



CARLYLE SCHOOL

Ms. Joan MacMillan

PRINCIPAL

109 Carlyle Avenue
Town of Mount Royal
H3R 1S8

Telephone: 738-1256

FAX: 738-0373

Hotline: 798-2052

This agenda belongs to:

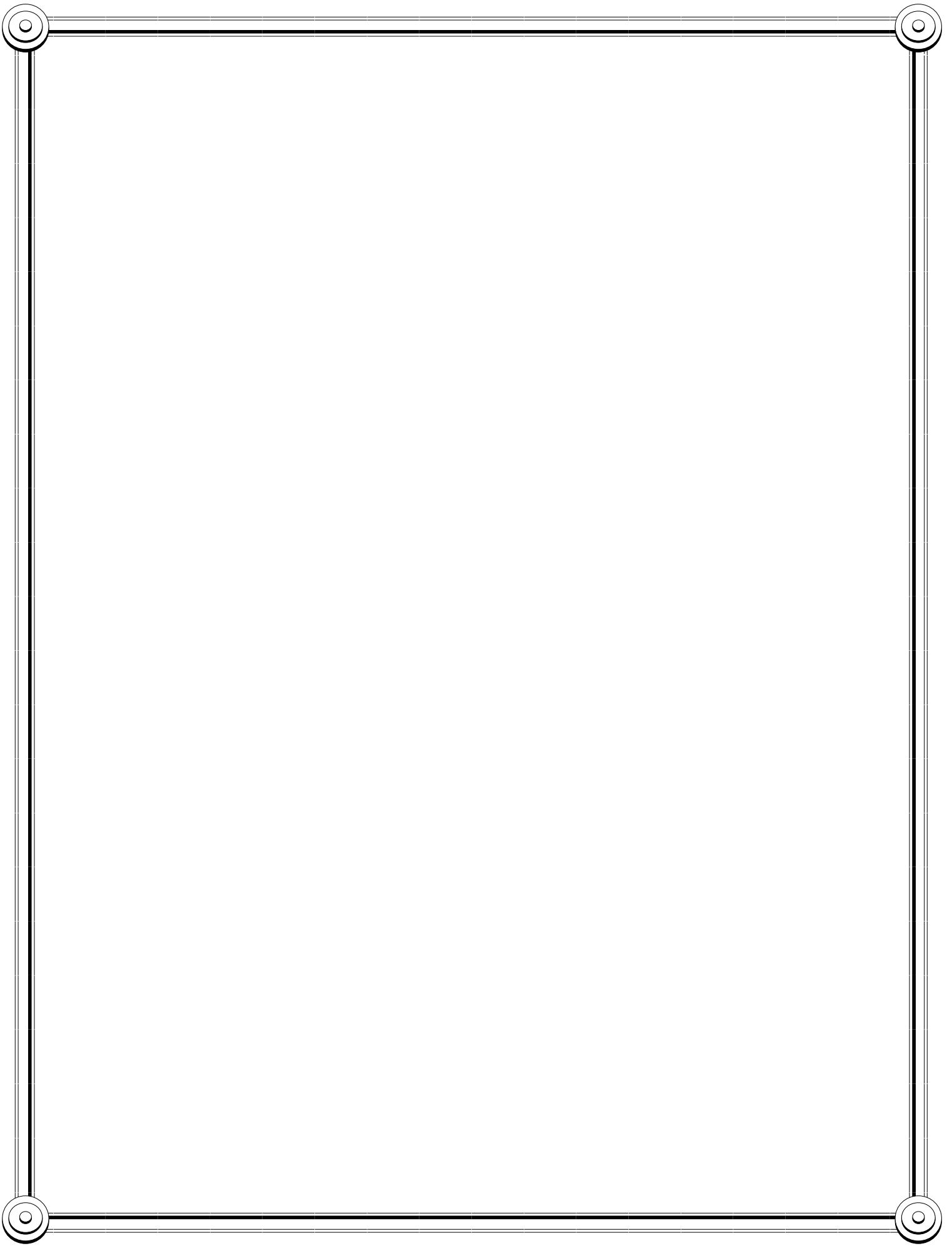
NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



SCHOOL HOURS 2008-2009



KINDERGARTEN TO GRADE 6

Busses arrive	8:52 a.m.
Call-in bell	8:55 a.m.
Classes begin	9:05 a.m.
Recess	11:05 a.m. -11:20 a.m.
Lunch	12:20 p.m. -1:15 p.m.
Classes begin	1:20 p.m.
Dismissal bell	3:20 p.m.
Busses depart	3:30 p.m.

PRE-KINDERGARTEN

A.M. Class	8:55 a.m. - 11:40 a.m.
P.M. Class	12:45 p.m. - 3:20 p.m.

DAYCARE HOURS 2008-2009

Mrs. Carol Latimer, Daycare Co-ordinator

Before school	7:30 a.m. – 8:45 a.m.
After school	3:20 p.m. - 6:00 p.m.
Pre-K Daycare	8:55 a.m. -11:40 a.m. 12:45 p.m. - 3:20 p.m.



Commission scolaire
English-Montréal
English Montreal
School Board

2008 - 2009

CALENDRIER SCOLAIRE - SCHOOL CALENDAR
ENSEIGNANT(E)S - TEACHERS
SECTEUR DES JEUNES - YOUTH SECTOR
Répartition des jours de travail - Distribution of work days

JUILLET/JULY 2008							
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 2008							
D/S	L/M	M/T	M/W	J/T	V/F	S/S	
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10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

SEPTEMBRE/SEPTEMBER 2008							
D/S	L/M	M/T	M/W	J/T	V/F	S/S	
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14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30					

OCTOBRE/OCTOBER 2008							
D/S	L/M	M/T	M/W	J/T	V/F	S/S	
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12	⑬	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		

NOVEMBRE/NOVEMBER 2008							
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	
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30							

DÉCEMBRE/DECEMBER 2008							
D/S	L/M	M/T	M/W	J/T	V/F	S/S	
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21	⑫	⑬	⑭	⑮	⑯	27	
28	⑲	⑳	㉑				

JANVIER/JANUARY 2009							
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FÉVRIER/FEBRUARY 2009							
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MARS/MARCH 2009							
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8	9	10	11	12	13	14	
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29	30	31					

AVRIL/APRIL 2009							
D/S	L/M	M/T	M/W	J/T	V/F	S/S	
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MAI/MAY 2009							
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JUIN/JUNE 2009							
D/S	L/M	M/T	M/W	J/T	V/F	S/S	
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21	22	23	⑭	⑮	⑯	27	
28	⑲	⑳					

<input type="checkbox"/> Holidays/ Congés	<input type="checkbox"/> Fixed Professional Days/School Board Journées pédagogiques fixes /Commission scolaire
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School Year : August 26, 2008 - June 30 2009 / Année scolaire: 26 août 2008 - 30 juin 2009

First day of classes: September 2, 2008 / Première journée de cours: 2 septembre 2008

Last day of classes: June 23, 2009 / Dernière journée de cours: 23 juin 2009

Teaching Days: / Journées d'instruction: 181

Professional days / Journées pédagogiques: 17 + 2 (1 day to be selected after February 15 and 1 day after April 15) / (1 date à être déterminée après le 15 février et 1 date après le 15 avril)

Fixed Prof. Days: Aug. 26, 27, 28, 29, November 28 (QPAT Convention), June 25, 26, 29, 30

Journées pédagogiques fixes: 26, 27, 28, 29 août, 28 novembre (Congrès APEQ), 25, 26, 29, 30 juin

Board-wide Prof. Development Days 3 days to be sel Perfectionnement prof. à l'échelle de la Commission 3 jours à être déterminées

Moveable Professional Days / Journées pédagogiques mobiles: 5+2 (1 day to be selected after February 15 and 1 day after April 15) / (1 date à être déterminée après le 15 février et 1 date après le 15 avril)

SCHOOL CALENDAR 2008-2009



Monday	September 1	Labour Day - Holiday
Tuesday	September 2	First day of school
Monday	September 15	Meet the Teacher Evening
Friday	October 10	Professional Day – no school for students
Monday	October 13	Thanksgiving Day - Holiday
Monday	October 27	Professional Day – no school for students
Wednesday	November 12	1st Term Report Cards Parent/Teacher Interviews
Thursday	November 13	Professional Day - no school for students Parent/Teacher Interviews
Friday	November 14	Professional Day - no school for students
Friday	November 21	Professional Day - no school for students
Friday	December 19	Last day before holidays
Monday	January 5	Students return to school
Friday	January 23	Professional Day - no school for students
Wednesday	February 11	2nd Term Report Cards Parent/Teacher Interviews
Thursday	February 12	Professional Day - no school for students Parent/Teacher Interviews
Friday	February 13	Professional Day - no school for students
Friday	February 20	Professional Day – no school for students
Friday	February 27	Last day before winter break
Monday	March 9	Students return to school
Friday	April 10	Good Friday - Holiday
Monday	April 13	Easter Monday – Holiday
Friday	May 1	Interim Reports
Wednesday	May 6	Professional Day – no school for students
Monday	May 18	Victoria Day – Holiday
Tuesday	June 23	Last day of school for students Final Term Report Cards

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

SCHOOL PROCEDURES AND POLICIES

ATTENDANCE AND PUNCTUALITY

Since each absence from school interferes with your child's progress, attendance must be regular. It is also important that your child be **on time** for classes from the very beginning of the school year.

A pupil who has been late or absent from school **must bring a note of explanation, signed by a parent or guardian**, upon his/her return to class.

These notes will be kept by the class teacher until the end of the school year. If at all possible, appointments with doctors and dentists should be arranged after school hours or on Professional Days.

To ensure that pupils who left for school have arrived safely, the secretary attempts to contact parents of children who are unexpectedly absent. For the system to be effective and efficient you are asked to:

If your child will not be attending school:

whenever possible notify the teacher *in advance* of the absence

OR

b) PLEASE CALL THE SCHOOL at 738-1256 between 8:15 and 9:00 a.m. if your child will be absent or late.



Should it be necessary for your child to *leave school early*, a written request is required and must be presented to the principal. Parents will be required to sign an **Early Dismissal Book** in the office prior to leaving with their child.

SCHOOL DRESS CODE



The school uniform is available at MEGA DESIGN INC. Tel. (514) 384-0604.

All students are expected to come to school dressed in a neat, clean and appropriate fashion. Although there is no mandatory school uniform, Carlyle School has a colour dress code – **NAVY BLUE AND WHITE.**

Suggested attire: Navy blue tunic, skirt, slacks or jogging pants

White blouse, shirt or turtleneck

Navy blue sweater, sweatshirt or cardigan

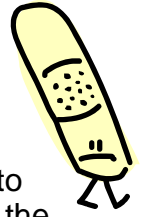
Gym: Navy blue shorts, white t-shirt, running shoes.

All clothing must be labeled with the child's name. Since students are expected to go outside at recess and lunchtime, except in rainy or very cold weather, parents are asked to make sure that their children are appropriately dressed for outside weather.

Appropriate footwear must be worn at all times.

MEDICAL POLICY

The E.M.S.B. is responsible for the well being of its students during school activities. The school, therefore, will give immediate attention and first aid to any student who has an accident or suddenly becomes ill.



Should immediate hospital treatment be necessary and the parents are unable to pick up the child, the school will arrange for the transportation and supervision of the sick or injured child **at the parents' expense**.

If parents cannot be reached, the decision to send the child to the hospital will be made by school. When this occurs the school will arrange for the transportation and supervision of the sick or injured child **at the parents' expense**. At no time will the child be left without supervision.

PARENTS MUST PROVIDE THE SCHOOL WITH THE CHILD'S MEDICARE NUMBER AND THE NAME AND TELEPHONE NUMBER OF THE PERSON TO CALL IN AN EMERGENCY.

Parents are required to inform the school if their child suffers from a handicap, recurring ailment or an allergy. Written permission from parents must be sent to school before any prescribed drugs or medication will be administered to pupils. In addition, written instructions from the doctor/hospital/clinic must be sent to school.

COMMUNICABLE DISEASES

The E.M.S.B. policy with regard to communicable diseases requires parents registering at any of the Board's schools to furnish immunization records for their child for: Diphtheria, Whooping Cough, Polio, Measles, German Measles, and Mumps. Parents who refuse to have their child immunized, must provide the school with a written statement of this fact.

If your child becomes ill with any of these diseases or other communicable diseases such as scarlet fever, chicken pox, impetigo or pediculosis (head lice), the school must be notified. Any suspected cases of the above will be brought to the parents' attention by the school.

In all cases, the child must stay home until the parent provides a medical certificate indicating the child is no longer infectious or until the school nurse authorizes the child to return to school.

A comprehensive version of the policy including obligations of all parties and exclusions of non-vaccinated children from school during an outbreak of communicable disease, is on file in the school office for reference.

BUS TRANSPORTATION

Transportation by school bus is provided for:

Pre-Kindergarten and Kindergarten pupils who live more than .6 km. from their designated school.

Grades 1-6 pupils who live more than 1.4 km. from their designated school.



Safe behaviour on the part of bus children is expected at all times. We count on parents to help us emphasize the importance of observing the following rules with their children:

- Pupils must remain seated on the bus at all times.
- Any activity which may distract the bus driver and thereby endanger the safety of all, is forbidden (yelling, fighting, punching, throwing objects, etc.)
- Courtesy towards each other and the bus drivers is expected of all students.
- The **E.M.S.B. issued bus pass must be shown to the driver** upon request.
- Children are not permitted to eat on the bus.

Inappropriate behaviour reported by the bus driver is treated very seriously. Temporary suspension of bus privileges follows if warnings are ignored.

Please note that the safety of the children at the bus stops, either before embarking or after disembarking from the school bus **is the responsibility of the parents.**

A NOTE MUST BE SENT TO THE CLASS TEACHER GIVING SPECIFIC INSTRUCTIONS FOR DISMISSAL IF FOR ANY REASON A PARENT DOES NOT WANT A CHILD TO TAKE THE SCHOOL BUS HOME ON A PARTICULAR DAY. WE CANNOT GUARANTEE THAT LAST MINUTE TELEPHONE MESSAGES WILL REACH YOUR CHILD IN TIME.

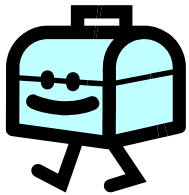
SCHOOL FEES FOR SUPPLIES

Pre-Kindergarten and Kindergarten	\$55.00
Grades 1 – 3	\$65.00
Grades 4 – 6	\$70.00



The school fees charged help to pay for the cost of supplies such as note books, workbooks, some pencils, paper, a variety of art materials needed during the year and the agenda book (replacement fee for lost agenda book is \$6.00). Kindly send the amount due in an envelope clearly identified as **SCHOOL SUPPLIES** and bearing your child's name and room number.

In addition, each child should have his/her personal school supplies such as ruler, eraser, coloured pencils or crayons, scissors, glue stick, etc. Each teacher will send home a list of needed items early in the school year.



LUNCH PROGRAMME

Lunch hour supervision is provided for all students staying for lunch.
The yearly fee is: **\$180.00 PER CHILD.**

TEXTBOOKS AND LIBRARY BOOKS

Textbooks and library books are the property of the school and are lent free of charge to the students. Since these books must last for several years we ask you to help keep them in good condition by:

- covering them with plastic or strong paper jackets.
- supplying your child with a sturdy, waterproof school bag.



Parents will be asked to fully reimburse us for the cost of a lost or badly damaged book.

EMERGENCY SCHOOL CLOSING

Notice to shut down the Board's schools or to cancel bussing because of snowstorms will be broadcast by major radio stations beginning at 6:30 a.m. in the morning.

If a shutdown announcement is not broadcast by 7:00 a.m., parents may assume the school will remain open.

If weather conditions force an early closing, the shutdown will be timed around the lunch hour. Information concerning a shutdown will be broadcast beginning at 11:00 a.m.

Power failures, etc. may force the closure of the school during the school day. Parents are urged to plan for emergencies by arranging for a neighbour to receive their child if they are at work. Each child must understand these plans.

Should Carlyle School have to be evacuated for any reason, our designated refuge is the Mount Royal United Church on Graham Boulevard.

STUDENT SUPERVISION

Teachers supervise the schoolyards before school from 8:45 a.m. – 8:55 a.m., at recess, at lunch from 1:10 p.m. - 1:15 p.m. and after school from 3:20 p.m. - 3:30 p.m. Lunch monitors look after the students from 12:20 p.m. - 1:15p.m.

FOR SAFETY REASONS, STUDENTS NOT USING THE SCHOOL BUS SHOULD LEAVE HOME IN TIME TO ARRIVE AT SCHOOL WHEN TEACHERS ARE ON DUTY AND LEAVE THE SCHOOL YARD AS SOON AS THEY ARE DISMISSED AT 3:20.m.

REPORTING TO PARENTS

Three formal reports and one interim report will be issued during the year. The school calendar will indicate dates on which reports are sent home as well as parent-teacher interview days.

Carlyle makes it a practice to invite all parents for interviews at the end of the first and second terms and, in subsequent terms, at the request of either the teacher or the parent.

FIELD TRIPS

Written permission forms are required in order for a child to be permitted to go on outings. The cost for outings is required by the parents and is often partially subsidized by the school. Parent volunteers are usually asked to assist with supervision so that a safe pupil-adult ratio is maintained.



HOMEWORK

Homework is an important part of the school programme. Parents and teachers must work together to help children develop good study habits and a responsible attitude towards homework. Your child should have a quiet place to work and a regular time for homework assignments.

Generally, homework in the primary grades ranges from 15 – 30 minutes, while in the upper grades may occupy an hour. The amount of homework a child may have will vary according to the needs of the child, his working style, the events of the school day, and the teacher's own approach. If questions or difficulties arise, please contact your child's teacher.

COURSE OBJECTIVES

Course objectives and programme information are presented by the class teacher at Meet the Teacher evening, scheduled in September.

EXTRA-CURRICULAR ACTIVITIES

Various lunchtime activities are offered at lunchtime at no cost to the students.

Several after-school activities are held. The cost of these activities varies accordingly.

SCHOOL SECURITY

As a security measure, all three outside doors (senior yard, junior yard, front door) are locked while school is in session as well as after school.

All parents and visitors are asked to use only the front door (with the exception of before and after-school daycare users) where they will be "buzzed" in with the aid of the intercom and television monitor.

Please report first to the school office.

A visitor's badge will be given out to anyone spending time in the school (volunteers, consultants, workmen, parents), thus assuring students and staff that the bearer has identified himself at the office and has legitimate reason to be in the building. The support and co-operation of all parents is needed to make this system effective and efficient. Help us make it work. Your child's safety is worth it!

COMMUNICATION WITH THE SCHOOL

Open communication between the home and school is valued and encouraged at Carlyle. An ongoing collaboration between parent and teacher is not only desirable, but in some cases essential for a child's progress. Nevertheless, so that misunderstandings and disappointments may be avoided, we ask you to make specific appointments with teachers or the principal, at a mutually convenient time.

DISCIPLINE

The discipline policy of the school is based on the premise that personal freedom is accompanied by the responsibility to respect the freedom of others. We encourage common courtesy, good manners and mutual respect. As much as possible we emphasize and recognize appropriate behaviour.

CARLYLE'S FOUR GOLDEN RULES:
I will choose to keep my hands and my feet to myself.
I will choose to listen to adults.
I will choose to keep mean comments to myself.
I will choose to show respect and bring pride to my school.

The school staff handles day-to-day discipline. Inappropriate behaviour will be dealt with accordingly. Open communication between home and school is encouraged.

For the safety and well being of our students a number of rules are common to all E.M.S.B. schools:

- a) Fighting is not permitted. Students are encouraged to settle their differences through peaceful means.
- b) The throwing of snowballs or ice is not allowed on school property as this can cause injuries to others.
- c) Contact sports or any games that involve rough body contact are prohibited.
- d) Hard balls, baseball bats, hockey sticks, Frisbees, skateboards or any equipment that may result in injury to others are not allowed during free play. As well, Walkman radios and electronic games should not be brought to school. The school takes no responsibility for loss or damage.
- e) Rudeness, foul language and name-calling are always unacceptable.
- f) Gum chewing is not permitted on school property.

PARKING LOT

The parking lots are restricted to the Carlyle Staff. Please refrain from dropping off your children in these locations

PARENT ORGANIZATIONS

Governing Board

Carlyle School's Governing Board comprises parents, teachers, daycare staff, and community representatives. It has the responsibility to make decisions on most aspects of school operation and school life. Parent representatives will be elected at a meeting of all parents to be called before September 30, 2008. The Governing Board meets at least five times a year.

Parent Participation Committee

Carlyle School's Parent Participation Committee handles many of the activities and functions that need to be organized throughout the year.

Information on election dates for these committees are sent home early in the school year.

PARENT VOLUNTEERS

Parent volunteers are an important part of school life. From a parent who can only occasionally accompany a class on a field trip to those who contribute several hours a week, all are needed and appreciated. Some of the activities that require parent volunteers are Chocolate Bar Sales, Raffles, weekly Soup Days, and monthly Pizza Days.

