



Principal: Mrs. K. Hughes-Allen
Vice Principal: Mr. C. Dalglish
Telephone: 905-845-9590
Fax: 905-845-9496

Absence Check: 1-877-409-6310
Website: <http://mon.hdsb.ca>
School Mascot: Mountain Lion
School Colours: Blue and Gold

Dear Students and Parents,

Welcome to the 2018-2019 year at Montclair Public School. We are pleased to welcome our new and returning students. The entire staff is looking forward to working with you.

Our goal is to provide a safe, caring and supportive environment that will offer opportunities for you to be successful. As you look through these important information pages, please note the Board Mission Plan. **“Together we inspire every student to learn, grow and succeed.”** The Board vision is that **“Every student will explore and enhance their potential, passions and strengths to thrive as contributing global citizens.”**

We encourage you to give your best effort in everything you do, to cooperate with others and involve yourself in school life. We have many activities, clubs and sports to provide opportunities for you to make new friends get involved and learn new skills.

We look forward to a wonderful year!

Mrs. Hughes-Allen and Mr. Dalglish



School Hours

Supervising teachers are on playground duty at **8:40 a.m.** each morning. Students should not arrive at school prior to this time. At both Nutritional Breaks, there are teachers on duty.

8:40 – 8:55	Playground Supervision
8:55 – 9:55	Period 1
9:55 – 10:35	Period 2
10:35 – 11:15	Nutrition Break #1
11:15 – 12:05	Period 3
12:05 – 12:55	Period 4
12:55 – 1:35	Nutrition Break #2
1:35 – 2:35	Period 5
2:35 – 3:15	Period 6
3:15	Dismissal

Students are expected to leave school property at dismissal time.

At Montclair, we value arriving to school and class on time. When children are late it disrupts the whole classroom.

Access to School During School Hours

All Halton schools are locked to ensure the safety of our students. Parents, guardians, volunteers and visitors must enter through the main entrance. You must sign in at the office and you will be given a visitor's badge. If you would like to talk to a teacher, please set up an appointment time.



Student Health Needs

The Anaphylaxis Protocol 2006 outlines that all schools must have school-wide plans and individual plans for students and/or staff identified as having anaphylactic reactions to allergens. The intent of the anaphylaxis protocol is to create a safe learning and working environment for all persons with severe allergy conditions.



Peanuts

At Montclair, there are a number of anaphylactic students. We



strive to keep all members of our community safe and request students do not bring any peanuts, peanut/nut products to school. Thank you for working with us to provide a safe learning environment for everyone.

Ontario Provincial Report Card – Grades JK-8

All Grade JK-8 students in Ontario will be bringing home an **Elementary Progress Report Card** in November and an **Elementary Provincial Report Card** in February and June (JK & SK students will receive a Communication of Learning Report).

The first Elementary Progress Report Card you receive in November will not contain grades or numerical marks. The focus of this progress report will be on six learning skills: responsibility, organization, independent work, collaboration, initiative and self-regulation. These learning skills create the foundation for success and are essential in the preparation for post-secondary education and the world of work. The focus of subject reporting will be on describing a student's general progress in working toward the achievement of the curriculum expectations. These will be communicated and organized as strengths and next steps. This Elementary Progress Report Card will be followed by a parent/guardian, student (as appropriate) and teacher conference.



You will receive Elementary Provincial Report Cards in February and June that contain grades or numerical marks along with descriptive comments. This Elementary Provincial Report Card will also contain the same six learning skills. You or the teacher may request an interview during these times. Regular communication of concerns and information between home and school is critical in maintaining good grades. Parents are encouraged to be partners in their child's learning experience and are always welcome to contact the school with questions or concerns.

For more information visit: www.edu.gov.on.ca

School Web Site - <http://mon.hdsb.ca>

The Montclair website is continually being updated with parent and student information. This is where you can check for upcoming events and important dates. There are various forms posted for school use

as well as a link to the Home and School Council website. Many teachers also have a class/grade website that has specific information for each class. While the website is there to support student information, we expect students to use their agenda as the primary communication tool.



Updating Student Information

It is necessary to notify the School Office of student information changes (e.g., address, phone number, contacts in case of emergency). It is most important to ensure that the school does have numbers for at least ONE emergency contact. It is essential that the school is able to make contact with a parent or designate at all times.

School Telephone

Learning to plan ahead is a valuable skill to acquire. Students should keep families informed ahead of time of special events at the school. Supervised use of the phone in the office is available to students on an emergency basis only.



Student Cell Phones

Student/parent contact must go through the office during the school day. If a child needs to leave the school due to an illness, appointment, etc., the office **must** be notified.

Behaviour

The Halton District School Board (HDSB) in response to provincial legislation ensures that schools develop and implement school-wide bullying prevention and intervention, while at the same time maintaining a positive approach to discipline so that all students have the opportunity to learn.

Bullying is often one of the most disturbing behaviours we see in our schools and the resolution process can be complicated. The legislation and HDSB policy define bullying as:

“Typically a form of repeated, persistent, aggressive behaviour that is directed at an individual; that is intended to cause (or should be known to cause) fear, distress, and/or harm to another person’s body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is real or perceived power imbalance.”

At Montclair we encourage our students to arrive at school prepared to assume responsibility for learning and to cooperate in a positive manner with others to promote optimum learning in a healthy, safe environment.

Teachers in the classroom address inappropriate student behaviour effectively and positively. Teachers will keep parents well informed of student achievement and behaviour.

Any persistent, unacceptable behaviour is handled through the cooperative efforts of both the home and school.

We welcome parent input as partners in this endeavour. Teaching self-discipline is a shared responsibility of the home and school and by working together towards this common goal, we can ensure our children become responsible, caring, cooperative decision makers, problem solvers and independent individuals.

Online reporting of bullying is available on the school and board’s websites.

Code of Behaviour

Parents often ask if the Halton District School Board has a "zero tolerance" approach to discipline written in its policy. Zero tolerance means that inappropriate behaviours will always be addressed. The nature of the response to misconduct will vary based on the circumstances. Although there are



circumstances where severe misconduct may lead to suspension and/or expulsion, a progressive approach to discipline is mandated in both provincial and board policy. At Montclair, we continue to follow a progressive approach to address inappropriate behaviour. Please review our progressive discipline pyramid posted on the website.

We are an Inclusive Community at Montclair

It is the responsibility of every member of the Montclair community to ensure that our school is free from physical, verbal (oral or written), psychological abuse, bullying or

discrimination on the basis of race, culture, religion, gender, language, disability, sexual orientation, or any other attribute. This code will help us to maintain a positive and caring Montclair community.

Our key approach to bullying prevention is by teaching through a problem solving model. Students are encouraged to follow the following four guidelines:

Participate: Everyone has the right to participate and take risks in a supportive environment. We are building self-esteem through strategy.

Appreciation: Everyone shows appreciation for others' differences and opinions.

Attentive Listening: Students listen with eyes, ears, and hearts. It means focusing your attention on the speaker, using attentive body language and asking good questions.

Mutual Respect: At Montclair Public School, everyone is encouraged to practice "Mutual Respect." This includes respecting yourself, others and belongings.

We aim to build classroom communities that are supported by clear agreements, authentic communication, and specific tools to bring issues and conflicts forward in a helpful way. We value Restorative Practices, a framework for building community and responding to challenging behaviour through authentic dialogue, coming to understanding, and making things right.

Every day, children are faced with making CHOICES. In order to help your child make good choices, Montclair promotes open, positive communication, active listening, and mutual respect.



Hands Off Policy

To ensure a continued high level of safety, Montclair Public School has a hands-off policy for all students. The expectation is "no pushing", "no shoving", "no touching", "no hugging" in school or on the playground. This **no physical contact rule** is strictly enforced by staff.

Assemblies

Students are required to enter in a quiet and orderly manner. They must exhibit appropriate audience skills (attentive listening, applaud appropriately, no talking). Students must remain seated until the teacher/administration indicates that it is their turn to leave. We welcome our parent community to attend; please sign in when you arrive.



Computer Use / Expectations

At Montclair, technology is an integral part of school life. However, its use must be strictly for educational purposes only. Students who use the internet may only do so with teacher permission, direct supervision and be directly related to their school work. The visiting of, printing of, or viewing of, inappropriate material on the web will be dealt with under the Halton District School Board instructional technology code of conduct. Staff will make students aware of the code of conduct for their age group. Parents will be notified of any breeches.

Lockers

Lockers for Grade 1-8 students are assigned for their personal belongings and school materials. Lockers are just like any other school property; they must be respected and kept clean. Students in grades 5-8 must bring a combination lock to ensure their materials are safe.

Valuables

Students who bring valuable materials to school must accept responsibility for their safety; teachers and administration will not do so. It is highly recommended that valuables be left at home. The school cannot take responsibility for the replacement of lost or stolen articles. Electronic equipment brought to school must be the responsibility of the students.



Cell Phones, iPods, Electronic Games, etc.

With parent permission, these items may be used to support instruction and research during class time and with teacher supervision (calculator, note taking functions), however phone and camera functions are not to be used during the instructional day. The school does not take any responsibility for lost or stolen electronic items.



Lost and Found

The Lost and Found is kept in the MPR room. We encourage parents and students to regularly check for missing items. Monthly, after displaying items, unclaimed items are sent to charity.



Lunch at Montclair

It is important that all students staying at school for lunch be courteous and cooperative to maintain the privilege. We expect students to eat at school in the same manner as they would be expected to eat at home. Grades 1-5 go out during the first 20 minutes of each Nutritional Break and then return to the MPR to eat. Students in Kindergarten and Grades 6-8 eat first and then go outside for 20 minutes of activity. Students are expected to eat their lunch during our two Nutritional Breaks and to sit and socialize. They must wait to be dismissed.



All students are encouraged to remain at school during lunch. For those who go home for lunch daily, a signed permission form found in the September Start Up Package (Grades 7-8 only) is required. If your student needs permission to leave once in a while, a note will be required from home on each of those days. Students need to sign in and out at the office each time they leave. Students must understand that they are not to leave school property without their parents' and school's knowledge. Students will only be given this signing out privilege during the first Nutrition Break. Again, we value punctuality and those students that are consistently late returning from lunch may lose the privilege of leaving school grounds.

Class Celebrations



Due to the fact that we have a large number of students with allergies (nuts, flour, egg, wheat, shellfish, milk, etc.), our staff and parent community are not to send in any food (peanut-free or other) for class celebrations. Alternatives to food items for our to consider include stickers, crazy straws, pencils or erasers.

Nutrition Breaks

Except for days when weather is severe, students will go outside for breaks. They must dress appropriately for the weather conditions including having a raincoat and a change of footwear for indoors. **Please do not send notes to request that a student be allowed to stay in due to illness.** Students who are too ill to go outside likely should not be at school. Only under exceptional circumstances, such as serious injury or health factors, will a student be allowed to stay inside for recess. A note explaining the exceptional circumstance must be provided to the school.

School Dress Code

Students are expected to dress neatly and appropriately for school.

- Shoes must be worn at all times (Quality Daily Fitness/Gym appropriate).
- Coats, boots, outdoor shoes, backpacks, and handbags, must be left in lockers or designated areas.



Inappropriate Dress:

- hats/bandanas
- clothing with inappropriate logos
- bare midriffs, short shorts, mini-skirts
- exposed undergarments (no spaghetti straps or underwear)
- wallet chains/heavy neck chains
- pajama bottoms
- low riding pants exposing underwear

Bicycles, Skateboards, Scooters and Roller Blades

- dismount from bicycles, scooters and skateboards, and remove roller blades, before entering school grounds;
- lock bicycles at the bike racks.

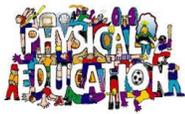


It is recommended that parents record the serial number of bicycles in case of theft. The school cannot accept responsibility for damaged, lost or stolen bicycles.

Effective October 1, 1995, provincial law legislates all persons under the age of 18 years must wear approved bicycle helmets. We ask that you speak to your children about bicycle safety and courtesy.

Physical Education Clothing

Physical education is a required course of instruction in all elementary schools. To properly benefit from regular classroom P.E. activities, students are expected to bring a change of clothes for P.E. periods that include a pair of shorts (or sweat pants), a T-shirt and a pair of running shoes.



QDF/DPA (Quality Daily Fitness/Daily Physical Activity) occurs on non-P.E. days, therefore students need running shoes left at school each day.

School Cash Online



School Cash Online is the method of payment at Montclair for any field trips, food days or special events. It's convenient, easy to use, safe and saves times! Please see Montclair's website for further information, how to register and download permission forms for field trips.

Field Trips

During the school year, classes go on field trips and have in school enrichment activities. Excursions off school grounds are related to



topics being discussed at school. Parental permission forms containing all pertinent information regarding the outing are sent home and available online prior to the actual date of the field trip. Written parental permission is required for your child to take part in the outing. We encourage **parent volunteers** to attend many of these events; however you **must have a police check on file at the school.**

Please note: Any out of school experience may involve extra hazards beyond those of normal school routines. Please reinforce the counseling given at the school about the need for extra care and cooperation. Although most trips involve bussing there may be times when **parent drivers** are requested. Volunteer drivers must ensure that their **automobile policy includes** the Family Protection Endorsement (O.E.F. #44) to cover students driving in a vehicle other than their parents.

Volunteers



As part of the Ministry of Education Safe Schools Act, **all parents and community members** who **volunteer in a school must have a police check with Vulnerable Sector Screening filed at the school.** This includes occasional drivers. Forms are available from your local police station and can take a few weeks to process, please apply right away if you are interested in helping at school. Returning volunteers must complete an Annual Offence Declaration which you can get from our website under Forms & Files.

Extended Absences During the School Year and Homework

It is the expectation of the Halton District School Board, and Montclair, that students will attend school on scheduled school days and take holidays according to the school year calendar. If parents choose to take their child(ren) out of school at times other than school holidays, please complete the Notice of Extended Absence/Holiday During School Instructional Time form which you can get from the office or our website. The school recommends continued school program activities such as: RAZ Kids, Dreambox, travel journal, reading, elementary internet tools, etc.

Fire Drills - Lock Downs and Hold and Secure Drills

Drills will be held at regular intervals during the year. A continuous ringing of the fire bell will be a signal for fire drill. Children will be instructed on the exit from the classroom and other areas (library, gymnasium, etc.). All staff, students, volunteers and visitors, must leave the school during fire drills.

During Hold and Secure and Lock Downs, staff students and visitors will be informed of what to do by office and or emergency response staff.

Meet Monty



Our school mascot is a Mountain Lion named Monty. Monty likes to participate in a variety of school activities. You'll never know where you will find him around the school!