasions, the school may provide students with a treat when celebrating school wide occasions, while respecting the "Allergy Aware" guidelines.
- Children are permitted to bring in reusable water bottles filled with water. As a green initiative, we are discouraging the use of plastic water bottles.

#### **G. Medication**

- Administering medication to children is a parental responsibility. For the school to administer prescription medication or non-prescription medication, the following must be respected:
  - Prescription medication must be prescribed by a doctor and must be sent in a container with a legible prescription containing all pertinent information.
  - An EMSB waiver (available at the main office), dated and signed by a parent or guardian, must be submitted with the medication.
  - **Parents must inform the main office before their child enters the school premises with medication and that the above procedure has been followed.**

#### **H. Health**

- It is the responsibility of the parents to advise the school of any medical problems such as asthma, epilepsy, diabetes, or serious allergies.
- In the event of communicable diseases, parents should inform the school nurse (or if unavailable, the school office) who will undertake the necessary public health procedures.

- **In the interest of the well-being of everyone concerned, it is recommended that children be fever free for 24 hours before returning to school.**
- As much as possible, to ensure a minimal loss of class time, appointments should be made outside of school hours or on pedagogical days.
- If your child has been found with **pediculosis (lice/nits)**, he/she will be removed from class and brought to the office where parents will be called to come pick up the student. The student will not return to class that day. At home parents will be asked to follow the treatment advice and instructions provided. A Ministère de la Santé et des Services Sociaux letter will be sent home to the parents, informing them that there is a case of lice in their child's homeroom. A child with head lice may return to school after the family has indicated to the office that the first treatment has been completed. Treatment of head lice has two phases, and there must be a follow up to ensure that the second treatment (7-10 days after initial treatment) is done. If the student has a persistent case of lice, the parents may be asked to provide proof that the appropriate treatment has been administered.

#### **I. Lost and Found**

- All personal possessions and clothing items **must be labeled**. An area has been set aside for misplaced articles. Children need to check the **Lost and Found** from time to time to retrieve any lost articles.

#### **J. Emergencies**

- Parents must provide the school with an emergency phone number. In addition, should there be an emergency school closing (lack of heat, fire, etc.), it is extremely important that children have an alternative place to go. Necessary arrangements should be made with neighbors, friends, or relatives.
- In the event of evacuation, the students will be brought to St. Simon Church or St. Simon School.
- In winter, closing schools because of severe storms is a decision made by the EMSB and is publicized on the radio (**CJAD, The Beat 92.5, CHOM, CBC Radio**), as well as the EMSB website and social media accounts. Accordingly, parents are requested to use these media options and not to call the school.

#### **K. Fire and Lockdown Drills**

- We are required to conduct practice fire drills and lockdowns to familiarize students with the safety procedures. Teachers will inform students about the procedures. Please, take the time to discuss this with your child as well.

#### **L. Photography**

- It is forbidden to post or publish any pictures/videos of students or staff members taken during a school event without the written authorization of the parties involved. Both students and parents need to keep in mind that everyone has the right to privacy. Legal action can be taken for moral damages if pictures/videos are published without consent.

#### **M. Visitors**

- All visitors to the school, including volunteers, must first report to the main office to pick up and wear a visitor's badge. A security system at all four entrances has been put in place to prevent unexpected visitors from entering the school. Parents are asked to please ring the bell at the front entrance for entry. Upon departure, visitors must return the badge to the main office and exit through the front entrance.

#### 4. **ACADEMIC LIFE**

The essence of being a student at John Caboto Academy is responsibility. The most important responsibility that one has is towards schoolwork. All students must work to the best of their ability to realize their academic potential. A strong foundation for learning begins with good work habits.

##### A. **Evaluation**

Students are evaluated throughout each term and the results are communicated via both progress and formal report cards. Evaluations are competency based and derived from teachers' observations, tests, and quizzes (in- class and take home), presentations, and projects.

<b>First communication:</b> Progress Report	by October 12 <sup>th</sup>
<b>Term 1 (20%)</b> First Formal Report Card	by November 20 <sup>th</sup>
<b>Term 2 (20%)</b> Second Formal Report Card	by March 15 <sup>th</sup>
<b>Term 3 (60%)</b> Final Report Card	by the end of school year

**NOTE:** Ministerial and board exams for Grades 4 and 6 are usually scheduled from mid-April to the beginning of June.

##### B. **Parent Teacher Conferences**

**(Please consult the calendar provided in the agenda for times and dates)**

- Parents who are concerned about their child's progress should contact the school to request feedback from the teacher(s) concerned. Working together is the best way to achieve solutions.
- Formal Parent-Teacher Conferences will be held twice per year: once by November 20<sup>th</sup> after the end of Term 1 for all parents, and by March 15<sup>th</sup> after the end of Term 2 by invitation only.

**Term dates are modified for each school year; see school calendar for exact dates.**

##### C. **Homework**

In addition to being a necessary component in the development of good work habits, homework is assigned for a variety of reasons:

- To develop regular work habits
  - To develop independent study skills
  - To develop responsibility
  - To reinforce skills taught in class
  - To develop research skills
- Incomplete homework assignments will result in consequences as determined by the teacher.

**Note:** Part of completing a homework assignment is to come prepared with the assignment as well as the schoolbooks to class the next day. Parents should refrain from bringing in forgotten work/books after the school day has begun. This applies to the end of the day as well. Classes will not be opened after dismissal for those who have forgotten material.

- We recommend a range of time to spend on homework each evening. If a child is operating outside these limits, this problem should be discussed between teachers and parents.
- Consistency in the amount of time to be spent each evening is essential if the purposes of homework are to be achieved.
- The involvement of parents with regards to homework is an integral part of the academic success of students. We ask that parents sign their child's agenda and check for messages from the teacher daily. Parents are encouraged to play a supervisory and supportive role in homework and provide their children with a quiet space at home to do homework.



- The following periods of time are recommended as being reasonable each evening, including weekend evenings, at each level and include time devoted to reading:

GRADE	K4 AND K5	1/2	3/4	5/6
SUGGESTED TIME	See Note	10-20 minutes	30-40 minutes	50-60 minutes

**NOTE to K4 and K5 parents:** It is important that you spend time reviewing your child's school day with them and to consistently read to and with them every night. Go over concepts presented in class and whatever else the teacher may give as assignments to review and practice.

#### **D. Tutorials**

- Students who require extra help will be offered additional instruction through tutorials, which will be held either during recess, the lunch hour or immediately after school (at the teacher's discretion). It is the student's responsibility to show up at a tutorial session being offered.

### **5. CODE OF CONDUCT**

A school is a place of learning. To be successful in its mandate to sponsor quality learning, we must foster an atmosphere in which students can become effective learners. To this end, John Caboto Academy has rules of conduct to which we expect all students to adhere to both in school and in all school sponsored activities.

Respect is the underlying theme of these rules. With their adherence, students can develop respect for themselves through their studies, their involvement in school life and the way they conduct themselves. Similarly, students must develop a respect for others through an appreciation and consideration of those with whom they come into contact. This includes family, staff members, fellow students, and the community. Finally, the students of John Caboto Academy are expected to demonstrate a respect for property as shown in the way they care for their personal belongings, those of others, the school, and the world around them.

Educating together to develop such respect will create a safe and disciplined atmosphere conducive to learning and will foster responsible citizens for the future.

Notwithstanding the general philosophy above, the following rules of conduct are to be strictly adhered to:

#### **A. Attendance / Late Arrivals**

- Each child must attend school on a regular basis. Verbal communication and/or a written explanation must substantiate any absence, late arrival, or early dismissal. Regular and punctual school attendance is imperative to student success.
- Students who arrive later than 7:45 a.m. are considered late and must report to the office with a parent for a late slip. (Parents cannot accompany the child to class). Understand that late arrivals are documented in your child's official record. and that chronic absenteeism and lateness will warrant contact from the school.
- Chronic absenteeism/lateness is defined by the following:
  - A student who is absent/late for a period of 5 or more consecutive days without a valid reason
  - A student who has had 5 or more absences/late arrivals in one month
  - A student with a repeated pattern (ex. absent every Friday)
  - A student who has accumulated invalid absences equivalent to 20% or more of a school term
- **Families are strongly encouraged to NOT take vacations beyond those designated in the school calendar and should not expect teachers to prepare work for the students while on holiday.**

#### **B. General and In-School Behaviour**

- Students are expected to be polite and courteous. No act of aggression (verbal or physical) or foul language, will be tolerated towards anyone.
- Students are expected to be keep the premises (classrooms, washrooms, corridors, stairways, and the yard) litter-free.
- Movement must be orderly. Students are to walk **silently** from place to place.

#### **C. School Yard Behaviour Expectations**

- Students are expected to remove baseball caps before entering the building.
- Students are expected to line up silently.
- Students are to show respect and listen to the supervisors.
- Students must ask permission to exit the school yard to use the washroom or retrieve a ball.
- Students must play safely and respectfully with each other.
- Play fighting and rough play are not acceptable.
- Students must keep the school yard litter-free and return any used equipment back neatly in the school.

#### **D. Forbidden Items**

- Chewing gum
- Any sports equipment from home
- Toys of any kind
- Trading cards
- Smart watches
- **Cellphones (exceptions can be made with the Principal's permission)**

## E. Dress Code

To allow students to focus on the primary objective of learning and alleviate parental concerns, the school has adopted a color-coordinated dress code. We request the parents' cooperation and support in enforcing the school's dress code to which we expect all students to conform daily.

### Tops

- Solid white or navy-blue polo shirt (*long or short sleeves*)
- Plain solid navy-blue cardigan or sweater, or dress

\*Athletic Fabric is not permitted

\*No brand logos or designs should be visible

\*Previous years Polo shirt with school crest are permitted as well

### Bottoms

- Solid navy-blue skirts (*knee length*)
- Solid navy-blue Tunics, slacks, capris
- Solid navy-blue pants or Bermuda shorts (*knee length*)

\*Athletic Fabric is not permitted

\*Leggings are not permitted

\*No brand logos or designs should be visible\*

**K4 and K5 only: Solid navy-blue jogging pants**

### Shoes

Running shoes or sneakers (no flashing lights)

No open shoes

### Not permitted :

- Athletic Tights & Leggings
- Low-cut or sleeveless tops
- Short shorts or short skirts
- Make-up
- Colored Hair
- Excessive Jewelry
- Hats/Caps in the building
- Long or sharp fingernails
- Flip-flops / sandals

## PHYSICAL EDUCATION DRESS CODE:

**K4 and Specialized classes:** will not change for PE class

**K5:** PE t-shirt: blue from previous years, or new colour added as of 2023-24,

**A PLAIN GREY T-SHIRT WITH NO VISIBLE LOGOS.**

**K5 DO NOT CHANGE THEIR BOTTOM.**

- Proper running shoes with arch support
- Long hair must be tied using elastics
- Avoid jewelry, hard hair clips

**Grade 1 to 6:** PE t-shirt: blue from previous years, or new colour added as of 2023-24,

**A PLAIN GREY T-SHIRT WITH NO VISIBLE LOGOS.**

- Shorts (GRADES 1-6): Solid black shorts (*no logos*)
- Solid black jogging pants (*no logos*) are also permitted.

- Proper running shoes with arch support
- Long hair must be tied using elastics
- Avoid jewelry, hard hair clips

- **Students are expected to wear the dress code to school events and out-of-school activities unless otherwise indicated.**
- Inherent in the dress code is the expectation that students will be clean and neat in their appearance.
- Students are expected to wear boots outside during the winter months and keep a pair of shoes in school to change into before entering classrooms (indoor boots are not permitted in class). Outer garments should reflect appropriate seasonal school wear.

## **F. Respect for Property**

- Students are expected to respect their personal belongings. This is shown through neatness, organization, and responsibility.
- Students are expected to respect the property of others. Students must not access the desks or lockers of others, must borrow only with permission, and must take care of and return borrowed articles.
- Students are expected to respect school property, in addition to keeping the school clean. This includes not writing in textbooks, on desks or on the building or participating in any other act of vandalism. An appreciation for displays of students' work also displays respect. It should be noted that the EMSB will act to reclaim for all losses and damages of school property.

## **G. Bullying**

Bullying is defined as a behaviour that involves repeated abuse and an imbalance of power. It manifests in the following forms:

- **Physical:** involves acts such as hitting, spitting, shoving, pushing, kicking, or punching.
  - **Verbal/Written:** can include things such as threats, lying to create conflict, name-calling, teasing, sexual, racist or homophobic remarks or slurs.
  - **Psychological:** can take the form of intimidation, direct or indirect forms of social exclusion, spreading rumors and gossip.
  - **Cyberbullying:** contains all the elements of bullying (physical, verbal, and psychological abuse) but extends them in a public, online environment.
  - **Bystander:** someone who observes, witnesses or is aware of a bullying situation and does not report it to a staff member.
- Any form of bullying or being a bystander will not be tolerated. The school policy in dealing with such behavior is as follows depending on the severity of the action and its frequency (consequences are in order of severity from least to greatest):
  - Intervention by teacher, followed by a discussion. Parents will be informed of the incident via agenda, a note, or a phone call.
  - Loss of privileges (left to the discretion of the principal). Student will be asked to fill out a reflection form detailing inappropriate behavior and creating a plan that will correct the behavior. This must include restitution (in the form of an apology delivered orally in the presence of a staff member or in writing). Parents will be informed of the incident via agenda, a note, or a phone call.
  - Meeting with parents, staff member and principal will be required to deal with the issue. A suspension may be incurred from 1 to 5 days.

## **H. Digital Citizenship**

Digital Citizenship at John Caboto Academy models a supportive, safe, and responsible use of the internet in the teaching and learning of students. An emphasis on appropriate and responsible uses of technology by the staff is an imperative aspect of creating a digitally safe and aware student. Parents play an important role in digital citizenship development as well. Please review the John Caboto Academy description of digital citizenship with your child and refer to the recommended parent links below.

A Digital Citizen:

- Participates in positive educational and cultural activities using technology
- Uses critical thinking
- Is literate in language, symbols, and texts of digital technologies

- Uses technology to relate to others in a positive way and maintains honesty, integrity and respect when using technology
- Respects the concepts of privacy and freedom of speech in a digital world
- Respects and protects the intellectual property of other and him/herself

#### **Links for Parents**

Childnet. <http://www.childnet.com/parents-and-carers>

Digizen <http://www.digizen.org/parents/>

Common Sense Media <http://www.common sense media.org/blog>

#### **I. Sanctions**

- While our primary function is to educate, students are expected to assume responsibility for their behavior commensurate with their age. Students who disregard the code of behavior are accountable and will face fair and appropriate disciplinary procedures based on severity and frequency. For behavior, which is deemed unacceptable or unsafe, the student will be required to reflect and complete an "Incident Report."

#### **J. Field Trips**

- Field trips are part of the curriculum. Therefore, children are required to attend.
- Courteous and respectful behavior is always expected.
- Permission slips should be returned promptly. If there are any required fees, they should be placed in a sealed and labeled envelope attesting to its content.
- **If deadlines indicated on letters are not respected, your child will not be able to participate in the activity / will not attend the field trip.**
- **Children who have epi-pens must bring them to all outings and carry them in a waist pouch.**

#### **K. Library Books**

- Library books need to be returned on time. Students failing to do so will not be permitted to borrow books until all books are returned.
- A replacement fee will be forwarded to parents for any lost or damaged books.

#### **L. Transportation Regulations**

- Students must always carry their bus pass to identify themselves.
- Students must always remain seated while the bus is in motion.
- Students must talk quietly and not eat or drink on the bus.
- Students must always respect the bus driver.
- Students must be punctual at the bus stop and must walk to the bus after it comes to a stop.
- Student must respect all the conditions of the EMSB transportation policy (sent home with bus pass and information letter in August).
- Students in Kindergarten and Cycle One Year One must be always accompanied to and from the bus stop by an adult.



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## Acknowledgement

I acknowledge that I have carefully read and understood the contents of sections **I (School Hours), II (Parent Communication), III (School Policies), IV (Academic Life) and V (Code of Conduct)** outlining John Caboto Academy's regulations, procedures and conduct and have reviewed them with my child(ren).

I hereby agree to abide by the code of conduct presented in these pages.

Student's Name: \_\_\_\_\_

Level: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Commission scolaire English-Montréal  
English Montreal School Board

*Académie John Caboto Academy....In The Community....For The Community*



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

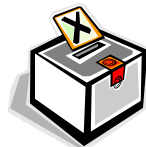
Québec



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.qc.ca](http://www.emsb.qc.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>

Subscribe to the LEARN newsletter to receive the latest news, teaching tools, resources, student support services, and more!

MORE TOOLS AT NO CHARGE ON OUR SITE

HOW TO's  
Step-by-step descriptions of common tasks for students

LOG IN TO USE THROUGH OUR WEBSITE WITH YOUR USERNAME AND PASSWORD OR THROUGH YOUR SCHOOL BOARD PORTAL

SUCCESS CHECKER  
Practice tests for High School Students - Cycle 2 to prepare for exams

SCHOLASTIC BOOKFLIX  
Online e-books for K through Cycle 2

**alloprof**

**Your homework help and so much more!**

Alloprof can help you:

- learn and revise while having fun,
- when you get stuck in your homework,
- say hello to good grades.

<https://www.alloprof.qc.ca/en/students>

Ask your questions for free!  
Telephone • Text message • Chat • Help Zone

Visit our website! →





### 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 multi-faceted 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 (ACES)** 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!

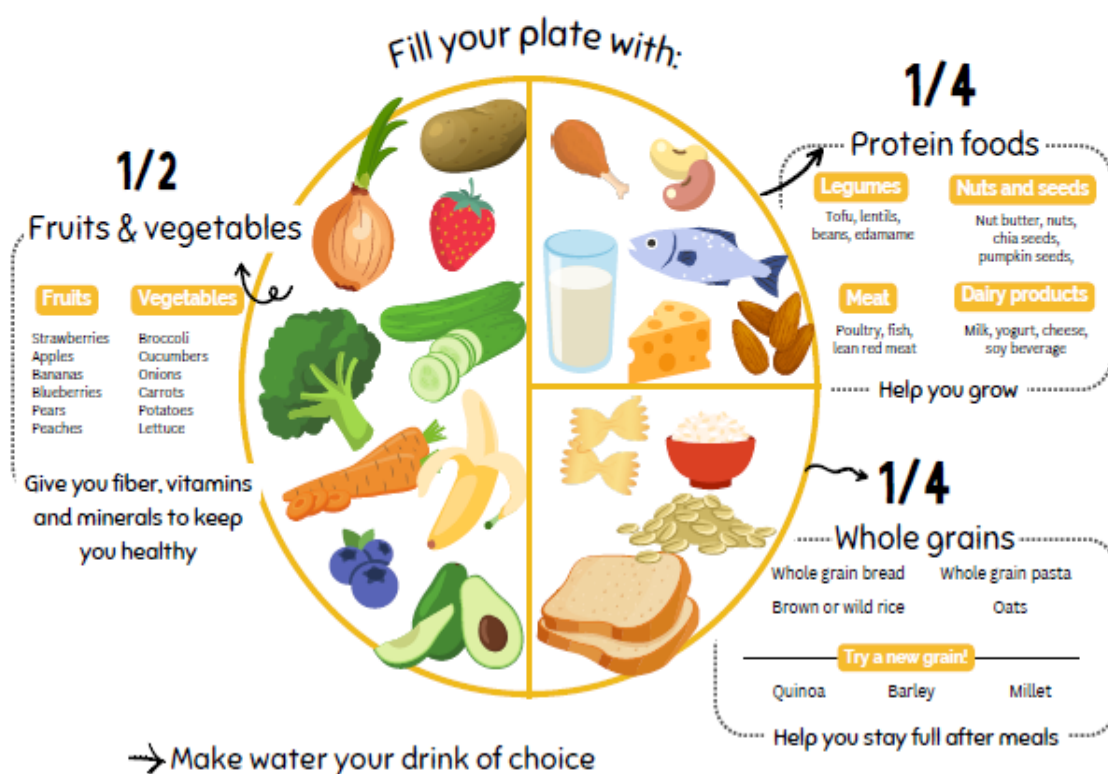
For more  
information



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.



### 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

First name Last name at birth Area code Telephone number  
(block letters)

Sex: ☐ M ☐ F Date of birth: year month day Email address

### Current domiciliary address:

No. Street / avenue... Apartment Since: year month day  
Municipality Postal code

### Previous domiciliary address (optional):

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.

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>