

# **THE EDINBURGH WAY**

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

*(from the École Edinburgh School Mission Statement)*

"The Edinburgh Way" reminders found below are inspired by the Edinburgh "Mission Statement" and are in addition to "règles de vie" established in each classroom. These guidelines are a continual "work in progress" and are subject to change after consultation with the Staff and School Council of Edinburgh School.

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."

## **How we respect ourselves and others**

1. We arrive at school on time and we wear the Edinburgh Dress/Colour Code.
2. We respect each other's' personal space (no hitting EVER).
3. We use only the student playground entrances (except for special circumstances).
4. We get into the "entering the school line" when the bell rings.
5. We use the stairs one step at a time and on the appropriate (up or down) side.
6. We keep right on stairs and in corridors leaving room for others to get by.
7. In the halls, we walk and work quietly (including at lunchtime and after school).
8. We work outside our classrooms, quietly and with our teacher's supervision.
9. Our caps are for outdoor use (except under special circumstances).
10. We are indoors and in classrooms at recess and at lunch only with adult supervision.
11. We make sure our teachers know where we are at all times. We speak to the teacher first when we go to another class on a message or when we arrive late for class.
12. We hold doors open for each other.
13. When we have to leave early during school time, we sign out from the office with our notes from home.
14. We respect everyone in the building. We are courteous to others by opening doors for them, not push in front of them and not interrupting them when they are in conversation with others.
15. Treat others the way you want to be treated.

## **How we respect the environment**

1. We keep the school clean by picking up debris anytime and everywhere.
2. We write on paper and other suitable materials (e.g. not on desks, walls).
3. We use, reuse, and recycle paper.
4. We refrain from chewing gum.

## **Rules for friends to live by**

- Always be nice to friends.
- Always be open and truthful with your friends.
- Don't lie to your friends
- Don't be bossy and keep telling your friends what to do.
- Don't talk about your friends behind their backs.
- Friends must always give one another the chance to decide what games to play.
- Don't give your friends attitude; give them your support and understanding.
- Think about what you say to your friends before you speak. Don't say things that might hurt their feelings.
- Don't brag to your friends about the things you do or how you are better than they are.
- Don't try to buy your friend by giving them gifts or by making promises you can't or don't intend to keep.
- Don't say bad things about your friend's family members or their other friends.

*These rules were put together by a group of grade 5 students who were reflecting on their friendships and how they could keep their friends.*

## **Transportation Code**

For children who take the school bus to and from school and for all other students using the bus for field trips, the following code is in place:

1. Always remain seated while the bus is moving.
2. Do not put any part of your body outside of the bus; do not throw anything in or out of the bus.
3. Speak in a quiet voice while riding on the bus.
4. Use the handrail when boarding and leaving the bus.
5. Respect the other passengers on the bus.
6. Respect property on the bus.
7. The bus driver is in charge; always follow his/her instructions
8. Always have your bus pass while riding on the school bus.
9. Always demonstrate courteous and respectful behavior.

**Please remember that it is mandatory (EMSB policy) for a parent (or another designated adult) to escort any child in kindergarten or grade 1 to-and-from the bus stop for safety and security reasons.**

For further information, all EMSB transportation policies may be found at:  
<https://www.emsb.qc.ca/emsb/schools/operations/transportation>

# ÉCOLE EDINBURGH SCHOOL CODE OF CONDUCT

All students are expected to observe the school's code of conduct, as outlined below.

## Classroom Rules and Discipline

1. Students are expected to follow the rules set forth by each of their teachers and made known to them at the beginning of the school year.
2. Students are expected to be attentive in class.
3. Students are expected to behave in a manner that creates an atmosphere that supports student-learning.
4. Students are expected to behave in a manner that respects their right to a good education as well as the rights of their fellow students.

## Recess/Lunch-Hour Rules

1. Students are to avoid pushing, shoving, and tripping during recess.
2. Fighting is strictly prohibited at all times (doing so may result in a suspension).
3. Throwing snowballs, pieces of ice or other objects is strictly prohibited (doing so may result in a suspension).
4. Gymnastics (i.e. cartwheels, tumbling, etc) is only permitted under the supervision of a teacher during Physical Education class. Students are not permitted to practice gymnastics skills during recess.
5. Students are to **avoid creating situations** that will pose a danger to themselves and/or their fellow students.
6. Students are to play in a spirit of friendship and good sportsmanship.
7. Students are not permitted to bring card games (i.e. Pokeman, Magic, playing cards, etc.) to school and/or to play/trade these cards at school.
8. Students are to play only with sporting equipment/materials supplied by the school; bringing equipment from home is not permitted.
9. They must always remain in the school yard. If a ball leaves the schoolyard, a student must ask permission from a supervisor to retrieve it.
10. Should the weather prove to be inclement, recess will be held indoors.

Please review the ***Edinburgh Way*** and the ***Code of Conduct***, as these rules will be enforced for everyone's safety. The ***Edinburgh Safe School Action Plan***, posted on the school's website, addresses any continuing acts of bullying.

## Cellular Phones & Smart Watches

Students may bring their cell phone / 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.

## 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, **August 30, 2022**, and ends on the last day of school, **June 23, 2023**.

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**

*\* Indoor shoes are required*

*\*\* Please note that sandals or open toed shoes are forbidden for security purposes \*\**

### ***Students are not permitted to wear 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 École 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).

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, the restricted items listed above remain in effect.

## Physical Education Dress Code

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

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

In winter, students are required to have boots for outdoor play as well as another pair of shoes for indoors. Children may choose to leave their indoor shoes at school or carry them back and forth between home and school. Children who do not have indoor shoes at school are required to call home to have them delivered.

Students **must** have appropriate winter gear, including 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.

## Student Attendance

**PLEASE NOTE:** For safety and security reasons, your child will be dismissed to the bus, to BASE Daycare or to walk, depending on the instructions originally given to the school.

In the case of a sudden change, please notify the office or the teacher (and BASE Daycare Technician, if necessary) by a written note. We are obligated to respect the original schedule unless advised in writing by a parent.

Also, please call the office in the morning, if your child is sick, late, or absent. There is always an answering machine available when the office is not staffed (514-486-0981).

Notes are required for any student absences, including early dismissals.

Parents are asked to schedule medical appointments outside of the school day, whenever possible. No appointments should be scheduled within school hours during the period when End of Year Exams are scheduled to take place (from April – June).

Parents should plan holiday travel around the school calendar. Teachers are not expected to provide work for a student on holiday.

### Edinburgh School Daily Schedule

Doors Open (First Bell) :	07:47
Homeroom Begins (Second Bell) :	07:55
Classes Begin :	08:00
Recess AM :	Staggered
Lunch :	11:20 to 12:20
Recess PM :	Staggered
Dismissal :	14:40
Start of BASE Daycare :	14:40

**School starts at 07:55. Students arriving after that time will be considered late.**

## **Guidelines for Student Use of Information and Communication Technology (ICT) Resources**

1. School computers are **for educational purposes** only.
2. Students must have **permission from an *Edinburgh teacher or adult-supervisor*** to use the school computers. *Students may use classroom computers only when their usual teachers are present; students are responsible for their personal use of any of the school's technology resources.*
3. **Students may only use the Internet in the presence of a supervising Edinburgh teacher or adult-supervisor.**
4. Students are to **take good care of computer equipment** (e.g. keep them clean and free from dust and other harmful materials such as pencil or ink marks, food, water, or other liquids).
5. Students are expected to be **polite, use appropriate language, and refrain from writing anything that may be offensive to others.** **"Cyber bullying" in any form is expressly forbidden** and will be handled by the school, as outlined in the Safe School Action Plan.
6. Students are to **report** any instances of harassment, discrimination, "hate-mail", or other mean-spirited behavior to an adult. They are to refrain from visiting inappropriate websites.
7. Students are expected to **respect**:
  - a. the **Edinburgh School Network** by using it without making unauthorized changes to a computer's desktop (e.g. changing the background or moving icons).
  - b. **each other's files and folders** on the network by only opening them with permission.
  - c. the school **printers** by asking a teacher to add paper or fix printer jams.
  - d. the **environment** by recycling any printout pages not to be used.
  - e. **copyright laws** by using only original or licensed software and by citing the sources of information obtained on the Internet.
8. Students are **not to**
  - a. pretend to be someone else.
  - b. use school computers to check personal email accounts or to go to "chat rooms".
  - c. reveal their own or anyone else's personal identification information online (e.g. school, grade, family names, home addresses or telephone numbers).
  - d. obtain copies of or change someone else's file(s), data or passwords. make changes to computer 'system' files.
  - e. e-mail, unless authorized by a teacher.
9. Students are not permitted to **download or copy software to a computer's hard drive without a teacher's supervision.**

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I hereby certify that I have thoroughly reviewed this Edinburgh School Code of Conduct with my child and duly confirm that both myself and my child understand the expectations for students to uphold "The Edinburgh Way" to respect themselves, others, and the environment, as outlined in this document.

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**STUDENT'S NAME** (PLEASE PRINT CLEARLY)

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**DATE**

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**PARENT'S SIGNATURE**