

St. Gabriel CODE OF CONDUCT

ATTENDANCE AND PUNCTUALITY

It is essential that all children attend school except when they are ill.

If students are absent, parents should inform the school office (514 934-2111) by 8:30 a.m.

If students are late for school, they must report to the office. If students are excessively absent or late, the school will contact the parents so that corrective measures can be taken.

In addition, if a Pre-Kindergarten or Kindergarten child arrives late, parents should accompany their child(ren) to the front office doors as opposed to the school yard entrance. The secretary or another staff member will escort the younger children to class.

EARLY DISMISSAL

During class time, students cannot leave the school without permission. To leave the school, the student must have a note from his/her parent and the secretary must be notified. The student must stop by the office with the note and sign out with the secretary, before leaving. Parent must inform the office if student will not be attending daycare or not taking the bus or if someone else is picking them up.

Transportation

Only children who meet the distance criteria are entitled to bussing. Accommodation passes (for set stops only) may be issued if there is space available on the bus, with the younger children getting priority. Accommodation bussing will be reviewed monthly. Fees must be kept up to date to continue receiving this privilege.

While on the bus, students must obey the rules established for the safety of everyone. Students who do not follow the basic rules of safety and behaviour may lose bus privileges after proper notification to parents.

In brief, students must remain seated while the bus is travelling and must always respect the bus driver.

Children must be at the bus stop at least ten (10) minutes before the bus arrives. Students in Pre-Kindergarten, Kindergarten and Cycle I must always be accompanied by an adult.

HOMEWORK AND ASSIGNMENTS

Homework is an integral part of the educational process. Homework can include written work, reading, studying notes, playing instruments, etc.

The amount of homework given by each teacher will vary. The amount of homework assigned will also vary depending on the grade level. Pupils should be spending on average the following amount of time daily on their homework:

Cycle I 10 to 20 minutes

Cycle II 20 to 30 minutes

Cycle III 30 to 35 minutes

Parents are expected to play a supervisory and supportive role. As such they should be familiar with the homework policy of the school.

- Students will have the opportunity to write their homework in the agenda.
- We strongly encourage parents to monitor homework daily in order to help develop good organization and dedicated study habits.
- The agenda/Mosaik should be used to communicate between school staff and parents.
- Never do the child's work for them.
- Provide a quiet and well-lit study area.
- Have the child study at the same place and same time every day.

Parents will be notified when any homework or assignment is not completed.

TESTS AND EVALUATION

Presence is obligatory, to allow teachers to properly evaluate students. Absence without just cause may lead to a low evaluation. If the student is absent for an evaluation or assessment, he/she will have to make up for any missed school assignments upon his/her return.

DISCIPLINE

At St. Gabriel School, we strive for the social and academic success of all our students. Our goal is to provide them with a safe and healthy learning environment in which they can develop into responsible and respectful citizens. Consequently, our behaviour policy is based on the principles of consistency, fairness and on empowering students to make positive choices, as well as accepting the consequences of inappropriate actions.

Teachers are the first line of intervention. They will assess what strategies or consequences will be used for inappropriate behaviours. Consequences may include warnings, time outs, exclusion from extra-curricular activities and detentions during morning or lunch recesses. The teacher may consult with the childcare worker to set up an appropriate intervention and develop a plan of action for the student(s) involved.

There is very little tolerance for verbal and/or physical aggression at school. Any act of physical and/or verbal aggression from students towards their peers, administration, faculty, and other school staff will result in a suspension.

The decision as to whether it will be an in-school suspension or an at home suspension is at the discretion of the principal and/or behavior technician. This will also depend upon the severity of the infraction. Parents may be asked to meet with the principal prior to readmission.

FOOD AND DRINK

Eating and drinking is not permitted in corridors or in the classroom, except during snack time and during special events authorized by teaching or administrative staff.

Please check with your child's teacher before sending any type of food for birthdays and or special occasions.

Homemade and nutritional goodies are a must, in accordance to EMSB Nutritional Policy.

The Lunchroom does not offer microwave services. This is due to a limited lunchtime period; whereby long microwave lines are not feasible.

COMMUNICATION DEVICES AND TOYS

Cell phones and other communication devices are not allowed in school and school grounds.

Electronic games and all other electronic entertainment devices are not allowed in school.

In addition, toys and trading cards are not allowed in school. They must be left at home.

If the student persists in bringing these items to school, they will be confiscated.

School is not responsible for items that get lost or stolen.

FIELD TRIPS

When students participate in a field trip, they represent the school. We count on students to be exceptionally polite and courteous with their language and behavior. The same code of conduct applies as in the school. Crested T-shirts must be worn on all school field trips.

SKATEBOARD / INLINE SKATES/SCOOTERS/BICYCLES

The use of skateboards, inline skates, scooters or bicycles are not allowed in school, including the school yards.

LOCKERS

Students are responsible for their lockers, inside and outside. Only school related material and outdoor clothing should be kept in the locker. Valuables should not be stored in the locker. The school is not responsible for any personal items taken from the locker or from anywhere else in the school.

DRESS CODE

The St. Gabriel School Dress Code is as follows:

- 1) Crested royal blue shirt.
- 2) Only navy-blue cardigan, sweater or sweatshirt over the royal blue shirt can be worn.
Sweaters, cardigans and sweatshirts may have a hood and must be solid navy-blue in colour;
- 3) Choice of navy-blue or black pants, shorts, tunic, skirt, etc.
- 4) No logos or text other than those officially approved or supplied by the school may be worn;
- 5) Hats/toques are not part of the school uniform and are for outdoors only.

As per a resolution passed at Governing Board, a mandatory dress code is in effect for Kindergarten to Cycle III students in 2021-2022. (Dress code is optional for Pre-Kindergarten (K4) students). The school uniform is royal blue T-shirt with the St. Gabriel Logo which can be purchased only through the school. Please pass by the office with payment to purchase the T-shirt(s).

The crested T-shirts must be worn on all outings and school events.

The cost of the short sleeve crested T-shirt is \$6.00.

The cost of the long sleeve crested T-shirt is \$9.00.

Polo crested shirts can now be purchased (optional) for \$10.00

The crested navy-blue sweatshirts can also be purchased at a cost of \$16.00.

In addition, students must wear solid navy or black pants or skirts (with no logos or designs) which parents can purchase independently. Dark Blue (not faded) jeans are acceptable. During the warm months navy blue or black shorts are permitted.

A clean T-Shirt and shorts or jogging pants or sweatpants with running shoes should be worn for physical education. Comfortable and appropriate attire should be worn during physical education.

Cycle II and III students should have a change of T-shirt for every physical education class so that proper hygiene is maintained. Hair below shoulder level must be tied back during Physical Education to ensure proper safety.

Parents must assume their responsibility in this process. They must play a pivotal role in ensuring that their children are dressed in conformity with the school dress code. Parents will be contacted by staff if a child does not abide by the dress code.