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Monterest School
Family Handbook 2019-2020



Montcrest
discover • develop • thrive

Montcrest School Family Handbook 2019 – 2020

658 Broadview Ave.
Toronto, Ontario
M4K 2P1

416-469-2008

E-mail: info@montcrest.ca
Website: www.montcrest.ca

MISSION STATEMENT

*Montcrest School is a co-educational community,
small enough to honour the individual and big enough
to provide an exceptional academic experience
with balanced opportunities in leadership,
the arts, and athletics.*

*Our school challenges children to discover
and acknowledge their own voices,
so they can understand and
make meaningful connections with the world.*

July 2019

Welcome to the Montcrest School community!

On behalf of the entire community, I am delighted that you have chosen Montcrest as your child's home away from home. At Montcrest we commit to honouring your child and their unique gifts and talents, caring for them each and every day. We will provide dynamic opportunities for growth and challenge, ensuring that they approach the world as a critical thinker and creative problem solver. You will discover that the individual attention that your child receives academically and socially is one of the things that sets Montcrest School apart.

Confident in their abilities and with a strong sense of self, your child will have opportunities to make authentic connections with the world through learning and outreach experiences. Meaningful and student-centred academics, rich fine arts offerings, and varied athletic and cocurricular programs provide Montcrest students the opportunity to develop leadership skills, compassion, and resilience, preparing them for academic and social success in high school and beyond.

This Family Handbook has been produced to help guide you and your family through what it means to be a member of the Montcrest community, and provides an entry point into our culture as a learning community.

It is an honour to be your Head of School and I am excited for all this year has to offer our Montcrest students. Please don't hesitate to reach out anytime if you have questions, concerns or ideas to make our amazing school even more vibrant and engaging.

Warmest wishes,

Erin Corbett
Head of School



This booklet has been produced to inform parents about "life" at Montcrest School. While an attempt has been made to be as comprehensive as possible, there may be some questions left unanswered. Please do not hesitate to call the school at any time with questions that may arise.

Please review the Code of Conduct, Dress Code (students in Grades 1-8), and the Discipline section with your child before school begins in September.

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PARENTS, STUDENTS AND THE SCHOOL

For a school to be effective, there must be a significant level of agreement between the parents, students, and school staff about expectations. The school, to be a good learning environment, must rely on three principles:

1. The primary purpose of a school is to help students develop the skills necessary to learn and acquire the knowledge they will need to reach the goals that they set for themselves.
2. Students must pay attention to learn, while the teacher's job is to help students engage in the diversity of learning activities.
3. The teacher's authority must be accepted and supported as legitimate, both at home and at school.

Agreement with, and commitment to these principles ensures that a school staff can focus their energy on providing interesting and exciting educational activities. It minimizes the time spent on discipline and maximizes the time spent teaching. It is a major reason why families choose an independent school – to find a setting that sets reasonable expectations for students and then works consistently to offer the greatest opportunity for those expectations to be met.

It is important that the expectations of the school are supported in the home. Differing expectations lead to confusion for children and they perceive any consequences to their actions as unfair. Our objective is to guide students into appropriate work habits and social interactions. To be successful, such habits and interactions must be viewed as reasonable, and consequences viewed as fair and logical.

Montcrest is an elementary school with a strong community feeling. Parents, staff, and students often meet informally to discuss ideas and issues. We encourage parents to bring us their ideas and help us develop an environment that will bring about the best academic and social development possible for each child.

FACULTY & STAFF 2019-2020

Head of School	Erin Corbett
Assistant Head, Student Life	Jeff Borsten
Assistant Head, Teaching & Learning	Nicole Davies
Director of Admissions	Natalie Hollinshead
Director of Advancement	Michael Dilworth
Director of Finance	Dawn Waisberg
Director of Technology	Eugene Calvez
Director of Athletics	Grant Nix
Director of Performing Arts & Cocurriculars	Lisa Swarbrick
Director of Facilities	Greg Reynolds
Curriculum Director & Middle School Coordinator	Matthew Barry
Learning Support Coordinator	Elana Kerbel
Assistant to Head of School	Maggie Zegas-Tepper
Accounting Coordinator	Heather Anderson
Admissions Associate	Andrea Mercer
Administrative Assistants	Martha Mansfield Allison Morley
Advancement & Community Relations	Arlette Bax Geneva Dalley
MPA Liaison	Geneva Dalley
Junior Kindergarten	Mara Berzins Carley Page
Senior Kindergarten	Diane Kingstone Ajla Bilajbegovic
Grade 1	Emily Woolner Krista Cobham
Grade 2	Tina Tammsalu Christine Dewhurst

Grade 3	Laurie Arseneau Beth Histed Devin Smith
Grade 4	Chelsea Jensen Miriam John Karen Tanod
Grade 5	Silvia Pauksens Megan Smith David Wichman
Grade 6	Nicola Daykin Blair Livingstone Katie Willis
Grade 7 & 8 English	Dani Klein Mufridah Nolan Tricia Smith
Grade 7 & 8 Mathematics	Wendy Bain Dawn Cohen Joey Redican
Grade 7 & 8 Science	Dan Bailey Yvonne Boyd
Grade 7 & 8 Social Studies	Dan Bailey Ryan Coutts
Drama	Lisa Swarbrick Gordon Trites
French	Jennifer Bairos (Gr. 6 - 8) Kerry Hooton (Gr. 4 & 5) Chelsea O'Brien (JK - Gr. 3) Emma Stewart (Gr. 6 - 8)
Physical Education	Kerry-Ann Grant (JK - Gr. 3 & Gr. 8) Nick Spence (Gr. 4 - 8)
Health	Emma Stewart (Gr. 6 & 7) Jennifer Vincent (Gr. 8)
Teacher Librarian	Sacha Neesham
Vocal Music	Carol Macfarlane (JK - Gr. 5)
Instrumental Music	Carol Macfarlane (Gr. 6) Jennifer Vincent (Gr. 6 - 8 Concert & Stage Bands)

Visual Arts	Sharon Charbonneau (JK - Gr. 5) Dara Gellman (Gr. 6 - 8)
Social Worker	Daniela Aptowitz
Learning Support Teachers	Ruthanne Corman Stephanie Curtis Jackie MacPherson Lisa McMeans Jay Prichard
Technology & Maker Space Coordinator	Katie MacDonald
House System Coordinator	Ryan Coutts
Systems Administrator	Krishna Sukhai
Maintenance	Darcy Doone Shannon McEwen Robbie Patterson
Aftercare Supervisor	Johanna Weinstein
After School Programs Coordinator	Alejandra Sosa

EMAIL

To email staff members, please follow our email address template:
 First letter of first name followed by last name@montcrest.ca
 Examples: tsmith@montcrest.ca, mdilworth@montcrest.ca

HOLIDAY DATES FOR 2019-2020

- First Day of School:** Thursday, September 5, 2019
- Thanksgiving Day:** Classes end Thursday, October 10, 2019
Classes resume Tuesday, October 15, 2019
- Fall Midterm Break:** Classes end Wednesday, November 6, 2019
Classes resume Tuesday, November 12, 2019
**Thursday, November 7, 2019 is Parent-Teacher Interview Day (No school)*
- December Break** Classes end Thursday, December 19, 2019
Classes resume Tuesday, January 7, 2020
- Winter Midterm Break:** Classes end Wednesday, February 12, 2020
Classes resume Tuesday, February 18, 2020
**Thursday, February 13, 2020 is Parent-Teacher Interview Day (No school)*
- March Break:** Classes end Friday, March 6, 2020
Classes resume Tuesday, March 24, 2020
- April/Easter Break:** Classes end Thursday, April 9, 2020
Classes resume Tuesday, April 14, 2020
- Victoria Day:** Classes end Friday, May 15, 2020 (*Early dismissal at 2:30 p.m.*)
Classes resume Tuesday, May 19, 2020
- Last Day of School:** Thursday, June 11, 2020 - 11:40 a.m. dismissal

For school events and important dates, or if you want to know what day of the cycle it is, visit our website www.montcrest.on.ca and click on [calendar](#) at the top of the homepage.

SCHOOL HOURS

Beforecare	7:30 - 8:00 a.m.
Outdoor Supervision	8:00 - 8:20 a.m.
Doors Open	8:20 a.m.
<i>O' Canada & Attendance</i>	8:30 a.m.
Homeroom	8:20 - 8:40 a.m.
Period 1	8:40 - 9:30 a.m.
Period 2	9:30 - 10:20 a.m.
Morning Recess	10:20 - 10:50 a.m.
Period 3	10:50 - 11:40 a.m.
Lunch	11:40 - 12:00 p.m.
Lunch Recess	12:00 - 12:30 p.m.
Period 4	12:30 - 1:20 p.m.
Period 5	1:20 - 2:10 p.m.
Recess	2:10 - 2:40 p.m.
Period 6	2:40 - 3:30 p.m.
Homeroom / Dismissal	3:30 p.m.
Driveway Supervision	3:30 - 4:00 p.m.
Aftercare	3:30 - 6:00 p.m.

ROUTINES

The following guidelines must be followed to maintain order and safety:

DROP-OFF AND PICK UP

- DO NOT leave your car idling at any time.
- DO NOT use our neighbours' driveways to park or turn around in.

BROADVIEW AVENUE (GRADES 2 - 8)

- Enter driveway and drive as far forward as possible.
- Parents should remain in their cars, while staff help offload children and bags.
- Exit the driveway by TURNING RIGHT only.
- DO NOT DROP CHILDREN OFF ON BROADVIEW AVENUE!
- DO NOT turn around in the driveway of the apartment buildings on the east side of Broadview, opposite the school.
- DO NOT leave your car unattended on the driveway.
- If parked on the east side of Broadview, you must accompany your child across the street (there is a crossing guard at the crosswalk just north of the school).
- In the morning, parking is available on the east side of Broadview until 4:00 p.m. After 9:00 a.m., parking is available on the west side of Broadview.

MONTCREST BOULEVARD (JK - GRADE 1)

- Please park legally and walk children in, or stop at the gate of 4 Montcrest and remain in your car while staff walk children safely into the playground.
- Please use the turnaround opposite the school to turn your vehicle around and exit Montcrest Blvd.
- DO NOT PARK on the turnaround or on the north side of Montcrest Boulevard.
- At pick-up time, please park and walk to school to get your children.

CARPOOLS

Carpools must have one pick-up point. If your carpool includes JK or SK students, please advise the homeroom teacher. JK and SK students are escorted to the backyard at 3:30 p.m. to meet their carpool. You must inform the office in writing of drivers and children in your carpool, as well as the designated pick-up spot, on or before the first day of school to info@montcrest.ca.

TIMETABLE

Montcrest's timetable is organized on an 8-day cycle. Days 1 - 8 successively determine what the schedule is for each class that day. The days of the cycle are marked in the [school calendar](#) (on our website), and student agendas.

LUNCH

Students are not permitted to leave school grounds during school hours to purchase food, with the exception of our Grade 8 students who have additional privileges. Lunch is eaten in the homeroom from 11:40 a.m. to 12:00 p.m. Please provide your child with a nutritious lunch, and minimize sweets and junk food. Absolutely no foods containing peanuts or tree nuts are allowed at Montcrest.

The school offers a lunch program through Rose Reisman's Kids Lunch Program. This program enables all families to have control over the food that their children eat, coupled with access to a wide range of healthy, delicious and child-friendly meals. Further details are [available on our website](#).

The Montcrest Parents' Association organizes a Pizza Lunch on Wednesdays from Domino's Pizza.

Drinks are not provided with either lunch program and parents are encouraged to send a water bottle with their child.

BEFORECARE & AFTERCARE

Beforecare is available for parents who need to drop off their children between 7:30 - 8:00 a.m. Monday to Friday. You can drop your child off at Thomson House (658 Broadview Ave.), walk them up to the receptionist, sign them in, and be on your way. Fast and easy! At 8:00 a.m. students in Beforecare will be led out into the school yard where our regular supervision begins with Montcrest faculty. There is NO charge for this service.

Aftercare is a supervised after-school program intended for parents who are not able to pick up their children at regular dismissal time. The Aftercare program runs from 3:40 to 6:00 p.m. Students using Aftercare are provided with a snack, supervised play and homework time, and, often, a special activity or craft. We ask all parents to ensure they sign their children out at the end of the day and pick up their children by 6:00 p.m.

If your child will be using Aftercare on a regular basis you can register on the summer ParentPortal or email the Finance Office at accounting@montcrest.ca. If Aftercare is required occasionally, please notify the office as the need arises so that Aftercare staff may be informed (aftercare@montcrest.ca).

Please note: Any student remaining at school after 3:45 p.m., unless under the direct supervision of a teacher, will be sent to Aftercare and parents will be billed accordingly.

COMMUNICATION

Website: www.montcrest.ca

Username for Protected Pages: parent

Password: montcrest

EMAIL

To email staff members, please follow our email address template:

First letter of first name followed by last name@montcrest.ca

Examples: tsmith@montcrest.ca, mdilworth@montcrest.ca

PHONE

- It is essential that we have current contact details for parents.
- Should your number be unlisted, please inform the office so that we can avoid publishing these numbers on lists that are distributed.
- The best times to reach faculty members are before and after school and during lunch. Only in emergencies will teachers be called to the phone. Every staff member has voicemail so messages may be left any time, and are usually returned the same day.

FRIDAY FILE

Some primary classes continue to use a 'Friday File', a green folder that contains news about upcoming events. Once you've seen the contents, please have your child return the "Friday File" to their homeroom teacher on Monday morning.

THE MONTCREST MIRROR

Our digital newsletter, the *Montcrest Mirror* is published at the end of each week, and contains useful and current information about school life. The Mirror is emailed to all parents each Friday. Please contact Arlette Bax at abax@montcrest.ca with any questions.

SOCIAL MEDIA

Connect with Montcrest on social media for regular updates on activities at school.



['Like' Montcrest on Facebook](#)
Page: Montcrest School



[Follow Montcrest on Instagram](#)
@montcrestschool



[Follow Montcrest on Twitter](#)
@montcrest

REPORTING

Communication regarding your child's academic progress occurs through regular conversations with your child's teachers, written reports cards and parent-teacher interviews. Report cards are distributed three times each year.

PARENT-TEACHER INTERVIEWS

Parent-teacher interviews are held in September, November, and February. In the junior and intermediate grades, interviews include the students. Scheduling is done online, and booking details are provided in advance by email.

POLICIES

ATTENDANCE

- Attendance is taken daily at 8:30 a.m.
- If your child is going to be late or absent, please let us know by calling the attendance reporting line before 8:30 a.m. at 416-469-2008 ext. 5001 or emailing attendance@montcrest.ca.
- If the office has not been informed of a child's absence, parents will be called.
- Students arriving after 8:30 a.m. are marked late and must report to Reception in Thomson House (658 Broadview Ave.) for a *Late Slip*. Students in JK, SK or Grade 1 should check in at Livingston House (4 Montcrest Blvd.)
- If your child must leave early for any reason, please pick them up at our main entrance at 658 Broadview Ave. (Thomson House), having ensured that they have been signed-out.

SECURITY

For safety reasons, the gates will be locked every school day. To gain entrance to the school, please use our main entrance at Thomson House (658 Broadview Ave.)

CHANGE IN PICK-UP ARRANGEMENTS

We request that you avoid last minute changes in pick-up arrangements. Any change must be communicated by parents in writing to the homeroom teacher. Teachers cannot give permission for students to go to friends' homes, nor will students be allowed to call home after school to make social arrangements.

ALLERGIES

Anaphylaxis is a severe allergic reaction that can lead to rapid death if left untreated. All schools in Ontario, by law, are required to follow a protocol in regards to protecting children in our care who have severe allergies. In recent years, anaphylaxis has increased dramatically among children and adolescents. Peanuts and tree nut products are the most common foods to cause anaphylaxis. We endeavour to help our students who have these allergies by reminding families not to send food for sharing unless it is produced in a nut-free bakery or kitchen, or if it comes to school in a package stating that it has been produced in a nut-free factory. This means that unless you have a nut-free home, you cannot send home-baked goods to school with your child for sharing. Also, please do not send lunches made with peanuts or tree nut products.



*** For those with children who are anaphylactic and use an EpiPen, please make sure that they bring their EpiPen to school every day and carry it with them at all times!**

Dogs may be brought to school but we request that you keep your dog on a short leash, away from the JK/SK outdoor play area. Some children and staff are allergic to animals, so please do not bring your pet inside the school buildings.

CONCUSSIONS

Please click on the links below for the following resources:

- [Montcrest School Concussion Protocol](#)
- [Montcrest Return to Class Concussion Protocol](#)
- [Sport Concussion Assessment Tool 2](#)
- [Ontario Concussion Safety Legislation](#)

Contact Jeff Borsten, Assistant Head of School Life with any questions by email at jborsten@montcrest.ca or by phone at 416-469-2008 ext. 5017.

UNIFORMS

UNIFORM GUIDELINES

Our school uniform fosters a sense of community and school spirit.

- All hairstyles, cosmetics, and accessories should be appropriate to the spirit of the Montcrest uniform and Standing for Character values.
- Any student arriving at school with an appearance incompatible with the Montcrest uniform as determined by the Head of School or Assistant Head may be sent home until the student's appearance is rectified.
- Hats are not allowed to be worn in class.
- Please note that for safety reasons jewelry must be removed before every physical education class.
- Children must come to school prepared with appropriate outerwear in all seasons.

TABER TUCK SHOP

- The Taber Tuck Shop is located in Thomson House (658 Broadview Ave.) and sells uniforms as well as snacks for children during lunch recess and after school.
- The Taber Tuck Shop sells all uniform items listed below excluding black shoes, running shoes, and white socks.
- The Taber Tuck Shop is closed on Fridays.
- The Taber Tuck Shop sells additional seasonal uniform items.
- Please ensure that all students' belongings are **LABELLED**.
- Any items found around the school will be placed in the Lost & Found bins in the basement of Danson House.
 - At the end of the school year, any unclaimed uniform items in the Lost & Found will be sold at the Taber Tuck Shop, and other unclaimed items will be donated to a charity.

Girls Number One Dress: Grades 4 - 8

Long-Sleeve Crested Oxford
Kilt (Buchanan Plaid) OR Charcoal Grey Pants
Tie (Buchanan Plaid)
Green Tights (winter) or Green Knee Socks (fall and spring)
Black Leather Dress Shoes

Girls Number One Dress: Grades 1 - 3

Long-Sleeve Crested Oxford
Crested Tunic OR Charcoal Grey Pants
Green Tights (winter) or Green Knee Socks (fall and spring)
Black Leather Dress Shoes

Boys Number One Dress: Grades 4 - 8

Long-Sleeve Crested Oxford
Charcoal Grey Pants
Tie (Buchanan Plaid)
Black Leather Belt
Grey Socks
Black Leather Dress Shoes

Boys Number One Dress: Grades 1 - 3

Long-Sleeve Crested Oxford
Charcoal Grey Pants
Grey Socks
Black Leather Dress Shoes

Girls and Boys Gym Uniform: Grades 1 - 8

Grey "Montcrest" T-Shirt

Montcrest Track Pants

Montcrest Track Jacket

White Socks

Running Shoes

CASUAL CLOTHES DAYS (Spirit Days)

Spirit Days are days when everyone in the school wears casual clothes that highlight the spirit of the school. Students and parents will be informed about Spirit Days and the various themes that happen throughout the year. On Spirit Days, students still need to dress appropriately for school. Everyone needs to dress neatly, in good taste, and in a modest manner conducive with and to a positive learning environment.

Appropriate clothing consists of the following:

- All tops must meet the bottoms at waist level (midriff must be covered).
- Slogans on T-Shirts cannot be demeaning to any individual or group or suggestive of actions inappropriate to school age children.
- All undergarments must be covered.
- No clothing can be see-through.
- Shorts/skirts of appropriate length, must reach the tips of their extended fingers when standing 'at attention.'
- Clothing should not be ripped.

DISCIPLINE IN THE SCHOOL

Appropriate behaviour, consistent completion of homework assignments and preparation for tests, exams, projects, and culminating tasks are expectations at Montcrest School. In cases where a student is struggling to meet the guidelines set out by the school, parents will be contacted and strategies developed to encourage a positive contribution by the student to the school. Should this fail, suspension may occur or in exceptional instances, a student may be asked to leave the school at any time during the year. Parents would be responsible for the full year's tuition.

MONTCREST SCHOOL CODE OF CONDUCT

The success of all community members of Montcrest School ("Montcrest") depends on having a safe and inclusive learning environment where all school members feel comfortable, accepted, and supported. We all have responsibilities and roles to play to ensure that we maintain this ideal learning environment. The School is dedicated to the education of students in a safe and caring community that fosters the development of character, courage, creativity, and a passion for learning.

Montcrest promotes responsibility, respect, civility, and academic excellence in a safe learning and teaching environment. A positive school climate exists when all members of the school community feel safe, included and accepted, and actively promote positive behaviours and interactions.

All students, parents, teachers, and staff members have the right to be safe, and feel safe, in the school community. With this right comes the responsibility to contribute to a positive school climate. The promotion of strategies and initiatives, such as character development, along with the employment of prevention and intervention strategies to address inappropriate behaviour, fosters a positive school climate that supports academic achievement for all students.

Responsible citizenship involves appropriate participation in the civic life of the school community. Active and engaged citizens are aware of their rights, but more importantly, they accept responsibility for protecting their rights and the rights of others.

These standards of behaviour apply not only to students, but also to all individuals involved in the school community – parents, volunteers, teachers, and other staff members – whether they are on school property, on school buses, at school-related events or activities, or in other circumstances that could have an impact on the school climate.

For all purposes of this Code of Conduct, reference to parents includes, where applicable, custodial and non-custodial parents and/or guardians; reference to the school community includes students, teachers, parents and guardians, administration, and volunteers.

1. PURPOSE OF THE CODE

- (i) To ensure that all members of the school community, especially people in positions of authority, are treated with respect and dignity.
- (ii) To promote responsible citizenship by encouraging appropriate participation in the civic life of the school community.
- (iii) To maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility.
- (iv) To encourage the use of non-violent means to resolve conflict.
- (v) To promote the safety of people in the school.
- (vi) To discourage the use of alcohol, illegal drugs, and, except by a medical cannabis user, cannabis.
- (vii) To prevent bullying in the school.

2. STANDARDS OF BEHAVIOUR

By enrolling in Montcrest, students automatically assume the obligation to comply with the provisions of the Code of Conduct. Central to the Code of Conduct is the understanding that each student will follow certain standards of behaviour. Self-discipline and a willingness to accept responsibility for one's actions and conduct are fundamental to the Code of Conduct.

Under the Ontario Human Rights Code, every person has a right to equal treatment with respect to services, goods and facilities, without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender expression, gender identity, age, marital status, family status, or disability. The School recognizes that inappropriate and unacceptable behaviour towards another member of the community requires a serious response.

Respect, Civility, and Responsible Citizenship

All members of the school community must:

- respect and comply with all applicable federal, provincial, and municipal laws;
- comply with the Code of Conduct;
- demonstrate honesty and integrity;
- respect differences in people, their ideas, and their opinions;
- treat one another with dignity and respect at all times, and especially when there is disagreement;
- respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, or disability;
- respect the rights of others;
- show proper care and regard for school property and the property of others;
- take appropriate measures to help those in need;
- seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;
- respect all members of the school community, especially persons in positions of authority;
- respect the need of others to work in an environment that is conducive to learning and teaching; and;
- not swear at a teacher or at another person in a position of authority.

Safety

All members of the school community must not:

- engage in bullying behaviours;
- commit sexual assault;
- traffic in weapons or illegal drugs;
- give alcohol or cannabis to a minor;
- commit robbery;
- be in possession of any weapon, including firearms;
- use any object to threaten or intimidate another person;
- cause injury to any person with an object;
- be in possession of, or be under the influence of alcohol, cannabis (unless the individual has been authorized to use cannabis for medical purposes), and illegal drugs;
- provide others with alcohol, illegal drugs, or cannabis (unless the recipient is an individual who has been authorized to use cannabis for medical purposes);
- inflict or encourage others to inflict bodily harm on another person;
- engage in hate propaganda and other forms of behaviour motivated by hate or bias;
- commit an act of vandalism that causes extensive damage to school property or to property located on the premises of the School.

Inappropriate Behaviour

Examples of inappropriate behaviour include, but are not limited to:

- swearing at a teacher or other person in authority;
- committing an act of vandalism causing damage to school property or property located on school premises;
- bullying, intimidating, or threatening another person;
- fighting;
- using a weapon to cause or threaten bodily harm to another person;
- committing physical assault on another person;
- trafficking in weapons, cannabis, or illegal drugs;
- harassment of any kind;
- inappropriate use of electronic communications/media; including accessing inappropriate materials on the internet; posting or texting offensive, derogatory and/or degrading comments or images on personal or commercial websites (e.g. Facebook, Instagram, Twitter, Snapchat, www.ratemyteachers.com and similar sites); and
- conduct injurious to the moral tone of the school or to the physical or mental well-being of others.

3. RESPONSIBILITY OF A BYSTANDER

Montcrest is committed to provide a healthy school environment that is nurturing, caring and respectful of everyone. The School teaches social skills that will serve its students well throughout their lives.

If a student has been bullied, intimidated or threatened or has witnessed such behaviour, they need to confide in an adult at the School. If Montcrest is not aware of an incident, it cannot act. Students are not tattling by contacting an adult; they are, in fact, upholding Montcrest's core values and demonstrating courage by appropriately standing up for themselves. No one has the right to bully, intimidate or threaten another person. It takes courage to stop such behaviour in a mature and responsible way.

If a student witnesses an act of peer bullying, intimidation or threats, they are a bystander and is expected to take steps to help. It is part of their responsibility as a Montcrest student.

4. ROLES AND RESPONSIBILITIES

The Code of Conduct recognizes that all members of the school community, including the Head of School, teachers, other staff members, students, and parents have an obligation to comply with the standards of behaviour outlined in this policy. Each member of the school community has the following roles and responsibilities:

Montcrest will provide direction to promote student achievement and well-being and to ensure accountability in Montcrest. It is the responsibility of Montcrest to:

- develop policies that set out how Montcrest will implement and enforce its Code of Conduct and other rules that promote and support respect, civility, responsible citizenship, and safety;
- review policies regularly with students, staff, parents, volunteers, and the community;
- seek input from the Board of Directors, parents, students, staff members, and the school community;
- establish a process that clearly communicates the Code of Conduct to all parents, students, staff members, and members of the school community in order to obtain their commitment and support;
- develop effective intervention strategies and respond to all infractions related to the standards for respect, civility, responsible citizenship, and safety; and
- provide opportunities for all of the staff to acquire the knowledge, skills, and attitudes necessary to develop and maintain academic excellence in a safe learning and teaching environment.

Head of School

Under the direction of Montcrest, the Head of School takes a leadership role in the daily operation of Montcrest. The Head of School will provide this leadership by:

- demonstrating care for the school community and a commitment to academic excellence in a safe, inclusive, and accepting teaching and learning environment;
- holding everyone under their authority accountable for their own behaviour and actions;
- empowering students to be positive leaders in their school and community;

- communicating regularly and meaningfully with all members of the school community; and
- providing an example of respect and civility for all members of the school community.

Teachers and Other School Staff Members

Under the leadership of the Head of School, teachers and other school staff members maintain a positive learning environment and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, teachers and school staff uphold these high standards when they:

- help students work to their full potential and develop their sense of self-worth;
 - empower students to be positive leaders in their classroom, school, and community;
 - communicate regularly and meaningfully with parents;
 - maintain consistent standards of behaviour for all students;
 - demonstrate respect for all students, staff, parents, volunteers, and the members of the school community; and
 - prepare students for the full responsibility of citizenship.
- Teachers shall also assist the Head of School in maintaining close co-operation with the School community and in establishing and maintaining consistent disciplinary practices in Montcrest. In addition, teachers must assist the Head of School by reporting incidents and assisting the Head of School in conducting an investigation.

Students

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others, and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when students:

- come to school prepared, properly dressed in their uniform, on time, and ready to learn;
- adhere to school uniform or dress code rules;
- show respect for themselves, for others, and for those in authority;
- refrain from bringing anything to school that may compromise the safety of others; and
- follow the established rules and take responsibility for their own actions.

Parents and Guardians

Parents and guardians play an important role in the education of their children and have a responsibility to support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Parents and guardians fulfill their role when they:

- are engaged in their child's schoolwork and progress;
- communicate regularly with the school;
- help their child be appropriately dressed and prepared for school;
- ensure that their child attends school regularly and on time;
- promptly report to the school their child's absence or late arrival;
- become familiar with the school rules and the School's Code of Conduct;
- encourage and assist their child in following the rules of behaviour;
- assist school staff in dealing with disciplinary issues involving their child.

5. SANCTIONS

All School community members are responsible for observing both the letter and the spirit of the School's policies and procedures. As a general principle, Montcrest reserves its right to apply a full range of sanctions, including expulsion, to any offence committed by a student. Although the specific provisions set out in this Code of Conduct outline steps that Montcrest normally will take in the event that a student contravenes, or attempts to contravene, the provisions of a Code of Conduct, they do not take away from the ultimate discretion of the School to apply any sanction that is appropriate in the particular circumstances of an offence, including the expulsion of a student.

When exercising its discretion to determine the appropriate sanction to apply to an offence, the School will take into account:

- the particular student and the circumstances;

- the nature and severity of the behaviour; and
- the impact on the school climate, including the impact on students or other individuals in the school community.

The range of sanctions that Montcrest will apply to offences include:

- meeting with appropriate person(s) (such as peers, faculty, administrators);
- removal from a school activity, special program or recess to complete work or a special assignment designated by the teacher;
- detention;
- probation;
- in-school suspension;
- behaviour or performance contract with the involvement of the student, teachers and parents;
- financial restitution, reparation or service in a case where damage is caused or maintenance work made necessary;
- formal suspension from school, with conditions to return to school to be discussed with parents and students in accordance with the school policy; and/or
- expulsion from school.

Montcrest reserves the right to expel a student when the continued attendance of that student would not be in the best interests of that student or the School. Montcrest also reserves the right to expel a student when their behaviour is in breach of the Code of Conduct, seriously jeopardizes the School's ability to guarantee the dignity and safety of its students, and/or interferes with learning, or involves conduct which is injurious to Montcrest's moral tone or to the physical or mental well-being of others. In these circumstances, the School will make reasonable efforts to assist the student's family in securing suitable alternative education arrangements.

6. REVIEW

The Code of Conduct will be reviewed for possible revisions every three years. Montcrest will continue to solicit input from the Board of Governors, parents, staff, and students in the review process.

POLICY ON PROHIBITED DRUGS, ALCOHOL, AND TOBACCO/E-CIGARETTES

Possession or use of prohibited drugs is a criminal offence. Any student who uses, possesses or is under the influence of prohibited drugs while on school property, which includes all public areas within a one kilometre radius of the school or at any events sanctioned by the school, will be liable for suspension or expulsion. This includes all time spent on field trips, outdoor education trips, athletic trips, dances and other school-sponsored extracurricular activities. Furthermore, any student who distributes or facilitates the distribution of prohibited drugs to any other student on school property or in a public place within a one kilometre radius of the school, or at any school sanctioned event, will be liable for suspension or expulsion. Recreational cannabis is legal for adults 19 years of age or older, and is not permitted in schools, on school property and at school-related activities.

The use, possession, and being under the influence of alcohol on school property, which includes all public areas within a one kilometre radius of the school, or at any event sanctioned by the school, is considered a serious offence. Violators will be liable for suspension or expulsion. In the event that a student is suspended, a subsequent violation shall result in expulsion. This includes all time spent on field trips, outdoor education trips, athletic trips, dances, and other school-sponsored extracurricular activities. Any student who distributes or facilitates the distribution of alcohol to any other student on school property or in a public place within a one kilometre radius of the school, or at any school sanctioned event, will be liable for suspension or expulsion.

Smoking (including e-cigarettes) on school premises, including school buildings, gardens, and sports fields is prohibited. This includes all time spent on field trips, outdoor education trips, athletic trips, dances, and other school-sponsored extracurricular activities. Any student smoking in the school or in any building associated with a Montcrest School field trip or excursion will be liable for suspension or

expulsion. In all other situations the emphasis of the consequences will be placed on helping the student refrain from tobacco/e-cigarette use. However, repeated violations of the school's tobacco ban will be dealt with by increasingly strict responses.

KEEPING OUR STUDENTS SAFE

We believe students have the right to feel safe and secure at school and have the responsibility to help prevent bullying. Bullying has been defined as a form of repeated, persistent, and aggressive behaviour directed at an individual (or individuals) which causes distress and/or harm.

However, the term "bullying" is often too vague and children's development is too complicated to be captured by just one word. Bullying is about behaviour and an imbalance of power. It is about how our words or actions make another person feel. If our words or actions make another person feel sad, upset, or hurt then we need to address that behaviour so that it doesn't keep happening, and that takes time and effort and that means teaching and learning at school and at home.

If an incident that involves a student being harmed is reported or observed, it will be addressed with those concerned, and the situation will be monitored. If the problem persists, efforts will be made to reach resolution, providing strategies and support to prevent further conflict. If necessary, parents will be contacted, and a meeting may be arranged to discuss further consequences which may include suspension, or even expulsion.

STUDENT CELL PHONE POLICY

All students may use cell phones on campus before school begins and after school ends. These devices must be kept out of sight and turned off during the school day. There may be times during the school day, and with the permission of a faculty member, a cell phone may be used. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, unauthorized use is grounds for confiscation of the device by school officials, including faculty and staff members. Repeated unauthorized use of such devices may lead to disciplinary action.

ACCEPTABLE USE OF TECHNOLOGY POLICY

Students in Grades 6-8 have their own laptops, purchased through the school. The following policy applies to the use of technology regardless of location or network. To protect the rights and safety of all, the use of technology, the Internet, and online resources, for academic or social interactions, must reflect the Code of Conduct. Computer storage areas including documents, email, CD/DVDs, external hard drives, and memory sticks will be treated like school lockers. Users should not expect that files stored on servers or disks will always be private. Faculty may review files and communications at their discretion to ensure responsible use of the system.

During school, teachers will guide students toward appropriate materials. Outside of school, families bear responsibility for such guidance, as they must also exercise guidance with information sources such as television, telephones, movies, radio, and other media. Anything produced with the use of Montcrest technology is considered school property. Both professional and personal use of school technology must reflect the guidelines of responsible conduct. A review of documents, email messages, and Internet use may be conducted on computers or personal electronic devices and network accounts at any time. Consequences may include, but would not be limited to, any or several of the following: a written warning, loss of privileges, repairs to damages at a cost to the student, a requirement to attend specific counselling, suspension, or expulsion from school. All student violations will be tracked through the IT Computer Misuse Ladder. Conditions for reinstatement of privileges will be determined and reviewed by school administration.

ACADEMIC POLICIES

HOMEWORK

Teachers will send home information on expectations for parental support in homework assignments. If you have any concerns regarding homework, please speak to the teacher concerned.

EXTRA HELP

Teachers provide specific times during the week when they are available for extra help. At the Junior/Senior level, students are expected to take some responsibility in seeking extra help.

LEARNING SUPPORT

Learning Support Specialists provide guidance and support in literacy, math, writing, and assistive technologies to homeroom teachers as they differentiate the academic program to support a range of student needs. These specialist teachers, in consultation with the Assistant Head, Teaching and Learning, Learning Support Coordinator, and homeroom teachers, assess and identify students who are experiencing academic difficulties. Working one-on-one or in small groups, they provide specific, research-based intervention, using a variety of strategies. Learning Support Specialists support students as they transfer their developing skills to their daily work.

SCHOOL SUPPLIES

Students are expected to bring their own supplies as outlined in the “school supply list” available in the summer Parent Portal. If any special supplies are required during the year, teachers will inform you. Some homeroom teachers choose to use an agenda (daily planner) with their classes. These are printed by the school and if lost, students are required to pay \$10 for replacement.

LOST TEXTBOOKS & LIBRARY BOOKS

The school provides all textbooks. The cost of lost or damaged textbooks and library books will be charged to parents.

BIRTHDAYS

If birthday party invitations are to be handed out at school, they should be given to your child's teacher for distribution. It is expected that all children from your child's class/grade, *or* all children of the same gender in your child's class/grade be included. If only a few children are going to be invited, please send the invitations out from home.

SNOW DAYS

School will only be closed if it is impossible or unsafe for staff to get to school by public transportation. If the decision is made to close, this will be communicated as early in the morning as possible, via an email blast as well as on our website and social media platforms.

SOCIAL WORK SERVICES AT MONTCREST

WHAT ARE SOCIAL WORK SERVICES?

A social worker within a school can provide a range of support for students, parents faculty, and staff. Montcrest strives to provide a supportive environment with a focus on the social and emotional wellness of the members of the school community. A social worker can provide individual counselling, parenting support, in-class psychoeducational programming, crisis management and age and stage developmental education. This is all provided in a confidential and professional manner, with the best interest of the individual as the main priority.

WHO IS OUR SOCIAL WORKER?

Daniela Aptowitz (Ms. A.) is a Master of Social Work, who has been working with children and families for the past 14 years. Daniela believes that through the use of empathy, self-awareness and advocacy,

resilience and independence can be identified and nurtured.

HOW TO ACCESS SOCIAL WORK SERVICES?

Teachers and parents are able to seek out support by contacting our School Social Worker, Daniela Aptowitz, directly. Students can come directly to Daniela, or through faculty, staff, or parents. In accordance with the Ontario College of Social Workers and Social Service Workers, there is a consent process where the bounds of confidentiality and informed consent will be explained. Children over the age of 12 are able to provide their own consent for Social Work services.

To access service, please speak with/contact Daniela at daptowitz@montcrest.ca.

SPECIAL DAYS

These annual events honour some of our most cherished school traditions and are open to parents and other family members.

Mini Marathon for Terry Fox (Fall) – Students wear their house shirts and gym uniform bottoms to school for this annual run/jog/walk through Riverdale Park.

Kite Day (Spring) – Students wear their house shirts and gym uniform bottoms; following a ceremonial assembly they fly their kites (made in art class) in Riverdale Park.

Concerts – These showcase our vocal and instrumental music programs and are held in December and June. Students wear #1 Dress uniforms on these days.

COCURRICULAR PHILOSOPHY **Athletics, Arts, and Leadership**

At Montcrest, our cocurricular program is designed to help students discover, develop, and thrive in athletics, the arts, leadership, and special interest areas. Our students explore their interests, embrace new challenges and risks, and learn resilience in equal measure.

Our balanced approach to cocurriculars encourages students to get involved in school life. It also recognizes that academics come first, and students also need time to practise and build relationships during social times like recess.

Students are encouraged to participate in the cocurriculars of their choice during any or all of our three seasons. Participation is voluntary and based on each student's interests and comfort level. The Director of Performing Arts & Cocurriculars and the Director of Athletics work collaboratively with students, homeroom teachers, parents, and teachers offering cocurriculars to help each student identify new or existing areas of interest, and make a plan that best suits them.

COCURRICULARS

Our cocurriculars are divided into four categories:

1) Commitment Clubs

- Mandatory attendance component.
- Usually meet more than once a week.
- Work towards a performance, competition, publication, event, or other visible goal.

Examples: Athletic teams, Montcrest Singers, Montcrest Players, Yearbook Club, Robotics Team, and Kids' Lit Quiz.

2) Flexible Clubs

- Some attendance component, but can be flexible.
- Usually meet once a week, or meet periodically.

Examples: Jazz Club, Writing Club, Caribou Math, Senior Book Club, Forest of Reading Book Clubs, Costume, Hair, and Makeup Clubs for shows.

3) Drop-in Clubs

- Drop-in as you wish.
- No attendance component.
- Meet once a week or periodically.

Examples: Skipping Club, Garden Drop-in, and Art Studio Drop-in.

4) Specialty Programs (fee required)

Specialty Programs are fun, interesting, and interactive programs that are run and operated by outside experts. These take place at recess times during the school day or after school. Information and pricing is shared in the *Montcrest Mirror* as well as on our website and the Parent Portal.

Examples: Chess, Beats and Bars Private Music Lessons (drum, piano, guitar, and brass), and Hip Hop.

ATHLETICS

Our athletic program at Montcrest fosters a sense of cooperation, development, competition, inclusion, and school spirit.

Montcrest teams are coached by our staff who have a passion for sport. We also bring in professional instructors to prepare our players for the upcoming season of team sports. Throughout the year, we continue to bring in outside professionals to develop our players as well as provide professional development for our coaches.

We offer our students three levels of opportunity to participate in our athletic program:

1) Intramural Program

The intramural program is open to all Grade 1-8 students and is meant to be a fun, competitive, skill-building, and cooperative opportunity that builds student relationships and school spirit. The activities offered will often coincide with the competitive and development teams that are occurring during that term.

2) Development Program

Our athletic development program allows any student to participate on a school team. Development teams focus on skill development, team play, sportsmanship, and fun. Students on a development team will have the opportunity to represent Montcrest in competitive team matches against other CISAA (Conference of Independent Schools' Athletic Association) schools whenever possible. Due to the level of commitment required, students on a U12 B team may not participate on another team during the season. Students on a U10 development team may participate on a second team during the season, due to the low number of scheduled games.

3) Competitive Team Program

Montcrest teams compete in a variety of sports against other independent schools within the CISAA. Our competitive teams require a high level of commitment from our athletes. The amount of playing time a player receives will depend on the player's skill, attitude, game experience, and the status of the game (league, exhibition, or playoff). Team practices take place two or three times weekly; some starting as early as 7:00 a.m. Students must learn to manage their time carefully, remembering that academics always come first. It is the expectation that if your child commits to a school team, that they attend all practices, games, and final tournaments.

Students who do not participate in our competitive team program will have an opportunity to participate in our development and/or intramural program.

To help maintain a balanced school life and minimize time away from class, students can only participate on one school team per term.

HONOUR PINS

Honour Pins are awarded to recognize students in Grades 4 - 8 for outstanding contributions to our cocurricular program. Students accumulate points for each club/team in which they participate, as well as for community service to the school. Those who have sufficient points will earn a Silver Honour Pin or, very rarely, the Rene Pantalone Gold Honour Pin, named after a longstanding member and past chair of our Board of Governors. Honour Pin presentations take place at assembly, and these pins may be worn on the uniform.

HOUSE SYSTEM

All students and staff at Montcrest School belong to one of four houses. The houses offer additional opportunities for our community to work and play together and our house system emphasizes cooperation over competition. In addition, each of the houses represents one of the shared values of Responsibility, Integrity, Compassion, and Courage from our "Standing for Character" initiative.

Each house is named for a great individual who, through determination and courage, brought about significant positive and lasting change: **FOX** (Terry Fox - a Canadian Hero), **LIVINGSTON** (Katherine Livingston - Montcrest School's First Principal), **MASIH** (Iqbal Masih - the Inspiration for "Free the Children"), and **McCLUNG** (Nellie McClung - a Champion of Women's Rights).

AFTER SCHOOL PROGRAMS

Montcrest School offers fun, interesting, and interactive after school programs for students for an additional fee. Information is shared in the *Montcrest Mirror*, [as well as on our website](#), and registration takes place through the Parent Portal each term.

Once you have registered, you will receive an email with important information about the program one week before the programs begin. Homeroom teachers are informed which students are registered for the programs. On the day of the program, registered students will sign into Aftercare (by the big rock in the playground). Aftercare staff escort students to and from their programs.

Parents should pick up and sign out their child from the lobby of Thomson House (658 Broadview Ave.) For safety reasons, students must be signed out by their caregiver/parent. If you are running late, your child will be signed back into Aftercare, which is open until 6:00 p.m. Please do not pick up your child from the schoolyard or directly from the instructors. Aftercare staff members are there to ensure students in the program are safe and accounted for.

Please call the school at 416-469-2008, email aftercare@montcrest.ca, or connect directly with an Aftercare staff member to inform them of any changes in your pick up schedule. If you have additional questions about our After School Programs, please email Alejandra at afterschoolprograms@montcrest.ca.

PRIVATE MUSIC LESSONS

Private music lessons are available through Beats and Bars for students in Grades 1 - 8. Instruments for individual music lessons include: Guitar, Piano, Brass (Trumpet, Trombone, Euphonium), Woodwind (Flute, Clarinet and Saxophone), Vocals and Drums. Lessons take place during recess times throughout the school day and after school. Please note that this program is not operated by Montcrest School and Montcrest holds no responsibility for the programming or booking of Beats and Bars private music lessons. To sign up, please visit <https://www.beatsandbars.ca/student-sign-up>. For any other information please visit our website or email info@beatsandbars.ca.

MONTCREST PARENTS' ASSOCIATION (MPA)

Every parent who has a child at Montcrest School is an automatic and valued member of the Montcrest Parents' Association. Our primary purpose is to enrich the lives of our children at school by building a strong and nurturing community. We organize, volunteer, and provide support for some of the following events and programs that help build our community.

COMMUNITY BUILDING & FAMILY SUPPORT

- Fall Fair
- Class Cocktail Parties
- Family Fun (Past events include Bingo Nights, Pancake Breakfast)
- Welcome Back Coffee Morning
- Taber Tuck Shop*
- Pizza Lunch*
- Climbing in the Gym
- Class Parents
- Parent Ambassadors
- New Parent Reception
- Parent Spring Social & Fundraiser
- Lice Checks

**MPA's primary sources of income*



2019-2020 MPA EXECUTIVE & OFFICERS

Executive

Kelly Shortt	Chair	kellyshortt55@gmail.com
Julia Wonnacott Carolynne Bell	Vice Chairs	juliakennedy@rogers.com carolynnelisabell@gmail.com
Kirsten Cooney	Past Chair	kirsten.cooney@rogers.com
Mandi Kimsa	Secretary	mandi.j.kimsa@gmail.com
Connie Castillo	Treasurer	lorenzofamily@rogers.com
Geneva Dalley	School Liaison	gdalley@montcrest.ca

Council

Daphne Pressman	Tuck Shop Coordinator	dpressman@rogers.com
Mandi Kimsa	Used Uniform Coordinator	mandi.j.kimsa@gmail.com
Tiffany Knight Candra Reynolds	Fall Fair Coordinators	tiffanybellknight@gmail.com candramae@gmail.com
Mary McCone	Pizza Lunch Coordinator	curtisandmary@sympatico.ca
Donna Lindell	Community Service Coordinator	lindellinc@gmail.com
Nancy Hollyoak	Lost & Found Coordinator	nhollyoak@rogers.com
Connie Castillo	Interguild Representative	lorenzofamily@rogers.com
Erika Veh	Parent Ambassador Coordinator	erikaveh@rogers.com

TBC	Spring Fundraiser Coordinator	TBC
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We are always looking for volunteers and new ideas! Please feel free to contact any of the MPA Officers by email or join us at an MPA meeting.

MPA MEETING DATES

During the 2019/20 school year there will be three MPA meetings:

Fall: Tuesday, September 24th at 6:30 p.m.

Winter: February 5th at 6:30 p.m.

Spring: Friday, April 3rd at 8:30 a.m. (after Pancake Breakfast)

All parents in the Montcrest community are welcome and encouraged to attend these informative and interactive meetings. If you cannot attend in person, please note that minutes from each meeting will be posted on the Montcrest website under the "Parents" banner and in the MPA sub-section shortly after each meeting.

BOARD OF GOVERNORS

The Board is charged with the responsibility of ensuring the continuing success of the school. Among its members are lawyers, accountants, entrepreneurs, and educators, whose valuable expertise benefits the Board and the school as a whole. Most are either current or former Montcrest parents who are very familiar with the school. A mix of both men and women serve to provide a balance of viewpoint and experience. Over the years, the number of members has varied from 9 to 15, generally serving one or more three-year terms. In addition, outside advisors often serve, making an important contribution, and the Head of School serves "ex officio." While the Board may be the least visible of the school's constituents, it is a group of dedicated volunteers who give a great deal of time and thought to what is best for Montcrest. To read the bios of our current Board members, [click here](#).

LIFE AFTER MONTCREST

We support the transition to high school for our Grade 8 students and their families in the following ways:

- By providing a high school information package in the fall.
- Administration and teachers provide ongoing counselling.
- Mock interviews are conducted to prepare students for the admission process in independent high schools.

More details can be [found on our website](#). Please email Dani Klein at dklein@montcrest.ca if you have any questions about the high school application process.