



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





INFORMATION TO PARENTS

CURRICULUM AND SCHOOL CALENDAR

A week represents 25 hours of classes for the students, including 21.5 hours with the teacher for regular subjects, 2 hours of physical education, 60 minutes in arts and 90 minutes of second language.

The school calendar is given at the beginning of the year. It includes 182 school days for the students. There are 20 instructional days on the calendar including 2 floating days that will be added after April 1st. These days will be used as a school day in the event that the school is closed due to adverse weather conditions.

DAY SCHEDULE

Start: **8:00 a.m.**

End: **2:40 p.m.**

RECESS

Two recesses of 20 minutes each are scheduled in the morning and afternoon.

LUNCH PERIOD

The lunch break is 60 minutes long and is divided into two periods, 30 minutes for lunch and 30 minutes for playtime. Students are supervised by a team of monitors.

Mealtime

Lunch is taken in the cafeteria or alternately in the classrooms for the 5th and 6th grade groups. The sharing of food, beverages, containers, water bottles and utensils between students is forbidden. Microwave ovens are available for heating meals. Cycles 1 and 2 students may use it under the supervision of a lunch monitor.

Playtime

Playtime is a time to socialize, cooperate, learn various rules and use equipment appropriately in different types of activities.

Catering service

A catering service is offered by "Interval." The food is prepared by the students from the work preparation program in our high school cafeteria and served to the elementary sector. You will receive all the necessary information at the beginning of the year. **In case of absence, please advise Karine Tremblay at 514-747-5500, ext. 2100 before 9:00 a.m.**

STUDENT SERVICES

The school's multidisciplinary team is composed of remedial education teachers, special education teachers, speech therapists, a psychoeducator and two special care counselors.

COMMUNICATION AND REPORT CARDS

Students receive four communications during the year (1 general observation document and three report cards). The report card is accompanied by a digital portfolio that reflects, in part, what has been worked on in class. An individualized educational plan in three parts (development, follow-up and end-of-year assessment) completes the picture of your child's academic progress.

PARENT MEETINGS

In September, a general information meeting is held to inform you of the school's orientation, to meet the staff and especially your child's teacher. Then, the teacher will inform you of the functioning of his/her class and his/her expectations. In November, a first individual meeting will focus on the objectives of the IEP. In March, a second meeting ensures the follow-up of your child's progress.

STUDENT'S ABSENCE

When your child must be absent, please contact the school secretary **before 8:00 a.m.** at 514-747-5500, ext. 2121 or by email (slavoie@vanguardquebec.qc.ca). You must also inform the teacher and the daycare service if your child uses this service.

STUDENT'S LEAVING DURING SCHOOL HOURS

You must notify the teacher and the school secretary by email or by phone indicating the name of the person who will be responsible for picking up your child at school and the time of leaving. **It is your responsibility to notify the school bus company of your child.**

COMMUNICATION WITH STAFF

The school staff can be contacted by email or by phone at 514-747-5500 following the instructions for the phone directory. Other communication options will be presented to you by the teacher at the beginning of the year.

MORNING SUPERVISION

Supervision on the school yard is provided by the school staff of the elementary sector starting at **7:45 a.m.** Students who arrive at school early **must** wait in the car under the supervision of the adult who drops them off at school.

FIRST AID

First aid is administered by certified staff members when a student suffers minor injuries or discomfort that occurs at school. In the case of serious injuries, the school will contact a parent. **Please note that non-prescription medication (Tylenol, Advil, etc.) cannot be administered by school staff.**

You must complete the **health form** by accessing the school portal. The phone number and name of a person who can be contacted at all times in case of emergency must be included. This information is **essential** for the safety of your child. **Please notify the secretary of any changes.**

PHYSICAL EDUCATION CLASS

Students should wear sneakers and weather-appropriate sportswear, as classes may be held outside even in light rain. Students must have a change of clothes for hygiene purposes. Only a medical doctor's notice can excuse a student from this class.

DAYCARE

The hours of operation are from **6:45 a.m. to 7:45 a.m.** and from **2:40 p.m. to 6:00 p.m.** You will receive all the information regarding registration and the operation of the daycare service at the beginning of the year. Please contact Karine Tremblay at 514-747-5500, ext. 2100 for additional information.

SCHOOL TRANSPORTATION

In the morning, your child must be ready 5 minutes prior to the scheduled arrival time of the bus or sedan. He/she should wait outside the house or at the waiting point determined by the transportation company. In order to ensure that appropriate action is taken in the event of any concerns or problems regarding school transportation, you must inform the person responsible for transportation at your school service centre. For any information related to transportation, please contact Linda Bernabei at 514-747-5500, ext. 6605 or by email at lbernabei@vanguardquebec.qc.ca.

SNOWSTORMS

In the event of a snowstorm, announcements regarding school closure will be made as of 6:00 a.m. on 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 www.vanguardquebec.qc.ca or call 514-747-5500. A message will confirm the closing of the school.

Values

Respect

To live in a harmonious, caring and safe environment



Respect for peers



Respect for environment (nature, objects and places)



Respect for instructions



Respect for adults



Commitment

To have an environment that promotes learning for everyone.

To enhance the sense of school belonging.



Pride in my uniform

Learning-friendly environment



Participation



Positive attitude



Helping others



Healthy lifestyle

Perseverance

To promote a positive self-image
To progress in the learning process



Meet challenges

Do my best



Use of Tools

Use of Strategies



CODE OF CONDUCT AND VALUES

RESPECT

To live in a harmonious, caring and safe environment.



- I am tolerant and I respect others in their differences and in their difficulties;
- I use respectful language towards others and avoid hurtful nicknames, profanity, ironic or sarcastic remarks;
- I avoid pushing and shoving. At no time do I hit or push others;
- I refrain from throwing any object that could hurt others (snowballs, rocks, leaves, etc.);
- I recognize and accept my responsibility in conflict situations and take peaceful means to resolve them;
- I cooperate without arguing with an adult who is speaking me or giving me a reminder about something that needs to be improved;
- I respect the classroom rules;
- I circulate in the school using a pass, talking in a low voice and walking;
- I enter the schoolyard directly upon arrival;
- I only bring items that are allowed at school. I will not bring toys or games from home during recess;
- I keep all school premises and equipment clean and in good condition. I respect the natural environment around me: trees, plants and shrubs. Vandalism is prohibited;
- When travelling by bus, sedan, cab or public transport, I respect the driver's instructions and I behave in a safe and respectful manner.





COMMITMENT

To have an environment that promotes learning for everyone.
To increase the sense of school belonging.



- I follow the dress code;
- I am involved in school life;
- I take my place in the group, I take initiative;
- I do my part in collective tasks and in team work;
- I collaborate and participate in proposed projects and school outings;
- I am concerned about helping others when I can;
- I take care of my personal hygiene;
- I eat lunch and snacks that are good for my health. I avoid chips, soda, sugar, etc. No trading of food at any time or place. Some students have food allergies;
- I give all communications to my parents and bring back the required signatures in a timely manner.



PERSEVERANCE

To foster a positive self-image and make progress in my learning.



- I have the necessary materials for each class and am ready to work;
- I use learning tools and strategies to help me learn;
- I am committed to working towards the goals and challenges that are set;
- I apply myself to the tasks requested despite the difficulties by always doing my best;
- I do my homework and hand in my assignments on time;
- I ask questions without hesitation when I don't understand;
- I am willing to take risks in order for me to learn.



DRESS CODE

The uniform is mandatory for all students attending Vanguard School. For elementary students, it consists of a blue or grey polo shirt and a blue hoodie. These items must be purchased through Unimage and must have our school logo on them. 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 your uniform when you arrive and when you leave;
- When you wear the school hoodie, you must have the polo shirt on underneath;
- Your shoes are clean in order not to dirty the premises. In the spring and fall, it's muddy outside. A second pair of shoes or boots is mandatory to play outside, respecting the rules according to the season;
- Clothing is forbidden if it is too worn, with holes, tears, frayed or dirty;
- No alterations may be made to the polo shirt and hoodie;
- You dress to enjoy outdoor activities. We go outside even when it is cold or slightly rainy (coat, mittens, gloves, raincoat, boots in winter, snow pants...);
- The principal could disallow any clothing or accessory deemed inappropriate.

No-uniform 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 need to be comfortable to be a good participant. You have to change your clothes for your physical education class and since you have been sweating, you also need to change before returning to class. You will need

- A pair of running shoes with a non-marking sole;
- A short-sleeved shirt (other than the uniform polo shirt);
- A short or long sports pants;
- An antiperspirant stick or ball (not spray).

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.

The student must keep the device inactive during school hours.

Cell phone: a wireless, cellular, analog or any technology telephone that allows for direct communication or messaging, voice or text.

Other electronic or mechanical device: a device that allows for listening, recording, or reproduction of audio or video, including a camera, recorder, walkman, MP3 player, iPod, iPad, tablet, Nintendo DS and/or Switch Lite, smartwatch, or any other similar device that is of the same or allows for similar functions.

Penalties in case of failure to comply

First violation: The electronic device will be confiscated and put in a secure place designated by the principal. Upon leaving the school, the student may retrieve it from the principal.

Second violation: The electronic device will be confiscated and put in a secure place designated by the principal. Upon leaving the school, the student will be able to retrieve it from the principal. In addition, a disciplinary notice, to be signed by the parents, will be given to the student.

Third violation: The electronic device will be confiscated and put in a secure place designated by the principal. A second disciplinary notice, to be signed by the parents, will be given to the student. The student will have to hand in his electronic device when he arrives at school in the morning for a period determined by the principal. The device will be returned to the student by the principal at the end of the day.

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

In order to ensure the respect of the image and the private life of all, the direction reserves the right to check the contents of the cellular or electronic or mechanical device. For any content that infringes on the integrity, honour, reputation or image rights of a person, parents will be notified. Sanctions will be taken according to our bullying policy.

We thank you for your understanding and look forward to your cooperation in discussing this policy with your child.



COMMITMENT TO THE CODE OF CONDUCT

The student's success depends on everyone to work together.

STUDENT

With my parents, I have read the school's code of conduct. For my well-being and that of the other students, I agree to respect it throughout the year.

Name

Class

Signature

PARENT(S)

I have read the information regarding the school's code of conduct. I offer my cooperation and commit to encouraging my child to respect the code of conduct throughout the year.

Signature

Signature

Date