



# ÉCOLE EDINBURGH SCHOOL

**2023-2024**

500 Hudson Avenue  
Montreal-West (Québec), Canada  
H4X 1X1

Phone: 514.486.0981

BASE: 514.788.0024

[edinburgh@emsb.qc.ca](mailto:edinburgh@emsb.qc.ca)

[edinburgh.emsb.qc.ca](http://edinburgh.emsb.qc.ca)

## OUR MISSION

The mission of Edinburgh School is to create learners who are resourceful and creative, and who will become active members in their community. We prepare students to live together by respecting themselves, others, and the environment. We believe that all students can learn regardless of their background. We are committed to helping every student achieve their goals and reach their fullest potential.

### Dear Parents,

On behalf of the entire Edinburgh School Team, it is my pleasure to welcome you to the 2023-2024 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 in Grades 3 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 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 Edinburgh 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: 514.486.0981  
BASE: 514.788.0024

Email: [edinburgh@emsb.qc.ca](mailto:edinburgh@emsb.qc.ca)  
Website: [edinburgh.emsb.qc.ca](http://edinburgh.emsb.qc.ca)

Facebook: [facebook.com/EdinburghEMSB](https://facebook.com/EdinburghEMSB)  
Instagram: [instagram.com/EdinburghEMSB](https://instagram.com/EdinburghEMSB)

### SCHOOL SCHEDULE

#### K4 & K5

Door opens	<b>7h47</b>
Call-in bell	<b>7h55</b>
Homeroom	<b>8h00</b>
Recess AM	<b>9h15</b>
Lunch	<b>11h02</b>
Recess PM	<b>13h10</b>
Dismissal	<b>14h30</b>

#### GRADES 1-2-3

Gate opens	<b>7h47</b>
Call-in bell	<b>7h55</b>
Homeroom	<b>8h00</b>
Recess AM	<b>9h15</b>
Lunch	<b>11h20</b>
Recess PM	<b>13h10</b>
Dismissal	<b>14h40</b>

#### GRADES 4-5-6

Gate opens	<b>7h47</b>
Call-in bell	<b>7h55</b>
Homeroom	<b>8h00</b>
Recess AM	<b>9h40</b>
Lunch	<b>11h20</b>
Recess PM	<b>13h35</b>
Dismissal	<b>14h40</b>

**\*The main office is open from 7:00 am to 3:30 pm on regular school days**

### FRENCH-IMMERSION CURRICULUM

Edinburgh School takes pride in French Immersion program we offer our students. Throughout their time at our school, over 75% of their education is in French. Our classes are equipped with Interactive Smart Boards and regular access to our mobile Computer Lab 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 become familiar with the experimental methods for testing hypothesis and resolving problems and our Physical Education program promotes team spirit, cooperation, physical fitness and a healthy lifestyle.

## **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 office by email ([edinburgh@emsb.qc.ca](mailto:edinburgh@emsb.qc.ca)) or by calling the main office (514-486-0981). There is always an answering machine available when the office is not staffed. Remember that academic success and attendance go hand-in-hand. Frequent lates and/or absences can lead to academic difficulties in the classroom.

For safety and security reasons, your child will be dismissed to the bus, to BASE Daycare or to the gate as a walker, depending on the instructions originally given to the school. In the case of any change to the regular schedule, please notify the office and the homeroom teacher (as well as the BASE Daycare Technician, if necessary) by a written note or email.

**Changes to dismissal routine and/or requests for early dismissal are strongly discouraged after 2:00 p.m.**

## **MORNING ENTRY**

**Student drop-off time is between 7h47 and 7h55 am.** Students should already be present at school when homeroom begins at 8h00 am. All students from Grade 1-6 must use the entrances in the yards to enter the building in the morning and NOT the main entrance unless they are late.

## **AFTER SCHOOL DISMISSAL**

Pick up for students in K4 & K5 takes place at 14h30 at the entrance on Edinburgh street. Grade 1-6 students are dismissed at the main gate on Hudson avenue at 14h40. Exceptionally, if a parent is running late, the teacher on duty will bring the student to the office. If this becomes a regular occurrence, the parent will be asked to inquire about the BASE Daycare program.

## **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).**

## **SCHOOL TRIPS**

If a parent or guardian decides to remove their child from a trip, no refund, other than for the entrance fee will be forthcoming to the parent or guardian. This also applies to a student who is removed from a trip due to violation of the code of conduct.

## **HOMEWORK POLICY**

Every student will have some homework to do each evening. The type and amount of work will differ from one grade to another and will include formal assignments, projects and review work as well as studying for tests and exams. We rely on parents to help make sure to provide a quiet, well-lit area for study and make sure the homework is completed / sign the agenda 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, available on the Mozaik Parent Portal. Parent/Teacher Interviews are held following Terms 1 and 2.

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

## **EMERGENCY CONTACT INFORMATION**

It is imperative that the school be given a phone number where a parent / relative / guardian may be reached during the day in case of an emergency. Please notify the school immediately of any change of address, email or telephone. It is extremely important that up-to-date phone numbers—where parents can be reached—be provided to the school.

## **FOOD AND BEVERAGES**

We at Edinburgh School are aware that we are unable to provide an environment that is completely allergy-free; however, we would 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.,. On these days, the school may choose to provide a peanut-free/ tree nut free treat. 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 waiver form from you to enable us to administer it. Students are not permitted to carry medication with them.

## **SCHOOL CLOSINGS DUE TO EMERGENCIES**

In the event of a school closure due to inclement weather or other emergency conditions, the announcement will appear on the *Twitter* section (@EnglishMTL) posted on the EMSB website at [www.emsb.qc.ca](http://www.emsb.qc.ca). School closings will also be broadcast in the morning on all local stations and through social media outlets. Please do not call the school as we are receiving this information in the same way.

## **VOLUNTEERS**

As per EMSB policy, volunteers at Edinburgh 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.

## **BASE DAYCARE**

The daycare service is offered to children who are registered at the school. The hours of operation are from 7h00 – 7h47 am and 14h40 – 18h00 pm. The program allows children to have outdoor play, snacks with peers, time for homework as well as time to participate in organized group activities. Students are to report directly to their BASE classroom as instructed by the morning supervisor seated in the BASE Daycare entrance of the building. Given there is no supervision in the hallways, BASE Daycare students are NOT permitted to go to their lockers. Please note that the school rules also apply to the Daycare program and parents are expected to ensure that their children follow these rules as the school cannot be held liable in case of an accident. Parents are not allowed to walk their children to and from their BASE classroom and must wait for their child at the BASE Daycare entrance after school. For more information, please contact Mr. Marco De Crescentis by email ([mdecrescentis@emsb.qc.ca](mailto:mdecrescentis@emsb.qc.ca)) or by phone (514-788-0024) or visit the B.A.S.E section of our school website.

# ÉCOLE EDINBURGH SCHOOL CODE OF CONDUCT

The Code of Conduct outlines a model of expected behaviours that help ensure a positive learning experience for all. We operate on a simple, yet critical principle of **RESPECT** - for ourselves, for others, and for the environment, as outlined below in the "Edinburgh Way" All students have the right to learn in a safe and positive environment and so each student has the obligation to respect the rules of conduct outlined below.

## **"THE EDINBURGH WAY"**

- *"to respect ourselves, others, and the environment"*

The guidelines outlined below are inspired by Edinburgh's "Mission Statement" and are in addition to *"règles de vie"* established in each classroom. They are a continual "work in progress" and are subject to change after consultation with the Staff and School Council of Edinburgh 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 proudly wear the Edinburgh Dress / Colour Code.
- 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 use games and materials provided by the school and do not bring any toys, 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 get into the "entering the school line" when the bell rings and stop the game / pick up the ball right away
- We are courteous to others by holding doors open for them.
- We show respect for the school by removing our caps 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 make sure to 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.

**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	Suspension from transportation services
Subsequent Bus Reports	Possible removal from the bus indefinitely

**CELLULAR PHONES & SMART WATCHES**

At Edinburgh, 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. Students may bring their cell phone or smart watch to school, but the following rules will be enforced:

1. Such devices are to remain in the student's locker or school bag.
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 come to the office and we will allow them to call from our office phones.
3. If a staff member sees the device, it will be confiscated and brought to the office.
4. Students are NOT permitted use their device to record (video and/or audio) while on school property.
5. Students are forbidden from texting, posting or communicating with their devices while on school property.
6. 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.

**\*The school will not be responsible for lost or stolen devices.**

## **STUDENT DRESS / COLOUR CODE**

The mandatory Edinburgh School Dress/Colour Code promotes school spirit and simplifies dressing for school in the morning. Edinburgh's Dress/Colour Code begins on the first day of school in August and ends on the last day of school in June. Parents are asked to ensure their child's attire follows the school's colour/dress code before they leave home. Students' clothing must be of solid colours, except for slacks, which may have a narrow white or red stripe along the outer seam.

- **red, white, or navy-blue shirt, blouse, turtleneck or T-shirt; sturdy shoes**
- **red, white, or navy-blue cardigan, sweatshirt, kangaroo or sweater; sturdy shoes**
- **red, white, or navy-blue pants, jogging pants, shorts, skirt or jumper; sturdy shoes**

**PLEASE NOTE: Students are required to have a pair of indoor-only shoes to wear while at school.**

### ***THE FOLLOWING ARE NOT PERMITTED AT EDINBURGH AT ANY TIME:***

- Jeans
- Shorts/skirts that are shorter than 5 fingers above the knee
- Strapless/sleeveless t-shirts, muscle shirts, spaghetti-strap dresses/blouses
- Clothing with trademarks or logos greater than the size of the Edinburgh School Crest (8 cm or 3.5 inches)
- T-shirts with offensive language.
- anything that leaves their midriff exposed (i.e., cropped shirts or low-rise pants).
- Makeup
- Sandals and flip-flops (for safety reasons)
- Luggage on wheels

If your child's clothing does not follow the outlined rules, a dress code infraction will be sent home in your child's agenda. Upon receipt of three infractions, the child will be asked to call home to request that a parent bring appropriate clothing to wear. If the problem persists, administration will request a meeting with the parent. If you are unsure of the appropriateness of a clothing item, please check with the office before sending your child to school.

### **Free Dress Days**

Students are welcome to wear clothing that does not follow the school's dress/colour code on free dress days; however, clothing should remain appropriate for a school setting. The restricted items listed above remain in effect.

### **Physical Education Dress Code**

- Shorts, sweatpants; T-shirt; running shoes.
- Students in grades 3 to 6 must bring a change of clothing (i.e., T-shirt, shorts) for PE class.

### **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 (November 15 – April 15). As the school has no drying facilities and children may be playing outside at least two or three times during the school day, it is extremely important that they be well dressed to remain warm and dry.

Children may choose to leave their indoor shoes at school or carry them back and forth between home and school. But anyone who does not have indoor shoes at school will be asked to call home to have them delivered.

### **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** regularly if they have lost something.

## **DISCIPLINARY MEASURES**

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

- 1) Receive a consequence (listed below) as well as a written report to be signed by parent and the administration**
- 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:

- 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 a 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 [Safe School Action 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.”*