



STUDENT HANDBOOK
2018-2019



ST. GABRIEL SCHOOL

PRINCIPAL: Jim Daskalakis

600 Dublin Street
Montréal, Québec
H3K 2S4

Telephone: 514 934-2111
Fax: 514 934-3111

Website: emsb.qc.ca/stgabriel



STUDENT IDENTIFICATION

NAME: _____

STUDENT NUMBER: _____ HOMEROOM (GRADE): _____

ADDRESS: _____

CITY: _____ POSTAL CODE: _____

TELEPHONE NUMBER(S): _____

PARENT'S E-MAIL ADDRESS: _____

IN CASE OF EMERGENCY CONTACT: _____

Relationship to student: _____

Telephone (home): _____

Telephone (work): _____

I have read and I understand the contents of this agenda:

Parent's signature _____

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600 Dublin, Montréal, Québec, H3K 2S4
Tel: 514 934 2111 Fax: 514 934 3111
Website: www.emsb.qc.ca/stgabriel

2018-2019

ST. GABRIEL SCHOOL CALENDAR

JUILLET/JULY 2018							
D/S	L/M	M/T	M/W	J/T	F/V	S/S	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

AOÛT/AUGUST 2018							
D/S	L/M	M/T	M/W	J/T	V/F	S/S	
				1	2	3	4
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		

SEPTEMBRE/SEPTEMBER 2018							
D/S	L/M	M/T	M/W	J/T	V/F	S/S	
							1
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30							

OCTOBRE/OCTOBER 2018							
D/S	L/M	M/T	M/W	J/T	V/F	S/S	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

NOVEMBRE/NOVEMBER 2018							
D/S	L/M	M/T	M/W	J/T	V/F	S/S	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30		

DÉCEMBRE/DECEMBER 2018							
D/S	L/M	M/T	M/W	J/T	V/F	S/S	
							1
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	

JANVIER/JANUARY 2019							
D/S	L/M	M/T	M/W	J/T	V/F	S/S	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

FEVRIER/FEBRUARY 2019							
D/S	L/M	M/T	M/W	J/T	V/F	S/S	
							1
2							
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	*18	19	20	21	22	23	
24	25	26	27	28			

MARS/MARCH 2019							
D/S	L/M	M/T	M/W	J/T	F/V	S/S	
							1
2							
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

AVRIL/APRIL 2019							
D/S	L/M	M/T	M/W	J/T	V/F	S/S	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30					

MAI/MAY 2019							
D/S	L/M	M/T	M/W	J/T	V/F	S/S	
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4							
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12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		

JUIN/JUNE 2019							
D/S	L/M	M/T	M/W	J/T	V/F	S/S	
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9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30							

	Holiday/ March Break 4-8		Fixed Professional Days-School Board October 1, October 19, November 30, March 22 November 9 QPAT Teachers' Convention		St. Gabriel Pedagogical Days Sept. 21, Nov.22, Nov. 23, Feb.1, March 1, May 3, June 7
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First Day of classes: August 28, 2018

* Non-working day (Teachers): February 18, 2019

END OF TERM

END OF TERM 1 Nov. 14 2018
 END OF TERM 2 Feb. 22 2019
 END OF TERM 3 June 21 2019

REPORT CARDS

Oct. 12, 2018 Progress Report
 Nov. 22, 2018 1st Term Report
 February 28 2019 2nd Term Report
 June 21, 2019 3rd Term Report

PARENT-TEACHER CONFERENCES

Nov. 22, 2018 Pedagogical Day Interviews 8:30 a.m. -8:30 p.m.
 February 28, 2019 Regular day for students, Interviews 2:30 -8:30 p.m.

GENERAL ASSEMBLY

Sept. 12, 2018 6:00-7:30 p.m.

CURRICULUM NIGHT

Sept. 20, 2018 6:00-8:00 p.m.

OPEN HOUSE

January 31, 2019 6:00-8:00 p.m.

Dear Parents/Guardians

Welcome to the 2018 – 2019 school year. We are set on yet another journey for the academic and social education of your children. We will continue to create a great learning environment for the wellbeing of our students. In this school year we have embraced the Fine Arts in all levels and our specialized program is being recognized. Our goal is to have our students develop skills and experiences to better prepare them for the many challenges they will face in the years ahead.

St. Gabriel School is a learning center where the children are expected to acquire the knowledge to help them reach their potential. Our students exhibit a deep love for their school and are happy in our caring educational environment. Our staff encourages the students to accept responsibility and to show respect for both themselves and others. We look forward to working with you through your participation and involvement in your child's learning process.

TEACHING STAFF

Preschool	Julia Contenta (Bilingual) Elaina Uniat (Bilingual)
Cycle I	Claudia Papandrea (English) Christiane Doré (French) Vicky Romano (English) Christine Chenier (French) Alison Prendergast (Bilingual)
Cycle II	Anne Marie Loggia (English) Christelle Sleiman (French) Viorica Saranuta (French) Amanda Corber (English)
Cycle III	Nicolas Murray (Bilingual) Melissa Robinson (Bilingual)
Resource Physical Education Music Visual Art/Theatre Generalist SEEDS 1 SEEDS 2 Transition of SEEDS	Angela Tournas Mina Garoufalis John Dodge Naomi Aldrich Elaina Uniat Elijah Abravanel Sarah Howard Andrea Truffa

SCHOOL HOURS

2017-2018

Call in bell	7:45 a.m.
Homeroom	7:55 - 8:05 a.m.
Morning classes	8:05 - 9:35 a.m.
Recess	9:35 - 9:55 a.m.
Midmorning classes	9:55 - 11:25 a.m.
Pre-K and K Lunch	11:07 a.m. – 12:25 p.m.
Cycle I to III Lunch begins	11:25 a.m. – 12:25 p.m.
Lunch call in Pre-K to 6	12:20 p.m.
Afternoon classes	12:25 - 2:25 p.m.
Final Dismissal Bell	2:25 p.m.
Bus leaves	2:35 p.m.

STAFF

Daskalakis, Jim	Principal
Emily McCulloch	Secretary
Mattiace, Maria Morellato, Vanda	Daycare
Quintana, Emile	Librarian
Castellanos, Maria	Psychologist
Gero, Ann Margaret	Child Care Worker Technician
Ruimy, Corrine	Child Care Worker Technician
Roth, Elliot	Child Care Worker Technician
St Louis, Alison	Child Care Worker Technician
Lumida, Messitidis	Child Care Worker Technician
Jean-Denis Jessica	Child Care Worker Technician
Debbie Cambridge	Child Care Worker Attendant
Camozzi Marielle Lorrai	Child Care Worker Attendant
Gosine Ryan	Child Care Worker Attendant
Brown-Tesolin, Emily	Speech & Language Pathologist
Brown, Emma	Occupational Therapist
Paolo Ruscito	Spiritual Community Animator
Clement, Lynn	French Resource
Childs, Katherine	Drama and Entrepreneurship Facilitator
Anglin, Sharon	IT
Léger, Sarah-Anne	Social Worker
Paquin Petitjean, Sophie	Dental Hygienist
Tremblay, Mélanie	Nurse
Der, Harry	ITS Computer Support
Garant , Suzanne	Caretaker - Day
TBA	Evening Caretaker

SCHOOL FEES

Children are lent textbooks and pedagogical materials as well as equipment at no cost. However, photocopying fees, art supplies, loose leaf paper and printing costs are not covered by the government. The St. Gabriel School Governing Board has established a student fee structure to offset the cost of consumables, the school agenda and workbooks (Grades 1-6). The school fees for this school year, passed through a resolution by our Governing Board, are set as follows:

DESCRIPTION	Pre-Kindergarten	Kindergarten	Grades 1 - 6
Student Agenda			5.00
Worksheets	20.00	20.00	20.00
Workbooks			25.00
TOTAL	\$20.00	\$20.00	\$50.00

The school fees are payable by Friday, September 7, 2018.

A receipt will be issued.

Please note that we accept cash only.

LUNCH PROGRAM

Any student may stay for lunch, providing that lunch supervision fees are paid up to date. Through the generosity of Generations Foundation, the students at St. Gabriel School are provided with a free hot lunch. The hot lunch program begins in early-October and finishes at the end of May.

All students staying for lunch must pay the lunch supervision fees. The only exception is the students registered full time with Daycare. Passed through a resolution by the Governing Board the lunch fees are set as:

All students Pre-Kindergarten to Grade 6: \$25.00 per month

In order to assist our larger families, the maximum payment per family will be for two children. Payment can be made in full or in 2 installments as follows:

September -December	\$125	payable September 14, 2018
January - June	\$125	payable January 18, 2019

This amount covers the cost of supervision. A receipt will be issued upon payment. It is crucial that you keep these receipts for your records as proof of payment. Please note that we only accept cash.

CODE OF CONDUCT

ATTENDANCE AND PUNCTUALITY

It is essential that all children attend school except when they are ill.

If students are absent, parents should inform the school office (514 934-2111) by 8:30 a.m. In addition, upon their return to school, students must present a note to their teacher, written and signed by the parent or guardian, explaining the reason for the absence.

If students are late for school, they must report to the office for a late slip. If students are excessively absent or late, the school will contact the parents so that corrective measures can be taken.

In addition, if a Pre-Kindergarten or Kindergarten child arrives late, parents should accompany their child(ren) to the front office doors as opposed to the school yard entrance. The secretary or another staff member will escort the younger children to class.

EARLY DISMISSAL

During class time, students cannot leave the school without permission. To leave the school, the student must have a note from his/her parent and the secretary must be notified. The student must stop by the office with the note and sign out with the secretary, before leaving.

BUSSING

Only children who meet the distance criteria are entitled to bussing. Accommodation passes (for set stops only) may be issued if there is space available on the bus, with the younger children getting priority. Accommodation bussing will be granted on a monthly basis. Fees must be kept up-to-date to continue receiving this privilege.

While on the bus, students must obey the rules established for the safety of everyone. Students who do not follow the basic rules of safety and behaviour may lose bus privileges after proper notification to parents. In brief, students must remain seated while the bus is travelling and must respect the bus driver at all times.

Children must be at the bus stop at least ten (10) minutes before the bus arrives. Students in Pre-Kindergarten, Kindergarten and Cycle I must be accompanied by an adult at all times.

HOMEWORK AND ASSIGNMENTS

Homework is an integral part of the educational process. Homework includes written work, reading books, studying notes, playing instruments, etc.

The amount of homework given by each teacher will vary. Generally speaking, the amount of homework assigned will also vary depending on the grade level. Pupils should be spending on average the following amount of time daily on their homework:

Cycle I	30 to 40 minutes
Cycle II	45 to 50 minutes
Cycle III	45 to 60 minutes

Parents are expected to play a supervisory and supportive role. As such they should be familiar with the homework policy of the school.

- Students will have the opportunity to write their homework in the agenda.
- We strongly encourage parents to monitor homework on a daily basis in order to help develop good organization and dedicated study habits.
- The agenda should be used to communicate between school staff and parents.
- Never do the child's work for them.
- Provide a quiet and well-lit study area.
- Have the child study at the same place and same time every day.

Parents will be notified when any homework or assignment is not completed. The student will have to complete it at school, during "HOMEWORK PERIOD" which may be lunch time or before the end of the school day. The student will not be allowed to participate in any lunch time or afterschool activities until work is completed. We ask for your cooperation.

TESTS AND EVALUATION

Presence is obligatory, to allow teachers to properly evaluate students. Absence without just cause may lead to a low evaluation. If the student is absent for an evaluation or assessment he/she will have to make up for any missed school assignments upon his/her return.

DISCIPLINE

At St. Gabriel School, we strive for the social and academic success of all our students. Our goal is to provide them with a safe and healthy learning environment in which they can develop into responsible and respectful citizens. Consequently, our behaviour policy is based on the principles of consistency, fairness and on empowering students to make positive choices, as well as accepting the consequences of inappropriate actions.

Teachers are the first line of intervention. They will assess what strategies or consequences will be used for inappropriate behaviours. Consequences may include: warnings, time outs, exclusion from extra-curricular activities and detentions during morning or lunch recesses. The teacher may consult with the child care worker to set up an appropriate intervention and develop a plan of action for the student(s) involved.

There is very little tolerance for verbal and/or physical aggression at school. Any act of physical and/or verbal aggression from students towards their peers, administration, faculty, and other school staff will result in a suspension.

The decision as to whether it will be an in-school suspension or an at home suspension is at the discretion of the principal and/or behavior technician. This will also depend upon the severity of the infraction. Parents may be asked to meet with the principal prior to readmission.

A Detention Room will be established at recess and any student misbehaving will be sent there at recess for reflection.

FOOD AND DRINK

Eating and drinking is not permitted in corridors or in the classroom, except during snack time and during special events authorized by teaching or administrative staff.

Please check with your child's teacher before sending any type of food for birthdays and or special occasions. Homemade and nutritional goodies are encouraged.

The Lunchroom does not offer microwave services. This is due to a limited lunchtime period, whereby long microwave lines are not feasible.

COMMUNICATION DEVICES AND TOYS

CDs, iPods, electronic games, cell phones and all other electronic entertainment or communication devices are not allowed in school. In addition toys and cards from home are not allowed in school. They must be left at home. If the student persists in bringing these items to school, they will be confiscated.

FIELD TRIPS

When students participate in a field trip, they represent the school. We count on students to be exceptionally polite and courteous with their language and behavior. The same code of conduct applies as in the school. Crested T-shirts must be worn on all school field trips.

SKATEBOARD / INLINE SKATES

The use of skateboards, inline skates, scooters or bicycles are not allowed in school, including the school yard.

LOCKERS

Students are responsible for their lockers, inside and outside. Only school related material and outdoor clothing should be kept in the locker. Valuables should not be stored in the locker. The school is not responsible for any personal items taken from the locker or from anywhere else in the school.

DRESS CODE

The St. Gabriel School Dress Code is as follows:

- i) Crested royal blue Polo, blouse, turtleneck or T-shirt;
- ii) Optional navy-blue cardigan, sweater or sweatshirt over the navy blue shirt. Sweaters, cardigans and sweatshirts may NOT have a hood and must be solid navy blue in colour;
- iii) Choice of navy-blue or black pants, shorts, tunic, skirt, etc.
- iv) No logos or text other than those officially approved or supplied by the school may be worn;

As per a resolution passed at Governing Board, a mandatory dress code is in effect for Kindergarten to Cycle III students in 2018-2019. (Dress code is optional for Pre-Kindergarten students). The school uniform is a navy blue T-shirt with the St. Gabriel Logo which can be purchased only through the school. Please pass by the office with payment to purchase the T-shirt(s).

The crested T-shirts must be worn on all outings and school events.

The cost of the short sleeve crested T-shirt is \$5.00.

The cost of the long sleeve crested T-shirt is \$8.00.

Polo crested shirts can now be purchased (optional) for \$9.00

The school is in the process of acquiring a limited number of navy blue cardigans.

These will be available at a cost of \$13.00.

In addition, students must wear solid navy or black pants or skirts (with no logos or designs) which parents can purchase independently. Dark Blue (not faded) jeans are acceptable. During the warm months navy blue or black shorts are permitted.

A clean T-Shirt and shorts or jogging pants or sweat pants with running shoes should be worn for physical education. Comfortable and appropriate attire should be worn during physical education.

Important for Cycle II and III students is to have a change of T-shirts at every physical education class so that proper hygiene is maintained. Hair below shoulder level must be tied back during Physical Education to insure proper safety.

Parents must assume their responsibility in this process. They must play a pivotal role in ensuring that their children are dressed in conformity with the school dress code. Parents will be contacted if a child does not abide by the dress code.