



# ÉCOLE ST. MONICA ELEMENTARY SCHOOL

## Student-Parent Handbook

**2025-2026**

***Mr. Andrew Mangal***  
Principal

6440 Terrebonne St.  
Montreal, Canada  
H4B 1B1  
Tel.: 514-369-0070  
Daycare: 514-369-0087

[stmonica@emsb.qc.ca](mailto:stmonica@emsb.qc.ca)  
[www.emsb.qc.ca/stmonica](http://www.emsb.qc.ca/stmonica)

***This agenda belongs to:***

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

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

City: \_\_\_\_\_ Postal code: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

## LOCAL RESOURCES FOR NDG 6-12 YEARS OLD AND THEIR FAMILIES

### IN CASE OF EMERGENCY

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| <ul style="list-style-type: none"> <li>○ Emergency (police, fire, ambulance)</li> <li>○ Info-Health (Primary Care Access Point)</li> <li>○ Queen Elizabeth Urgent Care <a href="http://www.qmfqc.ca">www.qmfqc.ca</a></li> <li>○ Youth Protection Services</li> <li>○ (Batshaw Youth and Family Centres)</li> <li>○ Poison Control Centre <a href="http://www.cchvdr.qc.ca">www.cchvdr.qc.ca</a></li> <li>○ Tel-youth <a href="http://www.teljeunes.com">www.teljeunes.com</a></li> <li>○ Kids help phone <a href="http://www.jeunessejeecoute.ca">www.jeunessejeecoute.ca</a></li> <li>○ Suicide Action Montreal <a href="http://www.suicideactionmontreal.org">www.suicideactionmontreal.org</a></li> <li>○ Police neighborhood station 7 <a href="http://www.spvm.qc.ca">www.spvm.qc.ca</a></li> <li>○ Information and referral centre of greater Montreal <a href="http://www.info-reference.qc.ca">www.info-reference.qc.ca</a></li> </ul> | <p>☎ 911</p> <p>☎ 811 (Option #3)</p> <p>☎ 514-935-6196</p> <p>☎ 1-800-463-5060</p> <p>☎ 1-800-263-2266</p> <p>☎ 1-800-668-6868</p> <p>☎ 514-723-4000</p> <p>☎ 514-280-0107</p> <p>☎ 514-527-1375</p> |
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### Health and social services

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| <ul style="list-style-type: none"> <li>○ Montreal Children's Hospital <a href="http://www.thechildren.com">www.thechildren.com</a></li> <li>○ Ste-Justine Hospital <a href="http://www.chu-sainte-justine.org">www.chu-sainte-justine.org</a></li> <li>○ Shriners Hospital for Children<br/><a href="http://www.shrinershq.org/shc/canada/index.html">www.shrinershq.org/shc/canada/index.html</a></li> <li>○ CLSC of Benny</li> </ul> | <p>☎ 514-412-4400</p> <p>☎ 514-345-4931</p> <p>☎ 514-842-4464</p> <p>☎ 514-484-7878</p> |
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### Food Provisions

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| <ul style="list-style-type: none"> <li>○ The Depot Community Food Centre<br/>(NDG Food Depot)</li> <li>○ Centre d'encadrement pour jeunes filles immigrantes<br/>(Support Centre for Young Immigrant Women) -CEJFI</li> <li>○ Centre Benny (Benny Farm Community Centre)</li> <li>○ Sunshine Food Community Pantry/Fridge @ Sherbrooke &amp; Montclair</li> </ul> | <p>☎ 514-483-4680</p> <p>☎ 514-744-2252</p> <p>jeunessebenny@gmail.com</p> |
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### Clothing

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| <ul style="list-style-type: none"> <li>○ Renaissance Montréal <a href="http://www.renaissancequebec.ca">www.renaissancequebec.ca</a></li> <li>○ La Boîte aux trésors (for children)<br/><a href="http://www.friperiepourenfants.com">www.friperiepourenfants.com</a></li> <li>○ Cartier Émilie <a href="http://www.cartieremilie.com">www.cartieremilie.com</a></li> <li>○ Friperie Déjà Vu Thrift Store, 6910 rue St. Jacques</li> </ul> | <p>☎ 514-747-2635</p> <p>☎ 514-855-0659</p> <p>☎ 514-658-3126</p> |
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### Need help with school and reading in French?

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| <ul style="list-style-type: none"> <li>○ Centre Benny<br/>(Benny Farm Community Centre)</li> <li>○ Allô prof <a href="http://www.alloprof.qc.ca">www.alloprof.qc.ca</a></li> <li>○ J'apprends avec mon enfant <a href="http://www.japprendsavecmonenfant.org">www.japprendsavecmonenfant.org</a></li> <li>○ Jeunesse Loyola</li> <li>○ Bienvenue à NDG</li> </ul> | <p>jeunessebenny@gmail.com</p> <p>☎ 514-527-3726</p> <p>☎ 514-333-8886 #7244</p> <p><a href="mailto:info@jeunesseloyola.org">info@jeunesseloyola.org</a></p> <p>☎ 514-527-3726</p> |
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### Youth Activities

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| <ul style="list-style-type: none"> <li>○ YMCA NDG <a href="http://www.ymcamontreal.qc.ca">www.ymcamontreal.qc.ca</a></li> <li>○ Centre Communautaire de Saint-Raymond<br/>(St. Raymond Community Centre)</li> <li>○ Centre l'Unité (for youth ages 9 to 12) <a href="http://www.centre-unite.com">www.centre-unite.com</a></li> <li>○ Centre des loisirs</li> <li>○ Benny Library <a href="http://montreal.ca/lieux/bibliotheque-benny">http://montreal.ca/lieux/bibliotheque-benny</a></li> <li>○ Doug Harvey arena (ice rink)</li> <li>○ Musée des Maîtres et Artisans du Québec <a href="http://www.mmaq.qc.ca">www.mmaq.qc.ca</a></li> </ul> | <p>☎ 514-486-7315</p> <p>☎ 514-600-6019</p> <p>☎ 514-744-1239</p> <p>☎ 514-855-6110</p> <p>☎ 514-855-6130</p> <p>☎ 514-872-6028</p> <p>☎ 514-747-7367</p> |
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## Calendar Dates for 2025-2026

Mon. Sept. 1	Labour Day Holiday
Tues. Sept. 2	First Day of Classes
Thurs. Sept. 11	Governing Board General Assembly 6:00 p.m. Orientation Evening 7pm- 8pm
Fri. Sept. 12	School Photo Day
Mon. Sept. 15	St. Monica Pedagogical Day
Mon. Sept. 30	Attestation Day
Fri. Oct. 10	Progress Report Distribution
Mon. Oct. 13	Thanksgiving Holiday
Tues. Oct. 14	Breakfast Program begins
Fri. Oct. 17	Photo Retakes & Sibling Photos
Fri. Oct. 24	EMSB Regional Pedagogical Day
Fri. Nov. 7	QPAT Convention (Pedagogical Day)
Wed. Nov. 12	St. Monica Pedagogical Day
Thurs. Nov. 20	Term 1 Report Cards Uploaded to Mozaik
Thurs. Nov. 27	<b>Parent-Teacher Interviews 9am-9pm</b> Pedagogical Day
Fri. Nov. 28	St. Monica Pedagogical Day
Thurs. Dec. 18	Breakfast with Santa
Mon. Dec. 22 – Fri. Jan. 2	Christmas/Winter Holiday
Mon. Jan. 26	St. Monica Pedagogical Day
Fri. Feb. 20	Term 2 Report Cards Uploaded to Mozaik
Thurs. Feb. 26	<b>Parent teacher interviews 4:00 p.m.-9:00 p.m.</b>
Fri. Feb. 27	Pedagogical Day- <b>NO SCHOOL</b>
Mon. Mar. 2-Fri. Mar. 6	March Break Holiday
Mon. Mar. 16	EMSB Regional Pedagogical Day
Fri. Apr. 4	Good Friday- Holiday
Mon. Apr. 6	Easter Monday-Holiday
Wed. Apr. 22	St. Monica Pedagogical Day*
Fri. May 15	K4/K5 Orientation Day
Mon. May 18	Victoria Day Holiday
Mon. Jun. 8*	St. Monica Pedagogical Day
Tues. Jun. 22	Last day of Classes
Wed. Jun. 24	St. Jean Baptiste Day- Holiday
June 25 <sup>th</sup> , 26 <sup>th</sup> , 29 <sup>th</sup> , 30 <sup>th</sup>	Fixed Professional Days

\*Tentative Pedagogical Days (Snow Days) Wednesday, April 22 & Monday, June 8  
(In the event the school is not closed due to inclement weather.)

**Please note:** Changes to the calendar may be made throughout the year.

# GENERAL SCHOOL INFORMATION, POLICIES & PROCEDURES

## SCHOOL DAY SCHEDULE

K4 & K5	
Bus Arrival	08:55-09:05
Homeroom	09:05-09:10
Instructional Time	09:10-10:10
Recess	10:10-10:30
Instructional Time	10:30-12:18
Lunch	12:18-13:30
Instructional Time	13:30-14:30
Recess	14:30-14:50
Instructional Time	14:50-15:50
Dismissal	15:50-15:55
Bus Departure	15:55-16:00

GRADES 1-6	
Bus Arrival	08:55-09:05
Homeroom	09:05-09:10
Instructional Time	09:10-10:40
Recess	10:40-11:00
Instructional Time	11:00-12:30
Lunch	12:30-13:30
Instructional Time	13:30-14:30
Recess	14:30-14:50
Instructional Time	14:50-15:50
Dismissal	15:50-15:55
Bus Departure	15:55-16:00

## TELEPHONE NUMBERS

<b>SCHOOL</b>	<b>514-369-0070</b>
<b>DAYCARE</b>	<b>514-369-0087</b>
<b>TRANSCO BUS</b>	<b>514-363-4315</b>

## SCHOOL TELEPHONES

Students are not permitted to use the school telephone unless there is an emergency. Likewise, parents are asked to refrain from calling to speak to their children except for serious and urgent matters. Please note that the answering machine is on between 11:20 a.m. and 12:20 p.m. In case of **emergency** contact the daycare at (514) 369-0087. **Students are forbidden from making calls home from cellular phones or smart watches (see electronics policy).**

## CHANGE OF HOME ADDRESS, PHONE NUMBER & E-MAIL ADDRESS

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

## SCHOOL SAFETY & SECURITY

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

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

Parents who wish to speak with a teacher are required to call the office and schedule an appointment and are asked to not speak with teachers during supervision time or while they are arriving or leaving for the school day.

### **VOLUNTEERS / VISITORS**

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

### **ATTENDANCE**

Regular and punctual attendance contributes greatly to a student's success at school. Appointments with doctors and dentists should be arranged before or after school hours or on pedagogical days to avoid missing classes. If your child will be absent, you must contact the school to give the following information:

- Child's Name
- Teacher's Name
- Reason and Length of Absence

Please call or leave a message any time before 8:30 a.m. to report your child's absence. If we have not received a call about your child's absence, we will contact you to ensure your child's safety. Should an absence due to illness extend past five (5) days the school requires a medical certificate giving, among other information, the approximate date of the student's return to school. The administration may communicate with the parents as to the reason for any absence over two days.

If a child is absent as a result of a planned family vacation, the parents are responsible for the work missed. The teacher will not assign specific work and is not required to help the student catch up upon their return. Please bear in mind that if a child is pulled out on non-designated holidays, he/she is also missing valuable teaching time. If the child misses too many days, he/she is at risk of not being promoted to the next level.

**May to June is the End of Year Exam period for students in grades 1 – 6.**

**All students must be present during this period.**

**A medical note would be requested to justify an absence.**

### **STUDENTS WHO ARE ILL**

We request that your child remain at home if he/she is not well. Parents must inform the school if their child develops an infectious disease transmittable in the school. Sick children with a cough, cold, fever, diarrhea, gastroenteritis, etc. are to be kept at home until they are fully recovered, in order to avoid the spreading of viruses. Should your child fall ill during the day, you will be asked to pick up your child at school. Fees incurred for ambulance services, medical/dental/ocular services and any other services related to an injury will not be assumed by the school.

### **LATES**

A student reporting to school late must report to the office to pick up a late slip from the secretary. This slip must be handed to the teacher who will then record the late on the absence card.

**\*If a student is late 3 times in one month, a warning letter will be sent home. A meeting with a child's parents will be requested once that number is surpassed in a month.**

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

If it is necessary for a child to leave early, during school hours, then a note must be sent, signed by the parents, indicating the time the child must leave and for what reason. Students must be picked up and signed out at the office before leaving.

If there is a change in the dismissal routine (i.e. student must take the bus instead of attend daycare), parents must report this to the main office before 12:30pm.

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

We strongly discourage family trips when classes are in session. Such absences are detrimental to a student's academic progress. Students will be responsible to catch up on the content that was taught during their absence. Students will also be responsible for any assignments or tests that they missed.

### **EMSB SCHOOL CLOSURE**

In case of inclement weather, please check the English Montreal School Board website or Social Media outlets as all announcements will be posted there. Furthermore, most local radio stations will also provide this information.

If a decision is taken to close St. Monica during the course of the school day due to an emergency situation (power failure, no water), you will be contacted via our school's outcall phone or School Messenger E-mail system. In the event that we need to evacuate, our students will walk to our emergency shelter location, The Mackay Center & Philip E. Layton School, 6333 Terrebonne St., Montreal, Quebec.

### **PHYSICAL EDUCATION**

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

### **BREAKFAST PROGRAM**

Through the generous support of our dedicated volunteers, local businesses, and the Generations Foundation's School Food Program, breakfast is provided to any St. Monica student who needs a nutritious start to the day. Healthy breakfasts are served in the school kitchen before classes start in the morning. Please contact the school office for more information.

### **LUNCH SUPERVISION PROGRAM**

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

Students are expected to respect and obey all the rules as outlined by the supervisor at all times. If a student will be going home for lunch, he/she must have a note from his/her parents. This note must be presented to his/her teacher upon arrival and to the supervisor at the start of the lunch period. We ask that all parents respect the EMSB Nutrition Policy by sending your child to school with healthy snacks & lunches (e.g. no candy, chocolate, chips, etc...)

Children who remain in school for the lunch program are not permitted to leave the building at 12:30 p.m., unless they provide the office/administration with a dated, signed note from their parents/guardians indicating that they are to go home for lunch on that day. Students are not permitted to leave the school to purchase a lunch.

### **HOT LUNCH PROGRAM**

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

### **B.A.S.E. DAYCARE**

The school provides daily daycare services before school starts at 7:00 a.m. and after school from 2:35 p.m. to 6:00 p.m. For regular users of the service, daycare is also available on pedagogical days. For more information on our Daycare Program, please contact our Daycare Technician. Please refer to the Daycare Handbook on our website for information regarding policies and procedures.

Students that attend our B.A.S.E. Daycare are expected to be respectful and follow the instructions of their daycare supervisors. Once in daycare, students are expected to complete their homework and then participate in the structured activities in a calm and orderly manner. When a student will be absent from daycare, parents must inform the daycare technician through a phone call or a note in the agenda. Once the parent arrives, the student is then under the parent's care.

### **COMMUNICATION**

Messages to parents are placed in the student's agenda book. **Parents are asked to check their child's agenda book daily.** General messages from your child's teacher, will be found there. Parents are also urged to use the agenda book to communicate with their child's teacher.

Parents who wish to speak with a teacher are required to call the office or e-mail the teacher directly to schedule an appointment. They are asked to not speak with teachers during supervision time or while they are arriving or leaving for the school day.

Please note that all communication (voice messages, phone conversations, verbal, written, e-mail, etc.) with staff members must be done in a respectful tone and manner. ***There is a zero-tolerance policy for any form of harassment, aggression (verbal, written or physical) or disrespectful behaviour towards any staff member.***

### **HOMEWORK**

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

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

**Request for homework must be made only for absences of two days or more. In case of absence due to vacation, homework will not be provided. Please make sure to check your child's agenda daily, including the transparent pocket folder.**

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

### **EXCURSIONS & FIELD TRIPS**

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

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

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

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

### **PERSONAL & VALUABLE OBJECTS**

Students are to bring to school only items that are needed for instruction. **Items such as toys, trading cards, electronic devices (ie: phones, tablets, personal gaming devices), sports equipment from home, or weapons (plastic toy weapons as well) are not permitted in school. In the event that such items or any other item that is deemed disruptive or inappropriate is brought to school, it will be taken away from the student and will only be returned to a parent.** The school is not responsible for personal belongings which may be damaged, lost, traded or stolen. Money should never be left in lockers or desks. It should be kept in a clear plastic ziplock bag in the student's agenda.

### **LOST & FOUND**

Each year, many sweaters, mitts, boots, running shoes, etc., are lost by the students, and although we have our Lost and Found box, many of these articles are never claimed. ***We urge parents to label the inside of their child's clothing, footwear, lunch boxes and school bags.*** Clothing not claimed by the end of the school year will be given to a charitable organization. The "lost and found" area is located in the daycare entrance. Please note that the school is not responsible for lost, stolen or damaged personal items, including bicycles left on the bicycle rack in the front of the school.

### **ANAPHYLAXIS**

Unfortunately, many students suffer from severe allergies to nuts and peanuts. Consequently, we ask that your children's recess snacks and lunches be nut / peanut free. We ask you to please read the labels carefully before putting these foods in your child's lunch box. For this reason, parents/students are not to bring food/cake in class for any reason, including goodie bags for any occasion.

Please note that the school will make every effort to provide nut/peanut free snacks. However, we recommend that students with severe allergies refrain from partaking in the snack program. ***Parents are reminded to warn their children with severe allergies NOT TO SHARE FOOD with other children.*** To help us avoid a potential fatal reaction, we ***urge all parents*** to please comply strictly with these requests.

**Students with allergies requiring EPIPENS must ensure that their EPIPEN is with them at all times.**

### **HEALTH INFORMATION**

It is the parent's responsibility to update the school of past and current health issues. Parents/guardians are required to provide immunization records for their children at the time of registration for diphtheria, whooping cough, polio, measles, German measles, and mumps. Parents/guardians who choose not to have their children immunized must provide the school with a written statement of this fact.

Should a child become ill with any of the diseases mentioned above or with any non-preventative diseases such as scarlet fever, chicken pox, impetigo, or pediculosis (head lice), parents/guardians must inform the school. Equally, the school will bring to the parents' /guardians' attention any suspected cases. It is the parent's/guardian's responsibility to seek appropriate medical attention or take the necessary action to rid the child of the disease.

### **MEDICATION**

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

- Every effort has been made to have the child medicated at home.
- The consent to administer form has been completed and signed.
- The medication is prescribed by a doctor. **Non-prescribed** medication will not be administered.
- The container/bottle has the prescription label with clear instructions, and the doctor's name indicated on it.
- The child is willing to take the medication.

### **PEDICULOSIS – HEAD LICE**

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



# ST. MONICA ELEMENTARY SCHOOL- CODE OF CONDUCT

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

In light of the EMSB's Anti-Bullying/Anti-Violence policy, there is no tolerance for:

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

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

## **EXPECTED STUDENT BEHAVIOR:**

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

## **CLASSROOM BEHAVIOUR:**

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

## **HOMEWORK:**

Students are expected to:

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

## **AGENDA USE:**

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

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

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

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

Students involved in teams, clubs, and extracurricular activities represent our school and must maintain high behavioral and academic standards. Failure to follow the code of conduct will result in removal from the activity at the discretion of the teacher and administration.

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

### **LUNCH RULES**

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

- Students registered in the school's lunch program are not permitted to go home at lunchtime unless they bring a signed note from a parent. This note must be given to the student's teacher upon arrival in the morning as this information must be relayed to the child's lunch supervisor.
- Students should bring a nutritious lunch – **no junk food**. Please include straws, spoons, etc.
- **Energy drinks, Gatorade and soft drinks are forbidden.**
- Students are to remain with their lunch monitor unless they are participating in a lunch activity or tutorials.
- Students must remain in the schoolyard at all times during lunch.
- Students must be respectful and have good manners towards their classmates and their lunch monitors.
- Students must speak in a moderate tone of voice and remain quiet when signaled by their monitor.
- Students are to remain seated for the duration of the lunch period.
- Students are to raise their hand to ask permission to leave their seat.
- Students are to ask for permission in order to go to the washroom.
- Students must clean up their eating area and place all garbage in the garbage bins. Throwing food or other objects is not permitted.

Please note that half of the lunch period is held outdoors therefore, students should be dressed appropriately for the weather. Snow pants and boots are mandatory all winter and until the schoolyard is dry. If it is raining or very cold outside, the students will remain indoors with their lunch monitors. ***Any child who does not adhere to these rules is subject to disciplinary measures. This could include reflections, detention, suspension or expulsion from lunch services.***

### **DRESS CODE**

Our school strives to instill in our students a sense of belonging and identity. A dress code is also conducive to good behavior and fosters a positive educational experience that promotes success. In view of this, we ask for parents' full cooperation in ensuring students adhere to the school's dress code. St. Monica Elementary School has a color dress code, all students are expected to come to school appropriately dressed and well groomed. This helps emphasize the serious nature of attending school. Please remember that all students must wear the physical education uniform (please see below) for their physical education classes.

All students must come to school clean and neatly dressed. Students from K4 (Pre-Kindergarten) to Gr. 6 are expected to wear navy blue bottoms and white tops. If they are cold, only a navy-blue sweater is permitted. The dress code consists of the following:

- Navy blue pants, skirts, navy blue tunic (girls) or Bermuda shorts (when the weather permits)
- Long sleeved white polo\*
- Short sleeved white polo\*
- Navy cardigan/sweater\*
- Indoor shoes for the winter months (shoes that students change into upon entering the building to keep the school clean)

**\*ALL garments must be plain and not have any stripes or designs on them.**

**Physical Education:** All students must wear the physical education uniform (that is available for purchase through the main office in early September) during physical education class which consists of the following:

- Grey T-Shirt with logo
- Jersey blue shorts with school logo
- Indoor running shoes (that remain indoors- no outside wear permitted).

**THE FOLLOWING ITEMS ARE NOT PERMITTED:**

- Nylon tights (used as pants),
- T-shirt / tops with pictures, slogans and messages.
- Clothing that reveal midriff or tops with spaghetti straps.
- High heels, platforms, running shoes with wheels or that make sounds, strapless and flip-flop sandals.
- Make-up, eye lash extensions, fake nails (artificial nails, nail enhancements, nail extensions, acrylic nails, etc.)

**THE FOLLOWING ITEMS ARE DISCOURAGED:**

- Expensive jewelry /costume jewelry should not be worn as these serve as distractions.

**HAIR:**

- It is recommended that students with long hair keep it tied while in school.
- ***Please note that students' hair colour must be natural. Colours such as blue, green, pink, etc. will not be accepted.***

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

**PHYSICAL EDUCATION CLASS POLICIES & PROCEDURES**

It is the student's and parent's responsibility to be aware of when Physical Education class is scheduled. Students must dress appropriately for Physical Education class. They must wear jersey blue shorts, the school's physical education t-shirt and running shoes (whose soles do not leave marks on the gym floor). For outdoor activities during the winter, students must wear the appropriate outerwear (snow pants, hats, scarves and gloves).

Students must also adhere to the following:

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

Cycle 2 & 3 students (Grades 3-6) must change into their school clothes at the end of their Physical Education class. Jewelry including necklaces, rings, bracelets, watches, and earrings ***must not be worn*** on days when Physical Education is scheduled.

**Please note that K4 and K5 are not obligated to wear the Physical Education Uniform, however it is mandatory for Grades 1-6.**

### **GAMES/TOYS /ELECTRONIC DEVICES**

Students must not bring toys, cards, games, or electronic devices including iPods, cell phones, PSP players etc. to school. These objects distract from a student's daily routine and are often stolen or a cause of disagreement between students. If these objects are seen by St. Monica staff, they will be confiscated and returned to parents only. The school is not liable for the loss/stolen/damage of technology items brought to school. While on school grounds during, or after school hours, any form of picture taking, or video can be considered an invasion of personal privacy; therefore, permission must be obtained from the administration or a teacher before anyone take any pictures of our school community including the building. Also note that cell phones on excursions is also prohibited.

Any communication while on an outing can be done through the front office and staff will communicate with adults involved as needed.

**IMPORTANT:** Please note that cell phones for security purposes (before/after school communication between parent/guardian and child) must be kept in the student's backpack in the locker with the ringer turned off during the school day. Personal use of cell phones for communication with parents/guardians is forbidden during instructional time, lunch hour, recesses, in playgrounds or during transitions. Any communication requirements during the school day can be done by requesting permission from our front office secretary to place a personal call.

### **SCHOOL BUS POLICIES & PROCEDURES**

The bus driver is responsible for the safety and security of all passengers. During the bus route, the driver is in charge and the students must respect transportation rules and regulations. They must take responsibility for their actions. Bus drivers will report infractions to the school's Behaviour Technician. Furthermore, the school bus is not to be used for students to go to a friend's house. Parents must make their own transportation arrangements for their child to go to another student's house for any reason.

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

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

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

### **DISCIPLINARY PROCEDURE (FOR THE BUS):**

- |                        |   |
|------------------------|---|
| <b>First Offense:</b>  | Student takes report home to be signed by parent after discussion with Behaviour Technician.  |
| <b>Second Offense:</b> | Student meets with the Behaviour Technician and Principal; report is signed by parent/guardian. <b>Transportation privileges could be suspended for up to 3 days.</b> |
| <b>Third Offense:</b>  | Student meets with the Behaviour Technician and Principal and the parent/guardian is called. <b>Transportation privileges could be suspended for up to 5 days.</b>    |

**Fourth Offense:** Parent/guardian called immediately. **Transportation privileges could be suspended from 5 to 10 days.**

**Additional Offenses:** **Transportation privileges could be suspended from 10 days to the rest of the year.**

Please note that the Principal has the authority at any time to suspend or revoke transportation privileges based on reckless and/or dangerous behaviour on the part of the student.

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

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

#### **DISCIPLINARY MEASURES**

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

**The Principal has the authority to suspend a student at their discretion given the severity of an incident.**

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