



SAINTE-AGATHE ACADEMY

Elementary Code of Conduct 2026-2027

Gloria Cuccarolo
Principal

26, rue Napoléon
Sainte-Agathe (Québec) J8C 1Z3
T 819 326-2563
<https://saa.swlauriersb.qc.ca/>

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 rigour
Personal growth and community engagement

GENERAL GUIDELINES

School Guidelines & Important Information

Arrival

Student supervision begins at **8:45 a.m.** For safety reasons, students should not arrive at school before this time. Upon arrival, students are asked to go **directly to the playground**. Entry into the school building before the bell is permitted only with approval from an adult supervisor.

Daily Schedule (Elementary)

• 8:45 – 9:10 Arrival	• 12:40 – 1:45 Lunch
• 9:10 – 9:20 Homeroom	• 1:45 – 2:45 Class
• 9:20 – 10:50 Class	• 2:45 – 3:05 Recess
• 10:50 – 11:10 Recess	• 3:05 – 4:05 Class
• 11:10 – 12:40 Class	• 4:05 – 4:10 Dismissal

✓ Attendance

The school day officially begins at **9:05 a.m.**

If your child will be **absent or late**, please notify the school by:

- Using the **Clic École** portal, or
- Calling **(819) 326-2563** and pressing **1**

Students are responsible for completing any work missed during their absence. A **doctor's note** is required for extended medical absences.

📄 Visitors

All visitors are asked to enter through the **front door** and check in with the **school office**. Visitors should remain near the office area. If you have an appointment with a teacher, the secretary will contact them upon your arrival.

🚌 Transportation

In accordance with **Centre de services scolaire des Laurentides** guidelines, students must travel to and from school using their **assigned bus**. Bus changes are not permitted.

👋 Dismissal & Pick-Up

- Students being picked up **during the school day** will remain in the office until a parent or authorized adult arrives and signs them out.
- Students will only be released to authorized parents or guardians.

End-of-Day Pick-Up

Parents must inform the teacher **in writing in the agenda** or contact the office by phone or email **before 2:00 p.m.**

- Bus students are dismissed at **4:05 p.m.**
- Pick-up students are dismissed **after buses have departed**.
- Vehicles should follow buses to the side of the school.

⚠️ For security reasons, parents are asked to avoid picking up students between **3:30 p.m. and 4:10 p.m.**

🚑 Illness & Accidents

Students who are ill should remain at home. Students who attend school are expected to participate in all activities.

If a serious illness or accident occurs, parents will be contacted. In emergency situations, an ambulance may be called.

📌 It is the parent's responsibility to ensure that **emergency contact information** is current and a designate can be reached at **ALL** times.

💊 Medication

If medication must be administered at school, parents are required to:

- Complete the necessary authorization form
- Provide medication in its **original container** with the prescription attached

Nurse

An affiliated nurse from **CISSS des Sommets** supports the school with health education, prevention programs, and individual consultations when needed.

Food & Beverages & Environmental Responsibility

Students are encouraged to bring **healthy snacks and lunches**, preferably in reusable containers.

- Refillable water bottles are recommended
- Our school is committed to being environmentally responsible. Students are expected to use compost and recycling bins found throughout the school
- Food sharing is not permitted
- **Energy drinks are not allowed** on school grounds

Cafeteria

2026-2027 will be a transition period. A new format will come into effect during the school year.

For September, all students must bring a lunch from home with cutlery if needed.

- All eating and drinking must take place in the cafeteria
- Cutlery, dishware, microwaves are not available for elementary; thermoses are recommended
- Students keep eating areas clean, and wait to be dismissed
- Outside catered food is not permitted

Safety Procedures

Fire Drills / Evacuations

Students will leave personal belongings behind and exit quietly with their teacher using the designated route. Students remain with their teacher until the “all clear” is given.

Lockdown Procedures

Practice lockdowns will be announced in advance. In all situations, staff will guide students and review procedures as needed.

School Closures

In the event of school closure due to weather or other circumstances, families will be notified through:

- The **SWLSB App**
- The **SWLSB website**

As transportation is provided by the **Centre de services scolaire des Laurentides**, closure decisions generally follow their directives.

Library

The library is a quiet space for reading and research, with books available in English and French for all ages. Students may borrow books and are responsible for items that are lost or damaged.

Toys & Personal Items

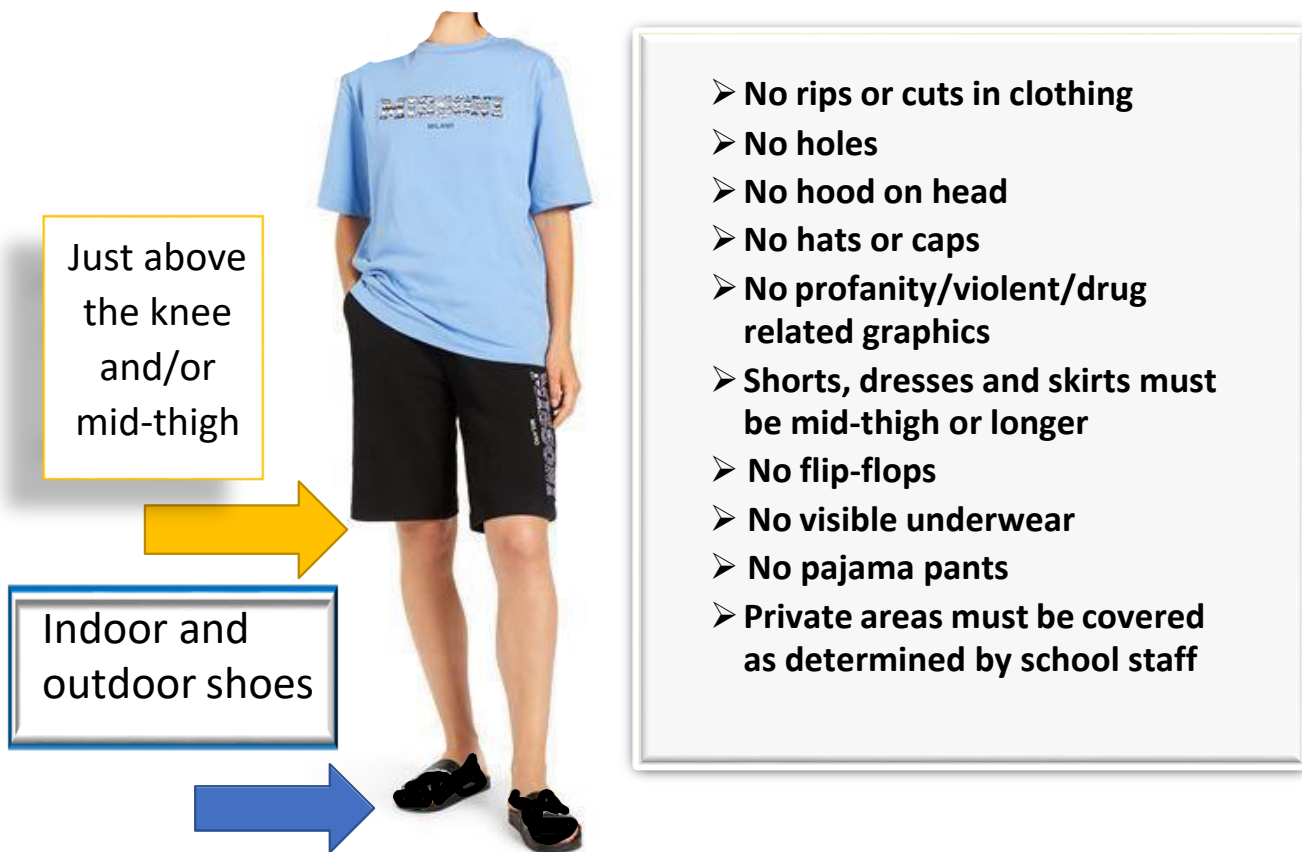
Toys and personal items may only be brought to school with the teacher’s permission. Items could be confiscated and must remain in the school bag if used on the bus

Technology

School devices (laptops, Chromebooks, iPads, printers) are for **educational use only** and must be used under staff supervision. Inappropriate use may result in loss of device privileges.

ELEMENTARY GUIDELINES FOR CLOTHING ATTIRE

Minimum Coverage



Physical Education: **Gym attire is required during classes: shorts/sweatpants/leggings, t-shirt, and running shoes.**

Students are expected to arrive at school respecting the guidelines for clothing attire.
The school reserves the right to rule on acceptable attire.

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 documented and followed up with when deemed necessary.

- Students and school staff have the right to evolve in an environment that is conducive to learning and development, and in a setting that is respectful, considerate, welcoming, tolerant, secure, healthy and inclusive in which cooperation, mutual aid and attentiveness are shared values;
- Students have the duty to show civility at all times towards other students and school staff, respect authority and their learning environment, and develop positive behaviours that favour the involvement of students in their academic success.
- Students must conduct themselves in a civil manner and, more specifically:
 - (1) respect the authority of school staff and the rules of the school, including those of the classroom;
 - (2) act and communicate with other students and school staff in a respectful, courteous and polite manner at all times, irrespective of the communication method used;
 - (3) refrain from committing any acts of intimidation or violence;
 - (4) use a formal form of address when speaking to school staff;
 - (5) use the title “madame” or “sir” or “Miss” or “Mr.” to address school staff;
 - (6) respect the reputation and privacy of other students and school staff, in particular by obtaining their consent and the consent of the person having parental authority over the student or the student’s tutor, as applicable, before capturing images or recording voices, and by using social media appropriately;
 - (7) be diligent and punctual by respecting in particular the applicable schedules and deadlines;
 - (8) take good care of school materials, infrastructures and equipment; and
 - (9) comply with the school dress code, where applicable

Cell phones and other electronic devices

Students are prohibited from using, from the beginning to the end of the school day, a cell phone, earphones or any other personal mobile device on school grounds or in school buildings, or outside school grounds or buildings during school activities, except where such use is required by:

- (1) the methods of instruction selected by the teacher;
- (2) a student’s state of health or to provide assistance to any person due to their state of health or any other emergency situation; or
- (3) the special needs of a handicapped student or a student with a social maladjustment or a learning disability.

SAINTE-AGATHE ACADEMY CODE OF CONDUCT AND GUIDELINES FOR ATTIRE

I have read the SAA Elementary Code of Conduct and the Guidelines for Attire and discussed them with my child. We both understand these rules and agree to observe them throughout the 2026-2027 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