



Welcome to Pierre Elliott Trudeau 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 contact the school directly to make an appointment with our teachers. 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,

Nathalie Rollin

Principal

Chantal Roberge

Vice-Principal

This agenda belongs to:

Name: _____

Address: _____

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

Phone: _____ **Homeroom Teacher:** _____

Important Dates

2023 - 2024



Meet the Teacher Night (Grades 1 to 6)	August 29 th , 2023
Governing Board Elections	August 29 th , 2023
School opening for Students	August 31 st , 2023
Meet the Teacher Night (Pre-K & K)	September 7 th , 2023
Labour Day	September 4 th , 2023
Pedagogical Day	September 22 nd , 2023
Thanksgiving	October 9 th , 2023
Pedagogical Day	October 13 th , 2023
Pedagogical Day	November 1 st , 2023
End of Term 1	November 3 rd , 2023
Parent-Teacher Night	November 23 rd , 2023
Floating Pedagogical Day	November 24 th , 2023
Christmas Break	December 25 th - January 5 th
Pedagogical Day	January 8 th , 2024
End of Term 2	February 9 th , 2024
Pedagogical Day	February 12 th , 2024
Parent-Teacher Night	February 22 nd , 2024
Floating Pedagogical Day	February 23 rd , 2024
Spring Break	March 4 th – March 8 th
Good Friday	March 29 th , 2024
Easter Monday	April 1 st , 2024
Floating Pedagogical Day	April 12 th , 2024
Pedagogical Day	April 19 th , 2024
Floating Pedagogical Day	May 3 rd , 2024
Pedagogical Day	May 17 th , 2024
National Patriot's Day	May 20 th , 2024
Floating Pedagogical Day	June 10 th , 2024
End of Term 3	June 21 st , 2024
Final day of classes	June 21 st , 2024

****Please note that three floating pedagogical days, April 12th, May 3rd, and June 10th, 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.***



OFFICE HOURS

Parents are encouraged to work closely with the school. The school office is open between 8:00 a.m. - 4:00 p.m. You may reach us at (450) 621-7606.

EMERGENCY PROCEDURES

P.E.T.E.S. has developed a number of emergency protocols. Students are to respect and follow the procedures that are established by the school. Fire alarms are to be used only during emergencies.

REPORT CARDS

The school year is divided into three terms:

Progress Report (by)	October 15 th , 2023
Term 1	November 3 rd , 2023
Term 2	February 9 th , 2024
Term 3	June 21 st , 2024



At the end of each term, a **digital report card** is uploaded to the Mozaïk Parent Portal.



LIBRARY

We have a fully equipped library at Pierre Elliott Trudeau Elementary School containing English and French books - both fiction and non-fiction. To ensure the smooth running of our library, we ask the following:

- Please make note of your child's library day and be sure that the book(s) are returned on time.
- Parents will be charged for any lost or damaged books.

LUNCH HOUR

All students eat their lunch in their classroom. Supervision is provided by the lunchtime supervisors. While the students eat their lunch, P.E.T.E.S. has one supervisor per class. These supervisors have the same authority as any other staff member. Students eat in three shifts. During the one-hour lunch period, when one group of students is eating their lunch, the other group is engaged in organized extracurricular activities or is outside playing.

NB*Fast food or food deliveries are not permitted (i.e. McDonalds, Tim Hortons, Subways, etc.) please send in healthy lunches and snacks, or make arrangements with our school caterer.



ALLERGY AWARE SCHOOL

Pierre Elliott Trudeau is a nut free school. 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 fieldtrips.

ATTENDANCE

For security reasons, if your child is to be absent, please notify the office by calling or leaving a message before 8:50 a.m. **Students are expected to be in school on time.** Students are expected to be in school for 180 days, each school year. Excessive absences have a negative effect on the students' academic achievements, and often result in a reduced acquisition of the competencies. Truancy (excessive, unexplained absences) cases may be referred to Youth Protection. Students who are absent are responsible for obtaining and completing missed work.



PROCEDURES FOR ARRIVAL AND DEPARTURE

In order to ensure your children's safety, we wish to advise you that parents and visitors must report to the office upon arrival at school. Parents are not permitted to circulate in the school or in the school yard.

At the end of the day, parents must wait for their children at the designated pick-up area.

Students should not arrive before 8:50 a.m. and should not remain in the yard after 3:55 p.m. Students who do so will be brought to daycare, and the occasional user fee will apply to all those who are not regular users (**daily fee of \$15**).



LATE ARRIVAL

Student entry is at 8:50 a.m. Teachers begin classes at 9:00 a.m. Children are to be **in class** at 9:00 a.m. and ready to work. All students arriving after **9:00 a.m.** are considered late and must enter the school through the main entrance **accompanied by their parent(s)**. All late arrivals will be recorded. Please note that parents cannot drop off students before **8:50 a.m.** Supervision begins at 8:50 a.m. for students who are **not** in daycare.

EARLY DISMISSAL

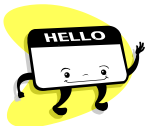
Students are only permitted to leave school early with the authorization of a parent. It is very important to note that any changes to your child's end of day dismissal or method of transportation must be communicated to the school via the agenda or calling the office secretary prior to 12:00 p.m. No pick-up changes are permitted after 12:00 p.m.

Students who must leave early for medical or any other legitimate reason, must present a note to their teacher, and then report to the office to be signed out by an adult before leaving the school. Any adult whose name does not appear on the student's identification sheet cannot sign the child out without written permission from the parent.

When changes are made last minute, it makes our end of day dismissal very hectic and stressful for all parties involved. Our number one priority is the safety and security of all students and making sure that the students are where they need to be at the end of the day. We are asking for your cooperation with this matter.

PARENT PARTICIPATION

You are encouraged and invited to become a part of our team at P.E.T.E.S. by joining our Governing Board, our Parent Participation Organization (PPO), and by volunteering to assist in our many activities and special events.



VISITORS TO THE SCHOOL

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

- ☞ All volunteers assisting inside the school or in the playground must wear a "Visitor" badge.
- ☞ All volunteers must complete and submit a **DECLARATION CONCERNING A JUDICIAL RECORD** (form to be obtained from the school secretary or on the school website) prior to volunteering.
- ☞ Volunteers and guests are expected to stay in the area in which they volunteered to assist.
- ☞ Volunteers must be discreet with respect to the progress of students. Further, while volunteering in the school, volunteers should refrain from discussing the progress of their child with teachers.
- ☞ At dismissal time, volunteers are expected to wait for their child(ren) outside at the pick-up zone (gated area).



BICYCLES / SKATEBOARDS / SCOOTERS / 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, scooter, or rollerblades. The school cannot accept responsibility for lost or stolen equipment.



USE OF SCHOOL TELEPHONES

Students are not permitted to use the telephones at school. **In the event of an emergency, parents will be contacted by a member of the school staff.** 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. Also, students must make all alternative dismissal arrangements with their parents the night before, and a note must be written in the agenda.



PERSONAL DEVICES

Cellular phones or smart watches are not to be used on school grounds; they are neither to be seen nor heard at all times. If your child has a cellular phone or smart watch for safety reasons (e.g. after school), they must put it away during school time to avoid having it confiscated by administration or staff.

CHANGE OF ADDRESS, TELEPHONE NUMBER, AND/OR E-MAIL

Communication is extremely important between the school and parents. Please advise the School Secretary of any changes in telephone number, address or e-mail address as soon as these changes occur.



SICK CHILDREN

***Parents are required to call the school and report their child's absence by 9:00 a.m.**

If your child is ill, please do not send them to school to infect other children. Keep him/her at home until they are well. **Students with a fever, vomiting, etc. are not permitted to attend school. Parents will be called to pick them up, without exception.** If your child has a fever in the morning, do not give them acetaminophen/ibuprofen and send them to school. You will be called to pick them up, without exception.

MEDICATION



No medication (antihistamines, acetaminophen, ibuprofen, etc.) will be administered to any elementary school child, while in attendance at school, without a prescription from the doctor. Students may not bring medication with them to be self-administered.

We request that you advise your child's homeroom teacher if you are sending your child to school with cough drops, as they contain medicinal ingredients. Please respect the recommended dosage.

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.)



VACATIONS

We strongly discourage children 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.

Any student who takes a vacation outside of the pre-determined school holiday calendar is responsible for catching up on missed work upon his/her return, on his/her own time. Teachers are not obligated to provide and prepare work for students prior to their departure for vacations.

It is advisable that parents verify with the school administration prior to choosing to remove their child from school for vacations during the regular school year (especially at the end of term when assessments are being done). Vacations are discouraged during the months of April, May, and early June for students, due to exam periods.



INCLEMENT WEATHER PROCEDURES

SWLSB students are transported by several different bus companies across our large territory. Please note that we rarely do board wide closures. Often, only sectorial board closures are recommended.

The best way to get the most accurate and reliable information is to consult the school board's website at www.swlauriersb.qc.ca, the SWLSB App, our Facebook page, or to call the Administrative Centre line at 450 621-5600 or 1 866-621-5600. Although we inform the various radio and television networks, please note that we have no control over the message that is announced.

SCHOOL FEES

Parents are responsible for payment for all workbooks, consumable supplies, (i.e., paper, reproducible materials photocopies, etc.), and costs associated for lunchroom supervision. An invoice will be sent home and is due upon receipt. Your prompt payment is required in order for us to purchase all needed supplies. The payment needs to be made during the first week of school.

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
- ▣ remain seated at all times
- ▣ 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 tear or draw on benches
- ▣ 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.



COMMUNICATION

Communication between parents and teachers is important to ensure your child's success at school. Teachers provide feedback to parents in a variety of ways; report cards, interviews, student-led conferences, written notes, e-mails, and phone calls are the most common. **Please be respectful in your communications with all staff members (threats and verbal abuse will not be tolerated).**

Please consult your child's teacher first, as they interact with your child the most. If the problem is not solved, only then should administration be contacted.

Teachers are not required to supply work for personal tutors.



DRESS CODE

The PETES Governing Board has approved the implementation of a dress code in our school, by which all students are required to abide. Clothes worn to school must be appropriate, comfortable, and not distracting. Students deemed to be dressed inappropriately will not be allowed in class and will be sent to the office or home to change.

Shirts:

- Must be **plain** white, burgundy, or navy blue and may have the school logo (t-shirts, golf shirts, turtlenecks, blouses and dress shirts are all acceptable);
- No spaghetti straps or bra straps should be showing;
- Must be appropriate length with no midriff showing (arms up or down)
- No inappropriate language, graphics or gang-related symbols and images are permitted;
- Burgundy, navy or white sweaters may be worn over the shirt;
- Students may also wear their P.E.T.E.S. pink or orange t-shirt.

Bottoms:

- Pants, skirts, or shorts must be **plain** navy blue or black. No stripes or logos are permitted on the pants;
- Jeans are not permitted; nor any material made to look like denim (i.e. jeggings);
- If wearing stockings, tights, or a skirt, they must be either **plain** navy blue, black, or white. No alternate colours or patterns are permitted;
- Skirts and shorts must reach mid-way between hip and knee;
- Pants must be worn on the hips or waist, with no undergarments showing;

Shoes:

- Heelies (roller shoes) and cleats are forbidden;
- Outdoor shoes must be appropriate for playground (no Crocs, platform, high heels or flip flops)
- Indoor shoes must be appropriate for school related activities and 'non-marking' (high heels, platform, and 'flip-flops' are not permitted);
- Students must have outdoor shoes and a different pair of indoor shoes;
- In winter, students must wear boots until the school personnel deem the playground safe for wearing shoes;

Hats & Accessories:

- Caps and hats are for outdoor use only, and caps must be removed immediately when entering the building;
- Caps are recommended during the warm months to protect the students' heads and eyes from the sun;
- Bandanas are forbidden when worn as a head-covering, but may be worn as a hair-band (folded);
- Scarves and other fashion accessories should not be worn **IN** the school;

Makeup and Fragrances:

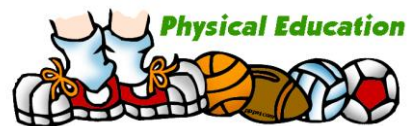
- Makeup is forbidden for elementary school students;
 - Facial piercings and tattoos (including press-ons) are inappropriate;
 - Students are not permitted to wear perfumes, colognes or strong-smelling body sprays;
 - Unnatural hair colours are not permitted;
 - Deodorant or antiperspirant is encouraged for senior students and should be applied at home. No sprays are permitted at school;
-
- Boots and snow pants must be worn at all times during winter & early spring. If you do not wear snow pants, you do not get to play in the snow and on the field.
 - Boots or an extra pair of shoes for outdoors is mandatory. **All pupils should wear clean, dry shoes inside the building.**
 - Students should dress appropriately according to the weather.
 - No unsafe footwear i.e. high heels, platform shoes, beach flip-flops.
 - **Please label all items of clothing.**

We ask parents to cooperate and support the school by seeing that their child adheres to this dress code daily.

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 or jogging pants
- ❖ T-Shirts (short sleeve)
- ❖ Running shoes



WEBSITE INFORMATION

At P.E.T.E.S., we have a school website (<https://peteselementary.com>), and a Facebook account (Pierre Elliott Trudeau Elementary School).

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

The **MOOD METER** at P.E.T.E.S.

The **MOOD METER**:

- a framework that is used to teach students self-regulation
- categorizes the complex feelings and emotional states that students experience, and improves their ability to recognize and communicate how they are feeling in a safe, non-judgmental way

Self-Regulation:

- the ability to regulate sensory needs and control/manage one's emotions, behaviour, thoughts, and impulses in a manner that will allow one to adapt to the demands of the environment
- the ability to cheer yourself up when you are sad/disappointed/frustrated, the ability to resist the pull to act in a negative/upsetting/impulsive manner which will only make a situation worse, the ability to keep your emotions under control
- those who can self-regulate can reach long term goals and behave in a socially appropriate manner, as they are able to remain calm to negotiate events

A closer look at the **MOOD METER**:

There are four coloured quadrants: BLUE, GREEN, YELLOW and RED.








Each quadrant categorizes the different states of alertness.

It is **normal** to experience all four quadrants, and **there are no *bad*** quadrants.

<p>RED:</p> <p>How you may feel: angry, enraged, shocked, uneasy, nervous, etc.</p>	<p>YELLOW:</p> <p>How you may feel: surprised, excited, proud, playful, cheerful, etc.</p>
<p>BLUE:</p> <p>How you may feel: sad, tired, bored, disappointed, lonely, etc.</p>	<p>GREEN:</p> <p>How you may feel: calm, comfy, loving, content, peaceful, etc.</p>



Pierre Elliott Trudeau Expectation Matrix

	Playground	Hallways/ Staircase	Washroom	Learning Spaces	Eating Time	Bus	All Settings
Respect Be mindful of yourself, others & our environment.	<ul style="list-style-type: none"> Take care of school grounds and equipment. Follow the agreed game rules. Be a kind participant. 	<ul style="list-style-type: none"> Walk calmly on the right side. Keep lockers/cubbies and floors neat. 	<ul style="list-style-type: none"> Clean up after myself Wait my turn 	<ul style="list-style-type: none"> Use materials appropriately. Be mindful of others' personal space and belongings. 	<ul style="list-style-type: none"> Keep space clean. Eat my own food. Stay at my own place. 	<ul style="list-style-type: none"> Stay seated. 	<ul style="list-style-type: none"> Be mindful of my noise level. Recognize others' strengths and differences. Be mindful of privacy.
Responsibility Take ownership of your actions, words, & emotions.	<ul style="list-style-type: none"> Use play equipment and schoolyard appropriately. Ask an adult for help when needed. Enter the school calmly when signaled. 	<ul style="list-style-type: none"> Keep my belongings organized. Keep hands and feet to myself. 	<ul style="list-style-type: none"> Return to class in a timely manner. Take the time to follow proper hygiene. 	<ul style="list-style-type: none"> Be prepared for class. Be an active participant. Follow classroom routine and work expectations. 	<ul style="list-style-type: none"> Use table manners. Dispose of trash responsibly. Eat in a timely manner. 	<ul style="list-style-type: none"> Stay seated in my assigned seat. Follow safety expectations. Be honest about my behaviour on the bus. 	<ul style="list-style-type: none"> Keep space neat. Use appropriate language.
Empathy Recognize & understand others' feelings and having the courage to help them.	<ul style="list-style-type: none"> Include others in activities and games. Be mindful of others' boundaries. 	<ul style="list-style-type: none"> Be considerate of others' learning. Be mindful when others are experiencing unpleasant feelings. 	<ul style="list-style-type: none"> Allow others' privacy. 	<ul style="list-style-type: none"> Be accepting of everyone's way of learning. Be supportive of others' successes and challenges. 	<ul style="list-style-type: none"> Be mindful of others' food choices and restrictions. 	<ul style="list-style-type: none"> Recognize and understand the bus driver's needs. 	<ul style="list-style-type: none"> Listen to and accept others' feelings and ideas. Be aware of those in need around me. Support each other and get help when needed.
Perseverance Work through my challenges by learning from my mistakes & doing MY best.	<ul style="list-style-type: none"> Try to solve my own conflicts. Try new activities. 	<ul style="list-style-type: none"> Remain on task. 		<ul style="list-style-type: none"> Try different strategies.. Follow through on my tasks. 	<ul style="list-style-type: none"> Keep an open mind and try the food I am given. 	<ul style="list-style-type: none"> Continue to maintain bus safety. 	<ul style="list-style-type: none"> Try my best. Don't give up. Ask for help once I've tried to solve the problem.
							

P.E.T.E.S. CODE OF CONDUCT

(Approved by Governing Board – May 2023)

Pierre Elliott Trudeau Mission Statement:

The Pierre Elliott Trudeau School Community supports all students in realizing their full potential in an environment that promotes healthy, intellectual, emotional, social and physical growth. Our mission is to promote quality education through respect, responsibility and personal excellence. Our Code of Conduct is an understanding that allows us to work together in a safe and caring environment. It is created to reflect the Anti-Bullying/ Anti-Violence (ABAV) PLAN of our school.

At Pierre Elliott Trudeau we are:

- Safe** We care for the safety of ourselves and others.
- Respectful** We treat everyone with courtesy, kindness, and consideration.
- Responsible** We are responsible for our learning and actions.

The PETES Code of Conduct focuses on ensuring the school is a safe, caring, and orderly environment. These fundamental obligations ensure that the time for teaching and learning is optimized, so students can learn in a safe environment free from threats to their physical and emotional welfare, while maintaining appropriate balances between individual and collective rights, responsibilities and freedoms. The Code focuses on the values of Respect, Inclusiveness, Sharing and Open-mindedness and intends for the students to act upon them every day. The Code of Conduct supports the School Anti-Bullying/ Anti-Violence (ABAV) Plan, Bill 56 and the Quebec School Education Act.

Students, staff and parents at Pierre Elliott Trudeau Elementary are expected to meet the standards set out in Bill 56 and the Canadian Bill of Rights with respect to discrimination. Behaviours that incite discrimination against a person or class of person such as uttering, publishing or displaying a statement, publication, notice, sign, symbol emblem or other representation that indicates discrimination because of the race, color, ancestry, place of origin, religion, family status, physical or mental disability, sex, sexual orientation or age of that person or that group or class of persons will not be tolerated.

Anti-bullying measures will ensure all students, regardless of their sex, race, religion, culture, sexual orientation and gender identity or expression, enjoy a safe, inclusive and welcoming learning environment.

Behavioural expectations outlined in this Code of Conduct are consistently taught and actively promoted. It is the intent of this Code of Conduct to encourage and reinforce positive behaviour. It is expected that students follow the Pierre Elliott Trudeau Code of Conduct and that school administration, staff, and parents work together to support learning and a positive school climate.

Expectations regarding acceptable conduct are made known to all students, parents and school staff, as well as to temporary staff or visitors.

The PETES Code of Conduct will apply to students while at school (including before, after school, in daycare and on the bus), while going to and from school, and while attending school curricular or extra-curricular functions or activities at any location.

This Code of Conduct is reviewed annually with parents, students, and staff.

Student Expectations

1. Safety

All students and staff have the right to a safe school environment. For example, students are expected to:

- Behave in a safe manner and play without harming or threatening others
 - Refrain from any inappropriate physical contact (pushing, kicking, shoving, punching, slapping, play fighting, roughhousing, kissing etc.) on school grounds
 - Prevent accidents by leaving snow, ice, rocks, sand and sticks on the ground. *It is not permitted to throw these or other dangerous objects;*
- Never open any exterior door for anyone;
- Inform a staff member, in a timely manner of incidents of bullying, harassment or intimidation.
- Remain on the school grounds, in the designated areas, at recess and lunch.
- Provide written permission from a parent/guardian to leave the school grounds during the school day; sign out at the office before leaving.
- Use playground equipment safely and as designed.
- Walk any wheeled form of transportation on school grounds.
- Move about safely and respectfully inside the school by:
 - Walking in the hallways at all times whether accompanied by an adult or not;
 - Staying on the right-hand side of the hallway;
 - Using a low hallway voice when travelling in the hallways;
 - Using the appropriate staircase for their cycle.
- Any item deemed to be a weapon is forbidden. Students in possession of these items will be suspended immediately (pocket knife, knife, BB gun, pellet gun etc.);
- Parents are not permitted to use the staff parking lot, bus lane and semi-circle in front of the school in the morning when dropping off their children.



-
- Remember that PETES is a **NUT FREE school** and refrain from bringing dangerous allergens to school
 - Wear bike helmets when coming to school on their bikes.
 - Wear interior shoes when inside the building.
 - Refrain from bringing dangerous items to school.
Prohibited items include, but are not limited to, knives, fireworks, lasers, items that are weapon-like or intended to be used as a weapon (including toy knives and guns). Inappropriate items will be confiscated. Students caught in possession of any item deemed dangerous by the school personnel will be referred to the office and the police may be called. A Serious Incident Report will be filed with the Sir Wilfrid Laurier School Board.

School Bus Safety

The SWLSB Transportation Policy can be viewed on the SWLSB website at www.swlauriersb.qc.ca;

- According to the SWLSB Transportation Policy, students enrolled in Daycare (5 days) at PETES are not permitted to take the bus when enrolled in Daycare. Children who use the bus must have a regular routine for its use (ex: always on M-T-W, not on Th-F). Frequent changes of the routine put the child's safety in danger.

Students will:

- Follow the bus safety rules;
- Never take a bus other than their own;

Parents will:

- Refrain from parking in the staff parking lot at all times
- Refrain from parking in the reserved bus lane between 8:00 am and 4 pm (as per the 2016-17 entente with Blainville police). Parking in this lane may result in being ticketed by the Blainville police.



2. Respect

All students and staff have a right to be respected. For example, students are expected to:

- Demonstrate empathy towards others; be considerate of everyone's feelings.
- Speak politely and use positive language.
- Listen to the ideas and opinions of others.
- Behave in a non-disruptive manner.
- Follow staff directions co-operatively.
- Come to school dressed in the appropriate dress code;
- Care for the property and privacy of others.
- Care for the school and community environment.
- Play in a respectful way during recesses. (Demonstrate good sportsmanship and no play fighting).
- Apologize when running into someone by accident.
- Use good manners when requesting help or something from someone.
- Close lockers and keep lockers, desk, and table clean from food.
- Sit properly and calmly during lunch and wait for instructions to leave their seat;
- Refrain from chewing gum;
- Keep the bathrooms clean and wash their hands after using the facilities.

3. Responsibility

All students have a right to learn. For example, students are expected to:

- Act in a manner that brings credit to the school.
- Be kind to others and themselves;
- Be on time.
- Be attentive, ready to work and engage in purposeful learning.
- Complete school and home assignments to the best of their ability.
- Use problem-solving skills to settle differences and seek help from an adult when needed.
- Use manipulative tools and other individual self-regulation tools in a proper manner.
- Eat lunch, seated at own place and using manners appropriate to a public space.
- Support others and be positive role models.
- Clean up after themselves in the classroom and on school grounds.
 - Keep desks and belongings clean
- Be accountable for personal property:
- **Any personal technology, cell phones, tablets, Smart watches (that can receive emails, take videos, recording, or access to internet), cameras, video games, laser pointers and other electronic devices are FORBIDDEN.** The school or its personnel will not be held responsible for loss, damage or theft if these items are brought to school);
- Trading cards (sports, cartoon and other), stickers and all other “fad items” are to be left at home;
- Students are not to bring any toys to school from home (the school or its personnel will not be held responsible for loss, damage or theft if these items are brought to school);
 - Label all pieces of clothing and belongings
 - Leave trading cards (sports, cartoon and other) and all other “fad items” at home
- As part of the Province of Quebec’s “Healthy Schools” initiative, students must bring **only healthy food to school** for lunch and snacks (candy, chips, chocolate bars, and soft drinks are forbidden); **energy drink, hydration drink, or vitamin drinks are also not permitted at school.**
- Students must be careful with the kind of food brought to school (peanuts are forbidden) since PETES is a NUT SAFE school;
- Birthday and Holiday treats are NOT PERMITTED at school.
- Students are not permitted to share food or snacks;
- Gum is forbidden.
- **If students are healthy enough to attend school, it should be understood that they will go outside at recess/lunch. No indoor supervision is available.**



Strategies and Consequences

The staff will recognize students who consistently display appropriate conduct. Students will be taught and encouraged to use proactive and appropriate decision-making and social skills. When appropriate, students are encouraged to meet with the people who have been impacted by their misbehaviour and to act to repair the harm that their actions have caused. In some cases, students will participate in the development of meaningful consequences to make restitution for violations of the Code of Conduct. Students who are unwilling to participate in repairing harm will be subject to punitive consequences which consider the student's age, maturity, and special needs, if any.

School administrators have a responsibility to advise other parties of serious breaches of the Code of Conduct; e.g., parents, school board officials, police and/or other agencies. When students do not behave in accordance with the PETES Code of Conduct, the following actions will be taken progressively, in response to the nature and frequency of the incident:

Level 1

For behaviours that are minor violations of the Code of Conduct, a staff member will speak directly to the student. The following actions may be taken to encourage behaviour that is more positive and to repair relationships that have been impacted by the misbehaviour:

- Staff will use Affective Statements to describe the impact of the misbehaviour on others
- Staff will ask the Restorative Questions
- Reminder/informal discussion (Restorative meetings & chats)
- Use of problem-solving techniques (Informal conferences may be held between the student and the person who has been harmed)
- Verbal warning
- Reflection to prepare for informal conference
- Contact with parents/guardian by the classroom teacher to inform parents of the incident
- Temporary separation from peers
- Written or verbal apology to the people harmed by the behaviour
- Restitution for damage

Level 2

For behaviours that are repeated or are more serious, a staff member will speak directly to the student. In addition to the actions taken for Level 1 misbehavior, the following steps may be taken to encourage more positive behaviour:

- Restorative circle either in class, or with the technician or administrator and the people directly affected by the behaviour
- Directly supervised recess/lunchtime/daycare activity
- Written warning to the student and his/her parents/guardians
- Contact with parents/guardian by the teacher/technician/daycare technician and/or administration to inform the parents of the incident and solicit their cooperation in repairing the harm caused by the misbehaviour
- As a part of a restorative circle, students may create a behaviour contract between individuals outlining how they will demonstrate mutual respect
- Individual students may work with a school staff member to outline a behaviour plan that will assist the student in making better choices and avoiding situations that lead to misbehaviour
- Removal from the classroom/recess/ lunch time/daycare situation
- In cases where student do not cooperate with restorative practices, lunch time and/or after-school detentions may be assigned

Level 3

For incidents of a more serious nature, students will be referred to an administrator. The nature and severity of the infraction, the intent behind the infraction and the frequency of the infraction will be considered when determining the actions that will be taken. It should also be noted that all disciplinary decisions are made in consideration of individual circumstances. The following actions may be taken in addition to any consequences from **Level 1 and/or Level 2** to encourage behaviour that is more positive:

- Misbehaving students will be asked to meet in a **restorative conference** with the people who have been harmed by the behaviour.
- Students who are not willing to participate positively in restorative conferences may be subject to punitive consequences including detentions and short-term suspension from school
- Students may be referred to school board consultants or to social services
- Administration may assign consequences other than detention or suspension, intended to help students reflect on their actions and repair the harm they have caused
- The incident may be documented in the student's file

Level 4

In accordance with the School Education Act, the Sir Wilfrid Laurier School Board authorizes the principal to suspend a student, outside of school, up to five days. Longer suspensions may be given with school board approval. In extreme cases, the SWLSB Council of Commissioners complying with Article 96.27 of the L.I.P. may expel a student from the school.

Students may be suspended because their behaviour has a harmful effect on the character or persons of other students, e.g. physical fighting (vandalism to the school, student or staff property.) Please note that if there is a violation of a very serious nature, suspension will be immediate. Parents will be contacted by phone and letter. In addition to consequences and actions outlined in **Level 3**,

- Students who have caused harm and their parent/guardian will be asked to meet with the victims of that harm in a formal Restorative Conference prior to the student's return to school.
- Students who have been suspended must attend a reintegration meeting or circle in order to repair relationships upon their return to school. The classroom teacher, technician or the administrator, depending on the nature of the incident, may facilitate this circle.
- The Parent /Guardian will be asked to return with his/her child to meet with the principal and make a commitment to helping the child improve his/her behaviour.
- The incident will be documented in the student's file

**This Code of Conduct was developed collaboratively with the teachers and administration.
Approved by Governing Board in May 2023.**

P.E.T.E.S.'s Anti-Bullying & Anti-Violence Summary Plan

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 P.E.T.E.S. 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 a member of the ABAV team or any 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 ABAV team 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;
- Intervention with community police officer(s);
- 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;
- School Blitz (Pink Shirt Day, bus safety campaigns, etc.);
- The "OurSurvey" given twice a year to grades 4, 5, and 6.

How to Report Bullying:

- Student reports to a staff member or the school administration;
- Student's parents can contact their child's homeroom teacher or the school administration.

PERMISSION TO WALK

I authorize my child: _____ to accompany his/her class on local outdoor activities around the school with his/her teacher (ex. Terry Fox Run, walk to nearby park, etc.). I understand that I will be notified when these events are taking place.

Parent 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 my child’s teacher(s) to take pictures of my child during activities and post them in the school.

_____ I authorize my child’s teacher(s) to take pictures in class to share with the class, either in print form or via Class Dojo, etc.

_____ I authorize my child’s teacher(s) to take pictures in class to share on social media (school website, Facebook page, etc.).

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

_____ I **DO NOT** authorize my child’s teacher(s) 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’s Signature: _____

Date: _____

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 School’s Information, Code of Conduct, and the Anti-Bullying & Anti-Violence Summary Plan with my child.

We will make sure to respect the rules, as well as the policies, of Pierre Elliott Trudeau Elementary School to allow all students to evolve in a safe and healthy environment.

Student’s Name: _____

Grade: _____

Student’s Signature: _____

Date: _____

Parent’s Name: _____

Date: _____

Parent’s Signature: _____

Date: _____



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

Elementary Student User Agreement and Parent Consent

- I will use the school's devices for schoolwork and for learning.
- When using school devices, I will use good manners, use appropriate language and not look at or use anyone else's work without permission.
- I will be careful with all hardware and software that I use.
- I will share the device and the network.
- If I do not know how to use any or part of the device system, I will ask for help.
- I will not share personal information about myself or anyone else on the Internet. This includes address, phone number, work, or photograph.
- I understand that anyone can read messages I send and that my work on the device is not private.
- I will not write bad words on the device.
- I will keep my passwords private.
- I will not use anything from the device or Internet, or send anything over the Internet that belongs to someone else without his or her permission.

I have read and I understand the rules and promise to follow them. If I do not follow these rules, I know that I may have my technology privileges restricted or taken away.

Student name: _____

Student's Signature: _____

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 understand 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: _____

Extract from Section 5 of the Use of Information and Communication Technology Resources

5.5 *All users must conform to this policy and abstain from inappropriate use of information and communication technology resources.*

- *Consequences of misuse and abuse shall result in the suspension of privileges to access Information and Communication Technology Resources and may lead to disciplinary and/or legal action including liability costs.*