



**PLEASE READ CAREFULLY (PARENT AND STUDENT) AND SIGN TO
ACKNOWLEDGE RIGHTS AND RESPONSIBILITIES.**

VISION STATEMENT

At Margaret Manson Elementary School, “Children Come First”

We value:

- The importance of everyone’s contribution to our school community.
- The promotion of personal growth through diverse learning opportunities.
- A safe environment where we respect and celebrate diversity.
- Leadership, teamwork, and a sense of responsibility for others.

MISSION STATEMENT

We, the students, staff, parents, and community:

- Will collaborate to enrich students’ lives through a safe and inclusive learning environment.
- Will strive to provide a safe and peaceful environment that fosters personal and academic growth.
- Will learn to value and respect ourselves and others.



MARGARET MANSON ELEMENTARY SCHOOL

CODE OF CONDUCT Parent & Student Contract 2024-2025

The code of conduct is designed to provide a safe and productive learning environment for all. It must recognize the rights of others to learn, teachers to teach effectively and permit everyone to feel safe in a nurturing environment.

Our Code of Conduct has been developed in conjunction with our School Vision and our Mission Statement, in particular:

We the students, staff, parents, and community will provide a safe and peaceful environment that fosters personal & academic growth.

We expect everyone who passes through our doors to come with a positive attitude, contribute to a positive learning environment and follow our Code of Conduct.

The following Rights & Responsibilities apply to students, teachers, support staff and parents.

Our RIGHTS are:

- to be respected
- to be safe
- to be heard
- to learn

Our RESPONSIBILITIES are to:

- Abide by school Rules and Procedures, as well as the Anti-Bullying and Anti-Violence Plan
- Communicate using appropriate language and tone of voice.
- Be courteous toward others and treat them with respect.
- Be tolerant of others.
- Show empathy.
- Show good sportsmanship.
- Respect school property and the personal property of others
- Dress appropriately



BEHAVIORS EXPECTED AT ALL TIMES

School, outings, bus, lunch program, Daycare, after school, extra-curricular activities

Upon Entry

- ☐ Arrive on time
- ☐ Walk safely on the sidewalk
- ☐ Enter building in an orderly fashion; quietly, walking on the right-hand side
- ☐ Remove hat upon entry
- ☐ Carry backpack in the school (including ones on wheels)
- ☐ Hold handrail in stairway and stay quiet in hallway
- ☐ Hang up clothes (labeled with your name) in cubby area
- ☐ Change into indoor shoes

- ☐ Place lunch box (labeled with your name) in cubby

In the Classroom and in the Gymnasium

- ☐ Have necessary books and materials
- ☐ Wear appropriate attire for Physical Education classes
- ☐ Have homework completed
- ☐ Follow class and technology rules
- ☐ Be positive about learning

In Common Areas

- ☐ Stay on the right side
- ☐ Wear indoor shoes at all times
- ☐ Wear hallway or bathroom pass

Outside

- ☐ Place garbage in garbage cans
- ☐ Wear outdoor shoes or boots depending on weather conditions
- ☐ Wear outdoor clothing appropriate for weather conditions (snow pants, mitts, tuques...) ☐ Never throw objects at others; rocks, snowballs...
- ☐ Respect the "Snow Rules" as reviewed with staff (re: forts, sliding, etc.) - next page



Snow Rules

Forts are permitted, but you cannot “exclude” anyone from your fort, steal anybody's boulders, or destroy anybody's fort. They belong to everyone. As well, snowmen and other creations should not be destroyed either.

Snowballs are not allowed under any circumstance.

Sliding is permitted under supervision as long as it is done on knees or on your bottom (no standing) and students form a line and take turns. No headfirst sliding. No running and jumping.

Snow Hill: Recess/Lunch schedule is to be confirmed - posted by the gym.

Sliding is to be done taking turns, with students going “up” on the sides, out of the way of those coming down the hill...no flips, or risky jumps...no pushing or pulling anyone on the hill. Nobody should be allowed on hills without snow pants and snow boots. A student who breaks these rules will lose their hill privilege for the remainder of recess.

Clothing - Be sure to wear appropriate clothing for the weather. Take note that the wind will be a big factor in how cold it feels (wind chill). It is always better to wear too much and take off a piece of clothing than find yourself without enough winter wear outside.





UNACCEPTABLE BEHAVIORS

Unacceptable behaviors interfere with the safety, well-being and learning of staff and students. These include all aspects of bullying and violent behavior both in school and on the school bus.

BULLYING: [ABAV Plan](#) "the word "bullying" means 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" ([art. 13, par. 1.1, QEA](#)).

Physical aggression Pushing, grabbing, hitting, pinching, spitting, throwing dangerous items, tripping, etc.

Social Alienation Gossiping, embarrassing others, spreading rumors, ethnic slurs, excluding from a group, etc.

Verbal Aggression Mocking put downs, name calling, threatening, swearing at others, etc.

Intimidation Pressuring someone to act inappropriately, threatening with an object, etc.

Sexual Harassment Remarks, gestures, or actions of a sexual nature.

Cyber-Bullying and Technology Unacceptable behaviors via technology, using electronic devices to take inappropriate pictures or to send inappropriate texts.

Disregard of Property Vandalism, graffiti, theft, damaging or breaking objects etc.

Prohibited Items Weapons, pocketknives, laser pointers, lighters/matches, firecrackers/caps etc.

The administration may impose consequences for behavior based on the severity and/or repetitive nature of the behavior as well as the circumstances of the situation. (see [ABAV Plan](#) for details)

Rules:

CLASSROOM RULES Teachers and students will establish their own individual classroom rules, procedures, rewards and consequences in line with the Margaret Manson Code of Conduct.

Personal technological devices such as cell phones or smart watches are not permitted in school. A cellphone and smart watch is considered a personal technological device and therefore is not permitted at school. If students require the use of a phone, they must present themselves to the office. If parents need to reach their child, they should call the office or email the teacher.

IMPORTANT: We have read the Margaret Manson School Code of Conduct and are aware of our Rights & Responsibilities. We agree to abide by these rules.

Child's Name: _____ Child's Signature: _____

Parent's Name: _____ Parent's Signature: _____



CODE OF CONDUCT FOR VOLUNTEERS

Volunteers are an important part of our school. We value their contributions!

The role of the volunteer is to provide help, service and/or support to the school. It brings with it certain responsibilities.

The following rules of procedure are to ensure the safety & confidentiality of all: ➤

- All volunteers are subject to our Code of Conduct as well as our [ABAV Plan](#)
- All volunteers must **complete Judicial Background check forms**.
- Volunteers are to park in the Parent Parking zone NOT IN STAFF PARKING LOT.
- Enter and exit the building by the front door only.
- Sign in upon entry at the front office and sign out upon departure.
- Wear Volunteer badge (pick up at main office).
- Respect confidentiality: never discuss student or teacher issues with others, do not make comparisons. See the principal if you need to discuss an issue of concern.
- Be sensitive to other children whose parents cannot come into the school to volunteer. Do not arrange to see your own child/ren while volunteering.
- Plan to meet your child/ren outside the front door at dismissal times. Please do not wait between the doors. Please ensure exits are clear for safety reasons.
- Respect classes in session. Do not approach a teacher during teaching hours. Do not wander hallways or enter the classroom to speak to staff about your child's progress during school hours or bus/yard duty. Please plan to speak when it is mutually convenient by appointment.
- The staff room, and all other areas in general, are areas of confidentiality for staff members only. Parent volunteers are to ask permission to use the staff room and other rooms in the building.
- Staffroom documents are confidential and meant for staff member only.



RULES AND PROCEDURES

SCHOOL HOURS AND SUPERVISION TIMES

7:00-7:45	Daycare for registered users ONLY
7:45-7:50	Bus Arrival/Entry
7:50-7:55	Homeroom
7:55-9:55	Classes in Session
9:55-10:15	Recess
10:15-11:15	Classes in Session
11:15-12:05	Lunch
12:05-1:05	Classes in Session
1:05-1:25	Recess
1:25-2:25	Classes in Session
2:25 p.m.	Dismissal
2:35 p.m.	Bus departure
2:25-6:00	Daycare for registered users ONLY

- Please do not drop off/send your child to school earlier than 7:45 am unless in Daycare.
- For safety & security reasons: parents are not permitted in the school playground areas. Parents are to stand away from playground gate areas & the main entrance, for safe flow of students in and out. Parents are to leave school property once they have delivered their child to the school yard.

ABSENCES

- Parents are asked to call the school office prior to 7:45 a.m. or email acouto@lbpsb.qc.ca if their child will be absent for the morning, the afternoon, or the whole day. An answering machine is available to take messages.
- For safety & security reasons, the secretary will call the parents of any child who is absent without notification.
- Please help us avoid unnecessary calls by advising the school before school begins if your child will be absent.
- Regular attendance is mandated by law and lengthy absences create gaps in learning.
- Please schedule your holidays and appointments outside of school hours and school days. • Meaningful learning is built upon day-to-day classroom activities; therefore the teacher will not provide a "homework package" for extended absences from school without a medical note. • Students who are absent from school, for an extended period, without a medical note are expected to read, write a journal and be prepared to do a presentation on their experience upon their return. As well, they are responsible to catch up on concepts taught while away.
- Medical and dental appointments should be scheduled during pedagogical days. The schedule of these days is provided at the beginning of the year on the school calendar which is also posted on our school website.



ARRIVAL & DEPARTURE

Arriving on time is an important life skill. We need your help in teaching your child the importance & value of being on time. Tardiness causes disruptions to the class & confusion for the child who arrives after class has begun when instructions have been given. We ask that parents help their children get their day off to a good start by ensuring they arrive at school on time.

- Students are expected to be in the school yard by 7:45 a.m. latest.
- For late students, parents must come to the office to sign their child in.
- Students arriving late must report to the office, sign in & WAIT (missing even more instructional time) until Mme Coutu sends them to their class.
- At the end of the day, students must follow their normal departure routine unless we have prior written parental permission for a change in routine such as; walking home with a friend, being picked up by somebody other than those permitted to do so, etc.

EARLY DEPARTURE:

- Parents are to advise the school ahead of time in writing if their child must leave early for any reason.
- Please communicate with the teacher, the office (acouto@lbpsb.qc.ca) and/or the daycare coordinator first thing in the morning.
- Students leaving school early are to meet their parents in the front office.
- Parents picking up their child must sign them out at the school office.
- Students should not be removed from school buses due to last minute requests. This places the safety of all at risk.
- Lunch hour is very busy and for safety reasons is not the time to sign out or in your child. If your appointment occurs around the lunch hour, please pick up or drop off your child 10 minutes before or after the beginning and end of lunch. • Please note the school office is CLOSED during lunch.

DAYCARE AND LUNCH INFORMATION (Click link for Rules and Procedures)

- To register or make changes to your reservation (at least 2 weeks in advance) please contact the Daycare office at 514-630-9179
- For the safety and security of all students' daily changes to your child's daycare schedule cannot be accepted
- For safety reasons, Daycare students should be picked up after 2:40 pm
- For safety reasons and to adhere to government ratios the Daycare has NO drop-in Daycare Service



DRESS CODE

Students are required to dress in a manner that reflects school as a place of learning. **Appropriate T-shirt, shorts or jogging/sportswear pants, and running shoes (that do not mark the floor) must be worn for physical education class.**

We recognize the rights of parents & children to express themselves through their clothing, however we reserve the right to have the final judgement regarding the appropriateness of any clothing worn to school. While at school it is expected that:

- All clothing and accessories be appropriate.
 - Free from anything that promotes violence/gangs, profanity, drugs, alcohol, and sex. (No inappropriate graphics or language is permitted.) ●
Students are expected to wear clean, appropriate clothing.
 - Shirts/Tops must cover the torso completely and meet with the accompanying skirt or pants.
 - Tank tops must be appropriate. T-shirts will be on loan from the office as needed.
 - Shorts & skirts need to be of appropriate length for elementary school.
- A pair of indoor running shoes is **required** to be always left at school for use in class and in the gym. Shoes must be worn and always laced.
 - Kindergarten students are recommended to wear shoes that fasten easily without laces.
 - Sandals with sturdy straps may be worn, but no “flip flop” type sandals or slip on shoes like Crocs (for safety reasons when running or in case of evacuation).
- Parents are responsible to monitor weather conditions and make sure their children are dressed appropriately for the changing weather conditions. Students are outside every day for a considerable length of time at recess and lunch time.
- Hats must be removed when entering the school.
- Students are not to wear makeup to school.
- We urge parents and students to keep valuables at home as we cannot be responsible for their loss or theft.
- Chains and loose jewelry must be removed for physical education class.
- All clothing and personal items (jackets, snow pants, shoes, boots, gloves, lunch box, school bag...) must be labeled with your child's name.
 - Students and parents are expected to check the lost and found area. ○
Unclaimed items are donated.



DROP-OFF & PICK-UP

- For Kindergarten students this would be outside the fenced Kindergarten school yard. ● For grade 1 to 6 students, parents are to wait outside the main front door of the school, away from the doors.
- Parents who drive their children to school and want to escort them to their schoolyard are to park in the parking area on Elkas, east of the bus zone, or on local streets as long as they do not block private driveways and observe the No Parking or No Stopping zones.
- School busses have their own designated BUS ZONE at the east end of the school. Cars are not permitted in this area until the buses have departed.

Drop Off Lane

- When dropping off in the “Drop off lane” in the morning please move up as far as possible in the loop. This will help circulation, ensure greater safety for the children, and avoid congestion on Elkas and in the crosswalk area.
- Parents should not exit the car. School bags should be in the car with the child/ren so they can quickly and easily exit the car on their own.
- Do not exit your car (only the child should do so). If you need to do this, do not use the Drop Off Lane, park instead.

PARKING

- The staff parking lot is reserved for staff only from 7:30 a.m. to 3:30 p.m.
- Parking, dropping off or picking up in the staff parking lot is only permitted from 7:00 a.m. to 7:30 a.m. and after 3:30 p.m.
- Parking in the “Reserved” areas of the staff parking lot is always forbidden.
- Parking or Stopping in the HANDICAP ZONES is FORBIDDEN AT ALL TIMES and WILL be ticketed by police. It is NOT a drop off zone.
- Parking on Elkas or Snair is not permitted. NO PARKING signs clearly identify the zones ticketed by police.
- Volunteers and visitors may use the parking area on Elkas east of the bus zone. ● The parking area behind the shopping center is not for school purposes.



MEDICATION

☐ Please be advised that staff members of the school are not permitted to administer any medication to your child without written permission from you and your physician. This protocol must be followed if your child is to take any medication during the school day.

☐ All medication must be kept in the school office. Students may never have medication in their school bag, lunch box, desk, or on them. Your child should not be entrusted or instructed to carry and self-administer medication. A student having an EpiPen is an exception to this rule. ☐ All medication must be clearly marked (name, drug name, dosage, doctor etc.) for safe storage in the cubbies in the medical room.

☐ Medical forms must be completed prior to the administration of any medication. Parents may get these forms from the school office and are requested to complete and return the forms to the office along with the child's clearly identified medication.

☐ Medic-Alert bracelets should be worn by students with life threatening conditions.

☐ EpiPens are to be worn at all times for life threatening allergy.

☐ Inhalers are normally kept in the office unless the child's physician has instructed your child to always wear it in a pouch on their body. In this case it is recommended to have a second one in the office.

☐ Children with severe allergies should be educated about their condition and told never to eat the foods of other children.

☐ Given the many students and staff with severe peanut and nut allergies, these products and related products should never be sent to school or used in baked goods sent to school when rarely permitted.

☐ Baked goods from Tim Hortons should never be sent to school since they have clearly stated that they cannot guarantee that their products have not come into contact with peanuts and nuts used in many of their products.

☐ Please check with all distributors for their peanut/nut free guarantee prior to purchasing items to be sent to school when asked for by staff.

☐ The school nurse helps coordinate a list of students with allergies and severe medical conditions at the beginning of every school year. Please make sure to complete the emergency information and medical information forms given out in our opening package and return them to your child's teacher immediately. From this information, a list of students with severe medical conditions is posted in every room along with a picture of the child.

☐ All staff are instructed on how to administer an EpiPen. There are also staff members with certified first-aid training.



NUTRITION

Keeping in line with the [Food & Nutrition Policy](#), we wish to minimize the distribution & consumption of candy & sugar-laden food items. Special occasions & holidays are particularly problematic. Please do not send in any candy or sugar-laden items. On occasion, staff members may treat the students to peanut-free treats keeping sweets to a minimum. (Governing Board approved 2018)

Solution for birthdays

As a safety measure for birthdays & to take the pressure off students & families, please do not send in snacks or cupcakes. Instead, we suggest you send your child with a special nut-free treat for themselves ONLY. (GB approved 2018)

Allergies (snacks and lunches)

If there are any severe allergies in your child's classroom, you will receive a letter asking that you NOT send in specific items as part of your child's lunch & snacks. Thank you for your understanding & your help with keeping all students safe.

Peanut/Nut-Safe; not Peanut/Nut Free

- Please note that the school is not peanut-free; however, measures are taken to ensure safety.

Please refrain from sending in ANY peanut/nut items.

- Please provide nutritional snacks & lunches that include protein, fruit, vegetables, real fruit juices, grain products & milk products.
- No junk food should be brought to school: candy, chocolate bars, soft drinks, chips etc. are prohibited. As well, gum chewing is not permitted in school.
- Only nutritional snacks will be permitted at recess: cheese & crackers, fresh fruit, real fruit juice, vegetables & dip, yogurt, nutritional muffin etc. (no fruit roll-ups or similar sugar-based products)
- The occasional baked good is permitted for dessert after lunch. (Cookie, cake, muffin) •

Water is an important component to helping one focus and concentrate on their work.

Reusable water bottles are permitted in class if the students use them appropriately.

SICK CHILDREN

- Please keep your child home if s/he is not well. We do not have an on-site nurse on a regular basis, nor are we equipped to look after sick students. Children who are not in good health cannot enjoy a productive day at school & risk passing on their illness to others. Please help us stay healthy.
- Parents will be called to pick up their child if s/he comes to school sick.



MARGARET MANSON ELEMENTARY SCHOOL

18750 Elkas Blvd, Kirkland (Quebec) H9J 4C1 Tel: (514) 694-7808 Fax: (514) 695-3719 Daycare Tel: (514) 630-9179

<http://margaretmanson.lbpsb.qc.ca>

● All students are required to go outside at recess, lunch & during Daycare. If a child is too sick to go outside, then they are too sick to be at school. Any exceptions to this will require a medical note.

TRANSPORTATION

BIKES, SCOOTERS, SKATEBOARDS, ROLLER BLADES

Students in grades 3 to 6 may ride their bicycle to school as long as they:

- Have parental permission.
- Wear a bicycle helmet.
- Lock their bicycle in the designated school bike rack.
- One should never ride their bicycle in the bus zone or in the parking lot.
- Students and parents on bicycles must walk their bike to cross the staff parking lot and continue to walk their bike along the sidewalk in front of the school to the bike racks.

The school is not responsible for loss or damage to bicycles brought to school. Scooters, skateboards and rollerblades are not allowed at school.

SCHOOL BUSES [Student Transportation Policy](#)

Responsibilities

The Parent/Guardian

Parents/guardians are responsible for their children's welfare to and from the bus stop and while at the bus stop. They must inform their children of the safety rules.

The Student

Students must respect transportation rules and regulations. They must understand that the bus driver is the authority on the bus, and they must take responsibility for their actions.

The School Bus Driver

The bus driver is responsible for the safety and security of all passengers. During the bus route, the driver is in charge.

UNRULY CONDUCT ON THE SCHOOL BUS

Depending on the seriousness of the offence, a student may have transportation privileges suspended immediately, or as follows:

1st offence: warning by school administration

2nd offence: letter to parents/guardians with warning of suspension

3rd offence: suspension of 1 to 5 days

4th offence: 5 days or more suspension of privileges



SCHOOL BUS SAFETY RULES

All school rules as well as predetermined School Board and bus safety rules as stated below will apply while students are being transported (to and from school and on field trips).

- ✓ Always be at the bus stop 10 minutes early.
- ✓ Wait for the bus to come to a complete stop, then board the school bus in single file, in an orderly fashion, using the handrail.
- ✓ Find your assigned seat quickly without pushing other students. Keep the aisle clear.
- ✓ Remain seated, talk quietly. Do not eat, drink or leave trash on the bus.
- ✓ Always listen to the driver's instructions.
- ✓ Never put your head or arms out of the windows.
- ✓ Know where the emergency exits are but DO NOT tamper with them.
- ✓ When getting off, wait until the bus comes to a complete stop before leaving your seat.

Descend in a single file.

- ✓ Walk a safe distance from the bus so that the driver can see you and know that you are out of danger.
- ✓ Should you need to cross in front of the bus, keep a safe distance and watch for the driver's signal. Do not run. Proceed with caution.
- ✓ Students are permitted to carry only their school bag and/or lunch box on the school bus. Any other items must be brought to school by the parents/guardians.
- ✓ Only students with an assigned bus pass from the School Board transportation department are permitted to take their designated school bus. The school bus is not to be used for students to go to a friend's house. Parents must make their own transportation arrangements for their child to go to another student's house for any reason.

EMERGENCY CLOSURES

Any decision regarding the closure of the school due to adverse weather conditions will be made by the LBPSB before 6:30 a.m. As well, closures will be posted on the LBPSB homepage, and whenever possible, an automated phone call / email will be sent. Popular radio stations including CBC, CJAD, etc. will also announce closures.