



*Académie Leonardo Da Vinci Academy*

12025, rue André-Dumas, Montréal, Québec H1E 4G2

T 514-648-2764 F 514-648-7921

[www.emsb.qc.ca/leonardodavinciacademy](http://www.emsb.qc.ca/leonardodavinciacademy)

**Principal: Nadia Sammarco**  
**Vice-Principal: Laetitia Kachmar**

***STUDENT HANDBOOK***  
***2021-2022***

***RULES OF CONDUCT AND SAFETY***  
***2021-2022***

I have read, understood & discussed the rules of Conduct & Safety with my child and will abide by the procedures set forth in the Agenda.

Parent's Signature: \_\_\_\_\_

Child's Signature: \_\_\_\_\_

Portal Access: \_\_\_\_\_ Password: \_\_\_\_\_

This agenda belongs to:

Student's Name: \_\_\_\_\_  
Family Name First Name

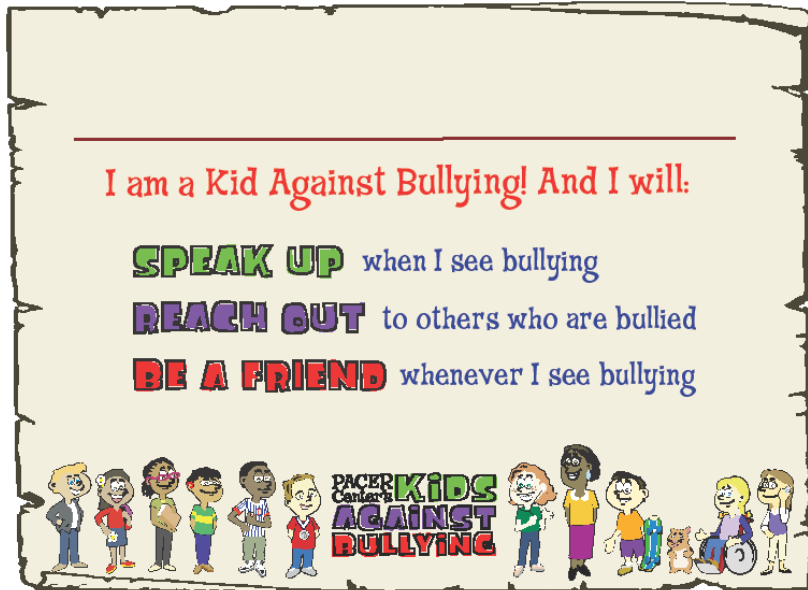
Address: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Number Street Apt. City Postal Code

Home Tel. #: \_\_\_\_\_ Emergency Tel. # \_\_\_\_\_

Homerom: \_\_\_\_\_

Mom's cell: \_\_\_\_\_ Dad's Cell: \_\_\_\_\_

**Leonardo da Vinci Academy is committed to fighting bullying!  
Each student and parent in the school must sign the anti-bullying pledge. Together, we will put an end to bullying!**



©2011 PACER's National Bullying Prevention Center | bullying@pacercer.org | PACERKidsAgainstBullying.org

I AM THE PARENT OF AN LDVA STUDENT! I COMMIT TO ENCOURAGE MY CHILD TO ALWAYS RESPECT OTHERS. I WILL ALSO RESPECT ALL OTHER ADULTS (PARENTS AND STAFF) OF THE LDVA COMMUNITY. I HAVE ADVISED MY CHILD TO REPORT ANY BULLYING TO THE AUTHORITIES.

DATE: \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_



LEONARDO DA VINCI ACADEMY IS COMMITTED TO ENSURING THAT THIS SCHOOL IS A SAFE ENVIRONMENT FOR LEARNING. WE ARE COMMITTED TO FOLLOWING OUR SAFE SCHOOL ACTION PLAN.  
PRINCIPAL'S SIGNATURE: *Nadia Sammarco*

# CALENDAR OF DATES

## 2021-2022

August 25, 26, 27, 30	Fixed Professional Days
August 31	First Day of Classes
September 6	Labor Day
September 9	Curriculum Night (Meet the Teachers)
September 10	Welcoming Day
September 24	Professional Day - LDVA
October 11	Thanksgiving Holiday
October 15	Fixed Professional Day (Teacher's Convention)
November 1	Board Wide Professional Day - EMSB
November 11	Open House
November 25	P/T Conferences (full day and evening)
November 26	Professional Day – LDVA
December 6	Board Wide Professional Day - EMSB
December 23-January 5	Winter Break
January 6	First Day back after Winter Break
January 24	Board Wide Professional Day - EMSB
February 24	P/T Conferences (evening)
February 25	Professional Day - LDVA
February 28 - March 4	Spring Break
*March 25	Professional Day - LDVA
April 15	Good Friday - Holiday
April 18	Easter Monday - Holiday
*May 20	Professional Day - LDVA
May 23	Victoria Day - Holiday
June 3	Professional Day - LDVA
June 23	Last Day of Classes - Happy Summer Holidays!
June 27, 28, 29	Fixed Professional Days

### Terms for Report Cards

Term 1 (worth 40%)	August 31 – January 20
Term 2 (worth 60%)	January 21 – June 23

Progress Reports will be sent home on November 18

Term 1 Report Cards will be available on Mozaik Parent Portal on January 21

Parent Teacher Interviews November 25 (full day/evening)

Parent Teacher Interviews- February 24

Term 2 Report Cards will be available on Mozaik Parent Portal on June 23

\*March 25 and May 20 are Professional Days for LDVA only if a snow day has not been taken by the E.M.S.B.

## COVID-19 Protocols and Safety Measures

Leonardo da Vinci Academy, which is part of the English Montreal School Board follows and implements all safety regulations issued by Santé Publique and the Gouvernement du Québec. Any revisions made by said organizations will be respected and implemented by the school.

### ONLINE LEARNING

LDVA uses Google Classroom as our online platform where teachers post work for students to complete. We use Microsoft TEAMS when offering virtual online classes.

Online virtual sessions are mandatory when a classroom or the school is closed due to protocols put in place by Santé Publique and the school board.



## LDVA VIRTUAL VIDEO-CONFERENCING ETIQUETTE

- I log in dressed in school dress code attire.
- I am seated at a desk or table, ready to learn in a quiet space for the full duration of the session.
- I show up **ON TIME** with my camera **ON** for the full duration of the session.
- I am **RESPECTFUL** - I do not interrupt the teacher and/or a classmate.
- When I enter, I will be placed on **MUTE**. I will stay on mute until my teacher gives me further instructions.
- I come **PREPARED** with the material the teacher has asked me to bring. I also bring a paper and pencil to take notes.
- **I DO NOT USE** cell phones, iPads or text friends during the session.
- I am not permitted to film and/or photograph the video-conferencing session.
- **CHATTING** in the chat box is not permitted during the session, unless instructed by the teacher.
- I have a snack and washroom break **BEFORE** starting session.
- **No eating** while on screen.
- I am actively engaged and not distracted by toys or other devices.
- Online sessions for all subject matters are mandatory for me to attend.

**"If you wouldn't do it in person, then don't do it online."**

WELCOME TO THE  
PARENTS' CORNER

**PARENTS:** Reminder that this is a special time for the teacher to connect with and teach the students. In order to respect student confidentiality please do not participate or interrupt a session. Also, allow your child to try activities and participate on their own.  
*Mistakes are the stepping stones to learning and proof that he/she is trying!*  
If you have a question or concern, please feel free to send a message to the teacher privately via email.

## Procedures to Follow in Case of an Emergency School Closing or Evacuation

### a) School Closing

Should the school have to close because of an emergency such as a power failure, lack of water etc..., the students will be accompanied to Maria Ausiliatrice Parish 8550 Joliot-Curie. In such circumstances, you will be notified via Remind, Twitter, Facebook or School Messenger.

### b) School Evacuation and Lockdown Procedures

Evacuation and lockdown procedures are put in place to help ensure the students' safety if ever an emergency should arise.

Every teacher and student is to be familiar with the school's evacuation procedures distributed to each teacher at the beginning of each school year.

These procedures must be posted in a visible location in each classroom.

Evacuation procedures and lockdown procedures are practiced throughout the school year.



### c) School Closings due to Weather/Emergency



In the event that the School Board declares a school closing due to weather or any other emergency, please check the EMSB website or call the EMSB hotline at 514-798-5606 or listen to the local radio stations. We will also send a message via the Remind App, Facebook, Twitter or School Messenger.



Please refrain from calling the school for information, as the office will most likely be closed.

# Rules of Conduct and Safety

## 1. CONDUCT

The following are the Rules of Conduct, approved by the Governing Board by an email vote taken on Tuesday, June 8, 2021, which all students at Leonardo da Vinci Academy are expected to respect.

### 1.1 Rules Governing Students in the Classroom

- a) *Students are expected to follow the rules explained to them by their teachers at the beginning of the school year.*
- b) *Students are expected to be attentive in class.*
- c) *Students are expected to behave in a manner that creates an atmosphere that is conducive to learning.*
- d) *Students are expected to behave in a manner that respects both their rights to a good education as well as the rights of their fellow students.*

### 1.2 Rules Governing Students - Outdoor & Indoor

Students are expected to be dressed appropriately for outdoor play during spring, summer, fall and winter. (e.g. snow pants, boots, gloves, hats, etc.)

Students are expected to play in a spirit of friendship, therefore cooperating, sharing & problem-solving together. In order to avoid creating situations that pose a danger to themselves and their fellow students, the following will not be permitted:

- a) *Pushing, shoving and tripping*
- b) *Fighting, both physically and verbally*
- c) *Throwing snowballs, pieces of ice, food or other objects*
- d) *Playing with balls not supplied by the school*
- e) *Leaving the school yard without a teacher or supervisor's permission*
- f) *Playing with toys and electronic games brought from home*
- g) *Disrespectful tone & language towards peers & staff*
- h) *Vandalism of school property*
- i) *Any form of bullying including cyberbullying*
- j) *Pulling a fire alarm station for no just cause*



*Consequences for not respecting the rules of conduct will result in a reflection served during recess the following school day. Parents are expected to sign and return the reflection form.*

Should the weather prove to be inclement, then recess will be held indoors and students are to:

- a) *Remain in their classroom, actively involved in activities determined by the supervisors while respecting class rules*
- b) *Speak softly*



### 1.3 Rules Governing the Entry and Exit of Students

- a) **At 8:45 a.m. buses are unloaded and children proceed into the schoolyard until the second bell at which time they line up for free entry.** They must enter the school quietly. They will then proceed to their classrooms. **Students must enter by the school yard and not the front door unless otherwise indicated.**
- b) At dismissal, bus students proceed in an orderly manner to the main corridor by the office and walkers exit by the schoolyard. Daycare students must report to their designated classroom.

*\* If inclement weather, entry into the building will be adjusted accordingly.*

### 1.4 Rules Governing School Outings

- a) All students must remain with their teacher and supervisors at all times.
- b) All students must follow the instructions given to them.
- c) Students must have returned the written consent form signed by their parents in order to participate in school outings. **NO EXCEPTIONS!**
- d) Students must abide by the school dress code for outings unless otherwise specified. It is highly recommended they wear a white top with the school logo.
- e) Field trips are a privilege. The school has the final decision to determine if a student will be participating in a particular outing.
- f) Rules of conduct and safety must be respected on all outings.



### 1.5 Bus Rules

- a) All students are expected to follow the rules of conduct and safety as outlined in the School Board Transportation Policy (as outlined on EMSB website).
- b) Upon arrival, students must proceed directly into the schoolyard accompanied by the teachers on supervision, unless otherwise directed.
- c) If a bus report is given, the student will automatically receive a bus warning form from the office. If the inappropriate behaviour continues or is deemed very serious, the student will receive a bus suspension for a period of time determined by the school administration.



### 1.6 Language

All students and parents must be respectful towards all staff, and other students. **Answering back and/or using inappropriate language will not be tolerated.** Students are expected to be polite and respectful at all times.

**We do not tolerate any form of harassment (actions, words or insults) towards our staff or students.**

*It's a matter of mutual respect!*

## 1.7 Rules Governing Extra Curricular Activities, Daycare and the Lunch Program



### Daycare Specific

- a) The school rules of conduct and safety are to be respected during daycare, lunch hour, and during extracurricular activities.
- b) Once in daycare, students are expected to complete their homework and then may participate in the structured activities in a calm and orderly manner.
- c) If there is a change in routine (i.e. student must take the bus instead of attend daycare), **a written note must be sent via the agenda so that the teachers, the daycare and the school secretary are informed of the change.**
- d) Once the parent arrives, the student is then under the parent's care.



### Lunch Program Specific

- a) The school rules of conduct and safety are to be respected during daycare, lunch hour, and during extracurricular activities.
- b) If a child will be going home for lunch, he/she must have a note from his/her parents. This note must be presented to his/her teacher upon arrival and to the supervisor at the start of the lunch period.
- c) If a child will be remaining with his/her teacher during the lunch period, he/she must have a note from the teacher.
- d) No glass bottles are permitted.
- e) Allergies: We ask that parents do NOT send any types of shellfish, nuts, peanut butter or foods containing nut products for the safety and security of those students with allergies.
- f) Each student must clean up his/her own place after lunch. It is recommended that each student bring a cloth placemat to be eating on.
- g) Please respect the EMSB Nutrition Policy. **We strongly recommend healthy snacks & lunches (e.g. no candy, chocolate, chips, etc...)**



**Allergies** Parents are asked to NOT SEND any types of nuts, peanut butter or foods containing nut or shellfish products for the safety and security of those students with allergies. **It is for this reason that no food or candy treats will be permitted for distribution during holidays or birthdays.**





## 2. DISCIPLINE AND SUPERVISION OF STUDENTS

- 2.1 The moral obligation of educating our children rests first and foremost with the parents. The rules of conduct promoted in the school are meaningless without the parents' co-operation. In order for students to accept them, it is essential that these rules be consistent with those enforced at home. Parents will be kept regularly informed of these rules in order to ensure such consistency.

For this reason, you will find enclosed the “Simplified Version” of the Rules of Conduct & Safety.

<b>SIMPLIFIED VERSION OF THE STUDENT’S RULES OF CONDUCT AND SAFETY</b>
--

1.	<b>I behave in a respectful manner through my actions &amp; my words.</b>
2.	<b>I play safely without rough, physical contact.</b>
3.	<b>I listen and follow directions given by all staff members.</b>
4.	<b>I take good care of my belongings and those of others.</b>
5.	<b>I walk quietly and in an orderly manner.</b>

The children are expected to follow the above rules of Conduct and Safety.



### 3. GENERAL INFORMATION

#### 3.1 School Telephones

Students are not permitted to use the school telephone unless there is a medical emergency.

**3.1B Student cell phones are not permitted. If a student brings one to school because he/she is walking to and from home alone, then, the student must drop it off at the office first thing in the morning and pick it up from the office at dismissal. NO CELL PHONES ARE PERMITTED IN THE CLASSROOMS OR LOCKERS. Students who do not respect this rule will have their cellphone confiscated and it will only be returned to the parent at the front office.**

**3.2 Only lunches, shoes and school bags brought to the school after morning entry will be given to students at recess or lunchtime as to not disturb teaching time. Students will NOT be disturbed for any other forgotten items during the school day.**

#### 3.3 Student Absences, Lates and Early Dismissal

a) Students who are sick should remain at home. Students who become ill at school will be sent home. If the student is well enough to be at school, the student will go outside at recess and lunch unless a medical note indicates otherwise.

If a student is absent less than 2 days, he/she should see his/her teacher upon return to school for missing homework/assignments. After 2 days, homework and assignments can be requested and picked up at the front office or daycare.

b) When a student is absent, the parent should notify the school before 9:00 a.m.

c) A child reporting to school late (after 8:50 a.m.) must report to the office to pick up a late slip from the secretary.

**\*If a child is late more than 5 times in one month, a warning letter will be sent home. If the problem persists, the administration will address the parents.**

d) If it is necessary for a child to leave early, during school hours, then a note must be sent, signed and dated by the parents, indicating the time the child must leave and for what reason. Students must be picked up at the office before leaving.

e) Any change to the child's dismissal routine must be done prior to 3:00 p.m. in order to ensure that the child receives the information in time. All early dismissals should be noted in the student's agenda. HOWEVER, should an emergency situation come up, please advise the school BEFORE 3:00 p.m. in order to ensure that the student receives the information on time.

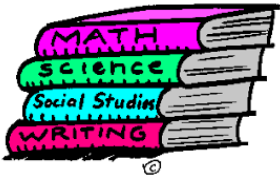
- f) It is strongly suggested that you plan your vacations during the vacation times scheduled in the school calendar.

If parents take a child out of school to go on vacation, the parents are responsible for the work missed. The teacher **will not** assign specific work and is not required to help the student catch up. **Please bear in mind that if a child is pulled out on non-designated holidays he/she is also missing valuable teaching time. If the child misses too many days, he/she is at risk of not being promoted to the next level.**

**Reminder –Mid-April to June is the end of year exam period for all students in grades 1 – 6. All students must be present during this period. A medical note will be requested to justify an absence.**



### 3.4 Assignments



- a) The amount of time to complete homework/assignments will vary from student to student.
- b) Students must do their work in a manner that is presentable and to the best of their ability.
- c) All graded work and projects will be done in class. Nevertheless, reading and reviewing must be done daily, as assigned by the teacher.
- d) Students must complete their homework and respect deadlines.
- e) Students must have their agenda books read and signed daily by parents/guardians.



### 3.5 Dress Code- PLEASE LABEL ALL ARTICLES OF CLOTHING!!!

All Students from Pre-K – Gr. 6 are expected to wear solid black bottoms and white tops. If they are cold, only a solid black cardigan or school logo hoodie is permitted. The dress code consists of the following:

*Solid White top (or with school crest) and solid Black bottoms.*

*It is mandatory that each student have at least one polo shirt with the school logo.*

*It is mandatory that each student has the full phys. ed uniform*

<b>Permitted</b>	<b>Not Permitted</b>
<p><b>Solid White Tops (Plain or with school logo only)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Shirts</li> <li><input type="checkbox"/> Polo shirts</li> <li><input type="checkbox"/> Turtle necks</li> <li><input type="checkbox"/> Crew necks</li> <li><input type="checkbox"/> Entrepreneurship t-shirts</li> </ul> <p><b>Cardigans or hoodies</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Solid Black or with school logo</li> <li><input type="checkbox"/> Entrepreneurship hoodies</li> </ul> <p><b>Solid Black Bottoms (Plain)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Straight leg dress pant</li> <li><input type="checkbox"/> Knee length skirts</li> <li><input type="checkbox"/> Knee length shorts</li> <li><input type="checkbox"/> Knee Length Bermuda shorts</li> <li><input type="checkbox"/> Jogging pants</li> <li><input type="checkbox"/> Thick leggings (pant style)</li> </ul> <p><b>Shoes/Footwear</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Indoor shoes with rubber soles</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Coloured tops or hoodies</li> <li><input type="checkbox"/> Spaghetti straps</li> <li><input type="checkbox"/> Coloured tops underneath white tops</li> <li><input type="checkbox"/> Soccer zip ups</li> <li><input type="checkbox"/> Athletic pants/Jackets with stripes down the side or logos</li> <li><input type="checkbox"/> Jeans or jean type (denim) pants</li> <li><input type="checkbox"/> Temporary tattoos</li> <li><input type="checkbox"/> Hats/caps (in the building)</li> <li><input type="checkbox"/> Makeup</li> <li><input type="checkbox"/> Flip-flops and sandals</li> <li><input type="checkbox"/> Mini skirts</li> <li><input type="checkbox"/> Halter tops</li> <li><input type="checkbox"/> Lace or sparkle tops</li> <li><input type="checkbox"/> Cream/ off-white colored tops</li> <li><input type="checkbox"/> Cardigans or hoodies with logos other than LDVA</li> </ul>

### MANDATORY PHYSICAL EDUCATION AND HEALTH UNIFORM

GREY T-shirt with school logo

NAVY BLUE shorts with school logo

RUNNING SHOES (With proper heel and ankle support)

No slip-ons, converse type, soccer turf shoes or platform shoes permitted for safety reasons

\*\*Please note that pre-k and kindergarten students have physical education 4 times per week. Therefore, investing in more than one phys. ed t-shirt and shorts is advisable. \*\*\*

To promote good health habits at school, students in grades 1-6 must change for the physical education program. Students in pre-k and kindergarten can come to school with their gym uniform already on.

During winter months, only the phys. ed t-shirt is mandatory for pre-k and kindergarten students during their phys. ed. period.

**According to the EMSB physical education safety policy PS-13, students should remove all jewelry during physical education class in order to avoid possible injuries. If a parent chooses to send their child to school with jewelry, the school assumes no responsibility for any injury, lost items, or theft.**

**According to the EMSB physical education safety policy PS-13, students should have their long hair tied back and fingernails should be cut to a reasonable length in order to avoid injury. In addition, fake nails are a safety hazard to the child. If a parent chooses to send their child to school with long hair untied and/or long fingernails or fake nails, the school assumes no responsibility for any injury that may occur.**



### 3.6 Digital Citizenship

<https://www.commonsemmedia.org/>

<https://kidshelpphone.ca/>

<http://www.informationchildren.com/parent-support/parent-helpline/smartsocial.com>

#### *Digital Citizenship Code of Conduct*

It is the student's responsibility to:

1. Refrain from creating, accessing, storing, sending, distributing, or printing any material which is generally considered to be unlawful, obscene, pornographic, erotic, sexually explicit, racist, abusive, discriminatory, hate-motivated, harassing, threatening, demeaning, or otherwise objectionable in imagery or language (Netiquette).
2. Never publish the names or pictures of himself/herself or others on the internet without the prior permission of the teacher and the parent/guardian.
3. Never publish personal information about himself/herself or others, such as addresses, telephone numbers, parents' names, and home or work addresses/telephone numbers on the internet.
4. Immediately report to an adult, any information, message, or website that is inappropriate or makes him/her feel uncomfortable.
5. Never meet or speak with anyone he/she encounters online.
6. Never use school-provided internet services for illegal purposes.
7. Never complete or submit on-line forms without permission.

## It is the Parent's/Guardian's Responsibility to:

- Be vigilant and be aware of what your child is viewing.**
- Understand the role of digital citizenship in the education of your child.**
- Implement measures at home to stop improper use of technology.**
- Verify what kind of sites your child is viewing.**
- To monitor the amount of screen-time (T.V., social media, video games, etc...) your child is using.**
- Be aware that most social media apps have a minimum age requirement of 13 years old. Hence, none of our students should be using these apps.**

### **3.7 Rules to Observe in the Practice of Sports**

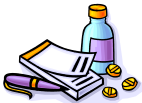


- a) Students are expected to respect the rules of the particular sport being practiced as outlined by the instructor.
- b) Students are not permitted to touch equipment without the presence of the instructor.
- c) **Students may only participate in Physical Education and Health activities in running shoes and the phys. ed uniform.**
- d) The equipment is to be used for the purpose for which it was designed.



### **3.8 Medication**

Students are not permitted to bring any medication to school in their backpack or lunch bag.



If parents require the school to administer medication to their child (antibiotics), **a signed waiver or official pharmacy prescription is necessary in the prescribed container, and the medication must be brought to the office.**

### **3.9 Epipens/ Inhalers**

- All students requiring an epipen must wear it on them (small pouch) at all times.
- It is the parent's responsibility to educate their child on the proper usage of an inhaler. Students can keep inhalers and the prescription on them at all times in case of emergency but are asked to use the inhaler in the presence of an adult.

#### 4.0 Forbidden Items

The following items must not be brought to school and will be confiscated:

-any sports equipment from home

-weapons of any sort

-toys of any kind

- trading cards of any kind

-cell phones

-chewing gum

-laser pointers

-water pistols

-pointed umbrellas



-any electronic games or devices

- Smart Watches



#### 4.0 SAFETY

The safety of children is everyone's primary concern. The students have a right to feel safe in school. The school, together with the LDVA Governing Board, has adopted a Safe School Action Plan, which guarantees this basic right.

**If ever a student should feel unsafe or is facing a problem, he/she is to ask for help from a staff member.**

**Please note that the supervision of students begins at 8:45 a.m. and ends at 3:55 p.m.** unless the student is in the Daycare Program. While in school, students are always under the supervision of an adult.

**SAFETY  
MATTERS**

#### 4.1 Procedures to Follow in Case of an Accident

When an accident occurs on school grounds, the teacher or supervisor is responsible for the child and will bring the child to the office. If a child cannot be moved, the teacher will send a student to summon someone from the office.



- a) Parents are notified, if necessary, by phone at home or their place of work.
- b) If unable to contact the parents or emergency contact and the child requires medical assistance, he/she will be accompanied to the nearest clinic or hospital.

**It is imperative, therefore, that parents provide the school with an emergency phone number, medication information, any medical issues and a Medicare number on the information sheet sent home at the beginning of each school year. Please remember to keep us informed of any change of phone number, email or residential address throughout the year.**

#### 4.2 The Presence of Visitors

**Our students' safety is our number one priority!**

**Parents are asked to remain outside the school yard and not to obstruct the entrances while waiting for or dropping off their children.**



**Parents are reminded, as per the law, that no vaping or smoking is permitted at any gate or school entrance. Please note that a distance of 9 meters must be respected around any perimeter of the school.**

No parent or visitor may go directly to the classroom or wander around the hallways at any time, even if he/she is a member of a school committee or schoolwide event. If they need to see their child, the secretary will call the student down.

**ALL volunteers and visitors must report to the office, sign in and ask for a visitor's pass.**

Parent volunteers wishing to speak with a teacher are required to call the office and schedule an appointment or simply write a note in the student's agenda.

#### 5.0 Confidentiality

Any confidential documents pertaining to the child's welfare, health or safety (eg. court orders, allergies, private assessments, etc...) must be submitted to the administration who will then forward it to the teachers.




  
**Daily Schedule**



**SCHOOL HOURS**

**8:50 a.m. – 3:45 p.m.**

**RECESS**

First Recess (PRE-K, KDG, 5, 6)	10:00 - 10:20 a.m.
Second Recess (1, 2, 3, 4)	10:35 – 10:55 a.m.

**LUNCH**

Pre-K, Kindergarten	11:37 – 12:55 p.m.
Grades 1 - 6	11:55 - 12:55 p.m.

**AFTERNOON RECESS**

Recess (PRE-K, KDG, 5, 6)	1:55- 2:15 p.m.
Recess (1, 2, 3, 4)	2:25-2:45 p.m.

**DISMISSAL**

All students	3:45 p.m.
--------------	-----------

*\*\*Any student going home for lunch must return to school at 12:55 p.m.  
 If earlier, parents will be charged 2.00\$ for lunch supervision. \*\**

*“In this complex world, it takes more than a good school to educate children; and it takes more than a good home. It takes these two major educational institutions working together” Dorothy Rich*

