

PARKDALE SCHOOL GENERAL INFORMATION FOR PARENTS

2025-2026





1475 Deguire
Ville Saint-Laurent, Quebec
H4L 1M4
Tel: (514) 744-6423
Fax: (514) 744-3204



Community Learning Centre



Commission scolaire English-Montréal
English Montreal School Board

August 20, 2025

Dear Parents/Guardians,

The first day of school for the upcoming school year grades 1 to 6 is **Tuesday September 2, 2025**. This will be a regular full day. Students are expected to show up at school at **9:00 a.m.** in the school yard where they will be met by teachers and placed in their homerooms accordingly.

STUDENTS IN THE ASD WINGS CLASSES:

Students in the senior Gr.5-6 ASD WINGS class (Ms. Shelley) will also be starting a full day on **Tuesday, September 2, 2025**. The other ASD WINGS classes will be receiving a phone call from their child's teacher to set up appointments to meet and discuss the curriculum. If your child is registered in one of our self-contained ASD classes, appointments will be made between the teacher and parents on **Tuesday, September 2 and Wednesday September 3**. The first regular full school day for these groups will be **Thursday, September 4, 2025**.

STUDENTS IN PRESCHOOL K4 AND K5

Students attending preschool K4 and K5 are expected to show up with their parents to meet with the teachers on Tuesday, September 2 and Wednesday, September 3 in accordance to the schedule below.

Tuesday, September 2, 2025: From 9:30 - 10:30 a.m. Family name beginning A to G.

Tuesday September 2, 2025: From 1:30 - 2:30p.m. Family name beginning H to O.

Wednesday September 3, 2025: From: 9:30 - 10:30 a.m. Family name beginning P to Z.

You will find attached a list of school supplies required for the 2025-2026 school year and the school calendar on our website: <http://www.parkdale.emsb.qc.ca>

On the first full day of school, students must bring a lunch that does not require microwaved. Please also provide your child with a snack.

We wish your children a successful school year.

Mr. G. Koutsoulis, Principal

Ms. Karolyn Liverman, Vice-Principal



PARKDALE SCHOOL WORKBOOKS and SUPPLIES 2025-2026

Please note that Fees are due by **Friday, September 5th, 2025**
All fees must be paid in cash, debit or credit cards.

		K4	K5	GRADE 1	GRADE 2	GRADE 3	GRADE 4	GRADE 5	GRADE 6	WINGS PRESCHOOL & CYCLE 1	WINGS CYCLE 2 & 3
984	Agenda	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
983	Student Worksheets/ Photocopies	\$38.00	\$50.00	\$30.00	\$30.00	\$25.00	\$25.00	\$25.00	\$25.00	\$55.00	\$45.00
983	Exercise Books/ Workbooks			\$40.00	\$40.00	\$50.00	\$50.00	\$50.00	\$50.00		
	Yearbook	\$12.00									
984	Phys.Ed T-shirt					\$10.00	\$10.00	\$10.00	\$10.00		\$10.00
	Total	\$60	\$60	\$80	\$80	\$95	\$95	\$95	\$95	\$65	\$65

Lunch Supervision Fee for students in Kindergarten through Grade 6 is \$270.00 per child
Pre-Kindergarten Lunch Supervision Fee is \$315.00 per child

PARKDALE CURRICULUM EVENING (Meet the Teacher)



All parents are encouraged to attend this important and informative evening in order to meet all the members of our school team. Curriculum Evening will take place on Thursday September 25. Time to be determined. More details to follow.

School fees cover the essentials: e.g. school agenda, workbooks, worksheets, photocopying and physical education T-shirt for grades 3-6. Please make payment by Friday September 5.

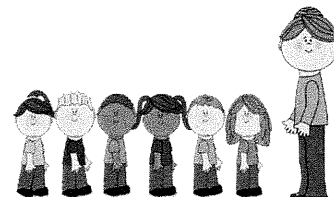
The school agenda is intended to assist the students in organizing and keeping track of their daily homework assignments as well as other related activities. It will also help establish a more effective communication between teacher and parent.

Lunch Supervision Fees: K4- Pre-Kindergarten \$315

K5 - Kindergarten – Grade 6 \$275.00

Cash, Credit cards and cheques accepted. For cash, please provide exact amount. There is a team of monitors and Child-care workers who are responsible for the safety and well-being of your child(ren) during their lunch hour.

- Children must bring their own lunch.
- Glass containers and knives are not permitted.
- **Please provide your children with proper utensils.**
- FAST FOOD (McDonald's, Burger King is not permitted as per school board and provincial policies.



Who Pays?

Every child who stays in school for lunch **must** pay the fees. Those not staying in school to eat lunch must go home at 12:40 p.m. and return to school at 1:30 p.m. at the bell.

Who does not pay?

- Only students who are registered as "Full Time" (3 or more days per week, every week from September to June) children in the school's Daycare program are exempt from paying the lunch fees to the school.
- If you stop attending the program on a regular basis at any time during the year, you have reneged on the contract and must therefore pay the lunch supervision fees to the school.

DAYCARE SERVICES

Operating Hours: Morning: 7:00 a.m. to 9:00 a.m.
Lunch: 12:22 – 1:30p.m. Pre-K - Kdg. Grades 1 - Grade-6 12:40 - 1:30p.m. After school: 3:50 p.m. to 6:00 p.m.
Monday through Friday and most professional days (See calendar)

Contact: Angela Zambito: Daycare Technician
(514) 744-6423

DRESS CODE

The school dress code is mandatory for all students in K4/5 up to Grade 6. It is the parents' responsibility to ensure that their child attends school dressed in keeping with the dress code.

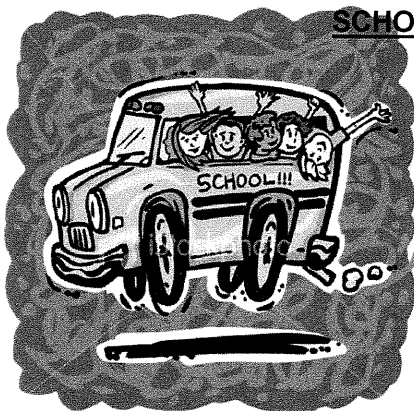
- Solid navy blue, black or gray pants (no jeans).
- Solid white, gray or navy-blue t-shirt, sweatshirt, or polo shirt (no logo)
- Solid navy-blue, gray, or black skirt or tunic. Length must be mid-thigh to knee.
- Shoes must be always worn. No sandals or flip-flops.
- Shorts can be worn in the summer. Length must be mid-thigh to knee.
- Navy blue physical education t-shirts are compulsory for all students in grades 3-6.

Students are not permitted to wear:

- Tank tops, tube-tops, off the shoulder tops or sleeveless t-shirts.
- Crop-tops
- Wigs, fake nails, tattoos or piercings.
- Hats, or baseball caps in the classrooms

ELIGIBILITY CERTIFICATE

A copy of the Eligibility Certificate **MUST** be sent to the Office for new students registered at Parkdale School. This is a proof that your child is eligible to attend English schools in the province of Québec. The Ministry of Education requires that it be part of the student's dossier.



SCHOOL BUS TRANSPORTATION

For emergencies regarding school buses, after 4:00 p.m. please contact:

Buses starting with #200: Transco Montréal-Nord	(514) 648-8625
(small busses starting with #900)	(514) 253-6760

DISMISSAL:

If there is a change in your child's dismissal procedure, please let the office know before 1:30 pm. It is important for your child to be home safely.

EARLY DISMISSAL

Should it be necessary for your child to be dismissed early, a dated written request from a parent or guardian must be presented to the Homeroom Teacher in the morning. **Children leaving early are to be picked up only at the Office and must be signed out. Parents are not permitted to go the child's classroom at any time. A monitor will be sent to get your child.** Parents should notify the school if a child who normally goes home for lunch does not return in the afternoon.

LATES:

The call-in bell rings at 9:10. A child will be considered late after that time. Homeroom is important as teachers check agendas, send notes to the office and verify absences. Please make sure your child is punctual.

REPORTING OF ABSENCES:

Please report all absences on our voice mail system -or email Ms. Amanda Pascale apascale@emsb.qc.ca to leave a message informing us that a child will be absent. Or, you can enter your child's absence on the Mozaik portal.

•At no time should a message be left here about early dismissal arrangements and changes. This must be done in writing and sent to the Homeroom Teacher in the morning.



Parkdale School Code of Conduct

Our code of conduct adheres to the Quebec Charter of Human Rights and Freedoms which states in Section 10: "Every person has a right to full and equal recognition and exercise of [their] human rights and freedoms, without distinction, exclusion or preference based on race, color, sex, gender identity or expression, pregnancy, sexual orientation, civil status, age except as provided by law, religion, political convictions, language, ethnic or national origin, social condition, a handicap or the use of any means to palliate a handicap."

There are rules at Parkdale designed to promote safety, to protect people and property, and to foster an orderly working atmosphere. The goal is that students become self-disciplined, showing respect for themselves and others.

Students are taught and encouraged to be responsible for their actions, and to take full responsibility for the outcome of their behavior. Parents are consulted in the case of chronic or serious behavior problems through a phone call and/or behaviour incident report.

For any serious or continuing discipline problem, a student may be suspended from school. Suspensions may be for a period of up to five school days, as stipulated by Board policy. In such cases, parents are advised both by telephone and by letter.

For the safety and well-being of the school community, the following rules are essential:

Courtesy

- Students are expected to be courteous.
- Students are expected to show respect for others and other's property.

Student Traffic

- Students may not leave class without a teacher's permission.
- Students may not leave the school or school grounds without authorization from the office.
- Students must enter and exit the school by their designated doors.
- Students may use the front door only when authorized or in case of emergency.

Playground and School Guidelines

- Sports equipment from home like hockey sticks, soccer balls, footballs, skateboards, bicycles, etc. are not permitted in the schoolyard.
- Tossing snowballs is not permitted.
- Students must remain in the play area until call-in bell.
- Students line up and stand quietly in the yard when the call-in bell sounds.
- Dangerous and rough play is not permitted.
- No weapons of any kind are permitted on school grounds or on the school bus. This includes replicas of weapons such as toy guns.

Vandalism

- Destroying, damaging, writing upon or defacing schoolbooks, other children's personal belongings, or school property is absolutely forbidden.

Internet



Please note that school activities filmed by adults or children are not allowed to be posted on-line (Youtube, Facebook, social networking sites, etc). In addition, cyber-bullying **will not** be tolerated under any circumstance.

Bullying and Acts of Aggression

What is bullying?

Bullying is a ***willful, repeated, aggressive*** behavior by one or more people who ***intend to harm*** others physically or emotionally ***over a period of time***.

The following are all considered specific acts of aggression and will not be tolerated:

- Derogatory comments, racial, religious, or homophobic slurs and name calling
- Threats and intimidation (physical, verbal, or written)
- Swearing, foul and abusive language
- Intentional exclusion and humiliation
- Manipulation of another individual
- Cyberbullying
- Physical violence
- Taxing and theft
- Vandalism

These actions may occur at school, on or near school property, during or outside of school hours or through electronic communication such as social media or other types of cyberbullying. Regardless of time, location or means, Parkdale School will take measures against such acts to ensure the safety of our students.

If a Parkdale student is experiencing or witnessing bullying in any form, they should immediately take measures to stop it. The first step is to tell a responsible adult such as a teacher, administrator, staff member or parent. Actions taken and consequences will depend on the nature and severity of individual cases. **DISCIPLINARY ACTIONS MAY INCLUDE A SUSPENSION OF UP TO 5 SCHOOL DAYS.**

As a rule, we try to prevent bullying before it starts. This is a process in which all stakeholders share responsibility. Parents are encouraged to speak to their children about respect for others, take appropriate action at home when there are problems of this nature and cooperate with the school should an incident arise.

School administrators and staff will educate and raise awareness about the issue through classroom visits and awareness campaigns such as Anti-Bullying Assemblies. Parkdale staff will mediate conflict between students in a safe and respectful environment. Students are encouraged to seek help in situations of conflict before it escalates into a larger problem. Whenever possible, a resolution between a bully and victim will be sought through means such as meeting with administration, or both parties, and other form of mediated agreement between both parties. *(Please see the Anti-Bullying Anti-Violence School Policy on our website).

Information and Communication Technologies Agreement

With respect to the Internet, as a student, it is my responsibility to:

- Refrain from creating, accessing, storing, sending, distributing, or printing any material considered to be unlawful, obscene, pornographic, sexually explicit, racist, abusive, discriminatory, harassing, hate motivated, threatening, or demeaning in imagery or language.
- Never publish the names or photos of myself or others on the Internet without prior permission of my teacher and my parent/guardian.
- Never publish personal information (ex: addresses, telephone numbers, parents, names and home or work addresses) about me or of others on the Internet.
- Immediately report, to the supervising school authority, any information, message, or website that is inappropriate or makes me feel uncomfortable.
- Never speak with anyone that I encounter online, such as in chat rooms or on social networking sites (ex: Facebook, Instagram, Twitter) without permission of my teacher and/or parent/guardian.
- Never share my password with my friends or classmates.
- Maintain proper Netiquette for behaviour during online learning while on platforms such as Google Classroom, Google Meet and/or Zoom.

Enforcement

When improper use comes to the attention of the Administration and /or the supervising teacher, the situation will be investigated, and action may be taken.

Possible actions may include:

- Forbidding or limiting access to communication/technology facilities
- Disclosing information found during the investigation to School Board authorities or to law enforcement agencies
- Applying disciplinary measures (i.e. suspension)
- Implementing immediate measures to stop improper use.

Cyberbullying

'Cyberbullying involves the use of information and communication technologies such as email, cell phone, social media platforms, and text messages, instant messaging, defamatory personal web sites and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to hurt others.' (Bell Belsey, www.cyberbullying.ca)

Why is the school dealing with cyberbullying?

Although cyberbullying usually originates off school grounds, it travels rapidly among students and can affect how they behave and relate to each other at school, therefore the school must deal with any cyberbullying situation very seriously as though it happened on school grounds.

Parents and guardians must understand that every child has the right to be safe and feel comfortable in the school environment therefore all parents should monitor their internet usage and social media activities.

Consequences or Acts of Repair

Consequences or acts of repair will be at the discretion of the administration, teaching staff, or daycare technician.

(This list is not exhaustive, and other consequences can be given based on the situation):

- Community service in the school
- Reflection
- Verbal warning-reminder of the rule
- Written apology
- Detention
- Student put on a tracer (daily behavior log)
- Loss of school privileges
- Meeting with parent
- Loss of extra-curricular activities
- In school suspension
- Out of school suspension

Cell phones and other electronic devices:

Cell phones and other electronic devices are not permitted in school. Students using a cell phone will have it confiscated and will be brought to the office. Students must see the principal or vice-principal before their phone is returned. Cell phones cannot be used at any time during school days. This includes recess and lunch period.

SAFETY RULES

- All parents/guardians must enter the school by the front door and must report to the Office and obtain a Visitor's Pass.
- For the safety of all, any visitor to the school must wear this identification pass. Upon leaving the school, visitors must return it at the Office.
- **No adult other than staff members will be allowed in the school yard at any time.**
- Children picked up after school should be met by the gate on Deguire Street. It is imperative that children be picked up on time. Children will not be supervised in the office after-school

PARENTAL RESPONSIBILITIES:

- Recognize that the education of each child is the joint responsibility of the Parent/guardian, student, school staff AND Administration.
- Demonstrate that both parents and the school collaborate in the best interest of the child.
- Treat members of the school staff, and others employed by the school, in a professional and respectful manner. Raising your voice, yelling, insults, making threats, racist, homophobic, and transphobic comments will not be tolerated.
- Refrain from participating in negative gossip or unsubstantiated criticism that disparages the reputation of the school or its employees.
- Refrain from using social media to fuel discontent or criticism of individual school employees, other parents, students, or school programs or services.
- Seek to clarify a child's version of events with the school's view in order to avoid misunderstanding and to bring about a successful resolution to any dispute. Call the school and allow the school representative to give you their "side of the story".
- Contact the school directly when you have a question or need clarification on a school matter rather than depending upon the interpretation of parents or other non-official school sources.
- Ensure that children attend school regularly and arrive to and are picked up on time.
- Comply with any reasonable request from a school employee in the performance of his/her duties.