



# Poltimore Elementary School

2 Ch. Pagan Val-des-Monts QC, J8N 2G9  
 819-457-2335 ~ poltimore@wqsb.qc.ca

## Poltimore Elementary Code of Conduct 2023 -2024

A school is a place that provides equal learning opportunity for all students. At Poltimore Elementary School, we believe that all students and staff have the right to learn and work in a safe environment. We also believe that mistakes are opportunities to learn and we strive to take a proactive approach by cultivating a culture of kindness and responsibility for oneself and their community.

Our Code of Conduct ensures that all students, parents/guardians, teachers, and staff have the right to feel safe in their school community and understand the expectations while living and learning at Poltimore Elementary School.

Students are asked to seek help from staff when facing any type of conflict, and we will help.

Although no document can account for every situation that arises in a school, the main purpose of this document is to set clear expectations for all students, staff, and parents. The support of parents for this Code of Conduct is essential to its success, as we work in partnership with our school community and share the same values and expectations.

### Expectations

<b>Expectations of Students</b>	<b>Expectations of School Staff</b>	<b>Expectations of Parents</b>
-Arrive at school on time and be prepared and ready to learn	-To be an effective role model to students and to help them reach their full human potential	-To send their children to school regularly, punctually and prepared for learning
-To follow our four Tribes agreements and anti-bullying rules at all times	-To respect ethnic, religious, gender, intellectual and physical differences in others	-To promptly report to the school their child's absence or late arrival
-To show respect for the rights, feelings and property of all school community members	-To demonstrate care and commitment to pupils by providing an inviting, safe, and positive learning environment characterized by high expectations for success	-To ensure that the school always has most up to date emergency contact information that will allow the school to reach a parent or guardian when/if necessary
-To respect ethnic, racial, religious, gender, intellectual and physical differences in others	-To ensure a variety of instructional and differentiated practices and to respond to	



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<ul style="list-style-type: none"> <li>-To practice safe and responsible behaviour at all times and to follow all classroom, school and community rules</li> <li>-To follow all learning experiences to the best of his/her ability</li> <li>-To respect school property and materials with respect</li> <li>-To inform teachers, parents and other staff with regard to any concerns related to physical, social, emotional, or academic issues</li> <li>-To communicate and work with all school community members in a courteous, fair and respectful manner</li> </ul>	<p>students' <u>individual needs</u> to support improved student performance</p> <ul style="list-style-type: none"> <li>-To communicate and work collaboratively with students, parents/guardians and other school personnel on issues related to students' social, emotional and academic progress</li> <li>-To support students in working to develop self-confidence and to strengthen their sense of self-worth</li> <li>-To communicate and work with all school community members in a courteous, fair and respectful manner</li> </ul>	<ul style="list-style-type: none"> <li>-To show an active interest in their children's academic progress and encourage a positive attitude towards learning</li> <li>-To communicate any situation that may have an impact upon their child's learning to the child's teacher</li> <li>-To communicate with school personnel on issues related to their student's social, emotional, and academic progress</li> <li>-To encourage and support children in following the rules of behaviour by being familiar with the Poltimore Code of Conduct and school rules as outlined in this document</li> <li>-To communicate and work with all school community members in a courteous, fair and respectful manner</li> </ul>
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## Rights and Responsibilities

Students have the right to...	Students have the responsibility/expectation to...
<ul style="list-style-type: none"> <li>• Feel safe physically, emotionally, and spiritually safe at school</li> <li>• An equal learning opportunity</li> <li>• An appropriate and challenging program</li> <li>• Accommodations/adaptations as outlined within an IEP</li> <li>• Freedom from physical and verbal harassment</li> <li>• A pleasant, positive school atmosphere</li> <li>• Assistance from teachers and support staff</li> <li>• Discipline in a fair, firm, and consistent manner</li> </ul>	<ul style="list-style-type: none"> <li>• Be punctual and attend regularly</li> <li>• Demonstrate a positive attitude and good work habits</li> <li>• Respect the physical, social, and emotional rights of other students and all school personnel</li> <li>• Complete all assigned work punctually</li> <li>• Be aware of opportunities to participate in activities offered both during and after school hours</li> <li>• Exhibit self-discipline by following school rules, both in and out of the classroom and during any school sponsored activity</li> <li>• Be honest and trustworthy</li> <li>• Report bullying and violent incidents to an adult at school and at home</li> <li>• Be courteous, use respectful language and good manners</li> <li>• Respectfully treat school equipment and materials</li> <li>• Respectfully treat materials belonging to others</li> <li>• Wear appropriate clothing</li> <li>• To follow the code of conduct when representing Poltimore on and off school property</li> </ul>



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Teachers and/or support staff have the right to...	Teachers and/or support staff have the responsibility to...
<ul style="list-style-type: none"> <li>• Expect appropriate behaviour in the classroom, throughout the school, and in all other educational settings (e.g., on the bus, school trips)</li> <li>• Receive support from the principal and parents in the performance of their duties</li> <li>• Expect support from administration to help students reach their full potential</li> <li>• Expect cooperation from all students in the carrying out of student responsibilities during all school functions</li> </ul>	<ul style="list-style-type: none"> <li>• Be fair, firm, and caring in dealing with students</li> <li>• Inform students of expectations of acceptable behaviour</li> <li>• Report progress and conduct to administration and parents</li> <li>• Take responsibility for all students in the school, when required</li> <li>• Encourage good effort, improvement and citizenship for students and staff</li> <li>• Plan, implement and evaluate an effective program</li> <li>• Encourage excellence in all academic endeavours based on individual differences</li> <li>• Report incidents of concern to appropriate authorities</li> </ul>

Parents have the right to...	Parents have the responsibility to...
<ul style="list-style-type: none"> <li>• Know that students will be provided with an excellent educational experience that adheres to the Basic School Regulation</li> <li>• Expect that classes will be conducted in an orderly manner</li> <li>• Expect teachers to act in a kind but firm and judicious manner</li> <li>• Receive regular communications from the school</li> <li>• Confer with the school regarding any concerns for their child</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure regular attendance and promptness</li> <li>• Provide healthy lunches, drinks, and snacks</li> <li>• Ensure your child is appropriately dressed for indoor and outdoor activities</li> <li>• Encourage positive attitudes in their children towards school, learning, behaviour, and activities sponsored by the school</li> <li>• Provide or seek support in ensuring the overall physical, social and emotional wellbeing of your child</li> <li>• Provide support and appropriate time and place for reinforcement of academic content</li> <li>• Cooperate with the school to develop appropriate student behaviour</li> <li>• Communicate appropriately with staff concerning your child's progress</li> <li>• Communicate with teachers regarding any situations which may impact student learning</li> </ul>



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## School Rules and Regulations

### **School Access:**

The playground is supervised 30 minutes before the commencement of the school day (7:30am). A supervisor will be there to monitor students at this time only. Students are not permitted to arrive prior to 7:30am. In the case of inclement weather, the supervisors will permit the students to enter the school building upon arriving at school. Additionally, school ends at 2:35pm; at which time students are expected to take the bus home or be picked up.

All parents of students and visitors to the school must enter the building through the main entrance **ONLY**. All visitors must report to the office and receive and wear a visitor's pass before proceeding to any other area of the school. Parents collecting students must wait in the lobby for their children.

### **Attendance and Punctuality:**

Punctuality is important and it is the responsibility of our parents and students to be on time for school. All students entering after 7:55am must report to the office with a guardian to verify their attendance. Requests for early dismissal (i.e. medical appointment) require parent/guardian contact with the teacher and office. Should there be a change to end of day routines parents must communicate changes via email or phone call to the office and the teacher. Should a student who is expected to be picked up, be picked up late, the parent must inform the school and the student will wait in the office. **Any changes to end of day routine must be communicated before 1:45pm.**

### **Absences:**

Absences must be confirmed by phone or documented by parents/guardians in writing. If a parent/guardian is unable to speak directly to a staff member, please leave a message on the answering machine. Please copy the homeroom teacher and the secretary in any email communication regarding absences.



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## **Behaviour:**

Behaviour should show respect for self, others and property. It should be reflective of a safe school environment. Therefore, the following will apply:

- No weapons or weapon-like devices including toys
- Absolutely no fighting
- No physically or verbally abusive behaviour
- No sexual behaviour
- Follow the routines established by the staff
- Demonstrate socially acceptable manners
- Seek staff assistance to resolve conflicts

## **Appropriate Language:**

Students are expected to demonstrate socially acceptable language. Therefore, the following will apply:

- No profanity
- No suggestive comments including sexual, sexist, racist or provocative comments
- No rude, challenging, or discriminatory comments or gestures toward students or members of the staff

## **Appropriate Dress:**

- Hats and head coverings (bandanas, hoods, etc.) are to be removed in the coat room. Head dresses or head coverings worn for religious or medical purposes are exempt
- Pants should fit so that they will not fall down; nor expose undergarments
- Clothing and/or jewellery that bear suggestive or objectionable printing such as those used in the advertisement of alcohol, drugs, sex, violence or those containing racist comments are not to be worn
- Tops which expose undergarments or midriff sections and/or have “low cut” necklines are not to be worn
- Shorts and other bottoms should be of respectable length not baring the gluteus maximus



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- Students are expected to dress appropriately for the weather. If purchasing appropriate outdoor clothing creates a problem, parents are encouraged to communicate this with the school and the school will provide support
- For safety reasons, students should have proper footwear at school for inside the building and separate footwear for outside the building

**Failure to comply with the dress code will result in a request to change (students will be given a warning for the first offence). Continued failure to comply with the dress code will result in a request for parents to meet with the principal to discuss the problem. All dress code violations are at the discretion of the principal and/or principal's designate.**

## **Electronics/Toys:**

Electronics are not permitted to be used on school property for personal use.

If a student is caught using an electronic for personal use:

- First Offence - If a student is caught with their electronic device, the device will be confiscated and returned to the student at the end of the day.
- Second Offence – If a student is caught with their electronic device, the device will be confiscated and a parent/guardian will have to pick the device up from the office.
- Repeated Offence – possibility of a range of consequences at the discretion of the principal or principal's designate.

Toys are not to be brought to school. If a student brings a toy to school, it will be confiscated until the end of the day and returned upon the day's completion. Should a student require a tool or comfort item for support, the teacher will devise a plan with the student and parent which supports learning and does not distract from learning. The teacher will communicate the use of the tool with all staff who support the student in need.

## **Bullying and Harassment:**

We believe that all students, teachers, staff members, and parents have the right to freedom from harassment and/or bullying at school. We understand the detrimental and serious effects which may result from derogatory comments or conduct based on race, gender, disability,



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cognitive differences, family status, ethnic origin, citizenship, ancestry, age, etc. These behaviours undermine our school environment as a whole.

## **Olweus definition of bullying includes three important components:**

1. Bullying is aggressive behaviour that involves unwanted, negative actions.
2. Bullying involves a pattern of behaviour repeated over time.
3. Bullying involves an imbalance of power or strength.

## **Types of Bullying:**

This may include but not limited to:

1. Verbal bullying including derogatory comments and name calling;
2. Bullying through social exclusion or isolation;
3. Physical bullying such as hitting, kicking, shoving, and spitting;
4. Bullying through lies and false rumors;
5. Having money or other things personal property/belongings/possessions taken or damaged by students who bully;
6. Being threatened or being forced to do things by students who bully;
7. Racial bullying;
8. Sexual bullying, harassment, unwanted advances, inappropriate touching, inappropriate talk sexual in nature
9. Cyber-bullying (bullying behavior via cell-phone, Internet, etc...).

**\*\*Please see the Anti-Violence/Anti-Bullying Plan for further information\*\***

## **Buses and Bus Behaviour**

Transportation Services are a privilege and not a right. The safety of the students on the school buses is the primary concern of the bus drivers and the school. The expected behaviour of the children on the school bus is the same as the expected behaviour at school. Students must adhere to the following requirements in the interest of safety for all passengers. Failure to do so may lead to the suspension or removal of riding privileges.





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- Always remain in their seat
- Follow the driver's instructions
- Use polite language
- Avoid distracting the driver by creating unnecessary noise or uncooperative behaviour
- Refrain from eating and drinking on the bus
- Demonstrate acceptable behaviour which respects the rights of other passengers and the driver
- Ensure that all personal belongings fit within their backpack (lunch bag may be carried separately)

At all times the driver is in complete charge of the bus and passengers. If any of the above outlined code of conduct rules are violated, the driver will report the problems to the principal.

If a parent/guardian has an issue with an incident that has happened on the bus or with the driver, they are to speak directly to the principal or the principal's designate.

## **Discipline Policy**

At Poltimore Elementary our first approach is to always work with the student and parent(s) to find the source of the frustration that is causing the troubling behaviour. However, depending on the behaviour, a range of consequences are available to school personnel which should provide the flexibility necessary to meet the wide range of situations and individuals which may be encountered.

A student who does not meet the expectations of this code of conduct will be dealt with fairly and consistently by the staff. Our aim is to help the student deal with the frustration and teach them to improve their behaviour. The rights of the individual as well as the collective rights of school and community will be considered. The following consequences are possible after a breach of the code of conduct:

- Behavioural contract established between student, parent and staff
- Discussion with the student by a staff member to talk about the problem to get at the root of the issue and to avoid another instance
- Assignment of a specific task to help the student understand the expectations
- Detention of the student, usually to do classroom assignments to make up for lost or wasted instructional time
- Consultation with parents regarding the student



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- Withdrawal of privileges where the student loses the opportunity to participate in activities where appropriate behaviour is essential ie: field trips, alternate recesses
- Restitution or community service where the student loses freedom at recesses and/or lunch time and performs tasks to enhance the school environment, or to repair or replace damaged or lost property
- Withdrawal of the student from the class setting to another workplace within the school for a specific length of time
- Intervention of or referral to Resource personnel (e.g., Resource teacher or special education technician)
- Suspension from school where the student does not attend school according to the authority of the Education Act
- Involvement of or referral to outside agencies e.g., CLSC, Police, Social Services Officer
- Expulsion by the School Board from all schools under its jurisdiction

**It is important to note that when consequences are imposed, the sub context and background circumstances surrounding the behaviour are considered and situations are dealt with on a case-by-case basis. Therefore, consequences will not necessarily be imposed in sequential order but will depend on the severity, frequency and duration of the behaviour and at the discretion of the principal or principal's designate. Parent consultation will take place when the misbehaviour is of serious nature and/or reoccurring**

## **Summary and Conclusions**

The Code of Conduct is required to ensure that all students, staff, and parents understand the standards expected at Poltimore Elementary School. The discipline policy must be flexible enough so that Poltimore Elementary is positioned to be fair and sensible in the relationships with students and others. Appropriate consequences are needed for inappropriate behaviour. We all want our students to reach their full potential, to be successful and happy in their lives, to make correct and acceptable choices, to live productive and fulfilling lives and to be kind contributing members of society.