



Maniwaki Woodland School Elementary Code of Conduct

PURPOSE STATEMENT

Maniwaki Woodland School is committed to ensuring that all students and staff have a positive, safe learning and working environment. The purpose of our code of conduct is to inform all members of the school community of the expectations that will help ensure that such an environment exists.

Responsible and respectful behaviour is expected of our staff and students and encouraged for all members of our school community both on and off of school premises. The code of conduct is applicable not only when at school but also during extracurricular activities, while on school transportation and while using social media (when it affects the environment of the school). Respect toward self, other people and the school environment is the foundation of a common Code of Conduct at Maniwaki Woodland School.

GUIDELINES FOR STUDENT BEHAVIOR

As members of society each one of us is responsible for his/her own behavior. Reminders, corrections or other disciplinary measures may be used when a student's behavior is not consistent with school values.

Students are expected to act in a manner that promotes positivity and respect. All Maniwaki Woodland School students are expected to abide by the following three expectations:

- 1) Be respectful towards their peers, their teachers, themselves and the school
 - a. By using respectful language, including others in activities and games, use their manners, "please" & thank you"
 - b. Take care of their belongings (school bag, clothing, etc.), place garbage/recycling where it belongs, change their shoes when inside/outside, take care of the items in the school (computers, ipads, library books, etc.)

- 2) Arrive to school with an open mind and ready to learn
 - a. Have the necessary materials ready (pencil case, writing book, math tools)
 - b. Ask questions
 - c. Participate to the best of their ability

- 3) HAVE FUN!

SCHOOL REGULATIONS

All students have the right to receive quality education in a favourable learning environment. The philosophy of our school is one that balances rights with responsibilities. We encourage and support behavior that promotes healthy educational surroundings. Behavior that is not conducive to this environment will be met with every effort to modify it.

Minor Infractions

Behavior that demonstrates an inability or an unwillingness to cooperate with the normal demands of school life is a cause for intervention. Throughout the school and during all school hours, including school activities outside of regular school hours and school related transportation, the following behaviors are prohibited acts and classified as **Minor Infractions**:

Minor Infractions	Sanctions for Minor Infractions
<ul style="list-style-type: none"> • Moving around the school in an inappropriate/unsafe manner • Pushing/shoving • Refusing to follow the request of an adult • Disturbing other students • Unfair/inappropriate play at recess • Taking belongings • Using inappropriate language 	<ul style="list-style-type: none"> • Removal from the situation for a brief time • Meeting with the teacher • Request for reparation • Lunch hour detention • Removal from recesses • Communication with a parent/guardian • In school/out of school suspension • Community service within the school



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Major Infractions

Major Infractions (at the school discretion) are actions that clearly affect the safety and security of others, create unsafe conditions and interfere with the orderly environment or contravene a law.

Major Infractions	Sanctions for Major Infractions
<ul style="list-style-type: none">• Violence including: fighting, bullying, cyber-bullying, threats, extortion• Possession of weapons, firearms and the imitation of weapons• Possession, consumption and sale of drugs or alcohol• Theft• Vandalism• Gross disrespect	<ul style="list-style-type: none">• Immediate action to protect oneself or others• Removal from the situation• Meeting with the principal• In school/out of school suspension• Mediation• Reparation• Community service within the school• Expulsion• Referral to police services

COVID-19 EXPECTATIONS:

All students are expected to abide by the Covid-19 guidelines in order to ensure the safety and security of all members of the school community.

Guidelines:

- Grade 5 & 6 are to wear a mask in all common areas (hallways, washrooms and cafeteria)
- Wash their hands upon entry & exit of the building and the classroom
- Maintain 2 m of distance between them and students from other classes & staff
- Only enter their designated work spaces (class bubble)
- Remain in their designated zone at recess and bus time

Consequences for not abiding by guidelines:

- Reminder from school staff
- Meeting with the principal to discuss behavior
- Meeting with parents
- Suspension from school until they can follow the guidelines and ensure everyone's safety

CLASSROOM BEHAVIOR

The teacher establishes, within the framework of the school rules, the operational mode of his/her class. Students are expected to observe all stipulated classroom rules. When a student has problems in the classroom, either with work habits or behavior, the teacher will give the student the opportunity to correct the situation. This will be done in following manner:

1. The teacher will meet with the student to identify the problem and discuss ways the situation can be rectified.
2. The student may be kept in for recess to work on assignments or may be given a detention. Detentions will be served during school hours or after school (4 p.m.-5:30 p.m). Detentions that are to be served during school hours will be supervised by the teacher who assigned the detention. After school detentions will be supervised by the principal. (Parents will be informed through a phone call or letter if a student has been given a detention)
3. If a student does not take advantage of the assigned detention the case may be referred to administration.



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4. Administration will contact the student's parents and a meeting will be arranged which will involve the student, the student's parent(s), the principal and a team of teachers. The purpose of this meeting is to review steps that have been put in place to assist the student and explore other strategies that may support the student in an effort to correct the behavior. In the event that the above steps do not result in improved behavior the principal may:
 - Recommend intervention by outside agencies
 - Assign an in-school suspension
 - Assign an out of school suspension

General School Rules & Procedures:

Recess:

All children must go outside. Drinks and trips to washrooms are to be at the beginning of recess. Children should report to the teacher on supervision duty if it is necessary to re-enter the building during recess. During recess, students are expected to remain in their designated zone as indicated by their classroom teacher.

Walking:

Children who walk to and from school, must cross the street at the cross walk, under the supervision of the crossing-guard. Walkers are to leave the school yard once dismissed at 3:10 p.m.

Lunch:

All children are to remain seated throughout the meal and at their designated table until dismissed by the lunch supervisor. Children should speak in a normal, inside voice.

Lunch hour food must be eaten in the cafeteria. Children are encouraged to eat an appropriate healthy snack during snack time and not outside at recess. Products containing PEANUTS, candy, chocolate, canned soft drinks and chewing gum are not permitted.

School Access:

Parents, guardians, and visitors must enter the school through the main entrance only. Upon entry all visitors must sign-in, complete the 3 question survey and wear a medical mask and goggles. Only scheduled visitors will be permitted to enter the school at all times.

Changes to End of Day Transportation/Pick up Arrangements:

Should any parent/guardian want to alter the end of day arrangement for their child(ren), **the request must be made by 12:00 PM (noon)**. Due to Covid-19 restrictions, bus changes will not be permitted at any time as seating is limited and pre-assigned.

ATTENDANCE

All absences from school must be justified by a phone call, email or text message from a parent prior to the start of the class the student will be missing. If a student must leave school at any time during the day due to an appointment, it is important that the school be notified in advance. Such an absence is to be supported by a medical certificate upon the student's return to school. Messages related to absenteeism may be left on the school answering machine before 8:30 a.m. by calling 819-449-2597 or e-mailing woodland@wqsb.qc.ca, or contacting the school through our school Facebook page. Absences are considered unjustified when neither a phone call/note is received prior to explain the absence and will result in disciplinary action. Students who are absent are responsible for work that was covered in class during their absence.



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DRESS CODE

Students are required to dress in a manner that is clean, neat, modest and appropriate to the school setting. Clothing that promotes drug use or substance abuse or displays vulgar, offensive, racist, sexist or violent slogans/symbols is not to be worn at school. Students wearing such clothing will be required to immediately remedy the situation. Coats, jackets, hats, caps, bandannas and pack sacs are to be left on students' hooks. Non-compliance with this rule will result in the confiscation of the item, to be returned to the student at the end of the school day by the staff member who confiscated the item(s).

TEXT BOOKS & SCHOOL PROPERTY

Students will be held responsible for damage to school property and for the loss or damage of books issued to them.

Cell Phone/Technology Policy:

Students are not permitted to bring any electronics to school unless arrangements have been made with school administration prior. If students are caught with a cell phone/technology at school, the device will be confiscated and returned to the student at 3:10 pm.