



# AES Code of Conduct 2026-2027

## Arundel Elementary School Mission Statement:

Our mission at Arundel Elementary School is to ensure the academic success of all of our students, to guide their social growth, and to encourage an active, healthy lifestyle.

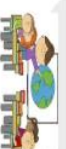
Our Code of Conduct is an understanding that allows us to work together in a safe and caring environment. It is created to reflect the Anti-Bullying/ Anti-Violence (ABAV) Plan of our school. You can consult the ABAV plan on our website, under the important information tab.

***The AES Code of Conduct and dress code will apply to students while at school (including before, after school, and on the bus), and while attending school curricular or extra-curricular functions or activities at any location. We would ask parents' cooperation and support in enforcing the rules and guidelines presented in this document.***

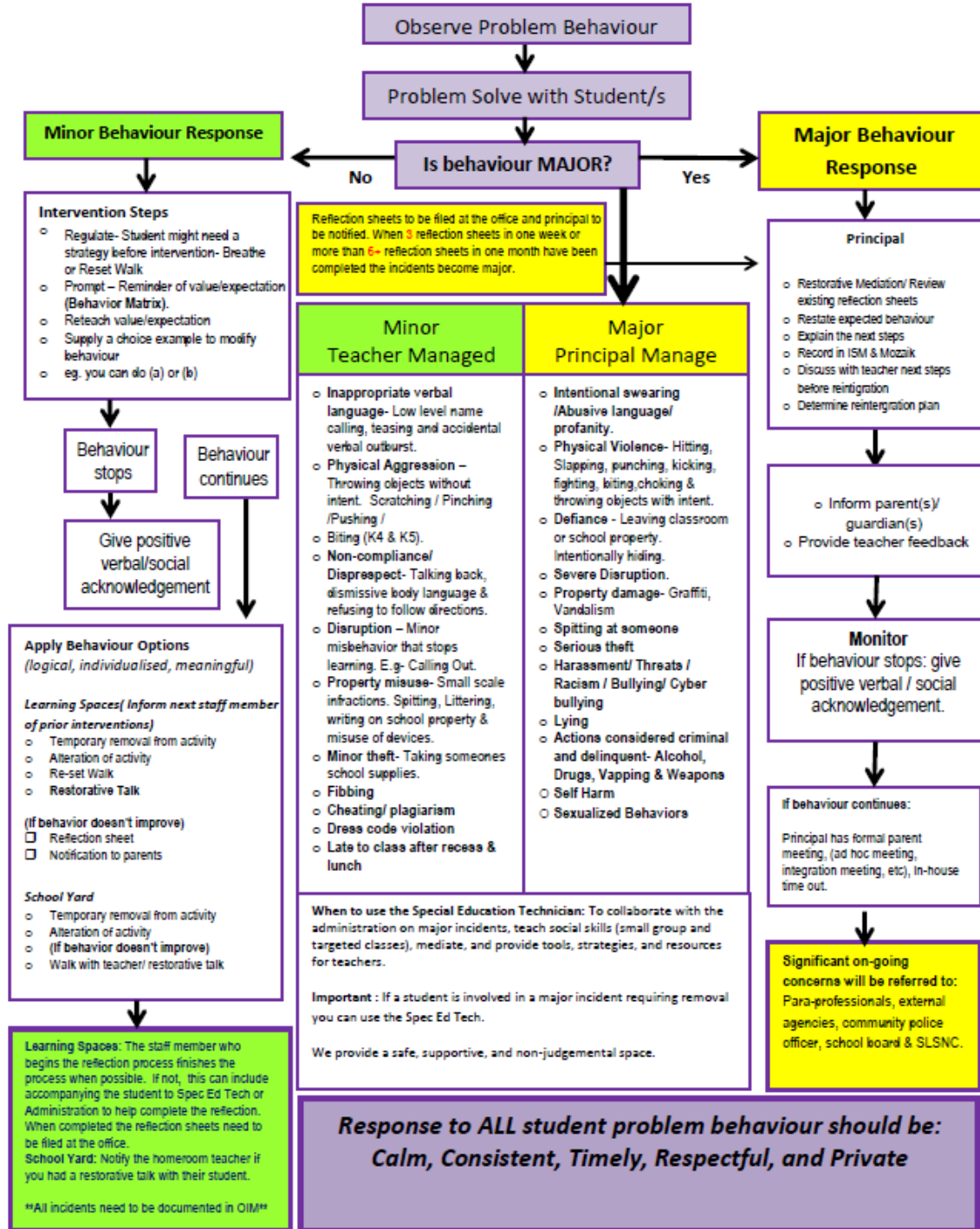


# Arundel Elementary School Climate Matrix

|           | Playground                                                                                                                                                                                                                                         | Hallway/<br>Stairwell                                                                                                                                 | Washroom                                                                                                                                                          | Assembly                                                                                                                                   | Eating<br>Time                                                                                                                           | Learning<br>Spaces                                                                                                                                                        | All Settings                                                                                                                                      |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| Kindness  | <p>Taking the time to understand and help others.</p> <ul style="list-style-type: none"> <li>• Include others in games and activities when possible.</li> <li>• Take turns with equipment.</li> </ul>                                              | <ul style="list-style-type: none"> <li>• Be aware of the learning of others.</li> <li>• Be aware of other's personal space and belongings.</li> </ul> | <ul style="list-style-type: none"> <li>• Tell an adult if someone is unwell.</li> </ul>                                                                           | <ul style="list-style-type: none"> <li>• Be mindful of the speaker.</li> <li>• Be mindful of your own space.</li> </ul>                    | <ul style="list-style-type: none"> <li>• Use manners while eating.</li> <li>• Be polite towards peers and supervisors.</li> </ul>        | <ul style="list-style-type: none"> <li>• Support yourself &amp; peers.</li> <li>• Accept the ideas of others.</li> <li>• Accept the differences of the others.</li> </ul> | <ul style="list-style-type: none"> <li>• Be helpful whenever possible.</li> <li>• Be considerate of yourself &amp; others.</li> </ul>             |
| Respect   | <p>Treating everyone and everything with care.</p> <ul style="list-style-type: none"> <li>• Safely using and sharing the equipment and space</li> <li>• Take care of school grounds and equipment</li> <li>• Use kind words and actions</li> </ul> | <ul style="list-style-type: none"> <li>• Remain on task</li> <li>• Stay in your personal space</li> <li>• Walk on the right hand side</li> </ul>      | <ul style="list-style-type: none"> <li>• Flush toilets and wash hands with soap</li> <li>• Be mindful of others personal space</li> <li>• Stay on task</li> </ul> | <ul style="list-style-type: none"> <li>• Use whole body listening</li> <li>• Raise hand to participate</li> <li>• Remain seated</li> </ul> | <ul style="list-style-type: none"> <li>• Clean up after yourself</li> <li>• Use indoor voice</li> <li>• Sit in assigned space</li> </ul> | <ul style="list-style-type: none"> <li>• Be an active listener</li> <li>• Use indoor voices</li> <li>• Be mindful of others personal space and belongings</li> </ul>      | <ul style="list-style-type: none"> <li>• Being mindful of language and behaviour</li> <li>• Recognize others strengths and differences</li> </ul> |
| Teamwork  | <p>Working together with others to make school a safe &amp; happy place.</p> <ul style="list-style-type: none"> <li>• Be a good sport.</li> <li>• Work together to put equipment away.</li> <li>• Be a problem solver</li> </ul>                   | <p>Keep shared spaces clean and safe.</p>                                                                                                             |                                                                                                                                                                   | <ul style="list-style-type: none"> <li>• Follow instructions.</li> </ul>                                                                   | <ul style="list-style-type: none"> <li>• Keep your space clean and safe.</li> </ul>                                                      | <ul style="list-style-type: none"> <li>• Take turns sharing ideas.</li> <li>• Take responsibility for your part.</li> </ul>                                               | <ul style="list-style-type: none"> <li>• Be mindful of other peoples ideas.</li> <li>• Follow the group plan.</li> </ul>                          |
| Community | <p>Caring for those around us.</p> <ul style="list-style-type: none"> <li>• Include others when possible</li> <li>• Use friendly language</li> </ul>                                                                                               | <ul style="list-style-type: none"> <li>• Use indoor voice</li> <li>• Keep areas clean</li> </ul>                                                      | <ul style="list-style-type: none"> <li>• Wait your turn</li> <li>• If there is a problem, report to teacher</li> </ul>                                            | <ul style="list-style-type: none"> <li>• Active participation</li> <li>• Be a leader</li> </ul>                                            | <ul style="list-style-type: none"> <li>• Remind others to clean up after themselves</li> </ul>                                           | <ul style="list-style-type: none"> <li>• Include others</li> <li>• Give a helping hand</li> <li>• Be an active listener</li> </ul>                                        | <ul style="list-style-type: none"> <li>• If there are signs of bullying, report to teacher</li> <li>• Help others to practice our</li> </ul>      |



## Arundel School Climate Flowchart



## Student Expectations

### School bus Safety

The SWLSB Transportation Policy can be viewed on the SWLSB website at [www.swlauriersb.qc.ca](http://www.swlauriersb.qc.ca) under policies in the governance tab.

#### Students will:

- Never take a bus other than their own;
- Always follow the bus safety rules

#### **The following behavior could incur a “Bus Discipline Report”:**

1. Not obeying rules and not listening to driver.
2. Not staying in assigned seat.
3. Spitting, yelling, drinking, eating or jumping.
4. Pushing or fighting.
5. Rude behavior or swearing.

#### Parents will:

- Drive safely when entering or leaving the schools’ parking lot.
- Use the appropriate parking spaces as not to interfere with the movement of the school buses.
- Contact the school prior to the end of the day, before 12:00 p.m., if their child will not take the bus.

### Respect

Students and school staff have the right to evolve in an environment that is conducive to learning and development, and in a setting that is respectful, considerate, welcoming, tolerant, secure, healthy and inclusive in which cooperation, mutual aid and attentiveness are shared values.

Students have the duty to show civility at all times towards other students and school staff, respect authority and their learning environment, and develop positive behaviours that favour the involvement of students in their academic success.

Students must conduct themselves in a civil manner and, more specifically:

- Respect the authority of school staff and the rules of the school, including those of the classroom;
- Act and communicate with other students and school staff in a respectful, courteous and polite manner at all times, irrespective of the communication method used;
- Refrain from committing any acts of intimidation or violence;
- Use a formal form of address when speaking to school staff;
- Use the title “madam” or “sir” or “Miss” or “Mr.” to address school staff;
- Respect the reputation and privacy of other students and school staff, in particular by obtaining their consent and the consent of the person having parental authority over the student or the student’s tutor, as applicable, before capturing images or recording voices, and by using social media appropriately;
- Be diligent and punctual by respecting in particular the applicable schedules and deadlines;
- Take good care of school materials, infrastructures and equipment; and
- Comply with the school dress code

### Cell phones and other electronic devices

Cell phones and other electronic devices are prohibited on school grounds, in school buildings or in the bus, or outside school grounds, buildings or in the bus during school activities.

## Other school information

### Use of School Telephones

- Students are not permitted to use the telephones at school. In the event of an emergency, parents will be contacted by a member of the school staff;

- All alternative dismissal arrangements must be communicated to the school in a timely manner. If a child is permitted to leave with an adult other than his or her parents/guardians, a written note must be provided.
- Parents are responsible for advising the School Secretary of any changes in telephone number, address or e-mail address as soon as these changes occur;

### Medication

- Students may not bring medication with them to be self-administered. Medication should be pre-measured and sent to the office in dosage sizes with a copy of the prescription and will be administered by the school staff. **No medication (antihistamines, aspirin, Tylenol, Advil) will be administered to any elementary school child while in attendance at school without a prescription from the doctor;**
- Cough drops contain medicinal ingredients and we request that you advise your child's homeroom teacher if you are sending your child to school with cough drops and that you respect the recommended dosage.

### Authorized equipment

- Students must have all the necessary materials at school (books, workbooks, pencils)
- All unnecessary objects (unless special authorization), candy, gum and valuable objects (cell phones, smart watches, electronic devices) are prohibited at school.

### Attendance, arrival and departure

- In order to ensure your children's safety, we wish to advise you that parents and visitors must report to the office upon arrival at school;
- Parents are not permitted to circulate in the school or in the school yard without permission;
- At the end of the day, parents must wait until all the buses have left and that the children have been dismissed by the teacher on duty, before leaving with their child.
- For security reasons, if your child is to be absent, please put it in Mozaik with the reason; Any modifications to the student's regular dismissal time or method of transportation must also be communicated to the school
- Students who must leave early report to the office to be signed out by an adult before leaving the school;
- Students are expected to be in school on time and for 180 days each school year. Excessive absences, late arrivals or early departures often result in a negative effect on the students' academic achievements. **Truancy (excessive, unexplained absences) cases may be referred to Youth Protection;**
- Students who arrive after the start of classes (8:10 a.m.) must be signed-in at the office by the adult who has brought them to school;
- It is advisable that parents verify with the school administration prior to choosing to remove their child from school for vacations during the regular school year (especially at the end of term when assessments are being done). Vacations should not be taken during April, May and early June for students due to exam periods;
- **Any student who is absent or takes a vacation outside of the pre-determined school holiday calendar is responsible for catching up on missed work upon his/her return, on his/her own time;**
- **Teachers are not obligated to provide and prepare work for students prior to their departure for vacations;**
- Any adult whose name does not appear on the student's identification sheet cannot sign the child out without written permission from the parent;

### Communication between home and school

Arundel Elementary School is a unique community school. Effective communication between school and home is achieved with a spirit of working together to better enrich and support the educational experience of students. The following are guidelines which will help us to meet this objective.

- Communication between parents and teachers is important to ensure your child's success at school. Teachers provide feedback to parents in a variety of ways; report cards, interviews, student-led conferences, written notes, e-mail and phone calls are the most common.
- Please be respectful in your communications with all staff members (threats and verbal abuse will not be tolerated);
- Please consult your child's teacher first, as they interact with your child the most. If the problem is not solved, only then should the principal be contacted;

If your child comes home with details about an event which occurred at school that you consider serious, or should you have a concern:



- If it is about a classroom or school yard issue not related to violence or bullying, please write a note or call the homeroom teacher first. If it is a bus related incident, please contact the Principal right away. It's always advisable to ask for the school's help in gathering further information before a decision on the best course of action can be made.
- Ask your child what happened and keep an open mind about all sides of an event, since important details are sometimes forgotten or omitted. Remember to contact the teacher first to get more information on the situation before jumping to conclusion or voicing your opinion on social media.
- If issues remain unresolved despite notes and phone calls, please request a meeting with teacher(s) and/or with the Principal. The Principal can act as liaison between all parties (teachers, student, etc.)
- If a situation warrants, you may also contact the School Board directly. It is suggested that the steps outlined above be followed first.

Following such guidelines will ensure we maintain an open, respectful and trusting relationship between home and school which is essential for the positive educational experience of all AES students.

### Dress Code

Clothes worn to school must be appropriate, comfortable and not distracting. Students deemed to be dressed inappropriately will be asked to change.

#### Shirts & Bottoms:

- Inappropriate language, graphics or gang-related symbols and images are not permitted;
- Muscle shirts are not permitted.
- Skirts and shorts must reach mid-way between hip and knee; (It is recommended that shorts be worn under skirts.)
- Clothing must appropriately cover private parts, undergarments, buttocks, and midriff (arms up or down).
- Pajamas and swimwear are not to be worn except for special activities permitting or requiring it.

#### Shoes:

- Outdoor shoes must be appropriate for playground use.
- A different pair of dry and clean shoes must be worn indoors. Running shoes worn during physical education classes are acceptable indoor shoes.
- Platform, high heels, flip flops, steel-toe boots and cleats are forbidden.

#### Hats & Accessories:

- Caps and hats are for outdoor use only and must be removed at the lockers;
- Hoods are not to be worn indoors

#### Makeup and Fragrances

- Make-up is not appropriate for elementary school.
- Students are not permitted to wear perfumes, colognes or strong-smelling body sprays;
- Deodorant or antiperspirant is encouraged for senior students and should be applied at home. No sprays are permitted at school;

#### For the muddy and snowy seasons

- Boots and snow pants must be worn at all times during winter & early spring, until the school yard is dry or until the school personnel deem the playground safe for wearing shoes; Thinner slush pants are acceptable alternatives for fall and spring
- Students, who do not have proper outdoor shoes, boots, or snow pants, will be expected to stay on the pavement.

### Sanctions

In cases where a student fails to comply with our code of conduct sanctions will be put in place based on the nature, gravity, frequency and recurrence of the rule violations and applied using a gradual approach. Example of sanctions could be but not limited to reparative gestures, verbal or written apology, reflection sheet, lunch detention, in and out of school suspension.



**Please sing and return this page to school**

## **AES Code of Conduct 2026-2027**

**Student's name:** \_\_\_\_\_

**Grade level:** \_\_\_\_\_

### **STUDENT CONTRACT**

Parent involvement and support for students of Arundel Elementary School is essential. Specifically, we would request that our parents:

1. Read, discuss and review the school code of conduct periodically with their child so that he/she clearly understands what is expected of him/her.
2. Communicate with the school (teacher/administration) to help resolve any difficulties.
3. Provide a home environment that supports and reinforces these guidelines.

Together we are involved in fostering the development of respectful behaviors in our students and helping them become socially responsible citizens. We are committed to setting good examples, correcting harmful and negative actions, and teaching positive alternatives. We are influential in guiding our youth.

We ask your cooperation in taking some time to read this document with your child. We ask that you sign below to show that you have discussed the code of conduct together.

**I/we understand and agree to follow the above regulations and guidelines in order to ensure the safety, enjoyment and learning of everyone in the Arundel Elementary community.**

**Child's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Let's all work together to make the  
2026-2027 school year  
a successful one!**