



**CENTENNIAL PARK SCHOOL
Rules of Conduct and Safety
2019-2020**

Approved by Governing Board April 1st, 2019

**Centennial Park School
85 Jeffries, Châteauguay (QC) J6J 4A4
Telephone (450) 692-8251
Absentee Line (450) 692-1043
Fax (450) 692-2942
Daycare (450) 692-4550**

SCHOOL HOURS:

Playground supervision starts at 8h15
Buses arrive by 8h15
Homeroom starts at 8h30
Dismissal at 15h09
Buses leave at 15h15

The Centennial Park School's Rules of Conduct and Safety have been developed in consultation with the Governing Board, the teachers and support staff. This collaborative way ensures that all partners in the school work together for the good of everyone. These rules are based on the key principles of the CPS Educational Project namely to *Provide educational programs that meet the individual needs of all students in a safe and caring learning environment.* We believe in fostering a sense of community based on communication, respect and responsibility. Safety concerns are addressed in this policy by outlining the expectations for student behaviour and articulating the school rules and consequences.

All members of the CPS community are expected to treat each other with respect. Students are expected to take responsibility for their school work and to conduct themselves in such a manner that they will not disrupt the instructional program. They are also expected to act in a way that respects the rights of their peers and the authority of their teachers and other supervising adults. For each classroom, teachers and students are expected to develop an acceptable set of rules and consequences to be clearly posted in the room.

EMERGENCY CONTACT NUMBERS

Mother's Name: _____ h _____ w _____ m _____

Father's Name: _____ h _____ w _____ m _____

OTHER : Name _____ **Relation to child** _____

PHONE : home _____ **work** _____ **mobile** _____

OTHER : Name _____ **Relation to child** _____

PHONE : home _____ **work** _____ **mobile** _____

COMMITMENT TO SUCCESS PLAN

- **Orientation #1:** Provide the conditions for every student to reach their potential and to meet with success.
- **Orientation #2:** Promote and support a culture of lifelong learning.
- **Orientation #3:** Develop a culture of community connections.
- **Orientation #4:** Promote the development of a culture of respect and values.

EDUCATIONAL PROJECT

- Provide educational programs that meet the individual needs of all students in a safe and caring learning environment
- Stimulate academic achievement
- Develop positive personal qualities
- Foster an attitude of mutual respect and communication within the school community
- Foster a strong bilingual program within a diversified curriculum that meets the individual needs of our students

RULES OF CONDUCT AND SAFETY

The purpose of the Rules of Conduct and Safety is to set the context for a safe and productive learning environment by outlining required behaviours in a safe and caring school. Hence, it is required that students conform to high standards of behaviour when at school, on the way to and from school, and while attending any other school function or field trip.

The Centennial Park School community believes that students, parents, teachers and support staff must take an active role in the education of all students and adopt behaviours that are safe for all. While physical safety is always a concern, it is not the only goal. Each person at our school must treat others with kindness and consideration at all times. In a healthy environment which promotes responsibility, each student is free to learn to the best of their ability, each teacher is supported in order to focus on teaching and learning, and each parent can rest assured that their child is receiving a good education. The following rules of conduct and safety have been developed by the staff and approved by the Governing Board to ensure the finest learning environment for CPS students.

➤ Rules of Conduct and Safety

- 1) ➤ I treat everyone with kindness.
➤ I do not participate in, nor tolerate, swearing, rudeness and/or bullying of any form.
➤ I appropriately use technology and uphold my responsibility to be a good digital citizen.
- 2) ➤ I work respectfully, considering my peers and the school material.
➤ I focus my energy and collaborate with my peers during instructional time in order to keep learning. I use all school material with care.
- 3) ➤ I engage in mutually fun play and I am never violent.
➤ I do not fight, engage in rough play, nor shoot projectiles (such as snowballs, rocks, etc.).
- 4) ➤ I am appreciative and proud of my school building and playground.
➤ I keep my environment clean and report any vandalism.

*Kindness is a
language that the
deaf can hear and
the blind can see.*

Mark Twain

RULES HAVE CONSEQUENCES

➤ Consequences for Rule Violation

At Centennial Park School we take misbehaviour seriously. For infractions such as rough play, throwing snowballs or other projectiles, rudeness, refusal to work, etc., the consequences can be a recess or lunch detention, completing a reflection sheet, missing an extra-curricular activity, etc. For serious infractions, consequences may include recess and/or lunch detentions, missing extra-curricular activities and/or field trips, in-school suspension, or home suspension. For a suspended student to be readmitted, the parents and the student must meet with the principal. Please note that any behaviour that compromises the safety of the student and/or others, specifically dangerous or violent behaviour or refusal to follow safety rules of staff instructions, will result in parents being required to immediately pick up their child. School board policies will be enforced if a situation warrants. Other authorities may play a role if necessary.

As well, students with behaviour difficulties may be required to work on their behaviour through a behaviour contract, a series of workshops for the pupil, a restitution plan, alternative placement, and/or a referral to other resources.

School rules, Board Policies, CPS Anti-Bullying/Anti-Violence Plan, and consequences apply in the building, in the yard, on school trips, and on buses. However, consequences of the Transportation Policy EEA supersede our consequences.

➤ Notification of Parents

Parents are notified in the event of serious or repeated misbehaviour. For infractions such as rough play, rudeness, refusal to work, etc., a note may be written in the student's agenda or a notice sent home. Parents are asked to sign the agenda or notice to acknowledge receipt. For serious infractions such as fighting, insubordination, bullying, etc., parents will be contacted by phone or through letter. Parents are expected to be partners in correcting inappropriate behaviour of their child at school.

SCHOOL PROCEDURES

- **Peanut/nut products:** Due to severe allergies, peanut and nut products may not be brought to school. We kindly ask you not to send birthday cakes or other treats to be served in the classroom when it is your child's birthday. We are concerned about various food allergies and loss of instructional time.
- **Medical information:** Parents are responsible for advising the school of their child's medical needs or health condition. Forms are provided at the beginning of the year to all families.
 - Concussion: A medical certificate must be provided if a student has been diagnosed with a concussion. It is best if the student remains at home until he/she is symptom-free as many of the recommendations and restrictions for accommodations are out of the school's control, i.e. noise and light levels, avoiding looking at an interactive white board and/or providing audio books. Without specific directives from a doctor, the staff is not equipped to assess how to limit, allow or control what the student is capable of doing.
 - Exemption from Phys. E. class: A medical certificate must be provided if students are not taking part in gym classes.
- **Injuries:** Parents will be notified in case of injury or illness and are expected to pick up their child. In the case when a student requires medical assistance, emergency services and parents will be called. A staff member will accompany the student to the hospital and remain until a parent is present.
- **Bicycles and in-line skates:** Bicycles brought to school must be locked, using racks provided, upon arrival. Pupils riding their bikes to school must have parental permission. We strongly recommend that students wear protective gear.

- **Personal items to leave at home:** Aside from school related items, no personal items may be brought to school. This includes, but is not exclusive to, toys, collector's cards, electronic games and devices such as cell phones, jewellery or special possessions, large amounts of money, and any toy that may distract from studies. As well, pets are not allowed at school. **STUDENTS CAN NEVER POSSESS ITEMS CONSIDERED DANGEROUS AT SCHOOL** such as pocket knives and other potentially harmful objects. An exception can be made for cell phones but must be left at the office in the morning and retrieved at the end of the school day.
- **Dress Code:** School is your place of business. To maintain a positive and productive environment which allows you to be free from offensive or distracting influences, make sure you wear clean clothes that cover you appropriately and do not display rude or violent images. Fashion headwear is to be removed before entering the school.
- **Lost and Found Items:** To help us return clothing and school items to their rightful owner, please identify your child's material. All items remaining will be placed in the Lost & Found boxes. Parents can request to rummage through the boxes by reporting to the Office.
- **School Closures:** Please listen to local radio stations before school starts. CJAD 800AM; CHOM 97.7FM; Virgin Radio 95.9FM; Q92 92.5FM. School closure announcements are also posted on the NFSB facebook page.
- **Traveling in Public Areas:** Students are expected to walk and keep a low voice in all common areas. A note or hall pass is required to leave the classroom during instructional time.
- **Recess:** Students should use the washrooms before going on the playground or after playtime is over. Students may not enter the building without a hall pass. Snacks are not permitted outside as wrappers and uneaten portions may attract wasps and bees in the play area. Entering the school after recess is done in an orderly way as a transition to returning to school work and for safety. When the bell rings at the end of recess, students are expected to line up by class and quietly return to their classroom led by their teacher.
- **Physical Education:** All students are expected to participate in physical education classes unless there is a medical reason. A doctor's note must be provided if students are not taking part in gym classes. All students must wear the CPS gym uniform or a plain white T-shirt, black/navy shorts, indoor running shoes that don't mark the floors and running shoes for outdoor gym classes. Tights, sweatpants, and a sweatshirt are necessary for outdoor classes in colder weather. Students are asked to remove all jewellery as well as keep long hair tied up. Gym clothes must be kept in a drawstring or zippered bag.
- **Change of Address/Phone:** Please make sure the school has accurate work and emergency telephone numbers where you can be reached at all times. Parents need to be available for children who are injured or not feeling well. It is essential to inform the school of any change of address or telephone number, especially the emergency contact numbers.
- **Fieldtrips and other events:** To address the issue of outstanding balances, the CPS Governing Board unanimously approved a motion on May 5th, 2014 which stipulates that :

In order for a student to participate in school activities and/or fieldtrips for which there is a cost to students, school fees, workbooks and other outstanding balances must be paid in full or a payment plan be agreed to by the administration.

If you are unable to pay the school fees, lunch supervision fees, outstanding amounts with the Daycare services, or other, in one lump sum and wish to discuss an alternative method of payment, please contact the administration to make arrangements.
- **Absences, Lateness and Requests for Early Dismissal, family vacation and sports related absences:** A child's success at school depends very much on regular attendance and students are expected to arrive on time and be prepared for class with appropriate materials. Since school is a child's place of business, we strongly encourage the habit of punctuality and regular attendance. School and home are partners in building these qualities and attitudes each day. Any change to a student's routine requires a note in the agenda from the parent.
 - When a student is expected to be absent, parents must call the Absentee Line **(450 692-1043)** detailing the date, the grade level and homeroom, and the reason for the absence.

- A child who is not in class by 8h30 is considered tardy and must stop at the Office to sign in before proceeding to class.
- Students leaving the building early as well as leaving for lunch must have a note from home and will be expected to sign out at the office. Students are expected to have a written permission from their parents in order to stay after regular school hours to participate in extra-curricular activities.
- Phoning home for last minute permission will not be allowed as it may lead to confusion and jeopardize student safety.
- Additional school work will not be provided to students who are absent for an extended period of time due to family vacation or sports related activities such as tournaments.

CAFETERIA RULES AND PROCEDURES

➤ Rules

- **S**it down and eat lunch.
- **S**peak in a normal voice.
- **C**lean up after yourself.
- **T**reat student supervisors with respect and follow their instructions.



➤ Cafeteria Procedures

- **First Lunch:** When the bell rings, students will follow their teacher to the lunchroom. Students may only enter the lunchroom when teacher/student supervisor allows them to go in. Students will be assigned a table at which to sit for the year.
- **Second Lunch:** When the whistle is blown, students will follow lunch supervisor's instructions to enter the school and proceed to the cafeteria.
- Students should speak to people at their own table. Shouting from table to table is not peaceful.
- Garbage is to be kept at the table until the end of lunch at which time students must collect and dispose of it. Student supervisors are asked to go to students' tables and supervise the pick-up of items on floor and tabletops.
- Students may not get up during lunch. Students need to put up their hands if they need to talk to a supervisor.
- At the end of lunch, a signal will be used to get students' attention. Students are to leave the cafeteria in a quiet manner.

RECESS & LUNCH



➤ Outdoor Recess

Students will participate in outdoor recess every day and should dress according to the weather. If students are ill, they are to stay at home.

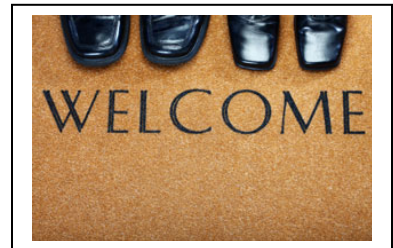
➤ Indoor Recess

- **Morning recess:** Students spend morning recess in their classrooms and are not permitted to roam the halls. A hallway pass is required at all times in order to leave the classroom.
- **Lunch recess:** When students are not in the cafeteria, they spend recess in the classrooms and are not permitted to roam the halls. A hallway pass is required at all times in order to leave the classroom.

VISITOR PROTOCOL

➤ SECURITY OF OUR STUDENTS AND STAFF IS OUR FOREMOST CONCERN AT CENTENNIAL PARK SCHOOL.

- The purpose of this protocol is to ensure the safety and security of all staff and students as well as any visitors to our school.
- A visitor is defined as anyone who is not a member of staff or a student registered at CPS.



➤ ALL VISITORS MUST REPORT DIRECTLY TO THE OFFICE UPON ARRIVAL

- Visits or appointments with the administrator can usually be arranged on short notice, however, a phone call in advance will ensure an appointment and save a trip to the school should the administrator not be in the building or be unavailable at the time.
 - Visits with teachers or other staff members must be arranged in advance. Teachers will notify the office of arrangements to have visitors during or after school hours.
 - Forgotten lunches, money, books, clothing, etc. must be left at the office.
 - It is forbidden for parents to enter the front and back schoolyards at all times.
 - Parents bringing their children to school at the start of the day are to drop them off at the senior schoolyard entrance without entering the schoolyard themselves.
 - The school does not provide supervision after dismissal. Parents picking up their children at the end of the day are to meet them at the gates in the front schoolyard and leave the premises promptly. Students are not allowed to remain playing on school property, in either schoolyard, on the grass or snow banks in the winter, after dismissal.
 - Students who go home for lunch must exit and enter via the Office door. They must sign out when they leave and sign in when they return.
 - Students cannot be removed from buses in the loading zone. Please come to or notify the office in advance if there are changes to a student's dismissal routine.
 - Parents dropping off or picking up students are expected to follow the Highway Safety Code and the school's parking lot regulations.
- ### ➤ UNDER NO CIRCUMSTANCES ARE VISITORS PERMITTED TO VISIT CLASSROOMS OR OTHER AREAS OF THE BUILDING WITHOUT PERMISSION FROM THE OFFICE.

➤ SCHOOL EVENT SOCIAL MEDIA GUIDE

Social media tools and online games are an integral part of our lives. As parents, teachers and staff of CPS, it is our responsibility to use social media appropriately and to teach the children to conduct themselves properly when socializing electronically. Everyone can contribute to the development of good habits in order to teach each student how to be an upstanding digital citizen. CPS recommends that parents respect the minimum required age to subscribe to all social media and online video games.

CPS realizes that capturing school events digitally is important to all the families of our community. Due to this, pictures and video will be allowed to be taken at school events provided that parents agree not to post, publish or upload videos and pictures onto social media sites without the permission of parents whose children also appear in the pictures and or video. Needless to say, the actual recording of these events cannot disrupt the performance nor should it block spectators' view.

- **VOLUNTEERS: Anyone volunteering at CPS must complete a Declaration Concerning Judicial Record form on a yearly basis.**

SCHOOL BUS SAFETY RULES

Bus transportation is provided to all students who live beyond 1.6 kilometers from school. Transportation Policy as well as CPS rules apply to bus travel. Parents dropping off or picking up students are expected to follow the Highway Safety Code and the school's parking lot regulations.

- Always be at the bus stop on time and do not play on the street while waiting for your bus.
- Wait for the bus to come to a complete stop then board the school bus in single file, in an orderly fashion, using the hand rail.
- Find a seat quickly without pushing other students. Keep the aisle clear.
- Behave in a manner that does not distract the driver.
- Remain seated, talk quietly. Do not eat, drink or leave trash on the bus.
- When riding the school bus, the driver is in charge. Always listen to the driver's instructions.
- Never put your head or arms out the window.
- Never tamper with or vandalize bus equipment.
- Know where the emergency exits are but DO NOT tamper with the emergency exits.
- Never throw anything in the bus or out of the windows.
- When getting off, wait until the bus comes to a complete stop before leaving your seat.
- Disembark in a single file.
- Walk a safe distance from the bus so the driver can see you and know that you are out of danger.
- Should you need to cross in front of the bus, keep a safe distance and watch for the driver's gesture.



POLICY REGARDING CONTAGIOUS DISEASES IN SCHOOLS

Updated: 99-06-07

Under the school board policy EBBA, the school is required to inform parents of the policy regarding contagious diseases at the beginning of each school year.

Basic premises:

- All school age children are required to provide proof of vaccination against diphtheria, pertussis (whooping cough), tetanus, polio myelitis, measles, rubella, mumps, and Haemophilus influenza type b1.
- If a child exhibits signs of a contagious disease of any sort which could be transmissible in the school setting parents are required to:
 - inform the school after evaluation by a doctor or CLSC Nurse;
 - keep the child at home until a certificate or a telephone confirmation from a doctor, CLSC nurse, or Regional Health official is received by the school indicating that the child can return to school.
- It is the responsibility of the School Administration to the best of their ability to establish and insure that the school environment is clean and functioning properly. Available at the school, for your information is a list of the diseases that are included in this policy and the procedure regarding who will report them.

CONCLUSION

This Code of Conduct and Safety outlines our major initiatives regarding a safe and healthy school environment. To be a true learning community we have to know our expectations of each other and try to achieve them. Parents are pivotal partners in the safety and the behaviour in our school. Please take the time to review this document with your child.



I have read the Rules of Conduct and Safety with my child.

Parent signature: _____

Child signature: _____