



ÉCOLE GARDENVIEW SCHOOL

Student-Parent Handbook

2018-2019

Ms. Demetra Droutsas
Principal

Mr. Gaetano Sifoni
Vice-Principal

Ms. Eugenia Carystios
Vice-Principal

700 rue Brunet
St. Laurent (Québec), Canada H4M 1Y2
Tel.: 514-744-1401
Fax: 514-744-3303
gardenview@emsb.qc.ca
www.emsb.qc.ca/gardenview

This agenda belongs to:

Name: _____ Homeroom: _____
Address: _____
City: _____ Postal code: _____
Phone: _____ E-mail: _____

MISSION STATEMENT

Gardenview School is committed to providing a meaningful challenging learning experience in a warm and positive environment in which students can reach their full potential while acquiring the tools to be successful in a bilingual society.

COMMUNICATION:

Tel.: (514) 744-1401 Email: gardenview@emsb.qc.ca
Fax: (514) 744-3303 Website: emsb.qc.ca/gardenview

Facebook: facebook.com/ÉcoleGardenviewSchool
Twitter: twitter.com/@Gardenview1
Instagram: instagram.com/emsbgardenview

The information contained in this handbook along with school news and periodic updates can be found on our school **website**. Updates can also be received instantly by following Gardenview on **Instagram** and **Twitter** or by liking us on **Facebook**. School administration can be reached at the above telephone number or by email: Ms. Droutsas, Principal (ddroutsas@emsb.qc.ca); Mr. Gaetano Sifoni, Vice-Principal (gsifoni@emsb.qc.ca). Teachers and staff may be reached by email or by calling the school and leaving a message with the secretary (a full staff email list is available on page 9 and an updated version is always available on our school website). **The main office is open from 8:00 am to 4:30 pm.**

THE STUDENT AGENDA BOOK

All students will be provided with this Student Agenda Book. It is our expectation that all homework will be copied in this book. Parents and teachers are encouraged to communicate with one another by using this agenda. In addition, it is suggested that parents use the Agenda Book to explain student absences. The Agenda Book outlines the expectations we have for our students and the services the school offers them.

SCHOOL SCHEDULE

8:50 a.m.	Yard supervision begins
8:58 a.m.	Outdoor warning bell
9:00 a.m.	Homeroom/Classes begin
11:10-11:25	Recess
12:25-1:25	Lunch (Grades 1-6)
12:25 - 1:40	Lunch (Kindergarten)
3:25 p.m.	Dismissal

SCHOOL BELIEFS

Parents and teachers share the responsibility for their children's education. Positive self-esteem is essential to learning and each child's individual abilities must be recognized and nurtured. Learning must be challenging, relevant and an enjoyable experience.

SCHOOL GOALS

Gardenview School strives to meet the needs of all children through a variety of enriching and supportive programs. We foster an atmosphere of mutual respect, cooperation, and interdependence amongst all members of the school community.

CURRICULUM

Gardenview takes pride in the accelerated French Immersion program it offers its students. Our classes are equipped with computers, internet access, and Smart Boards. Weekly instruction in our Mac Computer Lab allows students in cycles II and III to integrate technology into their curriculum. Our Art and Music programs instill in our students a love and appreciation for the arts. Our students are provided with the opportunity to experience a variety of different types of music and instruments as well as being allowed to express themselves through diverse mediums and techniques. Our Science program arouses curiosity and allows students to become familiar with the experimental methods for testing hypothesis and resolving problems. Our Physical Education program promotes team spirit, cooperation, physical fitness and a healthy lifestyle. It is supplemented with lunch hour team sports and other school-wide activities. Particular emphasis is placed on the development of fundamental skills, maximum effort, positive work habits and personal pride.

Students are expected to adhere to a behavior, which promotes responsibility, respect, and self-discipline. The compulsory school uniform fosters spirit and promotes a feeling of pride. Our parents are committed to excellence and are incredibly active through both the Governing Board and the Home and School Organization. The teachers and the staff of Gardenview School are dedicated to making learning an enriching experience for all our students.

SCHOOL UNIFORM

The Gardenview uniform and the students who wear them represent the school publicly and it is expected that while in uniform those students conduct themselves appropriately, within the school *and* the community.

THE UNIFORM IS AS FOLLOWS:	CLARIFICATIONS:
<ul style="list-style-type: none"> ▪ White-crested polo shirt (short or long sleeves) ▪ Navy pants or skirt ▪ V-neck sleeveless crested vest ▪ Flat shoes or running shoes 	<p>ALL UNIFORM ITEMS MUST BE PURCHASED AT: TOP MARKS 5670 rue Ferrier, TMR, Qc H4P 1M7 Tel: (514) 344-5454, FAX: (514) 344-5350 Email: info@topmarks.ca On line: www.topmarks.ca (school code: GAR01)</p>
<ul style="list-style-type: none"> ▪ Grey-crested Phys. ed. T-shirt ▪ Navy-crested Phys. ed shorts or sweatpants ▪ Running shoes 	<p>PHYSICAL EDUCATION UNIFORM IS MANDATORY FOR GRADES 1-6</p>
<p>The following are unacceptable at Gardenview School and are not permitted:</p> <ul style="list-style-type: none"> ▪ Makeup ▪ Hair that is not of a natural colour ▪ Sandals and flip-flops (safety reasons) 	

IDENTIFICATION OF PERSONAL OBJECTS

All personal objects (clothing, school bag, lunch box, water bottle, running shoes, school supplies, etc.) must be clearly identified with child’s name and grade. The school has three locations for **Lost and Found** items. Students are expected to check them regularly, especially if they have lost something.

CONSUMABLE MATERIALS FEE

As approved by the Governing Board, the school fee for the 2018-2019 school year is \$20 per child. This fee covers a number of expenses not subsidized by the Ministry of Education’s budget. The consumable materials fee pays for the cost of material students consume such as, art materials, computer materials, agendas, handbooks, and photocopies. This fee does not include workbooks since parents are invoiced separately for all workbooks. All school and workbook fees must be paid prior to attending any school outing or overnight trip.

LUNCH SUPERVISION FEES

Based on the Education Act, every child who remains in school during the lunch period shall be charged a fee for noon hour supervision. This fee covers the cost of hiring monitors who supervise the students during the lunch period. As approved by the Governing Board, the fee for the 2018-2019 school year is \$265.00 per child.

DAYCARE B.A.S.E.

The daycare service is offered to children who are registered at the school. The hours of operation are from 7h00 – 8h50 a.m. and 15h25 – 18h00 p.m. The program allows children to have outdoor play, snacks with peers, time for homework as well as time to participate in organized group activities. Students are to report directly to their B.A.S.E. classroom as instructed by the morning supervisor seated in the B.A.S.E. Daycare entrance of the building. Given there is no supervision in the hallways, B.A.S.E. Daycare students are NOT permitted to go to their lockers. Please note that the school rules also apply to the Daycare program and parents are expected to ensure that their children follow these rules as the school cannot be held liable in case of an accident. Parents are not allowed to walk their children to and from their B.A.S.E. classroom and must wait for their child at the B.A.S.E. Daycare entrance after school. For more information, please contact Ms. Paquita Nanton by email (pnanton@emsb.qc.ca) or by phone (514-788-0018).

CODE OF CONDUCT

Gardenview School operates on a simple, yet critical principle which is **RESPECT**. Respect for the rules and procedures that have been adopted by the school community, and respect for all members of that community. As such, all students are responsible for being aware of, and adhering to, these rules and procedures at all times; as well as being respectful to those around them and behaving in an appropriate manner.

MUTUAL RESPECT POLICY PREVENTING & STOPPING BULLYING

On June 12, 2012, the Quebec National Assembly passed **Bill 56: An Act to stop bullying and violence in schools**, calling upon all Quebecers, not just students, parents, and school staff, to engage in a concerted effort to put an end to bullying and violence in schools.

Bullying: Any repeated direct or indirect behavior, comment, act, or gesture, including in cyberspace, whether deliberate or not, which occurs in a context where there is a power imbalance between the persons concerned and which causes distress and injures, hurts, oppresses, intimidates or ostracizes.

Gardenview students are expected to treat each other as equals. As such, actions such as bullying will not be tolerated. Bullying is a willful, repeated and aggressive behaviour towards another with the intent to harm.

The following are all considered acts of bullying:

- Derogatory comments, racial, religious, or homophobic slurs, and name-calling
- Threats and intimidation (physical, verbal, or written)
- Intentional exclusion and/or humiliation
- Manipulation of another individual
- Any of the above actions committed via FACEBOOK, TWITTER, TEXTING OR OTHER SOCIAL MEDIA
- Physical violence
- Taxing
- Theft

These actions may occur at school, on or near school property, during or outside of school hours or through electronic communication/social media/cyberbullying.

REGARDLESS OF TIME, LOCATION OR MEANS, GARDENVIEW SCHOOL WILL TAKE MEASURES AGAINST SUCH ACTS IN ORDER TO ENSURE THE SAFETY OF OUR STUDENTS.

If a Gardenview student is experiencing bullying in any form, they should immediately take measures to stop it. The first step is to tell a responsible adult such as a teacher, administrator, staff member or parent. Actions taken and consequences dealt will depend on the nature and severity of individual cases. **Disciplinary action may include a suspension of up to 5 days.**

As a rule, we try to prevent bullying before it starts. This is a process in which **all stakeholders** hold responsibility.

Parents are encouraged to speak to their children about respect for others, take appropriate action at home when there are problems of this nature and cooperate with the school should an incident arise.

Teachers must be vigilant in their instruction and supervision of students and address any issues brought to their attention.

School administration and professional staff will educate students and raise awareness about the issue through classroom visits and awareness campaigns such as Anti-Bullying Assemblies. The special education technician will mediate conflicts between students in a safe and respectful environment. Students are encouraged to seek help in situations of conflict before it escalates into a larger problem.

Whenever possible, a resolution between bully and victim will be sought through means such as meetings with our special education technician, spiritual animator, and/or administration, outside counselling services for one or both parties, or a mediated agreement between both parties.

ALL MEMBERS OF THE SCHOOL COMMUNITY MUST:

- Treat one another with dignity and respect at all times;
- Respect the rights of others;
- Respect all members of the school community, especially persons in authority.

ALL MEMBERS OF THE SCHOOL COMMUNITY MUST NOT:

- Engage in bullying behaviour;
- Engage in hate propaganda and other forms of behaviour motivated by hate or bias;
- Encourage others to inflict bodily harm on another person.

REPORTING

Under Quebec’s anti-bullying law, Bill 56, students and staff have a duty to report incidents of bullying and/or violence in school. A report can be made with the administration or with a trusted adult staff member who will, in turn, speak to the administration. **All reports, as well as the identity of those making reports, remain confidential.**

In response to Bill 56, a school team of teachers, professionals, and members of the administration have met in order to develop a plan of action to prevent violence and bullying in our school. This plan is called the Safe Schools Action Plan and can be found on our website. In addition to this plan, our school’s citizenship program will invite students to further develop the values of respect, tolerance, fairness and kindness.

School Calendar	Values
September/ October	Respect
November/ December	Accepting Others / Tolérance
January / February / March	Kindness / Gentillesse
April / May / June	Fairness / Équité

RESPECT FOR OTHERS

As a Gardenvue student, you will be spending the majority of your day (and often many years) with the people around you. It is important to the function of the school that all its members conduct themselves with self-discipline and courtesy toward others.

All students of Gardenvue have an obligation to:

- Act in a civil and respectful manner at all times;
- Contribute to a healthy and safe learning environment;
- Take part in civics, anti-bullying, and anti-violence activities.

Gardenvue School has strict policies concerning personal conduct. Students are expected to:

- Cooperate with their teachers and classmates, to behave in an acceptable manner and participate in class. **NO STUDENT HAS THE RIGHT TO MAKE IT DIFFICULT FOR A TEACHER TO TEACH OR OTHER STUDENTS TO LEARN.**
- Cooperate with staff members in the school. Rudeness or refusal to obey instructions will result in disciplinary action.
- Behave in an acceptable manner in the halls during the day. Running and/or screaming in the halls is unacceptable. Eating and/or drinking in the halls is forbidden except in the classrooms. Students are expected to keep these areas clean and students caught littering and/or vandalizing will face disciplinary action.
- Arrive to class **ON TIME**, and **IN UNIFORM** with all the required materials (textbooks, pens, pencils, Phys. ed. uniforms, etc.) to perform the tasks expected of them.
- Students are expected to use language which is appropriate to a civil and educational environment and which shows respect for others, including peers. Verbal abuse and swearing cannot and will not be tolerated.

RESPECT FOR SCHOOL PROPERTY

- Respect for school property is a student obligation.
- Writing on walls, desks, tables, chairs or in lockers, textbooks, washrooms, etc. is considered vandalism.

STUDENTS ARE NOT PERMITTED TO...

- use a cell phone in class. Cell phones are not to be seen or heard in school.

SUSPENSIONS

Suspension penalties may be administered to students up to a maximum of 5 days as a result of (but not limited to) the following infractions:

- Disrespectful or insolent behaviour against students or staff.
- Bullying others (including cyber-bullying).
- Fighting, play-fighting, pushing, hitting.
- Vandalism, theft, or destruction of property.
- Refusal to obey instructions.
- Physical or verbal abuse towards others.

An in-person meeting between a parent, the student, and a member of the school administration must take place at the school following a suspension for any reason. A student may not be readmitted to school until such a meeting takes place.

BUS SAFETY

All students who ride the school bus must adhere to the rules in place for their safety and the safety of all students. They must be respectful to the driver and their fellow passengers.

My responsibilities:

- I always have my bus pass.
- In the morning, I am at the bus stop 10 minutes early.
- I wait on the sidewalk for my bus to come to a full stop before moving towards it.
- I get on the bus calmly and sit down immediately.
- I respect and I am always polite to my driver and fellow passengers.
- I do not eat, drink or chew gum on the bus.
- I do not use electronic devices on the bus.
- I keep my arms and head inside the bus.
- I always keep my hands to myself.
- I do not yell, push or misbehave.
- After school, I wait in the yard for my supervising teacher to take me to the bus.
- I get off at my own stop.
- I wait for the bus to be at a complete stop before getting off at my bus stop.
- I stay in my assigned seat until the bus driver opens the door.
- I look both ways before crossing the street.
- I respect the area where I am picked up or dropped off.
- I keep my personal belongings on my lap and any sports equipment in a bag.
(skates must be placed in a thick vinyl bag, hockey sticks are not permitted on the bus)

Bus Reports:

If I fail to follow the school board's policy for the rules of conduct and safety measures on the bus, I will receive a bus report from the bus driver.

First Bus Report	A warning / Parents will be notified
Second Bus Report	Bus suspension for 3 days
Third Bus Report	Bus suspension for 5 days
Fourth Bus Report	Bus suspension for the rest of the year

These bus safety rules are clearly outlined to all students during assemblies at the beginning of each school year. Students in Kindergarten and Grade 1 are also visited by a representative from TRANSCO for a bus safety presentation in October. Student bus monitors are assigned on each bus to help the driver. Parents are encouraged to discuss any concerns with Mr. Sifoni.

ATTENDANCE

Students' grades and attendance go hand-in-hand. Please remember that excessive absences can lead to academic difficulties in the classroom.

If a student will be absent from school, late, or dismissed early for a valid reason, a parent or guardian must inform the school office by telephone: 514-744-1401 or by email: gardenviewabsence@gmail.com

Excused absences are those resulting from illness, injury, family emergency, field trip, court appearance, or religious observance. Upon returning to school, the student must bring a note to the Main Office, signed by a parent bearing the date, the reason for absence or tardiness, and phone number where a parent may be reached.

If a parent is away, the school must be notified of the guardian left in charge and the phone number of said guardian.

MORNING ENTRY

Student drop-off time is between 8:50 and 8:58 am. Students must be at school when the bell rings at 8:58 am. All students must use the entrances in the yards to enter the building in the morning and NOT the main entrance unless they are late. Please note that on rainy days, students remain inside and should therefore not bring umbrellas to school.

TOO SICK FOR RECESS? TOO SICK FOR SCHOOL

Students who are at school are expected to be outside before the morning school bell rings, at morning recess, and at lunch recess. Students who are too sick to be outside at these times are likely too sick to be at school and should remain home until they are well enough to be outside with their classmates.

EARLY DISMISSAL

An early dismissal for medical or personal reasons is granted if the student provides a written request signed by his/her parent or guardian. This signed request must be given to the homeroom teacher. As well, please inform the school office by telephone (514-744-1401) or by email (gardenviewabsence@gmail.com). Requests for early dismissal are strongly discouraged between 3:00-3:25 since it is a very busy time for teachers in the classrooms. When parents pick up their child for an early dismissal, they must come to the main office to sign the sign-out sheet and wait for their child in the office.

Any student who becomes ill during the day must go to the main office and a parent will be contacted immediately.

AFTER SCHOOL DISMISSAL

Pick up for all students takes place in the schoolyard on Stevens away from the bus zone. Kindergarten students are picked up on Nantel. For safety reasons, children should not be near the main entrance (where cars are circulating) nor playing in the schoolyard alone without adult supervision. Students cannot be left to wait in the school foyer or school yard for parents picking them up after school.

Exceptionally if a parent is running late, the teacher on duty will bring the student to the office. If this becomes a regular occurrence, the parent will be asked to inquire about the B.A.S.E. Daycare program.

In order to assure the safety of all children, please note that any changes that disrupt the regular daily departure routine of the students (bus, pick-up or B.A.S.E.) are strongly discouraged after 3:00 pm.

FAMILY TRIPS & EXAM PERIODS

As the school calendar provides a generous vacation schedule, we strongly discourage family trips which result in students missing school. Such absences hurt the student whose work is interrupted. Our curriculum is quite demanding, therefore class attendance is crucial. The teachers are not expected to prepare homework for students who are going on vacation. **We strongly recommend that parents DO NOT plan trips during formal exam periods (mid-April to the mid-June).**

SCHOOL TRIPS

If a parent or guardian decides to remove their child from a trip, no refund, other than for the entrance fee will be forthcoming to the parent or guardian. **This also applies to a student who is removed from a trip because of a violation of the code of conduct.**

HOMEWORK POLICY

Every student will have some homework to do each evening. The type and amount of work will differ from one grade to another and will include formal assignments, projects and review work as well as studying for tests and exams. Homework is assigned daily. Please call the school to leave a message or send an email directly to the teacher if there is a problem. Teachers will contact parents if students are not doing their homework regularly.

MISSED HOMEWORK & CLASSWORK

When students miss school, they are responsible for getting assignments from other class members or their teachers. **If the illness is more than three (3) school days in length, please notify the Main Office.** The Office will collect assignments and send them home with a friend or relative of the student. Students must be prepared to make up tests and/or quizzes a few days after their return to school unless other arrangements for an extension have been made with teachers.

REPORT CARDS

The school year is divided into three terms. The end of each term is followed by the distribution of a Student Report. Parent/Teacher Interviews are held following Terms 1 and 2. A progress report will be issued to parents by October 15th, 2018. Term 1 report cards will be distributed by November 20th, 2018. Term 2 report cards will be distributed by March 15th, 2019. The last report card of the year, issued at the end of June, contains the final school mark.

HONOUR ROLL & MERIT AWARDS

Gardenview School recognizes the academic achievement of its Cycle III students by placing them on the Honour Roll at the end of each term. Students who achieve an overall term average of 85% are placed on the Honour Roll.

The Merit Awards are given to students from Cycle I and II. These awards are given by the Homeroom Teacher each term in recognition of different areas of merit (sharing, effort, good classroom citizen, etc.).

CHANGE OF ADDRESS AND/OR TELEPHONE

Please notify the school immediately of any change of address, email or telephone. It is extremely important that up-to-date phone numbers—where parents and students can be reached—be provided to the school.

EMERGENCY CONTACT INFORMATION

It is imperative that the school be given a phone number where a parent / relative / guardian may be reached during the day in case of an emergency.

IPODS, CELL PHONES & OTHER ELECTRONIC DEVICES

The use of iPods, cell phones, and other electronic devices in the classroom is **not permitted** unless directed by a teacher for educational or instructional purposes. **The School will not be responsible for lost or stolen electronic devices.**

FOOD AND BEVERAGES

We at Gardenview School are well aware that we are unable to provide an environment that is completely allergy-free; however, we would like to help reduce the risk for our students. We encourage parents to provide healthy and nutritious snacks and lunches.

The School also strongly encourages parents and students to avoid bringing snacks or bagged lunches from home that may contain peanuts and/or nuts.

ALLERGIES

As providing a safe environment for our students is a major concern, we wish to remind all parents that a peanut/nut-free environment cannot be guaranteed in our school as complete avoidance of all allergens is not possible. As per Governing Board resolution, in an attempt to reduce the chance of peanuts and nuts being present in candy bags on special occasions such as Halloween, Christmas, Valentine's Day, Easter etc., the school may choose to provide a peanut-free/ tree nut free treat for the students on these days. Therefore, we are asking that parents not send in treat bags for these special occasions. Should a parent wish to send in a treat for his or her child's birthday the treat in question must be labeled peanut-free/tree nut free. Therefore, homemade treats and those from establishments like Tim Horton's pose a risk and will not be accepted. Teacher initiated classroom activities involving food are left to the discretion of the teacher; he or she will communicate his or her needs to the students' parents. Students at risk of anaphylactic reactions should only eat food prepared from their home. They should refrain from buying food from outside suppliers (unless the supplier guarantees a nut-free policy). In order to protect students with life-threatening allergies to nuts, we ask that no products containing nuts be sent to school.

MEDICATION

Staff members are not permitted to administer any medication to students unless the appropriate forms are completed by the parent. Should your child have to take medication at school, it must be sent to the office in a measured container with the doctor's instructions, as well as a signed waiver form from you to enable us to administer it. Students are not permitted to carry medication with them.

LICE

In order to prevent lice infestations in the school, parents will be required to sign a waiver allowing parent volunteers to check children's hair on a regular basis. For more information on how to control the spread of lice view the following video "Is it Head Lice?" <https://youtu.be/UrScqdNuTpc>

SCHOOL CLOSINGS DUE TO EMERGENCIES

In the event of a school closure due to inclement weather or other emergency conditions, the announcement will appear on the *Twitter* section posted on the EMSB website at www.emsb.qc.ca. School closings will also be broadcast in the morning on all local stations and on the EMSB info hotline at (514) 798-5606. Please do not call the school as we are receiving this information in the same way.

VOLUNTEERS

As per EMSB policy, volunteers at Gardenview School are required to undergo a "Judicial Verification" or a police check. The forms are available at the main office.

ACCIDENT INSURANCE AND AMBULANCE FEES

Parents are encouraged to subscribe to personal insurance particularly as this relates to your child's participation in physical education and sports, or in any other circumstances. Fees incurred for ambulance services, medical/dental/ocular services and any other services related to an injury will not be assumed by the school. Parents are encouraged to contact their personal insurance company or any other insurer to get advice and information about accident insurance coverage for their child. Any other questions should be addressed to a member of the administration.

STAFF DIRECTORY 2018-2019

Teachers at Gardenview School can be contacted at the following email addresses.

Anderson	Michelle	manderson@emsb.qc.ca	Lopez	Vicky	vlopez@emsb.qc.ca
Angelidis	Demetra	dangelidis@emsb.qc.ca	Mallous	Lyne	lmallous@emsb.qc.ca
Anidjar	Carole	canidjar@emsb.qc.ca	Maniadakis	Cathy	cmaniadakis@emsb.qc.ca
Bavas	Diana	dbavas@emsb.qc.ca	Marandola	Brigida	bmarandola@emsb.qc.ca
Bensmihan	Cathy	cbensmihan@emsb.qc.ca	Martin	Suzanne	smartin@emsb.qc.ca
Bensoussan	Laure	lbensoussan@emsb.qc.ca	Mei-Farina	Elisa	emei-farina@emsb.qc.ca
Berman	Randi	rberman@emsb.qc.ca	Menexis	Adamantia	amenexis@emsb.qc.ca
Bernier	Annik	abernier@emsb.qc.ca	Mikhael	Elizabeth	emikhael@emsb.qc.ca
Bernier	Martine	mbernier@emsb.qc.ca	Morelli	Linda	lmorelli@emsb.qc.ca
Beylerian	Souren	sbeylerian@emsb.qc.ca	Ntokolas	Olga	ontokolas@emsb.qc.ca
Bistoros	Monique	mbistoros@emsb.qc.ca	Paquette	Guylaine	gpaquette@emsb.qc.ca
Black	Lorraine	lblack@emsb.qc.ca	Pepin	Luc	lpepin@emsb.qc.ca
Boudreault	Johanne	jboudreault@emsb.qc.ca	Predan-Chauvin	Sophie	spredan-chauvin@emsb.qc.ca
Furtado	Jennifer	jfurtado@emsb.qc.ca	Rose	Deborah	drose@emsb.qc.ca
Gingras	Noemie	ngingras@emsb.qc.ca	Rubinato De Vito	Anna Maria	arubinatodevito@emsb.qc.ca
Glavas	Stacey	ekalavritinos-glavas@emsb.qc.ca	Schwartz-Cohen	Paula	pschwartz@emsb.qc.ca
Hallé	Martine	mhalle@emsb.qc.ca	Skentzos	Panayiota	pskentzos@emsb.qc.ca
Hammett	Paul	phammett@emsb.qc.ca	Tabbi	Karima	ktabbianneni@emsb.qc.ca
Honig	Valerie	vhonig@emsb.qc.ca	Tadros	Myriam	mtadros@emsb.qc.ca
Jipa	Tatianna	tjipa@emsb.qc.ca	Tzintzis	Catherine	ctzintzis@emsb.qc.ca
Kindlein	Ruth Elaine	rkindlein@emsb.qc.ca	Von Roretz	Nicholas	nvonroretz@emsb.qc.ca
Korseмова	Emilyia	ekorseмова@emsb.qc.ca	Wolstenholme	Daphne	dwolstenholme@emsb.qc.ca
			Wong	Nina	nwong@emsb.qc.ca

Emails of unlisted staff members are available at the main office upon request and on the school website at:
<http://www.emsb.qc.ca/gardenview/about-staff.asp>

AS A GARDENVIEW STUDENT...

- I will treat all students and adults with respect at all times.
- I will be polite, use civil language, and be considerate of the point of view of others.
- I will not use foul language or swear under any circumstances.
- I will not bring dangerous objects to school. They will be confiscated.
- I will not bring toys to school.
- I will not physically or verbally abuse anyone.
- I will not push, shove, yell, fight, or play fight.
- I will not bully or tolerate any form of bullying.
- I will follow the class rules set by my teachers.
- I will not chew gum in school or in the schoolyard.
- I will not play in the staff parking lot where vehicles circulate.
- I will move about the school calmly, without running
- I will come to school every day.
- I will be on time for class.
- I will do my work conscientiously every day.
- I will wear the school uniform.
- I will remove my boots and wear shoes in the class.
- I will remember the mandatory gym uniform.
- I will take home everything needed to do my homework and study each day.
- I will always do my best and hand in neat assignments on time.
- I will take everything I need when I change classes.
- I will bring nutritious snacks and lunches to school.
- I will write my homework down in an agenda used only for this purpose every day.
- I will be responsible for putting used papers and garbage in the proper receptacles.
- I will not go into desks or lockers that do not belong to me.
- I will keep my desk and locker tidy inside and out.
- I will respect work on display in the school.
- I will take care of school property: lockers, desks, chairs, and all books.

DURING RECESS & LUNCH RECESS

- I will never leave the school yard.
- I will not throw rocks or snowballs.
- I will not bring *hard* balls to school (i.e. superballs, baseballs, etc.)
- I will only play basketball in the designated areas and soccer balls or footballs must be deflated.
- I will stop playing when the bell rings and I will walk to the line calmly without pushing anyone.
- I will be completely silent and ready to enter the building in an orderly manner after the second bell.
- I will respect the directions given by my lunch monitor and all other lunchtime rules.
- I will respect adult supervisors and other children (and their property) at all times.
- I will be responsible for cleaning up my own area and use bins to discard garbage.
- I will sit calmly and eat properly.
- I will not waste or play with food.
- I will raise my hand if I need help.
- I will never run in the classroom or halls.
- I will avoid bringing any food items that serve as allergens out of respect the seriousness of students with allergies.
- I will not eat in the schoolyard during recess or lunch recess.
- I will not leave the lunch room without permission.

GARDENVIEW PARENTS

I will make sure that the homework is completed and will encourage my child to read daily. I will provide a quiet, well-lit place for study. I will sign the agenda each day, if requested by the teacher, and will do this after having checked that the homework is completed. I will support my child and the school. It is only by working together that children will succeed.

Student-Parent Contract

In all our actions at Gardenview School, we encourage students toward a life governed by the values of personal integrity. All members of the Gardenview community must pledge to uphold our Code of Conduct:

Personal Honesty and Truthfulness
Academic Integrity
Respect for Others and the Property of Others

At all times, students are expected to act in a considerate and honest manner consistent with the aim of maintaining a respectful and civil community at Gardenview School. What follows are the principal school rules. These cannot be all-encompassing but are indicative of the behaviors which cannot and will not be tolerated at the school. By registering and attending Gardenview School, every student will agree to the following:

- Students will put forth all the necessary effort to succeed academically.
- Students will adhere to the school uniform regulations at all times.
- Students will respectfully allow teachers to teach and fellow classmates to learn by conducting him/herself with a positive attitude and appropriate classroom behavior.
- Students will use language which is appropriate to a civil and educational environment and which shows respect for others, including peers.
- Students will act with honesty and integrity.
- Students will respect school property and the property of others. They may not borrow property without permission of the rightful owner. Theft and vandalism are prohibited.
- Students will not harm, threaten, harass, or intimidate any member of the school community, verbally, psychologically, or physically, cyberspace included.
- Students will take an active role in creating a safe environment in the school. He/she will not bring to the school an article or instrument considered harmful or threatening to others.

Violation of these rules, or of any other specific requirements outlined in this handbook, will render a student liable to disciplinary action, which may include reflection sheets, recess and /or lunchtime detentions and suspensions. Parents enrolling their children at Gardenview School do so with the knowledge that the school reserves the right to assign consequences to any student who violates the letter or spirit of the school's rules by his/her conduct or by his/her general attitude.

Please sign below to acknowledge that

1. We, parent and student, have read the information contained in this handbook.
2. We, parent and student, understand, accept, and support the Code of Conduct in place at Gardenview School.

Student signature

Parent/Guardian signature

Date signed