Dr. S.E. McDowell Elementary School Code of Conduct: 2026-2027

Last revised: March 2026 Governing Board--Presented and Accepted October 14, 2026

Rationale:

In order to promote better understanding by all members of the school community, the staff, parents, and students of Dr. S.E. McDowell Elementary School, we have adopted the following statement of educational and safety responsibilities and rights as the basis of our Code of Conduct.

A school is a safe and caring place that provides access to equal learning opportunities for all students. In addition to the regular curriculum, good citizenship must be taught and demonstrated. Students are expected to learn responsibility for rules and regulations adopted for the benefit of all, and to demonstrate awareness of and appreciation for the rights of others.

The Code of Conduct establishes and ensures the expectations for responsible and respectful behaviour. All stakeholders "students, parents, teachers, and staff", have the right to feel safe in their school community. As outlined by the Quebec Education Program, "parent's involvement in their children's education plays a determining role in their development and success, and in the relationship between the family and the educational setting" (QEP, policy on educational success, a love of learning, a chance to succeed, www.education.gov.qc.ca).

Therefore, the standards of behaviour in the Dr. S.E. McDowell Elementary School Code of Conduct apply not only to students, but also to all individuals involved in the school system (parents/guardians, volunteers, teachers, and other staff members) while on school property, on school buses, or at school authorized events or activities.

Below are listed the duties, rights and responsibilities as well as the respective consequences for unacceptable behaviour all of which are central to ensuring a safe and healthy school community.

Role of Students	Role of Teachers and Support Staff	Role of Parents and Guardians	Role of Principal
-To come to school on time -Be prepared and ready to learn -To demonstrate a positive attitude and good work habits	-To provide an effective role model to students and to help them reach their potential -To demonstrate care and commitment to pupils by providing an inviting, safe and positive	-To send their children to school regularly, punctually and prepared for learning -To promptly report to the school their child's absence or late arrival	-To provide guidance, emotional support and leadership for all students and school staff -To ensure and maintain support of parental and community involvement (Governing board, Home and School, etc.)

-To follow our anti-bullying rules at all times -To show respect for the rights, feelings and property of all school community members -To practice safe and responsible behaviour at all times and to follow all classroom, school and community rules -To inform teachers, parents and other staff with regard to any concerns related to physical, social, emotional, or academic issues -To follow the dress code -To demonstrate respect for self (punctuality, manners, being honest and trustworthy) -To demonstrate respect for others (manners, property and physical space) -To maintain respect for the class/school (not disrupting, not running or yelling in hallways, organizing work and work space)	learning environment characterized by high expectations for success -To ensure a variety of instructional practices and to respond to students' individual needs in order to support improved student performance -To support students in working to develop self-confidence and to strengthen their sense of self-worth -To document all Code of Conduct infractions directly responded to, or intervened with (electronic and hardcopy) -To follow the dress code -To create yearly curriculum overviews detailing course content by September end -To create, implement and evaluate individual education plans (IEP's)	-To ensure that the school has current emergency information that will allow the school to reach a parent or guardian when/if necessary, and to inform the office of any necessary changes related to the care of their child, in a timely fashion -To show an active interest in their children's school work and progress and encourage a positive attitude towards learning -To communicate any situation that may impact upon their child's learning -To promptly communicate with school personnel on issues related to their child's social, emotional, mental, physical and academic progress -To encourage and support children in following the rules of expected behaviour outlined in the Dr. S.E. McDowell Code of Conduct -To maintain positive two-way communication with teachers by email, phone, student agenda or in person	-To monitor frequencies of inappropriate student conduct -To manage extreme, frequent and or violent situations -To oversee all evaluation and reporting practices in accordance with the policies and procedures outlined by the Ministère de l'Éducation et de l'Enseignement supérieur (MEES) - To oversee the development and execution of student behaviour intervention plans and contracts, when applicable -Access and advocate for student support from outside agencies (Physicians, CLSC, DPJ, therapists) -To document and oversee the documentation of Code of Conduct infractions -To follow the dress code -To oversee the delivery of curriculum for all teachers

ALL MEMBERS OF OUR SCHOOL COMMUNITY MUST:

-Understand, support and follow the Dr. S.E. McDowell Elementary School Code of Conduct

-Respect ethnic, racial, religious, gender, intellectual and physical differences in others

-Communicate and work collaboratively with students, parents/guardians and other school personnel on issues related to students' social, emotional, mental, physical and academic progress

-Support the implementation and enforcement of student behaviour intervention plans and contracts, when applicable

-Use appropriate language on school premises and in all school related channels of communication

-Report incidences of concern to appropriate authorities

Discipline Policy

Respect towards self, other people and the school environment is the foundation of our Code of Conduct at Dr. S.E. McDowell Elementary School. However, depending on the behaviour, a range of consequences are available to school personnel which should provide the flexibility necessary to meet the wide range of situations and individuals that may be encountered.

Children pass through many stages as they grow. They are constantly seeking new experiences and testing their limits. An important life skill that all children must learn is how to choose appropriate actions when faced with a difficult situation. We, as parents and educators, must help them learn to accept responsibility for their behaviour and accept the consequences should they make an inappropriate choice.

Our general school rules and practices are outlined in our behaviour pyramid of intervention. This document ensures clear, fair and consistent disciplinary practices to deal with breaches to the code of conduct. The purpose of the behaviour pyramid is to identify minor, moderate and major behaviour infractions, the staff responsible for intervention and the consequences and supports available. (See appendix A)

All sanctions or consequences designed to address behaviour infractions will be made appropriate to the level of development and individual needs of the particular student.

IT IS IMPORTANT TO NOTE THAT PARENT CONSULTATION WILL TAKE PLACE WHENEVER THE MISBEHAVIOUR IS OF A SERIOUS NATURE.

School Rules and Regulations

	Behaviour Expectations	Possible Interventions
Attendance and Punctuality	• Parents must ensure that students attend school every day from 8:25am until dismissal at 3:10 pm (exceptions for student absence include appointments, illness, death in the family, etc.) • Parents must notify the school of student absence at their earliest convenience • All students entering after 8:25am must report to the office with a parent or guardian to verify their attendance and receive a late admission slip to enter class • Requests for early dismissal require parent/guardian contact with the office. Any changes to pick-up must be called into the office before 2pm • Under no circumstances can a student leave the school grounds without permission or without the acknowledgement of a member of school staff through normal procedures (as an example, leaving at the end of the school day to board buses, or supervised crossing of the street for walkers).	• In the event that a student is frequently absent, parents will be contacted and asked to meet with administration to develop a plan of action • If the plan of action is unsuccessful, administration will organize a meeting with social services and parents to re-evaluate and provide support for the current action plan • If parents refuse to work with school and social services, the principal will inform the office of youth protection as required by law (Education Act, Section 18) • Any student who leaves school grounds without permission will face a suspension (in-school or out of school depending upon the severity).
Dress Code	• Students are not to wear clothing or jewellery that promotes inappropriate languages or images (e.g. vulgarities, racism, sexuality, drugs, alcohol, violence) • Clothing must be appropriate for seasonal weather and not revealing (no spaghetti straps or midriffs, shorts and skirts are expected to be mid-thigh in length) • Hats and head coverings (bandanas, hoods, etc.) are to be removed before entering the school • Head dresses or head coverings worn for religious or medical purposes are exempt • ***For safety reasons, proper footwear should be worn for Physical Education classes (flip-flops, Crocs, slippers, and sandals are not permitted); flip-flops, Crocs, slippers, and sandals are strongly***	• Any student who violates the school dress code will be asked to change his or her clothing or parents may be contacted to bring a change of clothing to the school (the school will try to find alternative solutions prior to calling parents)

	discouraged as footwear during the rest of the school day, and may be the topic of a discussion between the teacher and the student. • Students must have a separate pair of appropriate indoor shoes	
Use of Computers	• Students will use computers for educational purposes only, as directed by or under the supervision of staff or school personnel • Please refer to the WQSB policy on the use of technology	• Depending on the severity and frequency of the infraction, students in violation of the board policy may be subject to the restriction or loss of computer privileges, detention, or suspension • Parents will be notified for all infractions and may be held responsible for assuming the cost of repairs or replacement of damaged items
Completion of Assigned Work	• Students will complete assigned work to the best of their ability and hand it in on time as instructed by their teachers (this includes classroom work, homework and evaluations) • If a student is unable to complete the assigned work for reasons out of his or her control, the school will not address it as a disciplinary matter (for example: difficulty understanding concepts taught, death in family, etc.)	• A student who has not completed assigned work will be issued a consequence by the teacher • The student will be required to complete the assigned work at a time designated by the teacher • If the problem persists, parents will be notified • If the problem continues, the teacher will notify the school administration who will develop an action plan to remedy the situation • If this measure does not produce a change, parents will be called for a meeting to develop an action plan
Electronic Devices	• Students will refrain from the use of all personal electronic devices (ie. iPods, cameras, cell phones, smart watches etc.) at school unless sanctioned by the school for educational purposes • The school will **not** be responsible for loss, theft or damages to any of these items that are brought to school whether or not they are permitted by the school	• A student who violates the electronic device expectation will have his/her device confiscated and parent(s) will be asked to collect the device at school • A student who refuses to comply with a staff member's request to hand over an electronic device will be immediately referred to administration and be subject to disciplinary measures for insubordination
Classroom Behaviour	• Within the school and individual classrooms, students will behave in a responsible and respectful manner that is conducive to learning and will respect both the school and individual classroom guidelines • Misbehaviour could include any actions that negatively impact learning or our safe and healthy school environment	• Inappropriate behaviour in class will be addressed by the teacher and reflect the established set of classroom rooms therein • If interventions are not immediately successful, the teacher will contact the parents to work on a solution

		• If the issue persists, the teacher will refer the matter to administration and or other school resource personnel (an individual action plan will then be developed to remedy the situation) • If the issue persists after this point, administration will meet with the parents and the student to develop a plan of action to correct the behaviour • Outside services or an alternative placement may be considered • The matter may be referred to the school board if the behaviour persists after this point • A student whose actions create a safety concern or a poor learning environment for others may be removed from the classroom immediately and referred to administration
Theft/and or Vandalism	• Students will respect the belongings of others • Under no circumstance is it acceptable to invade the privacy of any individual in the school (for example: to look in the locker or desk of a student or member of staff, or to take something that does not belong to oneself even under the pretense of doing so as "a joke") • Students will not claim as their own any item that is found nor will any student take something from someone that is not permitted at school (eg. electronic devices, toys) • Students will be respectful of school property and the property of others	• A student who steals or damages property will be required to repay the amount or dollar value of a replacement of a **new item** identical to that which was stolen or vandalized • The police may be notified • Parents will be informed • A student who steals at school or vandalizes property during the school day may be suspended externally for up to three school days
Insubordination	• Students will be respectful towards **all** Dr. S.E. McDowell staff members (this includes all teaching and support staff, lunch hour supervisors, all educational volunteers, custodians and administration) • Disrespectful behaviour can be exhibited verbally or non-verbally (through body language such as eye rolling) and includes talking back, non-compliance with requests or instructions as well as delayed compliance.	• A student who is insubordinate may be asked to complete a reflection sheet, serve a detention, an in-school suspension or an out-of-school suspension • Referred to principal or designate • Parents will be notified

Inappropriate Language and Gestures	• Language, gestures, and depictions that are inappropriate and/or obscene have no place in day-to-day life at Dr. S.E. McDowell Elementary School • This sort of behaviour is not permitted at any time during the school day (in class, at recess, in the washrooms, during extra-curricular activities, walking home from school or on the bus)	Interventions will include those referred to in the list to follow: • Warning (Re-teach/review code of conduct) • Call to parents • Detention • In-school suspension • Out of school suspension

Bullying (see glossary below for definition)	It is the responsibility of each and every member of the greater school community (students, staff, and parents) to contribute to the development of a safe, heathy and respectful school. **Article 76** of the Education Act reinforces the notion that students are to make their peers feel comfortable in the school environment. Any behaviour that negatively impacts the safe climate of the school will not be tolerated. Any student who witnesses an act of bullying has a duty to either report the act at once or attempt to stop the event before it becomes bullying. Failure to do this is not acceptable, and can be construed as an aspect of the offence itself, although clearly not as offensive as the initial act. *Any behaviour that negatively impacts the safe climate of the school will not be tolerated. The list of actions that constitute bullying includes but is not limited to the following:* *-Verbal Teasing / Name Calling* *-Social Exclusion* *-Perpetuating Lies and False Rumours* *-Removing or Hiding the Property of Another Person in Order to Cause Harm or Distress* *-Making Threats* *-Targeting Students based on Race, Gender, Sexual Orientation, Ethnic Background, Religion, Socio-economic Status or Family Background.* *-Cyber-bullying* *-Repeated Physical Violence* *-Intimidation* *-Gossip* *-Ostracizing* *-Intimidating Looks or Gestures* *-Harassment* *-Sexually Suggestive Looks or Gestures* *-Extortion*	• Incidents of reported bullying will be handled on a case-by-case basis • Interventions and/or disciplinary measures will be considered depending on the nature, frequency, and severity of the incident(s) Examples are as follows: • Education / Counselling • Call to Parents • Reflection/Detention/Restitution • In-school Suspension • Out-of-school Suspension • Meeting with Police Educator

	-Threatening harm with a Weapon or Replica (Imitation) *-Sexual Harassment* *Students who witness bullying must report it to the administration or teachers.* Dr. S.E. McDowell Anti-Bullying Rules are as follows: Rule 1: We will not bully Rule 2: We will try to help students who are bullied Rule 3: We will try to include students who are left out Rule 4: If we know that somebody is being bullied, we will tell an adult at school and an adult at home	
Violence (see glossary below for definition)	• "Any use of force – verbal, written, physical, psychological, or sexual – against any person, by an individual or a group, with intent to directly or indirectly wrong, injure or oppress that person by attacking his or her integrity, whether psychological or physical well-being, rights or property."(Art.13, LIP 2012) • Violent acts are intentional • One can refer to an incident as violence if it has occurred only once whereas if the violent act is repeated it will be classified as a bullying incident • Students will refrain from any action that could result in a physical confrontation • In the event that a conflict arises, every student involved must maintain control and prevent the incident from continuing or escalating • Viewing or encouraging students engaged in a confrontation is not acceptable: those who witness an event must attempt to stop the situation as best they can, or at least walk away and seek help. • A student who is physically offended (hit, kicked, etc.) must attempt to leave the situation immediately without causing harm to anyone else, including the person who may have caused the offense.	• Incidents of violence will be handled on a case-by-case basis • Interventions and/or disciplinary measures will be considered depending on the nature, frequency and severity of the incident(s) • Call to parents • Education/counselling • Detention • In-School suspension • Out-of-school suspension • Meeting with Police Educator • Anyone who engages in violent behaviour will receive consequences, regardless of who may have started the incident

	• Uttering threats of any nature is never acceptable, and will not be tolerated. • Students may not bring guns, knives, simulated guns, or any other form of weapon to school without specific permission by a teacher.	
Drugs and Alcohol	• The use, possession, and/or distribution of drugs and alcohol is prohibited at Dr. S.E. McDowell Elementary (this includes tobacco, simulated smoking devices (vaping), cannabis, and prescription drugs used recreationally). • Caffeinated beverages including caffeine-infused energy drinks are prohibited at DRSEM.	• The school board's Drug and Alcohol Policy will be instituted should there be an incident. • An incident involving an energy drink will include immediate confiscation plus sanctions ranging from a detention to a suspension.

Glossary

Bullying: "Any intention to cause harm physically, emotionally or socially that is repetitive in nature and includes an unequal balance of power"

Detention: A student who is assigned a detention will be required to remain at the office or another designated location during recess for a specified period of time.

Discipline Committee Hearing: A formal meeting (usually held at the school board office) held for the purpose of determining the future school status of a student. Typically, a discipline committee is comprised of the following members: the school principal, one or two school commissioners, and a senior director form the Western Quebec School Board. The student and his/her parents are required to attend the meeting, at which time the individual student case will be reviewed. Following the meeting, the commissioners will make a recommendation to be brought forward to council. The decision may include one of the following: return to school, alternate placement, or expulsion.

Suspension (External): A student who is assigned an external suspension will be out of school for the duration of the suspension. During the suspension, the student is not to be on school grounds and may not participate in any school activity. Before returning to regular classes at school, the student will be required to participate in a re-entry meeting with his/her parents and administration**. *[Please note: In the event of a school closure (inclement weather, extenuating circumstances), any suspension underway will be paused during the time the school is closed, and will continue after the school opens once again.]***

Suspension (Internal): A student who is assigned an internal suspension will be out of his/her regular classes for the duration of the suspension and will be assigned to an alternate location within the school where work will be provided. ***[Please note: In the event of a school closure (inclement weather, extenuating circumstances), or if a student with an in-school suspension underway or about to be served does not attend school, the suspension will be paused during the time the school is closed or the absence, and will continue after the school opens once again or when the student returns to school.]***

Team Meeting: A meeting held between a student, the parent(s), one or more representatives from the student's teacher team, and an administrator. The purpose of the meeting is to resolve a particular concern for the student by developing an action plan.

Violence "Any use of force – verbal, written, physical, psychological, or sexual – against any person, by an individual or a group, with intent to directly or indirectly wrong, injure or oppress that person by attacking his or her integrity, whether psychological or physical well-being, rights or property." Art.13, LIP 2012