



**2023-2024**  
**ST. JUDE ELEMENTARY SCHOOL**  
**Code of Conduct**

## **RULES OF RESPECT**

### **1. RESPECT FOR PERSONS**

- 1.1. Students must treat everyone with respect. Hurtful language (insults, racist and/or homophobic remarks, etc) directed at other pupils or adults will not be tolerated.
- 1.2. Violence of any form will not be tolerated.

### **2. RESPECT FOR PROPERTY**

- 2.1. Defacing or vandalizing school property is prohibited and parents will be charged for damages.
- 2.2. Students must respect the property of others and should not access lockers, desks, lunch boxes, etc. other than their own.

## **SAFETY RULES**

1. Students must not leave school property without parental permission.
2. Any requests for changes in the student's arrival or departure should be put in writing in the students' agenda, or call to advise the school before 12:00 pm.
3. Students are not permitted to play in the schoolyard or parking areas after dismissal.
4. Students who take the bus must respect and obey all rules as indicated to them by the driver.
5. Students are only permitted to take the bus transportation assigned to them.
6. Throwing snowballs, rocks, etc... is dangerous and is strictly forbidden.
7. The use of skateboards, in-line skates, bicycles, etc... on school premises, is forbidden.
8. **Rules for medication:**
  - a. If a child requires prescription medication, Parents must fill out a permission form (available from the School Secretary) and return the form to school along with the medication, in its original container, with the pharmacist label on it. All medication shall be kept at the office at all times. ***Students should never carry medication in their school bags or on their person at any time.***
  - b. For TYLENOL, ADVIL or any other over-the-counter medications: **These should also not be sent into school with students.** *Should your child require regular doses of over-the-counter medications, please follow the same steps as prescription medication.*

## **HOMEWORK PRACTICES/REQUIRED MATERIALS**

1. Parents must ensure that their children have sufficient school supplies throughout the year.
2. Homework is assigned at the discretion of the teacher.
3. Parents should verify that their child's homework and assignments are completed. Parents can reach out to the teachers for clarification if need be.
4. Teachers are not expected to provide make-up work for students who are absent for extra-curricular activities or vacations during the school year.

## **DRESS CODE**

1. Students must wear running shoes (non-marking soles ONLY) and activewear in physical education class.
2. Students must dress appropriately for school and weather conditions. All students must have snow-pants or “slush pants” to access the field during the winter/spring months.
3. Students should always have a pair of “indoor” shoes that are only worn indoors.
4. Items such as: crop tops/belly tops, tube tops, T-shirts with inappropriate slogans and/or drawings, and shorts, skirts or dresses that are deemed too short, will not be permitted.
5. Undergarments should not be visible at any time.
6. For safety reasons flip-flop style shoes as well as shoes with a heel measuring over 1” are discouraged.
7. Hats, caps and hoods are not to be worn in the school.

## **SCHOOL GUIDELINES**

1. Students being picked up at the end of the day are to wait for their parent at the pick-up zone.
  - i. The school must receive confirmation that a child is being picked up either by a telephone call to the office (450-621-7805), a message through the Mozaik Parent Portal ([www.portailparent.ca](http://www.portailparent.ca)) or a written note in your child’s agenda.
2. To ensure the children’s safety, please inform the office of any changes in your child’s pickup routine before 12 PM.
3. Parents/guardians must notify the school in the case of a child’s absence; parents can validate the child’s absence on the Mozaik Parent Portal, or contact the school—the office voicemail is available 24 hours a day, 7 days a week.
4. The school is not responsible for lost or stolen items.
5. At all times, students are not permitted to use electronic devices without the authorization of an adult. This includes taking pictures or video using a phone or tablet.
6. Students who arrive late must sign-in at the office before reporting to class.
7. Students who are ill must stay home, we do not have a nurse’s office or other room where children may remain if they are not feeling well.
8. All persons entering the school must first report to the secretary.
9. No parent is permitted to roam the halls unescorted at any given moment. Only guests with visitor passes will be permitted.
10. Only authorized personnel are permitted to enter the schoolyard.
11. It is the responsibility of the parents to have their own medical insurance for their child.
12. Every family should have an emergency plan to come and pick up a sick child in the event that the parents are unavailable.
13. Chewing gum is discouraged.
14. Students should have a healthy lunch.
  - i. With the exception of special holidays (Halloween, Xmas, Valentine’s Day, Easter, etc.) please refrain from including candy in your child’s daily lunch/snacks.

## **SCHOOL CLOSURE**

1. In the event of a school and daycare closure, please consult **first the Sir Wilfrid Laurier School Board website** before any other media. You can also follow our Facebook page. There is also the SWLSB App available for iPhone and Android. In addition, the school and school board use the Communicate App to mass text the school community in cases of emergencies.
2. Parents/Guardians are required to supply the school with an emergency telephone number for each child, and must notify the school of any changes. Your emergency contact is also authorized to pick-up your child in case of an emergency.

## **LUNCH HOUR RULES**

1. Students must keep to their assigned seat in the cafeteria.
2. Students are encouraged to bring leftover food home.
3. Students who bring money to purchase food from the cafeteria should only purchase for themselves. **Money should never be shared.**
4. Children should still be provided healthy snacks from home, even if they are purchasing a lunch from the cafeteria.
5. Due to allergies ***students must not share food.***
6. Students are encouraged to use the washroom before they go outside.

## **CONSEQUENCES OF CONTINUED MISBEHAVIOUR**

When a school rule/regulation has been seriously violated, the principal will communicate with the students' parents explaining the offence.

Depending on the nature and severity of an infraction, **consequences are at the discretion of the Principal.**

As per the Education Act:

**96.27.** *The principal may suspend a student if, in the principal's opinion, such a disciplinary sanction is necessary to put an end to acts of bullying or violence or to compel the student to comply with the school's rules of conduct.*

A student who is suspended must have a re-integration meeting accompanied by one or both parents/guardians before the student can return to school—in certain cases the re-integration meeting may take place when the parent(s) come to pick-up their child from school on the day of the infraction.

**PLEASE DISCUSS THESE RULES AND REGULATIONS WITH YOUR CHILD;**

**PLEASE REFER TO THE ANTI-BULLYING AND ANTI-VIOLENCE PLAN ON OUR  
SCHOOL'S WEBSITE:**

**[WWW.STJUDEELEMENTARY.COM](http://WWW.STJUDEELEMENTARY.COM)**