

Welcome to your school

You are ready to begin a new school year at Vanguard elementary school. We are pleased to have you with us and to guide you in your learning. A year of projects, successes, reunions and new friends waiting for you.

Your school agenda is part of your work tools. Inside the agenda, you will find the behavior code and rules as well as important information concerning competences you will have to develop during the year. It accompanies you during your days and is part of the material to take home and to school. It will allow you to organize your work, meet your deadlines and will serve as a means of communication between the school and your parents. Your parents may review it at any time. Take care of it and consider it a support in your academic achievements.

Your role as a student in our school is very important for your development and that of those around you. You can count on us to support you in your learning throughout the year.

We want the start of the school year to be very beneficial for you. With your involvement, that of your parents and all the staff of Vanguard school, we will team up to support your success.

I wish you a great school year at the height of your motivation!

PARENT INFORMATION

❖ THE CURRICULUM

A week represents 25 hours of class for the students, including 21.5 hours with a special educational teacher, 2 hours of physical education, 60 to 75 minutes of art and 75 to 90 minutes of second language.

❖ THE SERVICES

Special educational teachers, speech therapists, psychologists and educators are all part of the multi-disciplinary team.



❖ THE MEETINGS

In September, a general information meeting will give you a chance to know the school's orientations and to meet with the staff, especially your child's teacher who will explain their expectations and class functioning.

The next meeting will be in November, to discuss your child's Individual Educational Plan, followed by a last meeting in March, concerning the progress made by your child.

❖ COMMUNICATIONS

The students receive four communications per school year (one general observation and 3 report cards). The report card is accompanied by the portfolio that shows the work done in class. An Individual Educational Plan (elaboration, follow-ups and end-of-year) completes your child's school journey.

The agenda and email are also means of communication for short messages.

❖ DAILY SCHEDULE

Students enter the school at 8:00 am. Classes begin at 8:05 am.

There is a 20 minute recess in the morning and a short break of 5 minutes in the afternoon.

Lunch is one hour, from 11:30 a.m. to 12:30 p.m and includes an activity period of 30 minutes.

Classes end at 2:35 pm.

❖ SCHOOL CALENDAR

The school calendar is made up of 180 school days. Two professional days are "floating" and can be taken back as regular school days if school is closed for winter storms. You will be advised of any changes to the calendar.

In the event that classes are cancelled due to inclement weather, announcements will be made between 6:00 am and 7:30 am, on : Groupe Cogeco, CKOI 96,9 FM, 98,5 FM, The Beat 92.5 FM, Virgin 96 FM, Rythme 105.7 FM, Radio Circulation 730 AM, CBC, Radio-Canada, RDI, Radio 95,1 FM, CJAD 800, CTV News Montreal, CTV Canada Am, TVA, and Canal-V.

Parents are asked to please listen to these stations for the latest information on cancellations. The information will also be posted on our web site at www.vanguardquebec.qc.ca or on the school's answering machine.

❖ COMMUNICATIONS WITH SCHOOL PERSONNEL

If you wish to speak with a staff member, please call 514-747-5500 and follow the instructions for the staff directory.

If you would like to meet with a staff member, please call to make an appointment.

If you need to pick up your child for any reason before the end of the school day, you must report to the secretary's office. **You are not allowed to go directly to your child's classroom.**

❖ **SUPERVISION OF STUDENTS**

There are supervisors on duty, in the school yard, starting at 7:45.

The taxi/bus driver is responsible for the supervision of the students until that time.

For students who are not using school transportation, or who, for other reasons, arrive at school before this time, **must** go to the before-and-after school program, where there is supervision. The cost of this service is incurred by the parents. Please make arrangements with Mrs Karine Tremblay, at (514) 747-5500 ext. 2100.

❖ **TRANSPORTATION**

If your child must leave school during school hours, you must notify **both** the **school** secretary as well as the **taxi/bus driver**, advising them that your child will not be taking the regularly scheduled transportation on that day.

If your child is not going home on the regular transportation, parents must include a signed note in their child's agenda, indicating clearly who is responsible for picking the child up at school, and at what time they will be leaving.

Should there be any difficulties with school transportation, please inform Mr. François Papineau, director of student services at (514) 747-5500 ext 6330, as well as the person responsible at the School Board, in order that the necessary measures are taken. We remind you that your child should be ready 5 minutes before the scheduled time in the morning, and that your child should be waiting outside.

❖ **ABSENCES AND ILLNESS**

If your child is absent due to illness, a medical appointment or for any other reason, please call the school secretary **before** 8:00 am at (514) 747-5500 ext. 2121. In the event that your child has a fever, we ask you to keep your child at home, to avoid the spread of infection.

❖ **FIRST AID**

The secretary and/or the designated staff member, administers first aid in the case of minor injuries or illness which occur at school. In cases of serious injuries, the parent is contacted.

It is **very** important that a completed **MEDICAL FORM** and authorization form be returned to school at the beginning of the school year. Please ensure that the health form includes an emergency number where someone may be contacted at all times. This information is **essential** for the safety and well-being of your child. Please make sure to advise the school secretary of any contact information changes.

***WE WILL NO LONGER GIVE TYLENOL' ADVIL OR OTHER TO STUDENTS, EVEN AFTER CALLING THE PARENT.** Children who need to take acetaminophen or other medicine during the day should have their medication and a written authorization from the parents giving us permission to administer this medicine.

❖ **PHYSICAL EDUCATION**

Participation in Physical Education classes is mandatory. Students must wear running shoes and appropriate sportswear, as the gym classes are often held outside, even in case of light rain. For hygienic reasons, students must bring a change of clothing. **Only a signed written note from a doctor may temporarily exempt a student from the class.**

❖ **LUNCH HOUR**

All students eat lunch at school. The lunch hour consists of two time periods: mealtime, and a supervised activity.

The Meal:

- do not forget to include necessary utensils - the school does not provide these
- there is hot water available for soup
- microwave ovens are available to heat food.



Catering service:

"L'Interval" offers a catering service to all Elementary students. The meals are prepared in the cafeteria by our students from the Interval program (High School level). The meals are brought to the Elementary cafeteria and served to our students. You will receive all the information at the beginning of the school year. Please advise Karine Tremblay at daycare, 514-747-5500 ext. 2100 before 9 a.m, if your child is absent that day.

Supervised Activities:

This period is planned with an emphasis on developing socialization skills, encouraging cooperation, learning the rules for various games and the proper care and use of materials in different types of activities. Participation is mandatory.

❖ **BEFORE-AND-AFTER SCHOOL PROGRAM**

The hours are as follows: **7 : 00 am to 7 : 45 am**
 2 : 35 pm to 6 : 00 pm

You will be informed of the costs at the beginning of the school year.

❖ **OUTINGS/SPECIAL EVENTS**

The school encourages educational, cultural and sports outings/events as part of the student's educational program. These different projects may last from several hours to several days, depending on the project.

There are two kinds of outings: school outings, which help to create a sense of belonging (beginning, middle and end of year outing) and class outings to pursue the work done in class.

❖ **VOLUNTEERS**

Continued parental involvement is an important aspect of our school's success. Some parents take part in committees such as the Parent's Committee. Other parents, who may have time available during the day, volunteer to do such tasks as photocopying, working in the library, special projects, outings or helping in the school office. Whatever you are able to contribute is appreciated by staff and students! Further information will be given to you at the first General Parent's Meeting.

BEHAVIOR CODE AND RULES

Charter of rights and responsibilities of students at Vanguard Elementary School

1. I have the right to succeed.

I have the responsibility to get involved in my school life.

Effort / Perseverance / Sense of responsibility



- I do the work requested and I hand it in on time;
- I work seriously and I apply myself;
- I have the material needed to accomplish different tasks requested;
- I give all communications to my parents and hand in all signed forms on time;
- I cooperate and participate in projects and outings;
- I do not hesitate to ask questions when there is something that I do not understand;
- I am personally committed to working towards the objectives and challenges set by the school;
- I am responsible for my portfolio.

2. I have the right to learn in a calm environment.

I have the responsibility to contribute to a calm environment in my class and in the school.

Calm / Initiative / Cooperation



In my class, in my Art, second language and physical education classes:

- I pay attention and follow the instructions of my teachers or substitute teachers;
- I do not disturb others;
- I speak in a low voice when I walk in the school;
- I speak calmly when I express myself or ask a question;
- I raise my hand and I wait until I am given permission to speak;
- I respect periods of silence;
- I respect the opinion of others without making negative comments.

3. I have the right to a school where I feel good and feel respected.

I have the responsibility to respect others : parents, teachers, substitute teachers, lunch monitors, daycare monitors, bus drivers, visitors, friends...

Respect of others / Cooperation / Politeness



- I speak and act politely. I say *hello, thank you, please* and I treat all visitors and other adults politely and respectfully;
- I accept the differences between us ;
- I listen, without arguing, to an adult who reminds me of a school rule;
- I find peaceful solutions to resolve conflicts;
- I do not use hurtful nicknames or say rude or sarcastic comments; I do not swear or use vulgar language.

4. I have the right to feel safe at all times.

I have the responsibility to act in a way that will ensure my own personal safety and that of others.

Cautiousness / Self control / Respect of the rules



- I walk in the hallways;
- I leave my skateboard and my skates at home (except if it is permitted for a special activity);
- I do not throw snowballs, rocks or any other objects that can hurt others;
- I enter the schoolyard as soon as I arrive at school;
- I ask the permission of an adult to get an object that falls on the other side of the fence;
- I circulate in the school with an adult's permission;
- When I play, I avoid abrupt or violent gestures (pushing, shoving, fist fighting, kicking, etc);
- In the bus, taxi..., I respect the driver's rules;
- If I use public transportation, I behave appropriately, safely and with respect;
- At the end of the day, I leave the school by walking calmly.

5. I have the right to a clean and welcoming school.

I have the responsibility to respect the environment and my school.

Public-awareness / Order and Organization

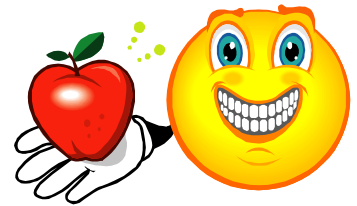


- I throw my garbage in the garbage can;
- I put the paper in the recycling bin;
- I keep rooms that I use clean at all times (bathroom, class, computer Lab, Library);
- I do not write in books, or on the furniture;
- I admire, without touching, the works of other students displayed in the school;
- I always clean up if I make a mess;
- I keep my desk clean and organized;
- I respect the natural environment around me : trees, plants, shrubs;
- I put my clothes, my bag, my lunch bag away where they belong;
- I wear shoes clean enough not to get the floors dirty;
- **I bring a second pair of shoes to wear only indoors.**

6. I have the right to be proud of myself and to protect my self-image.

I have the responsibility to eat healthy.

Pride / Responsibility



- I take care of my personal hygiene : I wash my hands when I go to the bathroom;
- I bring healthy snacks (fruit, cereal bar). I avoid chips, soft drinks and sugar;
- I avoid exchanging food with my friends: There are too many allergies;
- I respect the dress code.
- **Hair color must remain in natural colors. Students must avoid adding dyes of green, blue, red ... to their hair.**

Is there a dress code at Vanguard School ?

The uniform is mandatory for all students of Vanguard school. At the Elementary, it consists of a polo shirt, blue or yellow, and a navy blue sweater vest. These articles of clothing must be bought through the Calimero company, as our logo is on the clothing. Pants, skirts and shorts are not part of the uniform, but must reflect our values and remind us that school is first and foremost a place to learn.

You are here to learn. That is your main job. You are responsible for the positive image you want to project.

In school:

- You must wear the uniform from your arrival to your departure from school;
- During school outings, you must wear the uniform, unless said otherwise by your teacher;
- You take off your hat when you come in the school. Show that you are ready to work;
- You make sure you have clean shoes to avoid getting the classroom dirty. In Spring and in Autumn, it's muddy outside. Make sure you have a second pair of shoes or wear boots outside;
- You change for your Physical Education class. It is important to be comfortable. You will sweat in gym class so you must change immediately afterwards;
- Your clothing must not reflect any signs of racism, sexism, violence... We show respect;
- All clothing (skirts, Bermuda shorts, shorts) must be longer than mid-thigh;
- Worn out, torn, unclean clothing or clothing with holes will not be acceptable;
- No modifications can be made to the polo shirt (elastic, rolled up sleeves, clips, etc);
- You dress to enjoy outside activities. We go outside even when it is cold or raining lightly. Mitts, gloves, rain coats, snow boots, snow pants...;
- The principal can forbid any type of style judged to be inappropriate (hair color, piercing, exaggerated make-up, etc...).

Color Day: The polo will not be mandatory during those special days. The rest of the rules are still applicable.

In Physical Education class, you will need:

- One pair of running shoes (with non-marking rubber sole)
- One t-shirt (other than the polo shirt from the uniform)
- One pair of shorts or sport pants

BAN OF ELECTRONIC EQUIPMENT

The staff of Vanguard Elementary School has established that the use of electronic equipment such as a cell phone, iPod, iPad, MP3s, etc., is prohibited during school hours, from Monday to Friday inclusively. This also includes daycare.

We understand that for the safety of students who take public transportation or the school bus, use of this tool is reassuring for students and parents. Therefore, each student who has a cell phone, iPod, etc., in their possession, will be required to give it to the teacher at the beginning of the day. They will get it back at the end of the day. Students going to daycare must give their device to daycare responsible.

Cellular: means a cordless telephone, cellular, analog or using any technology, which allows direct communication or a messaging system, voice or text.

Other electronic or mechanical device: means any device that allows listening, recording sound or visual reproduction, including a camera, a recorder, a music player, an MP3 player, iPod, iPad, BlackBerry, Nintendo DS, or any other similar device.

Penalties: In case of a failure to comply, the cellular phone or other electronic or mechanical device will be automatically confiscated and given back to the student at the end of the day. If the device is confiscated a second time, it will be given back to the student at the end of the day with a letter advising the parents that a third confiscation will result in the device being kept overnight. In the case of a fourth confiscation, the school administration will request that the student's parent retrieves the device. In this case, the confiscation will be maintained until the parent retrieves the device at school.

To ensure respect for the privacy of the students, teachers and other staff, the school administration reserves the right to verify the contents of the cell phone or the electronic or mechanical device. Any content that infringes on the integrity, the honor, the reputation or the image of a person will be deleted after the student and the parents have been notified of the breach and have had the opportunity to examine the contents to be deleted.

Thank you for your understanding and we look forward to your cooperation by discussing this policy with your child.

Student's initials

Parent's initials

Date



CHARTER OF RIGHTS AND RESPONSIBILITIES - CONTRACT

**The success of the student depends
on the cooperation of us all!!**

STUDENT

I have read, with my parents, the charter of rights and responsibilities for Vanguard Elementary School. For my own well-being, and for the well-being of my friends,

I agree to respect this charter

_____	_____	_____
First name	Family Name	Class

_____	_____
Signature	Date

PARENT(S)

I have read the parent information and the charter of rights and responsibilities for Vanguard Elementary School. I agree to cooperate and ensure that this charter is respected.

Signatures of Parents/Guardian

Date