



École Elizabeth Ballantyne School Code of Conduct

Positive Behaviours Prevent Problems

- Behaviour at school will be based on the premise that each individual will be treated with respect.
- In order to establish a positive learning environment, mutual cooperation and respect among students, teachers, and other staff members is necessary.
- All students are expected to contribute to a safe and healthy learning environment for all members of the school community.

School Expectations:

- Respect will be demonstrated toward all individuals, others' personal property, and the school environment.
- Physical force, rough play, put downs, teasing, bullying and/or cyber bullying are hurtful and will not be tolerated.
- Appropriate language, whether written or verbal, is expected at all times, in order to ensure a respectful environment for students and staff.
- Safety guidelines must be followed to ensure the well-being of all students during class time, transitions, and outdoor activities.
- Students must remain on school property at all times, during the school day.
- Loitering in or vandalizing bathrooms or hallways is not permitted.
- The use of cell phones and other personal electronic devices (such as smartwatches, tablets, cameras, and music players) is not permitted. Devices brought in and used at school, or on the school bus, will be confiscated and parents will be contacted.

Bullying Information:

Bullying is defined as any 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 (EA, s. 13).

It manifests in various forms:

- **Physical:** acts such as hitting, spitting, shoving, pushing, tackling, kicking, or punching.
- **Verbal/Written:** can include things such as threats, lying to create conflict, name-calling, teasing, sexual, racist or homophobic remarks or slurs.
- **Psychological:** can take the form of intimidation, direct or indirect forms of social exclusion, spreading rumours and gossip, etc.
- **Cyberbullying:** Cyberbullying contains all the elements of bullying (physical, verbal and psychological abuse) but extends them into a public, online environment.

Elizabeth Ballantyne School strongly condemns any form of bullying or violence. This applies to all members of the Elizabeth Ballantyne community, including students, staff, administration and parents. We are committed to taking proactive measures to effectively reduce such incidents and provide a safe learning and working environment.

Please refer to our Anti-Bullying Anti-Violence (ABAV) Plan for information, measures and resources regarding bullying:

<https://elizabethballantyne.emsb.qc.ca/elizabethballantyne/parents/information/documents>

Follow-Ups for Incidents:

Follow-ups are carried out for students who do not meet the expectations outlined in Elizabeth Ballantyne's Code of Conduct. These may include discussions with staff, phone calls home, loss of free-play privileges, exclusion from extracurricular activities, outings, and field trips, community service, social skills support activities, in-school suspensions, or at-home suspensions. Follow-ups are determined on a case-by-case basis, taking various factors into consideration.

- 1) Students involved in conflict situations will meet with our Behaviour Technicians regarding conflict resolution and empathy
- 2) Students will complete a reflection exercise
- 3) Parents will be contacted
- 4) Behaviour Technicians will follow up with students involved

Measures if Behaviour Difficulties Persist:

- Social skills training sessions
- Behaviour Intervention Plan
- Behaviour Contract
- Meeting with administration
- Suspension, in school or at home. The student must return to school with a parent/guardian before being readmitted to class

- Removal from special activities including field trips, if a student's behaviour is deemed unsafe
- School Board support personnel will be invited to intervene and support school interventions
- In some cases, the police may be contacted to intervene

EMSB School Bus Rules of Conduct/ Safety Measures.

The respect, collaboration, and kindness we value at EBS extend to the school bus. Students are expected to remain seated in their assigned seats for the duration of the ride and to speak with their peers and the driver in an appropriate manner and at a safe volume. Student safety is the top priority for Transco and for our school.

In the case of inappropriate behavior or safety concerns, the bus driver will complete a bus report. The following guidelines apply:

First Bus Report	Student will meet with a Behaviour Technician / bus report will be sent home.
Second Bus Report	Student will meet with principal / bus report will be sent home to be signed with warning of suspension from bus service
Third Bus Report	3-day suspension from bus service
Fourth Bus Report	One-week suspension from bus service
Fifth Bus Report	Removal of bus services for the remainder of the school year

Digital Citizenship:

- Digital Citizenship at Elizabeth Ballantyne promotes safe and responsible use of the internet in teaching and learning.
- Modelling appropriate and responsible technology use is an essential part of developing strong digital citizenship skills.
- Parents play a vital role in supporting their child's growth as a responsible digital citizen. Families are therefore encouraged to review the description below of an Elizabeth Ballantyne digital citizen with their child, and to monitor their children's online activities.
- Students should not be engaging in online platforms that are not permissible to their age-group.

A Digital Citizen:

- Uses technology at school and at home in positive and appropriate ways
- Uses age-appropriate platforms and resources
- Uses technology to connect with others kindly and honestly
- Understands and respects privacy and freedom of speech online
- Follows school board guidelines for using AI (to be determined by the board)
- Asks for permission before sharing photos, screenshots, or any information online

Link for Parents:

- Common Sense Media <https://www.common sense media.org/parents-ultimate-guides>

Dress Code:

It is the policy of Elizabeth Ballantyne School that students who attend must follow the dress code at all times, except on *Dress Down* days. This is to ensure the easy identification of our students, as well as to foster an inclusive environment at our school with a focus on learning.

- The dress code consists of a solid white or navy-blue shirt and solid navy-blue pants, jogging pants, skirts, tunics or shorts. **Jeans are not permitted**, except on *Dress Down* days. Sweaters or hoodies worn indoors must also follow the colour code.
- Commercial crests, logos, emblems, pictures, writing, designs, or patterns of any kind are not accepted on any article of clothing worn indoors, with the exception of approved EBS apparel.
- Skirts must be worn with solid navy-blue leggings, tights or shorts underneath at all times. Tights may not be worn without a skirt.
- Suitable clothing must be worn for physical education class (running shoes, no jeans and no skirts without shorts underneath). If deemed appropriate, please send your child with extra clothing to change into on physical education class days.
- In an attempt to ensure a clean environment, students are expected to have 2 pairs of shoes (indoor and outdoor shoes). Proper closed-toe footwear is required at all times for the safety of all children (i.e. no sandals, slides, flip flops, or clog-style footwear).
- All dress code items may be purchased through any vendor, as long as they comply with all the above requirements.
- Clothing should be comfortable - not overly loose or too tight. Clothing is expected to be clean.

Please note that if students do not abide by the dress code, parents will be contacted to help ensure that the dress code is followed.

Medication:

Parents are responsible for administering medication at home. The distribution and administering of medication at school is always an exceptional measure, and it will only be administered if the following conditions are met:

- The mandatory **AUTHORIZATION TO DISTRIBUTE MEDICATION** form is filled out, signed by a parent/guardian, and returned to school.
- The medication is provided to the school in the container provided by the pharmacist including the pharmacy label with all the patient's information.
- The doctor's prescription is provided.
- The taking of medication will be overseen by the School Secretary, the Principal, or a specifically designated and trained staff member, and the medication will be stored in the office.

Homework Policy:

Although EBS follows a *No Homework Policy*, students are expected to read every day. Projects and presentations may be assigned, and any unfinished classwork may be sent home to complete. Students are also responsible for studying for evaluations throughout the year.

Attendance, Absences and Lates

- Students are expected to attend school regularly and arrive on time (by the 9:00 AM bell). Absences should be avoided for vacations or social events whenever possible. Planning ahead helps promote consistent attendance and allows students to fully participate in all learning and school activities.
- Student success and attendance go hand-in-hand, therefore daily attendance is mandatory, unless there is an illness or emergency appointment. Families are encouraged to schedule appointments on Ped. Days when possible, or outside of school hours.
- If a student will be absent from or late to school, a parent or guardian must log into Clic école/Mozaik to report the absence, call the school office, or send an email to the homeroom teacher and Secretary (and BASE Daycare Technician if applicable).

Early Dismissal:

- Parents are asked to inform the office of any early dismissals **before 1:00 p.m.** so that the appropriate staff members and the student can be properly notified.

Dismissal Changes:

- If there is a change in your child's dismissal routine, please send an email to the homeroom teacher and Secretary (and BASE Daycare Technician if applicable). We recommend a regular dismissal routine, to help ensure consistency in students' days.