

ELORA PUBLIC SCHOOL
CODE OF CONDUCT
2010-2011

GOAL

It is the policy of the Upper Grand District School Board to maintain a safe and inclusive learning and teaching environment through the adoption of a Code of Conduct which promotes responsibility, respect, civility and academic excellence, and sets clear standards of behaviour for all members of the school community. The goal is to create a positive school climate where all members of the school community feel safe, comfortable and accepted.

GENERAL

Our School Code of Positive Student Behaviour is based upon the Ontario Code of Conduct and the Upper Grand District School Board Code of Conduct (Policy # 213) which applies to all members of the school community; students, administrators, staff, parents and guardians, visitors, volunteers, etc. while on all school and Board property, school buses, at school-authorized events and off site at school-sponsored activities, or in other circumstances that could have a negative impact on the school climate.

RIGHTS

Student Rights Include:

- ▶ to be treated with dignity and respect
- ▶ to be provided with activities that are success oriented and build on individual strengths
- ▶ to receive a quality education

Parent Rights Include:

- ▶ to be treated with dignity and respect
- ▶ to be heard and to have concerns addressed
- ▶ to communicate with the school

Staff Rights Include:

- ▶ to be treated with dignity and respect
- ▶ to have a safe working environment
- ▶ to expect parents and students to be involved in creating a positive school environment

STANDARDS OF BEHAVIOUR

A) Respect, Civility and Responsible Citizenship

All members of the school community must:

- ▶ respect and comply with all applicable federal, provincial and municipal laws;
- ▶ demonstrate honesty and integrity;
- ▶ respect differences in people, their ideas and opinions;
- ▶ treat one another with dignity and respect at all times, and especially where there is disagreement;
- ▶ respect and treat others fairly, regardless of their race ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability;
- ▶ respect the rights of others;
- ▶ show proper care and regard for school property and the property of others;
- ▶ take appropriate measures to help those in need;
- ▶ respect all members of the school community, especially persons who are in a position of authority;
- ▶ respect the needs of others to work in an environment that is conducive to learning and teaching
- ▶ not swear at a teacher or at another person in authority, and
- ▶ seek school staff assistance, if necessary, to resolve conflict peacefully.

B) Safety

All members of the school community must not:

- ▶ engage in bullying behaviours

Definition of bullying:

Bullying is typically a form of repeated, persistent, and aggressive behaviour directed at an individual or individuals that is intended to cause (or should be known to cause) fear and distress and/or harm to another person's body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is a real or perceived power imbalance.

Bullying takes on different forms and contexts with age. It can be physical, verbal, social/emotional or through the use of technology. Bystanders contribute to bullying by doing nothing to prevent it or by becoming actively involved in supporting it.

- ▶ commit sexual assault;
- ▶ traffic in weapons or illegal drugs;
- ▶ be in possession of any weapon including, but not limited to, firearms;
- ▶ use any object to threaten or intimidate another person;
- ▶ cause injury to any person with an object;
- ▶ be in possession of, or under the influence of, or provide others with alcohol or illegal drugs;
- ▶ inflict or encourage others to inflict bodily harm on another person;
- ▶ engage in hate propaganda and other forms of behaviour motivated by hate or violence;
- ▶ commit an act of vandalism that causes extensive damage to school property or property located on the premises of a school, or
- ▶ engage in any form of electronic communication directed to an individual or group of people that is intended to cause (or should be known to cause) fear, distress, and/or harm to other persons; feelings, self esteem, or reputation, or that has a negative impact on the school climate.

STUDENT RESPONSIBILITIES

All students will :

- ▶ accept responsibility for their personal actions;
- ▶ demonstrate respect for self, and others, and for those in authority;
- ▶ fulfil expected academic obligations;
- ▶ come to school punctually each day, prepared and willing to learn;
- ▶ obey the rules of the school, on school buses, and at other sites during school activities,
- ▶ dress appropriately in accordance with the Board's and the school's policies regarding appropriate dress;
- ▶ use respectful language, free from profanity;
- ▶ work cooperatively with staff and other students;
- ▶ be honest in their academic work (refrain from plagiarism, cheating, etc.); and
- ▶ use free time responsibly.

STAFF RESPONSIBILITIES

The Principal will:

- ▶ take a leadership role in the daily operation of the school by demonstrating care and commitment to academic excellence and a safe teaching and learning environment;
- ▶ hold those under their authority accountable for their actions and behaviour;
- ▶ empower students to be positive leaders in their school and community, and
- ▶ communicate meaningfully and on a regular basis with all members of the school's community.

Teachers and school staff will:

- ▶ maintain order in the school;
- ▶ maintain consistent standards of behaviour for all students;
- ▶ help students work to fulfill their potential, develop self-worth, and prepare them for the full responsibilities of citizenship;

- ▶ communicate regularly and meaningfully with parents/guardians;
- ▶ demonstrate respect for all students, staff, parents, volunteers, and the members of the school community; and
- ▶ empower students to be positive leaders in their school and community.

PARENTAL RESPONSIBILITIES

Parents play an important role in the education of their children and can fulfill this responsibility by:

- ▶ demonstrating respect for all students, staff, volunteers and the members of the school community;
- ▶ supporting the efforts of school staff in maintaining a safe and respectful learning environment;
- ▶ showing an active interest in their child's school work and progress;
- ▶ communicating regularly with their child's school;
- ▶ assisting staff in dealing with disciplinary issues involving their child;
- ▶ helping their child be neat, dress appropriately, be well rested and prepared and ready to learn;
- ▶ ensuring that their child attends school regularly and on time;
- ▶ promptly reporting their child's absence or late arrival;
- ▶ showing that they are familiar with the Ontario Code of Conduct, the Board's Code of Conduct, and the school's Code of Conduct and rules of behaviour, and
- ▶ helping and encouraging their child in following the Board's Code of Conduct and the school's Code of Conduct and the rules of behaviour.

SPECIFIC EXPECTATIONS FOR SCHOOL

General Safety Rules

- always play and work while keeping the safety of self and others in mind
- students must stay on school property at all times unless the school has received written notification from parents
- students are not permitted to be in classrooms or other areas in the school without staff permission and supervision

Respect Our Learning Environment

- by walking quietly in the halls
- by being on time and prepared for classes
- by not distracting others

On the Playground

- absolutely no rough play is allowed (keep hands and feet to yourself)
- play in designated areas only in clear view of yard supervisors (away from the parking lot, doorways, snow piles, dumpsters, electrical/utility box, and the creek)
- leave and enter the school promptly, safely and quietly when the bell rings
- no eating or drinking on the playground
- show respect for the environment (trees, gardens, etc.)
- no throwing of items other than proper sports equipment (i.e., no throwing snowballs, ice, dirt, rocks, mud, grass, leaves, etc.)

Note: The use of roller blades, skateboards, wheelie shoes and scooters is prohibited on all School Board property.

Technology

- Students will refrain from using personal electronic devices on school property, on school buses or while on field trips unless authorized by school staff.
- Cell phones, pagers and other messaging devices may not be used by students at school. If they are brought to school, they must remain in backpacks or

lockers.

- Cameras may be used for instructional purposes if authorized by school staff.
- Personal music playing devices may be used during instructional times if authorized by school staff and may be used at recess time.
- Our school staff is not responsible for lost items or for the supervision of the content in electronic devices brought to school.

On the Bus (From the UGDSB Transportation Policy #304)

All students who ride buses shall:

- follow the driver's direction
- obey the bus patroller
- be courteous and respectful at all times
- keep off the traveled portion of the road on the way to the pick-up point
- arrive at the pick-up point not earlier than ten minutes and no later than five minutes before scheduled pick-up time
- ride only on the bus assigned
- be picked up and discharged only at designated stops
- keep books, lunch boxes, and bulky items on his/her lap
- leave windows closed, unless authorized by the driver to open them
- keep arms and head inside the bus at all times
- not carry potentially dangerous or objectionable objects and/or materials
- not eat or drink or chew gum on a school bus
- remain seated while the bus is in motion
- whenever possible, leave the last row of seats vacant
- use only personal radios with earphones while on the bus
- be held responsible for damage done to the bus due to vandalism or other improper behaviour

APPROPRIATE DRESS

All students, staff and visitors will dress to promote responsibility, respect, civility and academic excellence.

Shirts/Tops

- positive images and messages only
- clothing that condones any of the following is strictly prohibited: hate, violence, alcohol, cigarettes, drugs, inappropriate language, sexual connotation, gang affiliation or discrimination of any kind
- undergarments may not show
- no muscle shirts, mesh shirts, spaghetti straps (straps must be at least two finger widths) and no low necklines
- bare midriffs are unacceptable (shirts must long enough to cover the midriff when reaching)

Pants/Shorts/Skirts

- shorts and skirts must be a reasonable length (skirt and/or shorts must go below the fingertips when the wearer puts his/her arm straight down by their side)
- undergarments may not show

Hats, etc.

- non faith-based head coverings must not be worn in school
- positive messages and images only

Gym Clothes/Shoes

- clean 'indoor only' running shoes are required for all grades
- a change of clothing is required for Grade 7 & 8 Phys. Ed as follows:
 - ▶ shorts (loose fitting, elastic waist and appropriate length) or track pants (elastic waist with drawstrings, no zippers or domes)
 - ▶ t-shirt - high crew neck with sleeves, loose fitting and long enough to cover midriff when reaching

POLICE SERVICES

The Board believes that the Police are partners with schools and school boards in maintaining safe schools and communities. Through the guidelines established in the Police/School Boards Protocol Agreement, Police support schools by encouraging, enabling and maintaining positive relationships with school administrators, staff, students, parents and members of the school community.

COMMUNITY PARTNERS

The Board believes that community agencies and members of the school community are resources that can help boards deliver prevention and intervention programs. Current and new partnerships, protocols and outreach are encouraged and supported by the Board to formalize and enhance relationships to maintain safe and communities.

IMPLEMENTATION OF THE SCHOOL'S CODE OF CONDUCT

Schools focus on prevention and early intervention as the key to maintaining a positive school environment in which pupils can learn. The Board supports the use of positive practices and progressive discipline as a whole school approach to foster the building of healthy relationships and encourage appropriate behaviours, as well as the application of consequences for inappropriate behaviour.

Progressive Discipline

Progressive Discipline is a range of early and later interventions, supports, and consequences that are developmentally appropriate, and include opportunities for students to learn from mistakes and that focus on improving behaviour. These may include, but are not limited to:

- ▶ Student Success and Character Development strategies and programs;
- ▶ providing students with the opportunity to learn life skills such as conflict resolution, anger management and communication skills;
- ▶ utilizing models based on the concepts of peer mediation and/or peer counselling;
- ▶ documenting incidents requiring disciplinary measures, and applying the mitigating factors;
- ▶ being sensitive to unique circumstances which may affect student behaviour;
- ▶ ensuring that contact with the parent(s)/guardian(s) of students, under the age of eighteen, is made early in the disciplinary process;
- ▶ maintaining contact with the parent(s)/guardian(s) and involving them in a plan to improve the behaviour until the behaviour is acceptable.

As incidents arise, it is recognized that each situation is unique. Incidents are managed in a consistent manner to ensure that fairness is integral to the process, and that this fairness is perceived by all participants. Within this process, consideration for consequences will be given for:

- ▶ student age
- ▶ frequency of incidents
- ▶ nature and severity of incidents
- ▶ student exceptionalities
- ▶ extenuating circumstances
- ▶ impact on the school climate

CONSEQUENCES

The school will use a range of interventions, supports and consequences that include learning opportunities for reinforcing positive behaviour while helping students to make good choices. The following are examples, in no particular order. The application of consequences, supports and interventions are determined by the incident and the individual students involved.

Examples of Consequences:

- verbal reminder
- warning
- review of expectations/rules
- written or verbal apology
- incident sheet
- yard: 5 minutes on the wall
- yard: walk with the teacher
- letter written to parent
- phone call home
- student contract sheet
- restitution
- in-school community service
- recess detentions
- class time detentions
- loss of in-school privileges
- loss of field trip privileges
- suspension from the bus
- suspension
- expulsion

Examples of Supports/Interventions:

- discussion with P/VP
- reflective paragraph/essay
- problem solving
- conflict mediation
- social stories
- discussion with parent (next steps, solutions)
- conference with others involved
- restorative justice
- Child and Youth Counsellor support
- positive reward system
- Attendance Counsellor support
- student/teacher/parent meeting
- case conference with school staff and/or Board consultants
- referral to outside agencies
- Suspension/Expulsion Program

Suspension and Expulsion

It is understood that discipline serves not only to correct inappropriate behaviour, but also as a deterrent. To maintain a safe and effective learning environment, suspensions and expulsions may be imposed not only to deter inappropriate behaviour, but also to remove individuals who pose a threat to the safety and well being of others. The Provincial Code of Conduct specifies that for student actions that do not comply with the Provincial Standards of Behaviour, suspension and expulsion may be considered. The Board's Student Discipline Policy (Policy #503) sets out the process for Suspension and Expulsion. This policy specifies the student actions that **may** result in the Principal imposing a suspension, as well as the student actions that **will** result in the Principal imposing a suspension and considering an expulsion pending an investigation of the incident.

Mitigating Factors

The Principal will consider the following mitigating factors when considering a suspension:

- the pupil does not have the ability to control his or her behaviour;
- the pupil does not have the ability to understand the foreseeable consequences of his or her behaviour;
- the pupil's continuing presence in the school does not create an unacceptable risk to the safety of any other person.

The Principal will also consider the following factors if they mitigate (moderate) the seriousness of the incident or the behaviour of the student involved:

- the pupil's history and age, whether progressive discipline has been used, if a behaviour has been motivated by harassment or discrimination, the impact on the ongoing education of the student, the student's Individual Education Plan.

Note: In some cases, even though the offence calls for a mandatory suspension pending an investigation, the consideration of the mitigating circumstances may cause a principal not to suspend.

Activities That May Lead to a Suspension

Police may be involved, as required, and a suspension **may** be imposed for one of the following infractions which has occurred on school property, during a school related activity or event, and/or in circumstances where the infraction has an impact on the school climate:

- a uttering a threat to inflict serious bodily harm on another person;
- b possessing alcohol or illegal drugs;
- c being under the influence of alcohol;
- d swearing at a teacher or at another person in a position of authority;
- e committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school;
- f bullying, including cyber bullying
- g any act considered by the Principal to be injurious to the moral tone of the school;
- h any act considered by the Principal to be injurious to the physical or mental well-being of members of the school community;
- i persistent opposition to authority;
- j habitual neglect of duty, or
- k a serious breach of the Board of school's Code of Conduct.

Activities That Will Result in a Suspension, an Investigation and a Possible Recommendation for Expulsion

Police may be involved, as required, and a student **will** be immediately suspended, an investigation will occur and **may** lead to a recommendation of expulsion to the Board's Discipline Committee for one of the following infractions which has occurred on school

property, during a school related activity or event, and/or in circumstances where the infraction has an impact on the school climate:

- a possessing a weapon, including possessing a firearm;
- b using a weapon to cause or to threaten bodily harm to another person;
- c committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner;
- d committing sexual assault;
- e trafficking in weapons or illegal drugs;
- f committing robbery;
- g giving alcohol to a minor;
- h an act or activities considered by the Principal to be significantly injurious to the moral tone of the school and/or to the physical or mental well-being of others;
- i activities engaged in by the pupil on or off school property that have caused extensive damage to the property of the Board or to goods that are/were on Board property, or
- j the pupil has demonstrated through a pattern +
- k of behaviour that s/he has not prospered by the instruction available to him or her and that s/he is persistently resistant to making changes in behaviour which would enable him or her to prosper.

