

The cover features a dark blue background with a large, bright orange triangle pointing towards the top-left corner. The text is centered in the lower half of the page.

Montcrest School

Family Handbook

2020-2021

Montcrest School Family Handbook 2020 – 2021

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Toronto, Ontario
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416-469-2008

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

August 2020

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 individual gifts and talents, caring for them each and every day. You will discover that the individual attention that your child receives academically and socially is one of the things that sets Montcrest School apart.

Your child will have opportunities to make authentic connections with the world through meaningful academics, rich fine arts offerings, outreach programs, and varied cocurricular activities. We believe in meeting our students with the ideal supports—and perfect challenges—for each age and stage, so they emerge as secure, self-directed young people who excel in academics and in life.

Our 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 welcoming.

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 develop an environment that will bring about the best academic and social development possible for each child.

Faculty & Staff Directory



COMMUNICATIONS

Website: montcrest.ca

Username for Protected Pages: parent

Password: monterest

MY MONTCREST PORTAL

In the first week of September, we will be launching some new communications and information tools that will be part of the My Montcrest Portal. The new system will include more comprehensive calendars, resource boards, as well as communications and learning tools. In the meantime, if you have any questions or would like to share updated contact details, please contact Michael Dilworth at mdilworth@montcrest.ca. Thank you for your patience and support.

EMAIL

To email staff members, please follow our email address template. All emails can be found in the [Faculty & Staff Directory](#).

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.

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 Hamza Munawar at hmunawar@montcrest.ca with any questions.

SOCIAL MEDIA

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

Twitter: [@montcrest](#)



Instagram: [montcrestschool](#)



Facebook: [@montcrest](#)



REPORTING

Communication regarding your child's academic progress occurs through regular conversations with your child's teachers, written report cards and parent-teacher interviews.

PARENT-TEACHER INTERVIEWS

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

COVID-19 update: unless required and until further notice, these meetings will be done virtually using Zoom or a similar platform or via phone

SCHOOL CALENDAR

School calendars will be part of our new My Montcrest Portal which will be launched at the start of the 2020-21 school year. As we update our reopening plans for the 2020-21 school year, we will begin to add more details to our external whole school calendar which can be seen by visiting [montcrest.ca](#) and clicking the 'Calendar' link at the top of the page. If you have any questions, please contact Michael Dilworth at mdilworth@montcrest.ca.

HOLIDAY DATES FOR 2020-2021

First Day of School:	Tuesday, September 8, 2020
Thanksgiving Day:	Classes end Thursday, October 8, 2020 Classes resume Tuesday, October 13, 2020
Fall Midterm Break:	Classes end Wednesday, November 11, 2020 Classes resume Tuesday, November 17, 2020 <i>*Thursday, November 12, 2020 is Parent-Teacher Interview Day (No school)</i>
December Break	Classes end Thursday, December 17, 2020 Classes resume Tuesday, January 5, 2021
Winter Midterm Break:	Classes end Wednesday, February 10, 2021 Classes resume Tuesday, February 16, 2021 <i>*Thursday, February 11, 2021 is Parent-Teacher Interview Day (No school)</i>
March Break:	Classes end Thursday, March 4, 2021 Classes resume Monday, March 22, 2021
April/Easter Break:	Classes end Thursday, April 1, 2021 Classes resume Tuesday, April 6, 2021
Victoria Day:	Classes end Friday, May 21, 2021 (<i>Early dismissal at 2:30 p.m.</i>) Classes resume Tuesday, May 25, 2021
Last Day of School:	Thursday, June 17, 2021 - 11:40 a.m. dismissal

ROUTINES

Updated drop-off and pick-up routines will be shared with families before the start of school. These are being updated to ensure our community's safety with COVID-19. The following guidelines would still apply:

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.
- DO NOT leave your car unattended on the school driveway.

LUNCHES

Pizza Lunch, the Rose Reisman's Kids Lunch Program, and off-campus lunches for Grade 7 & 8's are suspended due to COVID-19.

All lunches and snacks will be eaten with a child's cohort outside or in their classroom. All garbage from children's lunches will be sent home for disposal.

Students are not permitted to leave school grounds during school hours to purchase food. Please provide your child with a nutritious lunch, a water bottle, and minimize sweets and junk food. Absolutely no foods containing peanuts or tree nuts are allowed at Montcrest.

AFTERCARE (SUSPENDED DUE TO COVID-19)

COVID-19 UPDATE: Aftercare is suspended until further notice. If there is an emergency and a parent is unable to get to school in time, isolated care will be provided for the child.

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. 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.

POLICIES

ATTENDANCE

COVID-19 UPDATE: Montcrest has developed school arrival and departure procedures that support physical distancing where possible. We have put in place staggered start and finish times as well as maximizing the use of all possible entrances/exits to support the beginning and end of the school days. Please see the [COVID-19 Health & Safety Protocols @ Montcrest](#) document for additional details.

- Attendance is taken daily.
- 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.
- 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.
- We request that you screen your child **prior to arrival** at the School each day. In addition to daily active screening, please note that all students will be monitored at School for possible signs or symptoms of illness.
- As a Parent/Guardian, you must prevent the spread of illness by keeping your child home from School if you or your child experience **any** of the following signs or symptoms:
 - Fever (temperature of 37.8°C or greater)
 - Chills
 - New or worsening cough
 - Barking cough, making whistle noise when breathing
 - Shortness of breath
 - Sore throat
 - Difficulty swallowing
 - Runny nose (not related to seasonal allergies or other known causes or conditions)
 - Stuffy or congested nose (not related to seasonal allergies or other known causes or conditions)
 - Lost sense of taste or smell
 - Pink eye (conjunctivitis)
 - Headache that is unusual or long lasting
 - Digestive issues, such as nausea/vomiting, diarrhea, stomach pain
 - Muscle aches that are unusual or long lasting
 - Extreme tiredness that is unusual (fatigue, lack of energy)
 - Falling down often
 - For young children, sluggishness or lack of appetite

If your child experiences any of the symptoms while at the School, staff will contact you or one of your emergency contacts to pick up your child **immediately**. While your child waits for you or your designate to arrive, s/he will be separated from the other children.

SECURITY

COVID-19 UPDATE: until further notice, parents, guardians and visitors will not be allowed on campus unless picking up a sick child or under other essential pre-arranged with Administration, purposes

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 endeavor 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!**

COVID-19 UPDATE: until further notice, parents, guardians and visitors will not be allowed on campus unless picking up a sick child or under other essential pre-arranged with Administration, purposes. This includes our furry friends.

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, Student Life with any questions by email at jbosten@montcrest.ca or by phone at 416-469-2008 ext. 5017.

UNIFORMS

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 remedied.
- 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.

For the 2020-21 school year, students will have two options for their school uniform:

- **Option #1** - Wear our new school uniform from Top Marks (our uniform provider) Please note our school code is **MCS01**.
- **Option #2** - Continue to wear Montcrest's former uniform (for the 2020-21 school year only).

Montcrest's new uniform ordering is entirely online, easy to do, and all items will be shipped to your house.

Visit the [Top Marks Uniform Guide for Montcrest Families](#). Details include:

- How to set up an account
- How to measure your child for sizes
- How to place an order

Due to COVID-19, we offer the following guidance for your 2020-21 uniform orders:

- For the fall term you are more than welcome to purchase the Dress Uniform but as we do not anticipate formal gatherings, it is not required.
- Families should order items such as the polo shirts, gym shirts and shorts, track pants, and a hoodie.
- Our new uniform has been designed with comfort in mind, so if your child likes any of the new shorts, pants, or leggings, please feel free to order that too.

Key contacts:

- Questions regarding quantities: Martha Mansfield mmansfield@montcrest.ca
- Questions regarding sizing: Top Marks info@topmarks.ca



UNIFORM GUIDELINES

Additional details can also be found on our [New Uniform FAQ](#).

Students will be able to wear any combination of both the dress and gym uniform (i.e. grey dress pants and a hoodie, sweatpants with a polo shirt, etc.). It will be up to the students to decide an appropriate outfit for their day ahead. Students will need to dress according to the weather conditions as they will be spending time outdoors every day. Please label all uniform items for your child. Any items found around the school will be placed in the Lost & Found bins in the basement of Danson House.

<p>JK & SK Uniform</p> <ul style="list-style-type: none"> Navy Sweats Navy Leggings Navy polo dress Short Sleeve (not mandatory) Navy Polo Shirt Long Sleeve & Short Sleeve White Polo Shirt Long Sleeve & Short Sleeve Navy Zip Jacket Navy Hoodie Grey gym shirt Long Sleeve & Short Sleeve 	
<p>Grade 1 - 4 Dress Uniform</p> <p>Bottoms</p> <ul style="list-style-type: none"> Charcoal dress pants Navy Polo dress Long Sleeve & Short Sleeve Navy knee socks Navy leggings Grey ankle socks Bike shorts Black Shoes <p>Tops</p> <ul style="list-style-type: none"> Navy Polo Shirt Long Sleeve & Short Sleeve + fitted cut White Polo Shirt Long Sleeve & Short Sleeve + fitted cut Navy Zip Jacket Gr. 8 students: Grad sweatshirt 	<p>Grade 1 - 4 Gym Uniform</p> <p>Bottoms</p> <ul style="list-style-type: none"> Navy sweats Navy leggings Navy short – Long and short Athletic/Running Shoe <p>Tops</p> <ul style="list-style-type: none"> Grey gym shirt Long Sleeve & Short Sleeve Navy hoodie Gr. 8 students: Grad sweatshirt Navy Polo Shirt Long Sleeve & Short Sleeve
<p>Grade 5 - 8 Dress Uniform</p> <p>Bottoms</p> <ul style="list-style-type: none"> Charcoal skirt Charcoal dress pants Navy knee socks Navy Tights Grey ankle socks Bike shorts Belt Black Shoes <p>Tops</p> <ul style="list-style-type: none"> Navy Polo Shirt Long Sleeve & Short Sleeve + fitted cut White Polo Shirt Long Sleeve & Short Sleeve + fitted cut Navy Zip Jacket Gr. 8 students: Grad sweatshirt 	<p>Grade 5 - 8 Gym Uniform</p> <p>Bottoms</p> <ul style="list-style-type: none"> Navy sweats Black leggings Navy short - Long and short Athletic/Running Shoe <p>Tops</p> <ul style="list-style-type: none"> Grey gym shirt Long Sleeve & Short Sleeve Navy hoodie Gr. 8 students: Grad sweatshirt Navy Polo Shirt Long Sleeve & Short Sleeve White Polo Shirt Long Sleeve & Short Sleeve

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.
- 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.
- Clothing should not be ripped.

TABER TUCK SHOP

Due to COVID-19, the Taber Tuck Shop will be closed to start the school year. We will begin to offer online orders for Montcrest SWAG in September (details will be shared in the Montcrest Mirror).

MONTCREST SCHOOL CODE OF CONDUCT

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.

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, TikTok, 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 are 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 the 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

COVID-19 UPDATE: In addition to the details below, please carefully review our COVID-19 Health & Safety document for details for the 2020/21 school year.

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, unsafe, 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 POLICY OF TECHNOLOGY

At Montcrest School we utilize technology to not only enhance learning but to transform how we engage and inspire students in and out of the classroom. Montcrest has established a 1 to 1 device program across all grade levels. The type of device varies depending on the grade and curriculum and work in conjunction with our online digital learning platforms.

Students are provided online accounts to access these digital platforms. During school, teachers will guide students on how to use these digital platforms and teach appropriate technology use. Students will be taught digital citizenship values that align with the Montcrest Code of Conduct. Montcrest School reserves the right to review and audit student school accounts at any time.

Students are expected to:

- Use the school's technology and network with care and respect.
- Use technology for academic purposes during school hours. Games will not be played during school hours.
- Maintain a positive online digital presence and will not use any illegal, inappropriate or disrespectful language or behavior.
- Seek help if bullied on the internet or report any inappropriate behavior using technology.

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. Conditions for reinstatement of privileges will be determined and reviewed by school administration.

MGM Remote Learning

Remote learning will be a blend of synchronous and asynchronous learning. Students and parents will be provided technology to aid with their remote learning. Montcrest will provide support to both parents and students in using the technology and in accessing the digital platforms used for remote learning. Online video conferencing or video streaming sessions may be recorded for educational purposes. All content created will be password protected and secured. Students are expected to use the technology for academic purposes during school hours. Parents and students are responsible for care and maintenance of the device at home.

Cyber Security, Privacy, and Online Safety

The School will continue to review its cyber security and privacy policies, and develop updates related to remote learning. These policies will include clear protocols and procedures for educators to follow so that they can ensure student safety and security during remote learning. These updates will ensure the protection of privacy and the cyber security of educators, students, and parents is paramount to supporting a safe and inclusive learning environment for remote learning.

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 Middle School level, students are encouraged to take some responsibility in seeking extra help and are taught self-advocacy skills to prepare for Senior School.

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

COVID-19 UPDATE: In addition to the regular school supplies provided by virtue of your tuition, art and maker kits will be provided to students during this time to ensure there is no sharing of supplies or communal use of supplies.

BIRTHDAYS

Birthday party invitations are not to be handed out at school during COVID-19.

SNOW DAYS

School will only be closed if it is impossible or unsafe for staff and students 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. 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

COCURRICULARS

COVID-19 UPDATE:

Montcrest will offer clubs and activities virtually and face to face where physical distancing is possible and health protocols can be followed.

ATHLETICS

COVID-19 UPDATE:

Until further notice, all competitive athletics will be either postponed or cancelled. Montcrest is working with the CISAA and the Return to Sport Plan.

HOUSE SYSTEM

All students and staff at Montcrest School belong to one of four houses. 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

SUSPENDED DUE TO COVID-19

PRIVATE MUSIC LESSONS

COVID-19 UPDATE:

On campus private music lessons are suspended until further notice. Private music lessons will be offered virtually during non-school hours through the Beats and Bars Music School. For more information please contact <https://www.beatsandbars.ca/>

MONTCREST PARENTS' ASSOCIATION - MPA

Every parent/guardian of a Montcrest student is a member of the Montcrest Parents' Association (MPA). The MPA actively supports the spirit of our school and its community through the coordination of parent volunteers, school activities, and fundraising events. The MPA's main goal is to enrich the lives of our children at school by building a strong and nurturing community.

While in-person community events will be suspended due to COVID-19, the MPA will continue to provide opportunities for our community to connect throughout the school year. Please watch the Montcrest Mirror for coming announcements about activities and online events.

Here are a few of the activities and events that the MPA supports: Family Fun Nights, climbing in the Gym, Class Parent Representatives, Treat Days for the Students & Staff, Bookshare, Heart to Hand Holiday Giving Baskets, Tuck Shop Snack Sales*, Pizza Lunch*, and the Spring Social Event for parents*. (* MPA's prime sources of income)

We are always looking for volunteers and new ideas! [Click here to sign up as an MPA Volunteer!](#)

[Here is a list of our MPA Executive & Officers for 2020-21.](#)

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](#).

You've Got This