



POLICIES AND PROCEDURES

MISSION

The mission of École Socrates-Démosthène is to provide children with quality trilingual education – French, English and Greek - in a family environment where children can explore their cultural heritage while developing their sense of belonging to the Quebec society.

PHILOSOPHY

Promote self-awareness in our students and to stimulate them to develop their full potential through respect for self, others and the environment, develop a sense of pride through school traditions and appreciation for diversity of their cultural community.

VISION

To be the School of choice that will allow our students to grow as persons able to face life's challenges and responsibilities.

MOTTO

Knowing one language is an achievement ... learning a second language is a true gift ... mastering a third language is priceless!

Revised

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École Socrates-Démosthène

The Ministry of Education, acknowledges the right of École Socrates-Démosthène, a private academic institution of the Hellenic Community of Greater Montreal (HCGM), to maintain and to develop its distinctive nature and its specific character.

The objectives pursued by the School are as follows:

- **French Education:** The integration of students into Québec society by providing quality French education in accordance with the programs of the ministère de l'Éducation ;
- **Greek Education:** The enhanced teaching of the Greek language, Greek history and geography, as well as the Greek culture, and the Greek Orthodox religion;
- **English Education:** The teaching of English as of the first cycle.

ΓΝΩΘΙ ΣΑΥΤΟΝ / Know Thyself

The objectives are:

1. To facilitate in students the development of self-awareness and self-reflection, as they learn to cultivate moral, emotional, and social learning in pursuit of becoming responsible citizens.
2. To develop in each student a respect for self, others and the environment.
3. To provide an environment which promotes academic achievements, effective work methods and a love for lifelong learning?
4. To develop in students a sense of school pride, a knowledge of Greek traditions, as well as an appreciation of cultural diversity in their community.

From its inception in 1909, the School's philosophy was to be an educational institution where students would acquire a formal education and knowledge about themselves, their roots, and an understanding of their role as students of our educational system. They become representatives of their School and as such, their achievements and their conduct are identified with École Socrates-Démosthène specifically, and the Hellenic Community of Greater Montreal.

History

The Hellenic Community of Montreal (HCM) was established in 1906. In 1909, the first Greek class was held in the hall of Evangelismos Church. In 1920, enrollment was already at 110 students. By September 1925, a group from within the HCM purchased the Holy Trinity Church and established the "Anglo-Greek Socrates School Inc." The school followed the curriculum of the Protestant Central School Board of Montreal and taught English and French languages in addition to Greek language and culture.

Between 1966 and 1970, the School was situated downtown on Sherbrooke Street, in the hall of Saint George's Cathedral and in Koimisis Tis Theotokou Church in Park Extension. In 1970, "Anglo-Greek School Socrates" was renamed "École élémentaire Socrates." Due to the increase of Greeks living in Montreal, student enrollment had increased and as a result, a new building was purchased on Houde Street in Saint Laurent, where Campus I, was located. Various other campuses were established and temporarily housed at various school buildings that were rented out by the HCM.

In 1971, following the adoption of Bill 63, the HCM, foreseeing the future of Quebec and respecting the social environment of the province, changed the basic curriculum of its schools from English to French.

That same year, the Greek Orthodox Community of Laval (GOCL) was established to better serve the needs of the rapidly growing Greek population in that region.

In 1972, Socrates Elementary School was declared a school of public interest according to the law of Private Education, and thus became eligible for subsidies.

In 1978, an agreement was signed with the Commission des écoles catholiques de Montreal by which Socrates Elementary School received an 'associated' status.

Through the aforementioned status, the community achieved better academic resources from the school board. The curriculum now stood at French instruction, 62% of the curriculum, Greek instruction, 28% of the curriculum, and English instruction at 10% of the curriculum. The weekly time allotted to teaching was increased to 1710 minutes compared with 1380 minutes offered in public schools. Today, the School offers 1800 minutes of instruction per week, compared with 1500 minutes in public schools. In 1980, the school name was once again changed to "École primaire Socrates."

In 1982 the GOCL created École Démosthène, another French, English and Greek trilingual school.

That same year, after the completion of the Montreal Hellenic Community Center, Campus II was established. A school building was purchased on the West Island in Roxboro and it became Campus III. In 1985, Campus IV was created in Saint-Hubert, to meet the needs of the ever changing demographics of the Greek population, following the construction of the South Shore Hellenic Community Center. In 1989, an associated status agreement was signed with Commission scolaire Taillon of the South Shore, currently named Commission scolaire Marie-Victorin.

In 1990, another school building was purchased by the HCM and an agreement of 'associated' status was signed with Commission scolaire des Mille-Îles, currently known as Commission scolaire de Laval. In 1993, Campus V was officially established. In 2002, a second campus was created in Laval and is officially known as the Socrates V Annex. The campus in Saint Laurent is currently used as a daycare.

In 2008, École primaire Socrates and École Démosthène announced that they had ended their 30-year association with the school boards and would now be recognized as a fully fledged private academic institution.

In 2009, Socrates School celebrated 100 years of Greek education offered by the Hellenic Community of Montreal, a true milestone, of which only an exclusive handful of schools in Quebec are proud to claim. This significant achievement has gone a long way in reinforcing the caliber of education and stamina that Socrates School has endured from generation to generation.

In 2010, the two main Greek organizations, the Hellenic Community of Montreal and the Greek Orthodox Community of Laval merged and became known as the Hellenic Community of Greater Montreal (HCGM). In the process, the two schools, Socrates and Démosthène were also united, becoming École primaire Socrates et Démosthène.

In 2014, the School is officially renamed "École Socrates-Démosthène".

École Socrates-Démosthène is recognized as a community school. A school that services the Hellenic Community of Greater Montreal by providing children of primarily Greek origin a secure and reassuring environment that inspires confidence and respect for their cultural identity. It promotes Greek pride, sense of honor, respect for family as well as teaching of the Greek religion, traditions and history. The successes of the students continue to make an impact on Canadian society as they remain Hellenes. From generation to generation, students continue to be enrolled at École Socrates-Démosthène for the simple but essential philosophy of Socrates: "Know Thyself."

GENERAL INFORMATION

Registration/Admission

Applications and registration forms are available at each campus. The registration form clearly states the deadlines for application into the school. Deadlines are to be respected to allow for an efficient application processing. Please refer to the registration form for payment schedule and deadlines.

All applications that have outstanding fees will be returned to the applicant and will not be registered until all debts have been cleared. If necessary, financial concerns will be reviewed with the parents.

Please note that the registration and membership fees are non-refundable.

New students are required to provide the school with access to previous academic history or any other pertinent information.

Attendance and Punctuality

Education is a right for every child. Attendance is imperative and absence from the school interferes with the student's progress. For unjustified and repeated absences, parents will be contacted to meet with the principal. The school secretary may call to inquire the reason for the student's absence(s). The school may require a valid medical note to justify any absences during an exam. Extended vacations resulting in absences from school are not acceptable. Homework is not given if parents go on vacation and do not respect school calendar days

Students must be on time for class. Students arriving late must present themselves to the office and provide a valid explanation. It is preferable to schedule appointments with doctors or dentists after school hours or on pedagogical days.

When a student requires an early dismissal, a written request indicating the date and the specific time signed by the parent/guardian must be presented to the teacher, the secretary or the director first thing in the morning.

Students will not be permitted to re-write exams without a valid reason. Vacations are not valid reasons.

Students are expected to attend all classes and all school functions. A student's attendance record will be assessed on an individual basis. If their attendance record is deemed unsatisfactory, the director will notify parents and determine strategies to correct this behavior.

Arrival

When the bell rings all students must quietly line up in the playground to enter the school building with their class. Supervision of the students does not commence until 10 minutes before the bell rings. For security reasons, students or parents will not be allowed to enter school premises prior to this time.

Punctuality is valued in Socrates-Démosthène. Late arrivals have a negative impact on both the student and the class. Students arriving late must present themselves to the school office. If a child arrives late on a regular basis, they may receive a letter addressed to the parent, with a copy kept in the student's permanent file. Furthermore, late arrivals which consistently impede classroom functions will be sanctioned at the School's discretion.

Dismissal

Upon dismissal students are supervised until the bus departure. Parents must inform the school within a reasonable delay in writing of any change in plans of departure (e.g., bus route, person authorized to pick up the child, or means of transportation).

School Hours

Staying in school late is only permitted if the child is enrolled in the after-school program as there is no other supervision. Please refer to the after-school registration form for further information.

A schedule of the school hours will be posted in the student's agenda.

Students and or parents are not permitted back into the school to retrieve valuables once the dismissal bell has rung.

Parking Lot Safety

To ensure the children's safety in the school parking lot, children should not under any circumstances be left unsupervised. In addition, it is prohibited to block the flow of traffic and to enter or exit the parking lot when the children are boarding or disembarking from the buses.

Once the bell has rung for dismissal, parents are required to exit the premises. Playing in the parking lot and or play ground is not permitted for security reasons.

Recess and Lunch Time Activities

Only school playground supplies and equipment may be used for games at school, unless specifically authorized by faculty and the principal. Children designated as ball monitors should hold onto the ball before and after recess. Balls must not be kicked, thrown or bounced after the bell has rung. Students are not permitted to leave school grounds to recover a ball that goes over the fence. The loss should be reported to the playground supervisor.

Fire Drills and Lockdown Drills

Fire drills are held regularly and without notice, as stipulated by the fire department, to ensure the smooth and orderly evacuation of a building in the event that it becomes necessary. The school also practices its lockdown protocol on a regular basis.

Telephone Messages

With permission from the office staff and the classroom teacher, students will be allowed to use the office telephone in case of illness or other emergencies. Students' use of pagers and/or cellular phones is strictly prohibited. Students will be given messages in emergency cases only.

If a child is being picked up early or if items (e.g., lunchbox, running shoes, books), are being delivered to the student, the secretary will carry out these requests.

Library Policy

The library is an integral part of school program. Each student is responsible for returning borrowed materials on time and in good condition. A late fee might be applied for overdue books.

A notice will be sent home for any overdue, lost or damaged book. Library privileges will be suspended until the book has been returned or payment has been made. If at any time lost books are found and returned, the payment will be refunded.

Lunch Box Policy

- Fast food is not permitted in the School.
- Chocolate and candies are not allowed.
- Nuts, of any kind, are strictly prohibited.

Parents Committee

A Parents Committee represents each of the École Socrates-Démosthène campuses. Each campus shall have a 25 member committee that must include a President, a Secretary and a Treasurer. Just before the end of each school year, the campus Director calls a General Assembly of the parents in order to brief the parents on the responsibilities of the Parents Committee and to proceed with nominations and the election of the members of the Committee.

The responsibilities of the Parents Committee are to make recommendations on how to enrich the academic and social life of the students as well as the physical environment of the school. The meetings are held once a month and are open to all parents.

Parent Volunteers and Visitors

École Socrates-Démosthène welcomes and encourages the help of all parents. We strongly believe that it “takes an extended family to raise a child”. Our children’s lives are enriched when we offer to create a wholesome environment. All volunteers are asked to speak with the principal before volunteering at the school. The volunteers are required to sign in and wear appropriate identification while inside the school grounds. They are also required to respect the privacy of all students as well as to follow the school rules. Parent volunteers not respecting school policies and procedures could have their privileges revoked.

Lost and Found

Each school has a lost and found area. Parents should check periodically for belongings that their child has lost. Unclaimed items will be distributed to charitable organizations or to needy families at the end of the school year. We recommend that parents take the time and check during the parent/teacher interviews.

All items brought to school should have a student’s name clearly marked. A lost and found area is kept in the school office.

School Closure

In the event of bad weather, parents are urged to listen to the radio or television for information pertaining to school closures. A list of stations will be sent to you in the beginning of the school year.

Homework Policy

The primary purpose of homework is to consolidate learning. It is also to solidify and deepen the skills learned in class. Assignments allow teachers and students to go through more content while giving students the opportunity to develop initiative, independence, study skills and responsibility. The duties are intended application or adaptation of the experience in the classroom. They are planned, thoughtful and relate knowledge, skills and the expectations of the Ministry of Education curriculum.

An important aspect of homework is that it links school and home by informing parents about course content. It also provides another opportunity for parents to be a part of their child's school life while reinforcing the value of home/school collaboration. A student who does not complete his/her homework will be sanctioned. Homework is not given if parents go on vacation and do not respect school calendar days.

Communication with the School

- Parents will be kept informed about School activities through regular mass e-mails and, at times, student-delivered paper communications.
- We ask parents to leave messages for their children with the campus secretary only in an emergency.
- Parents should call the campus, before 9:00 AM regarding their child's absence.
- Parents may use the agenda as an appropriate tool of communication.
- Other important information can be found on the website: www.socdem.org .

School Dress Code

General guidelines regarding school dress code:

- Parents/guardians should supervise what students wear to school.
- Makeup, nail polish, perfume and jewelry are not allowed; decorative headbands must be discreet.
- Only natural hair color is permitted (no coloring of any kind).
- For safety reasons, students must always wear shoes that are flat and appropriate for running and playing. Sandals and platform shoes are not allowed.
- Socks must be worn through-out the school year and must be at least ankle high.
- Students should be dressed appropriately for the cold weather (mittens, hats, scarf, and boots) and during warmer months (sunhats, caps, and sunscreen).
- To avoid loss of items, the parents/guardians should label all clothing.
- Teachers will inform the parents when a student's attire does not adhere to the dress code.
- Not conforming to the school dress code will result in disciplinary measures.
- All students are responsible to wear their uniforms in a clean and neat fashion.

SCHOOL UNIFORM

Our dress code policy should be rigorously respected. Wearing the school uniform is compulsory. Each item bears the emblem of École Socrates-Démosthène and must be purchased by the parents from our approved vendor.

DRESS CODE POLICY 2018-2019

	Girls	Boys
	Everyday	Everyday
SOLID SOCKS (WITHOUT DESIGN)	Knee socks or tights -NAVY BLUE	Low mid-calves socks - NAVY BLUE -BLACK
	Special events	Special events
	T-shirt (color according to campus)	T-shirt (color according to campus)
	PHYSICAL EDUCATION	PHYSICAL EDUCATION
SOLID SOCKS	Low mid-calves -WHITE Socks are required at all times	Low mid-calves -WHITE
OFFICIAL UNIFORM	OBLIGATORY OFFICIAL UNIFORM	OBLIGATORY OFFICIAL UNIFORM
SOCKS (navy blue) - tights - knee socks	Oxford white blouse - tie Check tunic (1 st , 2 nd , 3 rd grade) Check skirt (4 th , 5 th , 6 th grade) Cardigan with buttons (1 st grade) Jacket with crest (2 nd , 3 rd , 4 th , 5 th , 6 th grade)	Oxford white blouse-tie Gray trousers - Cardigan with buttons (1 st grade) Gray trousers- Jacket with crest (2 nd , 3 rd , 4 th , 5 th , 6 th grade)
DRESS SHOES (APPROPRIATE) BLACK LEATHER SHOE SOLID (WITHOUT DESIGN) FLAT HEEL BLACK LACES OR VELCRO OR WITH STRAPS NO SANDALS NO BALLERINA SHOES	SHOES FOR PHYSICAL EDUCATION RUNNING SHOES (SNEAKERS) UNDER THE ANKLE WITHOUT DESIGN WHITE-BLACK LACES OR VELCRO NO LIGHTS NO CASTERS NO BOOTS (CONVERSE STYLE)	

HEALTH POLICY

In the interest of the student's safety and health, the school expects parents to inform the school of any health condition such as epilepsy, allergies, diabetes, heart condition, poor vision or poor hearing. The school must be informed of any change in the child's health throughout the school year.

Emergency Forms

Each school year parents/guardians must complete a number of important forms before their child is eligible to attend school. One of these forms is the health/emergency card. We count on the information on the emergency card to be completed with correct up-to-date information throughout the school year. It is essential that parents/guardians provide emergency contact names and phone numbers in case the parent/guardians cannot be reached.

Please keep in mind that if your child has an emergency situation and the information is not up to date, it makes it more difficult for staff and more importantly for the child who is possibly suffering with illness or injury. Be sure to include the name and phone number of your child's physician if any.

ALWAYS INDICATE ANY DRUG ALLERGY, HEALTH CONDITION, OR CURRENT MEDICATIONS. This information is necessary in the event that the parent/guardian cannot be reached and the student must be taken to the nearest emergency facility. In the event of an emergency, this information will be essential for the student to receive proper care and treatment at the hospital.

First Aid

The following guidelines apply to the entire School and the responsible teacher in the case of activities outside the School:

- First aid kits are available in the campus secretary's office, and will be provided for activities outside the School.
- An Epi-Pen is available in the campus secretary's office and will be provided for activities outside the School.
- A person trained in CPR and emergency procedures will be the designated individual to disperse first aid contact.

Safety, Accidents and Emergencies

To promote safety in all school activities, and to ensure a prompt, organized and effective response in the event of an accident or emergency, this policy is applicable to students, teachers, administrators and support staff.

The following procedures will be followed:

- A minimum of two (2) members of staff are trained in first aid and cardio-pulmonary resuscitation (designated first-aiders).

In the event of an accident:

- A designated first-aider should be summoned and the Director informed immediately. The Director will take charge of the situation in cooperation with the designated first-aider.

In the event of an emergency:

- The Director should be informed immediately and will take charge of the situation. All inquiries, including media, must be referred to the Director General. This person alone after consulting the Board of Directors is authorized to give out information or to delegate the individual that will do so.

Medication

Designated staff members reserve the right to administer prescribed medications only when parents have supplied the school with instructions and medications as prescribed by a physician. Medications must be labeled by the pharmacist, show the name of the prescribing physician, the medication, its dosage and duration. Medications should be brought directly to the office. Non-prescribed medications or over the counter drugs (such as Tylenol, vitamins, Triaminic or sunscreen), also require written parental consent. In all cases, the parent must assume responsibility for the safe delivery of the medication to the school. All medications required during an Extended Day or Overnight activities, must be supplied by the parents. Expired medications will not be administered by the school.

A staff person may reserve the right to administer pills, capsules or liquid medication or may assist a child with his/her inhaler. The staff will not administer any medications requiring injections or the use of syringes or similar instruments with the exception of an Epi-pen in the treatment of an allergic reaction. Children recovering from a recent illness, but on medication and no longer contagious, can attend school if they are able to participate in the full program, including outdoor activities. Medications are kept under wraps and dispensed only by authorized school personnel or the student's parent.

Accident and Illness Procedures

If a child is injured or becomes ill after arriving to school, parents will be contacted and required to pick up the child. If a child needs immediate medical attention, the school will call 9-1-1, then the parent. The child will be taken to the nearest emergency facility with records and all parent permission forms. In both cases, if the parent cannot be reached, the emergency contact will be called.

In the interest of other students and staff, parents should keep children home if they have any of the following: fever, vomiting, diarrhea, an unidentified rash and if the illness interferes with the student's classroom functioning. A student should be free from fever, vomiting and/or diarrhea, without the assistance of medication, for 24 hours before returning to school. Notify the school immediately if your child develops a communicable disease. If any restriction of activity is necessary upon returning to school after an illness, please send a note to the classroom teacher with specific details.

Students will not be kept indoors during recesses unless the School receives a doctor's note stating the specific reason. Only in cases of extreme weather will students not be permitted to play outside.

Domestic Pets and Allergies

To alleviate health concerns for students with allergies to various animals, no animal will be permitted on school grounds. The exceptions would be those brought in for instructional purposes. Parents of students in that class will be pre-notified in writing. If health concerns exist, no animal will be brought into the classroom.

Allergies

A number of children are highly allergic to peanut and nut products, of which a small trace can cause a potentially fatal reaction. To create the safest possible environment, **we maintain a strict no peanut/nut policy**. It is impossible to mandate school bans on all food allergies. Nonetheless, each campus may mandate specific guidelines or bans depending on the severity and the number of specific allergy cases in the campus. No treat of any kind is permitted for celebrations.

The school and families of allergic children acknowledge that is impossible to guarantee an absolutely safe environment for those with life-threatening allergies despite our best efforts. We depend on your cooperation in ensuring the safety of all our children.

To help make Socrates-Démosthène the safest environment possible

Family and student's responsibility:

- Respect and abide by School health policy
- Notify the School of child's allergy
- Educate child in the self-management of their food allergy
- Students should not trade food with others or eat anything with unknown ingredients

- Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic

School's Responsibility:

- Include food-allergic students in school activities
- Assure all staff that interacts with the children on a regular basis understands food allergy, can recognize symptoms and knows what to do in case of an emergency (all staff members receive a yearly Epi-Pen administration training)
- Practice the Food Allergy Action Plans before an allergic reaction occurs to assure the efficiency and effectiveness of plans
- Designate school personnel that is properly trained to administer food allergy-related medications
- Prior to field trips with the family of the food-allergic child to decide appropriate strategies for managing the food allergy
- Pictures and information sheets on every allergy case are posted in the staff room and in the classrooms (case by case)
- Two Epi-pens are kept available for each child in the campus (one in the office and one with the child or in the classroom)

In case of an allergic reaction:

- A 9-1-1 emergency call is made as soon as an Epi-Pen is administered to a child
- Parents, guardians or emergency contact persons are immediately notified

Head Lice

- The presence of head lice is a concern for all schools
- Students found to have head lice in must be picked up and treated with the appropriate medication and should not return to school until treatment is finished
- All nits must be removed before a student is allowed to return to class
- The school will notify all parents if lice are suspected in a classroom
- The local CLSC will be notified if consistent problem involving head lice persist

Physical Education

The Physical Education Program is an integral part of the curriculum. Students are expected to participate fully in physical education classes. Students may be excused from physical education only for medical reasons. Students are encouraged to participate in the intramural and interscholastic athletic activities as well. Students are expected to wear their School physical education uniform to all gym classes and athletic practices, including classes on "dress down" days.

Smoking

The Quebec Law on Tobacco prohibits anyone from smoking indoors and on the site of primary and secondary schools. Smoking is also prohibited within nine meters of any door to one of these places.

CODE OF CONDUCT POLICY

Student Behavior Code - Rules and Expectations

Guiding Principle

École Socrates-Démosthène, its students, parents, faculty, principals and other professionals as part of the Hellenic Community of Greater Montreal, are committed to maintaining a school environment that is conducive to learning, to fostering a strong sense of community and to creating an atmosphere of honesty, integrity and responsibility. We value a respect for self, for each other, for diversity and for our environment. We believe that discipline is meaningful when it is self-guided and when there is a collaborative relationship between students, parents and the school community to help each student achieve his/her potential academically, socially, emotionally and physically.

The goal is to develop self-discipline and autonomy in each student. Students will benefit from their school experience by participating actively and fairly in the school community and by following the common sense guidelines for living and working within our community. To this end we encourage honesty, fairness, courtesy, good manners and safety for all in an effort to develop self-respect and respect for others in the school and the community at large. Students must learn to accept responsibility for their own actions in order to develop self-discipline and autonomy.

Socrates-Démosthène aims to instill in its students high standards of behavior and academic effort.

The code of conduct policy of the school is based on the following premises:

- Personal freedom is accompanied by the obligation to respect freedom of others
- Rules and policies exist to encourage a sense of responsibility and to ensure respect for self and mutual respect for others
- Rules help facilitate the student's daily life in school and help maintain a pleasant, safe and caring environment at school

Academic Success

To be successful a student must put effort and determination into all of their academic endeavors. Completing homework, being prepared for class, and paying attention in class are essential to academic performance and growth.

Academic Sanctions

- Failure to complete homework and assignments is unacceptable, and may result in a loss of marks. Persistent problems will result in communication with parents and possible further sanctions.
- Late Assignments: Marks can be deducted for work handed in late.
- Cheating or plagiarized work will result in a zero on the assignment and possibly other sanctions

General Conduct

We encourage students to always behave with courtesy, honesty and respect to everyone, whether in person or when using the Internet. What follows are sanctions for unacceptable behavior within our School Community, whether on campus, on outings, or on school buses.

Written Warnings

Written warnings are given by teachers or administrators for any infraction to School and Bus Rules.

Detentions

Detentions are given by teachers or administrators, at their discretion, for repeated disciplinary infractions and or an accumulation of warnings. These detentions last one hour and will be served after school.

Suspension/Expulsion

In extreme cases, a student may be suspended or expelled from the School without previous warning. Reasons for suspension or expulsion include the following:

- Gross or chronic misbehaviour
- Academic dishonesty
- Theft
- Harassment and bullying
- Violence (physical and verbal)

Absent For Test Policy

Any student absent for a test should be prepared to take the test the day they return to school (or at the teacher's discretion). If an absence is not justified, it is at the teacher's discretion to allow the student a rewrite, or request that the absence be justified with a

doctor's

note.

Academic Honesty and Plagiarism

As a member of the school community a student is expected to be honest and truthful in all their actions. Cheating or plagiarizing on a test or assignment is a form of academic dishonesty, and as such is unacceptable at all times. It is also extremely detrimental to a child's learning process and serves no justifiable academic purpose.

Computer Use in School

The School maintains computers in the classrooms and the Computer Lab for students and staff members only. As computer access is a privilege, students are required to follow certain guidelines. Inappropriate use of the computers may result in the loss of computer access privilege and/or sanctions. What follows are reminders of the computer use guidelines:

- Access to the computers is prioritized for school assignments.
- Students may not download or install any software (including games and MSN Messenger).
- Students will limit their printing to pages relevant to school assignments.

Internet Guidelines

Having access to the Internet in our School is a privilege and not a right. Access to the internet is authorized only for educational purposes.

École Socrates-Démosthène suggests that students and parents visit the following Internet sites for recommendations in the utilisation of Internet: www.safekids.com or www.microsoft.com. In addition the following general guidelines are suggested for all students when using the Internet outside of school:

- Always be respectful of others and yourself.
- Never give out personal information (including name, address, and phone number).
- Always remember that you are responsible for your actions online.
- Never agree to meet in person people you meet online unless you discuss it with your parents.
- Never visit "off-limits" web sites.
- Never go into a new online area that will cost extra without asking your parent's permission.
- Never give a credit card number online without your parent's knowledge and permission.
- Always tell your parents if you see something online that is frightening or inappropriate, or that you don't understand.
- Do not give your password to anyone else.
- Always remember that strangers can gain access to your address list through social networks or chat rooms (e.g. Twitter, Facebook, MSN, etc).

- Do not assume that information received on the Internet is necessarily accurate.

Student's Rights and Responsibilities

To ensure a school climate that is conducive to a high quality, balanced education, École Socrates-Démosthène focuses on the following academic and behavioral expectations:

1. Respect for academic success
2. Respect for self, teachers, schoolmates and school personnel
3. Respect for the environment and property
4. Respect for the school dress code
5. Respect for bus regulations and safety
6. Respect for the school community, as a representative of Socrates-Démosthène
7. Respect for School Policies

Consequences and protocol for students who do not respect the code

For students who have failed to follow the behavior code, consequences will result. For repeated and serious noncompliance:

1. Faculty and principals will exercise professional judgement. They will meet and take a decision to enforce an appropriate consequence.
2. Student and parents will be requested to meet with the principal and will be notified about the resulting decision and plan of action.
3. Depending on the severity of the situation, the following consequences may be applied without notice: loss of privileges, detention, suspension or expulsion (in extreme cases).

1. RESPECT FOR ACADEMIC SUCCESS

➤ ***The students have the right to:***

Be educated, to learn and to experience academic success to reach their potential.

➤ ***Students also have the responsibility to:***

Prepare for each school day by doing their homework, bringing all their books and needed materials to school. Homework is an extension of their learning and is used to compliment the work done in the classroom. Students who do not complete the homework on a regular basis may experience difficulties in following the curriculum. The teachers will assign homework on a regular basis and the students will record their homework in the agenda book. The agenda is a communication tool for parents and teachers as it serves to state concerns or to give feedback on the child's schoolwork. It should be examined and signed each day by parents. If the student cannot complete the work due to medical reason, the parents should advise the teacher. Homework is not given if parents go on vacation and do not respect school calendar days.

2. RESPECT FOR SELF, FACULTY, SCHOOLMATES AND SCHOOL PERSONNEL

➤ ***Students have the right to:***

Treat others and be treated with respect, as well as to feel secure and safe.

➤ ***Students have the responsibility to:***

Behave in a courteous and respectful manner towards their teachers, schoolmates and all school personnel including principals, lunch monitors, staff, parents and volunteers. Students should conduct themselves in a safe and harmonious manner, to respect each other's physical space, each other's property, and the school's property and to act and speak with courtesy to one another.

Behaviors that show disrespect toward adults may include: ignoring the classroom rules, cheating, swearing, rudeness or using abusive language including racial, sexist or ethnic bias, throwing objects, destroying furniture, physical aggression, etc. These situations will receive immediate intervention, that may include any of the following: teacher-student meeting, letter to the family, family-school meeting, writing a letter of apology, a reflection paper, or any other action that the school deems necessary to ensure that the student learns that his/her behavior was not appropriate and to learn to replace this behavior with an appropriate way of interacting.

Behaviors that cause physical or emotional harm to schoolmates, such as fighting, bullying, pushing, tripping/kicking, taxation, name-calling, throwing objects will receive immediate intervention, and depending on the severity they may include any of the following consequences/interventions: teacher and/or principals talking with the students involved, a school-family meeting, writing a letter of apology, conflict resolution mediation, loss of privileges, or any other action that the school deems necessary to ensure that the student learns that his/her action was inappropriate and to replace this behavior with an appropriate way of interacting.

➤ ***Parents and faculty have the responsibility to:***

Encourage respectful behavior and to provide good role modeling. Parents and school personnel need to work collaboratively to problem-solve and resolve issues in order to ensure that the student and other students are safe and thrive in a peaceful and stimulating learning environment.

3. RESPECT FOR THE ENVIRONMENT AND PROPERTY

➤ ***Students have the right to:***

Have their personal property respected.

➤ ***Students have the responsibility to:***

Respect school property. School property includes classrooms, hallways, library, gym, bathroom, school playground and bus. The parents and faculty will teach the children to respect and value public and personal property by guiding children to take appropriate steps to remedy the situation (e.g., replacing a school library book, paying a fine for the replacement of damaged property).

To ensure that the objectives of the school policy are respected, any items (e.g., game cards, gameboy, iPod, toys, etc.), that may interfere with the learning or general well-being of students will not be permitted and the school reserves the right to remove such items, to

ensure for a smooth functioning of the school day. These items will be returned to parents at the principal's or teacher's discretion.

4. RESPECT FOR SCHOOL DRESS CODE

➤ ***Students have the right to:***

Present themselves in school wearing their school uniform in a clean and neat fashion and to be dressed appropriately for the weather (please refer to school uniforms).

➤ ***Parents have the responsibility to:***

Furnish students with the appropriate clothing and to supervise what they wear to school.

➤ ***Teachers have the responsibility to:***

Enforce the school dress code and inform parents when the students' dress code is not appropriate.

5. RESPECT FOR BUS REGULATIONS AND SAFETY

➤ ***Students have the right to:***

Be transported safely to school without being harmed emotionally or physically.

➤ ***Students have the responsibility to:***

Behave in the same manner as in school (Please refer to school bus policy).

➤ ***Parents have the responsibility to:***

Cooperate with the school and guide their children to adhere to the safety rules and behave appropriately when riding the bus (please refer to school bus policy).

6. RESPECT FOR MY SCHOOL COMMUNITY AS A REPRESENTATIVE OF SOCRATES-DÉMOSTHÈNE

➤ ***Students have the right to:***

Enjoy and appreciate their heritage.

➤ ***Students have the responsibility to:***

Strive to do their best and to respect and appreciate cultural similarities and diversities in their school community and the community at large. As ambassadors of École Socrates-Démotsthène, they represent the values, ideologies and practices of their school. Within the school community, the Greek community and society at large, they are responsible for conducting themselves with courtesy, respect and high regard for others and to elicit the same respect and consideration from others. In this way, Socrates-Démotsthène will continue its rich and distinctive tradition.

7. RESPECT FOR SCHOOL POLICIES

➤ ***Students have the right to:***

Acquire a high quality, well-balanced education, respecting their personal freedom and that of others.

➤ ***Students have the responsibility to:***

Respect the school policies to facilitate their daily life at school and to maintain a pleasant, safe and caring environment for themselves and for others.

SPECIAL SERVICES POLICY

Support is provided in a student-centered environment where attention is paid to a student in a personalized fashion. To provide this care, a multidisciplinary team of professionals is dedicated to working collaboratively with the child and the family so that the educational, medical, psychological and social needs of the child can be met.

1. Reasons for referral to the multidisciplinary team member(s)

A child may benefit from any of the following specialists' help when experiencing any of the following difficulties: academic, behavioral, social and emotional difficulties. The internal and external members of the multidisciplinary team include:

Internal: special educators, teacher's aides, teachers, and principals.

External: dental hygienists, psychologists, social workers, medical personnel and parents/guardians.

2. Referrals to the internal members of the team

Following parent/teacher communication, a teacher may discuss students who are experiencing any of the aforementioned concerns with any internal member of the multidisciplinary team.

Any member of the internal multidisciplinary team may be called into a classroom setting (without parental consent), by a teacher or by the school principal to observe children experiencing difficulties.

If deemed necessary, with written parental consent, the teacher can make a formal request for the appropriate members of the multidisciplinary team to meet and/or work with the child and/or parents/guardians.

Parents may contact the teacher, special educator or psycho-educator at any time, for information concerning their child.

Special educators and teacher's aides are made available to support the teaching staff in their work. A teacher or other specialist may request the help of a special educator or teacher's aide for the benefit of any child in and/or out of the classroom. Assistance from special educators and teacher's aides do not require parental consent.

PLEASE NOTE: Parents may contact and request the services and/or consult with these professionals as the need arises for their children and/or their situation.

3. Evaluations

When a child presents persistent academic, social, emotional, behavioral and/or psychological difficulties, the school may recommend an appropriate professional evaluation (academic, psychological, medical, etc.). Parents/guardians are advised in writing to follow through with suggestions made by the school staff.

Parents and/or guardians that refuse to follow the formal recommendations made by the school that are sanctioned by a professional evaluation may be asked to sign a form absolving the school of all responsibility due to negative consequences that may arise from such a decision.

When there is reason to believe that the security and healthy development of a child is being compromised, article 39 and 39.1 of the Youth Protection Law states that the professionals working closely with the children, teachers, have the obligation to exercise their functions and signal the Department of Youth Protection.

FIELD TRIP POLICY

The purpose of a field trip policy is to offer a helpful framework for the staff and parents when planning trips for the school year. The guidelines set out for teachers are based on past experiences and future expectations and are intended to allow them a variety of choices and flexibility in planning.

Outings should (objectives):

- Complement the school program
- Increase student awareness
- Teach good group behavior and bring enjoyment from a recreational experience
- Develop knowledge and awareness of the cultural and humanitarian aspects of the student's environment
- Develop team spirit and reinforce themes studied in class
- Enhance the teacher/student relationship

General Guidelines for fieldtrips:

Parents should receive a standard "Parental Permission and Release Form" for every field trip. It should include:

- Purpose of the trip
- Cost and method of payment
- Permission slip

Safety during fieldtrips:

- The ratio for supervisor/student ratio may vary and will be determined by the direction and faculty
- The school first aid kit (available on the bus) and if available (or possible), a cell phone should be taken on any trip
- Parent supervisors will be briefed on expectations, tasks, safety considerations and emergency procedures prior to outing (assigning parents to a group of children for whom they should be responsible). Parent supervisors should not bring children who are not part of the school group

Epi-Pen:

The teacher will make certain that the student has her/his Epi-Pen. The Epi-Pen should be sent to school in a clearly marked container indicating the child's and the teacher's name as well as the doctor's prescription indicating the required dosage.

SCHOOL BUS POLICY

École Socrates-Démosthène aims to facilitate accessibility to its educational program by providing safe and reliable transportation services, taking into consideration government regulations.

Eligibility

All students from pre-school to grade six (some restrictions may apply, please check with the school principal).

Shared Responsibilities

The school considers the safety of the student to be of great importance and will take all reasonable precautions to ensure that transportation service is provided in as safe a manner as possible.

The Parent/Guardian:

- Parents/guardians are responsible for their children's welfare to and from the bus stop
- Parent/guardian should be at the door during pick up and drop off (drivers are not required to wait until the child enters the home)
- Parent/guardian should notify the school in writing when the child will not be taking the bus as scheduled

The Student:

- Students must respect transportation rules and regulation (please refer to detailed document handed out at the beginning of the school year)
- Students need to model the same behavior as in school
- Students need to respect the authority, namely the bus driver, and comply with their instructions
- Students need to respect and not cause any harm to their classmates or the school bus

The School Bus Driver:

- The driver is responsible for the safety and security of all passengers
- During drop off, the driver is responsible until the children reach the sidewalk and not until they enter their home
- During pick-ups a driver will wait for 15 seconds before they leave
- When picking up children a driver is required to wait until they are seated before driving away
- A driver is not permitted to leave a running vehicle while children are aboard with the exception of an emergency

The School Bus Contractor:

- The contractor is responsible for the executions of the contract under its terms

The School's Administrators and Teachers:

- School administrators and/or teachers are responsible during the arrival and departures of the buses at school and during outings

Unruly Conduct on the School Bus

Depending on the severity of the offence, a student may have their transportation privileges suspended immediately or as follows (expulsion can happen at any time):

1st offence: First letter of warning by the school administration

2nd offence: Second letter of warning by the school administration

3rd offence: Suspension of transport privileges from 1-5 days

4th offence: Suspension of transport privileges of 5 days or more

Rules and Regulations

- Always be ready and on the sidewalk in the morning
- Always wait for the bus to come to a complete stop, before boarding the bus
- Take your seat as fast as a carefully as possible
- Always assume 3 children per seat
- Always face the front of the bus when sitting
- Always place school bags on the floor in front of you
- Never disturb the bus driver or other passengers
- Never open the windows without permission
- Windows are allowed to be opened only 2 steps
- Never place hands or head out the windows and always remain seated at all times
- Always be aware and ready of your bus stop in the afternoon
- No profanity is allowed on the bus
- No food, drinks or chewing gum allowed on the bus
- Never remove books, pens or pencils from your school bag
- Bus company and driver assume no responsibility if personal belongings are lost
- Bus service will be provided to addresses clearly accessible by a 72 passenger, where weather conditions permit
- Bus company and driver assume no responsibility for children that are not met by a responsible person at the bus stop in the afternoon
- Change of address or change of drop-off address should be given well in advance and will only be considered on streets that are presently serviced
- There will be no change of address or drop-off for the first two weeks of school
- Door to door service is not a guarantee, but a privilege

LOCKDOWN (INTRUDER IN THE SCHOOL)

The following measures that should be used as a guideline have been created to ensure the safety of the students and staff in the event of an intruder entering the school. Normally, the school administrative and support staff must assure that all exit doors are locked at all times during school hours. One entry point must be identified for the general public and this point must be visible, either directly or by camera, by the Campus Secretary and/or the Campus Director. This entry point serves as the initial screening for the general public visiting the school and as the staff entrance. Everyone given access into the school must immediately report to the school office.

Should the Campus Secretary or the Campus Director or any member of the staff suspect that an individual has entered, or is trying to enter the building without authorization, or should authorities suspect there might be an unauthorized entry into the building, the following actions will be taken:

- The office staff must immediately notify the rest of the school via message over the intercom that there is an intruder in the school, thereby initializing the lock-down process.
- The office staff must immediately notify the police by dialing 9-1-1.
- All faculty upon hearing the message must clear the corridors and barricade themselves in their classrooms, or other local; lock their class door, or place furniture behind the door to make access difficult for the intruder; door windows must be covered; close the lights; if anyone is in the washroom they should lock themselves in a stall and climb on top of the toilet seat.
- Everyone must remain calm, silent and must lie down away from the door.
- Teachers can put up signs on windows, etc., notifying police of how many individuals are in a classroom or other local.
- In rare circumstances, if judged possible and preferable, an effort can be made to evacuate students and staff away from the building.
- Cell phones must be set in vibration mode and may be used for communication purposes.
- If the Fire Alarm is activated no one should try to vacate the building unless they smell smoke.
- If anyone confronts the intruder there are to do exactly what he says; do not run away unless the intruder is distracted.
- Everyone is urged to remain in their respective classrooms until the authorities give the all clear signal.
- The above procedures will be practiced on a regular basis with mock drills.

EVACUATION

This policy is of general application and created to provide for the safety of the students and staff in the event of a bomb threat.

Most bomb threats are hoaxes but cannot be assumed to be so.

The person receiving the call, or report of a bomb threat, is urged to:

- Remain calm;
- Solicit as much information as possible;
- Write down exact words;
- Note details such as: male/female caller; young/old; accent, if any;
- Immediately inform the director

Police will generally not search the school. The director and his/her secretary after consultation with the police or other responder will, with maintenance and other administrative staff, walk through the school looking for anything unusual to report to the police.

The police will usually search the exterior of the building and the grounds.

If, and only if, the police order an evacuation, will the School do so. A neighboring school has been identified and will be used for shelter if required.

HARASSMENT AND BULLYING

The purpose of this policy is to prohibit the harassment or bullying of an individual because of that individual's race, religious beliefs, ethnicity, gender, sexual orientation, physical or mental disability, skin color, political beliefs, appearance, age, and marital or family status. This policy applies to students, parents, teachers, administrators and support staff.

Harassment consists of a repetition of words, acts, or gestures of a vexatious or contemptuous nature with regard to a person or group of persons and includes cyber-bullying. This is especially so when such conduct is likely to wound the persons dignity, physical integrity, or psychological integrity. The behavior need not be intentional in order to be considered harassment. It can occur on or off school premises between school community members, or in the pursuance of a school activity off premises.

Harassment will not be tolerated in the school environment. All complaints of harassment will be investigated and appropriate disciplinary action will be taken in the event of a violation of this policy. If necessary, and as required by the Law, the police will be contacted.

École Socrates-Démosthène undertakes to preserve the rights of both complainant and respondent in all cases brought to its attention. This includes maintaining the confidentiality of the identity of all parties and the circumstances relating to the complaint and any appropriate remedial measures.

École Socrates-Démosthène, implicitly affirms that courtesy, tolerance, and education are the best means of preventing harassment within the school.

Any individual who believes that she or he has been subjected to harassment of any nature should report that harassment immediately.

Procedure:

1. If you are being harassed or bullied:
 - a) Where appropriate, bring the matter to the attention of the person responsible for the conduct. Tell that person that her/his behavior is unwelcomed and ask her/him to stop.
 - b) Keep a record of incidents including dates, times, locations, possible witnesses, what happened, and your response. You do not need a record of events to make a complaint, but a record can help you to remember details over time.
 - c) If you do not wish to bring the matter directly to the attention of the person responsible or where such an approach is attempted and does not produce a satisfactory result, you should report the problem to a teacher.
2. Dealing with a complaint:

- a) Once a complaint is made to the teacher, there are four possible outcomes:
- i) The complainant and the teacher may agree that the conduct does not constitute harassment or bullying, in which case the teacher will take no further steps;
 - ii) The teacher may determine that the conduct complained of is not harassment or bullying. If the complainant still feels that the behavior constitutes harassment, she/he may raise the matter directly with the Director;
 - iii) The complainant and the teacher may agree that the conduct complained of constitutes harassment or bullying and that the conduct should be raised with the alleged harasser. The teacher will arrange with appropriate advice a process to address the problem.
 - iv) If the complainant and the teacher agree that the conduct complained of constitutes harassment or bullying and the alleged harasser is the School's Director, the issue should be directed on a confidential basis to the General Director.
- b) If the matter is still not resolved, the situation will be referred to the Director who will interview all relevant parties independently and review the resolution process undertaken by the teacher. The Director will study the nature, persistence, and seriousness of the alleged harassment or bullying. If the Director finds no evidence of harassment or bullying, a written report stating this will be delivered to the alleged harasser and complainant, with a copy kept in the complainants file. If the complainant appears justified, the Director will determine the appropriate action to be taken. The actions which the Director may take include, but are not limited to, medical or psychological referral, suspension, probation, expulsion, or dismissal.
- c) Regardless of the outcome of the harassment or bullying complaint made in good faith, the person making the complaint, as well as anyone providing information will be protected from any form of retaliation by staff or students.
- d) Since formal complaints of harassment or bullying will be treated very seriously, malicious and unfounded complaints could result in disciplinary action against the individual who filed the complaint.

Quebec Law 56 was specifically created to help schools and officials to deal with bullying. It overrides any school policy and/or collective agreement.