



Montessori
ACADEMY OF LONDON

Montessori Academy of London Code of Ethics

At the Montessori Academy of London we strive to create a community of compassion and respect, for ourselves, for others and for our physical world. To guide students in their actions and interactions, we have established this Code of Ethics (“Code”). We ask that all students and their parents/guardians read this Code and discuss it within the family, in a manner appropriate for the age of your child(ren). By returning it to us with your signatures, you indicate your commitment to be bound by the terms and principles contained in this document. At the Montessori Academy of London we are continually working to ensure that we provide the best possible place to learn and succeed. This Code embodies our belief in the importance of a safe and caring environment for all members of our school community.

Your Rights as a Student

As a student at the Montessori Academy of London you have the right to:

- Learn in an exciting yet quiet, peaceful and loving environment;
- Feel welcome, safe and free from any type of unkindness, including physical and verbal harm;
- Enjoy friendships;
- Be treated with friendliness, honesty, fairness and respect;
- Have clean, tidy and pleasant surroundings;
- Develop and maintain good, healthy habits;
- Have your personal space and privacy respected;
- Voice your opinion in a respectful way.



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Your Obligations as a Student

As a student in our Montessori community, you therefore have a responsibility to:

Make the School a Safe Place

Students must not threaten, hurt, intimidate, tease or exclude others. By refraining from all forms of rough play, including fighting, kicking, biting or hitting, you will avoid being in a position to cause harm, whether accidental or intentional.

Respect Personal Property

Students must show proper care for their property, school property and the property of others. Stealing, damaging, misusing or destroying property is strictly forbidden. You are expected to care for and share in the maintenance of the school, classroom and natural environment.

Use Kind Words

Do not tease, threaten or intentionally hurt others' feelings. Swearing, name calling, and putdowns are not acceptable. Try not to exclude others from games or activities. Remember to say 'please', 'thank you' and 'excuse me', and take measures to help those in need.

Co-operate with Teachers, Yard Supervisors and Fellow Students

Be polite, courteous and respectful at all times, even when you disagree with someone else. Treat others honestly and fairly, and behave in a way that does not distract or disturb your fellow students. Respect all members of the school community, especially persons in positions of authority.

Demonstrate Respectful Classroom Behaviour

We come together to learn in a fun, peaceful, and quiet environment. Be responsible, and allow others to concentrate. Choose your work from the shelf, not from another student. Use appropriate and respectful language, and non-aggressive and non-violent means to resolve conflict. Respect differences, including race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status and disability.

Come Prepared

Students are expected to come to school each day, prepared to learn and on time for all classes and events scheduled within the school day. It is a student's responsibility to make up any missed time and/or lessons.

Avoid Distractions

While on school property, or during school sanctioned activities off property, students may not use cell phones, mp3 players, ipods, laptops, tablets or other electronic devices, unless it is with the permission of a staff member. The school cannot accept responsibility for the safety of such equipment. Students who bring these devices to school must keep them in their backpacks or school bags at all times, and take appropriate measures to ensure their safekeeping.



Demonstrate Leadership

Students may not be in possession of, or under the influence of, or provide others with, alcohol, tobacco, or illegal drugs.

Harassment

Our 'Harassment Policy' is attached as Appendix A and forms part of this Code.

Digital Citizenship

Our 'Computer Security and Use Policy' is attached as Appendix B and forms part of this Code.

Privacy

Respect the personal, informational and physical privacy of others.

Obligations of Parents and Guardians

Parents and guardians play a critically important role in the success of students and in promoting a positive school environment. It is therefore incumbent on parents and guardians to join staff in supporting students in their adherence to the Code, and to model the behaviour required of students. Our Montessori community must be a safe and welcoming place to learn and to work, if we are to maintain the culture which makes our school unique.

Obligations of the School

The Montessori Academy of London encourages any student who believes that they have been treated in a manner which is inconsistent with the Code to report their concern to their teacher or any trusted adult at the school.

A staff member who receives notice of a Code infraction shall, taking into consideration the age of the students, the nature of the alleged conduct, and any other relevant circumstances, first determine whether an informal resolution process may be appropriate.

An informal resolution process will include speaking with the student who has identified the inappropriate conduct, and the student who was alleged to have behaved in a manner contrary to the Code, and may involve discussing the matter with any other students who were participants or witnesses, and with parents/guardians.

Where school staff assess that the alleged conduct could represent a serious or repeated breach of the Code, including in all cases where student safety or well-being is at issue, the staff member receiving a report from a student shall immediately notify a member of the administrative team, who shall consider the need for a formal investigation, and where the alleged conduct is confirmed, determine the appropriate consequences.



Information shared by a student will be treated confidentially, to the extent that doing so does not interfere with responding appropriately to the concerns identified.

Consequences of Breaching the Code of Ethics

Both students and parents/guardians acknowledge by signing this Code they may be held accountable for their words, their behaviour, and their actions, and that their continued participation at the Montessori Academy of London is conditional upon their continued observance of the Code, while on school property, at school-authorized events and activities, and in other circumstances that could have an impact on school climate.

The school may, at its discretion, take appropriate disciplinary action against students who violate the Code. In choosing our response to an infraction, every effort will be made to reinforce a sense of responsibility and accountability. Our choice of response to a breach of the Code may include:

- a 'time out';
- a request for a verbal or written apology;
- issuing a 'Communication Report';
- a request for a parent conference;
- a limitation of school privileges;
- other reasonable sanctions, appropriate to the circumstances

In rare circumstances, where these consequences have not proven effective in ensuring adherence to the Code and respect for the learning environment of other members of the school community, the school may at its discretion suspend a student, or permanently dismiss him or her from the school. If a parent or guardian breaches the Code, the school may at its discretion impose any measure it considers necessary to maintain an appropriate learning and working environment, including if necessary denying re-enrolment, or dismissal of the parent/guardian's child or children from the school.



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Appendix 'A' Harassment Policy

Definition of Harassment: any comment or contact that is known or ought to be known to create an uncomfortable environment for the recipient.

Harassment includes but is not limited to:

- A course of vexatious comment or conduct that known or ought reasonably to be known as unwelcome, for example behaviour which humiliates, threatens, insults or degrades. It may take the form of derogatory comments, condescension, or patronizing behaviour that undermines self-confidence. It also may include unwelcome invitations, requests, threats and assaults.
- Unwanted attention of a persistent or abrasive nature by a person or persons who knows or ought to know that such attention is unwanted.
- Inappropriate behaviour which could reasonably be expected to cause physical, emotional or psychological distress. There may be circumstances where a single incident would not be considered to be harassment but a series of such incidents would constitute harassment.
- Inappropriate behaviour which has the purpose or effect of creating an intimidating or hostile learning environment. Hostile environment harassment consists of unwelcome conduct when such conduct has the effect of unreasonably interfering with an individual's work or academic performance, or such conduct has the effect of creating an intimidating, hostile, offensive or uncomfortable environment.
- A course of vexatious comment or conduct because of a person's sex, sexual orientation, gender identity or gender expression, which is known or ought reasonably to be known to be unwelcome. Such course of comment or conduct can include written or verbal remarks, slurs, references, jokes or conduct or display of offensive or derogatory material, of a sexual nature which may cause insecurity, discomfort, offense or humiliation to another person or group.
(Sexual Harassment)
- Written or verbal remarks, slurs, references, jokes or stories based on a person's racial or ethnic background related to colour, place of birth, citizenship, ancestry, customs, dress, creed or religion which are known or ought reasonably to be known to be unwelcome. *(Racial Harassment)*
- Written or verbal remarks, slurs, references, jokes or the display of offensive or derogatory materials about a person's handicap, which are known or ought reasonably to be known to be unwelcome. *(Harassment of Persons with Handicaps)*



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- Intentional taunts insults or offensive comments or actions which could reasonably be expected to demean or humiliate an individual. (*Personal Harassment*)
- Assault is the intentional application of force to a person without his/her consent or the attempt or the threat by act or gesture to apply force to another if the other believes one has the apparent present ability to do so.



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Appendix 'B' Computer Security and Use Policy

Some of our students' projects include the use of the Internet, which connects them to millions of online sources and other Internet users. With that connection also comes access to material that is not consistent with our education goals. As we are not able to actively monitor every student's Internet use, we must rely on teaching student awareness and good online judgment, parental support of that teaching, and what limited supervision we can provide.

Students are expected to use the school's Internet access for the sole purpose of completing their school assignments. They are to conduct themselves with the same courtesy online as they do in person, in accordance with the school's Code of Ethics.

School computers are expensive and valuable components of the equipment we rely on to provide educational opportunities, and any damage to them will be the financial responsibility of the student who caused the damage.

Unacceptable use of school computers includes, but is not limited to:

- Activities which may damage equipment.
- Downloading, copying or transmitting any materials which is in violation of any Federal or Provincial regulations such as copyrighted materials, threatening or obscene materials, hateful, racist or discriminatory materials.
- Unauthorized access to personal e-mail.
- Unauthorized access or entry to the school's network system.
- Unauthorized entry or attempt to gain access to view, alter, copy, share or destroy files.
- The creation and or wilful transmission of computer viruses or virus hoaxes.
- Visitation to any Internet sites deemed NOT of educational value.

Inappropriate use by your child could result in denial of computer privileges, financial reimbursement, and/or legal action.