



École St. Anthony Elementary IB World School

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Pierrefonds, Que.
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(514) 624-6614

Parent and Student Information Handbook

2022-2023

Lester B. Pearson School Board

Welcome Message from the Principal

Dear parents and students,

On behalf of the entire staff, I would like to extend a warm welcome to all our new kindergarten students in K4 and K5 as well as all the new students joining the St. Anthony family this year. This is an incredibly proud community and we are honored that you have entrusted us with your children.

WELCOME BACK to our returning students! After an incredibly well deserved summer break, we are all very excited to hear about how you spent your time and look forward to seeing how much each of you have grown since June.

Each year brings change; new staff and students, rooms, class groupings etc. In addition, it is hard to predict what the new school year will confront us, but I have the utmost confidence in the staff that we will be able to confront any challenge that comes our way. Along with your help and support, I know that St. Anthony will continue to thrive!

St. Anthony took another big step in 2020-2021 when it became recognized as an IB World School! This was made possible by the incredibly dedicated staff, hardworking students and the support of the community. Our mission at St. Anthony School is to nurture intellectual curiosity through an inquiry-based approach to learning where parents, community members and staff work in unison. It is by working together that we will prepare each student to succeed to the best of their abilities and be ready for the world of tomorrow.

Please take the time to read through the Parent Handbook (available on our school website) as well as the school code of conduct. It is important to become familiar with, and/or be reminded of, all protocols and procedures that help ensure the safety and security of all our students and staff.

We are truly honored that you have placed your trust in us and we are committed to working hard to provide our students, your children, with the best possible elementary experience that will allow them to grow both academically and socially.

Warm regards,

Mrs. Jane Preston

Principal

St. Anthony IB World School

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ABSENCE OR LATE ARRIVAL

If you know in advance that your child will be absent from school, we ask that you please send a note stating the reason, date and duration of the absence. If the absence is unforeseen, please call the school to report it before 9:00 a.m. or 1:10 p.m. at 514-624-6614.

Should you wish to call when the office is closed, an answering service is available for your convenience. Please leave your child's name, grade and the expected duration of the absence.

Attendance is taken by the teacher at the beginning of the morning and afternoon classes. All absences are reported to Mrs. Anna who will then call to check on any that are unconfirmed. We do this to ensure your child's safety.

When a child arrives late for school, he/she must report first to the Secretary who will note the arrival
Parents must escort their child to the door and sign them in.

Please note that a late arrival affects all of the students in the classroom. Repeat offenders will be dealt with by the school principal. Consequences may include loss of recess privileges.

ANNUAL GENERAL MEETING (Zoom)

The AGA will take place on Thursday, September 15 @ 7:00PM. Any parent interested in joining the Governing Board should be present for this meeting. An email with all pertinent information will be sent out via email as soon as it is available.

AWARDS

APPLE AWARDS

The word **APPLE** stands for **A Place People Learn to Excel**. The purpose of this program is to recognize and reward individual acts of kindness, good deeds or accomplishments by students at St. Anthony School. Students could receive an Apple Award for any of the following:

- Performing a special act of kindness or good deed
- Doing something positive that fellow students could imitate
- Displaying respect and consideration for others
- Establishing and maintaining good relations with fellow students and adults
- Participating in activities that promote respect and self-esteem
- Exceptional academic achievement

AWARDS CONT.

The Apple Award consists of the following:

- Signing the Apple Book in the Principal's office
- Receiving a St. Anthony Apple Pin or a sticker

TREAT AWARDS

The word TREAT stands for **T**eachers **R**ewarding **E**xcellence and **T**alent. The goal of this program is to:

- Recognize individual achievement
- Promote school spirit

Every term, certificates will be awarded in various categories, and for various merits. The types of awards vary per grade. The principal will present the awards in class at the end of each term.

IB ATTRIBUTE AWARDS

At the end of each term, teachers will select two students who best demonstrated the attributes covered during their IB unit(s). These students will be celebrated by adding a leaf (with their name and attribute being recognized) to our AgenTree.

CODE OF CONDUCT

[PLEASE CLICK HERE](#)

CONTACTING THE SCHOOL re: concerns, conflict etc.

Any parent, who has a question or concern about something which happens in class, or who disagrees with a teacher, should **first contact the teacher** concerned and try to resolve the problem. If the parent is not satisfied, he or she may then contact the Principal.

COVID

HYGIENE MEASURES IN SCHOOL

Working in unison is important.

SANITARY MEASURES:

Measures introduced last year will remain in place. These include:

- Frequent cleaning and sanitization of the school;
- Maintaining good hand hygiene, having sanitizer and soap available at all times with reminders for frequent hand washing;

SANITARY MEASURES CONT.

- Keeping windows and doors open to improve air flow;
- Monitoring for symptoms and encouraging those who feel unwell to remain home and get tested;
- Tracking positive cases reported to us and communicating with our community;
- Working closely with regional Public Health partners to implement required protocols for confirmed cases.

Both at school and at home, we must all work together and discuss what we all individually feel can maximize the safety of every student as they return to school - to keep both themselves and others as safe as possible. Please discuss with your child how all of the hygiene measures that have been in place over the past year have helped to reduce the transmission of Covid-19 in our community.

READINESS FOR SCHOOL - DAILY CHECK FOR PARENTS

In order to ensure that we all remain safe and move towards a successful re-entry this fall, please do not send your child to school should they present with any symptoms connected to the Covid-19 virus. Our collective efforts will help to ensure that our community's safety is upheld. PLEASE consider the Public Health information below prior to sending your child to school each day and perform the self-assessment if you're not sure ([click here](#)).

COVID-19 symptoms

The following symptoms are identified by *Santé Publique* as symptoms related to possible COVID infection. **Should your child develop any symptoms listed below, they must stay at home and it is recommended that they be tested for COVID-19:**

One of the following symptoms:	Two of the following symptoms:
<ul style="list-style-type: none">• Fever (38°C or more, oral thermometer)• Sudden loss of smell without congestion or loss of taste• Onset or aggravation of a cough• Difficulty breathing• Shortness of breath• Sore throat	<ul style="list-style-type: none">• Abdominal pain• Nausea and vomiting• Diarrhea or gastro-intestinal symptoms• Intense fatigue• Loss of appetite• Muscular pain• Headache
<ul style="list-style-type: none">• Please note that nasal congestion and runny nose have been removed from the list.	
<ul style="list-style-type: none">• Family members do not have to self-isolate while the individual with symptoms is waiting for their COVID test result.	

PROTOCOL FOR POSITIVE CASE OF COVID-19

In the event of a positive case of Covid-19, the student will be required to isolate themselves at home for 5 days. In the event the student is still displaying symptoms at the conclusion of the 5-day isolation, they will only be allowed to return when they're symptom-free for at least 24 hours and test negative for COVID.

WATER FOUNTAINS

Touchless refillable water fountains have been installed on the first floor and second floors. We would ask that parents please send their child with a (full) labelled water bottle to school each morning.



CURRICULUM AND IB INFORMATION EVENING

All parents are encouraged to set this evening aside so that they can meet their child's teachers for this school year. This evening is an information evening for parents only. A schedule with presentation times will be sent out to parents on Monday, August 25th. For parents new to school, we will also be offering an information session on the International Baccalaureate (IB) Primary Years Programme (PYP). Our IB Coordinator, Lucie Vinet, will present an overview of the programme.

Please take note that both Curriculum and IB information sessions will take place virtually this year. Links will be sent out by teachers to parents/guardians by August 24th.

DATES TO NOTE

[Please click here](#)

DAYCARE PROGRAM

Daycare services are available to students registered at the school from 7:00 a.m. to 6:00 p.m. Parents may register their children for before school, during lunch time – full or part time – and after school. The price structure reflects the directives provided by the government. To register for the lunch or daycare program parents must agree to the rules and policies outlined in the school's daycare manual.

Arrival:

If you're dropping your child off **between 7:00 and 8:30am**, please use the daycare door.

- Parents will not be allowed to enter the school. You will be greeted by a daycare employee at the door and your arrival will be recorded. DO NOT LEAVE your child without communicating with the daycare employee at the door

If you're dropping your child off **after 8:30am**, please bring them directly to the school yard entrance by the grade 1 doors (located halfway through the crescent on Meloche).

- You will be greeted by a daycare employee at the gate and your arrival will be recorded. DO NOT LEAVE your child without communicating with the daycare employee.
- From here, your child will be asked to join their homeroom class at their designated area.

Dismissal:

- Will take place between 3:45 and 6:00pm.
- A staff member will be present as of 3:45pm at the daycare doors (no earlier due to the dismissal procedure for K4 students using the daycare door) to greet you and call your child down.
- Once again, no parent will be allowed to enter the building.

For all daycare information, please be sure to read through the official daycare documentation on our website.

The Daycare Coordinator is Ms. Gina Piccinini and she can be reached at 514-780-8975.

DRESS CODE

Appropriate attire is expected to be worn by all students. The following are not suitable: offensive prints, torn clothing, spaghetti straps, backless, tube tops, tummy tops, spandex shorts, extremely short skirts or shorts.

DROP OFF SERVICE (LIMO LINE)

The school has a "Morning Drop Off Zone" for parents who drive their children to school. The "Drop Off Zone" is located in the crescent in front of the school on Meloche street. For the safety of all of the children it is important that the following rules and guidelines be respected:

- The "Drop Off Zone" is open from **8:45 a.m. to 8:55 a.m** for morning arrival and from **12:30 p.m. to 1:40 p.m..** for afternoon arrival.
- PARKING IS PROHIBITED DURING THESE TIMES, including for daycare.
- The drop off zone is a "One Way" lane.
- **The drop off zone is a single lane. Passing or double parking is prohibited.**

- Please ensure that your children exit the car on the school side of the lane. The only exception is for children who require car seats.
- Supervisors will help the younger children out of the cars.
- Children capable of getting safely out of the car on their own should do so AND not wait for a staff member.
- To make things run smoothly, we ask that you **do not get out of the car.**
- The area on Meloche Street in front of the school is a No Stopping Zone. This is in place so that we do not have children running across the street and through the drop off zone.

Please enter and exit the drop off zone slowly and carefully

EARLY DISMISSAL

If you wish your child to leave early, please give him/her a note stating the time you wish him/her to leave, and whether he/she will be picked up or is expected to walk or take public transportation. All such notes must be presented to the office for approval.

ENTRY AND EXIT PROCEDURES (NON-DAYCARE)

MORNING ARRIVAL

All children who do not take the school bus or are not in morning daycare should arrive between 8:45 and 8:55 for the start of the school day (and not any earlier). Upon arrival, students will enter their assigned grade level door. Classes begin promptly at 9:00 and late arrivals have an impact on the learning environment.

MORNING ARRIVAL CONT.

- **For 4-year-old AND 5-year-old kindergarten students,** parents must park (if driving) and walk them to their respective designated areas for 8:45.
 - K4 & K5 students will enter the K-Yard
- **Students in grades 1-6 will enter through their assigned doors** (same as dismissal diagram below)
- **Rainy Day Entry between 8:45 and 8:55:** On rainy days...
 - all students all grades 1-6 students will enter through their assigned doors.
 - K5 students will enter through the main entrance.
 - K4 students will enter through the daycare entrance

*Late arrival of students will greatly impede the student arrival procedures that we must follow. Students arriving late **must be accompanied by a parent/guardian** and will need to wait outside the main school doors until they're admitted into the building by Mrs. Anna*

PROCEDURE FOR STUDENTS WHO LEAVE FOR LUNCH HOUR

Students who go home for lunch will exit by the front door at the dismissal lunch bell. They should return at most 10 minutes before the lunch period is over, and not any earlier. There is no supervision before these times and the school is not responsible for any student arriving before the outlined supervised times. **Upon returning from lunch (at 12:40), students should enter the school using the front doors to check in before rejoining their peers and sanitize their hands.**

DISMISSAL @ 3:30

At the end of the school day, walkers, bussers and those being picked up by parents will be dismissed using different exits. Afternoon daycare users will simply remain in their classrooms and the daycare staff will organize the students *AFTER* all bussers and walkers are out of the building.

Please note the dismissal door your child will use to exit at the end of the day so that you can determine a meeting location.

- K4 students exit through daycare doors.
- K5 students exit through the main doors.



DISMISSAL @ 3:30 CONT.

- Grades 1 & 2 students exit through the grade 1 door
- Grades 3 and 4 students exit through the metal doors at the rear of the school (south staircase)
- Grades 5 and 6 exit through the metal doors near the grade 1 doors (east staircase)

For siblings, please direct them to meet you at the dismissal gate of your youngest child

FIELD TRIPS

Information regarding upcoming field trips is sent home by the teacher. *Should a child, at the last minute be unable to attend a planned outing, the amount of the entry fee will be refunded, but not the cost of transportation.*

We firmly believe that each student should participate in one field trip each school year. We make sure that the field trips reflect the objectives of the academic program followed by the students. All planned field trips are presented to the Governing Board for approval.

Please note that all parent volunteers must comply with vaccination requirements set forth by the government.

GOVERNING BOARD

The Governing Board is the parent representative body for the school.

Eight parents and eight staff members represent the school community on the board. Elections for the Governing Board take place in September at the Annual General Meeting (Thursday, September 15 at 7:00 pm). All parents are invited to attend this meeting and are eligible to run and/or vote. The Governing Board meets on a monthly basis and the agenda will be posted on our website. The first governing board meeting will be decided on following the AGA.

HEALTH & WELLNESS

Please ensure that your child's recess snack is nutritious. We actively encourage the development of good nutritional habits and prefer to see fruit, vegetables, etc. as recess snacks. We want to foster a high level of consciousness toward health and wellness. Balanced and nutritious eating habits have been proven to help promote learning and increase concentration.

Continuing from the previous year, we are asking that students refrain from bringing in chips, chocolate and marshmallows for snacks and lunch. The goal of this initiative is to promote healthy eating habits. We are also encouraging students to drink more water (and less juice).

HEALTH AND WELLNESS CONT.

In the spirit of healthy living and out of respect to staff and students with severe allergies, we ask that parents not send in treats for birthdays and other events that arise during the school year unless otherwise specified by the teacher. Any treats sent into school will be sent home at the end of the day.

PLEASE NOTE THAT ST ANTHONY IS A PEANUT/NUT SMART SCHOOL.

This means that peanut/nut products are not permitted at school. We request that special attention be paid to lunches and snacks to avoid the possibility of introducing this common allergen to our school. An email was sent home at the beginning of the year to remind all parents of this policy.

Being sensitive towards the environment is also important. Using reusable containers for snacks will help reduce the quantity of garbage created from lunches and snacks.

We still encourage all parents to think GREEN when it comes to purchasing and/or packing food at home.

HOLIDAYS / VACATIONS

Parents who go on holiday during the school year and take their children with them must assume responsibility for any loss their child might suffer due to the absence from school. Teachers cannot be expected to prepare an individual study plan for each child on holiday. We suggest that, should you take your child away on holiday, you have him/her do some work in the area of Reading, Spelling, Mathematics and French each day.

HOME ASSIGNMENTS / HOMEWORK

Children in Cycle One may spend up to 30 minutes on home assignments nightly. The assignments will generally consist of material to be studied and occasionally to be written. In Cycle Two, homework should not exceed 1 hour per night. In Cycle Three, homework should not exceed 1.5 hours per night.

Home assignments serve the following purposes:

- To help the child in areas where he/she has obvious difficulties.
- To keep parents aware of the child's progress and the content of the program of studies.
- To develop independent work habits
- To complete material not completed in class

HOME ASSIGNMENTS / HOMEWORK CONT.

As a parent, you should be aware that homework assignments are not necessarily specific for any given night. In other words, your child has homework and review each night of the school week, regardless of whether or not the teacher has given a specific assignment.

Fundamental to the Mathematics program is a good knowledge of basic facts and, for most students; this calls for consistent studying and review. Also, problem-solving is an integral part of the Mathematics program and involves basic reading skills.

Reading skills are very important to a student's success. It is a simple truth that the best way to develop reading skills is through reading. It is highly recommended that your child have a leisure-reading book on which he/she can spend spare time each evening.

HOME AND SCHOOL

The St. Anthony Home & School Association is a parent organization that is extremely important in supporting school life, creating a positive attitude in the school, and supporting the students through various fundraisers and activities. All parents are eligible and encouraged to join the St. Anthony Home & School Association. An email will be sent out to the school community with the time and date of the first meeting. Subsequently, all Home and School meetings will take place on the second Tuesday of every month.

IB PRIMARY YEARS PROGRAMME

UNIT CALENDAR

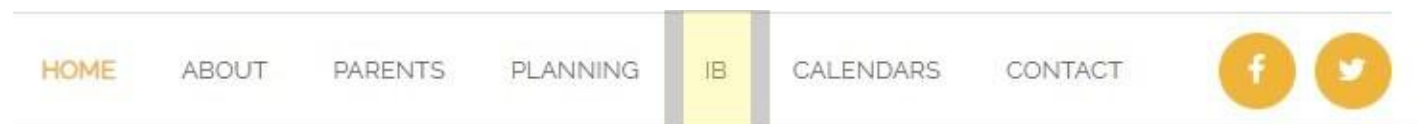
Unit 1	Sept 13 - Oct 22
Unit 2	Oct 25 - Dec 3
Unit 3	Dec 6 - Jan 21
Unit 4	Jan 24- March 11
Unit 5	March 14- April 22
Unit 6	April 25 - June 3

Learning in Action: Thursday, March 23, 2023

Learning in Action evening is an opportunity for our students to showcase work associated with IB. This is an opportunity for your children to present and take ownership of what they've done as well as show you their home away from home.

School Website

For all information related to IB and the Primary Years Programme, please visit our [website](#). All information can be found under our IB Tab.



LOST AND FOUND

Please clearly identify all articles of clothing, lunch boxes, school bags, etc. that your child brings to school. Every few months, the "Lost And Found" box is emptied and the contents that are not claimed are sent to charity. We are giving away name brand clothes that have been purchased at quite an expense and that students don't even recognize.

NURSE

We have a nurse in the school half a day per week. Her function is health education and not first aid. Please do not send your child to school if he/she is not feeling well as we do not have the facilities or the personnel to take care of them. Please note that if your child is well enough to attend school he/she will be expected to participate in all outdoor activities. If we deem that your child is too sick to participate in regular classroom activities you will be contacted and instructed to come and pick up your child.

The school is not permitted to dispense any medication to children without a written consent form from the parent or legal guardian.

PARENT TEACHER INTERVIEWS

Term 1: Thursday, November 17, 2022 (PM), Friday, November 18, 2022 (AM)

Term 2: Thursday, March 16, 2023 (requested by teacher)

You need not wait until you receive a report card to discuss your child's progress with the teacher. You may call/email at any time to speak to your child's teacher or to arrange an appointment.

Parents of students with learning challenges or behaviour problems will be informed of the type of intervention deemed necessary and of the methods of implementation.

PARENTS/VISITORS COMING TO SCHOOL

Parents/guardians are permitted on school premises to go to the office. If you are wanting to volunteer you need to make sure that you have an up-to-date Judicial Record so that you can be allowed to work within the school.

If you need to speak with a staff member, please call or email beforehand to schedule a phone appointment. No drop-in meetings will take place.

In the event of an emergency, please enter using the main doors and use press the doorbell (in between the double-doors) to speak with Mrs. Anna

PHYSICAL EDUCATION

General Information

Children from Cycle One through Cycle Three receive 120 minutes of physical education each week (K4 have 60 minutes and K5 students have 45 minutes per week). If for some reason your child cannot participate in his/her physical education class, a note stating the reason is necessary. If your child must be exempted from several consecutive classes, a note from your physician is expected.

The school's physical education program includes a very important outdoor education component. Each term students will be expected to participate in outdoor activities at **Grier Park**. These activities include:

- Soccer
- Baseball
- Soccer-Baseball
- Track & Field
- Outdoor Games

GENERAL INFORMATION CONT.

- Skating
- Sliding
- Cross Country Skiing
- Snowshoeing

Dress Code

Students are required to wear athletic shorts, or sweat/track/yoga pants, T-shirt and running shoes for physical education classes.

PROGRAM OF STUDIES

St. Anthony is an International Baccalaureate World School, offering the Primary Years Programme in a bilingual environment (early immersion model).

At the Kindergarten and Cycle 1 levels, French is the language of instruction for approximately 85% of the day. French Language Arts, Mathematics and Science/Social Sciences are the subjects that make up this component. English is the language of instruction for approximately 15% of the day. Introduction to English Literature, Music and Physical Education are taught in English.

In Cycles 2 and 3, English is the language of instruction for approximately 50% of the time. English Language Arts, Mathematics, Music, Drama and Physical Education are the subject areas that make up the English component. French Language Arts, Science/Social Studies and Visual Arts are taught in French making up the remaining 50% of the time.

As an early immersion school, our aim is to graduate students who are functionally bilingual.

REPORTING DATES

There will be four reporting periods this year. Report cards will be sent home with students according to the following schedule:

Term	End Date	Issue Date (available through the Mozaik parent portal)
Interim Report 1	Oct. 4	Oct. 7
Term 1 Report Card	Nov. 4	Nov. 11
Term 2 Report Card	Feb. 24	Mar. 3
Term 3 Report Card	Jun. 15	Jun. 22

SCHOOL INFORMATION

CALENDAR

[Please click here to access the school calendar for 2022-2023](#)

CLOSURE / CANCELLATION

Should school be cancelled due to inclement weather or for any other reason, an announcement will be made over radio stations CJAD and CTV between 7:00 and 8:00 a.m. A central message will also be sent to inform parents of school closure and/or to communicate other school related information.

In the event that school must close during the day due to an emergency situation (Ex: fire, power failure, burst pipe etc.,) the school will put into action the Emergency Evacuation Plan, and students will be escorted to the Valleycrest pool complex.

GROUND'S POLICY

Children may not leave the school grounds at any time during the school day unless they bring a note from their parents or legal guardian. This must be approved by the Principal or in his absence, by the Secretary.

HOURS

The school functions on a Monday to Friday calendar, 9:00am to 3:30pm.

Junior & Senior Schedule	
8:45-8:55	Entry
8:55-9:00	Passing time
9:00-11:00	Instructional Time (2 hrs.)
11:00-11:20	Recess 1
11:20-12:50	Instructional Time (1.5 hrs.)
12:50-1:40	Lunch (50 min)
1:40-2:00	Recess 2
2:00-3:30	Instructional Time (1.5 hrs.)

Kindergarten students follow the same schedule but have an additional 30 minutes of lunch three days per week (Monday, Wednesday and Friday). Therefore, they have lunch from 11:20-12:40 on these days and benefit from extra movement.

Students in our 4-year-old kindergarten will begin lunch at 11:32 each day as they are allocated an extra 18 minutes per day.

STAFF

[Please click here to access a full list of the St. Anthony staff](#) (and their emails)

TRANSPORTATION

Students eligible for bussing will receive confirmation from the school board transportation department. Parents interested in the courtesy bussing* service must put in a written request.

Children taking the bus to school must obey the rules of conduct and safety. Students must:

- Be on time at the bus stop
- Wait on the sidewalk/curb, not on the road
- Stand away from the bus after disembarking so that the driver can see them
- Be courteous and respectful to the driver and fellow passengers
- All students must wear a mask when on school transportation.

Students may not:

- Stand on the bus.
- Behave in a noisy fashion
- Push, fight or throw objects
- Eat or drink on the bus
- Open the windows without the driver's permission
- Put any body parts or objects out the window

Any child who is reported by the driver to the Principal for inappropriate behavior will receive a warning letter which must be taken home, signed by the parents and returned to school the following day. The consequence of a third offense is a two-day suspension from the bus. A fourth offense results in suspension of bus privileges for five school days and with a fifth report, the student may be suspended from the bus for the remainder of the school year.

It is very important for each family to have a contingency plan in place for their child should the bus fail to show up at the stop due to inclement weather or emergency.

TELEPHONE / CELL PHONES

Cell phones are not needed, nor accepted in school. If a student is required to carry a cellular phone, they are to bring it to the office for safekeeping and pick it up at the end of the day. The school telephones are to be used for **emergency purposes** only. Permission and arrangements for visiting a friend's home must be organized in advance at home and not by students at school. Please advise your children before sending them off to school whether you are going to meet them or not at the end of the day. We cannot relay messages unless it is an emergency.



St. Anthony Code of Conduct 2022-2023



The St. Anthony code of conduct, in compliance with the Safe and Caring Schools Policy, strives to live by the virtues which allow everyone to learn in a safe and positive environment.

The St. Anthony Code of Conduct is based on the objective of developing self-control, self-direction, respect for ourselves and mutual respect for others and the environment. The Code of Conduct recognizes the inherent dignity and rights of every person.

Sections

1. Self-Discipline
2. Expected Behaviours
3. Additional Rules and Procedures
4. Potential Consequences
5. Parents/Guardians/Visitors (new for 2022-2023)

1. Self-Discipline

The fostering of self-discipline is encouraged by:

- Providing effective instruction, and modeling, for students to take pride in learning.
- Promoting activities which build positive student attitudes and behaviours.
- Involving students in cooperative learning situations where group problem-solving is exercised.
- Continually communicating with students regarding appropriateness of certain behaviour in different situations.
- Acknowledging and encouraging appropriate behaviours.
- Jointly setting class rules as well as essential agreements and working together to maintain them.
- Communicating with parents in an effort to work together to help each student improve their own behavior.
- Outlining clear expectations and guidelines of daily operation. The teacher will inform both the parents and the principal of a student's difficulty operating within these parameters.

2. Expected Behaviours

It is important to establish an understanding of *Expected Behaviours*. The following are all examples of behaviours that are **not tolerated** be it within the building, on school grounds, on school transportation, and field trips:

- Any type of harassment and/or discrimination*, type of violence** (including play fighting), bullying*** and/or aggressive verbal confrontations.
- Non-compliance or disrespect towards any adult in a position of authority representing St. Anthony School.
- Profane language, swearing, discriminatory and/or racial slurs will not be tolerated.
- Disruptions in class/learning environment.
- Any use of social media that causes harm to anyone in the St. Anthony community.
- Defacement or damage to school property or other students' or staff's personal property.
- Throwing of snowballs or dangerous objects.
- Any behavior that interferes with the learning of others.
- Any behavior that is unsafe (games which involve tackling or other rough contact are not permitted).

* Acts of harassment and bullying include, but are not limited to, those acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.

**Violence is defined in the Education Act (Article 13) as: "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 of property".

***Bullying is defined in the Education Act (Article 13) as: "A repeated direct or indirect behavior, comment, act or gesture whether deliberate or not, including in cyberspace, which occurs in the context where there is an imbalance between the persons concerned and which causes distress and injures, hurts, oppresses, intimidates or ostracizes".

It is the responsibility of the school to take action when behavior that is considered to be bullying and/or is violent in nature, has an adverse impact on the learning and social environment of the school (be it for an individual, group of students).

For a more comprehensive list of what constitutes bullying and/or violent behaviour, please read our Policy of Safe and Caring School's found at www.lbpsb.qc.ca

3. Additional Rules and Procedures

- 3.1. Students are expected to dress appropriately for school. The following are not appropriate: visible underwear, offensive prints and/or slogans, torn clothing, spaghetti straps, backless, tube tops, tummy tops, spandex shorts, extremely short skirts or shorts.
- 3.2. Students should walk with bikes/scooters on school property, and carry their skateboards.
- 3.3. Headgear (e.g. hats, hoods, toques) must be removed when entering the building.
- 3.4. Footwear that restricts movement (e.g. high heels) or that could lead to injury (e.g. wheels on shoes) are not permitted.
- 3.5. Upon entering the school, students are required to proceed directly to the classroom.
- 3.6. Students are expected to walk quietly in the corridors and stairways.
- 3.7. Permission by an adult is required to leave the classroom.
- 3.8. Students must remain on school grounds at all times.
- 3.9. Students must ensure they leave with all their homework and belongings as returning after dismissal is not permitted.
- 3.10. Chewing gum in school is not permitted
- 3.11. Active participation in keeping the school and school yard clean by putting all litter in the garbage containers/recycling.
- 3.12. All students and parents must review and sign the form regarding appropriate online conduct and manners as stipulated by the Lester B. Pearson School Board. This will be sent home at the beginning of the academic year and returned to school where a copy is kept on file.
- 3.13. In the instance that a student has permission from the teachers and brings in a device that takes pictures, the student must ask for consent before taking anyone's picture.
- 3.14. Students are not permitted to bring electronic devices in the building unless authorized by the teacher. These include, but are not limited to, phones, iPods, smart watches and other electronic devices. The school will not take responsibility for the security of these devices if they are brought into the building.
- 3.15. Should a student bring electronic devices and use them in school without authorization, the teacher has the right to remove them from the student. The electronic device will then be brought to the school principal for safe-keeping and returned to the student at the end of the day. Should this occur again, the device will be kept with the principal until such time as the student's parent retrieves it from the school.
- 3.16. All students are responsible for the care of the school property which they use. Should a student damage, destroy, or lose any school property, the student or his/her parents will be held financially responsible for the reimbursement of the total cost of the damages.
- 3.17. Students must treat other people's property with respect. Should a student purposely damage or destroy the property of another student, his/her parents will be held financially responsible for the reimbursement of the total cost of the damages.
- 3.18. It is prohibited to record conversations without the consent of others (*please see the Appropriate use of Digital Communications and Technologies Policy, located at www.lbpsb.qc.ca*)
- 3.19. Vacations during the year are not encouraged by the school. Teachers are not required to provide any materials prior to the departure of a student nor will they provide supplemental lessons upon their return. Any lessons/material missed will be the responsibility of the parent to cover.
- 3.20. Birthday and Holiday Snacks Policy: Due to the fact that we have many children with food allergies who are a part of our school community, we ask that food not be brought in to celebrate birthdays or holidays in order to ensure the safety of all students. Non-edible class treats are accepted, but coordination with the teacher(s) is necessary.

4. Potential Consequences

If a student chooses to contravene the rules laid out in the code of conduct, the student may receive one or more of the following consequences:

- Conflict resolution.
- Immediate intervention with the child by staff members.
- Communication with parents (e.g. telephone, incident report, letter, email).
- Detention - loss of recess and/or lunch and/or daycare outside play privileges
- If a child must be kept after school hours, a notice of detention will be sent twenty-four hours in advance to allow parents to make the necessary arrangements.
- Reflection form sent home and signed by parents.
- Placement in an alternative classroom.
- Loss of field trip privileges.
- Loss of grad activity privileges (where applicable).
- Loss of extra-curricular privileges.
- Loss of bus privileges.
- An in school meeting with the parents and the child.
- In-school suspension
- *If a child must be kept after school hours, a notice of detention will be sent twenty-four hours in advance to allow parents to make the necessary arrangements.*
- *It is the prerogative of the school administration to modify a students' schedule during an in-school suspension.*
- Out-of-school suspension.
- A planning conference with the principal and/or teacher.
- Community service either inside or outside of the school setting.
- Replacement of and/or payment of any damaged or mistreated items belonging to the school.
- Transfer to another school in the LBPSB or an Alternative program.

If the problem continues, an individual discipline plan involving school professionals and parents may be developed.

5. Expectations for Parents/Guardians/Visitors

This section clearly defines the expected conduct of all parents, guardians or visitors to the St. Anthony premises or at school sanctioned events in order to enable us to continue to flourish and succeed in an atmosphere of mutual respect. In order to support a safe and caring environment, St. Anthony will not tolerate:

- Disruptive behavior which interferes or threatens to interfere with the operation of the school or school-sanctioned event.
- Using loud or offensive language, swearing, cursing or using profane language, in person or over the phone.
- Threatening harm or the use of physical aggression towards another adult or child (including harassment or intimidation of any kind).
- Abusive or threatening emails or text/voicemail/phone messages or other written communications.
- Defamatory, offensive or derogatory comments regarding St. Anthony or of the students/staff/parents on social media and/or websites.

The above behaviours will be dealt with by the school administration and/or school board administration. St. Anthony and/or the LBPSB reserve the right to take any necessary actions to ensure that members of the school community are not subjected to abuse.

The premises of St. Anthony are private property and parents, guardians or visitors have been granted permission from the school to be on their premises. However, in the case of unacceptable behavior the school may ban the parent(s), guardian(s) or visitor(s) from entering the school or school board premises. Unacceptable behavior may result in the police being informed.

Student and Parent/Guardian Acknowledgement

The St. Anthony School Code of Conduct applies to all students when in the building, on school grounds, in digital learning environments, those taking the school bus, walking to school, within the school corridor, and on school field trips.

When sanctions are applied, it is with the understanding that the long term goal is the rehabilitation and reintegration of the student who behaves in an inappropriate or unacceptable manner. The safety and security of all students and staff is always the primary focus.

St. Anthony School adheres to the guidelines set by the Lester B. Pearson School Board under the "Policy on Safe and Caring Schools" which can be found online at www.lbpsb.qc.ca.

SCHOOL CALENDAR



2022-2023

St. Anthony Elementary IB World School

2022

2023

JUILLET / JULY					AOÛT / AUGUST					SEPTEMBRE / SEPTEMBER				
L/M	M/T	M/W	J/TH	V/F	L/M	M/T	M/W	J/TH	V/F	L/M	M/T	M/W	J/TH	V/F
				1	1	2	3	4	5				1	2
4	5	6	7	8	8	9	10	11	12	5	6	7	8	9
11	12	13	14	15	15	16	17	18	19	12	13	14	15	16
18	19	20	21	22	22	23	24	25	26	19	20	21	22	23
25	26	27	28	29	29	30	31			26	27	28	29	30
OCTOBRE / OCTOBER					NOVEMBRE / NOVEMBER					DÉCEMBRE / DECEMBER				
L/M	M/T	M/W	J/TH	V/F	L/M	M/T	M/W	J/TH	V/F	L/M	M/T	M/W	J/TH	V/F
3	4	5	6	7		1	2	3	4				1	2
10	11	12	13	14	7	8	9	10	11	5	6	7	8	9
17	18	19	20	21	14	15	16	17	18	12	13	14	15	16
24	25	26	27	28	21	22	23	24	25	19	20	21	22	23
31					28	29	30			26	27	28	29	30
JANVIER / JANUARY					FÉVRIER / FEBRUARY					MARS / MARCH				
L/M	M/T	M/W	J/TH	V/F	L/M	M/T	M/W	J/TH	V/F	L/M	M/T	M/W	J/TH	V/F
2	3	4	5	6			1	2	3			1	2	3
9	10	11	12	13	6	7	8	9	10	6	7	8	9	10
16	17	18	19	20	13	14	15	16	17	13	14	15	16	17
23	24	25	26	27	20	21	22	23	24	20	21	22	23	24
30	31				27	28				27	28	29	30	31
AVRIL / APRIL					MAI / MAY					JUIN / JUNE				
L/M	M/T	M/W	J/TH	V/F	L/M	M/T	M/W	J/TH	V/F	L/M	M/T	M/W	J/TH	V/F
3	4	5	6	7	1	2	3	4	5				1	2
10	11	12	13	14	8	9	10	11	12	5	6	7	8	9
17	18	19	20	21	15	16	17	18	19	12	13	14	15	16
24	25	26	27	28	22	23	24	25	26	19	20	21	22	23
					29	30	31			26	27	28	29	30

Students start school Aug. 30

Holidays

Students finish school Jun. 22

School ped. day

LBPSB ped. day

Regional ped. day



Report Cards: IR Oct. 7; T1 Nov. 11; T2 Mar. 3; T3 Jun. 22

Curriculum Evening Aug. 25

School Photos Sept. 12 (13 rain date)

K Open House: Jan. 19



Parent/Teacher Interviews Nov. 17 (pm) & Nov. 18 (am); Mar. 16 (pm by appt.)

Learning in Action Mar. 23- 4:00-6:00pm

Grade 4 Vaccinations Mar. 28

Registration Information to Note

Jan 16-20: K sibling registration

Jan 23-27: New K5 and Grade 6 to 7 registration

Jan 30- Feb 3: LBPSB re-registration grades 1-10



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SCHOOL STAFF (and emails) Click on the name for the email

K4	Ms. Cassandra Scott	
	Mrs. Tina (Educator)	
K5	Mme Rénouka Dutta	Mme Mina Cotrocois
Grade 1	Mme Guylaine Gendron	Mme Elizabeth Chaput
Grade 2	Mme Sylvie Girard Mme Melanie Nardoza	Mme Caroline Pellerin Mme Melanie Nardoza
Grade 3	Mrs. Kelly Green	Mme Jade Saltarelli
Grade 4	Mrs. Adriana Di Valerio	Mme Amélie O'Sullivan
Grade 5	Mrs. Kerri Flood	Mme Stéphanie Hébert
Grade 6	Ms. Jennifer Nichols	Ms. Jennifer Vaillancourt-Furtado
Phys. Ed	Mrs. Sue Belair	Ms. Marina McDonald
Drama and ELA	Mrs. Cheryl Gauthier	
Music		
Resource Dept.	Mme Lucie Vinet	Ms. Simrin Aulakh
	Mrs. Tanya Charles (special education technician)	Mrs. Val Céré (special education technician)
	Ms. Marisa (aide)	(aide)
	Mrs. Lu (aide)	Ms. Redding (aide)
	Mrs. Janet (aide)	Ms. Taylor (aide)
	Ms. Paola (aide)	
IB Coordinator	Mme Lucie Vinet	
Spiritual Animator	Ms. Caitlin Palmer	
Librarian	Mrs. Lisa Skene	

School Psychologist	Mrs. Tamara Morganstein	
Speech and Language Consultant	Mrs. Michelle Zeviar	
Custodians	Ms. Sharon Blackman	Mr. Kenneth Chow
Daycare Coordinator	Mrs. Gina Piccinini	
Secretary	Mrs. Anna Di Vincenzo	
Principal	Mrs. Jane Preston	

DATES TO NOTE

Aug. 24-26 & 29	LBPSB ped. days	Mar. 6-10	Holiday- March break
Aug. 25	<ul style="list-style-type: none"> Curriculum evening for grades 1-6 (Zoom) IB orientation session for K5 parents at 7:00pm (Zoom) 	Mar. 13	Classes resume
Aug. 30	<ul style="list-style-type: none"> K4 and K5 gradual entry by appt. -no daycare service First day of classes for grades 1-6 	Mar. 16	Parent-Teacher interviews (pm) by appt.
		Mar. 23	Learning In Action 4:00-6:00pm
Aug. 31	K4 and K5 gradual entry by appt. -no daycare service		
Sep. 1	<ul style="list-style-type: none"> K4 and K5 gradual entry (1/2 day) by appt. -no daycare service 	Mar. 27	LBPSB ped. day- school and daycare closed
Sep. 2	<ul style="list-style-type: none"> K4 and K5 gradual entry (1/2 day) by appt. -no daycare service 	Mar. 28	Grade 4 Vaccinations
Sep. 5	Holiday Labour Day– school and daycare closed	Apr. 7	Holiday Good Friday – school and daycare closed
Sep. 6	First full day for K4 and K5- daycare services available	Apr. 10	Holiday Easter Monday– school and daycare closed
Sep. 12 (13)	School photos (rain date is the 13)	Apr. 11	LBPSB ped. day- school and daycare closed
Sep. 23	LBPSB ped. day	May 5	<ul style="list-style-type: none"> School ped. day K-Orientation (for 2023-2024)
Oct. 3	LBPSB ped. day- school and daycare closed	May 22	Holiday Victoria Day– school and daycare closed
Oct. 7	Interim report	Jun. 12	School ped. day
Oct. 10	Holiday Thanksgiving– school and daycare closed	Jun. 16	Grade 6 Graduation (date subject to change)
Oct. 14	LBPSB ped. day	Jun. 22	<ul style="list-style-type: none"> Last day of school Term 3 Report Card
Nov. 11	<ul style="list-style-type: none"> Teacher convention– ped. day, school and daycare closed Term 1 report card 	Jun. 24	Holiday- Fête nationale
Nov. 17	Parent-Teacher interviews (pm)	Jun. 26-28	LBPSB ped. days
Nov. 18	<ul style="list-style-type: none"> School ped. day Parent-Teacher interviews (am) 	<div> stanthony.lbpsb.qc.ca  </div> <div>  @StAnthonyElem </div>	
Dec. 26-Jan. 6	Holiday break		
Jan. 9	Classes resume		
Jan. 19	K Open House 6:30-8:30pm		
Jan. 20	LBPSB ped. day		
Feb. 3	Region 2 ped. day		
Feb. 13	LBPSB ped. day		
Mar. 3	Term 2 Report Card		