



STE. AGATHE ACADEMY

**STUDENT HANDBOOK
ELEMENTARY SCHOOL
2017-2018**

**France Celestino
Principal**

26, rue Napoleon
Sainte-Agathe-des-Monts (QC)
J8C 1Z3
819 326-2563

This agenda belongs to:

NAME: _____

ADDRESS: _____

TELEPHONE: _____

STUDENT NO. _____



Mission Statement

Ste. Agathe Academy
offers a general education in the
youth sector.

We strive to create an environment
in which every student will meet with
academic success and have every
opportunity for personal growth.

We actively encourage students to
integrate the school's code of ethics
as part of their daily lives. SAA provides
a positive and cooperative learning
experience that fosters tolerance,
self-esteem, respect for self and others,
and a strong sense of community.

S.A.A. P.R.I.D.E.

- P** Means being **proud** of whom you are and how you conduct yourself both in and out of school.
- R** Means having **respect** for yourself and those around you in all situations.
- I** Means having **integrity**. “If it is not right, don’t do it. If It is not true, don’t say it.” (Marcus Aurelius)
- D** Means **dreaming** about what you can do to make a difference yourself and those around you. Dream about what you can become.
- E** Means to **educate** yourself and those around you whenever the opportunity presents itself.

CODE OF CONDUCT

Listed below are standards of conduct expected of students at S.A.A. It is recognized that in order to implement the following standards effectively, cooperation between students, parents, and professional staff is essential. Failure to comply with these rules will result in disciplinary measures.

- 1. Students are expected to show courtesy and consideration for all members of Ste. Agathe Academy and the community.** The following behavior will not be tolerated:
 - swearing: foul and abusive language
 - verbal, physical or other abuse
 - showing disrespect to any school or community members
 - threatening or intimidating any school or community members
 - any bullying behavior

- 2. Students are expected to behave in a manner that is not disruptive to the educational process.** The following behavior is not acceptable:
 - defiance or insubordination to persons in authority
 - actions that disrupt the educational process in the classroom
 - disobedience and failure to follow school and/or class regulations

- 3. Students will be expected to comply with rules and regulations outside the classroom area.** We are all responsible for a clean environment. All students must comply with the following guidelines:
 - safe, quiet and courteous movement in the hall and stairs is expected at all times.
 - food and beverages are to be confined to the designated eating areas.
 - students are responsible for keeping their locker area clean and tidy, as well as school grounds.

4. All students are expected to comply with classroom procedures and requirements. Failure to comply with these expectations could result in school disciplinary measures. These could include written assignments, reflection sheets, loss of privileges, or intervention by the office.

- class assignments and homework are to be completed according to subject teacher expectations.
- students are expected to arrive in school and class on time.
- repeated tardiness will be investigated.

5. Students are expected to respect and assume responsibility for school and personal property. They are also required to comply with local laws, and the following will not be tolerated. Violation of this rule will result in automatic suspension.

- stealing personal or school property, including books, equipment, materials, clothing, etc.
- damaging, destroying personal or school property and other acts of vandalism.
- consumption of alcoholic beverages
- possession or use of illegal drugs
- possession of weapons (knives, guns, etc.)
- possession of fireworks, explosives, or other incendiary devices.
- tampering with fire alarms

ELECTRONIC DEVICES

The use of electronic devices is not permitted on school grounds. If confiscated, any device will be held for a period of up to 5 days. **The school will not assume responsibility for any lost or stolen items.**

2016-2017 ELEMENTARY DRESS CODE-PERMITTED

- A solid white, grey and/or red polo shirt with or without school logo (long or short sleeves)
- All bottoms to be solid black: jeans, pants, knee length shorts or capris, all to be worn at the waist
- A solid black, grey or blue sweater may be worn over polo
- Shoes need to be worn in school at all times

NOT PERMITTED: dresses, skirts and leggings

- **The gym outfit: (to be worn during gym class ONLY)**
- Solid black shorts, knee length or solid black sweat pants or leggings
- Solid grey **or** black t-shirt or solid grey **or** black dry fit t-shirt, with or without logo
- Running shoes are required at all times in the gym.

Protective head gear will be obligatory for certain designated activities.

No roller soled shoes permitted inside the school building.

The school reserves the right to rule on acceptable attire.

1st violation: Warning to Student. Parents will be advised that the student is out of dress code.

2nd violation: Student issued a Study Hall detention. Parents will be advised.

3rd violation: A One Day at home suspension.

GENERAL S.A.A. POLICIES

ARRIVAL

All students are to go directly into the playground upon arrival in the morning. No student is to enter the building without permission from an adult supervisor. **Student supervision starts at 8:40 a.m. Students cannot arrive at school before this time.**

ATTENDANCE

School begins at 9:05 a.m. Should your child be absent or late, please call the school. (819) 326-2563 x 8905 and/or **PRESS 1.**

Absent students are responsible for any and all materials, assignments and/or projects that may have been assigned. For prolonged absences, contact the school to make arrangements for the work that will be missed.

Daily Schedule

8:45 – 9:05	arrival	12:30 – 1:30	lunch
9:05 – 9:15	homeroom	1:30 – 2:30	class
9:15 – 10:45	class	2:30 – 2:50	recess
10:45 – 11:00	recess	2:50 – 3:50	class
11:00 – 12:30	class	3:50 – 3:55	dismissal

VISITORS TO THE SCHOOL

All visitors to the school must enter by the front door and proceed directly to the office for a visitor pass. No parent should go directly to a classroom at any time. If an appointment has been made with a teacher, the secretary will contact the teacher.

DISMISSAL POLICY

Elementary students being picked up will remain in the school until a parent or authorized adult enters the building. Parent pick-up and sign out occurs in the office. Students will not be released to anyone except the responsible parent(s). Parents must call the school before **2:00 p.m.** to advise the office of any changes.

MEDICATION

If a child needs medication to be administered at school, parents must complete the required form available at the office.

ILLNESS – ACCIDENTS

Students who are ill should remain at home. They cannot perform adequately and may infect others. If the student is well enough to be at school, he/she must attend all classes.

If illness or an accident occurs at school and is of a serious nature, parents will be called and asked to pick up their child. In very serious cases an ambulance may be called upon to transport a student to the hospital. **It is a legal parental responsibility to include on your child's medical form an emergency number(s) where you or your designate can be reached at ALL times.**

CAFETERIA

The S.A.A. cafeteria serves à la carte and complete meals at both recess and lunch daily. Students may bring their own lunches, but all food and drink consumption is restricted to the cafeteria at all times. Students are responsible to carry their trays to the dish return area, keep the floor clean and wait to be dismissed. **STUDENTS ARE NOT ALLOWED TO HAVE FOOD CATERED TO THE SCHOOL.**

ALLERGIES

Many of our students suffer from severe allergies to peanuts and nut products; therefore do not send these items for lunches and snacks. Thank you for keeping our school a safe environment.

FIRE DRILL / SCHOOL EVACUATION

During a fire drill or school evacuation students will leave their books, materials, bags, etc. in the classroom and walk quietly out of the school with their teacher by a predetermined route (posted in every classroom). Once outside, the students will remain with their teachers until the “all clear” signal is given. Students will then return to class in the same manner.

SCHOOL CLOSING

In the event that the school must be closed due to inclement weather or some other reason, the school board notifies the media between 6:00 a.m. and 8 a.m. Please note that our students use the same buses as the students from Commission Scolaire des Laurentides and our school closings are influenced by them. Whenever possible, school closings will be posted on the Ste. Agathe Academy web site, facebook page and/or the local radio stations.

NURSE/SOCIAL WORKER

The school nurse is provided by the CSSS des Sommets and implements and oversees health education and preventative programs in the school. The school nurse can also be available for individual consultation regarding health issues and learning disabilities.

LIBRARY

The library is an inviting area to read and research:

- Reading material (in English and French) for all ages.
- Research aids (Internet, reference books, encyclopedias)
- Students are permitted to borrow books on a short term basis.

- Students are responsible if books are damaged or lost.

*I have read these rules and discussed them with my child.
We both understand these rules and agree to observe them
throughout the school year.*

Rules and Regulations for the Acceptable Use of Information and Communication Technology Resources

Information and Communication Technology Resources are made available in order to:

- Support pedagogical activities;
- Help fulfill educational mandates; and
- Promote the exchange of and access to information throughout the world.

Use must be consistent with the educational objectives and policies of the Sir Wilfrid Laurier School Board.

1.0 PERSONAL SAFETY OF STUDENTS:

- 1.1 Never post personal information about themselves or other people. Personal information includes, but is not limited to, phone number, home address, age, etc.
- 1.2 Never establish on-line communication with anyone without parent/school authorization.
- 1.3 Never meet someone they have met online unless authorized by the parent or the school.
- 1.4 Promptly disclose to their teacher or other school employees any message they receive that is inappropriate or makes them feel uncomfortable.

2.0 INAPPROPRIATE ACTIVITIES:

Users must refrain from inappropriate activities such as:

- 2.1 Use the network system either for personal financial gains or for posting of goods and services. No unauthorized purchase of goods or services can be transacted on the network system.
- 2.2 Trespass on other people's work or files.
- 2.3 Attempt to log in under another user's account name.
- 2.4 Deliberately attempt to disrupt the network performance or destroy data by spreading viruses or by any other means.
- 2.5 Modify copy or transfer any software.
- 2.6 Place unlawful information on the network or distribute it via the system.

3.0 SYSTEM SECURITY:

Users must at all times:

- 3.1 Remain within their authorized access area.
- 3.2 Never tamper or exploit any security system.
- 3.3 Never tamper with equipment.
- 3.4 Report any abnormality, breach of security or inappropriate use.

4.0 INAPPROPRIATE LANGUAGE AND MATERIAL:

Users must at all times:

- 4.1 Use language that is not obscene, threatening, or disrespectful.
- 4.2 Avoid personal or discriminatory attacks.
- 4.3 Refrain from posting false or defamatory information.
- 4.4 Refrain from accessing, sending, or receiving any material that is pornographic, dangerous or that advocates hate or violence.

5.0 RESPECTING RESOURCE LIMITS:

Users are expected to:

- 5.1 Use the equipment at their disposal diligently and with proper care;
- 5.2 Use the resources only for educational, professional and administrative activities.

- 5.3 Refrain from sending global messages, chain letters or other type of communications, which would cause congestion to the network system.
- 5.4 Protect the confidentiality of passwords.
- 5.5 Maintain the integrity of the electronic mail system by checking their e-mail frequently and deleting obsolete messages.
- 5.6 Download files that are absolutely necessary and remove obsolete files.
- 5.7 Subscribe only to newsgroups, etc. that are relevant to their educational, professional or administrative needs.

SIR WILFRID LAURIER SCHOOL BOARD

STUDENT USER AGREEMENT FOR STE. AGATHE ACADEMY

Name of Student: _____ **School Year** _____

I have read and understand the Policy for the Acceptable Use of Information and Communication Technology. I agree to abide by the provision therein and understand that any violation of the provision is unethical and will result in loss of access privilege, school disciplinary and/or appropriate legal action.

Student's signature: _____

Parent Consent and Signature

As the parent or guardian of the above name student, I have read and understand the Policy for the Acceptable Use of Information and Communication Technology. I grant permission for my son or daughter to access networked services such as Internet. I understand and agree that individuals and families may be held liable for violations and physical damage to the equipment. I further understand that although the School Board has taken reasonable precautions to ensure that inappropriate material is unavailable through the network, it is not possible to completely eliminate the possibility of exposure to such materials.

Name: _____

Relationship to student: _____

Parent/Guardian signature: _____

Date: _____

* The Sir Wilfrid Laurier School Board reserves the right to take legal action where deemed appropriate.