

ÉCOLE BANCROFT SCHOOL

2025-2026

4563, rue St-Urbain

Montreal, QC

H2T 2V9

Phone: 514.845.8031

Daycare: 514.788.0020

bancroft@emsb.qc.ca

bancroft.emsb.qc.ca



Name : _____

Group : _____



Student info page



My EMSB Email : _____

Password : _____

My teachers:

English : _____

EMSB Email: _____

Français : _____

EMSB Email: _____

Science : _____

EMSB Email: _____

Art : _____

EMSB Email: _____

Music : _____

EMSB Email: _____

Phys. Ed. : _____

EMSB Email: _____

My Bus Number: AM: _____ PM: _____

My Daycare Educator: _____

Online Learning information:

Site: _____ Username: _____ Password: _____

Site: _____ Username: _____ Password: _____

Site: _____ Username: _____ Password: _____

Siblings At Bancroft:

Name: _____ Grade: _____ Teacher: _____

Name: _____ Grade: _____ Teacher: _____

Name: _____ Grade: _____ Teacher: _____

OUR MISSION

Our mission is to provide quality education in a caring, safe and inclusive environment in which a child's curiosity for knowledge is encouraged. We are a family of cultures and our diversity is celebrated.
We are a school of the times and of the world.

Dear Parents,

On behalf of the entire Bancroft School Team, it is my pleasure to welcome you to the 2025-2026 school year! The beginning of each school year is always filled with such excitement and this year is no different. We are looking forward to working together this year to grow the continued partnership between home and school. Together, we will inspire in your child a thirst for knowledge and a life-long love of learning.

All students from K to 6 are provided with this Student Agenda Book. In addition to being used to copy homework, this book can be used to facilitate communication with your child's teacher and provide valuable information about our school's policies and procedures. We value and recognize the significant role that you as parents have in the education of your children and rely on your cooperation and support in helping us to ensure that all children are successful. We ask that you take the time to read the first few pages of this agenda carefully with your child as a reminder of what is expected of members of our Bancroft community. At the end, you will find a Student & Parent Contract. Kindly sign and return this page of the agenda to your child's homeroom teacher as an indication that you have taken the time to read and go over with your child all the important items contained in this agenda.

All of the information contained in this agenda, along with school news and periodic updates, can be found on our school website. For your convenience, our contact information can be found below. As always, please do not hesitate to contact the main office for any questions or clarifications. Wishing you a wonderful school year!

Sincerely,
G. Sifoni (Principal)

COMMUNICATION:

Phone: 514.845.8031
Daycare: 514.788.0020

Email: bancroft@emsb.qc.ca
Website: bancroft.emsb.qc.ca

Facebook: Facebook.com/BancroftElementarySchool
Instagram: Instagram.com/BancroftSchool_EMSB

BILINGUAL PROGRAM

Bancroft School takes pride in the Bilingual program we offer our students. Speaking two languages each day encourages the growth and understanding of a second language during the most important learning years of life. Starting in Pre-Kindergarten, students spend 50% of classroom time speaking and learning in French and 50% of classroom time speaking and learning in English.

Research shows that bilingualism has many cognitive benefits that go beyond those of language acquisition such as heightened mental flexibility, creative thinking skills, enhanced metalinguistic awareness as well as greater communicative sensitivity. Our classes are equipped with Interactive Smart Boards and regular access to our mobile Computer Labs allows teachers to easily integrate technology into the curriculum.

Our Art and Music programs instill in our students a love and appreciation for the arts. Our students are provided with the opportunity to experience a variety of different types of music and instruments as well as being allowed to express themselves through diverse media and techniques. Our Science program arouses curiosity and allows students to explore incredible STEAM opportunities and become familiar with the experimental methods for testing hypotheses and resolving problems. Finally, our Physical Education program promotes team spirit, cooperation, physical fitness, and a healthy lifestyle.

SCHOOL SCHEDULE

K4 & K5	
Daycare (AM)	07h30 – 08h55
Morning Entry	08h55 – 09h05
Homeroom	09h05 – 09h15
Morning Classes	09h15 – 11h05
Recess AM	11h10 – 11h30
Classes Resume	11h30 – 12h05
Lunch	12h05 – 13h13
Afternoon Classes	13h13 – 14h00
Recess PM	14h00 – 14h20
Classes Resume	14h20 – 15h45
Dismissal	15h45 – 15h55
Daycare (PM)	15h45 – 18h00

GRADES 1-6	
Daycare (AM)	07h30 – 08h55
Morning Entry	08h55 – 09h05
Homeroom	09h05 – 09h15
Morning Classes	09h15 – 10h45
Recess AM	10h45 – 11h05
Classes Resume	11h05 – 12h05
Lunch	12h05 – 12h55
Afternoon Classes	12h55 – 14h25
Recess PM	14h25 – 14h45
Classes Resume	14h45 – 15h45
Dismissal	15h45 – 15h55
Daycare (PM)	15h45 – 18h00



***The main office is open from 8h00 to 16h00 on regular school days ***

**** School starts at 9h05. Students arriving after that time will be considered late ****

MORNING ENTRY

Morning supervision begins at 8h55. Students in K4 to Grade 2 enter the building from the FRONT entrance. Students from Grades 3 to 6 enter the building via the NORTH YARD door.

Students arriving after 9h05 must use the MAIN ENTRANCE and REPORT DIRECTLY TO THE OFFICE for a late slip. For safety and security reasons parents are not permitted to accompany their children to the class.

AFTER SCHOOL DISMISSAL

From 15h45 to 15h55, students in K4 to Grade 2 are dismissed through the FRONT entrance. Students from Grades 3 to 6 and their younger siblings are dismissed via the NORTH YARD door. Parents picking up their children are asked to wait outside the school (on the sidewalk near the designated dismissal door). Supervising teachers will be on duty until 15h55. If you are running late, the teacher on duty will bring the student to the office. Please note that if this becomes a regular occurrence, parents will be charged the BASE Daycare drop-in rate of \$10.00.

The SOUTH YARD is used for dismissal of bussed students, so for safety reasons, parents are NOT ALLOWED to enter the SOUTH YARD. As well, kindly note that the parking lot is for staff members only.

ATTENDANCE

If a student will be absent from school, late, or dismissed early for a valid reason, a parent or guardian must inform the school by calling the main office (514-845-8031) or by email (bancroft@emsb.qc.ca). Voicemails are checked regularly so please leave a message in the event that you are not able to get through.

Parents may also notify the school through the Mozaik Parent Portal directly (portailparents.ca), without having to call or email the school. This can be done the morning of an absence or in advance.

Remember that academic success and attendance go hand-in-hand. Frequent late arrivals and/or absences can be incredibly disruptive to a child's routine and often lead to academic difficulties in the classroom.



CHANGE IN DISMISSAL ROUTINE

For safety and security reasons, your child will always be dismissed according to the instructions originally given to the school. In the case of any change to the regular dismissal routine, please notify both the office and the homeroom teacher (as well as the BASE Daycare Technician, if necessary) by a written note in this agenda and/or via email.

Changes to dismissal routine and/or requests for early dismissal are strongly discouraged after 15h00.

FAMILY TRIPS & EXAM PERIODS

As the school calendar provides a generous vacation schedule, we strongly discourage family trips which result in students missing school. Such absences hurt the student whose work is interrupted. Our curriculum is quite demanding, therefore class attendance is crucial. HOMEWORK WILL NOT BE PREPARED FOR STUDENTS WHO ARE GOING ON VACATION. We strongly recommend that parents **DO NOT** plan trips during formal exam periods (mid-April to the mid-June).

HOMEWORK

Every student will have some homework to do each evening. The type and amount of work is at the discretion of each teacher. It will differ from one grade to another and may include anything from formal assignments, projects and review work to daily reading or studying for tests and exams. A general guideline is to expect approximately 10-15 minutes of homework per grade (20-30 minutes in Grade 2, 40-60 minutes in Grade 4, 60-90 minutes in Grade 6, etc.)

At Bancroft, we believe that homework teaches children to work independently and helps in the formation of good study habits. It encourages autonomy, time management skills and a commitment to personal responsibility. We rely on parents to help make sure to provide a quiet, well-lit area for study and make sure the homework is completed / agenda is signed each day, if requested by the teacher.

REPORT CARDS

The school year is divided into three terms. The end of each term is followed by the distribution of a Student Report Card, which is only available on the Mozaik Parent Portal.

- A progress report will be issued to parents on or before October 15th.
- Term 1 report cards will be distributed on or before November 20th
- Term 2 report cards will be distributed on or before March 15th.
- The final report card of the year, issued on the last day of school, contains the final school mark.



Parent/Teacher Interviews are held following Terms 1 (November) and Term 2 (February). Other interviews may be requested if the teacher feels there is a need.

LUNCH PROGRAM

Students who remain in school for lunch are charged a daily fee to cover supervision of the group. Those who attend daycare have the lunch fee included in the amount they pay for daycare fees. Those who do not attend daycare have the option of paying their lunch fees in full at the start of the school year. If a child will be going home for lunch, they must have a note from their parents. This note must be presented to their teacher upon arrival and to their supervisor at the start of lunch.

FOOD AND BEVERAGES

We wish to remind all parents that a peanut/nut free environment cannot be guaranteed in our school as complete avoidance of all allergens is not possible. Students at risk of anaphylactic reactions should only eat food prepared from their home. They should refrain from buying food from outside suppliers as there is always a chance that cross contamination may have occurred on site, in transit or at the original source of the primary ingredient. We at Bancroft School would still like to help reduce the risk for our students. We encourage parents to provide healthy and nutritious snacks and lunches and encourage parents to avoid bringing snacks or bagged lunches from home that may contain peanuts and/or nuts, when possible.

TREATS FOR SPECIAL OCCASIONS

Parents are discouraged from sending in treats on special occasions, such as birthdays, Halloween, Christmas, Valentine's Day, Easter, etc. Due to various dietary restrictions and allergies of Bancroft students, we ask for your cooperation. On these days, the school may choose to provide a treat (and alternative vegan/peanut-free options). Teacher-initiated classroom activities involving food are left to the discretion of the teacher; they will communicate their needs to the parents directly.

MEDICATION

Staff members are not permitted to administer any medication to students unless the appropriate forms are completed by the parent. Should your child have to take medication at school, it must be sent to the office in a measured container with the doctor's instructions, as well as a signed authorization form to enable us to administer it. Students are not permitted to carry medication with them.

VOLUNTEERS

As per EMSB policy, volunteers at Bancroft School are required to undergo a "Judicial Verification" or a police check. The forms are available at the main office and through our school website. Please be reminded that all visitors are required to sign-in at the main office. While visiting the school, parents should not be visiting their child's homeroom or disrupting classes. You may contact Bancroft Parent Participation Organization (PPO) for more information about how you can get involved (bancroftppoemail@gmail.com) .

BEFORE AND AFTER SCHOOL ENRICHED (B.A.S.E.) DAYCARE PROGRAM

The daycare service is offered to children who are registered at the school. The program allows student to have outdoor play, snacks with peers, time for homework as well as time to participate in organized and enriching group activities. The hours of operation are from 7h30 – 8h55 am and 15h45 – 18h00.

Parents may choose to register their children for daycare as *regular* users (before school, after school or both up to five days a week) or *sporadic* users (occasionally and are otherwise only signed up for the lunch program). Daycare is not available during daycare staff professional days, spring break, statutory holidays and the summer.



For more information, please contact our B.A.S.E. Daycare technician, Ms. Vanessa Giancioppi, by email (vgiancioppi@emsb.qc.ca) or by phone (514-788-0020) or visit the B.A.S.E section of our school website.

PEDAGOGICAL DAYS:

On all scheduled pedagogical days, daycare students will be offered daycare services for the day at an additional cost. The cost will vary according to the activity planned. Priority is given to regular daycare users. Parents of non-daycare students need to contact the daycare, for each pedagogical day, should they wish for their child to attend as well.

EMERGENCY EVACUATION PROCEDURES

If the building must be evacuated, the signal for the outdoor fire drill will be given – a continuous, sustained ringing. During a fire drill or an evacuation, teachers will lead the students outside into the yards and in front of the school (along the fence), far enough from the building, clearing the exits for the fire department. At that time, further instructions to implement an evacuation will be given by the administration. Should it be deemed unsafe to re-enter the building, the students, led by their teacher, shall leave the premises immediately and proceed to our pre-determined shelter:

Eglise Santa Cruz (60 Rachel Street Montreal H2W 1G3)

IMPORTANT REMINDER: Parents are encouraged to subscribe to personal accident insurance in case their child gets hurt while participating in physical education and sports or in any other circumstances. Fees incurred for ambulance services, medical/dental/ocular services and any other services related to an injury will not be assumed by the school. Parents are encouraged to contact their personal insurance company or any other insurer to get advice and information about accident insurance coverage for their child. Any other questions should be addressed to a member of the administration.

STUDENT DRESS CODE

Bancroft School does not have a formal uniform. While we respect each student's right to self-expression, we ask that students dress in a way that reflects consideration for our extended school community. It is the parent's responsibility to ensure that children are dressed appropriately for school according to Bancroft's Dress Code.

	DRESS CODE FOR EVERY DAY	<i>Not permitted</i>
Top <i>Any color</i>	<ul style="list-style-type: none"> • T-shirts • Shirts • Long sleeves or short sleeves sweaters • Hoodies are acceptable* *The hood must not be worn in school 	<ul style="list-style-type: none"> • T-shirts with offensive language • Anything that leaves their midriff exposed (i.e., cropped shirts or low-rise pants). • Clothing that exposes undergarments • See-through clothing
Bottom <i>Any color</i>	<ul style="list-style-type: none"> • Pants (dress pants, joggers, leggings) • Shorts • Skirts • Dresses 	<ul style="list-style-type: none"> • Intentionally torn or ripped pants • Bottoms which are too short, too tight, and/or generally inappropriate for a school
Shoes	<ul style="list-style-type: none"> • Running shoes • Flat shoes • Boots 	<ul style="list-style-type: none"> • Sandals • Flip-flops • Slippers / Crocs (for safety reasons)
Other notes	<p><i>*To celebrate special days, the students will be invited to wear fun clothes (hockey jerseys, pyjamas, special color code or theme days). For these special days, clothing should remain appropriate for a school setting.</i></p>	<ul style="list-style-type: none"> • Baseball caps, hoods, and other non-religious headwear/hats are not allowed on the head in school • Any form of clothing that supports or promotes drugs, alcohol, violence, racism or is sexist and/or sexual in nature. • No extra adornments such as make-up, big jewelry, tattoos, cologne, or perfume.

DRESS CODE FOR PHYS-ED. CLASS:

- T-shirts
- Sweatpants, leggings, or shorts
- No jewelry



Children without appropriate footwear for physical education will not participate in that day's activities.

IDENTIFICATION OF PERSONAL OBJECTS

All personal objects (clothing, school bag, lunch box, water bottle, running shoes, school supplies, etc.) should be clearly identified with your child's name. Students are expected to check **Lost and Found** area across from the Daycare Office. After a period of one month all items will either be donated or disposed of.

WINTER CLOTHING

All students must have appropriate winter attire (including boots, a heavy jacket, hat, gloves and snow pants) at school throughout the winter months. Children may be playing outside at least two or three times during the school day so it is extremely important that they be well dressed to remain warm and dry. Any child who does not have outdoor boots will not be permitted to join their peers outside and will be asked to call home to have them delivered.

ÉCOLE BANCROFT SCHOOL CODE OF CONDUCT

The Code of Conduct outlines a model of expected behaviours which help ensure that all students are able to exercise their right to learn in a safe and positive learning environment. Bancroft School believes in following the 3R's code of behavior:

RESPECT, RESPONSIBILITY, RESULTS.

Our student creed is as follows:

- I will always behave in a respectful manner.
- I will listen to and respect my teachers and Bancroft staff.
- I will keep my hands, feet and hurtful words and actions to myself.
- I will bring pride to myself and Bancroft School.

The guidelines outlined below are inspired by Bancroft's "Mission Statement". They are a continual "work in progress" and are subject to change after consultation with the Staff and School Council of Bancroft School.

At all times:

- We treat all students and adults with courtesy and kindness
- We are polite and considerate of the point of view of others.
- We always use appropriate language at school.
- We respect each other's personal space (no hitting, pushing, shoving, tripping or play-fighting EVER).
- We respect the Bancroft Dress Code outlined on the next page
- We speak up to help each other, especially when we see any form of bullying.
- We keep the school clean by picking up debris anytime and everywhere and make an effort reuse and recycle
- We will try to settle disputes with patience and dialogue, and then by getting help from a staff member

During recess & lunch:

- We only use games and materials provided by the school
- We respect that we are not permitted to bring any toys, balls, collectible cards or dangerous objects from home
- We play in a spirit of friendship and good sportsmanship.
- We never leave the school yard without permission
- We play in designated areas in the yard and not areas that are "off-limits" or in the parking lot before/after school
- We keep the school clean by having a pair of indoor shoes and outdoor shoes/boots
- We are only indoors and in classrooms at recess and at lunch with adult supervision.
- We only practice gymnastics under the supervision of a teacher during Physical Education Class
- We stop the game and get into the "entering the school line" when the end of recess is signaled by the supervisor
- We are courteous to others by holding doors open for them.
- We show respect for the school by removing our caps or hats when entering the building.

In class:

- We follow the class rules set by our teachers.
- We arrive to class on time and ready to learn.
- We try our best to walk into class with a positive attitude every day.
- We behave in a manner that respects everyone's right to a good education
- We write on paper and other suitable materials (and not on the desk or walls).
- We refrain from chewing gum at school
- We write down our homework and pack our bags properly at the end of every day

Outside of class:

- We move about the school calmly and without running
- We use the stairs one step at a time and on the appropriate (up or down) side.
- We keep right on stairs and in corridors leaving room for others to get by.
- We walk and work quietly in the halls (including at lunchtime and after school).
- We make sure our teachers know where we are at all time and only leave class with permission
- We respect work on display in the school.
- We respect that we are not permitted to bring scooters or skateboards into the school

On the school bus:

- We always remain seated while the bus is moving and wait for the bus to come to a full stop before standing up
- We speak in a quiet voice while riding on the bus to let the driver focus.
- We do not put any part of our body out the window or throw anything in or out of the bus.
- We respect the personal space of the other passengers on the bus.
- We respect property on the bus.
- We show respect to the bus driver and their instructions
- We always have our bus pass while riding on the school bus.
- We refrain from eating, drinking or chewing gum on the bus.
- We do not use electronic devices on the bus.

Bus Reports:

If students fail to follow the school board's policy for the rules of conduct and safety measures on the bus, the driver will issue a bus report. Please take note of the consequences below:

First Bus Report	A warning
Second Bus Report	Parents will be notified
Third Bus Report	Possible suspension from transportation services
Subsequent Bus Reports	Possible removal from the bus indefinitely

CELLULAR PHONES & SMARTWATCHES

At Bancroft, we believe in promoting human, face-to-face communication in order to foster strong personal connections and social skills. The use of cell phones, camera phones, and digital products in school situations by students can be disruptive to the educational environment. If a student has no option but to bring a digital device to school, the following rules will be enforced:

1. Such devices should be turned off and are to remain in the student's locker or school bag during school hours
 2. These devices are not to be used in school. If there is an emergency, or if a student must contact a parent, they must inform the teacher and/or come to the office to request permission to call from our school phones.
 3. Parents are asked to refrain from messaging their child during the school day; parents may contact the school office should a message need to be communicated to their child.
 4. If a staff member sees the device, it will be confiscated and brought to the office.
- Students are NEVER permitted to use their device to record (video and/or audio) while on school property.
 - Students are forbidden from texting, posting, or communicating with their devices while on school property.
 - ***The school will not be responsible for lost or stolen devices.**

DISCIPLINARY MEASURES

Inevitably, there are consequences in place for students who choose to act outside the ideals of the Bancroft School Code of Conduct outlined above. When a child is in violation, they will:

- 1) Receive a consequence (listed below), sometimes accompanied by a phone call or note in the agenda**
- 2) After multiple reports, parents will be contacted to discuss a plan of action to prevent subsequent infractions.**
- 3) If the behaviour does not improve following this meeting, the child will receive a school suspension.**

Generally, consequences are decided upon on a case-by-case basis and many factors are considered. Depending on the severity and frequency of incidents, disciplinary measures may include:

- Verbal reminder
- Mediation
- Verbal or written apology, reflection letter
- Communicating inappropriate behavior to parents (letter or call)
- Reflective and restorative practices and discussions; sometimes accompanied by follow up with a parent or guardian;
- Loss of free-play privileges during recess;
- Loss of other school privileges including participation in extra-curricular activities, field trips and special events;
- Suspension (in-school or out-of-school) for up to a maximum of 5 days as a result of (but not limited to) the following:
 - Disrespectful or insolent behaviour towards students or staff.
 - Derogatory comments, name-calling, racial, religious, or homophobic slurs of any kind
 - Fighting, play-fighting, pushing, hitting, and other forms of physical violence
 - Vandalism, theft, or destruction of property.
 - Bullying (and cyber-bullying) - including physical, verbal or written threats and intimidation, intentional exclusion and/or humiliation, or repeated direct or indirect behavior which causes distress and injures, hurts, oppresses, intimidates or ostracizes

These actions may occur at school, on or near school property, during or outside of school hours or through electronic communication/social media/cyberbullying.

Following any suspension, an in-person meeting between a parent, the student, and a member of the school administration must take place at the school. A student may not be readmitted to school until this meeting takes place.

For more information, please consult the [Anti-Bullying Anti-Violence Plan](#) which can be found on the school's website.

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

ÉCOLE BANCROFT SCHOOL CODE OF CONDUCT

TYPE 1: Classroom conduct

1A	We arrive to class on time ready to learn and prepared with all required materials
1B	We complete assigned homework on time
1C	We behave in a manner that respects everyone's right to a good education
1D	We follow basic classroom rules set by our teachers (i.e. raising your hand, no chewing gum, etc.)

TYPE 2: Respect for the School Environment

2A	We move about the school calmly, without running and with respect for our surroundings
2B	We always respect the environment and always avoid littering and vandalizing school property
2C	We use materials provided by the school and do not bring any toys, cards or dangerous objects from home
2D	We are only indoors and in classrooms at recess and at lunch with adult supervision.
2E	We dress appropriately for school, including recess (boots, winter clothing when required, etc.)

TYPE 3: Bullying, Physical Harm and Harassment

3A	We always use appropriate and respectful language/gestures towards each other and ALL Bancroft staff
3B	We will never use physical force or engage in rough play
3C	Any form of bullying*, teasing or harassment are hurtful and will NOT be tolerated

*Bullying is defined as any repeated direct or indirect behavior, comment, act or gesture, including in cyberspace, whether deliberate or not, which occurs in a context where there is a power imbalance between the persons concerned and which causes distress and injures, hurts, oppresses, intimidates or ostracizes.

**If the student does not demonstrate improvement and continues to show difficulty following these guidelines, more serious action will be taken by the school team.

*****First-time serious incidents may lead directly to suspension.** This decision will be left to the Administration's discretion.



Student-Parent Contract 2025-2026

In all our actions at Bancroft School, we encourage students toward a life governed by the values of personal integrity and mutual respect. All members of the Bancroft community must pledge to uphold our Code of Conduct:

At all times, students are expected to act in a considerate and honest manner consistent with the aim of maintaining a respectful and civil community at Bancroft School. What follows are the principal school rules. These cannot be all-encompassing but are indicative of the behaviors which cannot and will not be tolerated at the school. By registering and attending Bancroft School, every student will agree to the following:

- I will act with kindness, honesty and integrity.
- I will respectfully allow teachers to teach and fellow classmates to learn by conducting myself in an appropriate manner
- I will use language which is appropriate to a civil and educational environment which shows respect for others.
- I will put forth my best effort to succeed academically.
- I will adhere to the school dress code regulations at all times.
- I will respect school property and the property of others.
- I will take an active role in creating a safe environment in the school.
- I will not harm, threaten, harass, or intimidate any member of the school community, verbally, psychologically, or physically, cyberspace included.

Violation of these rules, or of any other specific requirements outlined in this handbook, will render a student liable to disciplinary action, which may include reflective and restorative practices, loss of school privileges including recess, participation in extra-curricular activities and special events, or suspension.

Please sign below to acknowledge that

1. We, parent and student, have read the information contained in this handbook.
2. We, parent and student, understand, accept, and support the Code of Conduct in place at Bancroft School.

Student signature

Parent/Guardian signature

Date signed