



Ormstown Elementary School

A place to grow and learn, and where our mission is student success.

Rules of Conduct and Safety 2025-2026

RULES OF CONDUCT AND SAFETY

Ormstown Elementary School's Rules of Conduct and Safety were developed in collaboration with the OES staff, School Climate Committee, Health and Safety Committee and Student Council.

At OES we believe in fostering a sense of community based on communication, respect and responsibility. Through this policy, we will outline our expectations, rights and responsibilities in order to promote a positive learning environment for all students and staff.

RIGHTS AND RESPONSIBILITY

The rights and responsibilities listed below have been set in place to ensure the safety and success of all.

RIGHTS

- I have a RIGHT to learn.
- I have a RIGHT to hear and be heard.
- I have a RIGHT to be respected.
- I have a RIGHT to be safe.
- I have a RIGHT to my personal space.

RESPONSIBILITIES

- It is my RESPONSIBILITY to allow everyone to learn.
- It is my RESPONSIBILITY to listen.
- It is my RESPONSIBILITY to respect others.
- It is my RESPONSIBILITY to contribute to a safe school environment.
- It is my RESPONSIBILITY to report incidents of violence and bullying to an adult.
- It is my RESPONSIBILITY to respect the personal space and privacy of others.
- It is my RESPONSIBILITY to treat others with kindness.
- It is my RESPONSIBILITY to care for the natural environment.

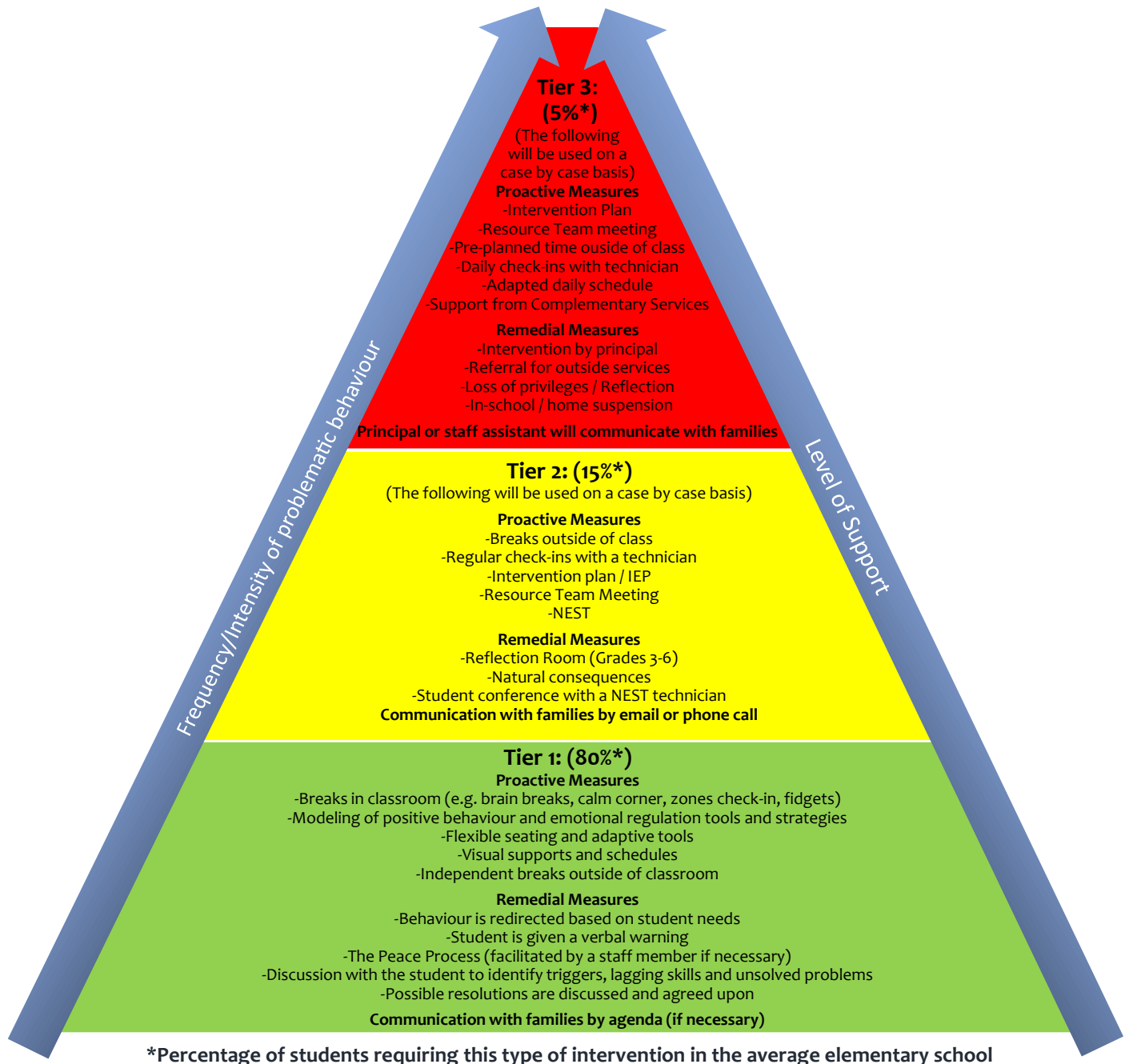
STUDENT EXPECTATIONS

When and where	Expectations
At all times in all spaces of the school	I show respect through my words and actions. I pick up my garbage. I keep my space tidy. I take care of materials & resources. I use the peace process to resolve conflicts. I wear appropriate clothing for activities and weather. I don't share my food out of consideration for student allergies. I leave personal objects at home. I make sure a school staff member knows where I am at all times. I take fire and lockdown drills seriously.
Hallways and staircases	I speak in a quiet voice. I keep my hands and feet to myself. I line up appropriately and follow the directions of the teacher. I prepare myself quickly. I walk calmly. I use the right side when going up and down stairs.
In the classrooms	I follow the classroom procedures and expectations. I come to school ready to try my best. I come with the materials needed to learn. I participate to the best of my ability. I contribute positively to the learning environment.
In the gymnasium and locker rooms	I follow procedures and expectations. I show good sportsmanship. I follow instructions and participate in a safe way. I play for fun. I participate to the best of my ability. I wear my Phys Ed clothing. I change quickly. I stay calm. I respect the privacy of others.

	<p>I put my Phys Ed clothing and shoes away after PE.</p> <p>I will not touch items that don't belong to me.</p>
Washrooms	<p>I respect the privacy of others.</p> <p>I respect my resources (toilet paper, paper towel and soap).</p> <p>I flush the toilet.</p> <p>I wash my hands with soap.</p> <p>I use the washroom quickly and return to where I should be.</p> <p>I stay calm and quiet.</p>
Playground	<p>I play to have fun.</p> <p>I interact positively with others.</p> <p>I use the materials and the game modules in a safe way.</p> <p>I report to an adult if something looks unsafe or broken.</p> <p>I report to an adult if I encounter bullying or violence.</p> <p>I use materials responsibly (put toys back in designated bins at the end of recess).</p> <p>I respect the natural landscape (trees, plants, ect...) and the outdoor classroom.</p> <p>I respect the bells.</p> <p>I line up quickly and calmly.</p> <p>In line, I keep space between myself and the people around me.</p>
Cafeteria	<p>I speak quietly.</p> <p>I am polite and use proper manners.</p> <p>I stay seated.</p> <p>I listen to the adult in charge.</p> <p>I am mindful of allergies.</p> <p>I respect the space of others.</p>
Bus	<p>I will be at the bus stop on time.</p> <p>I will listen to the bus driver.</p> <p>I will make safe choices and follow the bus safety rules.</p> <p>I will stay seated.</p> <p>I will speak quietly and stay calm.</p> <p>I will be kind and respectful towards my peers and the bus driver.</p>
Library	<p>I will handle the books with care.</p> <p>I speak in a whisper.</p> <p>I put the books back where they belong.</p> <p>I show respect to the library volunteer.</p>
Daycare	<p>I will wait for my teacher's signal before leaving for daycare.</p> <p>I will follow the procedures and expectations of the daycare educators and attendants.</p> <p>I help put things back in place in the daycare room.</p> <p>I am kind and respectful to my peers and the adults.</p>
Field Trips	<p>I understand that I need to follow the rules of conduct and safety in order to participate in field trips.</p> <p>I remain with my group at all times.</p> <p>I listen to and follow the directions of the supervisors (including on the bus).</p>

TIERED INTERVENTION APPROACH

At Ormstown Elementary, our staff and teachers take a proactive approach to behaviour management. This type of response to intervention begins with teaching all of our students the school expectations, teaching and modeling emotional regulation, teaching conflict resolution through the peace process and celebrating positive behaviours. When students struggle to meet school expectations the following tiered approach is used.



According to the Quebec Education Act:

96.27. The principal may suspend a student if, in the principal's opinion, such a disciplinary sanction is necessary to put an end to acts of **bullying or violence** or to compel the student to comply with the school's rules of conduct.

When determining the duration of the suspension, the principal shall take into account the student's best interest, the severity of the incidents, and any previously taken measures. The principal shall inform the student's families of the reasons for the suspension and of the assistance, remedial and reintegration measures imposed on the student.

DEFINITIONS OF KEY TERM

	Definitions intended for adults and older students	Adapted Definitions for Younger Students
Bullying	Any repeated direct or indirect behaviour, comment, act or gesture, whether deliberate or not, including in cyberspace, which occurs in a context where there is a power imbalance between the persons concerned and which causes distress and injures, hurts, oppresses, intimidates or ostracizes. (Education Act Section 13(1.1); <i>Bill 56: An Act to Prevent and Stop Bullying and Violence in Schools</i>)	Bullying is when someone repeatedly says or does hurtful things to another person. This can include consistent and regular teasing, spreading rumors, or excluding someone from a group. The person being bullied often feels sad, hurt or scared and that they have no power over the situation.
Violence	An intentional demonstration of verbal, written, physical, psychological, or sexual force which causes distress and injures, hurts, or oppresses a person by attacking their psychological or physical integrity or well-being, or their rights or property. (Education Act Section 13(3); <i>Bill 56: An Act to Prevent and Stop Bullying and Violence in Schools</i>)	Violence is when someone uses words or actions to hurt another person physically or emotionally on purpose. It can be hitting, teasing, saying mean things, or doing things to make someone feel sad or scared. Violence can hurt people's bodies or feelings, or take away their rights or things that belong to them.
Aggression	The impulse to verbally or physically attack or lash out at another individual. *It is important to note that not all aggression is considered violent as it is often impulsive in nature rather than conscious, deliberate or intentional.	Aggression is when a student has an explosion of frustration that comes out in intense words or actions towards another person. It can include things like yelling, hitting, or saying mean things.
Sexual Violence	The term sexual violence includes: “reference to issues of sexual assault, sexual exploitation and sexual harassment, including their various manifestations, anchored in a dynamic of power imbalance, exposing victims to multiple consequences and violating fundamental rights”, with an intention to intimidate, humiliate or harm an individual. Contre la violence sexuelle, la violence conjugale et Rebâtir la confiance - Stratégie gouvernementale intégrée 2022-2027 (quebec.ca)	Sexual violence is when someone uses their power to hurt or mistreat someone else in a sexual way. This could involve things like unwanted touching, forcing someone to do things they don't want to do, or making inappropriate comments or advances. It can take away a person's rights to feel safe and respected.

CONFLICT RESOLUTION THROUGH THE PEACE PROCESS

The Peace Process is used at Ormstown Elementary to support students in managing conflict resolution by empowering them with a common language and a simple step-by-step process that can be understood and used at all levels. The four steps of the peace process are posted throughout our school and school grounds in words and pictures so all students may refer to them. Teachers, support staff, and students themselves encourage one another to use this process as needed. In using the peace process school-wide, we hope to instill confidence in our students as they learn to problem-solve and repair friendships with increasing autonomy.

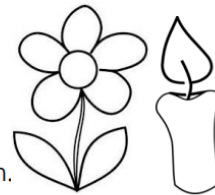
THE PEACE PROCESS

Step 1: Breathe

Take a breath:

- In like a flower (count 1-2-3)
- Hold (count 1)
- Out like a birthday candle (count 1-2-3-4)

Take as many breaths as you need to feel calm.

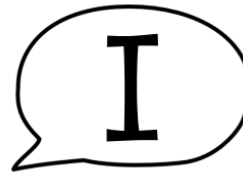


Step 2: "I" Statements

I feel _____ because _____.

The other person repeats what they heard:

What I heard you say is that you feel _____ because _____. Did I get it right?



Step 3: Repairing the Harm

How can I make it better?

- Say "I'm sorry for _____."
- Next time, _____.
- I need _____.

Can we agree to that?



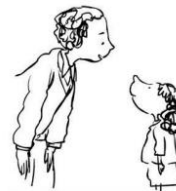
Step 4: Moving Forward

End The Peace Process with:

- Fist bump
- Handshake
- High 5



If you do not feel The Peace Process solved the problem, or if you need help with the process at any step, let a teacher or grown-up know.



SCHOOL AGREEMENT

Dear OES Families,

In the pages you've recently reviewed, we've detailed the rights, responsibilities, and expectations of students, along with the proactive and remedial measures available should these expectations not be met.

As a school community, we are all responsible for the learning environment, and as a member of this school we acknowledge that these guidelines are to be respected and adhered to by all.

We ask that the said document be read carefully by all students and their parents/guardians and that the acknowledgement portion below be signed and returned to the teacher at your earliest convenience.

*** Acknowledgement of School Rules and Code of Ethics ***

I, _____, as a student of _____, have read the booklet and am fully aware of the commitment I have to the school community. I will abide by the rules and the code of ethics and fully realize that failure to do so will have consequences, including suspension from school.

Signed on this _____ day of _____, _____.
(date) (month) (year)

Student's signature: _____

Student's name: _____

Parent/Guardian's Signature: _____

SCHOOL PROCEDURES

1. ARRIVAL AND DEPARTURE

1.1. Arrival:

Our daycare opens at 6:50 am.

Buses arrive at 8:25 am with one supervisor at the bus stop. All students go from the bus into the school yard or down to the cafeteria for Breakfast Club. After the last student has disembarked, the supervisor locks the north gate on George street.

Students can be dropped off at the south gate closest to George and Roy as of 8:25 am. There is one supervisor at the gate and one on the corner of George and Roy street. Please do not park at the corner of Geore and Roy to walk you child to the gate as this is where parents can safely drop their children off at the corner.

The north gate will also be locked at 8:35.

Once the gates are locked, all students should come in through the main entrance. If your child arrives after 8:35, **you must come in with them to sign them in at the front office.**

1.2. Departure:

Students being picked up must wait behind the gate until the supervising teacher has seen the adult there to pick them up. Students should be sure to check in with the supervising teacher before leaving the school yard.

Walkers will wait until the buses have departed before leaving the school yard.

1.4. Please advise the school if your child will depart before the end of the school day **in your child's agenda**. Once the school day has began, you may call or send an email to the secretary. Changes to dismissal period (bus, pick-up, daycare) must be submitted by parents **before 12:00 pm**.

It is essential that parents/guardians wait at the office for the child to arrive from class.

Please keep in mind that regular early dismissals are discouraged as they can be disruptive to your child's class.

1.5. If visiting the school, parents and/or visitors must report to the office first and pick up a visitor's pass. You will be asked to report back to the office if you are circulating without one. At that time, you will also need to sign in to indicate your presence in the building.

ABSENCES

2.1 Students are expected to attend school daily. When a student is unable to attend, it is the parent's responsibility to contact the school to justify their absence

Absences can be justified through the Mozaik Parent Portal, by calling the school at 450-829-2641, or by e-mail at oes@nfsb.qc.ca.

Please note that it is the teachers' and principal's responsibility to follow up with parents and where applicable, the department of youth protection (DYP) when a child is absent on a regular basis and that these absences have an impact on their success.

2.2 In the event that we are learning online, a student is considered absent if he or she does not participate in the online activities. This absence also needs to be justified.

3. EMERGENCY DISMISSAL/CLOSURES

3.1 Emergency closures occur either prior to the school day commencing or after the start of the day.

3.2 Before school commences:

- The school will post the news of school closures on its Facebook page and utilize the communication set forth by the NFSB board office.

3.3 Emergency closing during school hours:

- If the school must close for an emergency, parents will be contacted. Please do not come to the school until you have been contacted.

4. CONTACT INFORMATION

4.1 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, not feeling well, or if the school must close due to an emergency.

It is essential to inform the school of any change of address or telephone number, including the emergency contact numbers.

5. COMMUNICATION BETWEEN THE SCHOOL AND FAMILIES

5.1 Communication between families and the school is vital. Parents are invited to contact the school should they have questions or concerns. Questions concerning your child, student interactions, or relating to the classroom should be first directed to the teacher, either through the agenda, TEAMS or by email.

5.2 We always appreciate the interest you show in your child's progress. When you wish to arrange a meeting with your child's teacher(s)/administrator, please contact them via email to schedule a meeting. Families are reminded that they cannot disrupt class time to speak to a teacher or show up unannounced.

5.3 School notices, letters, and calendars are sent home via email to the address provided. Please ensure that you check your e mail and our Facebook page regularly. Anything that requires parents to fill in a section will be sent home on paper.

5.5 Communication with the school must be done through the official school channels, which are: the agenda, school e-mail, (*@nfsb.qc.ca). Please do not contact or communicate with the staff on their personal social media or e-mails.

6. PARENT PORTAL

6.1 The parent portal (www.portailparents.ca) is used to communicate between families and the school.

Through Parent Portal you will be able to:

- Re-register your child(ren)
- Obtain their report card (K5 to grade 6 students)
- Justify absences
- See communications from the school
- View your school fee invoice

7. MEDICAL INFORMATION/HEALTH

7.1 Parents are responsible for advising the school of their child's medical needs or health condition.

7.2 Health forms are provided at the beginning of the year to all families. Families must contact the school immediately if students have fallen ill with a communicable disease or condition. Please let the school know if a diagnosis is made by a doctor throughout the year so that we can ensure that your child's files are updated accordingly.

7.4 If you would like your child to have medication administered by a staff member or to self-administer medication at school, please note that you must complete a "Request for School Assistance with Administration of Prescribed Medication" form. For further details or to obtain the form, please contact the school office.

7.3 Parents will be notified in case of injury or illness and are expected to pick up their child if necessary. In the case when a student requires medical assistance and emergency services, parents will be called. A staff member will accompany the student to the hospital and remain until a parent is present.

7.4 Peanut products and other allergens: Due to severe allergies, peanut products may not be brought to school. Although we are a "nut aware" school, this does not guarantee that we are peanut-free. An official list will be sent at the beginning of the year once we receive the health records from all current students to let you know of other allergies.

8. HEALTHY SNACKS

At Ormstown Elementary we encourage healthy eating. Please try to include fresh fruit and/or vegetables, yogurt, cheese as snack options. We encourage students to bring a refillable water bottle.

As we are a "nut-aware" school. We ask, again, that snacks and lunches are peanut-free.

9. DRESS CODE

9.1 Overview:

- Students should come to school dressed appropriately for the weather and for playing.
- Clothing should promote tolerance and acceptance appropriate to the demographic of the school; shirts should not promote violence or inappropriate expressions.
- Clothing should cover the whole torso & chest.
- Undergarments should not be visible.
- Sensible shoes are required inside throughout the day.
- Students are to wear appropriate footwear for the weather and the activity (e.g. no shoes outside in the winter or flip flops for soccer).

9.2 Physical Education Clothes:

- Students are to come to physical education class wearing athletic clothing (t-shirt, shorts/athletic pants, and running shoes). Students are encouraged to store their clothing in a cloth bag. Physical education clothes must be a separate set of clothing from clothes worn in the classroom. K4 and K5 students do not change for physical education; they remain in their regular clothing.

9.3 Indoor/Outdoor Shoes:

- Students must have shoes that are for indoor wear only - these can be their physical education shoes. A second pair is needed for outdoor wear only.

9.4 Winter Wear:

- While the weather is colder, students must dress warmly to ensure their safety. Students must wear: boots, snow pants, winter coat, mittens or gloves, hat, and a neck warmer or scarf. Students should arrive in their winter clothing and must wear their winter clothing when leaving the school.
- Please consider sending a second pair of mittens in case the first pair gets wet.

9.5 Appropriate seasonal clothing is required, for example, students must wear winter boots while snow remains on the ground.

10. SCHOOL YARD

10.1 Students are expected to behave in a way that creates a positive atmosphere for all when playing in the schoolyard.

10.2 Recess and lunch are spent outside unless the weather does not permit. With this in mind, please ensure that your child(ren) come(s) to school with the appropriate seasonal clothing.

10.3 Students must remain inside the designated school yard area.

10.4 If a student is feeling well enough to be sent to school in the morning, they will be sent outside to play; they will not be kept inside.

11. PHYSICAL EDUCATION

11.1 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 physical education classes.

12. SPORTS EQUIPMENT/SCHOOL EQUIPMENT

12.1 Equipment and materials are to be used with permission. Students should ask a staff member if it is unclear whether they should use the equipment.

13. ELECTRONIC/CELLULAR DEVICES

13.1 All personal cellular/electronic devices are not permitted on school property or any transportation services associated to our school (including fieldtrips) unless stipulated in a child's Individualized Education Plan (IEP). Electronic/cellular devices refers to, but not limited to, mobile phones, tablets, laptops & smart watches.

13.2 If a student is found in the possession of electronic/cellular device, without permission, it will be automatically sent to the office for the remainder of that day and then sent home. The parents will be contacted. The student will receive a reflection period during recess.

13.3 Subsequent offences will result in the device being confiscated and kept in the office until the parent is contacted and retrieves it themselves. The student will also receive a reflection period during lunch hour.

14. PERSONAL ITEMS

14.1 Personal items to leave at home: Aside from school related items, no personal items may be brought to school (unless previously authorized by staff). This includes but is not exclusive to: toys, collector's cards, jewelry or special possessions, large amounts of money, and any item which may distract from studies.

14.2 STUDENTS CAN NEVER POSSESS ITEMS CONSIDERED DANGEROUS AT SCHOOL including but not limited to: pocket knives and other potentially harmful objects.

14.3 The school is not responsible for lost or stolen items, nor items damaged by other students.

14.4 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. Parents may rummage through the boxes by reporting to the office.

14.5 At the end of the year, remaining non identified items will be donated.

15. AFTER SCHOOL ACTIVITIES

- After-school activities require written permission. After-school activities such as curling, production practice, etc., are extended to children as a privilege.
- Parents must pick up their children on time.

15. DAYCARE PROGRAM

15.1 Ormstown Elementary School is pleased to offer our parents a daycare program.

15.2 Parents should note that it is required that students are registered at daycare in order to attend, even sporadically. It is possible that we do not have space for your child if they are not registered as a regular student.

15.3 The maximum number of students able to enroll per day and the Pedagogical Day rates are set by our Governing Board.

15.4 The same rules and principles apply to our Daycare Program as throughout the school day; as well as our internal daycare guidelines that parents must sign upon registration.

15.5 As for any other changes in the school day, changes to daycare must be reported before NOON.

16. HOMEWORK

Children are given homework in the form of reading in both languages. Vocabulary words\verbs will be worked at school. We do want you to read with your child every day in both languages. Please advise your child's teacher if your child is experiencing difficulty in any area of homework.

17. SCHOOL SOCIAL MEDIA GUIDE

17.1 Social media tools, like Facebook, Instagram, Tik Tok, Snapchat and YouTube, are now an integral part of our lives.

In 2023 The Canadian Pediatric Society and the US Surgeon General stated that social media use among school aged children has a detrimental effect on mental health. Please consider imposing limits on our child's weeknight screen time and social media use as it has been proven to impact sleep quality, mental health and limit opportunities to connect with others face to face.

As parents, teachers, and staff of Ormstown Elementary School, it is our responsibility to teach children to conduct themselves properly and safely when socializing online.

Please keep in mind that the actions of children on social media may affect the relationships of students in the school and that there are minimum ages for the use of social media sites (13 years old). Parents can be held liable for their children's actions on these platforms as the children themselves are not of legal age to be on these sites.

17.2 Every action that is taken that is detrimental to anyone else (staff or student) will be dealt with appropriately; it could lead to a school suspension. It could also be taken further legally, depending on the severity or frequency of the offense.

18. STUDENT ASSESSMENT FEES

The Student Fees are approved by the governing board. These fees cover costs of items which are consumed (used) by your children during their schooling. For students not registered in daycare full-time, there is also a lunch time supervision fee.

Fees should be paid by December or a payment arrangement can be made with the principal or secretary.

19. BUS SAFETY RULES

19.1 GENERAL:

The school bus is considered to be an extension of the school.

All school rules and School Bus Safety Rules apply. School bus transportation is a privilege and not a right. The School Board has the right to suspend transportation privileges immediately, depending on the severity of the offense, for an extended period and/or for the balance of the school year.

- First Offense: Warning by the school administration
- Second Offense: Disciplinary action as decided by the school administration
- Third Offense: 1-3 day bus suspension*
- Fourth Offense: 3-5 day bus suspension*
- Fifth offense: 5-10 day bus suspension*
- Sixth offense: Loss of bussing privilege*

19.2 *If a student is suspended from bussing, it is the parents'/guardians' responsibility to ensure their child attends school each day.

19.3 TRANSPORTATION OF EQUIPMENT:

The Québec Highway Code does not permit a student to carry anything other than the required school materials (school bag and/or lunch container) on a school bus. Therefore, other items (e.g. sports equipment, instruments, skateboards, sleds, large projects, etc.) will not be transported on the school bus.

20. VOLUNTEERS

Ormstown Elementary School values the community's contribution to our school. We require that anyone volunteering at OES completes a Declaration Concerning Judicial Record form on an annual basis. Please see the office to receive one at the beginning of the year. These approvals cannot be filled out last minute.

School rules, HES Anti-Bullying/Anti-Violence Plan, and consequences apply in the building, in the yard, on school trips, and on buses.