



ACADÉMIE - ACADEMY
SAINTE-ANNE

CODE OF CONDUCT

2017–2018 School Year

1. INTRODUCTION

The purpose of the code of conduct is to foster success, respect and effort in all students. To this end, we have introduced the **House System**, which, in addition to promoting these values, develops a feeling of belonging, builds pride, provides positive reinforcement, and encourages cooperation, a commitment to helping others and sharing among students of every level. Visit the portal for more details.

- In the house system, about 30 students from all grades are grouped together in the same house, which may be named after an historical figure or given an amusing moniker.
 - Red House: Turret – Redpath – Pineault
 - Green House: Blondin – Baker – Simpson
 - Blue House: Casgrain – McGill – Hunter
 - Yellow House: Lafleur – McCrae – Prévost
 - Orange House: Tekakwitha – Dennistoun – Malboeuf
 - Turquoise House: Dion – Robinson – Lotbinière
- a) Students are randomly assigned to a house when they arrive unless an older sibling already attends the Academy, in which case they join the sibling's house.
 - b) The house mission is first and foremost to see to the child's physical and psychological wellbeing, as well as his or her moral and spiritual development.
 - c) Houses compete with one another. Throughout the year, houses as a whole are awarded "tassels" in recognition of exemplary conduct and academic success by individual student members. The traditional sports day pits the houses against one another. Points are also awarded for organizing charitable activities.
 - d) The house system serves to reduce inappropriate individual behaviour by emphasizing the group while maintaining a healthy level of friendly competition at the Academy.
 - e) In the school yard, it is common to see younger students play with older students and older students help younger ones simply because they are in the same house. Everyone is proud to wear a jersey sporting their house colours. Every house has their turn at a pizza lunch and a special midday reward activity.

- f) The house system makes it easier for new students to integrate and provides opportunities for children to develop leadership by assuming responsibilities.
- g) Throughout the school year, students develop important values: helping others, sharing and generosity, honesty and integrity, politeness, respect and team spirit.

2. BEHAVIOURAL RULES AT SAINTE-ANNE ACADEMY

Respect and responsibility

Behavioural rules	Purpose
1. My actions, my words and my attire convey respect for myself and those around me.	To learn to: – function in a pleasant atmosphere; – develop positive relations with adults and students; – properly express myself.
2. I respect school property and the material provided to me by taking care of it.	To: – learn to function in a neat and orderly environment; – enjoy the use of material in good condition.
3. I bring to class the material I need to do my schoolwork and I take care of my environment.	To: – be able to follow lessons well; – ensure my academic success.
4. I show up at the designated place and time for activities. I cooperate with all the adults of Sainte-Anne Academy (SAA) and I respect them.	To: – be ready to work at the same time as everyone in my group; – avoid disrupting my group and my teacher; – ensure my academic success.
5. At all times, I conduct myself in a manner that is safe for me and for others. I say NO to all forms of violence and bullying at SAA.	To: – prevent accidents and avoid conflicts; – learn to live in society; – have fun with others.

3. FOLLOWING GUIDELINES AND PROCEDURAL RULES

At our academy, the following actions and behaviours render the student subject to suspension or expulsion from the Academy: using, possessing, or procuring alcoholic beverages, drugs or narcotics; using physical or moral violence towards others; carrying knives, firearms or blunt weapons; exhibiting highly deviant behaviour, including violence, vandalism or promoting vandalism, repeated refusal to comply, repeated lack of respect for oneself, for others or for the environment as well as for general guidelines, habitual disregard for rules in general, and foul language.

For any information regarding the action plan to prevent and fight bullying and violence at school, we invite you to visit our portal and website: primaire.sainteanne.ca/en.

4. POSSIBLE CONSEQUENCES OF AN INFRACTION OF BEHAVIOURAL RULES

Consequences do not necessarily apply in order. Following an analysis of the situation, a decision is carefully made according to the seriousness of the infraction as well as the student's situation.

Support Measures	Disciplinary Actions (educational and progressive)
<ul style="list-style-type: none"> • <i>Reminder of the rule before an activity;</i> • <i>Review of the expected behaviour and exploration of possible solutions with the student;</i> • <i>One-on-one meetings with the teacher;</i> • <i>One-on-one meetings with the principal of Sainte-Anne Academy;</i> • <i>Support for the student when remedial action is taken;</i> • <i>Individualized contract with positive reinforcement;</i> • <i>Roadmap to help the student understand his or her behaviour more objectively;</i> • <i>Meeting between the student, his or her parents and the school principal (and any other school staff member as needed);</i> • <i>Creation of an individualized educational plan;</i> • <i>Regular communication between school and home;</i> • <i>Guided-activity recesses;</i> • <i>Mentoring;</i> • <i>Gradual reintegration of the student into the Academy or the classroom;</i> • <i>Arrangements for the student to be accompanied (restricted movements).</i> 	<ul style="list-style-type: none"> • <i>Warning (verbal or written);</i> • <i>Reiteration of the expected behaviour;</i> • <i>Loss of a privilege;</i> • <i>Remedial action;</i> • <i>Loss of a recess period;</i> • <i>Makeup of lost time;</i> • <i>Meeting between the student and Academy resource person;</i> • <i>Written reflection;</i> • <i>Drawing of the situation and explanation;</i> • <i>Verbal or written apology (private or public);</i> • <i>Temporary placement in another group;</i> • <i>Communication with the parents (by the student or resource person);</i> • <i>Meeting between the student, parents and another adult resource person;</i> • <i>Activities that encourage reflection: mindfulness, yoga or meditation</i> • <i>Individual assignment;</i> • <i>Removal from class to do supervised work pertaining to the infraction;</i> • <i>Confiscation of any dangerous or illegal object or accessory;</i> • <i>Payment for or replacement of material;</i> • <i>Detention during or after school hours;</i> • <i>Withdrawal;</i> • <i>Internal suspension (at the Academy) or external suspension (at the student's home for a maximum of five days);</i> • <i>Registration revocation (in exceptional cases);</i> • <i>Expulsion from the Academy (in exceptional cases).</i>

5. MINOR INFRACTIONS

RULES	Possible logical consequences
I behave in a safe manner.	– Receive a verbal warning – Write a reflection
I am respectful in my actions and words.	– Stay close to a resource person at recess or during play time – Repeat the expected behaviour
I respect my belongings as well as those of others and those of the school.	– Make up the lost time – Have the object confiscated for a given period
I move about in a calm manner.	– Repair the damaged object – Lose a privilege

For each minor infraction, remedial action (verbal or written apology, etc.) will have to be taken. Whenever a student commits a minor infraction, he or she meets with an adult from the school or the principal, and the student's parents are notified.

6. MAJOR INFRACTIONS

RULES	Possible logical consequences
I was disrespectful through my actions.	– Stay close to an adult at the appropriate time – Lose a privilege or be kept from an activity – Be removed from the group for a given period
I was disrespectful through my words.	– Be assigned to a given place in a specific location – Meet with the parents
I bullied or threatened someone.	– Internal or external suspension for a period determined by the principal – Various chores
I hit someone or encouraged fighting.	

For each major infraction, remedial action (verbal or written apology, etc.) will have to be taken. In addition, a meeting with the principal will be held to establish the necessary follow-up.

6.1 COMMUNICATION PROTOCOL (SEE APPENDICES 1 AND 2)

In the case of a major infraction (e.g., fighting, vandalism), we will contact the parents. Any such case is immediately brought to the attention of the principal of Sainte-Anne Academy. The parents will also be called in to a meeting to discuss the situation.

7. INFORMATION

7.1 DETAILS

a) School schedule

🕒 7:45 a.m. to 8:05 a.m.	Students arrive progressively
🕒 8:05 a.m.	Classes begin for kindergarten to grade 6 students
🕒 9:45 to 10:05 a.m.	Recess for all students
🕒 11:05 a.m. to 12:10 p.m.	Lunch Supervised and extracurricular activities
🕒 12:10 p.m.	Classes resume for kindergarten to grade 6 students
🕒 1:50 p.m. to 2:10 p.m.	Recess for all students
🕒 3:10 p.m.	End of classes and start of supervised and extracurricular activities
🕒 3:20 p.m.	School buses leave

b) Procedure to follow if student is late

<ul style="list-style-type: none"> ✓ The student must report to the office to explain why he or she is late. 	<ul style="list-style-type: none"> ✓ To notify the staff of his or her arrival. ✓ To obtain a late slip. ✓ To enter his or her classroom.
<ul style="list-style-type: none"> ✓ Late arrivals are dealt with on a monthly basis through progressive disciplinary action ranging from a simple verbal warning by the teacher to detention to the principal contacting the parents. ✓ The principal contacts the parents directly if a student arrives late three times within the same month. 	<ul style="list-style-type: none"> ✓ To be respectful of others and ensure the smooth running of the group. ✓ To fully benefit from class time.

c) Procedure to follow if student is absent

<ul style="list-style-type: none"> ✓ The parent must explain the reason for the child's absence using the Pluriportail mobile application or student portal, contacting the office at 514-636-0900. ✓ If the child attends the day care or participates in extracurricular activities at lunch or in the afternoon, the parent must also notify these services by calling 514-636-0900, writing to solutions-ASA@sainteanne.ca or using the student portal or mobile application. 	<ul style="list-style-type: none"> ✓ To explain your child's absence.
---	--

d) Safety

<ul style="list-style-type: none"> ✓ No one may enter school property with a skateboard, inline skates, roller shoes, a scooter or a bicycle. 	<ul style="list-style-type: none"> ✓ To ensure the safety of everyone. ✓ To be respectful of others and ensure the smooth running of the Academy.
<ul style="list-style-type: none"> ✓ All students travelling on foot or by bicycle must use school crossings supervised by a crossing guard and follow road safety rules (in the parking and bus areas). 	<ul style="list-style-type: none"> ✓ To move about in a calm and safe environment. ✓ To be respectful of others and ensure the efficient running of the drop-off area.

e) Material

<ul style="list-style-type: none"> ✓ All students must leave dangerous or valuable objects at home. 	<ul style="list-style-type: none"> ✓ For the safety and comfort of all students.
<ul style="list-style-type: none"> ✓ Cell phones and all other smart or electronic devices must be kept in the student's locker. 	<ul style="list-style-type: none"> ✓ To fully benefit from class time.
<ul style="list-style-type: none"> ✓ Certain exceptions may apply for an activity supervised by a teacher in the classroom. 	

f) Dress code

<ul style="list-style-type: none"> ✓ All students must wear the designated Sainte-Anne Academy uniform. 	
<ul style="list-style-type: none"> ✓ All students must wear the designated physical education uniform (kindergarten to grade 6). 	<ul style="list-style-type: none"> ✓ For the safety and comfort of all students. ✓ In the interest of projecting a positive and decent image for all students.
<ul style="list-style-type: none"> ✓ During physical education, no dangling or hoop earrings are allowed, only studs, and no necklaces. 	<ul style="list-style-type: none"> ✓ To ensure the safety of all students.
<ul style="list-style-type: none"> ✓ On their birthday, students may wear any clothing of their choice that meets the criteria for colour days. ✓ On colour days: <ul style="list-style-type: none"> ○ <i>a non-sheer top that covers the shoulders, chest and back, and is long enough to cover the waistband of the skirt or pants or comes to mid-thigh if worn with leggings;</i> ○ <i>Skirts and shorts must be mid-thigh in length;</i> ○ <i>Clothing and accessories must not bear any symbol promoting violence, sex, drugs or alcohol;</i> 	<ul style="list-style-type: none"> ✓ In the interest of projecting a positive and decent image for all students. ✓ In consideration of the school environment, which is a private place. ✓ For the safety and comfort of all students.

<ul style="list-style-type: none"> ○ <i>No student may wear beach sandals, high heels or any other type of footwear that may cause injury during special activities organized at the Academy, including outdoor playtime.</i> 	
--	--

g) Medication and EpiPen

<ul style="list-style-type: none"> ✓ Any student requiring medication must hand it in to the office rather than leave it in the classroom or a schoolbag. 	<ul style="list-style-type: none"> ✓ For the student's safety.
<ul style="list-style-type: none"> ✓ Any student who has an EpiPen auto-injector must wear an EpiPen belt at all times and leave a second EpiPen device with the office. 	<ul style="list-style-type: none"> ✓ For the student's safety.

7.2 ADDITIONAL INFORMATION

a) Visits from parents and others

<ul style="list-style-type: none"> ✓ Parents and visitors must report to the office. 	<ul style="list-style-type: none"> ✓ To identify themselves, indicate the reason for the visit and obtain a pass.
---	--

b) Communication between the Academy and parents

<ul style="list-style-type: none"> ✓ The monthly SAA newsletter is the Academy's primary means of communication. It is sent to parents through the student's portal.
<ul style="list-style-type: none"> ✓ Information on life at the Academy and the way it operates is also available on the Academy website: primaire.sainteanne.ca/en.

c) Storms: snow emergencies and closures (see website and portal)

For information in the event of a storm, check:

1) the Academy's website
2) the Academy's portal
3) the Academy's Facebook page
4) text messages (SMS)

Please note: In the event of inclement weather, you, the parents, are primarily responsible for deciding whether or not to send your child to school or take them to school yourself.

8. SCHOOL TRANSPORTATION GUIDE

This guide concerning the use of school transportation is intended for all students and their parents. It covers daily transportation in the morning and afternoon, as well as transportation for educational activities.

a) **STUDENT'S RESPONSIBILITIES**

Identification

Students must present their identification card when asked to do so by the driver and a representative of the Academy or the principal. In the event of serious doubt, the card is used to confirm a student's identity and destination. For this reason, students must have their card with them at all times. If a student fails to provide proper identification, he or she must present a piece of identification to be allowed on the bus next time.

Proper conduct at the bus stop

Most school transportation accidents occur when students are boarding or getting off the bus. To prevent an accident, it is important to:

✓ <i>Wait on the sidewalk or shoulder until the bus has come to a complete stop before approaching it;</i>
✓ <i>Board one at a time without pushing or shoving;</i>
✓ <i>Get off in a calm manner and immediately step away from the bus;</i>
✓ <i>Cross in front of the bus and far enough away that the driver can see you clearly;</i>
✓ <i>Take the time to look left and right and wait for the driver's signal before crossing;</i>
✓ <i>Be at the designated bus stop ten minutes before the school bus is scheduled to arrive to avoid unnecessary delays: PUNCTUALITY is mandatory.</i>

Proper conduct on the bus

Once on board the bus, students must follow these important rules:

✓ <i>Students must respect the other passengers and their belongings while on board the school bus.</i>
✓ <i>The bus driver has full responsibility for discipline on the school bus. All students must respect and obey the driver.</i>
✓ <i>Students must immediately find a seat and remain seated until they reach their destination. Unless there is an important reason, moving about the bus is strictly prohibited by the Highway Safety Code. Students may not extend any part of their body out the bus window.</i>
✓ <i>Students must get off the bus at the same stop where they normally get on. At no time may a student take a different bus without authorization from the principal's office.</i>
✓ <i>Students must use appropriate language and behaviour when interacting with the bus driver, refrain from shouting, and not disturb the driver so that he or she can focus on the road.</i>
✓ <i>Students may not eat or drink on the bus.</i>
✓ <i>Students may not bring the following equipment on the bus: bicycle, toboggan, sled, skis, snowboard, snow shoes or skateboard.</i>

- | |
|---|
| <ul style="list-style-type: none"> ✓ <i>Students may bring on the bus any equipment used for school cultural or sports activities: Only equipment small enough to be placed on the student's lap or under the seat is allowed. Skates must be placed in a bag or equipped with skate guards. To transport larger items, permission must first be obtained through an agreement between the school and the Direction du service de l'organisation scolaire.</i> |
|---|

If you miss the bus

- | |
|--|
| <ul style="list-style-type: none"> ✓ On the way to school: follow your parents' instructions. |
| <ul style="list-style-type: none"> ✓ On the way home from school: go to the main office of the Academy. |

b) PARENTS' RESPONSIBILITIES

Parents must:

- | |
|---|
| <ul style="list-style-type: none"> ✓ be responsible for their child's safety and explain safety rules when travelling as a school bus passenger or pedestrian. |
| <ul style="list-style-type: none"> ✓ ensure their child's safety between home and the designated bus stop. |
| <ul style="list-style-type: none"> ✓ encourage their child to behave safely at the bus stop. |
| <ul style="list-style-type: none"> ✓ ensure that their child is at the bus stop on time. |
| <ul style="list-style-type: none"> ✓ explain to their child that even though the law requires all vehicles to stop when the school bus lights are flashing, some drivers may not stop, hence the importance of waiting for the bus driver's signal before crossing the street. |
| <ul style="list-style-type: none"> ✓ take responsibility for any damage caused to a school bus by their child. In some cases, this may mean paying for the damage caused to a school bus or to someone else's property. |
| <ul style="list-style-type: none"> ✓ if a problem should arise concerning students' safety, notify the principal's office at Sainte-Anne Academy and provide the school bus number, date, time, location and problem observed. The principal can be reached Monday to Friday from 8 a.m. to 5:30 p.m. at 514-636-0900. |
| <ul style="list-style-type: none"> ✓ in the event of a safety problem involving an infraction of the <i>Highway Safety Code</i>, immediately notify the police. |
| <ul style="list-style-type: none"> ✓ be vigilant around schools when they see a school bus whose lights are flashing. |
| <ul style="list-style-type: none"> ✓ immediately inform the principal's office of any change of address or telephone number, taking into account a delay of four business days before service can be resumed at the new address. |
| <ul style="list-style-type: none"> ✓ transport their child to school in the event of a suspension of transportation privileges as a disciplinary measure. |

c) DISCIPLINARY MEASURES SPECIFIC TO TRANSPORTATION

Sanctions

✓ Any infraction of the Code of Conduct for School Transportation is subject to a temporary or permanent suspension of school transportation privileges.	
✓ Any student behaving inappropriately will receive a written notice from the bus driver.	
✓ After three written notices are received by the principal, transportation privileges are suspended.	
○ Length of suspension:	
▪ <i>3rd notice or first suspension:</i>	3 days
▪ <i>4th notice or second suspension:</i>	5 days
▪ <i>5th notice: The student is liable to permanent suspension by the designated authority in the case of serious reprehensible behaviour. The student's transportation privileges may be suspended at any time, for any period up to and including permanent suspension.</i>	

Procedure for the application of disciplinary measures

The school bus driver's role:

✓ The driver has disciplinary notice forms. If a student behaves inappropriately, the driver issues a disciplinary notice and has it signed by an Academy staff member. The driver keeps one copy and gives the other two copies to the Academy.
--

Student's role:

✓ A student who receives a disciplinary notice from the driver must have it signed by his or her parents and return it to the Academy.
--

The role of the principal of Sainte-Anne Academy:

○ Upon a 1st or 2nd notice, the principal meets with the student, signs the notice and takes any steps deemed appropriate according to the rules of the Code of Conduct for School Transportation.
--

<ul style="list-style-type: none">○ Upon a 3rd or 4th notice, the principal meets with the student, signs the notice and applies a support measure or a follow-up to the imposed suspension.
<ul style="list-style-type: none">○ Upon a 5th notice, the principal signs the notice.
<ul style="list-style-type: none">○ The Academy sends a copy of each disciplinary notice home with the student to give to the parents.
<ul style="list-style-type: none">○ The principal follows up on students' behaviour as of the 3rd notice and applies the transportation suspension stipulated in the sanctions section.