



ÉCOLE PRIMAIRE  
**CARLYLE**  
 ELEMENTARY SCHOOL  
 ÉCOLE DU MONDE • IB WORLD SCHOOL



Student's Name: \_\_\_\_\_

109 Carlyle Avenue, T.M.R., QC. H3R 1S8  
 Telephone: 514-738-1256, Fax: 514-738-0373  
 B.A.S.E. Daycare: 514-788-0021  
**email: carlyle@emsb.qc.ca**  
**www.emsb.qc.ca/carlyle**  
**AGENDA**  
**2023-2024**

\_\_\_\_\_  
*(Student's Full Name, First and Last)* *(Date of Birth: Y/M/D)*

\_\_\_\_\_  
*(Address)* *(Home Phone Number)*

\_\_\_\_\_  
*(City/Postal Code)* *(School Bus Number)*

\_\_\_\_\_  
*(Teacher's Name)* *(Grade and Homeroom)*

\_\_\_\_\_  
*(Parent 1 - Name)* *(Email)*

\_\_\_\_\_  
*(Phone Number at Work)* *(Cellphone Number)*

\_\_\_\_\_  
*(Parent 2 - Name)* *(Email)*

\_\_\_\_\_  
*(Phone Number at Work)* *(Cellphone Number)*

\_\_\_\_\_  
*(Emergency Contact Name)* *(Telephone Number)*

**\*\*\* I have read, understood, and acknowledged the content of Carlyle's Agenda Book \*\*\***

**Parent/Guardian's signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**MY WEEK AT CARLYLE ELEMENTARY SCHOOL / MA SEMAINE À L'ÉCOLE PRIMAIRE CARLYLE**

<b>Time- Heure</b>	<b>Period- Période</b>	<b>MONDAY LUNDI</b>	<b>TUESDAY MARDI</b>	<b>WEDNESDAY MERCREDI</b>	<b>THURSDAY JEUDI</b>	<b>FRIDAY VENDREDI</b>
9:05-9:15						
9:15-9:20-HR	<b>HOMEROOM/PÉRIODE FOYER</b>					
9:20-9:35						
9:35-9:50						
9:50-10:05						
10:05-10:20						
10:20-10:35						
10:35-10:50						
10:50-11:05						
11:05-11:20						
11:20-11:40	<b>RECESS/RÉCRÉATION</b>					
11:40-11:55						
11:55-12:10						
12:10-12:25						
12:25-12:40						
12:40-1:30	<b>LUNCH/DINER</b>					
1:30-1:35-HR	<b>HOMEROOM/PÉRIODE FOYER</b>					
1:35-1:50						
1:50-2:05						
2:05-2:20						
2:20-2:35						
2:35-2:55	<b>RECESS/RÉCRÉATION</b>					
2:55-3:10						
3:10-3:25						
3:25-3:40						
3:40-3:55						
3:55-4:05	<b>DEPARTURE/DÉPART</b>					



## **SCHOOL CALENDAR 2023-2024** **Important Dates**



### **Term 1**

Wednesday	August 30 <sup>th</sup>	First day of school for all students
*Monday	September 4 <sup>th</sup>	Labour Day
Thursday	September 14 <sup>th</sup>	Welcome Back
Thursday	September 21 <sup>st</sup>	Curriculum Night & General Assembly
Friday	September 22 <sup>nd</sup>	Pedagogical Day-no school for students (Daycare is open)
Friday	September 29 <sup>th</sup>	Attestation Day
Monday	October 9 <sup>th</sup>	Thanksgiving Holiday
Wednesday	October 11 <sup>th</sup>	Picture Day
*Friday	October 13 <sup>th</sup>	First Communication (on Mozaïk Portal)
Friday	October 13 <sup>th</sup>	QPAT Teachers' Convention – Board Wide Pedagogical Day
Thursday	October 19 <sup>th</sup>	Open House
Monday	November 20 <sup>th</sup>	Term 1 Report Cards (on Mozaïk Portal)
Thursday	November 23 <sup>rd</sup>	Pedagogical Day-Parent/Teacher Interviews (All day)
Friday	November 24 <sup>th</sup>	Pedagogical Day-no school for students (Daycare is open)

### **Term 2**

Friday	December 8 <sup>th</sup>	Board Wide Pedagogical Day
Friday	December 22 <sup>nd</sup>	Pyjama Day
*Monday-Friday	Dec. 25 <sup>th</sup> – Jan. 5 <sup>th</sup>	Winter Holiday
Monday	January 8 <sup>th</sup>	Pedagogical Day-no school for students (Daycare is open)
Tuesday	January 9 <sup>th</sup>	Students return from Winter Holiday
Thursday	January 25 <sup>th</sup>	IB-PYP Grade 6 Exhibition
Friday	January 26 <sup>th</sup>	Pedagogical Day-no school for students (Daycare is open)
Monday	February 12 <sup>th</sup>	Teacher Holiday-no school for students (Daycare is open)
Thursday	February 29 <sup>th</sup>	Parent/Teacher Interviews (by teacher request)
Friday	March 1 <sup>st</sup>	Pedagogical Day-no school for students (Daycare is open)

### **Term 3**

*Monday-Friday	March 4 <sup>th</sup> – March 8 <sup>th</sup>	March Break
Monday	March 11 <sup>th</sup>	Students return from March Break
Friday	March 15 <sup>th</sup>	Term 2 Report Cards (on Mozaïk Portal)
Friday	March 22 <sup>nd</sup>	Board Wide Pedagogical day (Daycare is open)
*Monday/Friday	March 29 <sup>th</sup> /April 1 <sup>st</sup>	Easter Holiday
Monday	May 6 <sup>th</sup>	Pedagogical Day-no school for students (Daycare is open)
Monday	May 20 <sup>th</sup>	Victoria Day Holiday
Thursday	June 6 <sup>th</sup>	Vernissage/Portfolio Night
Friday	June 7 <sup>th</sup>	Pedagogical Day-no school for students (Daycare is open)
Thursday	June 20 <sup>th</sup>	Last day of Pre-K & Grade 6 Graduation
Friday	June 21 <sup>st</sup>	Last day of school

Please note: The calendar is not final. Changes may be made throughout the year.

**\*The Daycare will be closed to students on these days.**

OFFICE HOURS: 8:00 a.m. – 4:00 p.m.

"Education is not the learning of facts, but the training of the mind to think." (Albert Einstein)

## **Message from the Principal and the Carlyle Team:**

Dear Parents/Guardians,

The Carlyle team and I would like to welcome you to Carlyle Elementary School! We are looking forward to working together with the entire Carlyle Community, including our new families! In order to ensure a positive and successful year, we need to have open communication, respect and commitment towards education, as well as each other.

*It is vital that the agenda is used as the main vehicle of communication between the home and school on a daily basis.*

We need to work together in making sure that your child writes his/her homework daily, so that you may supervise and/or verify that his/her homework is completed on a regular basis.

Our goal is to continue strengthening our partnership with all our stakeholders - students, parents, community and staff so that Carlyle can continue to provide the best opportunity in education to all learners.

Sincerely,

Dina Vourdousis & The Carlyle Team  
Principal



## **Our Mission Statement:**

Parents, school staff and the community at Carlyle School aim to turn dreams into achievements and prepare Carlyle students for lifelong learning. We encourage respect, critical thinking, tolerance and care within a safe and nurturing environment. We are committed to developing the learner's personal, social and academic capacities. Carlyle provides an internationally minded and inquiry-based curriculum with ongoing reflection and assessment that links active classroom experiences to action-based local and global issues. Carlyle promotes an educational partnership involving parents, school staff and all communities.

We are proud to offer the IB-PYP program. An IB-PYP school is about offering students a curriculum with internationally meaningful content, as well as addressing local and community matters. The emphasis is on experiential and inquiry-based learning and collaboration. This is accomplished through teamwork, creativity and meaningful hands-on projects. These projects have an emphasis on global awareness and the skills, attitudes and knowledge needed to participate in our global society.

Above all, the IB-PYP program is about developing the ten attributes that make up the learner profile. Please join us in our efforts to encourage your child to become:

<b>An Inquirer</b>	asks profound questions, inquires and is curious
<b>Knowledgeable</b>	explores and tries to understand our world
<b>A Thinker</b>	approaches problem with creativity and critical thinking
<b>A Communicator</b>	expresses ideas confidently and in more than one language
<b>Principled</b>	acts with honesty, fairness, justice and makes good choices
<b>Open-minded</b>	open to new possibilities, values and perspectives
<b>Caring</b>	helps to make this world a better and more peaceful place
<b>A Risk-taker</b>	courageous and able to approach new situations
<b>Balanced</b>	works to achieve physical, emotional and social well-being
<b>Reflective</b>	thoughtful about where he/she wants to be within a global world

"Tell me and I forget; show me and I remember; involve me and I understand."

*(Chinese Proverb)*

## **School Hours:**

<b>9:05 – 9:15</b>	Entry for all students on Kindersley Avenue		
<b>9:15 – 12:00</b>	Pre-Kindergarten Morning session	<b>9:15 – 12:40</b>	Morning session (K to 6)
<b>11:55 – 1:20</b>	Pre-Kindergarten Lunch	<b>12:40 – 1:30</b>	Lunch (K to 6)
<b>1:10 – 3:55</b>	Pre-Kindergarten Afternoon session	<b>1:30 – 3:55</b>	Afternoon session (K to 6)

## **Mandatory School Dress Code:**

**Navy blue pants/trousers, plain white polo and/or solid white shirt with a collar. Make sure to label all your child's items.**

- **Dress code options:** Navy blue tunic dress with white polo and/or solid white shirt with a collar; or a navy-blue skirt (knee length) with a white polo and/or white shirt with collar. **The stockings/leggings/tights must be solid white/navy blue or solid black. Leggings/tights are only permitted with skirts (knee length) and/or tunics.**

**\*\*\*The school dress code is to be worn at all times. Students with long hair are to wear it tied up.**

Children must always wear shoes in school. Shoes should be flat and appropriate for running and playing. **Shoes with lights are not permitted.** It is recommended that students leave a pair of shoes at school during the winter months.

**Optional dress code:** If needed due to colder weather, students are permitted to wear a solid navy blue or solid white cardigan and/or sweater indoors or outdoors on top of their solid white polo or solid white shirt or solid white turtleneck. During warmer weather conditions, regardless of gender, students may wear solid navy-blue Bermuda shorts (knee length) and a solid white polo (collar).

**Physical Education Uniform:** Plain white T-shirt, navy blue shorts or jogging pants and running shoes (*no lights and no Converse shoes permitted*). **Students can only wear navy blue jogging pants on days that they have Phys. Ed. class. The Physical Education uniform is to be worn to school on the day(s) of your child's physical education classes. (The Phys. Ed. uniform is only worn during gym class and on other occasions, when specified by administration and/or the teachers).**

**Physical Education:** As physical education is an integral part of the curriculum; students are not excused from the lesson unless the school receives a medical note. **Parents are requested to ensure that their child(ren) has his/her physical education uniform at school on Phys. Ed days.** For hydration purposes, it is recommended that students bring extra water on these days.

**\*\*\*Items Not Permitted:** Makeup, nail polish, lip gloss, jewelry (i.e. large earrings, bracelets), and wristbands are not permitted, as well as multi-design and decorative headbands in colours other than solid colours like navy blue, white, black, etc. Hair colour and haircuts must not attract undue attention. **No logo and/or mohawk haircuts are permitted at any time in school. For safety reasons, school bags with wheels are not permitted.**

**Clothing not permitted:** Leggings (unless worn under a tunic or skirt), jeans, tights, cargo pants, sleeveless tops, sweatpants (unless for gym class), logo T-shirts, socks/stockings with patterns, prints and/or designs are not permitted. Platform shoes with high heels are neither permitted nor safe. At all times, running shoes with wheels underneath are forbidden on school premises. Any style of open shoe (i.e., sandals, flip flops, etc.) is not allowed for safety reasons. **Shoes with lights or cleats are not permitted.**

**Prohibited Items in School (including Daycare):** All electronic items such as: Cellphones, Smart watches, Game Boys, Nintendo Switch, tablets, etc.; toys, yo-yos, trading cards and/or card collections; and hockey balls, tennis balls or hard soccer balls are not permitted. **These items will be confiscated, and the school will not be held responsible.** Moreover, in-line skates and skateboards are not allowed at school.

**Lost and Found:** Please be reminded that you are invited to claim your child's lost articles at the school. Periodically, unclaimed articles will be given to organizations for the needy. **We strongly encourage parents to label all personal clothing, in order to avoid misplacing/losing their child's belongings.**

**School Yard:** Students are encouraged to move around and play during outdoor play periods. All toys, snowballs, bats, baseballs, and sticks are forbidden. Only soft "Nerf" balls and various skipping games are allowed. There is a section reserved exclusively for those children who wish to play ball. To avoid injury, those children who are not participating in the above games should not stand near those who are playing. Playground toys are made available to the students every day.

**Punctuality (School Arrival and Departure Times):** Teachers begin supervision in the senior yard at 9:05 a.m. Unless your child is in the before-and-after school Daycare Program, he/she must not arrive before 9:05 a.m. or stay on school premises after 4:05 p.m. as staff members are no longer on duty. Outside these hours, it is the parent's responsibility to supervise their children.

**Picking up children early for trivial reasons (i.e., to avoid traffic or because it's Friday, etc.) is not acceptable. It disrupts the child's routine and teaches him/her that missing school is not important. On the contrary, we**

**need to instill in our children the notion that punctuality and accountability are of great importance for succeeding in school and in life.**

**Lates:** Presence and punctuality are important habits, which we emphasize at Carlyle School. A student arriving after the bell is put at a disadvantage since he/she misses out on the time to interact socially with friends; misses out on the initial welcome by the teacher; enters a class where the day's instruction has already begun; and lastly, disrupts a class in session. A few minutes may not seem important, but they truly are essential to your child's ability to be organized for the day.

**Procedure for Lates:** A student arriving late must report to the office to sign in and receive a late slip. A student arriving late three times in a month will receive a letter addressed to the parent/guardian, a copy of which will be included in the student's permanent record.

**Absences:** Absences should be signaled to the school by calling the school before 9:00 a.m. Please leave a message on our voicemail, giving your child's full name, homeroom number and reason for absence. Should an absence, due to illness, extend past five (5) days, the school requires a medical certificate stating the reason for the absence, as well as the date of return. The principal may communicate with the parents as to the reason for absence over 2 days. **Extended vacations resulting in absence from school are strongly discouraged, especially during the exam periods. By law, all school-aged children are required to attend school regularly.**

**Parents and Visitors to the School:** For security reasons, we ask that all visitors use the front entrance located on Carlyle Avenue and report to the school office. Visitors will be asked to sign in. A badge will be given to them to wear during their stay and to return before leaving. If you are picking up your child due to an early dismissal, delivering a forgotten lunch box, a pair of running shoes etc., we will be happy to call your child down to the office or deliver the forgotten item(s). Unless specifically invited, please note that parents and visitors are not permitted in the classroom or in the hallway at any time.

**School Closures and Emergency Closing:** Should severe weather conditions necessitate the closing of schools, the announcements will be made on the EMSB social media pages and on most English new channels or radio stations early mornings, before 7:00 a.m. If a decision is taken to close Carlyle during the course of the school day due to an emergency situation, every effort will be made to contact you or your designate so that we may dismiss your child as soon as possible. It is very important that you complete the student information sheet that you will receive in early September as well as page one of this agenda book. **In case of an emergency evacuation, the children will be taken to The Reginald J. P. Dawson Library located at 1967 Graham Boulevard (514) 734-2967**

**Changes to Your Child's Departure Schedule:** Please do not call late in the afternoon to make changes to your child's regular departure routine because there is a risk that your child's teacher may not receive the message. **There will be no changes accepted after 1:30 p.m. Please do not send an email to the teacher or the secretary after this time, as they may not see the message in time for the change to be made.** Last minute changes can become a safety issue for your child. If you are picking up your child, please be punctual because there is no one to supervise him/her after the bell. **Any student who has not been picked up by 4:05 p.m. will be sent to daycare and parents will incur the fee.**

**Use of the Telephone:** Children will be allowed the use of the office telephone for illness and/or emergency reasons only. Forgetting homework, a library book, shoes, or gym uniform are not considered emergencies.

**Morning Entry Procedures:** In the morning, teachers on bus duty will meet the children on the sidewalk on Kindersley Avenue. On exceptionally rainy or cold days, students will be allowed in the building at 9:05 a.m. – not earlier. **When the bell rings** in the morning, after recess and after lunch, children should stop playing and line up promptly and silently in straight lines. Leaders may hold outer doors open to ease entrance. The staff on duty will authorize entrance as soon as the children are in order and their classroom teachers are ready to welcome them. Teachers will go to the entrances to receive their students when the bell rings.

**Entry Procedures for Walkers: Drop off students as of 9:05 a.m. and before the 9:15 a.m. bell**

Due to the safety and the security of all our students, parents/guardians are requested to drop-off their child(ren) at the senior schoolyard gates on Kindersley Avenue. **Parents are not permitted to enter the senior schoolyard with their child(ren).** Rest assured that the staff members will be on supervision starting at 9:05 a.m. We remind parents that they need to be positive role models and not walk through the staff parking lot, as it is a restricted area, and we want to avoid accidents. Parents may park their cars on Dunvegan Road, Sherwood Crescent, Carlyle Avenue, or Graham Boulevard (please read the signs carefully). **You may not stop or park your car on Kindersley Avenue.**

**Safe Arrival and Departure:** Let's make our school year accident-free.

Please pay attention to the following safety practices:

<input type="checkbox"/>	Observe all NO PARKING/NO STOPPING signs; park legally and pay attention to Town of Mount Royal signs
<input type="checkbox"/>	When busses are present, use the opposite side of the street/sidewalk.
<input type="checkbox"/>	<b>No parking, blocking, unloading, walking or turning into the staff's parking lot</b>
<input type="checkbox"/>	No unloading or loading of child(ren) in no-parking zones since you block all traffic behind you
<input type="checkbox"/>	No U-turns anywhere
<input type="checkbox"/>	In the wintertime, if letting your child out, please advise him/her not to play, or climb over or onto snowbanks
<input type="checkbox"/>	Always let your child(ren) out on the sidewalk-side of the car
<input type="checkbox"/>	Allow your child(ren) to cross the street only at the marked crosswalk and remind your child to look left and right before crossing and not cross between buses
<input type="checkbox"/>	Accompany your child to cross the street
<input type="checkbox"/>	Do not park close to corners of crosswalks and stop signs since this blocks the view of these markings and prevents school buses from turning onto streets

**Parking Lot:** The staff parking lot is **restricted** to the Carlyle Staff only. Please refrain from dropping-off or picking-up or crossing with your children in this location.

**Lunch Hour:**

12:40 p.m. – 1:05 p.m.

**Procedures for Lunch Supervision**

Students eat lunch in the assigned room

Students prepare to go outdoors

1:05 p.m. – 1:30 p.m.

Students play outside (K to 6)

<input type="checkbox"/>	The staff does not microwave lunches
<input type="checkbox"/>	All students are encouraged to wash their hands prior to eating their lunch
<input type="checkbox"/>	All students are to remain seated at their table during the period designated for eating (12:40 p.m. – 1:05 p.m.)
<input type="checkbox"/>	During the eating period, students are permitted to talk quietly with their peers and talking is not to interfere with the eating of lunch
<input type="checkbox"/>	Food not eaten should be returned home so parents may monitor what is or is not being eaten
<input type="checkbox"/>	Following cleanup, the students get ready to go outdoors
<input type="checkbox"/>	The monitor has the students line up and he/she takes them out to play
<input type="checkbox"/>	Monitors must never leave the children alone in the assigned eating area, corridor or stairwell
<input type="checkbox"/>	Monitors must be positive, respectful and in control of the group
<input type="checkbox"/>	Students must be respectful and those presenting behavioural problems and not responding to measures tried by the monitor are to be referred to the Principal
<input type="checkbox"/>	When the students cannot go outdoors to play, due to the inclement weather, they may play educational games indoors, read, or work on homework
<input type="checkbox"/>	For ecological reasons, it is recommended that each student carry a lunch box
<input type="checkbox"/>	It is strictly forbidden to bring glass containers or bottles to school
<input type="checkbox"/>	Students are strongly encouraged to bring healthy foods respecting Canada's Food Guide

**Lunch Absences and Dismissal During Lunch:** Pupils who usually stay for lunch must bring a note in the morning to present to their homeroom teacher, lunch monitor and office if they are to leave the school premises during the noon break. Permission to leave will only be granted to students being signed out at the main office by a parent/guardian. Children who return home in a different manner or earlier should bring a note to their teacher prior to dismissal.

*No verbal permission will be given. This policy applies to Daycare as well.*

**Outdoor Recess:** Students must wear appropriate clothing when going outside for recess and lunch. Students will be encouraged to go to the washroom during recess and lunch. Re-entering the building is strongly discouraged. Staff members can use the agenda to notify parents if children are not appropriately dressed for the prevailing weather conditions. All students will be sent outside for recess. The school cannot provide adequate indoor supervision at recess or lunch for those wishing to stay behind to catch up on homework or to avoid aggravating an illness.

**Children, who are too sick to play outdoors, must be kept at home, as the school will not be keeping them indoors** even if parents send a note to have their child remain indoors.

**Lost/Damaged Textbooks:** Books that belong to the school are loaned to the students for the duration of the school year. Since these books must last several years, students must keep them in excellent condition and use a sturdy waterproof schoolbag or backpack. There will be a charge for lost or damaged books at the expense of the parents/guardians.

**Library Books:** The children go to the library at least once a week with their class. This time is used to read, review material for projects and/or take out books. Children are responsible for borrowed books. Lost or damaged books will be replaced, at the expense of the parents/guardians. Our library is organized under the guidance of our librarian.

**Bus Transportation:** The School Board provides bus transportation for Pre-Kindergarten/Kindergarten students residing more than 0.6 km from the school and for elementary students residing more than 1.4 km. During the month of August, students who are entitled to transportation will receive, by mail, a bus pass issued by the School Board. Parents are advised to attach it to the outside of their child’s schoolbag. Only children eligible for transportation may use the school bus and must wait at the corner to which they have been assigned. Special arrangements cannot be made with the driver or the school to change the pick-up and/or drop-off location for any reason. Accommodations can only be made by completing an official School Board form, requesting a change of stop or creating a new one. The final decision is rendered by the School Board’s Transportation Department.

Please review the following bus and safety rules with your child:

<input type="checkbox"/>	Respect and listen to the bus driver
<input type="checkbox"/>	Always remain seated on the bus
<input type="checkbox"/>	Never use abusive language, shout, push, fight or cause a disturbance on the bus
<input type="checkbox"/>	Do not chew gum, eat or drink on the bus
<input type="checkbox"/>	Never touch bus equipment
<input type="checkbox"/>	Do not carry on unnecessary conversations with the bus driver
<input type="checkbox"/>	Never throw things in/out of the window and never put your arms/head out of the window of the bus
<input type="checkbox"/>	Always wait on the sidewalk at the assigned bus stop
<input type="checkbox"/>	Always be on time and be at the bus stop <b>10 minutes earlier</b> than your assigned pick-up time
<input type="checkbox"/>	Return home if the bus is delayed more than 30 minutes
<input type="checkbox"/>	When preparing to get off the bus, remain seated until the doors are open and stay clear of the bus after getting off
<input type="checkbox"/>	Look in both directions before crossing in front of the bus
<input type="checkbox"/>	Remain in full view of the driver, obey instructions promptly and then proceed with caution when crossing
<input type="checkbox"/>	Report to the school office if you have missed the bus after school
<input type="checkbox"/>	Be prepared to show the bus pass to the driver on request
<input type="checkbox"/>	Obtain a replacement for a lost or defaced bus pass at the cost of \$2, by reporting the loss to the office

Should any child misbehave on the bus and receive a bus report, the child may be suspended from bussing for a period of time. Parents will be notified by phone and in writing of any such action.

If you have any concerns or questions relating to your child’s bus, mainly before and after school, when the bus is late or does not appear, please contact the bus company directly. Make sure, as you will be asked when making your call, that you are aware of your child’s bus number. **The Transportation office at the EMSB can be reached at 514-483-7200 ext. 7255, 7257, 7259 from 8:30 a.m. to 4:15 p.m. (Monday to Friday).**

For emergencies outside our working hours, please **contact your child’s transportation carrier** as indicated below:

Buses starting with #100	Transco LaSalle	514-363-4315
Buses starting with #200	Transco Montreal North	514-648-8625
Buses starting with #500	Seguibus	450-622-8242
Buses starting with #700	Nazarene	450-699-9757
Buses starting with #800	École Bec	514-595-5609

**Homework:** Homework is an important part of the educational process. It offers students the opportunity to practice and consolidate the learning of the day. It requires students to develop organizational skills and independent work habits, as well as self-discipline and responsibility for learning. New work requiring an explanation is not sent as homework. The regular and careful completion of homework assignments is essential to academic success. **Students who do not complete their homework may risk not attending school events and/or field trips. As a general rule, homework ranges approximately from 20-30 minutes for Cycle 1 (grades 1 & 2); 30-40 minutes for Cycle 2 (grades 3 & 4); and 50-60 minutes for Cycle 3 (grades 5 & 6).** Parents can support their children’s efforts with homework by providing a quiet, well-lit place for them to work, and by encouraging a regular routine. If you have any questions or concerns about your child’s homework, we encourage you to get in touch with the class teacher to discuss

the matter via the agenda book. Students must write their daily homework in their school agenda. It is the responsibility of parents to ensure that the homework is completed. It is also suggested that your child take a friend's phone number to call about homework. **We do not email homework assignments, nor do we prepare it for siblings and/or friends.**

**Homework When Absent:** Homework will not be prepared if a child is absent due to illness and/or religious holiday.

**Homework for Vacations:** The teaching staff is not expected nor obliged to prepare homework for students who are going on vacation outside the school calendar. Teachers may assign general reading, journal writing, etc. but it is unreasonable to expect advanced preparation of the total program.

**Vacations outside school calendar:** *Vacations resulting in absence from school are **strongly discouraged**. By law (article 14 and 17), all school-aged children are required to attend school regularly.* If a parent chooses to take a vacation outside the regular school time, it **MUST** be noted that upon the student's return to school, all forms of evaluation will be given to him/her within a week. As well, it is the student's responsibility, not the teacher's, to **"catch up"** with all the work that has been missed during their vacation. *Please note that **Ministry exams** take place from the end of April to mid-June. Student attendance is compulsory during this period (avoid appointments and vacations).*

**Snacks and Lunches:** Parents must provide healthy snacks and balanced lunches for their child. In order to reduce the possible exposure to food allergens, snacks should include fruits, vegetables and/or dairy products. **Fast food lunches, chips, chocolate, candy and other "junk food," as well as soft drinks are not permitted.** For health reasons, including food allergies, we do not permit the sharing of food. As well, for safety reasons, **glass bottles/containers are not permitted.**

**FOOD ALLERGIES (PEANUT/NUT FREE SCHOOL):** **For the reason that some children are severely allergic to NUTS. WE STRONGLY DISCOURAGE PEANUT BUTTER, NUTELLA OR NUT PRODUCTS IN THE SCHOOL.**

Since the presence of allergens in student snacks and lunches cannot be monitored, an allergen free environment cannot be guaranteed in our school.

**Student's Health:** If your child has any allergies or health problems, please notify the school immediately and provide a medical note.

**Celebrations in class:** The school will continue to acknowledge a student's birthday in class (i.e., singing a song, or taking a picture...). Due to allergies and ongoing classroom instruction, celebrations with food items will no longer be permitted, however, non-edible, individually packaged items for every student in the class can be distributed. ***In addition, the school will not distribute any invitations (i.e., birthday or special events).*** Parents who would like to invite their child's classmate(s) must do so outside of the school premises. Parents are encouraged to exchange coordinates with other parents to organize play dates and/or special invitations outside the school hours.

**Transmittable Infectious Diseases and Illnesses:** Parents must inform the school if their child develops a transmittable infectious disease. Sick children are to be kept at home until they are fully recovered, to avoid the spreading of viruses (i.e., symptoms of fever, diarrhea, gastro, etc.). Upon the student's return, a doctor's note is required stating that the child is no longer contagious.

**Medication:** In order for medication to be administered at school, we require written permission from the parent and a special form must be completed.

For safety reasons and because we do not have a full-time nurse in the school, we would appreciate that:

- Notification to the teacher be sent via the agenda, that your child is bringing a single dose of medication to school
- The medication remains at the office where an adult will supervise its administration
- Should you foresee a problem, you are strongly advised to administer the medication, yourself, at school
- Students are prohibited from bringing any type of medication from home and taking it themselves

**SPECIFIC WRITTEN INSTRUCTIONS MUST APPEAR ON THE BOTTLE INDICATING PRESCRIBED AMOUNT, FREQUENCY AND POSSIBLE SIDE EFFECTS OF MEDICATION.**

**N.B.** In the event that a sick child must be taken to the hospital and **parents cannot be reached**, according to Board policy, **parents will be responsible for the ambulance cost.**

**Pediculosis (LICE):** August/September is the time to check your child's hair and scalp for lice, especially if he/she has attended day or summer camp. Periodic checks should be made during the course of the school year. One telltale sign is a persistent itch of the scalp; often accompanied by infected scratch marks or what appears to be a rash. Upon

closer inspection, silvery eggs which seem like dandruff are present. However, unlike dandruff, these white eggs are firmly attached to individual hairs. Lice are transmitted indirectly via clothing or direct contact with an infected person. Children are asked to place their hats and scarves inside their coat sleeves and never pile up their clothing with the other children's clothing. **Students with long hair, must keep it tied up at all times.** Hairbrushes or combs should never be shared. From time to time, trained volunteers will be checking each child's head for lice to prevent any possible lice outbreak.

**In case of the presence of lice:**

- Inform the school
- Give a treatment with special shampoo purchased at the pharmacy or health food store and follow instructions on the bottle **PRECISELY**
- Wash all bed sheets and clothes and vacuum carpets and sofas
- Check hair every day for a week or two after treatment
- Your child may return to school only after all nits have been removed***

**Educational Classroom Outings:** All children are expected to participate in outings that enrich the academic program. The ratio of supervisory adults to students is 1:8 for all Pre-K & Kindergarten excursions. The ratio for other grades is 1:15 for a trip to a museum, concert etc. (indoor trip) and 1:10 for an outdoor trip. At the discretion of the teachers, parents are invited along to ensure these ratios.

Transportation can be by reserved buses, city bus, taxi or carpool. Before departure, students must be made clearly aware of the rules of conduct to be followed on the trip. Unless otherwise specified, students must wear complete school dress code on all outings. For safety, children should be paired up for the duration of the excursion, lining up with their partners when walking to a venue or getting on the bus. Aboard the bus, students must stay seated, refrain from eating, and speak in a low voice to avoid distracting the driver. Buses are not to be loaded with more than the maximum number of children; two children per seat for off-island trips and three children per seat for on-island trips.

Written parental permission allowing children to accompany their classes on a trip should be received by the homeroom teacher by the date specified in the letter.

**Verbal consent is not acceptable.** Children without such written consent will be assigned to another class for the day. Parents/Guardians **MUST sign every consent form by the deadline indicated and provide a Medicare number with every consent form.** They must notify the office if it expires.

**Allergies & Outings:** Parents are asked to please ensure that medication, if any, is left at the office or submitted on the day of the outing (i.e., asthma pump, EpiPen, Benadryl, etc.). The medication must be clearly labeled and given to the teacher prior to a trip, or on the day of, and accompanied by the appropriate documentation.

**Classroom Access (including Daycare users):** For reasons of safety and security, classroom doors are locked when the teacher is not there. There is no access to the classrooms before school and/or after dismissal at 3:55 p.m. **No student will be permitted to enter the classroom because he/she has forgotten an item for homework.**

**School Communications:** Your child will be responsible for bringing home his/her school communications via the Agenda. **Please be sure to read, sign the Agenda on a daily basis, and promptly return any important information.**

**Cleanliness:** Children are responsible for keeping their lockers, cloakrooms and classrooms clean at all times. At the end of the day, they should place their chairs on their desks and ensure that they have left nothing on the floor. During the day, school bags remain in the cloakrooms and/or lockers.

**Circulating in the School:** When an entire class moves as a group through the school, students must walk (not run) silently, in a single line, in the hallway and going upstairs or going downstairs.

**Fire Drills/Lockdown:** The school must have fire drills and/or lockdown drills in order to prepare the children for emergency evacuation. Please speak to your child(ren) so that they remain silent during these simulations.

**Bullying/Cyber Bullying:** Bullying/Cyber Bullying is not tolerated in any shape and/or form. Offenders will be dealt with seriously. In some cases of Cyber Bullying, the police may be involved (Please refer to p. 13 on Bullying). In addition, the Governing Board in June 2020, approved **Carlyle's Safe School Action Plan**. The document outlines the Safe School Policy and the measures and preventions in place at Carlyle to address the bully, to support and help the victim and bystander and to educate all our learners.

**Governing Board:** A Governing Board is a body established in each school according to the Education Act. It is composed of the principal, parents, teachers, representatives of both the non-teaching professionals and support staff,

daycare (elementary), and community representatives who work in partnership to ensure that all students receive the best possible learning opportunities. *Elections are open to all parents and will be held on Thursday, September 21<sup>st</sup>.* Observers are welcome to attend the meetings, as the meetings are open to the public. Parents are permitted to ask questions during the question period.

**Parent Participation Organization (PPO):** The Parent Participation Organization gives the opportunity to a larger number of parents to be involved in the day-to-day life of a school. A feature of Carlyle is the very active participation and involvement of parents in the daily life of the school. *Elections are open to all parents and will be held on Thursday, September 21<sup>st</sup>.*

**Carlyle B.A.S.E. Daycare:** The B.A.S.E. Daycare service is offered to children who are registered at the school. The hours of operation are from: **7:15 – 9:00 a.m. and 3:55 – 6:00 p.m.** (Pre-Kindergarten to Grade 6 is dismissed at 3:55 p.m.). This program allows the children to have outdoor play, snacks with peers, time for homework as well as time to participate in group activities. Daycare provides the children with the opportunity to start their homework, as this is an important part of their daily schedule. The daycare also has outside tutors running special activities after school such as the Green program, sports, art, etc. Please note that the school rules also apply to the Daycare program. If you require additional information, please call our **Daycare Technician, Priscilla Gervasi at 514-788-0021.**

**Carlyle B.A.S.E. Daycare:** Daycare services are available for all students. Please keep in mind that you must register your child as a regular daycare user or as a sporadic user (occasional). The cost for daycare services is **\$8.95/day** for three or more days. Sporadic users (occasional users - less than three days per week) will be charged **\$5.25/morning period; \$1.40/lunch period; \$6.24/after school period.** An additional \$12.00 activity fee may apply for pedagogical days.

**Important protocol for parents when handling money:** When sending any money/cheques (per event) to school, you must place the payment in a sealed envelope labeled with your child’s name, grade, homeroom, amount and what the money is for. This procedure will help to ensure that your payment is received and processed accordingly.  
*\* Payments for different activities (i.e., daycare, hot lunch, pizza, ECA, etc... must be submitted separately).*

**Carlyle Fees for 2023-2024**

**School Fees/School Supplies:** This mandatory fee pays for the cost of materials and supplies that students consume, such as workbooks, photocopies, the Agenda book and other school supply materials needed during the school year.

As approved by the Governing Board, the fees for the 2023-2024 school year are:

<b>School Fees:</b> Pre-Kindergarten	_____	\$107.00 Per Student/Year
Kindergarten	_____	\$142.00 Per Student/Year
Grade 1	_____	\$141.50 Per Student/Year
Grade 2	_____	\$141.50 Per Student/Year
Grade 3	_____	\$158.00 Per Student/Year
Grade 4	_____	\$123.00 Per Student/Year
Grade 5	_____	\$124.50 Per Student/Year
Grade 6	_____	\$124.50 Per Student/Year

As approved by the Governing Board, the fees for the 2023-2024 school year are:

**Lunch Supervision Fees:** Based on Article 292 of the Education Act (Bill 107), 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. The monitors are unionized and paid on scale.

**Lunch Supervision Fees:**  
 Pre-Kindergarten to Grade 6 \_\_\_\_\_ \$252.00 Per Child/Year  
*\*This fee does not apply, if your child is a **regular** daycare user.*

**The Reflection Program:** The following “Reflection” Program is designed to enhance children’s respect for each other, as well as to help them develop social life skills. It aims to improve the quality of school life, promoting harmony through respect and tolerance and preventing physical and verbal violence. The Reflection Program also applies to the behaviour on the bus. The program is used as a means of implementing our Code of Behaviour and is approved by our Governing Board.

To help ensure a positive school climate that is safe and conducive to a high quality, balanced education, we focus on the **6 Essential Agreements** at Carlyle. They are:

- 1. I agree to show RESPECT
- 2. I agree to show COMMITMENT
- 3. I agree to show COOPERATION
- 4. I agree to show TOLERANCE
- 5. I agree to show EMPATHY
- 6. I agree to show INTEGRITY

Teachers will review, explain and discuss appropriate behaviour with their students at the beginning of the year.

When any staff member witnesses an incident, he/she will discuss the behaviour, and the alternative appropriate actions with the student. After a “Reflection” is completed, a follow-up discussion will take place with the student. Appropriate actions will take place to ensure that the child is made aware of the severity of the situation and how important it is to follow the school’s essential agreements.

Children will be asked to complete the “Reflection” sheet. The goal of the Reflection sheet, which is intended for children who have not demonstrated one or more of the above essential agreements/behaviours, is to allow the children an opportunity to reflect on his/her own actions: in the classroom, within the school premises and on the school playground. The reflection sheet is filled out by the child, signed by the parents, and then returned to the office the following day. For children in Pre-Kindergarten to Grade 1, the staff member must briefly describe the incident on the sheet or in the agenda, while the parents are asked to review and assist his/her child complete it, following a discussion with their child. It is important that parents work with the school to support our program and encourage a positive change.

Consequences may include: community service, loss of play privileges, special activities, field trips or events, serving an in-house suspension, being sent home to serve his/her suspension, or being asked to attend sessions with our behaviour technician and/or our school social counselor and/or attend outside programs to address the displayed behaviour. Depending on the severity of the incident, he/she may serve an in-school suspension or he/she may be automatically suspended for up to five days.

First-time serious incidents may lead directly to suspension. This decision will be left to the Administration's discretion. The Administration will make the necessary recommendations according to each individual case.

Parents may be required to meet with the School Administration and the homeroom teacher to establish the appropriate action to be taken. In extreme cases, a child may be suspended from school for up to five days.

***\*Please note that the school reserves the right to switch a child’s homeroom class at its discretion for pedagogical purposes\****

**PLEASE READ THIS OVER WITH YOUR CHILD AND SIGN THE CONTRACT:**

The success of your child depends on the collaboration of all parties.

**Teacher:** I have explained the responsibilities to your child, and I agree to help your child fulfill his/her obligations.

Teacher’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Student:** I have read my responsibilities for my well-being and that of my peers. I will fulfill my obligations.

Student’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent:** I have read the responsibilities with my child and I agree to help my child fulfill his/her obligations.

Parent’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Addendum to Our Code of Behaviour

### 1. What is Bullying?

Bullying is a willful, repeated, aggressive behaviour by one or more persons who intend to harm others physically or emotionally.

### 2. What does Bullying include? Bullying includes:

<input type="checkbox"/>	Swearing, name calling, verbal taunts, put-downs, aggressive shouting or gossiping, racial or homophobic slurs, and mocking;
<input type="checkbox"/>	Threats and intimidation (verbal/non-verbal);
<input type="checkbox"/>	False statements, distortions of pictures or inappropriate electronic messages in social media at home or at school;
<input type="checkbox"/>	Exclusion from a peer group;
<input type="checkbox"/>	Taking, stealing money or possessions, and hiding money or possessions;
<input type="checkbox"/>	Physical violence and attacks;
<input type="checkbox"/>	A dare pushing the victim to commit a dangerous or illegal act;
<input type="checkbox"/>	Action trying to place the blame on the victim;
<input type="checkbox"/>	Causing intentional harm by spitting, scratching, biting, pinching, kicking, slapping, punching or pushing.

### 3. If you feel that an incident of bullying has taken place, it is important to tell someone. You should:

<input type="checkbox"/>	Tell a staff member;
<input type="checkbox"/>	Tell your parents;
<input type="checkbox"/>	Tell your friends;
<input type="checkbox"/>	Participate actively in the investigation and the follow-up of actions.

### 4. What are the possible consequences for actions of bullying?

The consequences will vary depending on the incident, as well as the level the child is in. The following is a list of possible consequences by cycle: (Please keep in mind, that depending on the severity of the incident, the Administration will make recommendations according to each individual case. The decision will be left to the Administration's discretion). For all levels, a written reflection sheet on the incident may be sent home for signature.

#### **Pre-Kindergarten & Kindergarten:**

<input type="checkbox"/>	Removal of 15 minutes of daily play time, and a written note in the agenda;
<input type="checkbox"/>	Suspension of daily activities, and a call to parents;
<input type="checkbox"/>	Send child to office for immediate action.

#### **Cycle 1:**

<input type="checkbox"/>	Intervention by a staff member, followed by a discussion at recess along with a note in the agenda;
<input type="checkbox"/>	Loss of recess privileges - either a walk with the teacher or stay in, and a call to the parents;
<input type="checkbox"/>	Meeting with the staff member who dealt with the situation, the child, the parents and the principal;
<input type="checkbox"/>	The child may be suspended for one to five days.

#### **Cycle 2:**

<input type="checkbox"/>	Student is given a reflection sheet. It is sent home and signed. The child may receive a new anti-bullying pamphlet to help him/her develop his/her social consciousness;
<input type="checkbox"/>	Ask student to create a questionnaire on bullying to help him/her to become sensitized to the fact that it is not okay to bully. Ask student to write about empathy;
<input type="checkbox"/>	Meeting with the staff member who dealt with the situation, the child, the parents and the principal;
<input type="checkbox"/>	The child may be suspended for one to five days.

#### **Cycle 3:**

<input type="checkbox"/>	Letter of apology to victim to be read at the office;
<input type="checkbox"/>	Restitution for damages caused: buddy for the day and supervised discussion;
<input type="checkbox"/>	Meeting with the staff member who dealt with the situation, the child, the parents and the principal;
<input type="checkbox"/>	The child may be suspended for one to five days.