



Code of Conduct 2023-2024

Rules to Ensure Respect & Responsibility

- Students must respect the adults in charge, the other students, their environment and themselves;
- Students must use appropriate language at all times. The use of vulgar language or uttering verbal threats/insults will not be tolerated;
- Students must respect school property (no vandalism, graffiti) by keeping desks, walls, furniture and books in excellent condition. Lost or vandalized items will be charged to parents;
- Students are expected to be prepared for class (books, homework, pencils, gym clothes etc.) and make necessary efforts to ensure their success;
- Students must refrain from any inappropriate physical contact (pushing, kicking, shoving, punching, slapping, play fighting, roughhousing, kissing etc.) on school grounds (inside & outside);
- Students must walk quietly at all times INSIDE the school, on the right hand side of the hallway and refrain from all physical contact (as mentioned above);
- Plagiarism and cheating will not be tolerated.

Terry Fox School respects the rights of all members of the community. We celebrate diversity and actively protect the rights of minorities. Any racist, homophobic, prejudicial or discriminatory comments or actions will not be tolerated in our school.

Safety & Security

- Students must prevent accidents by leaving snow, ice, rocks, sand and sticks on the ground. Throwing these or other dangerous objects is strictly forbidden;
- Students must never open any exterior door for anyone;
- Students should have indoor and outdoor shoes;
- **Any personal technology, cell phones, 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);
- 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.



Field trips

- It is up to the teachers' discretion if a student is to attend (based on students' needs and behavior).

Use of School Telephones

- Students **are not permitted** to use the telephone 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. Parents **will not** be permitted to drop off any forgotten items. Only forgotten lunches will be accepted;
- Parents are responsible for updating any changes in telephone number, email address or home address at the beginning and during the school year.



Consequences

In partnership with the parents, it is the school's responsibility to help students develop self-control and a sense of responsibility. Parents' cooperation is essential in order to help the child reflect upon his/her behaviour and to find ways to improve it. Depending upon the nature, frequency and severity of the inappropriate action, one of the following consequences may follow:

- Classroom Issues: (at the discretion of the teacher)
 - Conference with students, "time-out", supplementary work etc.
 - Parent contact
 - Office referral
- School Management: (at the discretion of the administration)
 - Parent contact (letter, email, telephone call)
 - Meeting with the parent(s)
 - Loss of other activity privileges or non-educational trips
 - In-school suspension
 - Home suspension
 - Expulsion from the school (extreme cases)



Personal Health

Students must sit properly and calmly to eat;

- 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);
- Students must be careful with the kind of food brought to school (peanuts are forbidden) since Terry Fox 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.
- Students are NOT PERMITTED to purchase lunches at school unless they are pre-ordered. No money should be carried by the students, except for fundraisers.
- 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.



Medication

- No medication (antihistamines, aspirin, Tylenol, Advil) will be administered to any elementary school child while in attendance at school without written consent from the child's parent or doctor;
- Students may not bring any type of medication with them to be self-administered. Only prescription medications will be administered by the school staff if a copy of the prescription is provided and an authorization form, provided by the office, to administer medication is filled out.

- **Students with a fever 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 Tylenol/Advil and send them to school. You will be called to pick them up, without exception.
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Daycare

- Students enrolled in Daycare at Terry Fox are expected to follow the school rules at all times (before school, lunch, after school, on pedagogical days and on outings). Refusal to do so could result in a suspension from Daycare or termination of services if the behavior persists.
 - Please consult the Daycare pamphlet for more information.
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Safety Notes

- In order to ensure your children's safety, we wish to advise you that parents must report to the office upon arrival at school;
- Parents are not permitted to circulate in the school and must remain in the main lobby when waiting for their child(ren);
- No adults are permitted to circulate in the school yard;
- Volunteers and visitors must sign in at the office and wear a visitor badge;
- If you wish to volunteer in the school, you MUST complete a **declaration of judicial record form** at the beginning of each school year;
- At the end of the day, parents must wait for their children outside the main door, in the designated pick-up area;
- Students are only permitted to enter through the front door if they are arriving late. Otherwise, they should enter via the schoolyard;
- Students should not arrive before 7:30 a.m. and should not remain in the yard after 3:00 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 (\$15.00);



Attendance, Late Arrivals & Early Dismissal

- Students are expected to be in school for 180 days each school year. Excessive absences have a negative affect 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 are required to be in school at 7:50 a.m. and to be punctual for all classes; **Late arrivals are disruptive to your child and the entire class.*
- After 8:00 a.m. parents are required to sign them in at the office;
- For security reasons, if your child is to be absent, you must notify the office by calling or leaving a message before 8:00 a.m.;
- Students who are absent are responsible for obtaining and completing missed work upon their return. Missed work will not be available for pick up at the office or sent home via another student unless it is a long term absence for medical reasons;
- Any child who chooses to take 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 will **NOT** 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). **We strongly suggest that you avoid vacation planning in April, May and June for Grades 2, 3, 4, 5 & 6 students due to exam periods;**
- 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. The cutoff time for early dismissal is **2:15 pm;**



- Any adult whose name does not appear on the student's identification sheet is forbidden from signing the child out without written permission from the parent;
- For safety reasons, any modifications to the student's regular dismissal time must be communicated to the school via the agenda;
- **Students are not permitted to return to their classroom for forgotten homework after the end of the school day, as it is their responsibility to pack their bags during the time allocated by their teacher. This also applies to students attending daycare and after school program.**

Bus Safety

- Students are responsible for following the bus safety rules;
- Students are never permitted to take a bus other than their own;
- According to the SWLSB Transportation Policy, students enrolled in Daycare (5 days) at Terry Fox are not permitted to take the bus when enrolled in Daycare. If they are not going to Daycare, they must be picked up by a parent or authorized guardian;



- Children who use the bus must have a regular routine for its use (ex: always on M-T-W, not on Th-F). **Frequent or sporadic changes of the routine put the child's safety in danger;**
- The SWLSB Transportation Policy can be viewed on the SWLSB website at www.swlauriersb.qc.ca ;

Communication Between Home and School

Communication between parents and teachers is important in ensuring your child's success at school. Teachers provide feedback to parents in a variety of ways; agenda, report cards, interviews; written notes, email and phone calls are the most common. At curriculum night, your child's teachers will tell you their preferred method of communication.

- Please respect your child's teacher's preferred method of communication.
- Please consult your child's teacher first, as they interact with your child the most. If the problem is not resolved, **only then** should the Principal be contacted.
- Teachers are not required to supply work for personal tutors.
- All communication between parents and staff members must be conducted in a respectful manner. Disrespect (verbal or written) will not be tolerated.



Important Dates for 2022-23

First Day of Classes	Thursday August 31, 2023
Labour Day	Monday September 4, 2023
Curriculum Night	Thursday September 7, 2023
Thanksgiving	Monday October 9, 2023
End of Term 1	Friday November 3, 2023
Parent-Teacher Meetings	Thursday November 23, 2023
Christmas Holidays	December 25, 2023 - January 5, 2024
Winter Break	March 4 – March 8, 2024
End of Term 2	Friday February 9, 2024
Parent-Teacher/Portfolio Meetings	Thursday February 29, 2024
Easter Break	March 29 & April 1, 2024
Victoria Day	Monday May 20, 2024
End of Term 3	Friday June 21, 2024
Last Day of Classes	Friday June 21, 2024

Dress Code

The Terry Fox 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 and comfortable. **ALL clothing should be labeled with your child's full name.**

Shirts:

- Must be plain white or white (t-shirts, golf shirts, turtlenecks, blouses and dress shirts, sweaters are all acceptable). Colored shirts worn under white shirts cannot be visible;
- Red t-shirt will be available for parents to purchase to wear to school. **ONLY Red t-shirt with the school logo from the supplier will be permitted other than the white top.**
- Hoodies, cardigan or pull-over knit sweaters are permitted in plain white, plain red or plain navy blue;
- No inappropriate language or graphics are permitted (dress down days);
- No spaghetti straps or bra straps should be showing;
- Must be appropriate length with no midriff showing (arms up or down);



Bottoms:

- Pants, skirts or shorts must be navy blue. No logos or writings are permitted on the pants. Jeggings (leggings that look like denim jeans) are NOT PERMITTED;
- If wearing skirt, stockings or tights must be either plain navy blue or plain white. No alternate colors or patterns are permitted;
- Skirts and shorts must be longer than the student's arms, fully extended by their sides;
- Pants must be worn on the hips or waist, with no undergarments showing;
- **If wearing navy blue leggings, the white shirt MUST be long enough to cover the student's buttocks.**



Shoes:

- Students need an indoor and outdoor pair of shoes.
- Outdoor shoes must be appropriate for playground (NO platform, high heels or flip-flops). Sandals pose a risk for safety when running and are strongly discouraged;
- Indoor shoes must be appropriate for school related activities and 'non-marking';
- In winter, students must wear boots until the school personnel deem the playground safe for wearing shoes (no snow, puddles, ice).



Hats & Accessories:

- Hats are not permitted in the school. Hoodies have to be worn off the student's head.
- Caps and hats are for outdoor use only and 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; they may only be worn as a hair-band (folded).

Makeup and Fragrances

- Makeup and nailpolish is forbidden for elementary school students;
- Students are not permitted to wear perfumes, colognes or strong-smelling body sprays;
- Deodorant or antiperspirant is encouraged for cycle 2 & 3 students and should be applied at home and after Phys. Ed classes. No sprays are permitted at school.
- **No artificial nails should be worn at school;**

Physical Education:

- Students are permitted to wear plain navy-blue shorts and plain white (or with school logo) t-shirts;
- Students MUST wear APPROPRIATE running shoes (non-marking);
- For safety reasons, watches and jewelry must be removed before Phys. Ed. class;
 - Students who do not have appropriate Phys. Ed. attire will not be permitted to participate in Phys. Ed. class;
 - Kindergarten students should wear clothes that are appropriate for Phys.Ed. class on their designated Phys. Ed. day.



Use of Student Photos

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



I authorize my child _____ to be photographed or filmed during school activities, and to have the pictures posted on the website and/or school Facebook page. **No names will be posted on the website or Facebook.**

Parent's Signature: _____ Date: _____

Permission – Walks

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 Ste-Beatrice Park etc.) I understand that I will be notified when these events are taking place.

Parent Signature: _____ Date: _____

Parent and Student Contract



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

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

Student's Name: _____ Grade: _____

Student's Signature: _____ Date: _____

Parent's Signature: _____ 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 computer for schoolwork and for learning.
- When using school computers, 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 computer and the network.
- If I do not know how to use any or part of the computer 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 computer is not private.
- I will not write bad words on the computer.
- I will keep my passwords private.
- I will not use anything from the computer 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 computer 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.gc.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.*



Terry Fox Anti-Bullying & Anti-Violence Summary Plan

The word “**bullying**” means any **repeated direct or indirect behavior**, 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 that 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 above criteria:

Physical:

- Hitting, kicking, punching;
- Pushing, shoving, spitting;
- Forcing others to hand over food, money or something that belongs to them; and
- 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; and
- 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; and
- The inappropriate use of websites, chat-sites or camera phones.

Cyberbullying

(Involving the use of Information & Communication Technologies):

- Threats, Insults, Rumors;
- 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 and will require intervention should they occur.

Bullying is not fighting. Bullying is aggression (imbalance of power) and 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.

Strategies to Deal with Bullying and Violence

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

The Members of the Anti-Bullying & Anti-Violence team (ABAV team) for 2023-2024 are:

Reno Vaccaro, Principal: rvaccaro@swlauriersb.qc.ca

Anika Beaudoin, Special Educator Technician abeaudoin@swlauriersb.qc.ca

Sabrina Insalaco, Daycare Technician sinsalaco@swlauriersb.qc.ca

Teacher members will be communicated to you after the beginning of the school year.

Responsibilities of staff:

- To model appropriate behavior, 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;
- To ensure that students are supervised at all times.

Responsibilities of students:

- To model appropriate behavior, 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 behavior, 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 skill programs;
- Referral to the behavior technician;
- Parents may be contacted by the school;
- Privileges may be withdrawn (e.g. exclusion from the playground or special activities);
- Sanctions outlined in the School's Discipline Policy such as detention and suspension.
- Ultimately, a student could be expelled by the SWLSB Council of Commissioners complying with Article 96.27 of the L.I.P

Pro-Active Plan:

- Lessons in the classroom;
- Small group programs and special guest speakers (e.g. Power of One, Chris Nilan);
- School Blitz (Pink Shirt day, bus campaigns, International Day Against Homophobia);
- Our School Survey.

How to Report Bullying:

- Student reports to any member of the ABAV team or any adult;
- Student completes an *Incident Report form* (attached) and places it in the office mailbox;
- Student's parents contact any member of the ABAV team or a staff member.



École primaire
Terry Fox
Elementary School

Student Timetable 2023-2024

	Day 1	Day 2	Day 3	Day 4	Day 5
7:50 – 8:00	MORNING SUPERVISION				
8:00 – 8:05	H O M E R O O M				
Period 1 8:05 – 8:35					
Period 2 8:35 – 9:05					
Period 3 9:05 – 9:35					
Period 4 9:35 – 10:05					
10:05 – 10:25	RECESS				
Period 5 10:25 – 10:55					
Period 6 10:55 – 11:25					
11:25 – 12:25	LUNCH				
Period 7 12:25 – 12:55					
Period 8 12:55 – 13:25					
13:25 – 13:45	RECESS				
Period 9 13:45 – 14:15					
Period 10 14:15 – 14:45					
14:45 – 14:57	AFTERNOON SUPERVISION				

The Terry Fox administration, staff, governing board and P.P.O are taking steps to become more ecology-minded and is encouraging students to do the same through various avenues. The school primarily corresponds with its community via e-mail, Facebook, and the school website to reduce the use of paper.

Non-reusable plastic water bottles will not be permitted at Terry Fox. Students must bring reusable water bottles to school.

Terry Fox is going to allow **ONLY reusable water bottle** at school. To help the environment and reduce the quantity of plastic bottle being used by students. The school will have water distributors in different areas for students to refill their bottle.

This new initiative will sensitize students on the importance of water conservation, the reduction of plastic and the hygiene measures taken by the school to limit the contact with water fountains by using touchless water cooler dispenser.

Students are encouraged to get involved in projects such as litter pickup, composting, and recycling. If we all try to take care of our environment, doing so will become second nature.

We can all make a difference!

