

Code of Conduct

The code of conduct is to apply at all times at school: in the school, in the schoolyard, on the school bus and on school outings.

The goals of our code of conduct are:

- To promote a positive school climate
- To help students develop a sense of self-discipline and responsibility in the school community
- To protect the basic rights of all members of the community as defined by Bill 56

School Expectations

- Regular and punctual attendance. Chronic lateness and absences will be addressed by the administration. The office must be informed of your child's absence prior to the absence.
- Students are required to respect the Maple Grove Dress Code (please see dress code section).
- All students must show respect for themselves, all staff members, other students, the property, the privacy of others and the school environment. Respect is demonstrated by actions, manner, tone of voice and choice of words. Any damage caused by students will become the responsibility of the students and their parents.
- Students will respect the rights of fellow students to learn and play in a safe and positive environment. Under Bill 56, bullying and/or violent acts that could result in emotional or physical harm will result in serious consequences.
- Students are expected to arrive at school prepared for the school day. The school agenda provides a place for students to record homework assignments and a means of communication for both parents and teachers.
- Students are expected to inform a staff member of any incidences of conflict, harassment, or intimidation in a timely manner.

Internet Use at School

Maple Grove students and staff are governed by the Appropriate Use of Digital Communications and Technologies Policy of the Lester B. Pearson School Board. There are strict rules and expectations regarding Digital Citizenship. The policy can be accessed at https://www.lbpsb.qc.ca/Modules/FileManagement/files/Root/Council/docs/policies/Appropriate_Use_of_Digital_Resources_and_Technologies_Sept.21_2020v1_ADOPTED.pdf.

Any inappropriate use of social media which is deemed to constitute an act of bullying or violence will be dealt with accordingly. It is the responsibility of the school to take action when behaviour that is considered to be "cyber-bullying" has an adverse impact on the learning and social environment of the school when that behaviour has occurred.

Anti-Bullying and Anti-Violence (Bill 56)

Bullying is a 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.

Bullying can show itself in diverse forms. For example:

- Name-calling, defiance, to humiliate or threaten another person, to make racist or sexist comments.
- Hitting, kicking, shoving, spitting, punching, stealing or damaging property.
- Excluded from the group or isolating socially, gossiping, mockery.
- Use of email, texting, cellphone or social media to threaten, harass, embarrass, spread rumours, exclude from the group, or damage a reputation or friendship.

Indirect bullying is organizing (from within a group) the belittling or excluding of someone. For example:

- Spreading rumors
- Malicious gossip and slander
- Divulging secrets
- Talking about someone 'behind their back' or writing slurs (graffiti, email, etc.).
- Make a fool of someone or suggesting that he or she be excluded from a group
- Use of non-verbal language (e.g. turning one's back, mumbling, or rolling one's eyes) that is subtle but can indicate a situation of indirect bullying.

Violence is defined as 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, well-being, their rights or property.

At Maple Grove, what we deal with and see most often is conflict and poor problem solving, not bullying. When is behaviour bullying, not conflict? Take a look at the chart below.

Normal Conflict	Bullying
Happens occasionally	Happens repeatedly
Equal emotional reaction	Strong emotional reaction from victim
Not seeking power or attention	Seeking power or control
Not trying to get something	Trying to gain power or material things
Remorseful – takes responsibility	No remorse – blames victim
Effort to solve the problem	No effort to solve the problem

“In accordance with the Education Act, the Lester B Pearson School Board has appointed a student ombudsman. Please refer to the school board’s website @ www.lbpsb.qc.ca for more comprehensive information.”

Please refer to the following link for Maple Grove’s Anti-Bullying and Anti-Violence Plan:

<http://maplegrave.lbpsb.qc.ca/documents/ABAVPlan.pdf>

Discipline Policy

Students will be held accountable for their actions. Every child is unique and will be treated as such. When appropriate, consequences will be individualized to match the situation and the child involved. The intention is to address the needs of each individual child. At Maple Grove, we deal with any and every incident that is reported to us that involves conflict between students. **Not everyone has to be friends, not everyone has to like each other, but we do all have to respect each other.**

Behaviours that are considered to be unacceptable are those that interfere with the learning of others, including their emotional well-being, interfere with an orderly environment and/or creating unsafe conditions.

More specifically, the following are some examples of behaviours that are unacceptable at any time in-school, during a school outing, while on school transportation or using social media:

- Disrupting others in class, in the hallway
- Bullying or harassment
- Name calling, swearing, use of profane or vulgar language
- Verbal confrontation with other students or adults
- Violence of any sort (kicking, tripping, pushing, punching, hitting, rough play...)
- Theft or destruction of property
- Disrespect or non-compliance toward any staff member or volunteer
- Throwing snowballs or other objects
- Actions that create unsafe conditions

At Maple Grove, consequences may include:

- Conference with student(s)
- Individual, group or class discussions with the teacher, supervisor or principal
- Loss of privileges (recess, class privileges, extra-curricular activities...)
- Yellow/red incident report forms
- Communication with the parents/guardians (in person, telephone, written)
- Community service in and around the school
- Short-term assignment to another classroom to do independent school work
- Meeting with the principal
- In-school suspension
- Out-of-school suspension
- Any other appropriate actions the principal deems necessary

Yellow incident reports are issued for minor disciplinary incidents such as disturbing the class, pushing, inappropriate clothing, inappropriate language or body language, or for being disrespectful. Yellow slips are sent home to parents to be signed and must be returned to school the next school day.

Red incident reports are issued for major disciplinary incidents such as physical aggression/fighting, defying authority, rudeness, intimidation, vandalism or stealing. Red slips are sent home to parents to be signed and must be returned to school the next school day. The principal then follows up with the student.

Disciplinary action, when required, will consist of consequences that will be preventative and restorative, rather than punitive.

Buses and transportation

Students taking the bus must obey the rules for conduct and safety. Bus transportation to and from school is a service provided by the school board (Transportation Dept: 514-422-3001). **The bus driver is in charge of the bus** and must have the cooperation of all students in the course of the daily run. Students with repeated infractions of bus safety and conduct rules are a danger to all students travelling on the school bus.

Consequences of bus infractions may include:

- Meeting with the principal.
- Reprimand by the principal
- Subsequent offences may result in suspension from the bus. A student misbehaving on a school bus may lose the privilege of using this means of transportation.
- Additional consequences may include restitution for damage caused, detention and/or suspension from the bus.

Please go over the following bus safety rules with your child:

1. Always be at the bus stop 5 minutes early.
2. Wait for the bus to come to a complete stop, and then board the school bus in single file, in an orderly fashion, and using the handrail.
3. Find your seat quickly without pushing other students and sit properly.
4. Keep the aisle clear. Keep arms, legs and all belongings out of the bus aisle.
5. Remain seated, talk quietly. Do not eat, drink or leave trash on the bus.
6. Do not vandalize the bus in any way.
7. Always listen to the driver's instructions. Do not distract the driver by yelling, arguing, fighting or throwing things.
8. Never put your head, arms or any object out the window.
9. Know where the emergency exits are but DO NOT tamper with them.
10. When getting off, wait until the bus comes to a complete stop before leaving your seat. Descend in a single file.
11. Walk a safe distance from the bus so the driver can see you and know that you are out of danger.
12. If you need to cross in front of the bus, keep a safe distance and watch for the driver's signal. Do not run. Proceed with caution.
13. Skateboards, rollerblades, or any other sports equipment are not allowed on the bus. As well, all musical instruments must be kept in their cases.
14. Failure to follow the above rules will result in disciplinary action and/or suspension of bus privileges. The safety of all the children on the bus is each student's responsibility. Suspension from the school bus is not subject to any negotiation or discussion.
15. Children must ALWAYS ride on the bus to which they are regularly assigned. They are not permitted to take any other bus.
16. Students may only embark and disembark at their designated stop.

Disrespect or non-compliant behaviour during school transportation or toward volunteers during carpooling on school trips may result in loss of privileges or other sanctions based on the nature of the act.

Dress Code

The Maple Grove dress code is mandatory for all students. Students are required to dress in a neat, clean and appropriate manner respecting the Maple Grove dress code:

- A navy blue, white or grey sweater, sweatshirt or cardigan
- Plain white, grey or navy blue t-shirt, turtle neck, shirt or blouse
- Solid navy blue pants (or shorts when the weather is warm), skirt or tunic
- Phys Ed uniform: Navy blue shorts with a white, grey or navy blue t-shirt, indoor running shoes, long hair tied back

The dress code does not include:

- Jeans, very tight pants, jeggings
- Flip-flops, shoes with heels
- Logos on clothing other than the Maple Grove logo.
- Tank tops or crop tops
- Strapless or spaghetti strap dresses or tops
- Maple Grove is a "hat/bandana free zone" inside the building. Sweatshirt hoods may not be worn on the head.

If your child's clothing is deemed to be inappropriate, he/she will have to call home to request that a parent bring something appropriate to wear to school. Children may have to wait in the office area until a parent arrives with their clothing. If you are unsure of the appropriateness of a clothing item, please check with the office before sending your child to school.

Please note: Students are required to wear shoes indoors at all times. In winter, boots and another pair of shoes are required. Children may leave their indoor shoes at school, or bring them back and forth from home. It is important that all students wear shoes indoors for their own safety and in case of an emergency that requires students to leave the building.

PLEASE LABEL ALL OF YOUR CHILD'S CLOTHING AND PERSONAL BELONGINGS.

Lost & Found

Any unclaimed items will be emptied from the lost & found twice a year in the months of December and June.

Bicycles, Skateboards, Scooters and Rollerblades

Bicycles are to be walked onto school property. Bikes are to be locked. The school is not responsible for lost or stolen bicycles. It is highly encouraged that children wear a well-fitted bike helmet to school.

Skateboards, scooters and rollerblades are not permitted on the school grounds without prior permission. Heelies (shoes with wheels in the sole) are not permitted.

Electronic Devices and Toys

The use of cell phones, iPods, MP3 players, CD players, smart watches and other electronic devices in school or on the school bus is not permitted unless authorized by the school administration. Valuable items should be left at home. Please remember that the school is not responsible for lost or stolen items.

Personal toys from home are not to be brought to school except by specific request/permission of the teacher.

Outside equipment is not to be brought to school but can be borrowed from the school.

Collectable cards are not permitted at school.

Confiscated items will be held for safekeeping and parent pickup.