



W.J. Langlois Catholic School
STUDENT/PARENT HANDBOOK
2023-2024

Principal ~ Mrs. S. Dauncey
Vice-Principal ~ Mrs. M. Brabant
Secretary ~ Mrs. Lori Zuech

3110 Rivard Avenue
Windsor, Ontario
N8T 2J2

(519) 948-9122

“Building communities of faith, hope & service”

W.J. Langlois Mission Statement

We will strive in partnership with the W.J. Langlois School family and parish communities, to provide our students with a quality Catholic education rooted in Gospel teachings, enabling all to grow to their full potential. We will focus on the values encompassed in our school motto:

“Love, Learn & Lead”.

OUR SCHOOL PRAYER

**Come Holy Spirit, teach us to
Love, Learn and Lead.**

W.J. Langlois strives to provide a Christ-centered educational atmosphere that fosters a positive self-concept promoting the spiritual, academic, social, and physical growth of all students.

Every individual within the W.J. Langlois School Community has the right to a safe, secure environment in which to learn, pray, work and play.

The Catholic School Advisory Council (CSAC) and all staff of W.J. Langlois School work in a partnership to provide this learning environment. Together, we make the difference. The staff of W.J. Langlois School strives to empower children and build in them a sense of responsibility and accountability.

School Hours

9:10 am - school begins

10:50-11:30 am - AM Nutrition Break/Activity Break

1:10-1:50 pm - PM Nutrition Break/Activity Break

3:30 pm dismissal

Morning supervision begins at 8:55 am - Students are not to be on school grounds before this time as there is no supervision.

INFORMATION RELATED TO 2023-2024 SCHOOL YEAR

Student Entry/Exit

All students will be using a consistent door for safe entry and exit each day. A map will be shared with our community noting the door locations for each class. Students will be notified prior to the first day of school as to who their classroom teacher is through their mytools2go account as well as their entry/exit door.

Buses & Student Drop-Off

Continuing with the safety of our students, the bus bay is restricted to BUSES ONLY during the school day. NO VEHICLES OTHER THAN BUSES ARE PERMITTED IN THIS AREA.

If students are within walking distance of the school, we would love our students to participate in a Healthy Active Living approach and walk to school.

Students that walk to school or are dropped off by their parents are asked not to arrive before 8:55 am.




Parents dropping off or picking up students before or after school, (in a vehicle) are to do one of the following:

- Park in the Public Library parking lot adjacent to our school yard and walk their child to the gated entrance
- Park in the Ambassador Community Church across the street from our school yard and walk their child to the gated entrance
- Park down Rivard where parking is permitted and walk their child to the gated entrance

(Please note that parking is not allowed in front of the school - parking enforcement will be notified in order to ensure the safety of our children.)

Buses will unload at the front of the school and students will proceed to their assigned entry door and go directly to their classroom. Staff will be on hand to assist students with locating their classroom. It is suggested that younger students may have a sticker/label or tag on their backpack with their name and teacher's name to assist on the first day. Teachers will be waiting in the classroom to greet students.

Please note:

		
<p>Parents must NOT pull into the School Bus Loading Zone to pick up or drop off students. Parking enforcement has been onsite ticketing our parents quite often.</p>	<p>Rivard Avenue in front of the school is OFF LIMITS for dropping off or picking up students during the hours of 8:30am - 9:30am and 3:00pm - 4:00pm. Parking enforcement has been onsite ticketing our parents quite often.</p>	<p>The staff parking lot is off limits for dropping off and picking up students. This is a safety concern for students and staff as it is quite congested with cars parked in many locations.</p>

Students that arrive late

- Parents will be asked to pull up in our bus bay in the front of the school.
- If other vehicles are in the bus bay, you must wait in line.
- Please do not get out of your vehicle. Parents are not allowed to enter our school at this time unless there is a pre-arranged appointment.
- Once your vehicle is directly in front of the main entrance, your vehicle is in park, and it is safe to do so, (i.e. hands-free), please phone the school. (519-948-9122)
- Indicate your child's name and the reason why they are late, and that they are about to arrive at the front door.
- The secretary will buzz your child/children into the school.

Early Pick Up

- If parents are picking up for an appointment, etc., between 9:30 a.m. - 3:00 p.m. it is very important to notify the classroom teacher (through a note or email) before this occurs. Next, we ask that you please pull up in the front of the school on Rivard Avenue (not in the bus bay) - stopping/parking is only allowed on Rivard from 9:30 - 3:00.
- You may also use the library parking lot or the church across the street.
- Please do not get out of your vehicle.
- Once your vehicle is in a safe location to pick up, your vehicle is in park, and it is safe to do so (i.e. hands-free), please phone the school. (519-948-9122)
- Indicate your child's name, the reason why they need to be picked up early, and the location of your vehicle.
- The secretary will call your child/children to the main entrance.
- The secretary will give you directions to show your identification at the office window.
- The office staff will safely dismiss your child from the main doors.

Dismissal

- Kindergarten students that are picked up by their parents/approved adults, will be dismissed from the front doors of the school at 3:20pm.
- Walkers and students that are picked up will be dismissed from the same doors that they entered into in the morning.
- Students taking the bus will be dismissed from their assigned exit doors with appropriate staff supervision

Access to Students and/or Teachers

At this time, visitors are not allowed in the school without a pre-arranged appointment. All visitors, when approved, MUST report to the office when entering the building. In order to provide for the safety of all students entrusted to our care, access to the children, (including communication) for a forgotten lunch, book, message, illness etc. must be done through the office.

We are eager to talk with our parents to address any concerns. We will do everything possible to make ourselves available to accommodate your schedules. **If parents wish to meet with a teacher they are asked to call or send a note to set up an appointment for a mutually convenient time.**

Attendance

It is expected that students arrive at school on time for class. The Ministry of Education mandates that promptness as well as attendance be recorded in your child's permanent records.

If a child is going to be absent at any time, we request that parents call the school prior to 9:00 am (the school has a 24-hour voicemail) and give the following information:

Child's name, Teacher's name, reason & length of absence

(519) 948-9122

In cases where no phone call (or note) has been received, the school will make every effort to contact the parents of the absent students (either at home or work) as soon as possible. **On days when bus transportation is cancelled, parents of bus children still need to phone in the absence.**

When a child is **late**, he/she is to report to the office with a note before going to class so their name may be removed from the absentee list.

If students need to leave school early for **appointments** or other commitments, they are asked to bring a note signed by a parent/guardian to the homeroom teacher. Children are required to wait by the OFFICE when they are being PICKED UP EARLY. **You must come into the school to pick up your child.** When parents are picking up children before dismissal, they are to report to the office where their child will be called down. For safety purposes, your child will not be released otherwise.

In cases of **chronic absenteeism/lateness** or **unexplained absence/lateness**, parents will receive a letter of concern. In the event that the attendance issues do not improve, the School Board Attendance Counselor and/or CAS may be notified.

In order to keep our records current, it is important for you to keep the school informed of any changes in address, telephone numbers, (including work numbers, emergency numbers, etc.).

Students are responsible for acquiring and completing work missed during their absence.

Bussing

Those students who are transported to school by bus are expected to follow **behavioural guidelines** while waiting for and riding the school bus.

- ✓ Arrive at your stop at least five (5) minutes before your scheduled pick-up time.
- ✓ Always cross the road in front of the bus and only when the red lights are flashing. Keep enough distance between the bus and yourself.
- ✓ Always follow the directions of the bus driver and bus patrols.
- ✓ Always keep your hands and arms inside the bus.
- ✓ Always remain seated.
- ✓ Students must refrain from rough play, throwing objects, loud noises, etc. as these distract the driver and can affect the safety of all the students.

Riding the school bus is a **privilege**. Improper behaviour on the bus can create an unsafe situation and will not be tolerated. In such situations:

- The bus driver will write the student a bus misconduct report and present it to the principal.
- The principal will speak with the student and inform the parents of the report and consequences.
- The student **MAY** lose the privilege of riding the school bus through suspension of these privileges.

Please ensure that your child is aware of these behavioural expectations and failure to meet them may result in loss of bus privileges.

If **bad weather** jeopardizes safety, school board provided transportation may be cancelled and/or schools closed (snow days). Please listen to these radio stations:

- A.M. Stations - CFCO (630) or CKLW (800)
- F.M. Stations - CIMX-89X (88.7), CKLW (93.9), CKSY (95.1), CHYR (96.7)
- Please log on to <http://www.buskids.ca/> to determine if buses are running, delayed or cancelled.

On days when bus transportation is cancelled, parents of the children who take the bus, must phone in the absence.

<p>PLEASE REMEMBER, DURING BAD WEATHER THE ULTIMATE DECISION OF SENDING YOUR CHILD TO SCHOOL IS YOURS. SAFETY MUST ALWAYS BE THE FIRST CONSIDERATION.</p>
--

Catholic School Advisory Council (CSAC)

Parents of a child attending our school are invited to participate in CSAC. These dedicated hard working volunteers assist the school operations in many areas. As an “advisory group” they provide valuable input pertaining to the running of the school curriculum matters, special events, etc. In addition they help our school provide exceptional programs. Through various fundraising efforts, the CSAC is able to provide the students of W.J. Langlois things that would otherwise not be available (eg. various classroom technology, team uniforms, resource materials, etc.)

By attending a CSAC meeting, parents are given an excellent opportunity to receive invaluable information regarding the educational system as well as offer ideas to the school Principal where appropriate.

School Councils are not forums to discuss parent-teacher-student issues and/or concerns. If these matters are brought forth to any School Council member or at any School Council meeting, the concern is to be immediately referred to the Principal for a private discussion at a later date. It is expected that the communication of the Board is to be followed at all times.

Communication

All letters going home are sent with the youngest child in the family. Please discuss this duty with your youngest child and keep reminding him/her of the importance of this task. We will do the same at school. The school and school board also send informational voice messages throughout the year. Please keep your home phone number current with the office. Please visit our website.

Communication with our school team - When concerns arise, it is very important that we all keep an open mind and communicate with one another. Sometimes, hearing the message from your child is only providing part of the complete situation. Most often, simply talking things over will clear up any uncertainties. Outlined are the steps to follow if you have any questions/concerns:

1. Speak to the teacher.
2. Speak to the principal or vice-principal.

If you have not spoken to the teacher, the Principal or Vice-Principal will ask you to do so. The administration team may involve the teacher in any discussions with student success in mind. The principal may request, at any time in the process, that you put your concern in writing. The principal may involve, at any time in the process, others who may be helpful in resolving the concern such as: support from the school board, employee group representatives, the local parish, community agencies, etc.

- **The role of the Superintendent** - You may contact our school superintendent at any time. He/she will direct you to follow the process outlined above.
- **The role of the trustee** - You may contact your trustee at any time. He/she will direct you to follow the process outlined above.

Emergency Response Plan / Fire Drills

An emergency response plan is in place in case of many types of emergencies (i.e. fire, gas leak, medical emergency, intruder, etc). As required, we will be practicing our responses to just such emergencies throughout the school year.

In the event of a police ordered lock down, no one will be allowed to enter or leave the building until police give the "all clear". Parents are advised to listen to Canadian Radio (CKWW - AM 800) for announcements regarding school closures and/or emergencies.

Electronic Devices

No student is to operate a Personal Electronic Device (cell phones, smartphones) while in the classroom. Cell phones must be kept powered off while in school. They should be stored either in the common spot in the classroom or in the front pouch of the backpack. **PED's are not allowed in change rooms or washrooms at any time.** Should a student be seen using a PED, the PED will be stored in the office until a parent or guardian can come to the school to pick it up. We have chromebooks at the school for students to use and there is no need to use a cell phone during the school day. Should a parent wish to speak with a student, please call the office and we can arrange to have your child come down to use the phone. Students who need to call home can use the office phone for this as well.

THE SCHOOL ASSUMES NO RESPONSIBILITY FOR LOST OR STOLEN PROPERTY.

Internet Policy

The students of W.J. Langlois have access to the exciting world of advanced technology and the World Wide Web through the Internet. This technology revolutionizes how children learn and do research. Strict guidelines and procedures must be in place for effective and responsible use of the Internet. **It is an expectation that all students follow the Board's *Acceptable Internet Policy*.** Inappropriate use will be handled in accordance with the school's Progressive Discipline Policy and may result in the device being confiscated and the removal of PED privileges. Confiscated electronics must be picked up at the school by a parent.

<p>Unauthorized video, picture taking and/or sharing of private information of other students or persons at or near W.J. Langlois, at school related events, or in the community where the sharing of that digital information will have a negative impact on the school climate, may be subject to disciplinary action including suspension, expulsion and/or police involvement</p>
--

Extra-Curricular Activities (Clubs and Teams)

Being a Healthy Active Living Centre, W.J. Langlois offers a multitude of clubs and activities which are integral to the overall success of the student. They are an important part of the school program. Students play a large role in determining which clubs/activities are offered and are encouraged to participate in the club/activity of their choice. Extra-curricular activities provide excellent opportunities for students to develop leadership skills, positive attitudes and a healthy school spirit.

As a member of any school team, students must show commitment, attending practices and games. Students must remember that to be chosen to represent W.J. Langlois on a team or at an event is a privilege. To ensure a student's participation, it is a prerequisite to maintain a strong academic effort, a positive attitude and appropriate behaviour on and off the playing field.

Field Trips

The teachers at W.J. Langlois School recognize that there is much to be learned by our students' participation in well-organized field trips and excursions. These field trips are directly related to the curriculum in the classroom, therefore, full participation of the students is expected. Students will be marked absent if they choose to not attend. A board approved permission form signed by a parent/guardian is required before a student is allowed to attend a field trip.

Board Policy requires that the items below, which are excerpts from the Field Trip Policy be included in school handbooks:

Volunteers may accompany students on field trips as supervisors and principals shall ensure that the school has an Application for School Volunteer on file for each volunteer participating in a Field Trip. Principals must ensure that volunteers receive guidelines on their responsibilities prior to the field trip.

Student Preparation and Ontario Health Card: Students are to be advised of the trip's objectives and made aware of the teacher's expectations as to behavior, etc., before leaving school. It is understood that the principal may refuse participation in a field trip because of prior or anticipated general lack of discipline on the part of a student. In such a case, the student's parents shall be notified of the decision by the principal.

Fund-raising

The Catholic School Council and/or school may, periodically throughout the year, hold fund-raising drives. All students are expected to participate to the best of their abilities as all funds raised are spent directly back into the school on the students of W.J. Langlois School or in some cases, donated to charities as a means of service to others.

Head Lice

During the school year, cases of head lice may be reported. We urge parents to check your child's head frequently and to report any case of this nuisance to the school. **HEAD LICE ARE HIGHLY CONTAGIOUS.** If live head lice and/or nits are discovered, you will be asked to pick up your child and provide care for your child. Information regarding treatment will be provided. Once your child returns to school, the office will make sure all nits have been removed from their hair and a confirmation of treatment has been signed by the parent/guardian.

Health Unit Services

The Windsor Essex County Health Unit (<https://www.wechu.org>) offers various services during the school year. Please remember that law requires immunization for all school-aged children. If you do not wish for your child to participate in the services offered by the Windsor Essex Health Unit please contact them at 519-258-2146 (1-800-265-5822). The following communicable diseases must be reported to the school and to the Health unit: fifth's disease, chickenpox, conjunctivitis (pink eye), German measles, impetigo, measles, mumps, ringworm of head or body, and trench mouth. Each of these requires a recommended minimum absence from school and a medical certificate clearing the child to return.

Homework

Students are expected to make their studies a priority. Homework will mainly consist of practice review work and/or work which was not completed during class time. It is therefore important that students use class time wisely.

Daily review and personal reading should be a regularly scheduled part of each students' nightly routine. Regular homework may consist of teacher assigned tasks, review of work previously taken, test preparation, completing unfinished work, working on projects, or practicing numeracy/literacy skills. If, in your opinion, your child constantly spends too much or too little time on homework, please contact your child's teacher to discuss the matter.

Illness

In fairness to our students and staff, we do ask that you keep your children home if they are not feeling well. If your child feels unwell early in the morning, please make arrangements for him/her to be cared for at home. Please do not send your child back to school until they are well enough to participate actively (24 hours symptom free). Students will be expected to participate in all activities, unless they have a note from the physician.

It is sometimes necessary to call a parent from work to come and pick up a sick child. The school does not have the resources to care for a sick child.

Legal Custody / Visitation Rights

Arrangements for these considerations must be made through the office. Every reasonable effort will be made regarding these personal matters. In most cases, when parents are separated or divorced, both mother and father continue to have equal rights where their children are concerned. **If there is a court order to the contrary, please bring a copy to the office.** Unless the court order is on file with us, we must provide equal rights to both partners.

Lunches

We have a Balanced day at WJL. Please ensure that all food items are sent into school with your child each morning, as there will not be an opportunity to drop off a lunch to the school. Instead, your child will have two scheduled nutrition breaks.

Students may leave ONLY if his/her parent/designate picks them up at school. For safety purposes, notes will NOT be accepted for students to go to a friend's house for lunch, to a store, or leave the building on their own.

We encourage children to pack **garbage-less lunches** to help protect our environment. All snacks will be eaten inside. Food and/or drinks are not allowed outside.

W.J. Langlois is an **Allergen Aware** environment. Exposure to certain foods may be life threatening for some children. All efforts must be employed to provide a safe environment for all students but special efforts are required in serious situations. In order to minimize the risk of a dangerous allergic reaction, your cooperation is requested. Please note that we have several students who have severe allergies to peanuts and nuts and require Epi-Pens for anaphylactic reactions. Do not send these food items to school in your child's lunch/snack.

Medication

The Windsor-Essex Catholic District School Board's policy states that the primary responsibility for the administration of medication to students belongs with the parents. Accordingly, whenever possible, all medication should be administered by the parents. **No medications are to be permitted on the school premises unless prescribed by a Physician.**

Prescription Medication may be administered to students under the following conditions:

- Prior authorization from the parent/guardian, which shall include the following:
 - name of medication,
 - dosage,
 - frequency,

- o dates for which authorization applies,
 - o and possible side effects, if any.
- That the medication be administered from the original container as supplied by the Pharmacist which shall also contain the following information:
 - o child's name,
 - o the name of the drug,
 - o the date of purchase,
 - o instructions for storage and administration,
 - o prescribing physician's name and dispensing pharmacy's name.

Forms for the administration of medicine to a student are available in the office. Medicine will be kept in a special area in the office and will only be administered by the principal, secretary, or other designated member of the staff. A record shall be kept in the office of any medication given to any pupil under this policy.

Please note that the dispensing of aspirin or Tylenol (unless prescribed by a Physician and meets the above mentioned conditions) to a student by any staff member is not allowed under Board policy.

Students diagnosed with having **Asthma** should be properly instructed by a physician and/or parent/guardian in the use of inhaled medication at the appropriate age determined by their physician and/or parent. **Students, as determined by their physician/parent, who are able to self-administer, should carry their own inhaler on their person at all times.** The appropriate medical form still must be completed. The physician and parent/ guardian should indicate on the medical form that the student is competent to carry and self-administer this medication.

For those students who are unable to carry or self-administer their own medication, as determined by their physician and/or parent guardian, an **Individual Health Support Plan** should be completed by the student's parent/guardian and physician, and shared with the school.

Office Procedures

Telephones - Students are allowed to use the telephone in EMERGENCIES ONLY. Student use of the telephones should be kept only to matters of importance and during natural breaks in the day (eg. recess/lunch).

Address Changes - It is extremely important that we have accurate student records. Please contact the office if there are any changes to your address, phone number, place of employment, physician's name or emergency contact numbers.

Safe Welcome Program - All elementary schools are locked during the day. Please use the front door where you can buzz the office and you will be buzzed in.

Visitors - The Safe School Welcome Program is in effect at all times. All **pre-approved** visitors must report to the office, and **sign in**, upon entering our school. No visitors, including parents, are allowed to proceed directly to the classroom unless they have been directed to do so by the office. This sign-in procedure applies to all visitors to the

school, including Board Personnel and is designed to keep W.J. Langlois a safe place!

Ontario Student Record (OSR) Access

The Windsor-Essex District Catholic School Board under the Ministry of Education Guideline, "Ontario Student Record, 1989" and in compliance with the Freedom of Information and Protection of Privacy Act, 1987, shall establish an Ontario Student Record (OSR) for your child upon enrolment. This is a continuing record, which shall be used for the improvement of instruction of your child by school personnel. If, at any time, you wish to review the contents of this record in accordance with the above, please contact the principal and make an appointment to do so.

Physical Education

Physical Education forms a very important part of the educational program as well as our healthy active living philosophy here at W.J. Langlois. **Proper clothing is required during all gym classes (eg. running shoes).**

Since Physical Education classes are part of the prescribed Ministry of Education courses, any exemption from a class requires a note from a parent and physician.

Reporting to Parents

Pupil assessment at W.J. Langlois School is an on-going process. Parents/guardians are encouraged to communicate with the classroom teacher throughout the year and may ask for a conference with a teacher at any time during the year. Formal reports are issued three times a year:

- Elementary Progress Report Card (November)
- Elementary Report Card 1 (January)
- Elementary Report Card 2 (June)

It is important to remember that both the parent and teacher are partners in education and should join together to find the best way possible for the child to learn. For this reason we welcome concerned, co-operative, and constructive dialogue between parents and staff. Should you have a concern, please contact the school and we will be happy to set up an appointment.

At times, throughout the school year, a teacher may send varying pieces of work home for your signature. This is a valuable method to keep you informed of your child's progress. We ask that you sign your child's work and return it promptly when requested to do so. Ask your children to bring home their work from time to time so that you can praise then encourage their daily efforts.

Safe Schools Policy

The Education Act, as amended by the Education Amendment Act (Progressive Discipline and School Safety), 2007 was implemented to effectively combine discipline with opportunities for students to continue their education. The legislative changes were implemented through Bill 212 and came into effect on February 1, 2008.

Please refer to Board Policy and Procedure for a more detailed understanding of the legislative requirements.

Progressive Discipline and Supporting Positive Behaviour

- o Progressive discipline is a whole school approach that utilizes a continuum of interventions, supports and consequences to address inappropriate student behaviour and to build upon strategies that promote positive behaviours. When inappropriate behaviour occurs, disciplinary measures will be applied within a framework that shifts the focus from one that is solely punitive to one that is both corrective and supportive. Schools will utilize a range of interventions, supports, and consequences that include learning opportunities for reinforcing positive behaviour while helping students make good choices.
- o For students with special education needs, interventions, supports, and consequences will be consistent with the student's strengths, needs, goals, and expectations contained in his or her Individual Education Plan (IEP).

Bullying Prevention and Intervention

- o In recognition of the importance of addressing bullying, which can have a significant impact on student safety, learning and the school climate, bullying has been added to the list of infractions for which suspension must be considered.
- o Bullying is typically a form of repeated, persistent, and aggressive behaviour directed at an individual or individuals that is intended to cause (or should be known to cause) fear and distress and/or harm to another person's body, feelings, self-esteem, or reputation.

Bullying will not be tolerated on school property, at Sports' Academies, at school-related activities, on school buses, online or in the community where the act will have a negative impact on the school climate. Bullying will be subject to disciplinary action.

Please refer to our WECDSB website to access board policies and more information about Safe Schools as well as the Ministry information “Making our Schools Safer, What Parents Need to Know.”Reminder: When a child does not display appropriate behaviour, the staff will explain to the child what was inappropriate and give guidance and assistance to promote improved behavior.

Warning: If misbehaviour continues, the principal will advise the child and behavior will be monitored. The child may be required to do a task that reinforces the acceptable behavior.

Communication with Parents: Parents will be informed of concerns in order to cooperatively form a plan of action to encourage appropriate behaviour.

Pupil-Teacher Plan of Action: Student and teacher will design a plan of action to outline acceptable behaviour. The student, teacher, principal and parent(s) may sign the plan of action. Progress will be monitored.

Removal of Privileges: If unacceptable behaviour persists, privileges may be removed. For example: participating in intramural sports, team sports etc.

Detention: If the misbehaviour continues, the child may spend a suitable amount of time in the classroom at recess, lunch or doing assigned work.

Suspension: Policy SC: 15 and above notation on suspensions.

Student Code of Conduct & Responsibility

We, the W.J. Langlois Catholic School Community, are committed to providing a safe, healthy and productive environment in which opportunities for educational growth exist within an atmosphere based on Christian respect and dignity for all people. In order to establish and maintain an effective learning environment that provides maximum opportunities in which all students can learn, two elements are necessary:

RESPECT AND RESPONSIBILITY

Students at W.J. Langlois school should have the following as their goals:

- To demonstrate through words and actions, respect and consideration for self and others
- To demonstrate respect for their right to learn.
- To demonstrate respect towards those adults entrusted with their care (teachers, parents, all school personnel, bus drivers, volunteers).
- To demonstrate their best effort in all school activities.
- To demonstrate respect towards school property.

Students will be expected to assume responsibility for their actions. Children must learn early that there are consequences to their actions. One of the greatest disservices we can do to your child is to fail to build in them a sense of accountability and responsibility for making correct choices. We rely on parental assistance and cooperation in the implementation of these guidelines. By stressing these values, it is our goal to empower children to become responsible citizens.

Students must be responsible to:

- attend school regularly
- be on time for class
- come to class prepared to learn
- demonstrate socially appropriate behaviour
- exhibit good manners, be courteous, considerate and respectful
- respect property (students are expected to take pride in the school, clean up after themselves and others in the school and grounds, report damage to school property and to take care of school texts, and resource materials)
- refrain from the use of profane or improper language
- dress in accordance with the dress code policy
- be free from the influence or possession of illegal substances at school and at school functions
- refrain from conduct injurious to the physical or mental well-being of others
- show appropriate behaviour while traveling to and from school
- represent the school favourably in extra-curricular activities
- to act within the boundaries of the law at all times

Student Dress Code

The school recognizes the significant role that fashion plays in the social lives of our students. However, our students are expected to dress in a neat manner. Clothing should not be distracting to the educational process. If this occurs, the student will be asked to change to more appropriate clothing before being admitted to class.

- Clothing and accessories should be free from profane, racial or hate language, scenes depicting or implying violence, satanic or sexual exploitation, the use or advertisement of drugs and alcohol. It should be free from any negative comments.
- All tops and shirts must contact the belt of pants, shorts, etc. Spaghetti straps or any tops that do not meet the “three finger” rule are not appropriate.
- Cut-offs or spandex shorts, pants, muscle shirts, halter tops, or crop tops are not appropriate.
- Shoes must be worn at all times for safety reasons.

School administration will make a final determination as to the appropriateness of attire.

Love, Learn and Lead