



**Guide for 1st Year Primary
At FACE School**

Written by Parents for Parents



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1. About FACE

1.1. Fine Arts Vocation Since 1975

- Previously known as the High School of Montreal, the FACE school building has housed the FACE program since the 1975-1976 school year. FACE stands for: Fine Arts Core Education in English, and *Formation artistique au cœur de l'éducation* in French.
- FACE school is recognized by the Ministry of Education as a public school with a special fine arts orientation.
- The school features a "Fine Arts" program which includes four components: vocal music, instrumental music, visual arts and theater. From Primary grade 1 through Secondary grade 5, this artistic program represents a third of all courses offered, and is mandatory for all students.
- Arts instruction at FACE is not provided with the particular goal of training professional artists. The FACE educational philosophy holds that arts instruction promotes self-knowledge and self-discipline, which helps students globally in their life skills and in their learning of other subjects.
- The "Fine Arts" program has never been 100% funded by the Ministry of Education. This is why parents help finance this program (please refer to Section 1.7. – Registration).

1.2. Two School Boards

- FACE hosts students from the two Montreal school boards: *Commission scolaire de Montreal* (CSDM: www.csdm.qc.ca) and English Montreal School Board (EMSB: www.emsb.qc.ca). The school is managed by the CSDM, which provides local management, school transport services, the childcare service, and most of the administrative personnel. Teachers in the English sector, as well as one Vice Principal, are staffed by the EMSB.
- FACE has about 1500 students and spans all of the primary and secondary school grades.
- Of the 800 primary school students, about two-thirds are enrolled in the CSDM and about a third in the EMSB. Of the 700 high school students, three quarters are enrolled in the CSDM and a quarter of the EMSB.
- From Kindergarten to Secondary 5, students receive instruction in French or English according to the school board in which they are enrolled (CSDM or EMSB).



1.3. Governing Board

- The FACE governing board consists of six parents elected at the Annual General Meeting held in September (four parents of CSDM students, and two of EMSB students), three representatives elected from among the teachers, a representative of the childcare service, a representative of the non-teaching professional staff, and two high school students elected by their peers. Also sitting on the governing board, but without the right to vote, are one or two community members, a representative of the Parent Participation Organization (OPP) and the school Principal.
- The Governing Board gives parents an active role within the governance and development of the school. The presidency is always occupied by a parent.
- The Governing Board has decision-making power in several areas such as the development, implementation and evaluation of the educational project of the school, the conditions of application of the educational system, the time allocated to each subject, etc.
- Governing Board meetings are open to the public, and each meeting includes a period where parents or other concerned members of the public may ask questions or raise issues.

1.4. Primary Modeled on Secondary

- For CSDM students, each subject is taught by a specialist teacher: mathematics by a mathematics specialist, music by a music teacher, etc. Students change teacher and room for each subject.
- For EMSB students, since the program at the primary level is bilingual, the French Second Language teacher also teaches other subjects (e.g. visual arts.). See Section 3.3. for more details.
- Primary level students follow a schedule similar to that of a secondary school, and change their classroom location during the day, with class periods lasting 50 minutes. Classrooms span five floors, requiring students to walk up and down stairs several times a day.
- Family classes group together 1st and 2nd year children, allowing the 1st years to be guided by the experience of the 2nd years, helping them to find their way and acclimatize more easily. See Section 4 on the family class.



1.5. Official Communications

- The website of the school is: <http://face.csdm.ca>. The website provides the following information:

<p>School From the Management Our facilities An Exceptional Building Historical Educational Project Code of Conduct and Regulations Admission and Registration Community Partners Structure of Operation Press Review</p>	<p>Programs Preschool Primary Secondary Arts Curriculum A Busy Schedule</p>
<p>Services Cafeteria School Transport Childcare Service</p>	<p>Activities Multimedia Gallery Artistic Production Extracurricular Activities FACE Symphony Orchestra</p>
<p>Parents Teachers Websites FACE Foundation Health and Safety Financial Contribution Minutes of Governing Board OPP</p>	<p>Contact Us Our team Calendar Student Registration at FACE Visit us on Facebook</p>

- In case of emergency (exceptional closure of the school for storm, water damage, etc.) or in case of special meetings or special events, management communicates directly with parents via email.

1.6. Spaces and Local Downtown Montreal

- FACE is situated in downtown Montreal, in the heart of the city's cultural activity, close to the McGill metro and bus stations. The neoclassical FACE building was built in 1914 by architects E. and W.S. Maxwell (who also designed the Montreal Museum of Fine Arts).



- 1st and 2nd year children usually have their classrooms on the first and second floors of the school. However, they move to other floors for example to go to the cafeteria or to the gym.
- The school has:
 - a front yard on University Street and a rear yard (the "urban forest" whose development is done during the summer of 2014);
 - over one hundred classrooms including 30 for Primary;
 - two venues: the auditorium and P'Scène;
 - ten rehearsal rooms for instrumental and vocal music;
 - five art workshops;
 - a ceramics workshop;
 - a photography workshop;
 - two science laboratories for physics, chemistry and biology;
 - a computer lab;
 - a library;
 - three gyms and exercise room;
 - childcare;
 - a cafeteria and bistro; and
 - administrative offices.

1.7. Registration

- If demand exceeds available space, priority is given to siblings of current FACE students, and remaining spaces are filled by a random draw of students residing in the territory of the CSDM and EMSB. If space is available, FACE can receive children from other school boards.
- Students of the island of Montreal, served by other boards (e.g. CSMB or LBPSB) must obtain an inter-school agreement prior to enrolling at FACE and may not receive same priority as CSDM or EMSB.
- Registration forms can be submitted starting from the date of the Open House held in October, and no later than the end of October-early November (and not late January-early February as for other CSDM-EMSB schools). Replies are sent to parents in late December and early January for the school year beginning in September of the following year.
- Annual school fees total \$500 from the 1st year: \$225 for lunch-time supervision (as in all other schools), \$10 for the student Agenda, and \$265 for the Fine Arts program. Fees are payable in February for the school year beginning in September.



2. Schedule for 1st and 2nd Year Students

2.1. A Demanding Program

- The FACE program is demanding and requires parents to closely follow their child's educational progress. Learning a musical instrument is demanding, and requires strong family support for the child to progress at a good pace.
- Because of the time devoted to the arts program, other subjects are taught with a compressed timetable. For this reason, this program is not suitable for all children. The school does not offer special education or speech therapy services. Students with learning or behavioral difficulties may be disadvantaged in their academic success by the weight and intensity of the program.

2.2. Weekly Schedule

- The weekly schedule of the 1st to 3rd grade students includes 23 hours minutes of classroom time. Each day consists of five class periods of 50 minutes each and a final class period of 30 minutes, ending at 14:10 p.m. so that students who take the school bus are in the school yard at 14:15 p.m.
- Due to holidays and pedagogical days which often fall on Friday, the Friday schedule is sometimes moved to another day during the week so as to respect the division of subjects taught during the year. These schedule changes are announced in the agenda at the beginning of the year, and students are reminded during the week in question.
- The recess after the second period is at 9:55 a.m. and lasts 20 minutes. Children play in the schoolyard.
- Lunch after the third period takes place between 11:05 a.m. and 12:00 p.m. and lasts 50 minutes. After finishing lunch, children can play outside in the school yard.

2.3. Sample Schedule – 1st Year EMSB

The schedule below is presented for illustrative purposes only. The details of each subject are in Section 3.3.



	Monday	Tuesday	Wednesday	Thursday	Friday
Family	8:00-8:15 pour les 1 ^{re} , 2 ^e et 3 ^e années				
Period 1 8:15-9:05	Music Rm 209	Music Rm 209	English Rm 258	Math Rm 254B	French Rm 251
Period 2 9:05-9:55	Phys. Educ. Gym 3	English Rm 258	French Rm 251	English Rm 258	English Rm 258
Recess	9:55-10:15				
Period 3 10:15-11:05	French Rm 251	English Rm 258	Music Rm 209	Music Rm 209	English Rm 258
Périod 4 Lunch	11:05-11:55				
Period 5 12:00-12:50	Math Rm 254B	English Rm 258	Math Rm 254B	French Rm 251	English Rm 258
Period 6 12:50-13:40	English Rm 258	Visual Arts Rm 251	Math Rm 254B	ERC Family Rm 258	Math Rm 254B
Period 7 13:40-14:10	English Rm 258	Visual Arts Rm 251	English Rm 258	ERC Family Rm 258	Math Rm 254B

2.4. Sample Schedule – 1st Year CSDM

The schedule below is presented for illustrative purposes only. The details of each subject are in Section 3.2.



	Lundi	Mardi	Mercredi	Jeudi	Vendredi
Famille	8:00-8:15 pour les 1 ^{re} , 2 ^e et 3 ^e années				
Période 1 8:15-9:05	Arts plas. 206 P. Carrière	Arts plas. 206 P. Carrière	Musique 104 D. Forget	Musique 104 D. Forget	Français 254A M.J. Barrette
Période 2 9:05-9:55	Arts plas. 206 P. Carrière	Math. 1 205 L. Roy	Math. 1 205 L. Roy	Français 254A M.J. Barrette	Musique 104 D. Forget
Récréation	9:55-10:15				
Période 3 10:15-11:05	Arts dram. 209 M.J. Barrette	Math. 1 205 L. Roy	Math. 1 205 L. Roy	Français 254A M.J. Barrette	Anglais 405 Handelman
Période 4 Dîner	11:05-11:55				
Période 5 12:00-12:50	Français 254A M.J. Barrette	Musique 104 D. Forget	Français 254A M.J. Barrette	Math. 1 205 L. Roy	Math. 1 205 L. Roy
Période 6 12:50-13:40	Français 254A M.J. Barrette	Français 254A M.J. Barrette	Français 254A M.J. Barrette	Sport Gym 3 D. Kinko	Math. 1 205 L. Roy
Période 7 13:40-14:10	Math. 1 205 L. Roy	Français 254A M.J. Barrette	Arts dram. 209 M.J. Barrette	Éthique 205 L. Roy	Français 254A M.J. Barrette

3. Subjects Taught

3.1. Overview

- The manuals are provided by the school but the workbooks are purchased by parents at Renaud-Bray Boostore, 4380, St-Denis Street, Montreal (514 844-2587). The list of supplies and workbooks is either given with the June gradebook (if the child was in kindergarten at FACE) or mailed to parents.
- The FACE white polo can be purchased at the beginning of the year, especially during the first parent-teacher meeting in mid-September, at a cost of \$ 20 (cash or check payable to the school).
- Because of the artistic orientation at FACE school, core subject periods (subjects such as English, French and mathematics) are reduced in number, to the minimum set by the Ministry of Education, to allow time for the arts program.



- To prevent overloaded schoolbags, parents should teach students to bring home each day only what is strictly necessary to do homework.
- All assignments must be submitted on the date specified by the teacher.
- Tests and other types of assessment are required so that teachers can adequately evaluate students' acquisition of knowledge and skills.
- At the first parent-teacher meeting in mid-September, teachers give parents information on course contents, classroom routine, and expectations toward students (see Section 5.4. Parent-Teacher Evenings).

3.2. Details for Each Subject – EMSB

- Students in grades 1 and 2 of the EMSB have 11 periods of English mother tongue, 6 periods of mathematics, 4 periods of French second language, 6 periods of arts (4 music and 2 visual arts), 2 periods of ethics and religious culture and 1 period of physical education.
- Since EMSB offers the bilingual program at the primary level at FACE, some additional subjects (beyond French Second Language) are also taught in French. For example, during 1st and 2nd year, visual arts are usually taught by the French teacher.
- Details of music and physical education periods are the same as for CSDM students (see sections 3.3.3 and 3.3.8).
- Since children have eleven English periods and four French periods, EMSB students do not have a drama period in 1st year. They start drama in grade 4.

3.3. Details for Each Subject – CSDM

Students in grades 1 and 2 of the CSDM have 10 periods of French, 8 periods of mathematics, 9 periods of arts (4 periods of music, 3 of visual arts, 2 of drama art), 1 period of ethics and religious culture, 1 period of English and 1 period of physical education.

3.3.1. French (Second Language) – 10 Periods

- Most French teachers give the work plan of the week with the topics covered in class, written assignments and study/revision to do at home, either on Monday for the beginning week, or on Friday for the following week.



- Dictations are usually held on Friday and, once corrected, must be signed by parents each week.
- Homework may include calligraphy exercises, writing a few sentences, grammar, reading, poetry learning, etc.
- There are usually several colored duo-tangs for each subject: one for homework, one for reading, one for dictation and other tests, etc. Teachers generally explain the use of supplies during the first parent-teacher meeting in mid-September.

3.3.2. Mathematics – 8 Periods

- Most mathematics teachers give students a weekly work plan with the topics to be covered in class, written assignments and study/revision to do at home, either on Monday for the current week, or on Friday for the following week.
- As in French, there are generally several colored duo-tangs for each subject. Teachers generally explain the use of supplies during the first parent-teacher meeting in mid-September.

3.3.3. Music – 4 Periods (CSDM and EMSB)

- In addition to the choir, 1st and 2nd year students learn xylophone, and then recorder in the 3rd year.
- Students are required to practice fifteen minutes a day, five days a week, to master the notes learned in class on their xylophone (a paper xylophone is given to the children at the beginning of the year), and to learn the lyrics of the songs taught in the classroom.
- There are two concerts per year of vocal and instrumental music: one before the holidays in December, and another at the end of the school year in June. Primary school concerts are free of charge.
- For the two concerts, children must wear the FACE white polo, black pants or a skirt and clean black shoes.
- It is important that parents be present at concerts and arrive on time. They must remain seated during the concerts and avoid getting up to film or take pictures (a professional DVD is produced and sold to benefit FACE Foundation).
- After each concert, parents are invited to join their children in their family class. Children are discharged after a concert and can either leave school with their parents, or, if they are registered, stay in daycare.



- Children can be introduced to different instruments by the Suzuki method (extracurricular activity). These courses, held on FACE school premises, are subject to additional fees.

In the following subjects, there is usually no written homework or study for the 1st to 3rd grade students.

3.3.4. Visual Arts – 3 Periods

3.3.5. Drama Art – 2 Periods

For 1st and 2nd year students, drama art is taught by the French teacher.

3.3.6. Ethics and Religious Culture (ERC) – 1 Period

For 1st, 2nd and 3rd years, ERC is taught by the student family teacher (see details on the Family Teacher in Section 4.2.).

3.3.7. English (Second Language) – 1 Period

- Some CSDM children are bilingual, but English teachers group students per level in each class.
- Children are encouraged to watch English cartoons on television.

3.3.8. Physical Education – 1 Period (CSDM and EMSB)

- Students are required to wear a gray FACE T-shirt during physical education periods, as well as sport pants and sneakers.
- Students can buy the gray FACE t-shirt at the beginning of the year, directly from the physical education teacher. The child must indicate the desired size (extra-small, small, medium, and large) and bring money to cover the purchase (\$10 in September 2013) in an envelope with full name and family class written on it. The teacher will deliver the shirts immediately or, if not yet available, when they arrive.
- Students should preferably dress in sports clothes on the day they have their physical education classes, since they do not have time to change clothes.





4. Family Class and Family Teacher

4.1. Family Class for a Better Integration at FACE

- Students in grades 1, 2 and 3 (EMSB) and in grades 1 and 2 (CSDM) are grouped into family classes. This serves to help integrate children into the school routine, to foster cooperation between younger and older students, to eliminate the rivalries between levels, and to create a sense of belonging.
- The CSDM 1st and 2nd year family class includes 10 grade 1 students and 10 grade 2 students. The EMSB 1st, 2nd and 3rd year family classes also have twenty students.
- Every morning from 8:00 to 8:15, this mixed grade family class assembles in the family teacher's classroom, before starting the first period at 8:15, at which point they move into a group formed by students in their own grade level.
- For each period of English, French, mathematics, music, etc., children are in a group of 20 students (CSDM) or a group of 15-20 students (EMSB), all in grade 1 or all in grade 2.
- Students stay with the same Family teacher in grade 2.
- The EMSB primary school has only one grade-level group. In the CSDM primary school, students are divided into more than one grade-level group. Aside from some changes in order to balance the groups, CSDM children generally follow their group class during their entire primary schooling.

4.2. Family Class Teacher: Definition and Role

- Each group of 1st and 2nd year students has a family teacher who is responsible for one family class.
- Family teachers are usually teachers of English (EMSB), French (CSDM), mathematics or visual arts.
- The family teacher watches out for each student's general welfare and the development of a sense of security and belonging in the school.
- On the first day back to school in late August, the family teacher collects his students from the opening assembly and then accompanies them alone to the family classroom; parents leave the school at that time (please refer to section 6. First Day of School Year).
- The family teacher assigns a locker to each child. Lockers are used to deposit the schoolbag, the lunchbox, and outdoor clothing. 1st year students are recommended to buy a padlock (\$10) from the family



teacher, who can then keep a copy of the key for use in case the child forgets his own key. See Section 8.2 on Lockers.

- The family teacher accompanies the children on field trips which are always approved by the school administration. Note that these field trips are organized during school days and not during pedagogical days, these being the responsibility of the daycare. For each field trip organized by a teacher, students will receive a sheet advising parents of the date, the purpose and the schedule of the trip, the means of transportation (if applicable), and any fees (payable in cash only). The parent must sign this sheet, indicating whether the child is allowed to participate in the field trip, and if the parent is willing to volunteer to accompany the class. Usually two volunteer parents accompany each field trip, in addition to the teacher.
- The family teacher may be contacted to request any special monitoring or follow-up for your child (e.g. following a prolonged absence).
- To facilitate communication, a volunteer parent can set up a contact list of the parents of students in the family class, at the beginning of the school year.

5. Communication with Teachers

5.1. Different Ways to Communicate with Teachers

- Use the **agenda** to communicate with the teacher (see section 5.2. for details on the agenda).
- If necessary, leave a **phone message** with your details to get a feedback from the teacher.
- Use **email** if the teacher accepts such communication.
- Note here that some teachers have a **class website** that provides continuous course content, homework, etc. Teachers who use this form of communication will give the Internet link to their students.
- If necessary to deal with a given issue, and after first contacting the teacher, contact the vice-principal of the primary by phone at 514 350-8899, extension 8009.

5.2. Agenda

Early in the year it is important to complete the first page of your child's agenda with personal information, to make note of its EMSB/CSDM identification number and to review the school's code of conduct (in the color pages at the beginning of the agenda), and sign with your child indicating you have read and understood these provisions.



5.2.1. School Year Calendar

The calendar for the school year is in the color pages at the beginning of the agenda. You will find dates for holidays, start and end of each term, schedule changes (see Section 2 on Schedule), 20 pedagogical days, parent-teacher meetings, parents' annual general meeting, Governing Board meetings, photos for student cards and STM cards, Open House, etc.

5.2.2. Preferred Means of Communication

- The agenda is used as the preferred means of communication between parents and teachers; the student must have it in the school bag at all times.
- Teachers respond to parents' questions via the agenda; parents must sign the agenda each time a teacher writes about their child.
- The agenda is also used to report books not returned to the library.
- It is the parents' responsibility to check their child's agenda every night.

5.2.3. FACE Staff List

The agenda includes the FACE staff list, including non-teaching professional services and faculty. Most staff can be reached quickly by the school's main phone number: 514 350-8899 or by email (if they accept this means of communication).

5.2.4. Homework Planning

Starting in Grade 2, children can keep track of their homework assignments in the agenda.

5.3. Reports Cards

- Report cards are issued three times per year: in mid-October for the period from September to mid-October, in mid-February for the period from mid-October to mid-February and at the end of June for the period from mid-February to late June.
- In the first two terms (covering September through mid-February), note that children are not assessed in all subjects.



- Third term grades account for 60% of the annual evaluation. As there is no formal parent-teacher meeting between February and the end of June, be sure to sign each week's dictations or assignments so that you can monitor your child's progress. If you are concerned about your child's academic performance in any subject, take the initiative to contact the teacher concerned.
- A copy of the report card is given to children by their family class teacher to take home.
- For CSDM students, the report card can also be viewed online at <http://portail.csdm.qc.ca/Anonym/Accueil/Accueil.aspx>. You must enter your child's email (the CSDM's ones) and password, then click on "Bulletins." If you have forgotten the email and password of your child, contact sri.portail@csdm.qc.ca.

5.4. Parent-Teacher Meetings

5.4.1. Three per School Year

- There are three parent-teacher meetings per school year, usually in mid-September, mid-November and mid-February (dates indicated in the agenda).
- The first meeting, called curriculum night, gives parents information for each subject on the curriculum, the method of evaluation, required school supplies if needed, and strategies for working in the classroom and studying at home.
- During the second meeting, parents can discuss the progress and specific needs of their child with each teacher.
- The third meeting is designated specifically for parents of children with particular difficulties in the subject.
- Parents who need to meet with a teacher but cannot attend a scheduled parent teacher meeting night due to uncontrollable events, or several children enrolled in FACE and no time to see all the teachers, can communicate with the teacher via the agenda and make an appointment for a special meeting.

5.4.2. Location and Schedule

- Meetings are held in the respective classrooms of each teacher.
- Some teachers provide parents with a meeting schedule allowing them to sign up for specific meeting times, others do not.



- Parents should bring the child's schedule in order to know which teachers to visit, as well as their child's report card, so as to be able to ask the teachers specific questions about their child's progress.
- Note that the terms of these meetings can be found in the pink pages of the agenda under "Parent-Teacher Conferences".

5.5. Communication with School in Case of Academic Failure

- Use the same means as those listed in Section 5.1. and communicate with the family class teacher (see Section 4 on this subject).
- A student who fails in basic subjects (mathematics and languages) or in the arts will be thoroughly evaluated to gauge their type of difficulty.
- In some cases, and since FACE does not have the services of specialists (such as an education specialist or speech therapist), the school may be required to recommend another school better suited to the needs of the child.

6. First Day of School Year

- With the June report card (if the student attended kindergarten at FACE) or by mail, parents receive the date and time of the start of classes (which generally falls in the last days of August).
- On the first day of school, the opening assembly is held in Room 201 (EMSB) or in the auditorium (CSDM). Only on this first day, parents are expected to accompany their child, to the assembly. Each family teacher calls each student in the family group, and then leads the group away to the family classroom, taking leave of the parents.
- Parents should have decided before the first day of classes if the child will stay after school in the daycare service, will be retrieved by an adult at the end of class (2:20 p.m.) or will take the school bus home. A form for this purpose must be completed and signed by the parents at the meeting in the assembly room, then turned in to the family class teacher by the child.
- Before the school year, parents receive a list of school supplies and workbooks either with the report card, or by mail (if their child did not attend kindergarten at FACE). All supplies and books must be labeled with the name of the child, and must be in the child's backpack during the first day of school.
- Provide a lunch for the first day of school, because the cafeteria only opens after Labor Day in September.



7. Absence and Supervision

7.1. Absence and Lateness

- If your child is ill, or absent from school for any other reason, you must inform the school between 7:30 and 8:30 am at 514 350-889 extension 8009.
- Chronic late arrivals are not tolerated. When arriving late, the child must report to the office at room 105, obtain a late slip, and give it to the teacher.
- Parents are required to report the reasons for any absences or late arrivals of their child by an explanatory note in the agenda.
- Teachers have no obligation to provide any special support to students who are pulled out of school for trips or for other personal reasons.

7.2. Supervision and Security

- In the morning, student supervision is provided starting only at 7:45 a.m. If you plan to leave your child earlier than 7:45 a.m., please register him at the daycare which opens at 7:00 a.m.
- During the morning recess (9:55 a.m. to 10:15 a.m.), students are supervised in the yard by teachers. After the meal, at lunch break (11:05 a.m. to 11:55 a.m.), and after 14:20 p.m., at the end of class (if the children are enrolled in child care), children are supervised in the yard by educators. These adults share the supervision of the front yard; two adults monitor access to the court via University Street by standing at the top of the two staircases.
- During lunch break, no Primary student may leave the school grounds. If a parent wants a child to leave school during lunchtime, the family teacher must be notified in writing.
- At the end of the school day, all students must leave the school and schoolyard as quickly as possible. Do not let your child wait in the schoolyard, because no monitoring is provided. Children left unattended will be brought into the daycare, and parents will be responsible for paying daycare fees.
- For security reasons, it is strictly forbidden for parents to circulate in the school without authorization. To obtain authorization, present yourself at the reception, mention the purpose of your visit, and sign the visitor's sheet. You will be given a visitor's pass which you must wear at all times while in the school, and surrender upon exit.



8. Dress Code and Electronic Devices

8.1. Proper Attire

- Students must be neatly and suitably dressed. Clothes that are too short, too tight, or with inappropriately revealing necklines or holes, are not suitable for school.
- Caps, hats and headgear of any style must be removed when entering the school and placed in the locker. They are not allowed in classrooms.

8.2. Organized and Clean Locker



- To help your child be better organized at school, ask the following questions about his locker:

1. Where is your locker?
2. Do you have time to go to your locker between classes?
3. What do you put in your locker?
4. What do you need in your locker (textbooks, notebooks, additional pens, sportswear and change of clothes, musical instruments, etc.)?
5. Do you need an extra shelf or self-adhesive hook, or a message board?

- Use the responses to help determine the best locker configuration. Teach your child to get rid of any waste or unnecessary objects, and to keep the weekly schedule on the locker door. Parents may, during parent-teacher meetings, check content and organization of lockers and clean it up if necessary.
- It may be a good idea for grade 1 children to keep a change of clothes in their locker in case their clothes get dirty.



8.3. Electronic Communication and Entertainment Devices: Prohibited in Classrooms

- DVD players, mp3 and mp4 players (e.g. iPod), tablets (e.g. iPad), electronic games, cell phones and all other electronic means of communication and entertainment are prohibited in classrooms. They may be confiscated by the teacher. They must be stored in the locker or school bag before entering class.
- No lateness associated with the use of these devices will be tolerated.
- The school is not responsible for the loss of these objects.

9. Transportation to and from School

Parents who bring their children to and school by car must obey the indicated parking regulations. During restricted times, parking in front of the school is permitted only for the time necessary to drop off or pick up your children, and you must avoid parking your car in the space reserved for school buses.

9.1. Co-Transport Service

- Since the fall of 2013, there is a co-transport service for FACE families. You can register online at www.opp-face-cotransport.com. This website helps you identify other FACE parents in your neighborhood, so you can organize carpooling between home and school.
- For further information on the co-transport service, contact infooppface@gmail.com.

9.2. Registration for the School Bus Service

- Only students in preschool through grade 3 are normally given access to school bus service, within the territory of the FACE school bus service.
- When registering your child for school and paying school fees (in February before the start of the school year), you must indicate if your child will use the school bus transportation.
- The CSDM provides school bus service for FACE students, whether they are registered with CSDM or with EMSB.



9.3. Territory Covered by Bus Service

- Note that FACE school bus service is not available over the entire territory of the CSDM and EMSB: only certain neighborhoods designated by the CSDM are served by school transportation.
- Parents of students who reside outside the boundaries of the area served must provide transportation for their children. Check with the school if your neighborhood is served.

9.4. School Bus Access Card

If you apply for bus service and are eligible, the CSDM transport service will send you a school bus access card which your child must carry when entering the bus. The card mentions the child's name, the number of his group, the location the child is picked up, and where he is dropped in the afternoon. You should hang the card on your child's school bag, so it is clearly visible.

9.5. A Single Pick-up and Drop-Off Stop per Child

- One pick-up stop and one drop-off stop per child are assigned by the CSDM. These two stops can be identical or different, one for the morning and one for the afternoon, as long as these two stops do not change during the year (except for change of address after moving). The CSDM, for security reasons, does not allow the child to be dropped-off one day at one stop and another day at another stop.
- If your child attends daycare at FACE, you will have to pick him up at daycare daily, and you cannot switch between having your child go to daycare and having your child take the school bus home.
- If enrolled in the school transport service, the school bus can drop off your child at certain other daycares. In 2014-2015, there are four other daycare services, on school bus routes 37, 66, 67 and 95, where children can be dropped off by the school bus. Please contact the FACE daycare for more information (see section 10.8 on that point).



9.6. School Bus Courtesy Service

- Starting in Grade 4, it is assumed that students can use public transport to get to and from school. However, if space is available on the school bus, a student whose younger brother or sister is using the school bus service will be able to use the school bus in the morning.
- Note that courtesy places are only available in the morning, since the grade 1, 2 and 3 school day ends earlier than that of grades 4, 5 and 6.
- Parents who want their children to benefit from courtesy places must complete a request form in mid-September, and the children will be able to take the bus (if there is room) starting in October.

9.7. Contact for School Transport

- To make changes to the information on the school bus access card (change of pick-up stop after moving, or other significant changes), please call 514 350-8899, extension 8009.
- Transco, the transportation subcontractor appointed by the CSDM, can determine the location of each of its buses. For information in case of delay at your child's pick-up or drop-off stop, you may contact Transco at 514 648-8625.

9.8. More Information on School Transport

You can find more information on FACE school bus service at <http://face.csdm.ca/files/Transport-scolaire-primaire.pdf>.

10. Daycare Service

10.1. Registration

- When registering your child for school and paying school fees (in February before the start of the school year), you must indicate if your child will attend the school daycare.
- A document containing the daycare regulations for the year will be given to your child in September. Please read it, sign the last page and return the signed page to daycare.



10.2. Schedule

The daycare is open from 7:00 a.m. to 8:00 a.m., at lunchtime and from 2:20 p.m. to 6:00 p.m.

10.3. Activities

- Children rotate between craft activities, free play, outdoor play in the yard, and once a week sessions in the gym.
- Each day, children receive a snack served by the daycare: a muffin, a sliced apple, a jar of applesauce or fruit, etc.
- Twice a week, a homework period is offered to students.
- Wednesday workshops (from 3:00 p.m. to 4:00 p.m.) allow your child to explore different activities: science, knitting, dancing, drawing comics, glass painting, yoga, etc. Registration for these workshops is usually in late September for the fall semester and in January for the winter and spring semesters.
- Make sure you know the name of the Wednesday educator responsible for your child's activity. When picking up your child on Wednesday, you will need to tell the front desk the name of the educator as well as your child's name.

10.4. Pedagogical Days

- Registration for daycare on a pedagogical day is done via colored sheets given to children about three weeks before the day in question. The parent must indicate either the absence of the child, the child's presence without participation in the special event (the child is kept at school), or the child's presence with participation. Various activities are offered: theme days at school, celebrations for Halloween, Valentine's Day, etc., fieldtrips (apple picking, sugar shack, sledding, etc.). For some special field trips, places are limited and children are registered on a first come, first served basis.
- For pedagogical days, prepare cold meals since the cafeteria is not open, and no microwave ovens will be available for children.
- Make sure your child is properly dressed for the activity of the day.
- Bring your child to school BEFORE 8:30 a.m. on days when bus transportation will be used (to go to the sugar shack for example).
- Always make sure your child is enrolled for a pedagogical day by checking for your child's name on the list posted at the entrance of the daycare, ten days before the day in question.



10.5. Educators

- Twenty daycare educators are responsible for kindergarten to grade 6 children. Groups are formed according to age, each numbering between 15 and 20 children.
- Each student is assigned for the year to a group under the responsibility of one educator.
- While it is often difficult to exchange more than a few words with the educator when a parent comes to drop off or pick up a child, it is always possible to agree on a specific time to talk.

10.6. Rate

- The rate for children who regularly attend the service is \$7 per day.
- For children who attend sporadically (less than three days per week, or on single afternoons due to an unexpected event – only after prior notice to daycare), the rate is \$14 per day and can vary annually according to various criteria which are explained in the daycare regulation document (*Réglementation du service de garde*).
- For elementary school children who finish at 2:15 and must wait for their secondary level sibling, a special service (*bloc de dépannage*) has been added. It costs \$3.25 for 75 minutes from 2:15 p.m. to 3:30 p.m. The fee for this service is not included in the \$14.
- Public holidays are not billed. However, no credit is granted due to vacation taken during the school year.
- If the child is picked up after daycare closing time (6 p.m.) a fee of \$1.50 per minute is charged, up to \$45 for an hour.

10.7. Lost and Found

Lost objects are placed in bins at the entrance of the daycare. During parent-teacher meetings, they are placed on tables at the daycare.

10.8. Contacting the Daycare Service

You can contact the FACE school daycare by calling 514 350-8897. Any absence of the child must be reported by contacting this number



11. Meal Breaks and Snacks

- During the morning recess (from 9:55 a.m. to 10:15 a.m.), students can eat a snack in the courtyard; consider giving them an easy snack to eat outside (apple, compote in a tube, banana, etc.).
- The lunch break takes place from 11:05 a.m. to 11:55 a.m. Starting in grade 1, all children eat their lunch on the fourth floor, in the space reserved for the cafeteria, using either a meal card or eating a lunch brought from home. When their meal is over, they can go outside and play in the schoolyard.

11.1. Cafeteria

11.1.1. Meal Card

- Children can use the service of the school cafeteria. To do this, parents must first purchase a meal card by leaving a check (payable to Food Services and indicating the child's name and class group on the verso of the check) in an envelope in the mailbox for this purpose, just opposite the main reception area.
- The meal card will be given to the child after the next business day by the cafeteria cashier.
- Each child can only buy one meal card at a time, to avoid problems that arise when cards are lost.
- Lost meal cards are replaced according to the following rules:

When lost	Meals Replaced
The day after purchase	8
2-7 working days after purchase	5
8 working days or more after purchase	0

11.1.2. Rate

For 2013-2014, the cost of the meal card was \$ 47.50 for ten full meals or \$ 4.75 for one meal including a soup or a salad, a main course, a dessert and milk or juice.



11.1.3. Schedule

- The cafeteria usually opens after the Labor Day weekend and closes a few days before the end of the school year.
- The cafeteria is closed on pedagogical days, and all children attending daycare must bring their lunch.
- The cafeteria is open during morning recess (9:55 a.m. to 10:15 a.m.) and lunch time (11:05 a.m. to 12:45 p.m.).

11.2. Lunch Boxes, Snacks, Microwave Ovens and Allergies

- Lunch boxes, water bottles and food containers should bear the student's name and class group.
- Snacks are ideally placed in the child's backpack, as there may not always be enough time at recess to return to the locker to get snacks out of the lunch box.
- Microwave ovens are available, and a supervisor will help children warm their meals if you prepare a hot meal. You can also prepare a cold meal or put a hot meal in a thermos.
- If the student forgets his lunch box, he can buy a meal card for one meal at the cafeteria, and pay for it the next day.
- Except for special events (e.g. Halloween, Christmas, end of school year) authorized in writing by the family teacher, students must eat their lunch in the cafeteria and may not eat in classrooms or hallways. Elementary school children are supervised by educators during lunch time.
- It is essential to avoid, for snacks and for lunch, all products containing nuts.
- In addition, snacks with chocolate or refined sugar are not recommended. School cafeteria and daycare food offerings meet nutritional recommendations provided by the Ministry of Education, and serve snacks with chocolate or refined sugar only at special events (e.g. Halloween, Christmas, and Easter).



12. Infirmary

The infirmary is located in room 155, in the south wing of the first floor.

12.1. Roles of the Nurse and Volunteer parents in the Infirmary

- The school nurse works four days a week. The role of the nurse is to monitor medical records.
- The nurse does not provide first aid. First aid is offered by volunteer parents who help students with injuries or minor ailments.
- Volunteer parents are not health professionals.

12.2. In Case of Occasional Illness

- A student running a temperature in the morning should remain at home.
- When a student appears ill at school, parents are immediately notified by the volunteer parent from the infirmary, and they have a responsibility to pick up their children as soon as possible. The school cannot undertake to care for and supervise a sick child.

12.3. In Case of Chronic Disease and Prescribed Medication

- Contact the nurse at 514 350-8899, extension 8039, who will give you the necessary paperwork for you to complete, to allow for the medical monitoring of your child.
- Only drugs prescribed by a physician, and which parents authorize in writing in the agenda, can be administered to students. No over-the-counter medication can be given to them.

12.4. Lice Control

- Parents should check their children's heads periodically. If your child has lice, immediately contact the school.
- Long hair should be worn up.
- In September and January, volunteer parents examine the heads of all students, from kindergarten through grade 6, to prevent a lice epidemic.



13. FACE Foundation

Parents are encouraged to become members of the FACE Foundation (via an annual fee) and to donate to the Foundation. Donations are tax deductible.

13.1. Mission of the Foundation

Active since 1980, the FACE Foundation is a charity with a mandate to maintain, support and enrich the FACE Fine Arts program and all activities that aim to improve the quality of students' lives.

13.2. Contact

FACE Foundation
3449, University Street
Montreal (Quebec) Canada
H3A 2A8
info@fondationecoleface.ca
<http://www.fondationface.ca>

14. Community Action

14.1. Community Coordination

- As community coordinator, Michelle Vachon is a source of information on all voluntary initiatives to be made by parents.
- The community coordinator can be reached at 514 350-8899, extension 8032, or at face.michelle.g.vachon@gmail.com.

14.2. Parent Participation Organization

- The Parent Participation Organization, or PPO, represents and supports FACE families, and looks to the students' wellbeing and success. The PPO is the voice of all parents. It welcomes their questions and comments and seeks to help and inform them.
- Examples of recent projects and accomplishments:
 - ✓ Launching the FACE co-transport website to help neighboring FACE parents find each other, so as to arrange carpooling for home-school trips;
 - ✓ Writing this guide for new families to the school;



- ✓ Organizing workshops to strengthen bilingualism in second language learning;
- ✓ Launching a new website (September 2014) that presents information services available to parents, and allows them to enter requests for help and information;
- ✓ Re-painting the lines in the schoolyard.
- The PPO holds monthly meetings, and applies a discretionary budget granted by the CSDM; supports and shares resources with the school staff; and helps to channel the time, ideas and skills of volunteer parents.
- To contact the PPO, write to infooppface@gmail.com or visit the website at: www.oppface.com.

15. Acknowledgements and Updates to this Guide

15.1. Acknowledgements

- This guide was written in 2013 by Myriam Bouroche, mother of three students at FACE, and was sponsored by the Parent Participation Organization (PPO). It has been reviewed by the following parents: CSDM: Sylvie Morel (PPO President), Sophie Larivière, Julie Boulanger, Valérie Michaud, Jérôme D'Anjou, Violaine Cousineau, Christine Dumazet, and Dominique Huet; EMSB: Josée Charpentier, Marc Bulot, Eamon Egan and Stephanie Burnie. It was also reviewed by teacher Linda Roy as well as the Daycare Technician, Lise Leblanc, the Administrative Manager, Nadine Perrault, the Vice Principal, Louise Postill, and the Principal, Ginette Plante.
- This guide has been translated into English by parents Myriam Bouroche and Eamon Egan.

15.2. Updates to this Guide

The last update of this guide is dated September 3, 2014.