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3056

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Instruct

- Provide rigorous, research-based pedagogical practices across all subject areas
- Adapt instructional methods to meet individual needs and learning styles

Socialize

- Create an environment of belonging and community
- Promote respect, responsibility, safety and a healthy life-style
- Foster positive communication between home and school

Qualify

- Create opportunities for students to engage in critical thinking and problem-solving
- Ensure that students acquire the necessary skills for life-long learning

MISSION STATEMENT:

To offer all students educational opportunities which build self-confidence, are adaptable and permit the development of personal objectives.

VISION STATEMENT:

All students have access to an educational environment of belonging and community that provides the opportunity for quality instruction and healthy socialization.

For more information about our school, please visit our website at <http://stvincent.swlsb.ca/> or like our Facebook page Saint Vincent Elementary School.



Saint Vincent Elementary School Code of Conduct

Saint Vincent Elementary School's Code of Conduct is linked to its mission and vision statements. When everyone follows the code of conduct, we create a safe learning environment for all. At Saint Vincent Elementary we S.O.A.R. and aim high. Our four pillars of conduct are:

- ✓ Self-control
- ✓ On task
- ✓ Acts of responsibility
- ✓ Respectfulness

We believe that everyone has the right to a safe and harmonious school environment. Clear rules and consequences are important in creating an environment that promotes respect and encourages children to be responsible for their actions.

Our Code of Conduct clearly describes the behaviors we expect from our students while they are at school. This includes during class time, recess, lunchtime, on the school bus and at daycare. Our behavior code applies to every child and will be modeled by every staff member and other adults working with our students.

The Code of Conduct will be enforced in a fair and consistent manner.

Teaching our students to become responsible citizens is a goal that we can achieve only if there is collaboration with our students' parents.

Role of the Parents

Parents, please take the time to read the Code of Conduct with your child, as it clearly articulates common expectations for student behaviour.

Safety for all

In order to maintain a safe environment for students, staff and adults in the school, violence (physical or verbal) towards other children, staff or anyone else in the building will not be accepted. Vandalism or theft will need to be followed by an act of reparation. In accordance with our Anti-Bullying and Anti-Violence Plan, measures to ensure a non-violent school will be taken.

The actions below will be followed by a suspension. A parent meeting will be held before the child re-enters the school.

- ✓ Repeated acts endangering the safety of others
- ✓ Any act of violence towards a staff member
- ✓ Any fight leading to injury
- ✓ Acts of bullying and violence

Expulsion will be considered only after extensive consultation with all interested parties, with the understanding that the final decision lies with the School Board.

The particular context of each situation with regard to the intent, age of the student or students with special needs will determine the appropriate cause of action.

Our Behavioral Expectations

RULE 1: I RESPECT MYSELF AND THOSE AROUND ME THROUGH MY ACTIONS AND WORDS.

I treat other students and adults with respect:

- ✓ I respect the adults in charge, the other students, my environment and myself.
- ✓ I play in a respectful and safe manner at all times.
- ✓ I use polite language and a polite tone.
- ✓ I refrain from disrespectful actions such as threatening, teasing, insulting and swearing.
- ✓ I follow the instructions of those who supervise me.

I do my best work:

- ✓ I come to school, ready to work and bring all needed materials to class.
- ✓ I focus on the tasks presented to me and complete my work on time.
- ✓ I work in collaboration with my classmates

I wear the school dress code:

- ✓ I come to school dressed in my school colors (navy bottoms and white or navy-blue tops).
- ✓ I wear shoes at all times in the building (outdoor and indoor shoes).
- ✓ I do not wear outdoor boots in the classroom. Shoes with wheels, high heels (wedges) and flip-flops are not permitted for safety reasons.
- ✓ I take off my hat (cap) when entering the building.
- ✓ I wear clothing and footwear appropriate for the season.
- ✓ The only visible logo permitted is the Saint Vincent logo.
**If your child does not meet the dress code requirements he/she will be asked to change into clean clothing kept at the office for the day.

I respect my school property and that of others:

- ✓ I am respectful of school property. I am careful to not damage or lose anything belonging to the school.
- ✓ I respect the property of others. I do not steal. If I lose or damage someone else's property, I must replace it.
- ✓ I use the school electronic devices/Internet with permission from the teacher.
- ✓ I leave all toys, trading cards or games at home unless requested by the teacher for a specific activity.
- ✓ Selling and trading of materials are not permitted
- ✓ The school is not responsible for lost items.

RULE 2: I RESPECT MY SCHOOL RULES AND MY ENVIRONMENT.

I am respectful of school safety rules:

- ✓ I come to school every day, on time. Arriving late disturbs those who are working.
- ✓ I walk calmly and quietly inside the school so that the other students can work and learn.
- ✓ I use my inside voice during transitions from one classroom to the other.
- ✓ I walk on the right side of the hallway/staircase.
- ✓ I never open the main or daycare door to let someone in.
- ✓ I do not bring any electronic devices to school, unless given permission.
- ✓ I am not allowed any locker accessories (such as mirror, note pad, white board, etc.).

Playground:

- ✓ I play in an area where supervisor can see me at all times.
- ✓ I leave snow, ice, rocks, and sand on the ground.
- ✓ I do not push or engage in play-fighting or rough play.
- ✓ When the bell rings, I stop playing, line up quickly, and enter the school quietly.

I follow school bus rules:

- ✓ I follow the bus safety rules so that everyone can have a safe ride to and from school.
- ✓ I respect and listen to my bus driver.
- ✓ I stay seated at all times.
- ✓ I do not eat, drink, or chew gum on the bus.
- ✓ I stay calm.
- ✓ I do not bring inappropriate material or personal electronic devices on the bus.
- ✓ I do not bring any games, trading cards or toys on the bus.
- ✓ Parents are not permitted to remove students from the bus once they have embarked.

I eat in a respectful manner: SAINT VINCENT IS AN "ÉCOLE EN SANTÉ"

- ✓ I bring in food that does not contain NUTS or Nut by-products as Saint Vincent is a nut-free school.
- ✓ I do not share my food with others; they may be allergic to what is in my food.
- ✓ I do not chew gum.
- ✓ I bring healthy food to school for recess and lunch (candy, chips, chocolate bars, dry noodles, fruit roll-ups, fruit gummies and soft drinks are not accepted). Snacks such as vegetables, fruits, yogurt, are recommended.
- ✓ Any snacks with sugar as the first three ingredients should be avoided at school** Please refer to Canada Food Guide.
- ✓ I sit properly and calmly to eat and I wait for permission to leave my seat.
- ✓ I keep my lunch area clean.
- ✓ I throw away personal garbage in the trash cans/recycling bins. As much as possible, we encourage parents to put together a litter less lunch.
- ✓ The use of a reusable water bottle is necessary.
- ✓ We encourage all parents to send their child to school with a placemat and utensils for lunch and/or hot lunches.

Consequences for Rule Infractions

In partnership with the parents, we will encourage students to be aware and responsible for their actions and to develop self-control. Parent(s) cooperation is essential in order to help the child reflect upon his or her behaviour and to find ways to improve it. The following range of consequences represent the interventions that are to be expected when students do not respect the Code of Conduct, on school grounds and on the bus.

- ✓ Discussion with the Student: A teacher, staff member, and/or principal talks with the student regarding student's behavior.
- ✓ Time Out: The child is removed from a class or school activity for a short period of time.
- ✓ Loss or Removal of School Privilege: Access to the school playground may be restricted. He/she may lose a recess period, special classroom event and/or extra-curricular activity. Students on sports teams may lose the privilege of attending a game/tournament.
- ✓ Reflection: The student will fill out a reflection sheet which will be sent home to be signed by the parent. It will be returned to the school the next day. The student will be asked to write about the rule that was broken and to identify what he/she could have done differently. The student may spend his/her recess or lunch hour indoors with a supervisor, to reflect on his or her behavior.
- ✓ Reparation: The student will be invited to fix harm they have caused.
- ✓ Restitution: If school property is lost, stolen or damaged, the student responsible will need to make up for the cost by either paying for the item or by serving community service within the school.
- ✓ In-school Suspension: Removal of the student from class for a specific period of time. The student will work on assigned work in a supervised area, apart from other students. All in-school suspensions will require communication with the student's parent(s).
- ✓ Out-of-School Suspension (Reset): The removal of a student from school for a period of time. While the student is at home, he/she may have to complete some work provided by the teachers. A meeting will be held with parent(s) before the child returns to school.
- ✓ Parents are informed of behaviour concerns via phone call or email. Parents are invited to go over the problem and the replacement behaviour with their child.



Homework

Assigned homework has a very specific purpose as it gives students the opportunity to broaden lessons, reinforce skills and engage in critical thinking. It also serves to develop good work habits, study skills, responsibility and time management skills. Homework assignments will not be used to penalize the students. It will be used as a way to foster a connection between home and school as well as positive attitudes towards school. The goal is to promote better academic-related behaviors. Different types of homework can be assigned. It can vary from reading, review, reinforcement or also the completion of work that was assigned during the school day but not completed in class.

Recommended Time Allotments for Homework

Pre-k and Kindergarten	Activities to support early support early development skills.	
Cycle	Weekly Allocation	Per week, students should do approximately:
Cycle 1	75 minutes	40 min of ELA reading 30 min of French reading 5 min of mental math 5 min of piano practice
Cycle 2	150 minutes	75 min of ELA 50 min French/ Univers Social 25 min of Math/Science 2 X 5 min of piano practice
Cycle 3	225 minutes	150 min of ELA/Math/Science 75 min of French/Univers Social 3 X 5 min of piano practice

** Please note that the times listed above can vary when special projects are assigned or work in other subjects such as music, ethics and arts.

Supporting your child with homework:

- ✓ Set aside a specific time each day to do homework.
- ✓ Provide a routine and environment that is conducive to doing homework (quiet area, necessary materials, good lighting, etc.).
- ✓ Be available to support your child without doing the work for him or her.
- ✓ Demonstrate interest in your child's learning by talking about his or her day.
- ✓ Check that your child has edited his or her work (spelling, punctuation, neatness, etc.).
- ✓ Notify the teacher(s) concerned if homework presents a problem (e-mail)
- ✓ Limit television and other 'technology time', especially if your child is having difficulty completing school work.

Research indicates a strong connection between family involvement and student achievement. It is therefore important that your child receive your support in completing homework as well as respecting its deadlines.

Special Trips: During the School Year: Parents sometimes take students on vacations or family trips during the school year. Although we respect the fact that it is not always possible for families to take their vacations in conjunction with the school year, we feel that classroom instructional time is essential for our student's success and it cannot be replaced with a package of homework. Teachers are not obligated to provide any work for students on vacations or trips.

Conflict Management for Children

At Saint Vincent Elementary School, we have learned that if we have a “small” problem, we can use some of Kelso the Frog’s ideas to solve it.

Throughout the year we learn safety rules and if we ever have a “big” problem (one that is scary or frightening), we need to tell an adult immediately.



Kelso’s Choice is a model that offers various problem-solving techniques and decision-making strategies. It has proven itself to be a powerful contributor to creating a positive school climate as it empowers the student towards independence.

It is our goal to help teach students to resolve some of their small problems and reinforce the behaviors and values parents seek to instill at home.

Please take the time to review the Kelso Choice wheel and discuss at home some of the examples your children have been practicing.

I have taken the time to read and understand the Code of Conduct of Saint Vincent Elementary School with the Rules and Regulations outlined herein. I am committed to respecting them.

Student signature: _____ Date: _____

We have read the Code of Conduct of Saint Vincent Elementary School with the Rules and Regulations outlined herein, and we will support the school and our child in the application of these rules.

Parent signature: _____ Date: _____

GENERAL INFORMATION

SCHOOL BUS



- ✓ Students are not permitted to take a school bus other than their own to and from school and can only disembark at their stop.
- ✓ Transportation policy: The Sir Wilfrid Laurier School Board has a transportation policy which parents can refer to on the school board website at www.swlauriersb.qc.ca

ATTENDANCE

- ✓ ALL ABSENCES AND EARLY DISMISSALS NEED TO BE ENTERED ON THE MOSAIK PORTAL PRIOR TO 9:00 A.M. If your child needs to be picked up earlier and the school day has already begun please contact the school secretary at (450) 680-3055 ext. #7516 for St. Jacques Center and ext. #7515 for the Concorde Center.
- ✓ It is advisable that parents verify with the school administration prior to removing children for vacations during the regular school year. Be advised that teachers are not obligated to provide work nor to reschedule assessments for students who are away on vacation during school days.

PARENT INFORMATION

- ✓ Parents must inform the office via email or voicemail if their child must leave school early for medical or any other legitimate reason, parent or guardian need to sign out before departure.
- ✓ All modifications to a student's regular dismissal time or mode of transportation home must be communicated to the office. In the case of an emergency, the school must be contacted before lunch to allow ample time to make any necessary changes.
- ✓ If your child attends daycare, they should also be advised of any changes before lunch at
 - (450) 680-3055 ext. #7517.



PUNCTUALITY

- ✓ Students are expected to be in school on time. Parents must sign their child in at the office for late arrivals.

MEDICATION

- ✓ No medications (e.g. antihistamines, aspirin) will be administered to any student while in attendance at school without the prescription and the permission form signed by the child's parent. These forms are available at the office.
- ✓ Students may not bring medication with them to be self-administered. It is recommended that a student with special medical needs wear a Medic Alert Bracelet.
- ✓ It is the parent's responsibility to inform the office of any changes in medical conditions.(ex: Epipen, Ritalin, Concerta, Tylenol, and Ventolin...)
- ✓ Please be advised that if your child is well (healthy) enough to come to school, then he/she will be expected to follow the regular routine (outdoor, recess, physical education class, etc.)



SCHOOL CLOSURES

In the event that the school board closes its schools due to weather conditions or other risks, parents should register to the SWLSB application or consult the SWLSB website at www.swlauriersb.qc.ca, CJAD 800 or call the main office at (450) 621-5600.



SAFETY NOTES

- ✓ In order to ensure your children's safety, we wish to advise parents to report to the office upon entering the school. This year, as per Public Health directives, parents will not be entering the school unless they received an invitation. Communication will be done via email, phone calls and zoom meeting.
- ✓ No adults are permitted to circulate in the schoolyard. For after-school activities, parents must wait for their children at the main entrance. All volunteers must sign in at the front office and have completed a Judicial Record that may be obtained from the school website.

St. Jacques Center

- ✓ Since we have set hours for the supervision of students, please note that children arriving before 8:50 a.m. or remaining after 4:15 p.m. will be brought to daycare, and the occasional user fee of \$14 will apply to all those who are not regular users in daycare.
- ✓ Students who are dropped off at Saint-Jacques to take the bus for Concorde, must arrive before 8:55, bus will not be waiting for latecomers.

Concorde Center

- ✓ Please note that children are not to arrive before 9:05 a.m. as there is no supervision for the students. For children who are still at the Concorde Centre past the pick-up time (after 3:55 p.m.), families will be contacted to establish a pick-up plan. If families cannot be reached, the child (children) will be placed on the bus and sent over to the daycare at the St. Jacques Center. The occasional user fee of \$14 will apply to all those who are not regular users in daycare.

Cosmetics

- ✓ Acrylic nails and makeup are forbidden for elementary school students.
- ✓ Students are not permitted to wear strong-smelling perfume or body sprays.
- ✓ Deodorant or antiperspirant is encouraged for Cycle 2 & 3, no sprays are permitted at school.
- ✓ Unnatural hair colors and haircuts are not permitted.

DRESS CODE SPECIFICS

- ✓ Dress Code: All students must come to school dressed in the school colors: a solid white or navy blue top and a solid navy-blue bottom. In an effort to keep the school clean, we recommend that all students have a pair of indoor and outdoor shoes. You will find below some important things to remember about the dress code of Saint Vincent:
- ✓ Students must wear navy blue pants or jogging pants, navy blue skirt or tunic. Jeans and track/sports pants with white stripes and leggings that look like jeans (jeggings) are not accepted.
- ✓ Shorts, when the weather permits and skirts must be of an appropriate length (about half-thighs).
- ✓ Tops may consist of a solid white or navy-blue blouse/shirt, turtleneck, polo shirt, or t-shirt. Tops must be long enough to cover midriff at all times. No transparent, lace tops or visible spaghetti straps allowed.
- ✓ Logos, stripes, pictures, etc. are not permitted on any clothing worn to school (tops nor bottoms). The only visible logo should be the Saint Vincent Elementary School Logo.
- ✓ NOTE: Navy blue or white sweaters, cardigans or hoodies are appropriate to wear over the white or navy-blue top. If a sweatshirt is worn on top of a shirt, it must be solid navy blue or white, without any print, picture or logo. No other color permitted.
- ✓ Shoes should be appropriate for any school-related activities, high heels are not permitted.
- ✓ Make-up, perfume, cologne, are not permitted.
- ✓ Looped earrings are not permitted.



PHYSICAL EDUCATION CLASSES

- Students **MUST** wear **APPROPRIATE** running shoes (non-marking soles)
- Students who do not have the appropriate footwear will not be permitted to participate for safety reasons.

****If your child does not meet the dress code requirements he/she will be asked to change into clean clothing kept at the office for the day.**

**** At the discretion of the school administration, parents may be contacted if students are not following the dress code policy.**