



Being a student at Vanguard School means participating fully in your academic success by respecting your limits, being open to the help that will be given to you and taking up the challenges that will come your way.

The school staff and your parents will accompany you during this year and throughout your school journey in order to help you develop your self-esteem and reach your full potential. They will guide you to live positive and constructive moments at school.

Learning means understanding how to do things and making mistakes and making changes by applying the right strategies that will allow you to continue to make progress.

In the next few pages, you will discover the school's code of conduct and some of the skills you will develop during the year.

Respecting the school's code of conduct helps to create a harmonious and caring atmosphere at school so you can maximize your academic success.

The difference between each person is an amalgam of resources, each one equally important.

You are part of this winning team! We are proud to have you among us!

On the road to success!
I wish you an excellent school year!

Nathalie

École | School



PARENT INFORMATION



CURRICULUM AND SCHOOL CALENDAR

One week represents 25 hours of lessons for students, including 21.5 hours with the teacher for regular subjects, two hours of physical education, 60 to 75 minutes of Art and 75 to 90 minutes of second language.

The school calendar is given to you at the beginning of the year. It includes 182 class days for students. There are 20 professional days scheduled in the calendar, including 2 floating days that will be added after April 1. These 2 days will be taken up as a school day in the event that the school has been closed due to unfavorable weather conditions.

STUDENT SERVICES

Special educational teachers, reading specialists, speech pathologists, psychologist and special care councillors complete the multidisciplinary team.

PARENT MEETINGS

In September, a general information meeting allows you to know the school's orientations, to meet the staff and especially the teacher of your child who will tell you about the functioning of the class and the expectations. A meeting in November focuses on the objectives targeted in the individual education plan. A second meeting in March follows up on your child's progress.

1st COMMUNICATION AND REPORT CARDS

Students receive four communications per year (a general observation and 3 report cards). The report card is accompanied by the portfolio which partly reports on what was worked in class. A three-step individual education plan (development, ongoing monitoring and end-of-year assessment) completes the portrait of your child's educational path.

DAY SCHEDULE

Start: 8 am **End: 2:35 pm**

SNOWSTORMS

During snowstorms, school closure announcements will be made between 6:00 a.m. and 7:30 a.m. at the following radio stations: 98.5 FM, CKOI 96.9, The Beat 92.5, Rythme FM 105.7 - Radio Circulation 730 AM

Visit the school website at www.vanguardquebec.qc.ca or call the school at 514-747-5500, a message will confirm the school is closed.

COMMUNICATION WITH STAFF

You can contact a member of staff by email or by telephone at 514-747-5500 and follow the instructions for the telephone directory. The agenda, orange duo-tang and emails are also communication tools for short messages to your child's teacher.

SUPERVISION OF STUDENTS

Outdoor surveillance is provided by elementary school staff from **7.45 a.m.** Students who arrive at school early are **obligatorily** required to wait in the car under the supervision of the adult dropping them off at school. Students enter the school through the designated door. Students are greeted inside; they must wash their hands and go to class.

TRANSPORTATION

In the morning, your child should be ready 5 minutes before the scheduled arrival time of the bus or sedan. They must wait outside the house or at the waiting point determined by the company.

To ensure that appropriate action is taken in the event of concerns or problems regarding school transportation, you must inform the school transportation manager, Patrick Boyer at 514-747-5500, ext. 6606. You must also inform the person responsible for transportation in your school board.

ABSENCES AND ILLNESS

When your child has to be absent due to illness, medical examination or other reasons, please contact the school secretary **before** 8:00 am at 514-747-5500, extension 2121 or by email. You must also inform the teacher and the daycare if your child uses this service.

School attendance is prohibited to students with symptoms compatible with COVID-19, such as fever, cough, difficulty breathing, or loss of smell without nasal congestion.

Parents will be informed if their child develops symptoms compatible with COVID-19 during the day. They will be isolated in a room until parents pick them up. The student must wear a mask given to them. A staff member will ensure surveillance by being equipped with adequate protective equipment.

DEPARTURE OF STUDENT DURING CLASS HOURS

You must notify the teacher and the school secretary by email, telephone or by writing a note in the agenda indicating the name of the person who will be responsible for picking up your child from school and departure time.

You are responsible for notifying your child's school bus driver.

For sanitary reasons, access inside the school is prohibited for parents and visitors. Please contact the secretary's office upon arrival using your cell phone or using the telephone at the main entrance. You must return to your car and a member of staff will accompany your child to the door.

FIRST AID

First aid is administered by certified staff members when a student suffers minor injuries or in case of minor discomforts that occur at school. In the case of serious injuries, the school contacts a parent. **Please note that over-the-counter drugs and Tylenol, Advil cannot be administered by school staff.**

You must complete the **health sheet** by accessing the school portal. The telephone number and name of a responsible person who can be contacted at any time in the

event of an emergency must be entered. This information is **essential** for your child's safety. **We kindly ask you to notify the secretary of any change in your home, office or cell phone numbers.**

PHYSICAL EDUCATION

Students must wear running shoes and sportswear suitable for the weather as classes can be held outdoors even in the case of light rain. Students should have a change of clothes for hygiene reasons. **Only a written note from the doctor can exempt a student from this course.**

LUNCH PERIOD

The lunch break is 60 minutes divided into two periods, 30 minutes for meals and 30 minutes for games. Student supervision is provided by a team of lunch monitors.

Lunch period

Meals are taken in classrooms to avoid movement and maintain a minimum distance of 2 meters between students. Students must bring their meal, whether cold or hot, contained in an insulated container (thermos) and their bottle of water. Meals cannot be reheated; **the use of microwave ovens is prohibited (public health guidelines).** Students will have to wash their hands with soap and water or a hydro-alcoholic solution before and after meals. The sharing of food, beverages, containers, water bottles and utensils among students is prohibited.

Game period

The game period promotes socialization, cooperation, learning various rules, the proper use of equipment in different types of activities. Compliance with the rules of distancing is in force.

Catering

A catering service is offered by "L'Interval". The meals are cooked by students from the pre-work training program in the high school cafeteria and served in the primary sector. You will receive all the necessary information at the beginning of the year. **In case of absence, please notify Karine Tremblay at 514-747-5500, extension 2143 before 9 a.m.**

DAYCARE

Opening hours are from **6:45 to 7:45 a.m.** and **2:35 to 6:00 p.m.** You will receive all registration and operating information at the beginning of the year. Please contact Karine Tremblay at 514-747-5500, ext. 2143 for additional information.

HEALTH MEASURES IN CONTEXT OF COVID-19

At school we have adapted the organisation of services and physical facilities to best comply with the health measures submitted by the public health authorities. All are aimed at the safe return to school of students and school staff. They are expected to evolve according to the epidemiological situation and the advancement of knowledge on COVID-19.

It is forbidden for persons presenting symptoms compatible with COVID-19, such as fever, cough (new or increased), breathing difficulties or loss of sense of smell without nasal congestion, to attend school.

In order to encourage the practice of behaviours that respect social distancing, physical accommodations and visual reminders are in place in classrooms, hallways, staircases, washrooms, etc. Clear information is also provided to staff and students.

New standards of hygiene measures

- Installation of hand hygiene stations at entrances and exits;
- Installation of hydroalcoholic solution dispensers in classrooms;
- Installation of non-contact garbage cans;
- More frequent cleaning and disinfection of surfaces;
- Installation of posters on hygiene rules.

Frequent hand washing (soap and hydroalcoholic solution)

- For at least 20 seconds with students and staff;
- Upon arrival at the school before the start of class and at the end of classes;
- Before and after each recess;
- Before and at the end of each meal;
- Whenever hands may have been soiled with body fluids.

Respiratory etiquette

- Cough and sneeze into the crease of the arm and not in the hands;
- Throw away any used tissues as soon as possible and wash your hands.

CODE OF CONDUCT AND VALUES

PACIFIC BEHAVIORS

To develop and maintain harmonious relationships with others.

To feel good at school.

To live in a peaceful and non-violent environment.



- At all times, I have respectful behavior (gestures and words);
- I will not use hurtful nicknames, curses, profanity, ironic or sarcastic remarks;
- I respect the opinion of my peers without making negative comments;
- I play without sudden or violent gestures (jostling, punching, kicking...);
- I refrain from throwing snowballs, rocks or any other object that could hurt;
- I resolve my conflicts peacefully;
- I use clear and respectful messages when resolving conflicts;
- I find peaceful solutions to my conflicts;
- I can recognize and take responsibility for conflict situations;
- I am tolerant and respect others in their differences and difficulties;
- I listen without talking back to an adult who reminds me of an instruction;
- In transportation (bus, taxi...), I respect the driver's instructions;
- If I use public transit, I behave safely and respectfully towards all users.

LEADERSHIP

To increase the sense of school belonging.

To encourage participation in school life.

To take responsibility towards my safety.



- I am willing to help others when I can;
- I get actively involved in group life;
- I respect the rules of the classroom;
- I am open to other peoples' ideas and take initiative;
- I contribute positively to teamwork;
- I include others in school games and activities;
- I positively influence my peers through my actions and words;
- I cooperate with students and adults;
- I am a positive role model for my peers.

COMMITMENT

To have an environment that encourages everyone to learn.

To develop and maintain motivation in the classroom.

To adopt healthy lifestyle habits.

- I do my part in group tasks, projects and teamwork;
- I collaborate and participate in school projects;
- I take my place in the group, I show initiative;
- I respect and meet the adult's expectations from me;
- I take care of my personal hygiene;
- I throw my garbage in the trash;
- I put paper in the recycling bins;
- I keep all school areas clean (washrooms, classrooms, library, cafeteria);
- I do not write in books or on furniture;
- I admire without touching the work exhibited in the school;
- I put properly away my clothes, my bag, my lunch box;
- I eat healthy snacks (fruits, vegetables, cereal bars);
- I avoid chips, soft drinks, and sugary snack.



RESPECT

To live in a safe, caring and healthy environment.

To avoid injury to myself or others.

- I am listening and following the instructions of my teachers or substitute teachers;
- I speak in a low voice-level when circulating in the school;
- In class, I raise my hand and wait to be given the right to speak;
- I speak calmly to express myself or to ask a question;
- I speak politely and with appropriate language;
- I circulate by walking in the corridors;
- I bring to school only the authorized belongings;
- I respect the nature around me: trees, plants and bushes;
- I respect the dress code;
- I maintain a positive and respectful relationship with everyone;
- I circulate in the school with the permission of an adult;
- In the schoolyard, I ask a supervisor's permission to get something that has fallen over the fence;
- At all times, I will exit the school by walking outside;
- I use a second pair of shoes indoors.



PERSEVERANCE

To promote self-accomplishment.

To increase self-esteem by experiencing success.



- I set myself challenges or goals that I can achieve;
- I commit to working towards the goals and challenges that are set;
- I use methods and strategies to help me in my work and learning;
- I accomplish the work demanded by giving my maximum despite the difficulties;
- I am open to the help provided and I make appropriate help demands;
- I don't hesitate to ask questions when I don't understand;
- I am willing to take some risks in order to learn.

EXCELLENCE

To be more efficient and to be proud of my achievements.

To favour a positive self-image.



- I complete my work within a reasonable time frame;
- I do the work that is requested and submit it on time;
- I apply myself in my work;
- I have the necessary supplies for each course, and I am ready to work;
- I use my learning tools or ask for help if I don't understand;
- I follow my work plan and hand in my assignments on time;
- I give my parents all communications and return the required signatures on time.



DRESS CODE

Wearing a uniform is mandatory for all students attending Vanguard School. For elementary students, it includes the blue or gray polo shirt as well as a blue hoodie. These items must be purchased through the Unimage company, our school logo must be present on the jerseys. Pants, skirts and shorts are not part of the mandatory uniform, but they should reflect our values and remind us that school is a place of learning.

At school

- You must wear the uniform on arrival and departure;
- When you wear the school hoodie, you must have the polo shirt under the sweater;
- Your shoes are clean so as not to soil the premises. In spring and fall, it's muddy outside. A second pair of shoes or boots are mandatory, respecting the rules according to the season, to play outside;
- All clothing (skirt, shorts) must be longer than the mid-thigh;
- A piece of clothing is prohibited if it is too worn, punctured, torn, scratched or messy;
- No modification can be made to the polo shirt;
- You dress to enjoy outdoor activities. We go outside even when it's cold or even in light rain (coat, mittens, gloves, raincoat, boots in winter, snow pants ...);
- The principal may ban any clothing or accessories deemed inappropriate.

Free dress day

The polo shirt is not mandatory on these special days. However, your clothes must comply with the dress code and do not display any signs of violence, racism, sexism or any other message and image deemed inappropriate.

Physical education class

You have to be comfortable to participate well. You have to change your clothes for your physical education class and since you will sweat, you will have to change back before going back to class. You need :

- A pair of running shoes with a non-marking sole;
- A short sleeve sweater (other than the uniform polo shirt);
- Short or long sports pants.
- For 3rd cycle students, antiperspirant in stick or roll-on form (no spray) is recommended.



PROHIBITING THE USE OF ELECTRONIC DEVICES

At Vanguard Elementary School, the use of electronic devices is prohibited during school hours, including daycare, from Monday to Friday inclusively.

Students must keep their devices inactive during school hours.

Cellular: A wireless, cellular, analog, or other technology-based telephone device that permits direct communication or communication by messaging system, voice, or text.

Other electronic devices: any device that allows listening, recording or reproduction of sound or vision, including a camera, recorder, camcorder, player, MP3 player, iPod, iPad, tablet, Nintendo DS or any other similar device of the same nature or that allows similar functions.

Sanctions for failure to comply

The electronic device will be confiscated and deposited where designated by the principal. In addition, for a period of time determined by the principal, the student must return the electronic device to her upon arrival at school and pick it up when leaving.

In the case of any subsequent infractions: The principal retains the right to prohibit any electronic device for this student.

In order to ensure the respect of the image and privacy of all, the school management may verify the content of the cell phone or the electronic device. For any content that violates the integrity, honour, reputation or image rights of a person, parents will be notified, and sanctions will be applied according to our bullying policy.

We thank you for your understanding and count on your cooperation in discussing this policy with your child.

Student Initials

Parent Initials

Date

