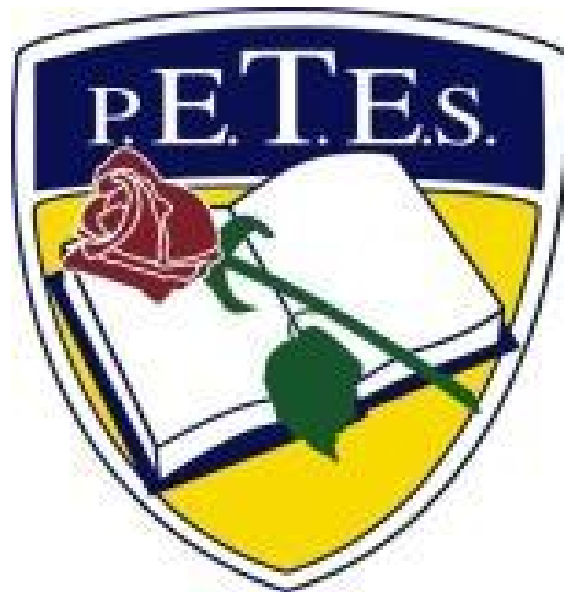


Pierre Elliott Trudeau Elementary School



School Code of Conduct 2024-2025



**Pierre Elliott
Trudeau**
Elementary School

P.E.T.E.S. Code of Conduct

Keeping P.E.T.E.S. a safe and secure school requires the cooperation of the entire school community. All students are responsible for respecting the rules and regulations put in place in order to maintain this safe and secure environment.

Please read and review the Code of Conduct with your child.

Punctuality and Attendance

- Students are expected to arrive at school on time and only be absent from school for valid reasons.

Dress Code

- Students are expected to remove their hat and hood upon entering the building.
- Students are expected to dress appropriately for school.
- Students are expected to wear clothing that displays appropriate language, logos, and statements.
- For safety reasons, students must wear appropriate footwear at all times (no flip flops or open toed sandals).
- For safety reasons, students must wear running shoes for Phys. Ed. class.
- Students are expected to wear outdoor shoes and/or winter boots outside only.
- Students are expected to dress appropriately for the weather (e.g. snow pants for winter play/rain gear).
- Students are expected to wear a coat when the temperature is lower than 10°C.

Lunches and Snacks

- At P.E.T.E.S., we encourage healthy snacks and balanced lunches - please see the links below for ideas:
 - [Tips for a well-balanced lunch - English](#)
 - [Astuces pour une boîte à lunch équilibrée - français](#)
- Please remember:
 - **to label your child's lunch box/bag/containers.**
 - to provide the necessary eating utensils for your child.
 - not to send breakable bottles or containers.
- In an effort to be environmentally conscious, we encourage the use of reusable water bottles and food to be sent in reusable containers.
- We have numerous students with severe peanut/nut allergies in the school. Please be sensitive to this when packing your child's lunch. Students should not be sharing food for this reason.

Arrival/Dismissal Procedures

- Morning Drop-Off
 - Students can be dropped off between 8:55-9:00 am. During this time there is teacher supervision.
 - All students must enter through the bus doors with the exception of Kindergarten, who will enter through the Kindergarten door at the front of the building.
 - After 9:00 am, parents must accompany their child(ren) to the main office and sign them in.
- Afternoon Pick-Up
 - Bussers exit through the bus doors and head straight to their designated bus.
 - Walkers exit through the bus doors and head straight to the parent corner.

- Kindergarten students and their siblings must be picked up at the Kindergarten door by an adult.
- As a security measure, any student that is not picked up at the parent corner must remain with a staff member until the buses depart.
- Parents can only pick up students from daycare (red door) once the buses have departed.
- Parents must pick up students from after-school activities at the main office door.
- During dismissal, parents are required to stay at their designated corners and refrain from crossing in front of the school.
- In case of any changes to the departure details, please send an email to both the classroom teacher and the secretary by 2:00pm. For emergency situations occurring after 2pm, please send an email and also call the office and speak to the secretary.
- Lunch Hour
 - Students must be signed out by parents and exit via the Salle-Polyvalente.
 - Students must return to school via the Salle Polyvalente before 1:15 pm and must be signed back in by a parent. After this time, they must enter the school via the main office and be accompanied by a parent.
 - Please note that all requests to change a student's normal routine must be emailed to the school ([school secretary/daycare technician/teachers](#)) 24 hours in advance.

In-School Expectations

- Students are expected to line up quickly and quietly at the appropriate time.
- Students are expected to use their inside voice when transitioning in the hallways in order to provide a proper learning environment for all students.
- Students are expected to *walk* when in the hallways and when going up and down the stairs.
- Students are expected to enter and exit the building by the designated entrance and exit.

School Environment

- Students are expected to respect the property of the school as well as the neighboring properties.
- Students are expected to do their best to maintain a clean school.

Outdoor Play Areas

- If an issue arises, students can use their conflict resolution strategies to attempt to resolve the issue. If needed, they are encouraged to seek out a Peace Pal or staff member for support. Peace Pals can be identified by their orange vests and staff members can be recognized by their yellow vests.
- Students are expected to play appropriate, safe games in the school yard, while respecting the rules.
- Students must respect the boundaries in the school yard set by the staff in order to ensure a safe and secure environment for all students.
- Students are expected to respect the recess rules outlined by the school and use recess equipment responsibly.

Bicycle Safety

- Once on school property students are expected to walk their bicycles to the bicycle stands where they will lock it until the end of the day.

School Bus

- Students are expected to listen to and respect the bus driver.
- Students are expected to enter and exit the bus in a calm manner, remain seated and face forward at all times.
- Students are expected to use appropriate language and treat others with respect.
- If students receive more than three warnings, they may be suspended from the bus.
- ***Taking the bus is a privilege and not a right.***

Items Prohibited in School

- Electronic devices are not permitted on school property unless explicit permission has been granted by school personnel. This restriction also applies to morning drop-off and end-of-day dismissal times.
- Gum is not permitted on school property.
- Students must leave valuables at home including toys and sports equipment.
- No dangerous items or items that pose a safety risk are allowed on school property.

Non-Violence

- PETES will adhere to the [ABAV \(Anti-Bullying Anti-Violence\) Plan](#).
- All forms of harassment, intimidation and bullying of others will not be tolerated.
- Should a parent or guardian be dissatisfied with the educational services they received, are receiving, should have received, or need, they can file a complaint based on the LBPSB [Complaint Procedures](#).

Potential Consequences/Interventions

- Conflict resolution
- Peer mediation
- Communication with parents
- Reflection form
- Restorative measures or practices
- Detention (loss of recess/lunch/daycare outside play privileges)
- Community service inside the school setting
- Replacement of and/or payment of any damaged or mistreated items belonging to the school
- Loss of school-based activities
- In-school meeting with the parents and the child
- In school suspension
- Out of school suspension
- Referral to professional resources of the school

Expectations for Parents/Guardians/Visitors

- To promote student responsibility, please limit dropping off items during school hours to essential items only (e.g. lunch/winter coat). Items should be labeled with the child's name and homeroom teacher's name.
- In order to support a safe and caring environment, as stated in our [Policy on Safe and Caring Schools](#) (pp. 46-47), P.E.T.E.S. will not tolerate:
 - Disruptive behavior which interferes or threatens to interfere with the operation of the school or school-sanctioned event.
 - Using loud or offensive language, swearing, cursing or using profane language, in person or over the phone.
 - Threatening harm or the use of physical aggression towards another adult or child (including harassment or intimidation of any kind).
 - Abusive or threatening emails or text/voicemail/phone messages or other written communications.
 - Defamatory, offensive or derogatory comments regarding PETES or of the students/staff/parents on social media and/or websites.
- The above behaviors will be dealt with by the school administration and/or school board administration. P.E.T.E.S. and/or the LBPSB reserve the right to take any necessary actions to ensure that members of the school community are not subjected to abuse. The premises of PETES are private property and parents, guardians or visitors have been granted permission from the school to be on their premises. However, in the case of unacceptable behavior, the school may ban the parent(s), guardian(s) or visitor(s) from entering the school or school board premises. Unacceptable behavior may result in the police being informed.