



Welcome to McCaig 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,

Ms. Miscio

Principal

Ms. Riopel

Vice-Principal

This agenda belongs to:

Name: _____

Address: _____

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

Phone: _____ **Homeroom Teacher:** _____

Important Dates

2022 - 2023

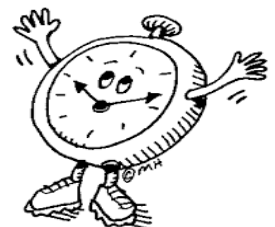


Curriculum Night	August 29 th , 2022
Governing Board Elections	August 29 th , 2022
School Opening for Students	August 31 st , 2022
Labour Day	September 5 th , 2022
Pedagogical Day	September 23 th , 2022
Pedagogical Day	October 3 rd , 2022
Thanksgiving	October 10 th , 2022
Pedagogical Day	October 14 th , 2022
First Communication (by)	October 15 th , 2022
End of term 1	November 4 th , 2022
Pedagogical Day	November 11 st , 2022
Parent-Teacher Night	November 29 th , 2022
Floating Pedagogical Day	November 30 th , 2022
Christmas Break	December 26 th - January 6 th
Pedagogical Day	January 9 th , 2023
Pedagogical Day	February 6 th , 2023
End of term 2	February 10 th , 2023
Spring Break	February 27 th - March 3 th
Parent-Teacher Night/Portfolio Night	March 23 rd , 2023
Pedagogical Day	March 24 th , 2023
Good Friday	April 7 th , 2023
Easter Monday	April 10 th , 2023
Floating Pedagogical Day (S1)	April 11 th , 2023
Floating Pedagogical Day (S2)	May 5 th , 2023
Victoria Day	May 22 rd , 2023
Pedagogical Day	May 26 th , 2023
End of Term 3	June 9 th , 2023
Floating Pedagogical Day (S3)	June 12 th , 2023
Final day of Classes	June 22 nd , 2023

****Please note that three floating pedagogical days, April 11th, May 5th and June 12th, 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) 621-6111.



EMERGENCY PROCEDURES

McCaig 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:

1 st Progress Report (by)	October 15 th , 2022
Term 1	November 4 th , 2022
Term 2	February 10 th , 2023
Term 3	June 9 th , 2023



At the end of each term, a **digital report card** is emailed home to parents.



LIBRARY

We have a fully equipped library at McCaig 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.

CAFETERIA

All students are welcome to eat their lunch at the school in the cafeteria. Supervision is provided by the lunchtime student supervisors. McCaig has one student supervisor per class. These supervisors have the same authority as any other staff member. Students eat in two shifts. Normally, when one group of students is eating their lunch, the other group is engaged in organized extracurricular activities or is outside playing. Students who do not follow the few reasonable rules established for the lunchroom may be refused permission to eat at school.

McCaig has a recycling system in the cafeteria that continues to eliminate unnecessary waste in an eco-friendly manner. The recycling bins allow the students to recycle paper, plastic, metal and glass as well as organic waste.

NB*Fast food is not permitted (i.e. McDonalds) please send in healthy lunches and snacks.



ALLERGY AWARE SCHOOL

McCaig 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.



LATE ARRIVAL

Student entry is at 8:40 a.m. Teachers begin classes at 8:50 a.m. Children are to be **in class** at 8:50 a.m. and ready to work. All students arriving after **8:50 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 **8:40 a.m.** Supervision begins at 8:40 a.m. for students who are **not** in daycare.

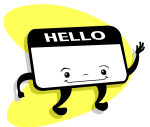
EARLY DISMISSAL

Students are only permitted to leave school early with the authorization of a parent and approval of the principal. If such permission is necessary, please send a note of explanation to the office.

It is very important to note that any changes to your child's end of day dismissal must be communicated to the office secretary prior to 12:00 p.m. 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 McCaig School by joining our Governing Board, our Parent Participation Organization (PPO) or our Home and School (TFOMES) 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 "McCaig Volunteer" 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 drop off zone (gated area).



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



TELEPHONES

Please note that students of McCaig School **will not have access** to the school telephone. Any special arrangements concerning your child must be arranged before they arrive at school. As well, cellular phones 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 for safety reasons (e.g. after school), they must put it away during school time to avoid having it confiscated by administrative or teaching staff.

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

Communication is extremely important between the school and parents. Please advise the school office of any changes in address, phone or email as soon as possible. Two new proofs of residency are required (Bell Canada, Hydro, Cellular supplier, etc.) to change any address on a student's file.



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. **We are unable to provide a place for sick children to rest. Parents MUST pick up their son/daughter if they are vomiting or have a fever etc.**

At McCaig, we believe that a break in the fresh air every day is invaluable for children. Consequently, we insist that all children go outside at recess and noon hour, weather conditions permitting. Please dress your child in clothing appropriate for the weather conditions.

MEDICATION

Teachers are not permitted to give any medication to students. 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.

PROPER REST

Some children require more sleep than others do in order to have enough energy to get through the day. A good night’s sleep will help your child feel energized and will help them focus and learn. Beyond limiting screen time before bed, it is recommended that you ensure that your child get enough sleep. Please see the recommendations below.

What time should your child go to bed?							
Wake up time							
	6:00am	6:15AM	6:30AM	6:45AM	7:00AM	7:15AM	7:30AM
Sleep time							
Age							
5	6:45PM	7:00PM	7:15PM	7:30PM	7:30PM	8:15PM	8:30PM
6	7:00PM	7:15PM	7:30PM	7:30PM	8:00PM	8:15PM	8:30PM
7	7:15PM	7:15PM	7:30PM	8:00PM	8:15PM	8:30PM	8:45PM
8	7:30PM	7:30PM	8:00PM	8:15PM	8:30PM	8:45PM	9:00PM
9	7:30PM	8:00PM	8:15PM	8:30PM	8:45PM	9:00PM	9:15PM
10	8:00PM	8:15PM	8:30PM	8:45PM	9:00PM	9:15PM	9:30PM
11	8:15PM	8:30PM	8:45PM	9:00PM	9:15PM	9:30PM	9:45PM
12	8:15PM	8:30PM	8:45PM	9:00PM	9:15PM	9:30PM	9:45PM



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. Students with unpaid school fees may not be permitted to participate in any extracurricular activities and may not be able to attend the end of year overnight trips (Cycle 3).

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
- ☒ 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 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.

HOMEWORK POLICY

Helpful suggestions for parents in supervising homework:



- Help your child to plan time allotted for studies, sports and play.
- Ask leading questions to help your child remember what has been taught.
- Check with the teacher if your child repeatedly has no homework or never brings home a textbook or library book or his/her agenda.
- Encourage your child to do homework in a quiet place away from the TV and radio and, if possible, to do the homework at the same place and at the same time each night.
- Students are responsible for writing their homework assignments in their agenda and for having the agenda signed by a parent every night. Students will have advance notice of long-range projects.
- After leaving the class at dismissal, children will not be permitted to return to the classroom to retrieve forgotten homework or forgotten books.
- Parents are asked to supervise homework, not to do it for their child. Written work should be legible and neat. If any problem occurs, please contact the teacher using the agenda, message folder, email or phone call. At the discretion of a teacher, if a child does not complete assigned work, the child may be detained during a play period in order to catch up.



Reading is the foundation of success in school...and in life.

N.B. If a child repeatedly does not complete his/her homework assignments, parents will be informed and asked to support their child with this problem.

DRESS CODE

All pupils are expected to respect the following dress code:

- a) Caps, hats, hoods or kerchiefs are not to be worn indoors.
- b) Low-cut tops, backless and see-through tops, short tops exposing the midriff, immodest tops with spaghetti straps, T-shirts with inappropriate sayings and images, as well as low-cut pants exposing the stomach and undergarments will not be permitted.
- c) Short shorts or short skirts are not permitted.
- d) Oversized or baggy pants revealing undergarments are not permitted, as well as ripped or frayed clothing or clothing with holes.
- e) Clothing with inappropriate messages or graphics is not permitted.
- f) Make-up is not permitted for elementary school pupils.
- g) 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, on the field, or on the swings.
- h) Boots or an extra pair of shoes for outdoors is mandatory. **All pupils should wear clean, dry shoes inside the building.**
- i) Students should dress appropriately according to the weather.
- j) No unsafe footwear i.e. high heels, platform shoes, beach flip-flops.
- k) 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
- ❖ T-Shirts (short sleeve)
- ❖ Running shoes



Gym uniforms will be available through our supplier.

The **ZONES** of Regulation at McCaig

The **ZONES** of Regulation:

- 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-judgemental 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 **ZONES**:

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

Each **ZONE** categorizes the different states of alertness.

It is normal to experience all four **ZONES**.

There is no *bad* **ZONE**, but the **GREEN ZONE** is ideal for being ready to learn.

<p>The BLUE Zone: a low state of alertness</p> <p>How you may feel: sad, tired, sick or bored</p>	<p>The GREEN Zone: an ideal state of alertness</p> <p>How you may feel: calm, happy, focused, or content</p>
<p>The YELLOW Zone: a heightened state of alertness</p> <p>How you may feel: stressed, frustrated, anxious, excited, silly or fearful. Your energy is elevated yet you feel some sense of internal control.</p>	<p>The RED Zone: an extremely high state of alertness</p> <p>How you may feel: angry, enraged, explosive, panicked, terrorized, or over-the-top elated. In the RED Zone, the student feels a loss of control.</p>



Triggers

Being able to identify what puts you into the **BLUE, YELLOW** or **RED ZONE** is part of the process of being able to move towards the **GREEN ZONE**.

Try to identify what pushes your buttons?

- | | | |
|--|---|---|
| <ul style="list-style-type: none">○ Being wrongly accused○ Not being prepared for class○ Forgetting work or supplies at home○ Feeling excluded○ Being ignored○ Feeling lonely○ Feeling unheard○ Not getting enough sleep○ Being hungry○ When something is hard to do○ Getting into trouble○ Not getting what I want○ The teacher does not call on me | <ul style="list-style-type: none">○ When there is a change in schedule○ Loud noises○ Being called on in class○ Having to read out loud○ Getting an answer wrong○ Losing at a game or sport○ Having to sit too long○ When someone interrupts me○ Someone calling me a name○ Someone saying something bad about my family○ Having too much work to do | <ul style="list-style-type: none">○ Being told no○ Being thirsty○ Being late○ Waiting○ Being scared○ Being distracted○ Hearing bad news○ Not understanding what to do○ Being bumped into○ When things are not fair○ _____○ _____○ _____ |
|--|---|---|

Tools to help you move towards the **GREEN ZONE**

Calming or Alerting Strategies to Help Self-Regulate

What helps you?

- | | | |
|---|--|---|
| <ul style="list-style-type: none">○ Blow bubbles○ Squeeze a ball○ Get a drink of water○ Compliment yourself○ Go for a walk○ Go for a run○ Take a break○ Talk to a friend○ Talk to a teacher○ Take slow, mindful, deep breaths○ Run○ Listen to music○ Jumping jacks○ Read○ Ask for a hug○ Rest or nap | <ul style="list-style-type: none">○ Playdoh○ Use a weighted animal○ Hum or sing○ Go to a quiet place○ Swing○ Close your eyes○ Think of something funny○ Build Legos○ Make silly faces in a mirror○ Dance○ Look at an hourglass, lava lamp, aquarium○ Wear sunglasses○ Push against a wall○ Blow a feather○ Check the size of the problem | <ul style="list-style-type: none">○ Write in a journal○ Go to the rainbow room○ Help a classmate○ Doodle/ color/ draw○ Think of a happy memory○ Put on noise-cancelling headphones○ Eat a snack○ Use a stress ball○ Turn off the lights○ Brush your hair○ Bend and twist pipe cleaners○ Use positive self-talk○ Smile and laugh○ Put a puzzle together |
|---|--|---|

BLUE ZONE	GREEN ZONE	YELLOW ZONE	RED ZONE

- 1) Color the zone.
- 2) Write, draw or glue emotions in the correct zone.

McCaig Elementary School Expectations

School Values	Classroom	Playground	Restroom	Cafeteria	Hallways	Bus	All Settings
Perseverance Work hard and never give up!	<ul style="list-style-type: none"> - I always try my best. - I persist, even when something is difficult for me. - I ask for help. 	<ul style="list-style-type: none"> - I am a good sport. - I try to solve my own problems. - I don't quit on others. 	<ul style="list-style-type: none"> - I take the time to follow the proper bathroom hygiene routines. 	<ul style="list-style-type: none"> - I try my best to use good table manners. 	<ul style="list-style-type: none"> - I use my time wisely and focus on my task. - I try my best to be a role model to others. 	<ul style="list-style-type: none"> - I try my best to be a role model to others. - I am patient. 	<ul style="list-style-type: none"> - I try my best to be a role model to others. - I try my best. - I never give up.
Acceptance Celebrate others as they are.	<ul style="list-style-type: none"> - I am patient with others. - I appreciate others' strengths and differences. - I cooperate and collaborate with my peers, at all times. 	<ul style="list-style-type: none"> - I play fairly and by the rules. - I am mindful of the people around me. - I am willing to include others in my play. 	<ul style="list-style-type: none"> - I am mindful of others' privacy and personal space. 	<ul style="list-style-type: none"> - I am open minded about other cultures and differences. - I am mindful of others' personal space. 	<ul style="list-style-type: none"> - I am mindful that others may need more physical space. 	<ul style="list-style-type: none"> - I am mindful of others around me. - I help others that are in need. 	<ul style="list-style-type: none"> - I include others. - I cooperate with others. - I empathize with others.
Integrity Do what is right, even when no one is watching.	<ul style="list-style-type: none"> - I bring my best self forward. - I am helpful to those around me. - I am responsible and trustworthy. 	<ul style="list-style-type: none"> - I am a trustworthy friend. - I use language that is supportive and appropriate. - I make good moral choices. 	<ul style="list-style-type: none"> - I wash my hands. - I help keep the area clean. 	<ul style="list-style-type: none"> - I help the environment by reducing, reusing, and recycling items. - I pick up after myself. 	<ul style="list-style-type: none"> - I walk carefully and safely around the school. - I let others exit a doorway, before I enter. 	<ul style="list-style-type: none"> - I commit to being safe. - I report dangerous situations to the bus driver. - I wait my turn to enter and exit the bus. 	<ul style="list-style-type: none"> - I take ownership of my actions and words. - I use appropriate language. - I respect school property.
Respect Appreciate the feelings, wishes, rights, and diversity of others.	<ul style="list-style-type: none"> - I am an active listener. - I follow my classroom expectations. - I recognize the feelings, wishes, rights, and diversity of others. 	<ul style="list-style-type: none"> - I take care of my school environment and equipment. - I collect and return all school equipment. - I use kind words and actions. 	<ul style="list-style-type: none"> - I consider others' privacy and personal space. - I clean up after myself. - I wait my turn. 	<ul style="list-style-type: none"> - I use appropriate language with my peers and adult supervisors. - I use table manners. - I leave no trace of my lunch behind. 	<ul style="list-style-type: none"> - I consider others' learning when moving around during class time and try to make unnecessary contact with others. - I walk on the right hand side. - I whisper quietly in the hallway. 	<ul style="list-style-type: none"> - I follow the bus driver's expectations. - I keep hands, feet, and objects to myself. - I remain seated. 	<ul style="list-style-type: none"> - I always obey the bells. - I use polite and appropriate language. - I follow McCaig's Code of Conduct.

CODE OF CONDUCT

(Approved by Governing Board – April 2021)

The Code of Conduct of the school is based on the premise that personal freedom is accompanied by the responsibility to respect the freedom of others. Common courtesy, good manners and mutual respect are encouraged. The school staff will be involved in promoting our students' appropriate social skills and behaviors. The development of a sense of self-control in each of our pupils is an important aspect of our Code of Conduct. In order for any procedure to be effective, it is necessary that the school have the support, cooperation and commitment of all concerned. It is therefore required that all our students and their parents sign the contract following this document.

LOYALTY-HONOR-RESPECT

It is important in the maintenance of a safe and harmonious learning environment that all members of our school community encourage a shared value of common respect among its members. In order to encourage meaningful discussion of the word "Respect", we offer the following guide to some of the attributes of the word.

R - Reliability. E - Empathy. S - Self-Control. P- Perseverance. E - Excellence. C- Courage. T - Teamwork

CODE OF CONDUCT RESPONSIBILITIES

Basis: The Code of Conduct is based on a fundamental respect for people and for property. Further, the code promotes socially acceptable behaviors that ensure the safety and well-being of all members of the school community.

NOTE: To emphasize the importance of these statements, parents should discuss the following with their children:

To enhance the quality of my life and the lives of others at McCaig Elementary School, **I promise to respect the following rules:**

1. I am proud of my school and I accept my responsibility to do my share to keep the school safe and clean both inside and outside; including the schoolyard.
2. I will conduct myself calmly, be polite, and be respectful towards all adults (teachers, secretaries, daycare staff, lunch supervisors, caretakers, volunteers, vice-principal and principal) and other students.
3. I will use appropriate language. Verbal abuse and swearing will not be permitted.
4. I will demonstrate respect for the property of others as well as my own. I am responsible for keeping my desk and personal belongings neat and clean.
5. I will respect all school property including desks, books, computers, and other resources available to me. I understand that vandalism and theft will not be tolerated.
6. I will respect myself by eating nourishing foods, getting adequate sleep, and by avoiding dangerous play.
7. I will dress neatly when I come to school and I will follow our school dress code.
8. I will not chew gum in the school.
9. **I will arrive at school at 8:40 a.m. If I arrive late for school, my parents must come to the office, and sign me in. If I must leave early, my parents must sign me out at the office. The office must be properly advised whenever I must leave the school before the end of the day via a written note in the agenda, message folder, or email.**
10. If I am sick, my parents must phone the school to report my absence before 9 a.m., at (450) 621-6111.
11. I will enter the school promptly, quietly, and calmly when the bell rings.
12. I will walk calmly and quietly in the hallways without disturbing others.
13. **I will not bring to school any valuables, electronic items, or personal belongings (i.e. Toys, electronics, cell phones, money, trading cards, spinners, etc.), unless instructed otherwise. Such items may be confiscated (Please refer to SWLSB's Technology Policy on the school board's website.)**

14. I will use the Internet appropriately and only under supervision.
15. During lunch hour, I will eat politely, speak quietly, and remain in the cafeteria until I am dismissed.
16. I will never enter or leave the schoolyard or classroom without permission from a supervisor or teacher.
17. I will not push, engage in play-fighting, or rough play. I understand that the throwing of dangerous objects, such as snowballs and rocks, is not allowed. If I have a misunderstanding with a friend, I will not argue or fight. If I cannot find a solution myself, I will find a teacher or a supervisor to help me solve the problem. I understand that any type of physical violence will not be tolerated and will result in a school suspension.
18. I will not bring toys, particularly those of a violent nature to school.
19. I will wear a helmet if riding a bike or scooter, or if roller-blading to and from school.
20. I will not open the exit doors to anyone.
21. I am to remain in my own designated play area.
22. I will demonstrate sportsmanship skills.

If am aware that should I have difficulty following our school rules, my teacher, the vice-principal, or the principal will inform my parents.

IF I CHOOSE NOT TO FOLLOW THE CODE OF CONDUCT

We strive to maintain a safe school environment by following practices that emphasize learning over punishment (RESTORATIVE PRACTICES) and promote the development of social skills that support the values of respect, cooperation, and collaboration. Students must accept their responsibilities, as well as the consequences that result from the poor choices that they may sometimes make. It is important that offences be dealt with in a consistent and fair manner. Teachers, with the support of parents, provide the first remedial interventions. Serious and repeat offenders will be brought to the attention of the principal.

Consequences for misbehaviour may include one or more of the following: verbal warnings, loss of privileges, time-out, role- playing, a written reflection of the incident, letter/card of apology, community service and/or special assignments/presentations for others. Verbal/written communication with parents is common. The above- mentioned list of consequences may be issued at recess or lunch hour at the discretion of teachers, the special education technician, the daycare coordinator, the vice-principal, and the principal. An in-school or at-home suspension may be issued at the discretion of the administration.

There will be no tolerance for abusive language or physical violence towards any child or adult. When a child is abusive or violent with the intent to hurt another person, the parents will be contacted and the child may be sent home immediately for a suspension period of one to five days.

As a student's behaviour in school is a reflection of the ability to act appropriately in public situations, a student may not be allowed on a **field trip** if it is believed the student's own personal safety and/or the safety of others may be compromised on the field trip. In addition, as field trips are co-curricular excursions, a student's attitude toward his/her studies is an important consideration. Each student is expected to be in good academic standing.

McCaig follows a strict anti-bullying and anti-violence plan (ABAV). This legal document is reviewed and approved by our Governing Board each year. McCaig's ABAV plan is on our school website.



McCaig'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 McCaig 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;
- Office pass
- Reflections;
- Restitution;
- Involvement in a mediation process;
- Involvement in social skills programs;
- Referral to the Behaviour 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;
- 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 campaigns, International Day Against Homophobia);
- The "My 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 leaves it with the secretary;
- Student's parents can contact any member of the ABAV team or a staff member.

Goals & Objectives	Examples of our Expectations	
	Our students will...	As parents we will...
McCaig is a safe and caring environment	<ul style="list-style-type: none"> ▪ Walk calmly in the hallways ▪ Follow instructions ▪ Be kind and caring towards each other and all adults 	<ul style="list-style-type: none"> ▪ Keep our child(ren) home if they are ill ▪ Support the school staff by teaching my child empathy and kindness ▪ Hold our child(ren) accountable for their actions
McCaig has an atmosphere of respect	<ul style="list-style-type: none"> ▪ Use appropriate language ▪ Be polite with peers and all adults ▪ Respect themselves, others, school property and the environment ▪ Respect the rules as outlined in the Code of Conduct 	<ul style="list-style-type: none"> ▪ Encourage our child(ren) in a positive manner ▪ Assist the school by laying the foundation for respectful behaviours ▪ Model respectful behaviours and language
McCaig's students will experience success	<ul style="list-style-type: none"> ▪ Be prepared for class by having all necessary supplies and completed homework ▪ Be an active participant in class while not disrupting the learning environment ▪ Listen carefully to instructions and follow directives given by adults ▪ Always try my best with my work and behavior 	<ul style="list-style-type: none"> ▪ Send our child(ren) to school on time ▪ Ensure our child(ren) have a healthy breakfast, snacks and lunch ▪ Verify the agenda and ensure assignments are completed ▪ Encourage our child(ren) to persevere and believe in themselves(s)
McCaig students, staff and parents will be proud of their school	<ul style="list-style-type: none"> ▪ Respect and comply with the school dress code ▪ Participate actively in class and activities ▪ Be a good citizen 	<ul style="list-style-type: none"> ▪ Assure that our child(ren) are appropriately dressed and comply with the school dress code ▪ Be respectful members of the school community and support our school

WEBSITE INFORMATION

Today's technology allows us to connect in ways that we had never thought about before. At McCaig, we have a school website (<https://mccaig.schoolqc.ca/>), and a Facebook account (McCaig 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 McCaig community. Together we can prepare our kids to become intelligent, responsible, implicated and productive citizens.

PERMISSION TO WALK

I authorize my child: _____ to accompany his/her class on outdoor activities around the school with his/her teacher (ex. R.H.S. or the park). 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 via Class Dojo, Google Classroom, etc.

_____ I authorize the school and my child’s teacher(s) to take pictures of my child during activities and post them on the website and/or Facebook page. No names will be posted on the website or Facebook.

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


OR


_____ 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 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 McCaig Elementary School so as to allow all students to evolve in a safe and healthy environment.



Student’s Name: _____

Grade: _____

Student’s Signature: _____

Date: _____

Parent’s Name: _____

Parent’s Signature: _____

Date: _____