



## **FOREST HILL SENIOR CODE OF CONDUCT 2025- 2026**

### **The Goals of the Forest Hill Senior Code of Conduct are:**

- To foster a safe and caring environment for all members of the FHSR school community.
- To establish and maintain a positive and respectful school climate in which learning can take place.
- To help students develop a sense of self-discipline, responsibility, and community involvement.
- To respect the rights of students and staff to work and learn in a safe and respectful environment.

***Our code of conduct applies to the classroom, all school activities, lunch time, daycare, extra-curricular activities, school bus transportation and school outings.***

### **Expected school behavior**

- **Respect:**
  - I am respectful toward all members of the school community.
  - I use positive, encouraging and respectful language at all times as it reflects caring for others.
  - I show respect for my materials, as well as other people's belongings and for my school.
  - I resolve conflicts in a peaceful manner and if I can't solve it on my own, I get an adult to help me.
  - I have a right to learn and respect the rights of others to learn.
  - I respect the school rules and the classroom rules.
  - I do not isolate, gossip or spread rumors about others.
  - I will not use gestures or objects to depict weapons or hate symbols in any form.
- **Responsibilities:**
  - If I witness an incident of violence or bullying, it is my responsibility to report it to an adult at school and to my parents.
  - If I see any damage to personal belongings, items in the school or to the school itself, it is my responsibility to report it to an adult at school.
- **Important:**
  - Bullying, (including cyber-bullying), use of racial slurs, violence or any physical or verbal aggression is never acceptable.

***Bullying:*** refers to any repeated direct or indirect behavior, 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.

***Violence:*** refers to any intentional demonstration of verbal, written, physical, psychological or sexual force which causes distress and injures, hurts, or oppresses a person by attacking their psychological or physical integrity or well-being, or their rights or property.

Acts of violence, racial slurs\*, or bullying will be dealt with in accordance to our **"Anti-Bullying and Anti-Violence Plan"**. Parents are encouraged to review this plan which can be found on our school website: [www.foresthillsr.lbpsb.qc.ca](http://www.foresthillsr.lbpsb.qc.ca)

*\*Racial slurs: refers to an insulting, offensive or degrading remark, often based on an identity group such as race, ethnicity, religion, gender/gender identity.*

## **School Rules:**

**By following these rules I show respect for myself, for others and for my school environment.**

- I arrive at school on time for class. If I arrive late, a parent/guardian must sign me in at the front entrance.
- I maintain regular attendance.
- I keep all sports equipment, toys and trading cards at home.
- I come to school prepared with all my materials.
- I walk quietly through the hallways at all times and I use an indoor voice everywhere in the building.
- I do not litter.
- I walk directly to the bus, daycare or pick-up area at dismissal time.
- I understand that it is never appropriate to pretend there is an emergency or cause others to believe that one exists.

## **Classroom Rules:**

**Within the classroom, the teacher sets the standards and rules of operation.**

- I follow classroom rules.
- I will do my work to the best of my ability.
- I complete my homework.
- I ask for a pass if I need to leave class. I go only where I asked to go or where I was asked to go.

## **Recess and Lunch:**

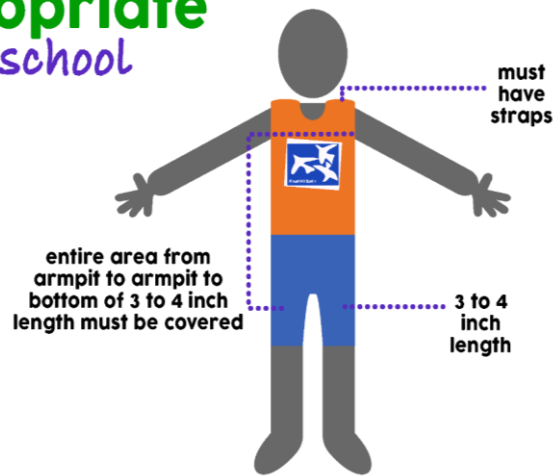
- I play safely, show good sportsmanship and I keep my hands and feet to myself.
- I show respect to other students and to adults.
- I go see an adult if any objects go outside of the school yard and need to be retrieved.
- I do my part to recycle.
- I do not share food with my peers as they may have allergies.
- If I have a problem, I try to solve it peacefully. If I can't solve it, I go get an adult to help me.
- I must have boots and snowpants to play in the snow. If I don't, I stay on the pavement.
- I do not throw snow, ice, rocks or other objects that are dangerous to others.

## **Dress Code:**

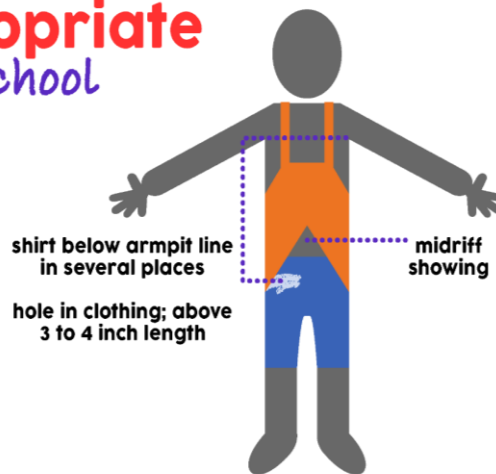
- I come to school dressed and groomed appropriately which reflects pride and respect for myself and my school. Please see image to explain what is acceptable during warm weather days (during fall and spring).
- I dress appropriately to play outside.
- I have suitable active wear and shoes for Physical Education class. I am prepared for class to be indoors or outside. I dress for the season.
- Hats, caps, and hoods are not worn inside the school. I remove all headwear once I arrive at my cubby.
- I wear indoor shoes in the school during the winter.
- Crocs, slippers, slides and flip flops are not permitted at school.

*\* The Forest Hill staff and administration reserve the right to lend a child a t-shirt to wear over clothing deemed inappropriate or offensive.*

## Appropriate for school



## Inappropriate for school



### Good Sport Code

- I am a good sport and respect my classmates.
- I give my 100% best and I will never give up.
- Win or lose....I have fun and play hard.
- I congratulate my opponent when they win. I love to win but I do not brag. After all....it's just a game.

### Technology

**I will not use a cellphone while at school or on the bus. If I must bring a cellphone, it will be safely stored in my school bag at all times.**

- I will not use any devices during recess and/or lunch hour unless I have been given permission.
- I will not reveal any personal information online, including my last name, age, address, school or telephone number.
- I will always keep in mind that whatever I post online may stay there forever.
- When communicating online, I will be always respectful.
- I understand that smart watches are not permitted at school or on the bus.

# **Chromebook Usage Rules for Elementary Students (School-Based Devices and School Google Accounts)**

## **1. Care and Handling of Chromebooks**

- Handle with care: Always pick up the Chromebook with both hands and use it gently. Avoid slamming the lid or forcefully pressing on the screen.
- Keep the Chromebook on your desk or a safe area when not in use. Never leave it on the floor or in an unsafe spot.
- Keep it clean: Wipe the screen and keyboard with a soft cloth if necessary. Do not use harsh chemicals.
- No food or drinks around the Chromebook: Eating or drinking near the device can cause damage.

## **2. Appropriate Use**

- Use the Chromebook and your school Google account for schoolwork only: The Chromebook and your school Google account is for educational purposes only. Always use them as directed by the teacher for lessons or projects. Do not download extensions unless you have permission.
- Stay on task: Do not use the Chromebook or your school account for games, videos, or non-school-related websites unless your teacher allows it.
- Respect others: Use your Chromebook quietly and respectfully without distracting others or causing disruptions. Do not touch another Chromebook unless given permission to do so.

## **3. Online Safety and Behavior**

- Use the internet responsibly: Visit websites that are allowed by the teacher and are related to schoolwork.
- Be kind online: Treat everyone with respect when communicating or collaborating using the Chromebook.
- The use of Artificial Intelligence is not permitted unless the teacher has been consulted and given permission.
- Report any inappropriate content: If you encounter anything inappropriate or feel uncomfortable online, tell your teacher immediately.

## **4. Logging In and Passwords**

- Use your assigned login information: Log in only with your own username and password.
- Keep your login credentials private: Never share your login or password with anyone.
- Log out when finished: Always log out of your account at the end of your session to protect your privacy. If you see that someone has not logged out, report it to your teacher

## **5. Chromebook Care During Class**

- Keep it on your desk: Use the Chromebook when instructed by the teacher. If you're not using it, close the lid and keep it out of the way.
- Don't leave the Chromebook unattended: If you need to leave your seat, take the Chromebook with you or ask the teacher for guidance.
- Do not decorate the Chromebook: No stickers or markings on the device unless specifically approved by the teacher or school.

## **7. Returning the Chromebook at the End of the Day**

- Return the Chromebook to the designated storage area: When the school day ends, make sure your Chromebook is in its assigned spot (be sure to place it back in the charging station at the end of the day).
- Plug the Chromebook in to charge: If the device is running low on battery, plug it into the charging station carefully. Do not pull on the wires or yank the charger out of the Chromebook, as this can cause damage.

## 8. Possible Consequences for Misuse

- A verbal reminder from the teacher about proper Chromebook care and use.
- A discussion with the teacher about why the rules are important and how to follow them
- Parents are informed.
- Temporary loss of Chromebook privileges and /or school account and a meeting with a parent/guardian.
- Permanent loss of Chromebook and/or school account.

## Transportation:

- I respect the bus safety rules (see below) and understand that riding the bus is a privilege. If I do not respect the rules, I understand that I may be suspended from the bus.
- I get off my bicycle, scooter or skateboard as soon as I arrive on school grounds. I respect bicycle safety rules. Scooters are permitted as long as they can be locked up on the bicycle rack. Roller blades and skateboards are permitted however they **MUST** be placed in your school bag before you enter the school. A helmet is mandatory when using bicycles, scooters, rollerblades and skateboards.

### ***Bus Safety Rules***

I am respectful with the driver and follow the driver's instructions.

1. I remain seated, facing forward at all times.
2. I keep my arms and head as well as objects inside the bus, away from windows.
3. I will not fool around and I will treat others with respect.
4. I will not eat, drink or litter on the bus.
5. I will not swear or spit on the bus.
6. I will not yell or make loud noises that could startle the bus driver.
7. I will only bring my school bag and lunch box on the bus.
8. I keep the center aisle free of objects, arms and legs at all times.
9. I keep my devices in my school bag at all times on the bus.



## Expectations and consequences

I am expected to abide by the school's Code of Conduct. I will be held accountable for my actions and will assume the consequences of my behavior.

*The administration will impose consequences that will reflect the severity and/or the repetitive nature of the behavior. It is to be noted that our long term goal is to educate our students to become emotionally healthy, respectful children able to make appropriate choices. The safety and well-being of all students are always our primary goals.*

## **Consequences may include but are not limited to the following:**

- Immediate intervention with the child by a staff member
- Reviewing of expectations
- Restitution/restorative justice
- Verbal reminder
- Conference with student
- Reflection time/time out
- Loss of playtime during recess or lunch
- Walking at recess or lunch hour with an adult
- Phone call/written communication with a parent/guardian
- Behavior report from the office
- Meeting with parents
- Short-term assignment to another classroom for independent school work

- Community service in and/or around the school
- Loss of privileges (can include extra-curricular activities, school events, field trips, etc)
- Loss of bus privileges
- Meeting with the principal
- In-school suspension
- Home suspension with a possible principal/parent meeting before the student is able to return to school.
- Plan for the reintegration of a student
- Temporary increased supervision of student
- Regular check ins with a designated staff member
- Referral to a school professional
- Behavior contract
- Behavior Track sheet
- Referral of assistance from external sources

**\*\*\*Cooperation between parents/guardians and school staff is essential to support the child in a consistent manner. We can best fulfill our mission by working together and by supporting one another. We ask that if a parent disagrees with an action taken by the school, they call or write a note using discretion so that the child can continue to build positive relationships with the adults at school.**

\*\*\* All class and school field trips and extra-curricular activities at lunchtime and after-school are a privilege even if a fee was paid for these activities. If a student is suspended from school, he/she is automatically suspended from any extra-curricular activities that take place during the time of the suspension. Additionally, school staff may restrict students from participating in extra-curricular activities as a consequence for unacceptable behavior.

### **Parent Responsibilities:**

- I understand that it is important that my child attends school regularly. If my child is repeatedly absent, I understand that I may be asked to meet with the principal. I understand that when my child is absent, they will miss important instruction that can't always be made up.
- I understand that it is important for my child to get to school on time. If my child is repeatedly late, I understand that I may be asked to meet with the principal.
- When my child must leave early, I write a note and inform daycare if applicable.
- If there is change of plan for the end of day, I write a note to the teacher and contact the daycare coordinator if my child attends daycare.
- If something comes up during the day and the end of day plan changes, I understand that I must call the office before noon unless it is an emergency. I understand that I shouldn't email the teacher on the same day about a change of plan.
- I understand that my child can't miss end of year exams mandated by the government or the school board without a doctor's note.
- **I understand that should I choose to take a family vacation during school time or if my child attends a sports tournament, the teacher is not responsible for preparing work in advance for my child and that my child is responsible for catching up on any possible missed assignments upon our return.**
- I understand that I should never send in any food for the whole class as there are many students who have food allergies (ex. Halloween, Valentine's Day, Birthdays, etc.) unless other directives have been given by a staff member.

# **LBPSB Code of Conduct for Parents, Guardians and Visitors (Including volunteers)**

## **Rationale:**

At the Lester B. Pearson School Board (LBPSB), we believe students, staff and parents (or guardians) are entitled to a safe and caring environment in which to learn and work.

Central to the Code of Conduct for Parents/Guardians/Visitors is the understanding by each member of the school/centre community of the behavioral expectations established by LBPSB. A willingness to accept responsibility for one's actions and conduct are fundamental to the Code of Conduct for Parents/Guardians/Visitors.

The intention of the Code of Conduct is to clearly define the expected conduct for all Parents/Guardians/Visitors when they are at LBPSB schools/centers or at school-sanctioned events. This will enable us to continue to flourish and succeed in an atmosphere of mutual respect.

## **Aim:**

That all members of the school/centre community treat each other with respect.

## **Expectations**

In order to support a safe and caring environment, the school/centre will not tolerate:

- Disruptive behavior which interferes or threatens to interfere with the operation of a school/centre or school/centre-sanctioned event.
- Using loud or offensive language, swearing, cursing or using profane language, in person or over the phone.
- Threatening harm or the use of physical aggression towards another adult or child.
- Harassment or intimidation of any kind.
- Abusive or threatening emails or text/voicemail/phone messages or other written communications.
- Defamatory, offensive, or derogatory comments regarding the school/centre or of the students/staff/parents, at the school/centre on social media websites.

The above behaviours will be dealt with by the school and/or school board administration. The school and or school board reserves the right to take any necessary actions to ensure that members of the school community are not subjected to abuse.

School/centre premises are private property and parents, guardians or visitors have been granted permission from the school/centre to be on their premises. However, in the case of unacceptable behavior the school/centre may ban the parent(s), guardian(s) or visitor(s) from entering the school or school board premises.

Unacceptable behavior may result in the Police being informed.

**\* Please note that all volunteers must have a background check done. We encourage parents/guardians who want to do any volunteering in any capacity to complete this early on in the year as it can take 6-8 weeks to be approved. The form can be found on our school website. Once approved, it is valid for a 3 year period.**