

OLIVE GROVE MIDDLE SCHOOL

CODE OF BEHAVIOUR, CONDUCT & EXPECTATIONS

Dear Student,

Olive Grove School's code of conduct is the first code that you have to follow rigorously. It indicates your rights, your duties and the different rules to be applied in the school.

This code of conduct was written with the pronoun **I** so that you can read it as if you would have written it yourself. Therefore, you should respect it and put it into practice.

MY RIGHTS

*The Prophet Mohamed (Peace be upon him) said about the children:
« Treat them well and give them the best education». (Reported by Ibn Madja)*

I have the right to:

- Receive a good quality education
- Be respected
- Learn in an enriching environment
- Learn in a clean and healthy environment
- Express myself, in a courteous manner, about what is disturbing me.

Those are my rights, which are fundamental and essential. No one can deprive me of those rights. However, they are restricted because I am not alone on earth and because I need the others to help my peers and myself grow. Consequently, my rights are limited by the others' rights who also deserve respect. Respect in general leads to my duties as a member of the community.

MY DUTIES

1) I am punctual

I come to school each day. I come on time (supervision starts at 8:10) and I come in through the students' entrance on the east side of the building and go straight to the OGMS gym. If I am late, I stop at the admin office to get a late slip that I have to give to my teacher when I enter the classroom. Beginning second period, I arrive to each class on time.

2) I bring all my material

I should bring all my materials such as notebooks,, textbooks, Chromebook and stationary . If I forget my things too often, I could be sent back home to get the missing things. Chromebooks can only be borrowed from the office in the event it is being repaired by the school. All Chromebooks are expected to be charged at home.

All the students must permanently have a pair of indoor shoes. Boots are always to be kept outside the classrooms.

I should not forget to clearly identify all my personal things: school material (each manual, each pencil, each eraser, etc.), uniform, shoes, running shoes, coat, scarf, mittens, etc. If, however, I lose something, I may find it in the lost and found box.

3) I work hard

*The Prophet Mohamed (Peace be upon him) said:
« Allah (Soubhana wa ta'la) likes that you perfect each work that you start ».
(Reported by Elbayhaqi)*

I do my homework and assignments with tidiness according to my teacher's directions and on time.

4) I wear my uniform

When I come to school, I should wear my uniform and be very proud of it. I am only permitted to wear my OGS gym uniform on the days I have physical education. The other three days I come to school in a clean, ironed full formal uniform.

Boys will not be allowed to have unusual piercings, dyed or streaked hair. Girls cannot wear nail polish or make-up to school. Excessive jewelry is also not permitted. Girls must wear hijab (head scarf) in Grades 4 to 8 at all OGS activities, including field trips. Where a situation arises concerning a student's uniform, written requests for temporary wearing of non-regulation items must be referred to the school office.

Boys hair must be kept clean and tidy at all times. Hair should not be touching the shirt collar and should be off the face. The fringe when straightened /combed down must not hang in the eyes. The style of the hair should not be extreme including but not limited to mohawk, shaved styles and/or

patterns, hair tied up and braided. The colour must be the student's own natural colour; no dye nor highlights are allowed.

If I'm not wearing the right uniform and am not presentable (no tears, dirty, etc), I could be sent back home to get my uniform until I comply by the school uniform rules and/or may be asked to not take part in school activities.

Non Uniform days

From time to time we will have special days when no uniform is required. On these days students must wear loose Islamic clothing. No skinny jeans/pants for either gender. Girls must wear shirts up to the mid-thigh

5) I am polite inside and outside the school

Allah (Soubhana wa ta'la) says in the Holy Quran:

«Serve Allah, and join not any partners with Him ; and do good to parents, kinsfolk, orphans, those in need, neighbours who are of kin, neighbours who are strangers, the companion by your side, the way-farer (ye meet), and what your right hands possess : for Allah loveth not the arrogant, the vainglorious ».

(Sura An-nissa, verse 36)

I should always speak in a polite manner to the persons (adults and children) in the school or outside the school. I should be greeting adults and students with "Asalaam alaikum" and reciprocate the salaam to whomever greet me. I should not swear or pronounce bad words or insults. I should not make fun of anyone. In case of a conflict, I do not lose my temper and raise my voice. I try not to be involved in any fight and in any altercation.

6) I take care of the school's material: in my class, in the lab, etc.

I am responsible of the chromebook, books, desks, chairs and of all the school's material. My textbooks must be taken care of and I should not write inside it. If I experience problems with the school's material, I should first inform my teacher. I must always keep my books in a proper backpack when I take them home.

7) I take care of my school

I must keep my school clean including prayer room, class rooms, corridors, gym, library, lab, lockers, school yard and washrooms. I must always keep my desk clean and well organized. I do not throw anything on the floor. I should keep all my things in the appropriate place and not let them lie around (books, shoes, clothes, etc.). I should take home my boots and outdoor shoes home and store my indoor shoes in my locker. when I leave for the day I should pick up and put in the garbage all the wastes that I see even if I did not throw it myself on the floor.

RULES I SHOULD OBSERVE

1) Coming to school

When I arrive in the morning before between 8:10-8:25am, I should go to the gym. I am not allowed to leave the gym without permission. When the bell rings, I promptly head to my class as directed by the supervising teacher. I stand up and listen to the morning announcements. I follow the announcements and calmly recite the morning duas with all my classmates. If I arrive after announcements have begun, I follow along in the hallway and proceed to class after announcements are completed.

2) In the classroom

In the classroom, I have to respect politeness rules: I do not disturb my friends by moving needlessly or making noise, and I raise my hand to ask a question or make a comment. I must also follow all the particular rules elaborated and established by my teacher.

3) Recess

During recess time, I walk calmly without running in the corridors. I go outside during the outdoor portion and stay with my grade during the indoor portion.

4) Lunch hour

Allah (Soubhana wa ta'la) says in the Holy Quran:

« O Children of Adam! Wear your beautiful apparel at every time and place of prayer: eat and drink: but waste not by excess, for Allah loveth not the wasters».

(Sura El Araf, verse 31)

During lunch hour, and according to the designated time slot, I should stay in the cafeteria to have my lunch. When I eat, I should respect the Islamic rules (wash my hands, say bismillah and el-hamdulillah, eat with the right hand, etc.). I must eat slowly and not throw any food in the garbage. When I am finished, I pick up all the wastes, peelings, scraps on the table and then I throw everything in the garbage. It is better not to share anything from my meal with my friends because we never know who may be allergic to certain type of food. In any case, I should respect the supervisor's instructions. When its time for my group to go outside for recess, I am to follow instruction and walk on the side walk to OGS backyard. I should not be entering or wandering into OGS building while I am at recess.

5) Ablutions and prayer

The Prophet Mohamed (Peace be upon him) said:

« When the child of Adam dies, none of his deeds will be taken into consideration for him except three things: his acts of permanent charity, science and education useful for humanity and a good (muslim) child who prays for him ».

At the appropriate time, I should line up with my friends to perform the ablution in the washroom. Then, I should go in the prayer room, line up neatly my shoes against the wall, perform my sunnah

and sit quietly respectfully awaiting the salat. When I hear the adhan, I repeat it in a low voice and after that I remain silent and prepare myself to start the salat. I must always follow the imam during the prayer and never get ahead of him. After the prayer, I follow the imam for reciting the duaa, perform my sunnah and go back to class right away, accompanied by my teacher.

6) End of the classes

At the end of the day, I should wait quietly at the appropriate place with my outdoor shoes (or boots) and coat on, and my school bag and belongings. When I am called, I leave immediately to my ride from the appropriate door. I should behave safely and carefully near the cars. If my ride is not there by 4pm, I go to OGS with the supervising teacher and wait for my ride, while still following the rules,

7) Objects Forbidden In The School

The school staff will decide if an object is allowed or not in the school. I should not bring to school any of the following: chewing gum, head cap, physical education clothes with drawings, photos or slogans, bracelets and necklaces, walkman, roller-blades and skateboards, water guns, fire-crackers, tattoos, knives or other dangerous objects.

8) Safety at the school

Since the school is responsible for my safety, I agree to respect the following safety requirements: I respect and I follow the directives of safety given by a member of the personnel. (I move calmly, while walking in silence, I must always be at the appropriate place).

For my safety and the safety of the others, it is unacceptable:

- to pull, to hustle, and to fight (even play fighting)
- to climb on the trees or on any other elevated object (net of soccer, posts of soccer, fence...)
- to launch dangerous objects (snowballs...)
- to bring an object which can be considered to be dangerous (penknife, knife, matches, lighter...), (Consequence: the object will be confiscated)

9) Electronic devices:

I am only allowed to use my school approved chromebook during learning hours or whenever I have permission. I should not use any other electronic device, laptop or cell phone during school hours. If I do not follow these rules staff may take the item and give it to the office.

10) Social Media and Technology:

I understand that when I use technology or social media off-site, I must still follow the code of conduct showing respect and appropriate interaction. Any instance of bullying, inappropriate relations, or representing OGS in an Islamically immoral or negative light, etc. is not acceptable.

DISCIPLINARY INTERVENTION IF RULES ARE NOT RESPECTED

Consequences will be determined by the nature and frequency of the incident. All the staff members of the school have the right to intervene. Depending on the infraction, five levels of intervention are possible. If a student continues to offend, or if no change is noticed, we pass to the next level.

1ST LEVEL: WARNING (by supervisor or class teacher)

I am asked verbally to change my behavior. After 2 warnings in the same week we apply the second level of intervention.

2ND LEVEL: WRITTEN OR DRAWN REFLECTION (by supervisor or class teacher)

I must write or draw a reflection on the nature of my infraction and on the method to correct, improve and change the situation.

I am deprived of recess.

At the second reflection in the same month, we apply the third level.

3RD LEVEL: REFLECTION SIGNED BY MY PARENTS AND / OR PHONE CALL TO MY PARENTS (by class teacher)

I take my reflection home, show it to my parents and ask them to sign it. The day after, I bring it back to school. My teacher can also ask me to contact my parents to explain to them what I did wrong. In one way or another, the objective is to let me express myself, my own idea, about the offense or wrong behaviour. My parents must commit to support the school staff in its interventions.

4TH LEVEL: INVITING THE PARENTS TO A MEETING (by a teacher and/or V.P and/or Principal)

My parents are invited to a meeting to discuss the problem. This meeting is to help the parents to understand and support the school's decisions and interventions and to help them to train their child in the application of the disciplinary measure.

5TH LEVEL: SUSPENSION

If a student keeps up the offence, reoffends or if no change is noticed, other sanctions may be applied.

I may be asked to stay home for a certain period of time. In this situation my parents have to ensure my education at home (studies, homework) and I come back to school only for the exams.

6TH LEVEL: EXPULSION (recommendation from the school to the school board)

In cases where the behaviour can no longer be tolerated and the student does not show any desire to change the behaviour, a real bad and grave situation, I may be expelled.

According to the gravity of the offense, the school may apply any of the interventions above or choose any other appropriate interventions. For example:

Signature of the behaviour contract

My parents and I may have to sign a commitment to respect the code of conduct with respect to the offense.

Excuses

I may have to ask my friends if they forgive me in public.

Suspension for a certain period of time

A suspension of one or a few days may be required.

Compensation for the problem caused

Depending on the problem, the school may ask for a financial compensation or a replacement of the broken object or may ask me to clean the school yard or erase a graffiti, etc.

I understand that all my teachers and OGS admin are working hard make me happy, safe and excelling in my studies and character building.

I, _____, have read and understood the above Code of Behaviour,

(Student's Name)

Conduct and Expectations and acknowledge that violation of this code may result in the stated consequences.

Student's Signature: _____

Parent's Signature (type in the parent's name): _____ (I, the parent of the above student has read and agreed to this code of conduct)

Dated: _____