

## RULES OF CONDUCT AND SAFETY

The following are the Rules of Conduct and Safety which all **students and parents** at Pierre de Coubertin School are expected to observe.

School life reveals a complex network of norms that govern a student's life and what we generally refer to as the school's regulations. These regulations consist of a set of rules of conduct which students must observe when they are in school.

These rules are designed with the view that their observance will lead to success in school and set the stage for the student to obtain a good education. They will help the student to develop a sense of responsibility and to become more independent. Furthermore, they are intended to help create favorable conditions that ensure the respect of individual rights, while at the same time help to create certain homogeneity of thought and action in the school. Lastly, these rules are intended to prevent situations that could threaten the well-being of students.

### **1. GENERAL INFORMATION**

#### **1.1 GENERAL CONDUCT**

All students are expected to treat each other with respect. Politeness, civil language, and consideration for the other's point of view are expected. Swearing, rude behavior, pushing, shoving, yelling, fighting, teasing, bullying, and cyber bullying are not permitted.

All school staff, which includes teachers, lunch supervisors, caretakers, office staff, and non-teaching personnel are acting with the full authority of the parent. Students must comply with them at all times. Insubordination can lead to serious disciplinary action.

#### **1.2 RESPECT FOR THE ENVIRONMENT**

- All students are expected to follow proper rules of hygiene.
- Excessive noise is not permitted. All students have a right to an environment that is conducive to learning.
- Students are not to litter the school grounds. Papers and wrappers are to be thrown in the appropriate containers. Everyone must do his/her part to keep the school clean.
- Chewing gum is not permitted on school grounds.
- Defacing personal or school property is a serious offence.
- All students are expected to cover their books and ensure that these are well taken care of.
- Students are expected to place their chairs on their desks at dismissal.

#### **1.3 ATTENDANCE**

Students must attend school regularly and be punctual. It is recommended that parents try not to schedule appointments, vacations or social events during school hours. Teachers will not provide homework in advance or recuperation if school is missed for these reasons. Parents will have to ensure that the work that is missed is done. Medical and dental appointments should be scheduled on pedagogical days or after school.

**End of Cycle students (grade 2, 4, & 6) should not miss any school days during the exam period throughout the months of May and June.**

## 1.4 ABSENCES / LATES

**1.4.1** We ask that parents call the school between 8:00 and 9:00 to let us know of their child's absence / late before the school calls home. Please leave a message on the answering machine, with your child's room number and reason for his/her absence.

**1.4.2** Students are to arrive at school on time. Should it happen that a child reports to school late, he/she **must pass by the office before going to class.**



If the student is frequently late and the teacher has begun his/her lesson or test, the student will not be given extra time to complete the task. It is imperative that all students are in school by 8:45 am.

**Students who have accumulated many late slips will be asked to make up the time missed in school during a pedagogical day.**

**1.4.3** If a child is absent for a long period of time (**2 consecutive days or more**), and you wish to pick up his/her homework, please call the school between 9:00 and 10:30 am so that the teacher has adequate time to prepare it. Homework should be picked up at the office after 3:30 pm.

**1.4.4** We recommend that parents do not take their child out of school unnecessarily. More and more parents are taking vacations during school time. Family holidays or vacations should be planned around the school calendar and should not interfere with regular school days. Teachers are not responsible to assign or prepare work during the time that your child is on vacation.

**1.4.5** Students in cycle 2 year 2 and cycle 3 year 2 write End Of Cycle exams which begin in May - June. We advise all parents to limit the days the child is out of school during that time. Some of the exams are Ministerial exams and must not be missed.

## 1.5 EARLY DISMISSAL

If it is necessary for a child to leave early, during school hours, then a note must be sent, signed by the parents, indicating the time the child must leave and for what reason. Also, a copy must be given to the office and daycare if the child uses this service.

As much as possible, all medical and dental appointments should be made outside of class time.

Please consult the school calendar to select one of the many holidays or pedagogical days for such appointments. **The school calendar can be found on the back cover of this agenda.**

## 1.6 MEDICATION

**The school is not authorized to administer any medication to students.** If a child brings medication to school that he/she must take, the parents will be required to sign an authorization form found at the office. The medication must be in the original container. We recommend that you always ask your physician to prescribe a long lasting medication which can be taken before school and after school hours.

## Allergies / Epipen

- Children who have allergies should have an EPIPEN with them at all times. The children should wear their Epipen in a safe and sturdy waist band. The children must be informed and educated not to play with their Epipen.
- It must be noted on the children's health form if a child has allergies. These forms must be submitted the first day of school.
- As we are a peanut free school, it is forbidden for anyone to bring in food that contain nuts or peanuts.
- In order to conform to the School Board policy, we do not allow children to bring in candies, chocolate nor chips. Goody bags with such contents must not be shared with classmates.

### 1.7 ENTRY AND DISMISSAL RULES

- At the morning entry bell, students are to line up quickly and in an orderly manner in the designated area. Upon instruction from the supervisor, they are to proceed to their lockers in silence.
- At lunch time and afternoon dismissal, students are to proceed, in an orderly manner to their designated exit.
- Students are not permitted to stop by the washrooms or drinking fountains during lunch or after school dismissal without a teacher's permission.
- Students should not arrive at school before 8:35 in the morning or 13:10 in the afternoon.
- Should the weather prove to be inclement, then the students will be allowed into the building during A.M. and P.M. entry. They must then line up in the designated hallway.
- Caps must be removed upon entry.
- **Parents are not allowed to be in the school area.**
- **School parking lot is strictly reserved for staff members. It is not to be used as a drop off area.**



### 1.8 RECESS RULES

- Students are to avoid pushing, shoving and tripping during recess.
- Fighting is strictly prohibited at all times. Doing so may result in a suspension.
- Throwing snowballs, pieces of ice or other objects is strictly prohibited. Doing so may result in a suspension.
- Students are to avoid creating situations which will pose a danger to both themselves and their fellow students.
- Students are to play in a spirit of friendship and good sportsmanship.
- Students are only to play with balls supplied by the school.
- They must remain in the school yard at all times. If a ball leaves the school yard, they must ask permission from a supervisor to retrieve it.
- Should the weather prove to be inclement, then recess is held indoors. In that case students:
  - a) Must remain in their classrooms;
  - b) Must not talk too loudly or make excessive noise;
  - c) Will be provided with an activity bin for them to play with games in the classroom;
  - d) May not engage in aggressive behavior

### 1.9 EMERGENCY SCHOOL CLOSURE

Should the school have to close because of an emergency such as power failure, snow storm, lack of water, etc., then the students will be taken to the **Salle de Reception Le Madison ( 8750 boulevard Lavoisier)**.

A MASS NOTIFICATION system has been put in place to notify parents. When listening to the radio for school closings, please remember that we are part of the **English Montreal School Board**.

### **1.10 VOLUNTEERS**

**All parents entering the school must report to the office.** Volunteer parents must sign in at the office and receive a "Visitor's Badge". Volunteers must not go to their child's class to speak to the teacher while they are volunteering in the school. Since 2013, all parents wishing to volunteer must pass a police verification. Please see the school secretary.

### **1.11 CROSSING GUARDS**

This valuable service is provided by the MUC Police Department. Crossing guards are assigned at three strategic locations; Lavoisier and Lionel-Groulx, Viau and Lavoisier, and Valery and Viau, to assist those students who walk to school. The guards are on duty four times a day: morning and afternoon entry as well as morning and afternoon dismissal. Students are to follow the directions given by the crossing guards and show the same respect and politeness shown on school grounds.

## **2. STUDENT BEHAVIOUR**

### **2.1 CLASSROOM RULES AND DISCIPLINE**

- 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.
- Students are expected to be attentive in class.
- They are expected to behave in a manner that creates an atmosphere that is conducive to learning.
- They are expected to behave in a manner that respects both their rights to a good education as well as the rights of their classmates.

### **2.2 CLASSROOM BEHAVIOUR**

Students must follow the rules set by each of their teachers which will be discussed at the beginning of the year.

The following consequences are in effect for the students who violate class rules:

- Discussion, reprimand and warning, discipline report.
- Written assignment (reflection), related to the action
- Loss of recreational activities / field trips
- Conference with parents/suspension (as warranted)

### **2.3 INCIDENT REPORTS**

Students who receive an Incident Report must bring it home, have a parent sign it and return it to school the following day. The reflection must be completed neatly by the student. In Kindergarten and Grade One, the parent may write the answers given by the child. Consequences will be issued accordingly, and privileges may be revoked. The purpose of these reports is to inform the parent of the child's actions and allow the student to reflect on the issue. See chart on next page for infractions and their consequence.

**Below is a list of some of the infractions and the amount of demerits received for given infraction. All Other infractions and subsequent demerits shall be administered at the discretion of the Pierre de Coubertin staff.**

**GENERAL INFRACTIONS:**

- Intimidation/Harassment/Bullying **15 PTS**
- Insubordination **10 PTS**
- Foul language **up to 5 PTS**
- Fighting **up to 10 PTS**

**INAPPROPRIATE OUTDOOR BEHAVIOR:**

- not lining up at the bell **1 PT**
- dangerous play (ex. tripping, throwing snowballs) **up to 5 PTS**
- leaving school yard without permission **up to 10 PTS**

**INAPPROPRIATE INDOOR BEHAVIOR:**

- shouting **1 PT**
- unning **1 PT**
- excessive talking in the hallways **1 PT**
- dress code **1 PT**
- vandalism **up to 5 PTS**
- theft **up to 5 PTS**
- misuse of technology **up to 5 PTS**

**Please note that all accumulated points are returned to zero at the beginning of every month.**

5 pts accumulated = miss 1 recess

10 pts accumulated = miss 2 recesses

15 pts accumulated = miss 1 day of recesses + session with the behaviour technician and reflection sheet

20 pts accumulated = miss part of an activity/receive a warning for an upcoming field trip

25 pts accumulated = miss an activity or field trip

30 pts accumulated = receive a suspension

## 2.4 FIELD TRIPS AND EXTRACURRICULAR ACTIVITIES

- All school rules and regulations are in effect during activities, whether in school or outside of school. Field trips are pedagogical outings that are planned to compliment the program that is being followed by the students in their subject areas. Field trips are electives but rather a **compulsory** component of the curriculum. All students must participate in these outings. It is recommended that children bring disposable cameras and not cell phones or tablets in order to take pictures.
- A child may be removed from going on a field trip due to his/her behavior in school.
- A parent volunteer may be selected to help in the supervision and well-being of the students on a field trip. If a parent is selected, then it is understood that a younger sibling should not be brought on the fieldtrip.
- Any parent volunteer who is not selected as a helper should not go to the fieldtrip venue and not disrupt the field trip organization or the supervision of the child or any other children.

Please note that field trips are **NON-REFUNDABLE**.

## 2.5 PROHIBITED ITEMS

The following items are not permitted in school and may be taken away.

- all sports equipment involving sticks, any ball not supplied by the school
- pocket knives, pointed umbrella
- water pistols, cap guns
- bicycles in the school yard, skateboards, rollerblades, running shoes with wheels
- electronic goods, i.e.: iPods, cell phones, tablets, MP3 Players, etc.
- trading cards
- toys from home i.e: Rubik's cube, fidget spinner, etc.
- tracking devices such as GPS watches
- No glass containers or mirrors

## 3. **DRESS REGULATIONS**

### 3.1 DRESS CODE

All students must come to school properly and neatly dressed. Furthermore, students from cycle 1 to cycle 3 are expected to wear the school uniform, which consists of a blue school cardigan (crested), a white top and solid navy blue pants or skirt. When wearing skirts, only navy blue, black or white stockings are allowed. In warmer weather, navy blue bermuda shorts (knee length) and three quarter length capris are allowed.

Parents are expected to label all of their child's belongings. This will ensure that lost items are returned to their owner.

The following items are not considered proper dress and are not permitted:

- Jeans, jogging pants, leggings or tights
- Sleeveless T-shirts
- Shorts of any type or style except for knee-length navy bermudas or blue capri pants.
- Boots of any kind are not to be worn in class/school
- Coloured hair
- Long ankle length skirts
- Hoodies



During rainy days, we ask students to wear rain boots or outdoor shoes. They must change their footwear indoors. **For safety reasons, all footwear must be closed toe, no open toe sandals will be accepted.**

Our school is a special place for learning. It is important that we dress appropriately.

### 3.2 PHYSICAL EDUCATION CLASSES

- When students are in the gymnasium, a teacher /monitor must be present. If a teacher/monitor is not present, the students shall wait in the corridor.
- When students are in the changing rooms (or any place where students change their clothes such as locker rooms, classrooms or washrooms), a teacher shall be in close proximity. Changing room rules must be followed.
- All students should be dressed appropriately for the sport being practiced, with their PDC physical education blue shorts/track pants and red T-Shirts (for grades 1 to 6), as well as proper running shoes. **No student may do any activity in regular shoes or socks.**
- The equipment is to be used for the purpose for which it was designed.
- No jewellery or accessories (i.e. earrings, rings, necklaces, bracelets, and hair pins) are permitted.
- Long hair should be tied.



## 4. SCHOOL POLICIES

### 4.1 HOMEWORK

Homework is an integral part of the Educational process and as such it is assigned on a daily basis. Homework includes written work as well as spelling, the reading of a story and the study of notes, to name a few examples.

#### 4.1.1 THE PURPOSE OF HOMEWORK IS TO:

- develop regular independent work habits and skills
- develop individual responsibility
- reinforce skills and concepts acquired during the day through practice
- develop research skills



**4.1.2** The amount of homework given by a teacher will vary from night to night. Generally speaking, the amount of homework assigned will also vary depending on the level. Students should be spending the following average amount of time on their homework:

<b>Cycle 1</b>	<b>30 minutes</b>
<b>Cycle 2</b>	<b>45 minutes</b>
<b>Cycle 3</b>	<b>60 minutes</b>

**4.1.3** Parents are expected to play a supervisory and supportive role. As such, they should be familiar with the homework policy of the school, provide a suitable local and atmosphere, guide the child if necessary and see to it that the work done is the child's best effort. The following suggestions should be followed:

- Never do the child's work for them.
- Provide an interesting, quiet, well-lit study area.
- Have the child study at the same place, same time every day.
- Allow for some recreational time: play, watch T.V., etc.
- Read stories to younger children.
- Have "reading time" every evening when the whole family reads together.
- Provide the child with resource reading materials.
- Always check the child's homework against the notebook to ensure that the child has completed the assigned work.
- **Sign the agenda** and the assignments done.
- Inform the teacher if a child is operating constantly outside the upper or lower limit of time suggested by the school, so that together you may consider what corrective measures need to be taken.

#### **4.1.4 PROCEDURES FOLLOWED FOR HOMEWORK NOT DONE**

- a) The teacher may keep the student in to have him/her do the missed assignment.
- b) In the second instance, the teacher sends a notice to the parents informing them and requesting their intervention.
- c) In the third instance, the teacher calls the parent to indicate that the problem has not been resolved.
- d) If the problem continues, the teacher refers the student to administration with all pertinent information regarding the problem (notices sent home, action taken so far, etc.). Administration contacts the parents and meets the student to plan corrective measures.

#### **4.2 FORGOTTEN BOOKS**

No parent or student should be returning to school after students have been dismissed to pick up forgotten books or copybooks. Classrooms will not be opened for this purpose. Also, students will not be permitted to call home for forgotten articles such as physical education uniforms, pencil cases, books, projects, etc.



## **4.3 BUS SAFETY RULES**

### **4.3.1 When waiting for the school bus, the student must:**

- always be at the bus stop ten minutes prior to the pick-up time.
- not play on the street or the snow banks.
- wait for the bus to come to a complete stop before approaching the bus, stay in line and board the bus one at a time while holding onto the handrail.
- report to the designated area in the gym at dismissal, line up and proceed to the bus when instructed to do so.

### **4.3.2 When riding the school bus, the student must:**

- choose a seat quickly and remain seated for the duration of the ride and keep that same seat throughout the year.
- speak quietly and not eat, drink or leave trash in the bus.
- listen to the bus driver at all times.
- demonstrate courteous and respectful behavior.
- keep head and arms inside the bus at all times.
- know where the emergency exits are located and use them only when necessary.
- never throw anything in the bus or out the windows.
- no graffiti on the bus.

**Failure to comply with any of the above bus safety guidelines may result in bus discipline reports, bus suspension and/or expulsion from bus services.**

### **4.3.3 When getting off the school bus, the student must:**

- wait for the bus to come to a complete stop before leaving their seat. To exit in single file without pushing or shoving. To hold onto the handrail.
- walk a safe distance away from the bus once off so the driver can see the student and know that he/she is out of the danger zone.
- keep the same safe distance when crossing in front of the bus and wait for the driver's signal to cross; to avoid running and to proceed with caution.
- not throw objects at the school bus (i.e. snowballs, rocks, etc.).

### **4.3.4 Arrival at school:**

- Upon arrival at school students are to proceed directly to the school yard.

### **4.3.5 Student not taking the bus on a given day.**

- If your child is not to take the bus on a given day or a student must change his/her day of taking the bus, we must have a signed note in the agenda from the parents stating so.



#### 4.4 LUNCH PROGRAM

- All students have the right to eat in a peaceful and healthy environment.
- All students participating in the Lunch Program must be registered at the appropriate time and must pay the fee that is determined by the Governing Board at the beginning of each school year.
- As students eat in the classrooms, we suggest they **bring a cloth placemat as well as reusable plastic utensils.**
- Students are to wash their hands before and after eating.
- Students are to remain in their assigned seats.
- Foul language is not permitted.
- Throwing food is not permitted.
- If a student will not be staying for lunch on any given day, then he/she must bring a note to the office signed by a parent.
- Under no circumstances is a student to leave school grounds without authorization from school personnel.
- Glass bottles and containers are not permitted.
- Students may not bring personal games, toys or balls unless authorized.
- Students are not to bring lunches and snacks that contain peanuts and **peanut by-products (peanut butter, Nutella)** as some students are extremely allergic to these products.
- We encourage the children to bring healthy snacks such as fruits, vegetables and dairy products.

#### 4.5 DAYCARE

- Immediately upon dismissal, students must proceed directly to their daycare room.
- Students must bring their school bags, boots and coats to the daycare room. They are not permitted to return to class to pick up items.
- Students are expected to be respectful and follow the instructions of the daycare supervisor.
- Students cannot leave the room without permission.
- When they go to the washroom, they cannot linger in the hallways. They must immediately return to the daycare room.
- In the daycare room, students are to participate in personal work, or the structured activities in a calm and orderly manner that does not infringe upon the rights of others.
- Students are expected to work on their homework in daycare.
- Once the parents arrive, the student is then under the jurisdiction of the parent.
- Personal toys are not allowed in daycare.
- A student cannot leave the daycare alone, unless he/she has written authorization from a parent.
- We offer the Hop and Go service. Your child will be ready upon your arrival to pick him/her up. Please speak with our daycare technician if you are interested.

#### 4.6 FIRE DRILLS AND LOCKDOWNS

Students occasionally practice fire drills and lockdown procedures. The fire drills are carried out in conjunction with the Fire Department.

## 5. TIPS FOR PARENTS AND STUDENTS



### 5.1 HINTS TO HELP YOU STUDY BETTER

- You only get good at something if you practice it. Homework is practice.
- If you listen to the teacher and you watch his/her explanation, then you will better understand what you have to learn.
- If you pay attention to the teacher but you still don't understand, do not be afraid to say to him/her, "I don't understand. Could you please explain it to me again?" Your teacher is there to help you learn.
- Do not be afraid to make mistakes. If you try your best but still make mistakes, your teacher will be very happy to spend extra time to help you learn
- If you make a mistake and find out why you made it, then you have learned something new; we will learn from our mistakes.
- The best time to do your homework is right after school. You remember better what your teacher said if you get right to work when you get home.
- Sometimes it seems like you've got tons of homework. When you feel this way, start doing the homework that seems the longest and the hardest before anything else. This way, you will spend your best energy on the hardest part. The rest of your homework will seem easier and you'll finish much faster.
- The best place to do your homework is in a quiet place. You need to hear yourself think! Music, television, brothers and sisters break your concentration and make it harder to study well.
- Remember that homework is **FOR YOU**, not anyone else. It is fine for you to ask for help, but remember that your parents, brothers, and sisters also have their own work to do.
- The biggest hint we can give you is this:

Don't wait last minute to do your studying or homework. Get it over with as soon as you can. If you do this, not only will you succeed, but you will also go to bed with no worries!

### 5.2 TIPS FOR STUDENTS WHO WALK TO AND FROM SCHOOL

- Walk in the center of the sidewalk when possible.
- Cross only at intersections and crosswalks.
- Look both ways before crossing.
- At an intersection with a traffic light wait for the green light. If there is a pedestrian light: follow the directions.
- If there is a crossing guard: follow the guard's instructions.
- Don't run across the street.
- Don't play while crossing the street.
- Don't push and shove each other along the way to and from school
- Walk with a friend
- Always take the same path to and from school
- Don't hang around or stop along the way

### 5.3 TIPS FOR PARENTS

- It is recommended to accompany your child, a few times, to and from school in order for him or her to become familiar with the route. Together you can identify places to seek help in case of emergency (crossing guard, block parent, convenience store)
- Help your child recognize people in uniform (police officers, fire fighters, and mail carriers)
- Make sure your child knows the phone number of a person to reach in case of emergency
- When driving in a school zone be extra vigilant



## 6. ACTION ON BULLYING

### 6.1 WHAT IS BULLYING

Bullying is a willful, **repeated** aggressive behavior by one or more persons who intend to harm others physically or emotionally.

### 6.2 WHAT DOES BULLYING INCLUDE?

#### **Bullying includes:**

- Swearing, name calling, verbal taunts, put downs, aggressive shouting or gossiping, racial or homophobic slurs and mocking
- Exclusion from peer group
- Threats and intimidation
- Physical violence
- Causing intentional harm by spitting, scratching, biting, pinching and pushing
- Stealing money
- Cyber Bullying
- 

**If you feel that an incident of bullying has taken place, it is important to tell someone. You should speak to:**

- Any adult within the school (teacher, administration, daycare supervisor, caretaker etc.)
- Parents

### 6.3 WHAT ARE POSSIBLE CONSEQUENCES FOR ACTIONS OF BULLYING?

- The child will be spoken to (a chance to explain his/her actions)
- Parents will be contacted
- Reflection will be written during recess or lunch recess
- The children will communicate with the other children involved in the altercation and express their emotions in the presence of a staff member.
- An apology letter may be written by the bully to the victim.
- Depending on the severity of the actions, privileges will be removed (fieldtrips, in-school activities and events).
- Possibility of an in-school suspension
- Follow-up with the Behavior Technician

#### **6.4 SCHOOL ACTION PLAN FOR BULLYING**

- Sensitize the students to bullying in September
- Go through the pages in the agenda on bullying and sign a contract.
- Workshops and guest speakers will visit the children and discuss bullying and how to deal with it.
- Sun Youth Agent will be giving coping strategies to students who are bullying and have been bullied.
- Have a “Say No to Bullying Box” at the office. Students will indicate their concerns in regards to bullying in this box. Behavior technician will do the follow up.
- Tell Them From Me Survey. Students in grade 4, 5 and 6 take a survey which the results indicate how they feel about their school and if they have been bullied.
- Promoting leadership games during recess and lunch recess.

**RESOURCE:** [HTTP://irightthewrong.com](http://irightthewrong.com) provides information on bullying from the Quebec Government.

#### **7. GOVERNING BOARD**

Pierre de Coubertin’s Governing Board approved the Rules of Conduct and Safety on May 13<sup>th</sup>, 2020

**If everyone makes an effort at following the above, the school will be a much safer place for your children.**



**PIERRE DE COUBERTIN**  
4700 Lavoisier  
Montréal, Québec, H1R 1H9

**SCHOOL HOURS:**

8:45-15:51

KINDERGARTEN

Recess & Lunch

GRADES 1-2-3

Recess – morning

Lunch

Recess – afternoon

GRADES 4-5-6

Recess – morning

Lunch

Recess – afternoon

**OFFICE HOURS**

8:00-4:30

10:38 - 10:58 / 12:10 – 13:12

10:02 – 10:22

12:10 – 13:12

14:24 – 14:44

10:38 – 10:58

12:10 – 13:12

14:24 – 14:44

**IMPORTANT PHONE NUMBERS**

Pierre De Coubertin <b>School</b>	514-323-6586	Fax: 514-323-3544
Pierre De Coubertin <b>Daycare</b>	514-323-6815	
Le Doral ( <b>Hot Lunch Service</b> )	514-630-6113	
Transco ( <b>School Bus</b> )	514-648-8625	
CLSC ( <b>School nurse</b> )	514-722-3000 ext.5529	
English Montreal School Board	514-483-7200	

**Please cut out this sheet to keep this information handy at home!**