



Welcome to McCaig Elementary School!

Dear Families,

This Agenda has been designed to inform you about our policies and procedures. We would encourage you to read this Agenda with your child and highlight those items that are relevant to him/her.

Research has demonstrated that the involvement of parents in the academic life of their child and in the school community significantly benefits their child's development and progress in school.

Since communication between home and school is vital, you are always welcome to communicate with the school staff directly. Please accept our invitation to become a full partner in your child's education.

We look forward to this coming school year with you and your child. If you have any comments or concerns, feel free to contact your child's teacher or the administration. We wish you and your child a happy and successful year!

Sincerely,

Tina Miscio

Principal

Natalie Korb

Vice-Principal

This agenda belongs to:

Name: _____

Address: _____

City & Province: _____ **Postal Code:** _____

Phone: _____ **Homeroom Teacher:** _____

Important Dates 2024 - 2025



Curriculum Night Grades 1-6 /Annual General Assembly	August 28, 2024
Students' First Day of School	August 30, 2024
Preschool Progressive Entry	August 30 – September 5, 2024
Labour Day	September 2, 2024
Preschool Curriculum Night	September 12, 2024
Pedagogical Day	September 20, 2024
Thanksgiving	October 14, 2024
Pedagogical Day	October 18, 2024
First Communication (by)	October 15, 2024
Pedagogical Day	November 1, 2024
End of Term 1	November 8, 2024
Parent-Teacher Evening (Term 1)	November 26, 2024
Floating Pedagogical Day	November 27, 2024
Holiday Break	December 23 – January 3, 2025
Pedagogical Day	January 6, 2025 (daycare closed)
Floating Pedagogical Day	January 24, 2025
Pedagogical Day	February 10, 2025
End of Term 2	February 14, 2025
Winter Break	March 3 – March 7, 2025
Good Friday	April 18, 2025
Easter Monday	April 21, 2025
Floating Pedagogical Day	April 4, 2025
Student-Led Conferences/Portfolio Evening	April 24, 2025
Pedagogical Day	April 25, 2025
Floating Pedagogical Day	May 5, 2025
Pedagogical Day	May 16, 2025
Victoria Day	May 19, 2025
Floating Pedagogical Day	June 9, 2025
End of Term 3	June 6, 2025
Students' Last Day of School	June 23, 2025

***Please note that three floating pedagogical days have been scheduled after March 31st. One or all of these days could be replaced by a regular school day in the event of inclement weather conditions that cause a school closure.**

SCHOOL HOURS



Monday to Friday, arrival begins at **8:40 A.M.** and dismissal is at **3:35 P.M.**

Grades 1-6

Morning Arrival	8:40 a.m.
Homeroom	8:50 a.m. – 8:55 a.m.
Morning recess	10:55 a.m. – 11:15 a.m.
Lunch	12:15 p.m. – 1:15 p.m.
Afternoon recess	2:15 p.m. – 2:35 p.m.
Dismissal	3:35 p.m.

Preschool

Morning Arrival	8:40 a.m.
Homeroom	8:50 a.m. - 8:55 a.m.
Morning recess	8:55 a.m. – 9:15 a.m.
Lunch	12:15 a.m. – 1:15 p.m.
Afternoon recess	3:05 p.m. – 3:25 p.m.
Dismissal	3:25 p.m.

All students should be entering the school at 8:50 a.m. and seated in class by 8:55 a.m. It is important that students **arrive at school on time** daily and respect the teaching hours.

ABSENCES

It is the parent's/guardian's responsibility to report their child's absence or late arrival. You are encouraged to report your child's absence, late arrival or early dismissal through the **Mozaik Parent Portal** before 8:30 a.m. For exceptional circumstances, you may report your child's absence, early dismissal or late arrival by leaving a message at 450-621-6111 or by emailing the school secretary at emoore@swlauriersb.qc.ca by 9:00 a.m.

Students who are absent are responsible for obtaining and completing missed work upon their return.

VACATIONS

We strongly discourage students missing school time for vacation. Please note that it is not the teacher's responsibility to prepare work for any student while they are away on vacation.

In the event parents/guardians choose to go on vacation with their child outside the pre-determined school holiday calendar, students are responsible for catching up on missed work on their own time upon their return; vacations are HIGHLY DISCOURAGED during the last two weeks before the end of Term 1 and Term 2 and during the months of April, May and June due to exam periods and Term 3 end-of-year assessments.

CONTACTING THE SCHOOL / USE OF SCHOOL TELEPHONES

- Our school number is 450-621-6111.
- The office is open daily from 8:00 a.m. to 4:00 p.m.
- In an effort to ensure students learn organizational skills and responsibility, students will not be permitted to call home for forgotten work, projects or clothing.
- Parents are responsible for updating any changes in telephone number, home address and/or email at the beginning and during the school year.



MORNING ARRIVAL (DROP OFF)

All students must enter the schoolyard through the schoolyard gate. Parents are asked to wait with their children in the roundabout. The schoolyard gate opens at 8:40 a.m. The gate closes at 8:50 a.m. The Bus Entrance is closed from 8:25 a.m. – 8:50 a.m. Parents may use the Bus Zone for parking after 8:50 a.m.

LATE ARRIVAL

All students arriving after 8:50 a.m. must enter through the main entrance, **accompanied by a parent/guardian** and report to the office. Parent/guardian must follow sign-in procedures. Late arrivals disrupt the learning environment; these are recorded. Persistent incidences will be dealt with by administration in a manner appropriate to the circumstances.



EARLY DISMISSAL

Parents/guardians who would like to pick up their child for an early dismissal for medical or any other legitimate reason must **inform the teachers and the school secretary prior to 12:00 p.m.** Unless it is an emergency, the cut-off time for early dismissal is **3:00 p.m.** Parent/guardian is required to report to the office and follow sign-out procedures. Any adult whose name does not appear on the student's identification sheet is forbidden from signing the child out without written permission from the parent/guardian.

END OF THE DAY PICK-UP

Dismissal for preschool students is at **3:25 p.m.** Dismissal for students in grades 1-6 is at **3:35 p.m.** The pick-up area is at the roundabout. Once you have picked up your children, please ensure that they remain with you. Please do not leave your children unattended running around the roundabout.

BUS ZONE

Daycare parents/guardians may park their vehicles in the Bus Zone to access the Daycare Entrance during the following times:

- Morning 6:30 a.m. – 8:25 a.m.
- Afternoon 3:50 p.m. (once all busses have left) – 6:00 p.m.

For late arrivals or drop-off of children's belongings, parents/guardians may park in the Bus Zone any time between 8:50 a.m. and 3:15 p.m.

IMPORTANT PARENTS MUST AVOID MAKING DISMISSAL CHANGES.

Changes in dismissal procedures cause safety concerns for all students and delay bus dismissal.

EMERGENCY SCHOOL CLOSURE

In the event that the School Board decides to close schools or suspend classes due to inclement weather conditions or other safety reasons, parents/guardians should consult the SWLSB website at www.swlauriersb.qc.ca, Facebook page www.facebook.com/swlsb or call the Administrative Center line at 450-621-5600 or 1-866-621-5600.



The Sir Wilfrid Laurier School Board also has an **App** for smartphone mobile devices, which is free to download. This App is simply another means of communication to keep you informed of emergency school closures, bus delays, important board news and so much more:

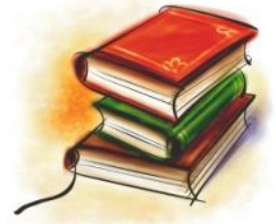
- Make sure to **ALLOW** notifications when you install the App from the Apple App Store or Google Play Store. You may select the school(s) of your choice in the settings. Simply touch the oval button beside the school.

Decisions by the BOARD to cancel transportation or suspend classes are usually made by 6 a.m. at the latest. As soon as the decision is made, it is communicated to all school communities through the SWLSB App, SWLSB website and SWLSB Facebook page.

LIBRARY

There is a great selection of books available for you to read and enjoy! All students have a weekly scheduled library periods. Although, we do not dispense fines for overdue books, all parents/guardians are asked to ensure that books are returned promptly and remain in good condition.

- Most students are able to borrow books for one week.
- Books must be returned on time and may be renewed, if needed.
- A fee will be charged for lost or damaged books.



RECESS AND LUNCHTIME REGULATIONS

All students will be required to go outside during morning, lunch and afternoon recesses, except when it rains or during severe weather conditions. Students are expected to respect the authority of lunch monitors. Failure to follow the lunch regulations will result in disciplinary action. Only students with a **medical note** explaining a serious health condition will be permitted to remain indoors during recess.

PERSONAL HEALTH / NUTRITION

HEALTHY BODY = HEALTHY MIND



McCaig is dedicated to promoting a setting that fosters good eating habits. As part of the Province of Quebec's "Healthy Schools" initiative, all students are encouraged to eat healthy foods. Please provide a nutritional lunch and snack for your child to enjoy: *yogurt, cheese, fruits, raw vegetables, low-fat breads, whole-grain cereals, rice cakes, dried fruits or granola*. Water is essential in helping students concentrate and focus on their work. Parents/guardians are strongly encouraged to provide a reusable water bottle for their children.

Fast food is not permitted (i.e. McDonalds). Please send in healthy lunches and snacks. Students should not bring soft drinks, energy drinks, fast foods, chocolate bars, candies, chips or other sugary snacks. Sending edible treats for classmates is not permitted; this includes birthdays and special occasions.

NUT-FREE ENVIRONMENT / ALLERGY AWARE SCHOOL

Foods containing **nuts or peanuts are NOT permitted** and lunches or snacks must not be shared. We also have a number of students who have other severe allergies. You will be notified of the types of allergies that exist in your son/daughter's class at the start of the school year. We request that parents support our allergy policy, as there are many children in the school who are severely allergic to nuts and nut by-products. All lunches and snacks should be nut free e.g., no peanut butter sandwiches or Nutella is permitted at school. Please note that students are not permitted to share food items at school or on field trips.



STUDENT HEALTH



For the health of our school community, it is essential that sick students **remain at home**. Parents/guardians are asked to make sure that their child is well enough to come to school. Once at school, every student is expected to participate in all activities including outdoor recess, unless a medical note indicates otherwise. Parents/guardians will be contacted and expected to pick up their child if the child is unable to stay in school due to **illness, injury or fever**.

MEDICATION

Staff members are not permitted to give any medication to students. Distributing medication at school is an exceptional measure. Therefore, when possible, we recommend that the prescribed dosage be given at 12 to 24 hour intervals. This will allow you to administer the medication at home. Should this be impossible and if your child must take **prescription** medication during the school day, we ask that you do the following:



- Bring the medication to the office.
- Complete the “Authorization for the Distribution of Medication” form (given at office).
- Provide a doctor’s letter stating the name of the medication, when it should be given to your child, and how it is to be administered. Medication **MUST** be in a prescription bottle.

(Please note that we are not authorized to administer any medicine that is not prescribed by a doctor)

PARENT PARTICIPATION

You are encouraged and invited to become a part of our team at McCaig by joining our Governing Board, our Parent Participation Organization (PPO) or our Home and School (TFOMES) and by volunteering to assist in our many activities and special events.

- ☞ Parents/guardians wishing to volunteer must complete and submit a **DECLARATION CONCERNING A JUDICIAL RECORD** (form to be obtained from the school secretary or on the school website) at the start of the school year. Once approved, the parents/guardians will be notified.
- ☞ All approved volunteers assisting inside the school or in the playground:
 - are required to sign in upon arrival;
 - must wear a “McCaig Volunteer” badge;
 - are expected to stay in the area in which they volunteered to assist;
 - must be discreet with respect to the progress of students;
 - refrain from discussing the progress of their child with teachers while volunteering;
 - are required to sign out on departure.
- ☞ At dismissal time, volunteers are expected to wait for their children outside at the drop off zone (gated area).

Please note that the school parking lot is reserved for staff members only. Parents/guardians may park in the BUS ZONE from 8:51 a.m. – 3:15 p.m.

VISITORS TO THE SCHOOL

All visitors must enter through the main entrance and report to the office. If a parent/guardian needs to drop off something for a child, please come to the office and we will make sure your child receives it during recess or lunch time; **not during class time**.

Please note that the school parking lot is reserved for staff members only. Parents/guardians may park in the BUS ZONE from 8:51 a.m. – 3:15 p.m.

During the regular school day, all guests will be required to sign in upon arrival, and must sign out on departure.

BICYCLES / SKATEBOARD / ROLLERBLADES

Bicycles may be ridden to school but must be walked on and off school property and locked in the stands. **Bicycle helmets are mandatory** when using a bicycle, skateboard, or rollerblades. The school cannot accept responsibility for lost or stolen equipment.



SCHOOL FEES

Parents/guardians are responsible for payment for all workbooks, consumable supplies, (i.e., paper, reproducible materials photocopies etc.,) and costs associated for lunch supervision. The invoice may be accessed through the Mozaik Parent Portal. Payemnet is required by mid-October. Full payment of your child’s school fees is required in order for us to purchase all needed supplies.

COMMUNICATION AND REPORT CARDS IN DIGITAL FORM



All school communications will be done through email. **Please ensure your email address is accurate.** It is the parent’s/guardian’s responsibility to notify the school secretaries should there be a change in email addresses. The school newsletter will be emailed each month. School information may also be found on the school website:

<https://mccaig.schoolqc.ca/> or Facebook page:

<https://www.facebook.com/mccaigelementaryschoolqc>. Please note that your child’s progress reports and report cards (including the final report card) will be made available through the **Mozaik Parent Portal**. The school may, upon your request, provide a paper copy of your child’s report card. Please be sure to keep a copy of your child’s final report card for your records.

We strongly encourage you to follow us on our website and on Facebook so that you are connected with what is happening in the McCaig community. Together we can prepare our kids to become intelligent, responsible, implicated and productive citizens.

PROPER REST

Some children require more sleep than others do in order to have enough energy to get through the day. A good night’s sleep will help your child feel energized and will help them focus and learn. Beyond limiting screen time before bed, it is recommended that you ensure that your child get enough sleep. Please see the recommendations below.

What time should your child go to bed?							
Wake up time							
	6:00 AM	6:15 AM	6:30 AM	6:45 AM	7:00 AM	7:15 AM	7:30 AM
Sleep time							
Age							
5	6:45PM	7:00PM	7:15PM	7:30PM	7:30PM	8:15PM	8:30PM
6	7:00PM	7:15PM	7:30PM	7:30PM	8:00PM	8:15PM	8:30PM
7	7:15PM	7:15PM	7:30PM	8:00PM	8:15PM	8:30PM	8:45PM
8	7:30PM	7:30PM	8:00PM	8:15PM	8:30PM	8:45PM	9:00PM
9	7:30PM	8:00PM	8:15PM	8:30PM	8:45PM	9:00PM	9:15PM
10	8:00PM	8:15PM	8:30PM	8:45PM	9:00PM	9:15PM	9:30PM
11	8:15PM	8:30PM	8:45PM	9:00PM	9:15PM	9:30PM	9:45PM
12	8:15PM	8:30PM	8:45PM	9:00PM	9:15PM	9:30PM	9:45PM

BUS SAFETY IS EVERYBODY'S BUSINESS

Students are required to follow the rules stated in the Sir Wilfrid Laurier School Board transportation policy. Please discuss the following rules of conduct with your child. The policy states that students must:

- 🚫 be ready when the bus arrives
- 🚫 enter and leave the bus only when it is stopped
- 🚫 enter and leave the bus only by the front door
- 🚫 get on and off in an orderly fashion
- 🚫 pass in front rather than behind the bus
- 🚫 occupy a specific seat when one is assigned by the driver
- 🚫 keep head and arms inside the bus
- 🚫 obey the driver of the bus at all times
- 🚫 do not eat or drink on the bus
- 🚫 do not fight, scuffle or shout on the bus
- 🚫 do not litter in the bus
- 🚫 do not throw objects from the bus



Students are expected to behave on the bus in the same manner that is expected of them in school. They are under the supervision and control of the driver. Failure to obey the driver and/or misbehaving may result in the child receiving a bus ticket outlining the infraction. Certain infractions such as fighting or causing a danger to others will result in immediate suspension from the bus. A third bus ticket for a student will result in a suspension of transportation privileges. Parents are responsible for the transportation of their child if bus privileges have been suspended. An accumulation of bus suspensions may lead to a child losing their bus privilege permanently.

Students may only board their assigned school bus. If your child is not going home, you must make private arrangements for transportation (changing buses is strictly forbidden). If you have any problems regarding transportation, please call the SWLSB Transportation Department at 450-621-5600, Extension 1302.

HOMEWORK POLICY

Helpful suggestions for parents in supervising homework:

- Help your child to plan time allotted for studies, sports and play.
- Ask leading questions to help your child remember what has been taught.
- Check with the teacher if your child repeatedly has no homework or never brings home a textbook or library book or his/her agenda.
- Encourage your child to do homework in a quiet place away from the TV and radio and, if possible, to do the homework at the same place and at the same time each night.
- Students are responsible for writing their homework assignments in their agenda. Students will have advance notice of long-range projects.
- After leaving the class at dismissal, children will not be permitted to return to the classroom to retrieve forgotten homework or forgotten books.
- Parents/guardians are asked to supervise homework, not to do it for their child. Written work should be legible and neat. If any problem occurs, please contact your child's teacher using the agenda, message folder, email or communication platform. At the discretion of a teacher, if a child does not complete assigned work, the child may be detained during a play period in order to catch up.



Reading is the foundation of success in school...and in life.

If a child repeatedly does not complete his/her homework assignments, parents/guardians will be informed and asked to support their child with this problem.



McCaig Elementary School Expectations

School Values	Classroom	Playground	Restroom	Classroom at lunch	Hallways	Bus	All Settings
Perseverance Work hard and never give up!	<ul style="list-style-type: none"> - I always try my best. - I persist, even when something is difficult for me. - I ask for help. 	<ul style="list-style-type: none"> - I am a good sport. - I try to solve my own problems. - I don't quit on others. 	<ul style="list-style-type: none"> - I take the time to follow the proper bathroom hygiene routines. 	<ul style="list-style-type: none"> - I try my best to use good table manners. 	<ul style="list-style-type: none"> - I use my time wisely and focus on my task. - I try my best to be a role model to others. 	<ul style="list-style-type: none"> - I try my best to be a role model to others. - I am patient. 	<ul style="list-style-type: none"> - I try my best to be a role model to others. - I try my best. - I never give up.
Acceptance Celebrate others as they are.	<ul style="list-style-type: none"> - I am patient with others. - I appreciate others' strengths and differences. - I cooperate and collaborate with my peers, at all times. 	<ul style="list-style-type: none"> - I play fairly and by the rules. - I am mindful of the people around me. - I am willing to include others in my play. 	<ul style="list-style-type: none"> - I am mindful of others' privacy and personal space. 	<ul style="list-style-type: none"> - I am open minded about other cultures and differences. - I am mindful of others' personal space. 	<ul style="list-style-type: none"> - I am mindful that others may need more physical space. 	<ul style="list-style-type: none"> - I am mindful of others around me. - I help others that are in need. 	<ul style="list-style-type: none"> - I include others. - I cooperate with others. - I empathize with others.
Integrity Do what is right, even when no one is watching.	<ul style="list-style-type: none"> - I bring my best self forward. - I am helpful to those around me. - I am responsible and trustworthy. 	<ul style="list-style-type: none"> - I am a trustworthy friend. - I use language that is supportive and appropriate. - I make good moral choices. 	<ul style="list-style-type: none"> - I wash my hands. - I help keep the area clean. 	<ul style="list-style-type: none"> - I help the environment by reducing, reusing, and recycling items. - I pick up after myself. 	<ul style="list-style-type: none"> - I walk carefully and safely around the school. - I let others exit a doorway, before I enter. 	<ul style="list-style-type: none"> - I commit to being safe. - I report dangerous situations to the bus driver. - I wait my turn to enter and exit the bus. 	<ul style="list-style-type: none"> - I take ownership of my actions and words. - I use appropriate language. - I respect school property.
Respect Appreciate the feelings, wishes, rights, and diversity of others.	<ul style="list-style-type: none"> - I am an active listener. - I follow my classroom expectations. - I recognize the feelings, wishes, rights, and diversity of others. 	<ul style="list-style-type: none"> - I take care of my school environment and equipment. - I collect and return all school equipment. - I use kind words and actions. 	<ul style="list-style-type: none"> - I consider others' privacy and personal space. - I clean up after myself. - I wait my turn. 	<ul style="list-style-type: none"> - I use appropriate language with my peers and adult supervisors. - I use table manners. - I leave no trace of my lunch behind. 	<ul style="list-style-type: none"> - I consider others' learning when moving during class time and try to make unnecessary contact with others. - I walk on the right hand side. - I whisper quietly in the hallway. 	<ul style="list-style-type: none"> - I follow the bus driver's expectations. - I keep hands, feet, and objects to myself. - I remain seated. 	<ul style="list-style-type: none"> - I always obey the bells. - I use polite and appropriate language. - I follow McCaig's Code of Conduct.

DRESS CODE



All pupils are expected to respect the following dress code:

- a) Caps, hats, hoods or kerchiefs are not to be worn indoors.
- b) Low-cut tops, backless and see-through tops, short tops exposing the midriff, immodest tops with spaghetti straps, T-shirts with inappropriate sayings and images, as well as low-cut pants exposing the stomach and undergarments will not be permitted.
- c) Short shorts or short skirts are not permitted.
- d) Oversized or baggy pants revealing undergarments are not permitted, as well as ripped or frayed clothing or clothing with holes.
- e) Clothing with inappropriate messages or graphics is not permitted.
- f) Make-up is not permitted for elementary school students.
- g) Boots and snow pants must be worn at all times during winter and early spring. Children without snow pants or boots will not be permitted to play in the snow or anywhere on the field.
- h) Boots or an extra pair of shoes for outdoors is mandatory. All students should wear clean, dry shoes inside the building.
- i) Students should dress appropriately according to the weather.
- j) No unsafe footwear i.e. high heels, platform shoes, beach flip-flops.
- k) Please label all items of clothing.

We ask parents/guardians to cooperate and support the school by seeing that their child adheres to this dress code daily. Administration reserves the right to rule on the appropriateness of dress and appearance.

PHYSICAL EDUCATION DRESS CODE

Physical Education classes are scheduled on specific days in our five-day cycle. To ensure the safety and comfort of the children and for hygienic purposes, the following physical education clothes are compulsory:

- ❖ Shorts, track pants, legging, jogging pants
- ❖ T-Shirts (short sleeve)
- ❖ Running shoes



MCCAIG'S ANTI-BULLYING & ANTI-VIOLENCE SUMMARY PLAN

McCaig follows a strict anti-bullying and anti-violence plan (ABAV). This legal document is reviewed and approved by our Governing Board each year. McCaig's ABAV plan is on our school website.

The word "**bullying**" means 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.

The word "**violence**" means any 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.

The following actions can be considered bullying and/or violence if they meet the preceding criteria:

Physical:

- Hitting, kicking, punching;
- Pushing, shoving, spitting;
- Forcing others to hand over food, money or something that belongs to them;
- Making someone do something they do not want to do.

Verbal:

- Name calling;
- Teasing, insults, putdowns;
- Threatening of any kind;
- Making fun of someone because of their appearance, physical characteristics or cultural background;
- Making fun of someone's actions.

Indirect (social and psychological):

- Excluding others from the activity or the group;
- Spreading untrue stories about others;
- Making inappropriate gestures;
- Taking, hiding or damaging something which belongs to someone else;
- Sending nasty emails or text messages;
- The inappropriate use of websites, chat-sites or camera phones.

Cyberbullying

(Involving the use of Information & Communication Technologies):

- Threats, insults, rumours;
- Identity stealing;
- Harassment, discrimination, denigration, defamation;
- Filtering or online blocking;
- Making inappropriate messages;
- Posting fights, incidents on YouTube or any other social media website.

*These lists are not exhaustive.



Bullying and violence will not be tolerated at McCaig and appropriate, immediate intervention will occur should they happen.

It is important to remember that bullying is not fighting. Bullying is aggression (an imbalance of power) but not necessarily a physical fight. A jostle, a fight, an insult or another threat restricted to two individuals on equal power footing is not considered bullying.

Our goal is to teach self-discipline and respect – respect for self, for others and for property. Our behaviour plan aims to teach students to be respectful and kind to themselves and to others.

Responsibilities of staff:

- To model appropriate behaviour, respecting individual differences and diversity;
- To reinforce the message that bullying and violence are not accepted nor tolerated;
- To treat seriously all reports or observed incidents of bullying or violence;
- To report incidents of bullying or violence to the principal in writing;
- To ensure that students are supervised at all times.

Responsibilities of students:

- To model appropriate behaviour, respecting individual differences and diversity;
- To reinforce the message that bullying and violence are not accepted nor tolerated;
- To help someone who is being bullied or hurt;
- To refrain from bullying or hurting others;
- To inform an adult if they are being bullied or hurt or if they see someone else being bullied or hurt - both at school and on the way to and from school.

Responsibilities of parents:

- To model appropriate behaviour, respecting individual differences and diversity;
- To reinforce the message that bullying and violence are not accepted nor tolerated;
- To instruct their children to tell the appropriate adult if they are bullied or hurt;
- To inform a member of the staff if their child is being bullied or they suspect that this is happening.

Students who bully or hurt others may face one or more of the following consequences:

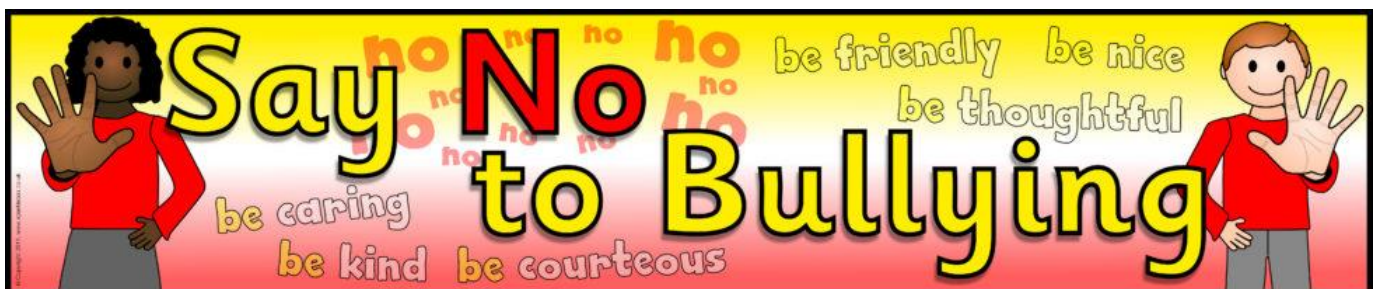
- Meetings with administration with or without parents;
- Reflections;
- Restitution;
- Involvement in a mediation process;
- Involvement in social skills programs;
- Referral to the Special Education Technician;
- Parents will be contacted by the school;
- Privileges may be withdrawn (e.g. exclusion from the playground or special activities);
- Sanctions outlined in the School's Discipline Policy such as detention and suspension;
- Ultimately, the SWLSB Council of Commissioners, complying with Article 96.27 of the Education Act (L.I.P.), could expel a student.

Pro-Active Plan:

- Lessons in the classroom;
- Small group programs and special guest speakers;
- Pink Shirt day, Bus Campaigns;
- The "OurSCHOOL Survey".

How to Report Bullying:

- Student reports to any adult;
- Student completes an *Incident Report form* and leaves it with the secretary;
- Student's parents can contact any staff member.



CODE OF CONDUCT



The Code of Conduct of the school is based on the premise that personal freedom is accompanied by the responsibility to respect the freedom of others. Common courtesy, good manners and mutual respect are encouraged. The school staff will be involved in promoting our students' appropriate social skills and behaviors. The development of a sense of self-control in each of our pupils is an important aspect of our Code of Conduct. In order for any procedure to be effective, it is necessary that the school have the support, cooperation and commitment of all concerned. It is therefore required that all our students and their parents/guardians sign the contract following this document.

LOYALTY-HONOR-RESPECT

It is important in the maintenance of a safe and harmonious learning environment that all members of our school community encourage a shared value of common respect among its members. In order to encourage meaningful discussion of the word "Respect", we offer the following guide to some of the attributes of the word.

R - Reliability. E - Empathy. S - Self-Control. P- Perseverance. E - Excellence. C- Courage. T - Teamwork

CODE OF CONDUCT - RESPONSIBILITIES

Basis: The Code of Conduct is based on a fundamental respect for people and for property. Further, the code promotes socially acceptable behaviors that ensure the safety and well-being of all members of the school community.

NOTE: To emphasize the importance of these statements, parents should discuss the following with their children:

To enhance the quality of my life and the lives of others at McCaig Elementary School, **I promise to respect the following rules:**

1. I am proud of my school and I accept my responsibility to do my share to keep the school safe and clean both inside and outside; including the schoolyard.
2. I will conduct myself calmly, be polite, and be respectful towards all adults (teachers, secretaries, daycare staff, lunch supervisors, caretakers, volunteers, vice-principal and principal) and other students.
3. I will use appropriate language. Verbal abuse and swearing will not be permitted.
4. I will demonstrate respect for the property of others as well as my own. I am responsible for keeping my desk and personal belongings neat and clean.
5. I will respect all school property including desks, books, computers, and other resources available to me. I understand that vandalism and theft will not be tolerated.
6. I will respect myself by eating nourishing foods, getting adequate sleep, and by avoiding dangerous play.
7. I will dress neatly when I come to school and I will follow our school dress code.
8. I will not chew gum in the school.
9. I will arrive at school at 8:40 a.m. If I arrive late for school, my parents/guardians must come to the office, and sign me in. If I must leave early, my parents/guardians must sign me out at the office. The office must be properly advised whenever I must leave the school before the end of the day via a written note in the agenda, message folder, or email.
10. If I am sick, my parents/guardians must inform the school.
11. I will enter the school promptly, quietly, and calmly when the bell rings.
12. I will walk calmly and quietly in the hallways without disturbing others.
13. I will not bring to school any valuables, electronic items, or personal belongings (i.e. toys, electronics, cell phones, money, trading cards, spinners, etc.), unless instructed otherwise. Such items may be confiscated (Please refer to SWLSB's Technology Policy on the school board's website.)
14. I will use the Internet appropriately and only under supervision.
15. During lunch hour, I will eat politely, speak quietly, and remain in the classroom until I am dismissed.

16. I will never enter or leave the schoolyard or classroom without permission from a supervisor or teacher.
17. I will not push, engage in play-fighting, or rough play. I understand that the throwing of dangerous objects, such as snowballs and rocks, is not allowed. If I have a misunderstanding with a friend, I will not argue or fight. If I cannot find a solution myself, I will find a teacher or a supervisor to help me solve the problem. I understand that any type of physical violence will not be tolerated and will result in a school suspension.
18. I will not bring toys, particularly those of a violent nature to school.
19. I will wear a helmet if riding a bike or scooter, or if roller-blading to and from school.
20. I will not open the exit doors to anyone.
21. I am to remain in my own designated play area.
22. I will demonstrate sportsmanship skills.

Goals & Objectives	Examples of our Expectations	
	Our students will...	As parents we will...
McCaig is a safe and caring environment	<ul style="list-style-type: none"> ▪ Walk calmly in the hallways ▪ Follow instructions ▪ Be kind and caring towards each other and all adults 	<ul style="list-style-type: none"> ▪ Keep our child(ren) home if they are ill ▪ Support the school staff by teaching my child empathy and kindness ▪ Hold our child(ren) accountable for their actions
McCaig has an atmosphere of respect	<ul style="list-style-type: none"> ▪ Use appropriate language ▪ Be polite with peers and all adults ▪ Respect themselves, others, school property and the environment ▪ Respect the rules as outlined in the Code of Conduct 	<ul style="list-style-type: none"> ▪ Encourage our child(ren) in a positive manner ▪ Assist the school by laying the foundation for respectful behaviours ▪ Model respectful behaviours and language
McCaig students will experience success	<ul style="list-style-type: none"> ▪ Be prepared for class by having all necessary supplies and completed homework ▪ Be an active participant in class while not disrupting the learning environment ▪ Listen carefully to instructions and follow directives given by adults ▪ Always try my best with my work and behavior 	<ul style="list-style-type: none"> ▪ Send our child(ren) to school on time ▪ Ensure our child(ren) have a healthy breakfast, snacks and lunch ▪ Verify the agenda and ensure assignments are completed ▪ Encourage our child(ren) to persevere and believe in themselves(s)
McCaig students, staff and parents will be proud of their school	<ul style="list-style-type: none"> ▪ Respect and comply with the school dress code ▪ Participate actively in class and activities ▪ Be a good citizen 	<ul style="list-style-type: none"> ▪ Assure that our child(ren) are appropriately dressed and comply with the school dress code ▪ Be respectful members of the school community and support our school

I am aware that should I have difficulty following our school rules, my teacher, the vice-principal, or the principal will inform my parents.

IF I CHOOSE NOT TO FOLLOW THE CODE OF CONDUCT

We strive to maintain a safe school environment by following practices that emphasize learning over punishment (RESTORATIVE PRACTICES) and promote the development of social skills that support the values of respect, cooperation, and collaboration. Students must accept their responsibilities, as well as the consequences that result from the poor choices that they may sometimes make. It is important that offences be dealt with in a consistent and fair manner. Teachers, with the support of parents, provide the first remedial interventions. Serious and repeat offenders will be brought to the attention of the principal.







Consequences for misbehaviour may include one or more of the following: verbal warnings, loss of privileges, time-out, role-playing, a written reflection of the incident, letter/card of apology, community service and/or special assignments/presentations for others. Verbal/written communication with parents is common. The above-mentioned list of consequences may be issued at recess or lunch hour at the discretion of staff members. An in-school or at-home suspension may be issued at the discretion of the administration.

There will be no tolerance for abusive language or physical violence towards any child or adult. When a child is abusive or violent with the intent to hurt another person, the parents will be contacted and the child may be sent home immediately for a suspension period of one to five days.

As a student's behaviour in school is a reflection of the ability to act appropriately in public situations, a student may not be allowed on a field trip if it is believed the student's own personal safety and/or the safety of others may be compromised on the field trip. In addition, as field trips are co-curricular excursions, a student's attitude toward his/her studies is an important consideration. Each student is expected to be in good academic standing.

PARENT AND STUDENT CONTRACT



-  It is my **RESPONSIBILITY** to listen to instructions, work quietly, raise my hand if I have a question or concern, and to complete assignments. I will cooperate.
-  It is my **RESPONSIBILITY** to speak politely to students and adults.
-  It is my **RESPONSIBILITY** not to tease or bother other people or to hurt their feelings but to show respect and consideration for others and their ideas.
-  It is my **RESPONSIBILITY** not to threaten, kick, punch or physically harm anyone else and to adhere to the rules of this school.
-  It is my **RESPONSIBILITY** to respect the personal property of others and to accept their right to privacy.
-  It is my **RESPONSIBILITY** to have a positive attitude and to participate in a way that helps make our school a place where others can enjoy school too.



I have read the **Code of Conduct, safety measures, consequences and the procedures** with my child.

We will make sure to respect the rules as well as the procedures of McCaig Elementary School so as to allow all students to evolve in a safe and healthy environment.

Student's Name: _____

Grade: _____

Student's Signature: _____

Date: _____

Parent's/Guardian's Name: _____

Parent's/Guardian's Signature: _____

Date: _____

STUDENT USER AGREEMENT AND PARENT CONSENT

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: _____

PERMISSION TO WALK



I authorize my child: _____ to accompany his/her class on outdoor activities around the school with his/her teacher (ex. R.H.S. or the park).

I understand that I will be notified when these events are taking place.

Parent/Guardian Signature: _____ Date: _____

USE OF STUDENT PHOTOS

Occasionally, students may be photographed during classroom time, on field trips or during special school activities (assemblies, plays, etc.).

_____ I authorize the school to take pictures of my child during activities and post them in the school.

_____ I authorize the school to take pictures in class, to share with the class via Class Dojo, Google Classroom, etc.

_____ I authorize the school to take pictures of my child during activities and post them on the website and/or Facebook/Instagram page.

_____ I authorize my child to be present and filmed if the media is invited to school (news crew, etc.)

OR

_____ I **DO NOT** authorize the school to take any pictures of my child for school or the website.

I understand that my child will be asked to step out of shots being taken for these purposes.

Parent/Guardian Signature: _____ Date: _____
