



SAINTE-AGATHE ACADEMY

**Elementary
Code of Conduct
2025-2026**

**France Celestino
Principal**

26, rue Napoléon
Sainte-Agathe (Québec) J8C 1Z3
T 819 326-2563
F 819 326-7563

This belongs to

Name : _____

Grade : _____

Student ID Number : _____



SAINTE-AGATHE ACADEMY

MISSION STATEMENT: SAA strives to equip all students with the skills to inspire lifelong learning.

VISION STATEMENT: SAA believes that youth can be empowered through authentic learning experiences led by innovative teachers dedicated to

- engagement in the community
- being active within our natural surroundings
- fostering independence, integrity and well-being

CORE VALUES:

- Respect of self, others and the environment
- Tolerance and collaboration
- Well-being and connecting with natural surroundings
- Academic rigor
- Personal growth and community engagement

GENERAL GUIDELINES

ARRIVAL

Student supervision starts at 8:45 am. **Students cannot arrive at school before this time.** All students are to go directly to the playground upon arrival in the morning. No student is to enter the building before the bell without permission from an adult supervisor.

DAILY SCHEDULE (Elementary)

| | | | |
|---------------|--------------|--------------|-----------|
| 8:45 - 9:05 | arrival | 12:40 - 1:45 | lunch |
| 9:05 - 9:15 | homeroom | 1:45 - 2:45 | class |
| 9:15 - 10:45 | class | 2:45 - 3:05 | recess |
| 10:45 - 11:05 | recess | 3:05 - 4:05 | class |
| 11:05 - 11:10 | passing time | 4:05 - 4:15 | dismissal |
| 11:10 - 12:40 | class | | |

ATTENDANCE

School begins at 9:05 a.m. Should your child be absent or late, please use the Mozaik portal to justify the absence or call (819) 326-2563 and **PRESS 1**.

Absent students are responsible for materials, work and/or projects that may have been assigned. For prolonged medical absences, contact the school administration.

VISITORS TO THE SCHOOL

All visitors must enter by the front door and wait for instructions from the office on how to proceed. If an appointment has been made with a teacher, the secretary will contact the teacher.

BUSING

As per the Centre de services scolaire des Laurentides guidelines, students must take their assigned buses to and from school. Changes are not allowed.

DISMISSAL POLICY

Elementary students being picked up during the day will remain in the school until a parent or authorized adult arrives. Parent pick-up and sign out occurs in the office. Students will not be released to anyone except the responsible parent(s).

END OF DAY PICK-UP

Parents inform the teacher in writing in the agenda or advise the office by phone or email **before 2:00 p.m.** Students taking the bus are dismissed at 4:05 p.m. Students being pick-up are dismissed after buses have left. Cars follow busses to the side of the school. For security reasons, parents should avoid picking-up their child between 3:30 and 4:00 p.m.

ILLNESS – ACCIDENTS

Students who are ill should remain at home. If a student is well enough to be at school, he/she must attend all classes. If illness or an accident of a serious nature occurs at school, parents will be called to pick up their child. In very serious cases, an ambulance may be called upon to transport a student to the hospital. **It is a legal parental responsibility to include on your child's medical form an emergency number where you or your designate can be reached at ALL times.**

MEDICATION

If a child needs medication administered at school by the office, parents must complete the required form available at the office and provide the medication in the original package with the prescription paper attached.

FOOD/BEVERAGES BROUGHT FROM HOME

Students are encouraged to bring healthy/nutritional snacks preferably in reusable containers. Students are encouraged to bring a reusable bottle to refill water. Students should not share food brought from home. Energy drinks are not allowed on school premises.

COMPOSTING/RECYCLING/REUSING

S.A.A. is continuing to aim green! Students are to put their compostable/recyclable items in the school's compost/recyclable bins available in the cafeteria, in each class, and in hallways. Families are encouraged to use reusable containers in the lunch boxes to minimize garbage waste. In an effort to reuse and recycle, students are now encouraged to bring their own cutlery, plates, etc. even when buying from the cafeteria.

CAFETERIA

The cafeteria serves à la carte and complete meals at lunch daily. Students may bring their own lunches, but all food and drink consumption is restricted to the cafeteria. Microwaves are not available to heat lunches; use of a thermos is recommended. Students are responsible to carry their trays to the dish return area, keep the floor clean and wait to be dismissed. Cutlery, plates, etc. will only be available for students who purchase their meal from the cafeteria. Food catered to the school from outside is not permitted.

ALLERGIES

Please be mindful that some of our students and staff suffer from allergies to peanuts and nut products.

FIRE DRILL / SCHOOL EVACUATION

During a fire drill or school evacuation students will leave their books, materials, bags, etc. in the classroom and walk quietly out of the school with their teacher by a predetermined route (posted in every classroom). Once outside, the students will remain with their teachers until the “all clear” signal is given. Students will then return to class in the same manner.

LOCKDOWN

Student will be informed ahead of time of a practice lockdown. In the event of a lockdown a notification will be announced on the PA system. Teachers and staff will instruct students of the procedures.

SCHOOL CLOSING

For school closure due to inclement weather or other reasons, the School Board notifies parents via the Sir Wilfrid Laurier School Board App and the SWLSB website. Please note that our students use transportation provided by Centre de services scolaire des Laurentides. Usually school is closed following a decision made by the Centre de services scolaire des Laurentides.

NURSE

The CISSS des Sommets provides SAA with an affiliated nurse who oversees health education and preventative programs. The school nurse can also be available for individual consultation regarding health issues.

LIBRARY

The library is an area to read and research. Reading material is available (in English and French) for all ages. Students are permitted to borrow books on a short-term basis. Students are responsible if books are damaged or lost.

TOYS AND PERSONAL ITEMS FROM HOME

Toys or other personal items require permission from the teacher to be brought to school. They could be confiscated and must remain in the school bags if used on the bus.

ELECTRONIC DEVICES

The use of personal electronic devices (cell phones, ear buds, etc.) is not permitted on school grounds. If confiscated, any device can be held for a period of up to 5 days. **The school does not assume responsibility for any lost or stolen items.**

TECHNOLOGY

Laptops, Chromebooks, printers, iPads are to be used for educational purposes only and under the supervision of teachers and support staff. Inappropriate use of devices can result in losing access to the devices.

ELEMENTARY DRESS CODE

PERMITTED:

- A solid white, grey, black, red or pink polo shirt with or without school logo (long or short sleeves)
- Solid black or beige pants, knee length shorts or capris, all to be worn at waist height
- A solid white, grey, black, red or pink, sweater or hoodie to be worn over the polo with or without school logo
- Shoes to be worn in school at all times

NOT PERMITTED:

- Dresses, skirts
- Articles of clothing with holes in them
- Caps, hats and/or hood inside the school
- Cross body bags or roller shoes
- Non S.A.A. logos on clothing

DURING Physical Education classes ONLY:

- Solid black shorts, knee length, or solid black sweat pants or leggings
- Solid grey, black or red t-shirt/dry fit t-shirt, with or without school logo
- Running shoes are required at all times in the gym
- Protective head gear will be obligatory for certain designated activities

Students are expected to arrive at school wearing the dress code attire. The school reserves the right to rule on acceptable attire.

1st violation: A warning will be given to the student. Appropriate attire may be loaned to the student for the duration of the day. Parents will be advised by email that the student is out of dress code.

2nd violation: Appropriate attire will be loaned to the student for the day. Parents will be advised by phone or email that the student is out of dress code.

3rd violation: In school suspension. A meeting will be arranged with parent.

CODE OF CONDUCT

Listed below are standards of conduct expected of students at S.A.A. It is recognized that in order to implement the following standards effectively, cooperation between students, parents, and staff is essential. Failure to comply with these expectations could result in school disciplinary measures that may include: written assignments, reflection sheets, loss of privileges, in school suspension, or other intervention by the office. These infractions will be recorded and followed up with when deemed necessary.

1. **Students are expected to show courtesy and consideration for all members of S.A.A. and the community.** The following behaviours are not tolerated:
 - Swearing: foul and abusive language
 - Verbal, physical or other abuse
 - Threatening or intimidating any school or community members

2. Students are expected to behave in a manner that is not disruptive to the educational process.

The following behaviours are not acceptable:

- Defiance or insubordination to persons in authority
- Actions that disrupt the educational process in the classroom
- Disobedience and failure to follow school and/or class regulations

3. Students are expected to comply with rules and regulations outside the classroom area.

All students must comply with the following guidelines:

- Safe, quiet and courteous movement in the hall and stairs is expected at all times
- Food and beverages are to be confined to the designated eating areas
- Students are responsible for keeping their locker area clean and tidy, as well as school grounds

4. All students are expected to comply with classroom procedures and requirements.

- Students are expected to arrive to school and in class on time
- Repeated tardiness and absenteeism will be investigated
- Class assignments and homework are to be completed according to teacher directives
- Students must abide by established classrooms rules

5. Students are expected to respect and assume responsibility for school and personal property.

They are also required to comply with local laws, and the following will not be tolerated.

- Stealing personal or school property, including books, equipment, materials, clothing, etc.
- Damaging, destroying personal or school property and other acts of vandalism
- Consumption of energy drinks or alcoholic beverages
- Possession or use of recreational drugs, cigarettes or vaping devices
- Possession of weapons (knives, guns, etc.) or similar objects that could harm
- Possession of fireworks, explosives, or other incendiary devices
- Tampering with fire alarms

SAINTE-AGATHE ACADEMY CODE OF CONDUCT

I have read the SAA Elementary Code of Conduct and discussed it with my child. We both understand these rules and agree to observe them throughout the 2025-2026 school year.

Date: _____

Parent name: _____ Student name: _____

Parent signature: _____ Student signature: _____

Code of Conduct for SAA – Adaptation from Dare to Care Program

| Minor Infractions | Consequences <i>Teacher responsibility for a first infraction. Spec. Ed. Techs can step in for a 2nd or 3rd infraction.</i> | Caring Behaviors |
|---|---|---|
| <ul style="list-style-type: none"> • Not respecting school rules • Name Calling or provoking others • Ignoring the bell • Not respecting school boundaries • Inappropriate hallway behavior (loud, running) • Throwing Objects • Reversible Vandalism • Spitting • Pushing • Rudeness • Other mean behavior towards others | <ul style="list-style-type: none"> • Verbal Reminders • Student removed from situation • Detention • Child phones home and explains • Parent notified | <ul style="list-style-type: none"> • Note of apology • Reflection Sheet |
| Major Infractions | Consequences <i>Spec. Ed and Administration's responsibility</i> | Caring Behaviors |
| <ul style="list-style-type: none"> • Kicking, Hitting, Pulling Hair, Scratching (intent to harm) • Bullying • Irreversible Vandalism • Theft • Swearing • Repetitive minor infractions over a 3-month time-period • Bus Reports • Threats • Anything that compromises the safety of others. | <ul style="list-style-type: none"> • Administration Involvement • Parents notified • Recess Detention • Loss of privileges • In-school suspension • Out of school suspension • Police Involvement <p><i>(Any violent act immediately results in school-suspension. In – school or out is to be determined by the administration)</i></p> | <ul style="list-style-type: none"> • Note of apology • Reflection Sheet |



ANNEX A



COMMISSION SCOLAIRE SIR-WILFRID-LAURIER
SIR WILFRID LAURIER SCHOOL BOARD

Elementary Student User Agreement and Parent Consent

- When using school computers, I will use appropriate language and not look at or use anyone else's work without permission;
- I shall not give out personal information such as my address, telephone number, parents' work addresses or telephone numbers, credit card;
- I shall not give out the name and address of my school without permission from a staff member or teacher;
- I shall tell my teacher right away if I come across any information that is inappropriate or makes me feel uncomfortable;
- I shall never send my picture or anything else without first checking with my parents and /or teacher;
- I shall not give out my password to anyone (even my best friends);
- I shall never agree to get together with someone I "meet" on-line;
- I shall talk with my parents about the rules for going on-line;
- I understand that anyone can read messages I send and that my work on the computer is not private;
- I have read and I understood the rules and promise to follow them. If I do not follow these rules I know that I may have my computer privileges restricted or taken away.

Student's School: _____

Grade: _____

Student Name (please print): _____

Student Signature: _____

Date: _____

Date of Birth: _____

A complete version of the Policy is available on the School Board Web site at www.swlauriersb.qc.ca

Parent / Guardian Consent

As the parent / guardian of the above named student, I have read and I have understood the Policy on the Use of Information and Communication Technology Resources. I grant permission for my son / daughter / charge to access networked services such as e-mail and the Internet.

Name of Parent / Guardian (Please Print): _____

Signature of Parent / Guardian: _____

Date: _____

