



PIERRE DE COUBERTIN

4700 Lavoisier,
Saint Leonard, QC

H1R1H9

Tel: 514-323-6586

<http://www.emsb.qc.ca/pierredecoubertin>

@PDC_EMSB

STUDENT NAME: _____

Group: _____

Our Mission Statement

The mission of Pierre-de-Coubertin Elementary School is to provide a dynamic, enriched and structured environment enabling students to grow emotionally, socially, physically, and intellectually.

To fulfill its mission, Pierre-de-Coubertin will:

- provide a welcoming environment where diversity is valued and teamwork amongst students, parents, and school staff is actively promoted;
- provide an inclusive, safe, caring, motivating, and supporting learning environment;
- assist the development of competencies necessary for students to become democratic, creative, and productive individuals;
- promote effective learning in English, French and Italian which reflects the community's needs;
- facilitate a positive learning experience by offering the necessary tools and resources to accommodate a variety of learning styles.

NAME _____

ADDRESS _____

CITY/TOWN _____ **PROVINCE** _____

POSTAL CODE _____ **HOME TEL:** _____

Parent/Guardian 1: _____ **TEL:** _____

Parent/Guardian 2: _____ **TEL:** _____

EMAIL ADDRESS _____

(both parents/guardians if possible)

OTHER EMERGENCY CONTACT: _____ **TEL:** _____

(If parents/guardians cannot be reached)

MEDICARE NO. _____ **EXPIRY DATE** _____

ALLERGIES: _____ **D-O-B:** ____/____/____

dd / mm / yyyy

PIERRE DE COUBERTIN SCHOOL

Dear Parents/Guardians,

Pierre de Coubertin School is an elementary school in the north end of Saint-Léonard offering programs for children from ages of 4 to 12. The combination of academics and curriculum-based activities provides an exciting and enriching educational experience.

Pierre De Coubertin School prides itself on providing a high quality and comprehensive educational program whereby students actively engage in their learning. Your children are in their formative years and they will need our shared guidance to help them develop self-esteem and self-reliance so that they can grow academically, socially and ethically to become successful, caring and responsible young citizens.

Some of our school's special features are:

- a highly experienced staff
- a strong belief in positive values
- a dedication to discipline centered on fairness
- a constant effort to involve parents in the education of their children through participation at the school committee level, school activities, and frequent communication with parents.

We offer a wide range of experiences for all children:

- Students from Cycle 1 to Cycle 3 receive Physical Education taught by Physical Education Specialists.
- Integrated Italian from K5 to Cycle 3.
- Music and Visual Arts are taught from Cycle 1 to Cycle 3.
- Science is integrated into the Kindergarten program.
- All grades participate in STEAM projects throughout the year.
- Mobile labs and iPad carts are at the students' disposal.
- A Daycare Program with breakfast served from 7:45-8:15, and activities both at lunch and after school are offered.
- A Hot Lunch Program is made available for parents to purchase at their discretion.
- The Wilson & UFLI Program (a specialized reading program) is offered to students who need extra support in reading and decoding.

Success is different for every student. The quality of your child's education and their success will depend on your cooperation and regular communication with the school. Your positive involvement in your child's school life will aid in their educational success.

Please read the Rules of Conduct and Safety and review it from time to time with your child. Use the agenda as a communication tool with your child's teacher and as a means of verifying your child's homework. Please sign the consent form (found on page 19) confirming that you have read the rules and regulations with your child.

We strongly believe that parents/guardians are key partners with staff and administration in ensuring that your child feels valued, while valuing education and their school.

PDC Administration

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 students to obtain a full and well-rounded education. This will help students 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 helping to create some 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, taxing, bullying, and cyber bullying are not permitted.

All school staff, which includes teachers, support staff, student 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. *Please be advised that non-compliance will result in disciplinary action.*

1.2 RESPECT FOR THE ENVIRONMENT

- All students are expected to follow proper rules of hygiene throughout the school – including common areas like the washrooms, hallways and schoolyard.
- All students have a right to an environment that is conducive to learning. Excessive noise is not permitted.
- Everyone must do their part to keep the school clean. Students are not to litter on school grounds.
- Chewing gum is not permitted on school grounds.
- Defacing personal or school property is a serious offence.
- 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/guardians try not to schedule appointments, vacations or social events during school hours. Parents/guardians will have to ensure that any missed assignments are completed. Medical and dental appointments should be scheduled on pedagogical days or after school. **Teachers will not provide homework in advance or recuperation if school is missed for vacation and/or sport related events.**

1.4 ABSENCES / LATES

1.4.1 Notifying the School:

- We ask that parents/guardians advise the school of absences or lates through the **Mozaik** (clic école) app or with a note in the agenda.
- Parents/guardians may also call the school between before 9:00am to let us know of their child's absence/tardiness. Please leave a message on the answering machine with your child's class number and reason for their absence.

1.4.2 Late Arrivals:



- Students are to arrive at school on time. Should it happen that a child reports to school late, they **must report to the office before going to class. Parents may not accompany their child to class when they are late.**
- It is imperative that all students are in school by 8:45 am.
- If a 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.
- Students who have accumulated many late arrivals may be asked to make up the time missed in school during a pedagogical day.

1.4.3 Extended Absences:

- If a child is absent for a long period (**2 consecutive days or more**), and you wish to pick up their 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 between 3:30-4:00pm.

1.4.4 Holidays/Vacations:

- We recommend that parents/guardians do not take their child out of school unnecessarily. Family holidays or vacations should be planned around the school calendar and should not interfere with regular school days.
- **Teachers are not responsible for assigning or preparing work during the time that your child is on vacation.**

1.4.5 Ministry & School Board Exams:

- End of Cycle students (grade 4 and 6) should not miss any school days during the exam period throughout May and June.
- We advise all parents/guardians to limit the days the child is out of school during that time.
- These are scheduled exams, so there is no guarantee the student will be able to make up for missed work sessions.

1.5 EARLY DISMISSAL

If it is necessary for a child to leave early, the parent must indicate the departure in Mozaik and place a note in the agenda. This must be done before 9:00am. Kindly include the time of departure as well as the reason.

1.6 MEDICATION

The school staff is not authorized to administer medication. If a child brings medication to school that they must take, the parent/guardian will be required to sign an authorization form found at the office. The medication must be provided to the office in the original container. We recommend that you ask your physician to prescribe a long-lasting medication which can be taken before/after school.



ALLERGIES/EPI-PENS

It must be noted on the children's health form if a child has allergies. These forms must be submitted by the first day of school.

Children who have allergies should have an EPIPEN with them at all times.

As of 2023, new protocols have been put in place which strongly recommend that students with auto-injectors (EpiPens, etc.) always carry them on their person. The children should wear their EpiPen in a safe and sturdy waist band.

As we are a peanut free school, it is forbidden for anyone to bring in food that contains nuts or peanuts. To conform to the School Board nutrition policy, we do not allow children to bring in candy, chocolate or chips. **Goody bags with such contents are not permitted and will not be distributed.**

1.7 ENTRY AND DISMISSAL RULES

- Parents/Guardians **must not enter the schoolyard** and should remain on the sidewalk.

1.7.1 MORNING ARRIVAL:

- Bus students will arrive at 8:43am. They will disembark and go to their class.
- Walkers may arrive at the first bell; 8:45am and enter the school on a free entry basis.
 - o **Grade 1, 2 & 3:** enter from Park Gate and enter from JR. door entrance
 - o **Grade 4, 5 & 6:** enter from Main Gate and proceed to the SR. daycare entrance.
 - o **All K4 classes & K5A/K5B:** Enter from the Preschool Yard
 - o **K5C/K5D** are to enter from the Park Gate

1.7.2 LUNCH & AFTER SCHOOL DISMISSAL:

- Once dismissed, students must report directly to their parents/guardians for pick up.
- **Grade 1, 2 & 3:** exit from Park Gate
- **Grade 4, 5 & 6:** exit from Main Gate
- **All K4 & K5 students:** exit from Preschool Yard
- Preschool students must exit the Preschool Yard immediately after dismissal. Playing in the preschool yard is not permitted.
- Cycle 1 to 3 students who go home for lunch must return to school at 1:10pm.
- Preschool students going home for lunch must return for 1:26pm.
- **The 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 must refrain from all rough or dangerous play which may pose a danger to themselves and others.
- **Fighting and play-fighting is strictly prohibited at all times.** Doing so may result in serious consequences such as the removal of special activities and school suspension.
- **Throwing snowballs and/or pieces of ice is strictly prohibited.** Doing so may result in serious consequences such as the removal of special activities and school suspension.

- Students are to play in a spirit of friendship and good sportsmanship.
- Students are only to play with equipment supplied by the school.
- They must always remain in the school yard. If a ball/equipment leaves the school yard, they must ask permission from a supervisor to retrieve it.
- Should the weather prove to be inclement, recess will be held indoors.

1.8.1 Indoor Recess Protocol:

- a) Students must remain in their classrooms.
- b) Students must avoid excessive noise
- c) Students must not engage in aggressive behavior.

1.9 EMERGENCY SCHOOL CLOSURE

Should the school have to close due to an emergency such as power failure, lack of water, etc. The students will be taken to the **Salle de Reception Le Madison (8750 Provencher)**

SNOW DAYS:

The EMSB will notify parents by email. When listening to the radio or browsing the internet for school closures, please remember that we are part of the English Montreal School Board.

1.10 VOLUNTEERS

All parents/guardians entering the school must report to the office. Volunteers 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 or to their child** while they are volunteering in the school. Since 2013, all parents/guardians wishing to volunteer must pass a police verification. Please see the school secretary.

1.11 CROSSING GUARDS

This valuable service is provided by the SPVM. A crossing guard is assigned at Lavoisier and Lionel-Groulx to assist those students who walk to school. The guard is on duty four times a day, including morning entry, lunch and afternoon dismissal. Students are to follow the directions given by the crossing guard and act with the respect and courtesy expected of a PDC student.

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.
- Walk with a friend.
- Always take the same route to and from school.
- Don't hang around or stop along the way.

TIPS FOR PARENTS/GUARDIANS

- It is recommended that you accompany your child, a few times, to and from school in order for them 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, mail carriers etc.)
- Make sure your child knows the phone number of a person to reach in case of emergency.

2. STUDENT BEHAVIOUR

2.1 GENERAL GUIDELINES

- Students are expected to follow the rules and regulations of the class. Students will be made aware of this code of conduct.
- 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 proper 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 etc.
- Conference with parents/suspension (as warranted)

2.3 DISCIPLINE FORMS

When a student does not follow school rules, a discipline form will be given to the child to bring home. The purpose of these forms is to not only notify the parent of the child's actions, but to also allow parents to engage in conversation about expectations and reflection with their child.

Below is a list of some of the infractions that would warrant a discipline form. All other infractions shall be administered at the discretion of the Pierre de Coubertin staff.

GENERAL INFRACTIONS:

- Intimidation/Harassment/Bullying
- Insubordination
- Foul language
- Fighting

INAPPROPRIATE OUTDOOR BEHAVIOR:

- Not lining up at the bell
- Dangerous play (ex. tripping, throwing snowballs)
- Leaving school yard without permission

INAPPROPRIATE INDOOR BEHAVIOR:

- Shouting and/or running in class or in the hallways
- Dress code violations
- Vandalism or Theft
- Misuse of technology

Please note that all students are expected to follow our Code of Conduct. Incident reports will be recorded and tracked which can lead to students losing privileges such as;

Recess(es), in-school activities, and/or field trips

2.4 GLOW NOTES:

At the elementary level, fostering strong socio-emotional learning is essential in helping students develop self-awareness, empathy, and positive relationships with others. Our school is committed to creating a safe and respectful environment where students are encouraged to make thoughtful choices and demonstrate kindness each day. As part of this commitment, our Let's Glow initiative celebrates and reinforces positive behaviour and adherence to school expectations. When a student demonstrates exemplary conduct, they will receive a Glow Note to take home and share with their family, and their name will be proudly displayed on the "Let's Glow Wall" in the main office for the month. Through this recognition, we aim to motivate and inspire all students to continue shining in our school community.

2.5 FIELD TRIPS AND EXTRACURRICULAR ACTIVITIES

- All school rules and regulations are in effect during activities, whether in school or out of school.
- Field trips are pedagogical outings that are planned to compliment the program that is being followed by the students in certain subject areas. Field trips are not electives but rather a compulsory component of the curriculum. All students must take part in these outings. Electronic devices are not permitted during these outings.
- A student may be excluded from participating in a field trip due to inappropriate behavior.
- A parent volunteer may be selected to help supervise the trip. If a parent/guardian 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 field trip venue and disrupt the field trip organization or the supervision of the child or any other children.

2.6 PROHIBITED ITEMS

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

- all sports equipment not supplied by the school
- pocketknives, pointed umbrellas
- water pistols, cap guns
- bicycles in the school yard, skateboards, rollerblades, running shoes with wheels
- electronics: i.e.: cell phones, smart watches, tablets, etc.
- trading cards (sports cards, Pokémon cards, etc.)
- toys from home i.e.: fidget toys, stuffed animals, keychains with characters, etc.
- tracking devices i.e: GPS watches or data-enabled devices
- glass containers or mirrors

- make-up of any sort (including lip gloss, mascara, nail polish, etc.)

2.7 LOCKERS

Lockers are intended solely for the storage of school supplies and personal belongings; mirrors, dry-erase boards, and other decorative items are not permitted.

3. DRESS REGULATIONS

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

3.1 DRESS CODE/COLOUR CODE

All students must come to school properly and neatly dressed. Furthermore, students from K4 to grade 6 are expected to wear the school uniform, which consists of a blue school cardigan, 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.

**PLEASE LABEL ALL OF YOUR
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, ankle length skirts/dresses
- Sleeveless T-shirts and hoodies
- Shorts of any type or style except for knee-length navy bermudas or blue capri pants.
- Boots of any kind, or open back shoes are not to be worn in class/school



During rainy days, we ask students to wear rain boots or outdoor shoes. They should change their footwear indoors. **For safety reasons, all footwear must be closed toe.**

Open toe sandals will not be accepted.

3.2 PHYSICAL EDUCATION CLASSES

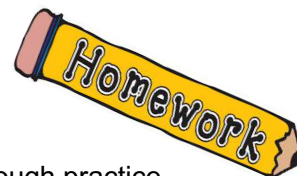


- On days when students from grade 1 to 6 have Physical Education & Health class, students must come to school dressed appropriately with the PDC color-coded physical education uniform: blue shorts or blue joggers with a plain red T-Shirt or red PDC tshirt and proper running shoes.
- Preschool students must remain in blue and white uniform on phys ed days.
- No jewelry or accessories (i.e. earrings, rings, necklaces, bracelets, hair pins and fake nails) are permitted.
- Long hair must be tied. No headbands with accessories attached are permitted.
- All equipment in the gym is to be used for the purpose for which it was designed.

4. SCHOOL POLICIES

4.1 HOMEWORK

Homework is an integral part of the educational process, and as such, it is assigned daily. 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. The amount of homework assigned will also vary depending on the level. Students should be spending on average 60 minutes of time on their homework.

4.1.3 Parents/Guardians 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 work environment, 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 agenda to ensure that the child has completed the assigned work.
- **Sign the agenda** and all completed assignments and tests.
- Inform the teacher if the child is operating consistently 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.

TIPS FOR PARENTS AND STUDENTS

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 their explanation, then you will better understand what to do.
- ✓ If you pay attention to the teacher but you still don't understand, do not be afraid to say to them, "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 helping you learn.
- ✓ If you make a mistake and find out why you made it, then, you have learned something new; **we learn from our mistakes.**
- ✓ The best time to do your homework is right after school. You may remember more of what your teacher explained 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 for anyone else. It is fine for you to ask for help, but remember that your parents, brothers, and sisters also have their work to do.

Do not wait until the last minute to do your studying or homework. If you do this, not only will you succeed, but you will also go to bed with no worries.

4.1.4 PROCEDURES FOLLOWED FOR HOMEWORK NOT DONE

- a) The teacher may keep the student in to have them complete the missed assignment.
- b) In the second instance, the teacher sends a notice to the parents/guardians informing them and requesting their intervention.
- c) In the third instance, the teacher calls the parent/guardian 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/guardians 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. 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 snowbanks.
- 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:

- Find their seat quickly and remain seated for the duration of the ride.
- Speak quietly and refrain from eating, drinking or leaving 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 if necessary.
- Never throw anything in the bus or out the windows.
- No graffiti/vandalism 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. Exit in single file without pushing or shoving. Hold onto the handrail.
- Walk a safe distance away from the bus after disembarking so that the driver can see the student and know that they are 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 go to their locker and proceed to class.

4.3.5 Students not taking the bus on a given day.

If your child will not be taking the bus on a given day or a student must change their day of taking the bus, please indicate so in Mozaik or send a note in the agenda.

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 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 they must bring a note to the office signed by a parent/guardian.
- 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. To avoid confusion, items such as wow-butter are not permitted.
- We encourage the children to bring healthy snacks such as fruits, vegetables and dairy products. Please avoid foods not approved by Canada's Food Guide.
- We encourage the use of a seal-proof reusable water bottle.



4.5 DAYCARE

- Immediately upon dismissal, students must proceed directly to their daycare room.
- Students are expected to be respectful and follow the instructions of the daycare educators.
- Students cannot leave the room without permission.
- 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/guardians 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 they have written authorization from a parent/guardian.
- We offer the “Hop Hop” service for daycare parents. Your child will be ready upon your arrival. Please speak with our daycare technician if you are interested.
- If there is a change in daycare schedule, **please call before 2:30pm on the same day.**

4.6 FIRE DRILLS AND LOCKDOWNS

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

4.7 PARENT/GUARDIAN REMINDERS

- When driving in a school zone be extra vigilant.
- **The school parking lot is not for parent use.**
- Organizing fundraisers for the benefit of the school and the students off school ground without the consent of administration and approval of Governing Board is not permitted.

5. ACTION ON BULLYING

5.1 WHAT IS BULLYING

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

5.2 WHAT DOES BULLYING INCLUDE?

Verbal: swearing, name calling, verbal taunts, put downs, aggressive shouting, racial or homophobic slurs and mocking, and making threats of violence.

Physical: Spitting, scratching, slapping, biting, pinching, pushing, and punching or other forms of physical violence. Destruction of property and stealing.

Social: Exclusion from peer groups, gossiping, and spreading rumors.

Cyber: posting embarrassing photos or videos without permission, impersonating someone, leaving hurtful comments on posts, sending mean or threatening messages.

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, behaviour technician, etc.)
- Parents/Guardians

5.3 WHAT ARE POSSIBLE CONSEQUENCES FOR ACTIONS OF BULLYING?

- The child will be given an opportunity to share their perspective and explain their actions.

- Follow-up with the Behavior Technician
- Reflection will be written during recess
- The children may 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.
- Parents/Guardians will be contacted
- Depending on the severity of the actions, privileges will be removed (fieldtrips, in-school activities and events).
- Possibility of an in-school suspension

5.4 SCHOOL ACTION PLAN FOR BULLYING

- Sensitize the students to bullying.
- Go through the pages in the agenda on bullying and sign School Code of Conduct.
- Workshops and guest speakers will visit the children and discuss bullying and how to deal with it.
- “Our School Survey”: Students in grades 4, 5 and 6 take a survey indicating how they feel about their school and if they have been bullied.
- Promoting leadership games during recess and lunch recess.

The school community may visit the school website to view a summary of the Anti-Bullying and Anti-Violence Plan, which outlines the commitments made by Pierre de Coubertin to reduce incidents of bullying and violence

6. CELLPHONE POLICY

6.1 Cellphone usage in the classroom:

- Cellphones are strictly prohibited in classrooms during school hours. If students are required to bring their cellphone to school, they are to leave them at the office.

6.2 Exceptional Circumstances:

- In exceptional cases, where a student requires their cellphone for medical or critical reasons, the student and their parents/guardians should discuss the situation with school administration for possible accommodations.

6.3 Outside of Class:

- For emergency purposes, a student who brings their cellphone to school, with the approval of administration, must leave their cellphone at the school office.

6.4 Field trips and School Events:

- Cellphones are not permitted during field trips, school events or out of school activities.

6.5 Responsibility for Personal Devices:

- The school holds no responsibility for lost, stolen, or damaged cellphones brought onto school premises. It is the responsibility of the student and their family to ensure the safety and security of personal devices.

6.6 Consequences for Policy Violation:

- Any violation of this cellphone policy may result in disciplinary action as outlined in the school's code of conduct.

This policy has been reviewed with the school staff and approved by the Pierre de Coubertin Governing Board on January 15, 2024.

8. GOVERNING BOARD

Pierre de Coubertin's Governing Board approved the Rules of Conduct and Safety on April 23, 2026.

If everyone makes an effort to follow the above, the school will be a much safer place for your children.

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PIERRE DE COUBERTIN

4700 Lavoisier
Montréal, Québec, H1R 1H9

SCHOOL HOURS

8:45-15:48

Pre- KINDERGARTEN

Recess & Lunch

KINDERGARTEN

Recess & Lunch

GRADES 1-2-3

Recess – morning

Lunch

Recess – afternoon

GRADES 4-5-6

Recess – morning

Lunch

Recess – afternoon

OFFICE HOURS

8:00-4:00

10:25 - 10:45 / 11:50 – 1:26 / 2:25 – 2:45

10:00 - 10:20 / 11:50 - 1:26 / 2:00 - 2:20

10:00 – 10:20

12:10 – 1:10

2:00 – 2:20

10:25 - 10:45

12:10 - 1:10

2:25 - 2:45

IMPORTANT PHONE NUMBERS

Pierre De Coubertin **School**

514-323-6586

Fax: 514-323-3544

Pierre De Coubertin **Daycare**

514-323-6815

Le Doral (**Hot Lunch Service**)

514-630-6113

Transco (**School Bus**)

514-648-8625

CLSC (**School nurse**)

514-722-3000 ext.5529

English Montreal School Board

514-483-7200

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

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Hours of school for 2026-2027

Rules of Conduct and Safety 2026-2027

For the student:

I have read the Pierre de Coubertin rules of conduct and safety, and I,

_____ in room _____ agree to follow them.
child's name homeroom

Student Signature

Date

For the parents:

We commit ourselves to helping our child follow the Pierre de Coubertin rules of conduct and safety.

Parent Signature

Date

*****Please tear out this page and return to your homeroom
teacher by September 7th, 2026.*****

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Rules of conduct for 2026-2027 contract