

## GREATER GATINEAU ELEMENTARY CODE OF CONDUCT for Students, Staff, and Parents/Guardians

### Every Student, Every Day, a Success in our Community

At Greater Gatineau Elementary, we believe that all students and staff have the right to learn in a safe environment. Each person is expected to work towards creating a climate that is positive and productive. No person has the right to exhibit behaviours that infringe upon the rights of others. We believe that school and home share the obligation of teaching our students appropriate behaviour, a sense of responsibility and respect for themselves and others. Our Code of Conduct is required to ensure that students, parents/guardians (hereafter "parents") and staff all understand the standards we expect at Greater Gatineau Elementary School, Daycare and school outings. Students are asked to seek staff support when facing any type of conflict and we will help. The main purpose of this document is to set clear expectations for all students, staff and parents. Although no document can account for every situation that arises in a school, this Code of Conduct attempts to set clear and specific guidelines. These guidelines will be applied fairly and consistently.

The rules apply at all school-related events whether held on school grounds, including on school board transportation. The following are approaches which will be applied consistently by the Principal, or Principal's designate:

- Setting and explaining clear and reasonable expectations.
- Communication and dialogue with students and parents: ideally, all issues we face at the school level are learning experiences for everyone. The first line of intervention will always be a conversation with the student about the issue and a learning opportunity is always the goal.
- Parents will be notified of a rule violation by their child in writing, by phone or in person.
- Parents will, as appropriate, receive written reminders to work with the school to ensure their children are meeting the expectations of the Code.
- Parental involvement for a child who continually disregards the school rules will be mandatory.
- One of the standard school-related consequences listed in the final section of the document may be applied.

Behaviours	Expectations
<b>How We Communicate</b>	<ul style="list-style-type: none"><li>- Communicate and treat others in a courteous and respectful manner and expect to be treated with courtesy and respect.</li><li>- If behaviour is inappropriate, students, staff or parents will be asked to openly and respectfully converse to address the situation or seek assistance in dealing with the issues.</li><li>- If a person believes they have been treated disrespectfully by a staff, student or parent, please discuss the situation with staff or the principal.</li><li>- Greater Gatineau Elementary community believes that a strong working relationship between home and school will benefit our students and therefore, parents and staff are encouraged to always find respectful solutions to all issues.</li></ul>
<b>Dress Code</b>	<ul style="list-style-type: none"><li>- Students, staff, and parents when volunteering at school, will dress appropriately; choice of clothing will not include or promote the following: inappropriate language, vulgarities, and racism.</li><li>- Headgear (hats, bandanas, toques, hoods) are not to be worn inside the classroom, except with express permission from principal.</li><li>- Staff and Administration will begin each school year by outlining at an assembly what appropriate clothing should look like.</li><li>- Parents will reinforce the importance of choosing appropriate clothing.</li></ul> <p>The students are expected to be dressed appropriately for the weather. In winter, this means wearing a warm coat, a hat, gloves and boots. In warmer weather a hat and sunscreen are a good idea. Dress for rain. All students benefit from a change of clothing which can be stored in their locker.</p> <p>We request that students always have both indoor and outdoor shoes at school.</p>

<b>Provincial and Federal legislation</b>	<ul style="list-style-type: none"> <li>- All students, staff, and parents are expected to abide by the laws of Quebec and Canada</li> </ul>
<b>Western Quebec School Board</b>	<ul style="list-style-type: none"> <li>- All parents, students, and staff must follow the policies of the WQSB.</li> </ul>
<b>Internet/ Computers/ Multimedia</b>	<ul style="list-style-type: none"> <li>- During class time, students will use technology for educational purposes only.</li> <li>- Students must always be under the supervision of school staff when using technology within the school.</li> <li>- Students will not access the wi-fi unless directly authorized for in-class schoolwork.</li> <li>- Students will not access inappropriate websites.</li> <li>- Students will not record or videotape others within the school or on school property or while using school board transportation unless it is supervised by staff, and it is for educational purposes. Any student, staff, or parent recording or videotaping must request permission of the persons being recorded or videotaped, and of their parent when applicable.</li> <li>- Multimedia is a powerful teaching tool; students and staff are expected to use it to enhance, support and enrich learning.</li> <li>- At the discretion of staff, students may have limited access to multimedia during non-instructional time.</li> <li>- Electronic devices which are designated as educational/learning aides to specific children shall not be shared with, or used by, other children unless directed to do so by staff and under staff supervision.</li> </ul>
<b>Cellphones/ Electronic Devices</b>	<ul style="list-style-type: none"> <li>- Students are not permitted to bring cell phones to school or on the bus.</li> <li>- Any student that needs to call/contact home will be welcomed to ask the office for support.</li> <li>- Students will not use portable electronic devices (i.e., handheld gaming devices, cameras or cell phones etc.) at school or daycare unless part of a class assignment and specifically permitted under staff supervision.</li> <li>- Parents are asked to reinforce this.</li> </ul>
<b>Completion of Assignments</b>	<ul style="list-style-type: none"> <li>- In accordance with teacher directives, it is mandatory that assignments are to be completed to the best of a student's ability and returned on the due date.</li> <li>- When absent, a student is expected to make an effort to catch up missed work by checking class websites, contacting other students or the teacher immediately upon return.</li> </ul>
<b>Classroom Behaviour</b>	<ul style="list-style-type: none"> <li>- Students, staff and any parents in the classroom will behave respectfully and in a manner that is conducive to learning.</li> <li>- Students will follow the school and classroom guidelines.</li> <li>- Our goal is for all student behaviour and attitude in the classroom positively impact the educational success of all students. More specifically, teachers can expect that students:             <ul style="list-style-type: none"> <li>• arrive to class on time</li> <li>• are prepared for class with all materials necessary</li> <li>• are attentive to the task at hand until dismissed by the teacher</li> <li>• show respect and consideration for others</li> <li>• demonstrate care and consideration for the property of others.</li> </ul> </li> </ul>

<b>Violence, Disrespect, and Bullying-Type Behaviours</b>	<ul style="list-style-type: none"> <li>- Please see our Anti-Bullying and Violence Prevention policy for a more detailed discussion.</li> <li>- Students, staff and parents will respect individual differences and diversity - take a stand against bullying and violence.</li> <li>- Students should report to an adult they trust if they are being bullied or subject to violence.</li> <li>- Students are expected to help someone who is being bullied or subjected to violence, e.g., by telling an adult (We help, We tell, We include).</li> <li>- Parents will watch for signs that their child may be a victim of bullying or violence or exhibiting bullying or violent behaviour.</li> <li>- Parents and students are strongly encouraged to report bullying and violence to teachers and/or admin.</li> <li>- Staff will respond seriously to all reports of bullying and violence by investigating, discussing and reporting in writing to the Principal.</li> <li>- Staff will foster an inclusive, safe, caring culture where students feel they can speak to staff about their concerns.</li> </ul>
<b>Personal Safety and Security Behaviours</b>	<ul style="list-style-type: none"> <li>- Possession of weapons/replicas: anything used or intended for use in causing death or injury to a person (whether designed for that purpose or not) and any replica of a weapon used for the purpose of threatening or intimidating any person are prohibited. Weapons or "weapon-like" devices of any kind, including toys, are never permitted on Western Quebec School Board property or transportation.</li> <li>- Violence of any kind towards others will never be tolerated. Physically or verbally abusive behaviours must be reported to the Principal immediately.</li> <li>- Play fighting, rough play or tackle type games are prohibited.</li> <li>- Intimidation - to frighten, force, discourage or inhibit using verbal or non-verbal actions in order to influence conduct - is prohibited.</li> <li>- Harassment - systematic or persistent verbal or physical action such as taunts, insults, annoyances, demands, etc., designed to inflict distress - is prohibited.</li> <li>- Threats - verbal promise or overt action fore warning trouble, worry or harm - is prohibited.</li> <li>- Assault - an unlawful personal attack (including menacing words or gestures), an attempt to cause injury, unwelcome physical interference with another person - is prohibited.</li> <li>- Vandalism - the deliberate damage or defacement of property, including school grounds, buildings, equipment, books and personal property - is prohibited.</li> <li>- Extortion - intimidating or threatening behaviour intended to extract money, services or property- is prohibited.</li> <li>- Bigotry - written or verbal comments which insult others because of their gender, racial origin, ethnicity, religion, or sexual orientation - is prohibited.</li> </ul>
<b>Leaving Property</b>	<ul style="list-style-type: none"> <li>- The teacher will dismiss the students at the appropriate times.</li> <li>- Students may ONLY leave the property when:             <ul style="list-style-type: none"> <li>• picked up by a parent or guardian</li> <li>• authorized school board transportation</li> <li>• authorized to walk/bike home</li> <li>• accompanied by a staff member on a school activity or event</li> </ul> </li> </ul>
<b>Racism</b>	<ul style="list-style-type: none"> <li>- Racist language or acts will not be tolerated. Students will be suspended from school if racist language is used, or racist acts are committed.</li> </ul>

### Standard School-Related Consequences:

If a student violates the rules at Greater Gatineau Elementary, certain consequences must follow. The specific consequences will be determined based on the severity and/or frequency of the issues and will take the age of the student into account. Students and parents will be informed of the consequences students receive directly by email, phone conversation and/or meeting. Communication and Dialogue with students and parents is a priority. Preferably, all issues we face at the school level are learning experiences for everyone. The first line of intervention will always be a conversation with the student about the concern and an intervention will be viewed as a learning opportunity. Here is a list and brief description of potential standard school consequences:

1. Reflection Room: Think Sheets can be assigned at recess or lunch. Students are expected to bring their lunch to the designated room. The activities permitted during reflection are Think Sheet or silent reading.
2. Academic Recovery: To ensure students reach their full potential, we expect students to complete their assignments. Teachers may ask them to stay in during recesses to complete homework or assignments.
3. Loss of Privileges: As students advance from Kindergarten through to Grade 6, students can miss certain privileges - school bus transportation, permission to participate in extra-curricular activities and fieldtrips, free- time during recess and lunch, etc. Students may lose these privileges if they do not comply with school expectations.
4. In-School Suspension: A student may be suspended in-school. If students are suspended in-school, they will not be able to attend classes and will be involved in an alternate recess and lunch time. Students will be supervised and will be required to complete schoolwork or assigned work. Students may not be permitted to attend any school function for any reason. Refusal to observe school rules and refusal to behave properly and complete all assigned work may result in an extension of the days of suspension (Out-of-School).
5. Out-of-School Suspension: A student may be suspended Out-of-School up to ten days for "gross misconduct and disobedience". If students are suspended from school, they may not be on the campus or attend any school function for any reason. Failure to observe this may result in outside services being contacted to intervene.
6. Referral to the Principal: Students who continue inappropriate behaviour despite efforts to correct it by staff, or if a student commits a serious act that disrupts the school or endangers others, the student will be referred to the Principal. The Principal will initiate a thorough review of the student's behaviour and will determine the consequences and course of intervention.
7. Police Referral: Acts which are illegal under the Criminal Code of Canada should be reported to the police. This referral does not, however, forego the application of school disciplinary action for the same incident.
8. Expulsion and Discipline Committee: In cases of continued or extreme anti-social, disrespectful, disruptive, uncooperative or violent/illegal behaviour, the Principal will recommend to the Western Quebec School Board that expulsion proceedings be initiated by convening a meeting of a Discipline Committee. The Committee has the authority to expel a student from attending any schools in the school board for one full school year or longer, if needed.

#### Sexual Violence

The concept of sexual violence as used in the Integrated Violence Strategy includes reference to issues of sexual assault, sexual exploitation, and sexual harassment, including their various manifestations. Anchored in a dynamic of power imbalance, exposing victims to multiple consequences and violating fundamental rights.

Source - [Contre la violence sexuelle, la violence conjugale et Rebâtir la confiance - Stratégie gouvernementale intégrée 2022-2027 \(quebec.ca\)](#)

#### SAFETY MEASURES TO STOP SEXUAL VIOLENCE

To address the area(s) of concern, the following measures aimed at putting an end to all forms of sexual violence include:

- General school climate and SEL practices
- Entente with Marie-Vincent

- CCQ/Sexuality Education Curriculum and support from pedagogical consultant
- Training activities for management and other personnel include the following: Training to be provided by the MEQ.
- Anti-bullying and anti-violence training
- Guidelines on reporting any incidents of bullying or violence will be reviewed

**EXTRACURRICULAR SERVICES OR IMPLEMENTATION OF THE SPECIAL SCHOOL PROJECT - PREVENT STOP ANY FORM OF BULLYING OR VIOLENCE DURING THE PROVISION OF AND, WHERE APPLICABLE**

Any agreement between a school service center and a body or person as part of providing extracurricular services or carrying out a special school project for the provision of services other than educational services must be made in writing. The agreement must provide for measures to prevent and stop any form of bullying or violence during the provision of extracurricular services or implementation of the special school project and, where applicable, require that persons who would be required to work with minor students and persons regularly in contact with minor students inform the principal of the school attended by the students directly involved of any act of bullying or violence that they observe. The agreement must also require that, in collaboration with the educational institution, persons who would be required to work with minor students and persons regularly in contact with minor students complete proper anti-bullying and anti-violence training as soon as possible.

For each complaint received concerning bullying or violence and each report received relating to an act of sexual violence, the principal shall send the director general of the school board a summary report on the nature of the incident and the follow-up measures taken. The summary report concerning an act of sexual violence shall also be sent to the regional student ombudsman.

It is possible to make a report or file a complaint concerning an act of sexual violence to or with the regional student ombudsman and, for a person who is dissatisfied with the follow-up on a complaint filed with the institution, to use the complaint processing procedure provided for in the Act respecting the National Student Ombudsman.

In the case of a complaint concerning an act of sexual violence, the principal shall also inform the student who is the victim that it is possible to refer the complaint to the Commission des services juridiques. If the student is under 14 years of age, the principal also informs their parents/guardians of that option, and if the student is 14 years of age or over, the principal may also inform their parents/guardians of that option, with the student's consent.