



## CODE OF CONDUCT MORIN HEIGHTS ELEMENTARY SCHOOL INFORMATION

At Morin Heights Elementary School, we strive to provide an environment that is safe and healthy for the students and team. Children attending MHES become part of a much larger community of peers than they are accustomed to outside of school. Subsequently, social learning and growth are key elements in child development.

The Behaviour Chart provides a clear list of conduct expectations as well as descriptions of infractions and their potential outcomes – both disciplinary and supportive.

It is important to note that acts of bullying as well as physical, sexual, and verbal aggression are treated under the school's ABAV Plan, as per Bill 56.

### Attendance

The policy at Morin Heights Elementary School is that students are expected to participate in all school activities. Absences must be reported through Clic école or Mozaïk Parent Portal <https://portailparents.ca>.

### Arrival and Departures

Unless registered for daycare, all students are expected to arrive at 8:10 a.m. and enter by their assigned door. Any student arriving after 8:20 a.m. will need to enter through the main office door and be signed in by their parent, guardian or responsible adult (hereinafter "parent"). **Parent movement inside the school is limited to the office area only - please refrain from going into the hallways to lockers and classrooms.**

- School hours are from 8:20 a.m. to 3:10 p.m.
- Morning supervision begins at 8:10 a.m. - it is forbidden to leave your child in the school yard unsupervised before that time.
- Lunchtime is from 12:10 p.m. to 1:10 p.m. Please note that the reception office will be closed and no pick-ups will be permitted during that time.

At the end of the day, students need to be picked up **no later than 3:20 p.m. unless enrolled in daycare or in an after-school activity. If your child is enrolled in an activity, please ensure you arrive prior to the end of that activity. If your child is not enrolled in daycare and you cannot be at school in time for dismissal from activities, please communicate with the Daycare Technician before noon of that day to make arrangements.**

To ensure the safety of all our students and to facilitate proper organization, dismissal arrangements for students should remain as regular as possible.

Daily changes should be mentioned in your child's agenda or communicated at the office **no later than 12 noon of that day**. Any changes made to your child's daycare schedule must be relayed to the daycare technician only.

Contacting a teacher or a staff member should be done via email or by writing a note in the agenda. The teacher or staff member will get back to you within a reasonable timeframe.

### Daycare Services

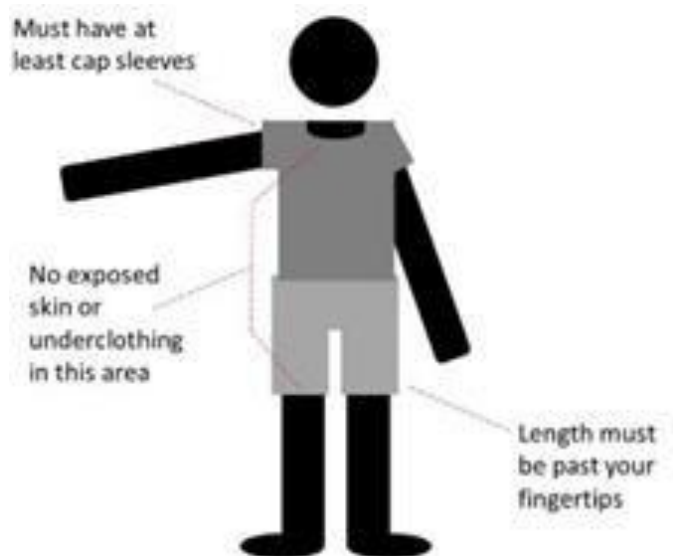
Daycare services are available commencing at 7 a.m., and run until 6 p.m. after school. Please communicate with the technician for details and registrations.

### Rules Regarding Clothing Worn at School

All students are expected to dress in a way that is appropriate for the school environment and that reflects our school value of respect. The following are not permitted on clothing worn at school:

- Clothing that depicts violent images or language
- Offensive slogans or slogans related to groups associated with inappropriate subject matter
- Logos related to games, movies, etc. which are aimed at adults or older children, and are not appropriate for children of elementary-school age.

Additionally, clothing must appropriately cover private parts, undergarments, buttocks, and midriff. Pajamas and swimwear are not to be worn except for special activities permitting or requiring it. For reference:



Students are required to get a minimum of 60 minutes of physical activity during the school day. This includes both recesses and the lunch break.

Students will be kept inside only in extreme weather conditions. As such, all students are expected to dress appropriately for the outdoors in all types of seasonal weather. **It is mandatory for all students to wear appropriate clothing during the winter (headwear, gloves, boots, jacket and snow pants).** Please help keep our floors clean and safe by making sure students have two (2) labelled pairs of shoes (indoor and outdoor). Caps/hats are to be worn outside only.

### **Physical Education**

On PE days, students are expected to be dressed in weather-appropriate clothing (shorts/jogging pants and T-shirt) suitable for physical education activities. PE clothing must be labelled and is to be kept in a separate labelled bag and returned home to be laundered periodically. PE shoes can be the student's "indoor" shoes provided they are appropriate for PE activities. Students must wear non-marking running shoes in the gym. Grade 3 through 6 students should have a second T-shirt and shorts to change into, and may also want to have a deodorant stick.

Medical exemptions for physical education and outdoor recess **must be** validated by a doctor's note.

### **Lost and Found**

The best way to avoid losing clothing and personal belongings is to have them properly labelled with your child's first and last name. All Lost and Found items are located in a designated area. We will provide a regularly updated video on the school Facebook page to show what items have accumulated. You can communicate with the school to claim your child's items. We will hold items until parent/teacher interviews. Unclaimed items will be donated the week after these interviews and after the final planning days in June.

### **Personal electronic devices**

(iPods, Game Boy consoles, cell phones) and toys should remain at home and are only permitted on the school bus in exceptional circumstances. The school is not responsible for lost or broken items. When items are a distraction to student learning, they will be confiscated by staff to be returned at a later date.

Recording of staff and students is not permitted without consent. Parents are encouraged to familiarize themselves with laws regarding the filming and public posting of such recordings.

### **Personal Items**

Unless approved by the teacher as a part of an activity, toys, cards, sports equipment, and other personal items are not to be brought to school.



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## Good Nutrition Recommendations General Information

Did you know that you learn better if you eat well? A good healthy breakfast will help you be alert and not sleepy in class! Breakfast is the most important meal of the day. It gets you going and keeps you going! Don't skip it. Following much consideration and discussion among stakeholders, **MHES is taking a non-prohibitive stance on nuts and other food allergens**. At present, we have no students enrolled with a confirmed nut allergy. The school is taking measures to be prepared to support sufferers from allergic reactions. Information and education are the most important elements of preventing crises – parents must inform the school of any allergies so we can share this among the team. Any child presenting allergies needs to be aware of the limitations as well. This policy will be assessed and subject to a Governing Board approval at the beginning of each school year.

Soft drinks, chips, chocolate bars, and candy are not allowed at school. Please keep these sorts of snacks for treats at home. Please note:

- students should bring their own utensils
- remember not to share your food (children who have allergies may have an allergic reaction)
- children are not able to reheat meals - thermos is suggested.

As part of our Wild School Philosophy, students are encouraged to partake in recycling and composting. It is suggested that all students bring their IDENTIFIED reusable water bottle to school daily.

## School Closure

It is recommended that the Sir Wilfrid Laurier School Board SMS app be used to receive notifications. The School Board's website and Facebook page will also display messages about school closures and cancelled transportation. We also post notifications on our school's Facebook.

## School Fees

All families at MHES are required to pay school fees. School budgets are very limited. It is imperative that these fees be paid in order to pay for necessities such as: workbooks, agendas, consumable materials and lunch supervision. School fees must be paid by December 1st of the school year.

## SWLSB Transportation Policy

Each in-zone student will be assigned a bus number and a bus stop by the school board transport department. **For the following reasons only: daycare, different parent, or joint custody, the morning bus stop can be different from the afternoon bus stop, as long as it is on a regular basis (five days a week).**

**Students are not permitted to board a bus other than the one to which they are assigned. No requests to take a different bus to or from school will be approved.**

The buses are an extension of school, and are subject to the same behavioural expectations. The safety of all in the bus is dependent on drivers being able to concentrate their attention on the road. Drivers will assign bus tickets for unacceptable/inappropriate behaviours. Three tickets will result in a three-day bus suspension. Should the issues persist despite supportive measures from school and home, consequences can range from long-term suspension to permanent loss of access in extreme cases.



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## Behaviour Expectations/Interventions

At school we strive to support students in their learning - this includes both academic and social growth. To the greatest extent possible, we try to help students recognize the root of their conflicts and resolve them. This is often done at the scene of the conflict or in a follow-up with the involved parties. The objective of this approach is empowering the students to express themselves in a constructive manner while helping them develop their ability to self-reflect, assume responsibility, and get along with one another.

These expectations are applicable to all students. There are in some cases, however, circumstances that require a different approach. As such, there is a degree of subjectivity applied in final decisions on disciplinary measures. Additionally, as stated in the ABAV policy, handling school matters in a manner that respects confidentiality is not only good practice, but is a legal requirement of schools. With this in mind, we will support all children in situations where discipline is required - victims, instigators, and witnesses - providing immediate support and observation with extended follow-up, but we will not disclose details of measures applied to a child to anyone other than that child's parents.

The School ABAV Plan goes into great detail on the different types of behaviours that fall into the category of violence (physical/sexual/verbal). These are extremes, and are subject to direct intervention with school administration. There are, however, behaviours that occur more frequently, and are addressed in a less formal manner. To make situations easier to address, we have established a **three-tier system**:

TIER 1	TIER 2	TIER 3
<ul style="list-style-type: none"> <li>• Leaving class/late</li> <li>• Disruptive behaviour</li> <li>• Non-compliance</li> <li>• Dress Code</li> <li>• Littering</li> <li>• Loitering in halls</li> </ul>	<ul style="list-style-type: none"> <li>• Aggressive play (play fighting/throwing items at others)</li> <li>• Abusive language and profanity</li> <li>• Triggering behaviours</li> <li>• Defiance</li> <li>• Cheating/Plagiarizing</li> </ul>	<ul style="list-style-type: none"> <li>• Fighting</li> <li>• Pushing/hitting/tripping with intent</li> <li>• Bullying and harassment (in-person/online)</li> <li>• Uttering threats</li> <li>• Hate language</li> <li>• Physical or verbal aggression towards staff</li> <li>• Repeated Tier 2 offences despite interventions</li> </ul>
POSSIBLE INTERVENTIONS	POSSIBLE INTERVENTIONS	POSSIBLE INTERVENTIONS
<ul style="list-style-type: none"> <li>• 1-on-1 intervention/support with supervisor, staff member</li> <li>• Time-out from activity</li> <li>• Observation and supervised reintegration</li> </ul>	<ul style="list-style-type: none"> <li>• Intervention and support</li> <li>• Conflict Resolution and Restorative Practice</li> <li>• Noon detention</li> <li>• Observed reintegration</li> <li>• Loss of privileges</li> </ul>	<ul style="list-style-type: none"> <li>• Direct intervention with administration</li> <li>• Creation of a BIP with assigned Technician support and parent collaboration</li> <li>• Potential in-school or external suspension</li> <li>• Involvement of SWLSB School Climate consultant</li> <li>• Possible involvement of external services (CLSC/CISSS/DYP/SQ)</li> <li>• Application of MHES ABAV Plan</li> </ul>



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## **Hate Language (General)**

Any **Cycle 2/3** student using language (actual or an approximation of) that falls into the realm of racial or sexuality/gender/body-shaming based during school hours (transport, special events and school outings) will receive an automatic 1-day suspension from school with a mandatory intake with school support team and administration. The student will have to complete an age-appropriate sensitization assignment.

Any repeat offence will entail an automatic 3-day suspension, with a mandatory intake meeting with school administration and a climate consultant from the SWLSB. Additionally, the student can lose access to special activities (outings and ECA) for the duration of 1 month.

## **Hate Language (Targeted)**

Any **Cycle 2/3** student directing language (actual or an approximation of) that falls into the realm of racial or sexuality-based during school hours (transport, special events and school outings) at another person will receive an automatic 3-day suspension from school with an intake meeting on the day of return with the parents, school administration and the school support team to develop a plan of action. Additionally, the student will lose access to special activities (outings and ECA) for the duration of 1 month.

Any repeat offence will entail an automatic 5-day suspension from school with a mandatory intake meeting with parents, school administration and a climate consultant from the SWLSB. Additionally, the student will lose access to all special activities indefinitely.

**Pre-School and Cycle 1** students based on a case-by-case basis - may be subject to the same consequences as Cycle 2/3 students if behaviour persists following intervention and sensitivity education by school personnel.

Support measures will be put in place for students exposed to such language.

With learning being the ultimate goal, any student requiring this extent of disciplinary measure will have a behavioural contract that will detail expectations and an action plan to regain their school privileges.

## **Supervision**

We enjoy a large, beautiful campus at MHES. This provides a lot of opportunities for students to enjoy their recess periods, but it presents a significant challenge to our limited supervision team. Additionally, part-time supervisors and full-time school staff can often have inconsistencies in the nature of student behaviours they permit, the manner in which they interact with students, and how they approach student reports of witnessed behaviours. Students often contribute to this inconsistency when they adopt a different attitude towards supervisors than they do regular school staff.

To address these and other areas of concern, the following are being established through this iteration of the Code of Conduct:

## **School Yard**

During noon recess, all students will remain in the immediate front of the building.

During the snow season, access will be limited to the main front yard. The sides and back of the building, as well as the main soccer fields will be off-limits. This leaves more than sufficient space for the students to play, and will greatly enhance the ability of the school team to actively supervise the students.

## **Consistency**

All supervisory staff will join in a student assembly to clearly explain the expectations of both students and supervisors when outside. The condensed school yard map will be presented to the students.



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