Student - Parent Handbook
2026 - 2027

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St. Gabriel School
600 Rue Dublin
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Tel.: 514-934-2111
Stgabriel@emsb.qc.ca

Student Username: _____

Student Password: _____

(please keep a copy of these credentials for your records)

*FOR PARENTS/GUARDIANS

After reading the Code of Conduct in this handbook with your child, please sign below and return this document to your child(ren)'s homeroom teacher.

_____ _____

Parent/Guardian Signature Student Signature

Our School Mission

St. Gabriel School is a true community school which cherishes heritage while embracing diversity. Staff, parents, volunteers, and community personnel work together, to guarantee that all children succeed in life and develop to the best of their abilities in a safe, secure, and respectful environment. We believe in offering a variety of activities in order to meet our students' academic and social needs.

School Hours

7:45am	School Bus Arrival and Drop-Off
7:55am	Call-in Bell
7:55am–8:05am	Homeroom
9:35am-9:55am	Recess
11:25am–12:20pm	Grades 1 – 6 Lunch
11:07am–12:20pm	Pre-K and Kindergarten Lunch
1:20pm–1:40pm	Recess
2:40pm-2:50pm	Dismissal and Pickup
2:50pm	Buses Depart
2:40pm–6:00pm	Daycare Services

Students must not arrive at school before 7:45 AM as there is no supervision prior to this time. Students who are not picked up at 2:45 PM may be placed in the daycare – a daycare fee will be charged.

Tardiness and Absence Policy

School entry begins at 7:45 AM and classes begin at 7:55 AM. Students are expected to be punctual. Students who are late for school must report to the main office. tardiness will be recorded. If your child is going to be absent for the day, please telephone the school (514-934-2111) to inform the office or add it on the Mozaik Portal. Absences should be reported no later than 8:30 am on the day of the absence. A valid reason must be provided to justify an absence from school.

Early Dismissals

If your child is to be dismissed early, a written request or a phone call (no email) to our school secretary is required. Parents are required to report to the main office to sign their child out when leaving before the dismissal bell. We kindly request that all early dismissals occur before 2:00pm to ensure the safety of all students at dismissal.

Vacations

No additional homework/classwork will be assigned for students leaving on an extended vacation within the school calendar. Due to final exams, vacation plans are especially discouraged from mid-April to mid-June as there will be no make-up time for final exams.

School Office and Appointments

The school office is open from 7:30 AM to 3:30 PM daily. Parents and other visitors to the school are obligated to report to the office upon arrival, where they will be received and assisted by our school secretary. All visitors need to sign in – this includes parents and volunteers. Parents are not permitted in the building without reporting to the office. To meet with a staff member, a parent must have an appointment.

To make an appointment with your child's teacher you are to send a note to the teacher or leave a message with the school office. If you have any questions or concerns to be addressed to the school administration, please call the main office for an appointment.

All items that are dropped of for students must be made at the main office and we will ensure that your child receives it.

School Fees and School Supplies

Parents or guardians are responsible for fee payments. Each grade level has been assessed a specific, non-refundable, amount based on the workbooks used, photocopy fees, and student agenda. The cost of consumable school supplies is the responsibility of the parents and is not included in the school fees.

Lunch Fees

Lunch fees for the 2026 – 2027 year have been set $288.00 per child or $675 for a family of three siblings or more. Students are permitted to stay for lunch under the supervision of Lunch Monitors. Students must remain on school property and respect the rules.

For safety reasons, no glass containers are permitted. Microwaves and refrigerators are not available.

Payment of Fees

Lunch fees directly impact the payroll of the supervisors; unpaid fees impact on the school budget. For this reason, we offer payment options to suit your needs. Please call the office to make payment arrangements with the principal.
Please contact the main office for payment methods/plans.

Homework

Homework is sometimes used to reinforce work done during class time. Parents and teachers must work together to help with homework to provide practice for new skills acquired.

School Closures

Notice to shut down EMSB schools, or to cancel bussing, will be broadcast by major radio stations and all EMSB social media platforms, beginning at 6:00 am. If a shutdown announcement is not heard by 7:00am parents may assume that the school will remain open.

Should the evacuation of the building ever be necessary for safety reasons, students will be taken to the following location:

Parents will be notified of the emergency. They may be asked to pick up their children from the emergency shelter location.

School Social Media

Parents are encouraged to follow our school via our social media platforms to get the latest news and events at the school.

Instagram: @stgabrielemsb
Website: https://stgabriel.emsb.qc.ca/

Health and Injuries

Children who are ill in the morning should not come to school. Whenever a child becomes ill or injured, the family will be advised as soon as possible. Arrangements will be made either to send the student home or to a hospital, if necessary. If parents cannot be reached, the decision to call for emergency help will be decided by the school. We require an emergency contact number in case no one is available at home.

Daycare Services

School B.A.S.E. daycare services complement the educational services provided by the school and are primarily focused on recreational activities. To provide a complementary service at the school, and ensure continuity in its educational mission, planning for school daycare services is an integral part of the school's educational project.

Daycare Objectives:

- To ensure the safety and general well-being of the children served.
- To contribute to the achievement of the objectives of the school's educational project.
- To set up activities and recreational projects that contribute to the children's overall development.
- To encourage the development of social skills, such as respect, co-operation, and openness to others.
- To offer homework support after school by providing students with an appropriate place to work.

Please contact our Head of Daycare for information and rates.

School Dress Code

St. Gabriel has a dress code. Governing Board has approved the following dress code guidelines. We ask for parents' full cooperation in ensuring students adhere to the St. Gabriel dress code guidelines.

Students are to wear the following dress code:

- Crested royal blue shirt with choice of navy-blue or black pants, shorts, tunic, skirt, etc.
- Sweaters, cardigans and sweatshirts may have a hood and must be solid navy-blue

- in colour **ONLY**
- Shorts and skirts should be of a modest and appropriate length
- Jewelry is not recommended
- Flip-flop sandals and open toe shoes are not permitted. Shoes and socks should be always be worn.
- If your child does not know how to tie their shoes, please send them to school with shoes with a hook and loop fastener (example: Velcro)
- Hats should not be worn in class. Hats and hoodies must allow the face to be visible
- to the staff

Dress Code for Outdoors

Students will be outdoors throughout the school day. Please dress your child according to the weather. Students are expected to be outdoors for up to 30 minutes at a time. In the winter months, students are required to wear boots and should have a pair of indoor shoes to change into. Boots are not permitted in the classroom. If students are well enough to attend school, they are expected to go outside for outdoor play.

Communication Between Home and School

Communication between parent(s)/guardians and teachers is important to ensure your child's success at school. Teachers provide feedback in a variety of ways; report cards, interviews, conferences, written notes, e-mails, and phone calls are the most common. Parents are asked to create a Google Classroom account and a Mozaik account. If you are sharing any confidential information, please ensure the document or email is password protected.

Please consult your child's teacher first, as they interact with your child the most. If a problem is not resolved, you may contact the school administration. Meetings with administration are by appointment only.

Please be respectful in your communications with all staff members.

CODE OF CONDUCT/DISCIPLINE POLICY

Students are expected to take responsibility and be accountable for their behaviour in every aspect of school life. Our mission is to provide a safe and caring learning environment which accepts diversity, promotes cooperation, and encourages mutual respect. Our goal is to help children grow to become respectful citizens. Everyone contributes to the well-being and success of everyone at St. Gabriel. Parents play an essential role in the education of their children and have the responsibility to support the efforts of the school staff in maintaining a safe and respectful learning environment for all students.

Violence, Aggression (physical/verbal) and Dangerous Behaviours

Violence or aggression will NOT BE TOLERATED. Administration will directly deal with anyone engaged in this type of behaviour. It may result in a suspension. Please see below the definitions from the Education Act.

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

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

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

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

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

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

Respect for Property

We believe that respecting property—whether it belongs to the school, classmates, or oneself—is an essential part of fostering a responsible and considerate learning environment.

Help keep the floors of the classrooms, hallways, and the schoolyard clean by putting litter in the garbage cans provided. All students are expected to treat school equipment, furniture, books, and supplies with care.

Gum chewing is not permitted anywhere in the school building.

Personal Possessions

Electronic devices such as electronic games, tablets, smart watches, headphones, smartphones, or other similar devices must NEVER be on school grounds or field trips. Should students bring these items to school the items may be confiscated.

If a smartphone is required for safety reasons, the parent must inform the teacher that their child has a smartphone with them. We encourage students to leave their

smartphone with the teacher upon arrival at school. If the parent and student decide to keep their phone in their locker throughout the day, the school will not be responsible for any loss or damages.

Toys and trading cards are not to be brought to school. Exceptions may be made at the school's discretion for special events such as show and tell, day before Christmas holidays, etc.

Digital Citizenship & Online Safety:

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

✅ Keep your info private – Don't share your full name, where you live, your school, passwords, or pictures with people you don't know. Set accounts to private when possible.

✅ Be kind – Treat others the way you want to be treated. Ask yourself: Is it kind? Is it safe? Would someone get hurt? Would you say this face-to-face? If the answer is no, then maybe don't press send.

✅ Think before you post – Everything you post, share, or comment online stays there — sometimes forever. Even if you delete it, someone might have saved it.

✅ Only chat with people you know – Don't accept friend requests or messages from people you don't know in real life. Never agree to meet someone from the internet in person, even if they seem nice.

✅ Tell an adult – If something online makes you feel worried, scared, or uncomfortable, talk to a parent, teacher, or another grown-up you trust.

✅ Take screen breaks – Do something you enjoy, like reading a book or playing sports. Hang out with your friends without using a screen!

3 Steps to Deal with Cyberbullying

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

Interventions and Consequences

In cases where students continue to demonstrate inappropriate behaviour, parents will be informed and involved. In some situations, the school administration may feel that a suspension is warranted and may act accordingly. In the case of a suspension, a face-to-face meeting at the school with the principal may be requested. Behaviour will be noted in an incident log, communicated with the parents/guardians, and may expect one or more of the following interventions:

- Discussion with a Behaviour Technician/ Teacher
- An intervention program with the Special Ed. Techs
- The loss of certain privileges or written reflection
- Meeting with parent/guardian and child

- In-school suspension/suspension at home

Filing a complaint:
Should the student or their parent be dissatisfied with the educational services they received, are receiving, should have received, or need, they can file a complaint.

https://www.emsb.qc.ca/emsb/services/central-services/complaint

Field Trip Policy
Any student whose behavior in or outside of class has been deemed as unsafe may require parent accompaniment on trips. Students must complete all necessary forms before being allowed to participate in any outing.

Transportation: School Buses
Many students are transported to and from school by a school bus or van. At the start of the school year, students are assigned to a specific bus route based on their address by the Transportation Department of the EMSB. The students must always carry their bus pass. We suggest attaching the pass to their school bag in a side pocket. Once bus assignments are made, students are expected to ride on their assigned bus. They are NOT permitted to go on a different bus. If students have received a bus pass and choose to walk home, a written letter of permission from a parent is required. Cell phones, tablets and other electronic devices are not allowed to be used on the school bus. Transportation is only available for students within school territory.

Arrival and Dismissal:
To ensure the safety of all students during arrival and dismissal, parents and guardians must exercise caution when driving near the school. Please always remain attentive, watching for students, staff, and other vehicles. Please avoid double parking and making U-turns on Hall and Dublin.

Bus / Transportation expectation
The purpose of this policy is to ensure the safety of all students, drivers, and staff while riding the school bus. Riding the bus is a privilege, not a right. Appropriate behavior is always required.

Expectations for Students

- Always follow the bus driver's instructions
- Remain seated while the bus is in motion
- Keep hands, feet, and objects to themselves
- Use respectful language and behavior
- Keep aisles clear and refrain from unsafe actions
- Enter and exit the bus safely and appropriately

Bus Reports: A bus report is issued by the bus driver when a student does not follow bus rules. All bus reports are forwarded to school administration for review.

Consequences for Bus Reports: Bus reports are cumulative for the school year.

1st Bus Report
Warning issued
Student conference with administration
Parent/guardian notified

2nd Bus Report
Parent/guardian conference
Possible temporary seating change or assigned seat
Written warning placed on record

3rd Bus Report
Suspension from bus transportation privileges
Length of suspension determined by administration
Parent/guardian responsible for student transportation during suspension

Severe behavior may result in immediate suspension from the bus, regardless of the number of prior reports.

Reinstatement of Bus Privileges
Before returning to the bus, the student may be required to:
Attend a re-entry meeting with administration and a parent/guardian
Review and agree to bus expectations
Accept assigned seating or additional behavior supports