

North Perth Westfield Elementary School Student and Parent Handbook



955 Binning Street West
Listowel, Ontario
519 291 6147

Website: <http://www.avonmaitlandschools.ca/westfield/>
Facebook page: North Perth Westfield Elementary School
Twitter: @NPWestfield
Email: kathryn.boyd@ed.amdsb.ca
jean.stacey@ed.amdsb.ca

School Day Schedule

9 - 9:15	Outside supervision
9:15 - 11:05	Instructional time
11:05 - 11:45	Nutrition Break/Recess
11:45 - 1:35	Instructional time
1:35 - 2:15	Nutrition Break/Recess
2:15 - 3:35	Instructional time
3:35	Dismissal

Important Phone Numbers

Westfield – 519-291-6147 – we have a 24 hour answering machine available for attendance messages

Avon Maitland District School Board -- 62 Chalk St. N, Seaforth, ON 1-800-592-5437

S&K Elliott Transportation -- 519-291-3051

Children's Aid Society - 1-519-271-5290

Kids Help Line -- 1-800-668-6868

Emergency -- 911

Perth District Health Unit -- 1-877-271-7348

School Year Calendar

First day of classes - Tuesday, Sept. 5, 2017

School holidays --

Mon. Oct. 9, 2017 - Thanksgiving Day

Dec. 25-January 7, 2018 -- Christmas Break

February 19, 2018 -- Family Day

March 12-16, 2018 -- March Break

March 30, 2018 -- Good Friday

April 2, 2018 -- Easter Monday

May 21, 2018 -- Victoria Day

Professional Development Days

Friday, Sept. 29, 2017

Friday, Nov. 3, 2017

Friday, Dec. 1, 2017

Friday, Feb. 2, 2018

Friday, April 27, 2018

Friday, June 8, 2018

Friday, June 29, 2018

Last day of classes - Thursday, June 28, 2018

Assessment and Evaluation

The Avon Maitland District School Board's Assessment, Evaluation and Reporting Principles and Procedures align with the Ministry of Education's Growing Success 2010 Assessment and Evaluation document and outline the following student responsibilities and consequences:

Grades 1-12: Completing tests/exams/projects/assignments in their own words.

An Academic Disciplinary School Team will determine the consequences for cheating and plagiarizing. Consequences for academic dishonesty are not limited to, but may include one or a number of the following:

- discussion with teacher and/or principal about the importance of academic honesty;
- reduction in the student's evaluation of the learning skills and work habits (e.g. from Good to Satisfactory);
- resubmit the assignment;
- complete an alternative assignment;
- retake the test;
- receive a mark penalty on the assignment; and/or
- loss of credit (requires consultation with Regional Superintendent).

A variety of methods, which are appropriate to the subject, grade and course type will be taught to help students avoid plagiarism/cheating. These lessons will also outline how plagiarism/cheating are detected.

Missed or Late Assignments

Grades 1 to 8: Late and missed assignments for evaluation will, most commonly, be noted on the report card as part of the evaluation of the student's development of the learning skills and work habits. However, repeated incidents of missed assignments could result in the application of an "I" on the student's report card. An "I" represents insufficient evidence of the curriculum expectations to evaluate/score.

Grades 7 and 8: Our intermediate division will share with parents at the beginning of each year its plan for helping to ensure that assignments are turned in on time. The plan encourages students to talk to the teacher(s) if/when/why an assignment might be late, and to ask for an extension.

Attendance/Safe Arrival Program

Regular attendance is important for the continuing development of each child's education program. We operate a ministry mandated "Safe Arrival" program to assist the school in checking daily attendance and to provide some peace-of-mind for parents/guardians. If your son or daughter will be absent on a given day, please phone the school before 9am (519-291-6147). Our answering machine receives information outside of regular school hours. Please leave a brief factual message including your name, your child's name, teacher and reason for absence.

Furthermore, parents, guardians and caregivers are responsible for providing the school with complete and current emergency information to enable the school to make any necessary follow-up contacts. Attendance is taken each morning and afternoon at our school. If the school is unaware of why a child is absent the following calls must be made until contact is made to verify the reason for the absence: a) parents will be called at home b) parents will be called at work c) emergency phone number contacted e) siblings at school will be asked f) a message will be left on the home/work answering machine

What to do:

- Absent from school** - parent need to notify the office as soon as possible. Leave a message on our answering machine. The automated message will direct your call.
- Late for school** - please bring your child into the office to sign in before the child goes to your classroom. Parents should not accompany their child to the classroom.
- Leaving for an appointment** - send a note to your child's teacher or record information in your child's planner agenda. The note should be dated and signed by the parent. When parents come to pick your child up they should come directly into the office so that we can call your child to the office and the child can be signed out. To ensure everyone's safety, we ask that you wait at the office for your child, parents are asked not to go directly to your child's classroom.

Bicycles and Scooters

Bicycle and scooters should be walked on school property. Racks are provided for storage, and these items should be locked for safe keeping.

Buses

The school bus is an extension of the classroom at school. Safe and respectful conduct is expected for students who have the privilege of riding the bus in order to ensure the safety of everyone on the bus. The bus driver is in charge and needs to have his or her attention focused on driving without undue distraction. Students are expected to:

- Remain seated at all times according to the seating plan
- Sit facing forward without blocking the centre aisle
- Keep hands and feet to themselves
- Use quiet voices
- Refrain from eating or using technology while on the bus

Students are responsible to the principal of the school for their conduct while traveling on a school bus. Failure to comply with these expectations endangers the safety of all riders. As outlined on the AMDSB policy, progressive discipline procedures will be applied:

Step 1: Pupil receives verbal warning by School Bus Driver. If no improvement then,

Step 2: Pupil receives warning by the School Principal and notification to Parent or Guardian. If no improvement then,

Step 3: Pupil and Parent or Guardian discuss issues with the School Principal. The School Principal shall advise the Parent or Guardian that if student behaviour does not improve,

consequences may result which may include suspension of bus riding privileges. The School Principal shall advise the Bus Contractor that this discussion has taken place by forwarding the completed School Bus Incident Report or by using other methods as required.

Step 4: If student behaviour does not improve, temporary removal of bus riding privileges or other consequences as determined by the School Principal will be imposed. The Principal or designate shall notify the student, the Parent(s) or Guardian(s) if pupil is a minor, the Contractor, the HPSTS General Manager and the Director of Education or designate of the nature and duration of the consequence. The School Principal will also telephone the Parent(s) or Guardian(s) of pupils who are adults, if possible. If no improvements then,

Step 5: Long-term removal of student bus riding privileges by the School Principal. There shall be written notification to Parent(s) or Guardian(s) if pupil is a minor, Bus Contractor and the HPSTS General Manager and the Director of Education or designate. This discipline will continue until the School Principal has been satisfied that appropriate bus behaviour will be followed. NOTE: The School Principal may proceed to Step #4 immediately depending on the severity of the incident.

Bus Notes

Students will not ride on a bus other than their own. If the child is riding the same bus but getting off at a different stop, parents/guardians must phone the school or send a written note to request a change for their child. They must provide the rural address or name of in-town stop where the student will be dropped off or picked up. Changes to the bus will be done for childcare purposes only. A permanent change for some days of the week for childcare purposes can be accommodated using an alternate transportation form available in the office. Changes in bussing for homework, birthday parties, visiting friends etc. cannot be accommodated.

To download a Request for Transportation to/from an alternate Residence visit:

<http://ourschoolbuses.ca/forms/>

Meeting your child off the Bus

Please ensure there is someone to meet your child off the bus. The bus driver will not let a Kindergarten or Grade 1 student disembark unless they see an adult or older sibling present.

For further transportation information, use this link: <http://ourschoolbuses.ca>

Communication

Most information will be posted on the school website at

<http://www.avonmaitlandschools.ca/westfield/>; Facebook page at North Perth Westfield Elementary School and through our Twitter account @NPWestfield. Newsletters will be sent in electronic format (by email) but we are happy to provide a paper copy if you wish. Many teachers use blogs, email, and websites to enhance home-school communication as well. Check with your child's teacher. Students in Gr. 1-6 will have school planners that will contain important dates and information for you. Please check backpacks, planners and communication bags regularly. Intermediate students and parents will get instructions from their teachers for how classroom communication will be shared.

Computer and Technology use

Students are expected to use computer equipment, access to networks and the Internet responsibly. Inappropriate use of the board's computer resources will result in consequences. If the actions of a student appear to break the law, the police will be informed.

Students are frequently reminded of safe and responsible internet use:

- Students must never give out personal information about themselves or others (such as address, phone number, pictures of themselves) to strangers met through the Internet.
- Web pages should not contain personal information about students (address, phone numbers, pictures unless parents have given consent).
- Students must report to a teacher or other school staff member any computer or Internet related activity (e.g., threats, abusive language) that gives them concern or appears to threaten the safety of people or places.
- If using the work of others, credit must be given and permission obtained if copyright materials are used. See <http://blog.amdsb.ca/programs-services/homework-help/>

Technology is to be used primarily for learning purposes and only inside the classroom.

Students are requested to leave all personal devices at home (games, tablets, etc) unless permission is given by the classroom teacher to use the device for a specific learning purpose.

Students are responsible for the care and safekeeping of their own devices.

All students will follow these expectations:

- I know the specific expectations of technology use within each of my classes. When in doubt, I will ask the teacher.
- I will only film or take pictures for school related purposes, and only with the permission of the teacher.
- I will ask permission before communicating outside the class.
- I will use my device in an open and transparent manner.
- I will take responsibility for keeping my device safe and secure at all times.
- I will ask permission before using another's device.
- I will mute my device so that the sounds do not distract the learning of my peers or I will use ear buds.
- I will not use tech during nutrition breaks (JK - grade 6)
- As a Grade 7 or 8 student, I will keep personal tech devices (e.g., cell phones) in my locker. I may use the device during nutrition breaks in an appropriate manner.
- Classroom teachers will determine whether or not classroom technology will be used during indoor recesses.

Consequences for misuse of technology:

1. Warning - conversation about appropriate use
2. Device taken and kept in office until the end of the day when student make pick it up
3. Device is kept in office until parent picks it up

Custody and Access Documents

It may happen that school authorities are asked by a parent to enforce certain clauses in custody and access documents. In order for school personnel to do this, we must have a copy

the most recent legal document received from the courts containing this specific information. We will gladly make copies of this information and store it in students' Ontario Student Record folders for future reference.

Dismissal

All students will be dismissed at 3:35. Children will either be dismissed to their bus, to the yard for walking home or meeting parents, or to the before and after school program.

Kindergarten

Senior students will assist the Kindergartens in making their way to the bus. Kindergarten students who do not take the bus will be dismissed at 3:35 from the kindergarten doors on the west side of the school to meet their parents. Parents must use the far west lot for parking to avoid safety issues in and around the bus loading zone.

Bus students

Students will prepare to go to their buses just before the 3:35 bell. They will go to their assigned buses through the front doors assigned to their class. There will be one "last call" for buses at 3:35. Students who miss their bus will need to call home for a ride from the office.

Walkers

Students who walk will be dismissed onto the playground side of the school at 3:35. They may exit the yard via the Binning Street fence or take the path through Kin Park. Please note that the yard must be clear by everyone by 3:45pm.

Before and After School students

Students attending before and after programs will go directly from their homeroom class to their respective program (either in a Kinder room, the multipurpose room or the library).

Dress Code

All members of the school community are expected to act responsibly with regard to proper dress:

- Undergarments should not be showing
- Strapless tops must be covered with a sweater/top
- Tops must meet bottoms - midriffs need to be covered
- Shorts or skirts must fully cover buttocks whether sitting or standing
- Hats, including hoods and bandanas should not be worn unless for a documented medical or religious reason
- Obscene, suggestive, or drug-related language or images are not permitted

Students who do not comply may be asked to change their clothing.

The School Council annually reviews the school dress code. Any changes to the dress code will be announced following the review and consultation with School Council.

Expectations at Westfield

We take a proactive approach that supports positive student behaviour. Our expectation for each student is to:

- Be where you are supposed to be
- Do what you are supposed to do
- Keep hands and feet to yourself
- Be kind

At Westfield, a positive, inclusive learning environment is our priority. We recognize that conflict will occur so we plan for it. We teach our students to resolve conflicts peacefully, in socially responsible ways, using these strategies:

- Ignore (move away; give space; decide to play somewhere else)
- Say stop (use clear, assertive words to tell what you need e.g, stop hitting me, it's hurting me)
- Report (tell an adult)

When we deal with conflict, we use a process that respects students' rights and responsibilities, focuses on problem solving, and holds students accountable for their actions. We work through problems using

- Honesty (hearing all sides; thinking and talking about what has happened either verbally or in writing with a "Think Sheet"; being honest about our mistakes)
- Ownership (holding each other accountable and recognizing the impact of our behaviour and choices on others)
- Apologize (developing empathy and seeking opportunities to repair relationships that have been damaged)
- Plan (determining what needs to change in future so that the problem does not continue)

In our hallways and stairwells, safety and respect are reflected in the way we move through the building. Our common and consistent language identifies and "5 S Line":

- Silent
- Single file
- Side right
- Smiling
- Stay in your personal space

Our students listen with their whole bodies:

- Eyes are watching
- Mouth is quiet
- Hands are empty
- Body is still and turned toward the speaker
- Ears are listening

Field Trips and Excursions

Out of classroom activities will take place as an extension of the curriculum and various programs conducted in the classroom. Parents/guardians will receive field trip excursion forms specifically related to the activity. Parent/guardian consent is required for each excursion. If no consent form is returned to the school, your child will not be permitted to participate in the excursion.

Please note that some excursions will have a participation fee (for admission, or bussing for example).

This year our Grade 8 students will have the opportunity to go to Camp Celtic. A parent meeting to discuss this trip as well as fundraising opportunities will take place in the fall. More information will follow for Gr. 8 parents.

Headlice

We strongly encourage that parents/guardians do a regular check of their children's hair and scalp on a regular basis, and particularly after holidays, to keep pediculosis (head lice) in check. Please remind children not to share or borrow hats, combs, hair accessories or brushes. If head lice is found at school, parents will be contacted and asked to treat their children's hair and pick the nits. Upon returning to school parents will be asked to bring their child(ren) to the office to be rechecked.

Health Services/Immunization

The Perth County Health Unit provides the services of public health nurses to our schools for immunization, dental care and educational programs. There is also a health nurse assigned to Westfield weekly to provide counselling supports to students. Referral forms for the health nurse are available in the office.

Under provincial legislation, all Ontario students, unless exempted for religious or medical reasons, must be adequately immunized. Parents/guardians are to provide information about the students' immunization status upon registration at the school. A record of this information is kept by the Perth County Health Unit.

Illnesses/Accidents

If a child becomes ill at school, we will make a reasonable effort to contact the parent/guardian to pick up the child. If we cannot contact the parent/guardian, and when considered necessary, we will call the emergency contact person as indicated on the Student Information Sheet provided by the parent/guardian in September. It is very important that an emergency contact person be identified and that the school be notified of any changes to contact information for parents or emergency contacts.

Inclement Weather

The school will remain open whenever possible unless the safety of students is/ or could be at risk. Decisions regarding closure will be made as soon as possible and communicated to you on Facebook, Twitter, on the board website: <http://ourschoolbuses.ca/> and on the radio: AM920 - Information Country; FM101.7 The One; FM94.5 The Bull; AM1240 CJCS radio; FM107.7 Mix FM, and FM104.9 The Beach.

Parents may also register on the board website <http://ourschoolbuses.ca> to receive automatic email notification of closures by clicking on the "Subscribe to RSS Feed" link.

Please do not phone the school during extreme weather conditions as this ties up telephone lines needed for emergency use. If there is no reference to North Perth Westfield Elementary School on the radio, it means that the school is OPEN.

Insurance -- Accident and Life

Provincial law prevents the school board from insuring your son/daughter against accident or loss of life. If you do not have your own personal type of family accident insurance (including dental) consider the merit of enrolling in the Accident and Life Insurance Plan which is offered through the school in September of each year. It covers children 24/7, 365 days/year. Industrial Alliance Pacific Life Insurance Company 1-800-556-7411

Insurance Coverage on Privately Owned Equipment in the School

Insurance coverage on equipment/property that is in "the care, custody or control" of the Board or its agents contains a \$10,000 deductible clause. The Board denies the liability for loss/damage of personal equipment.

Library

Circulation procedures are all automated in our library. All students are taught how to sign books in and out, and are responsible for returning them to the library. Students generally have a book exchange once per week and are allowed one book out at a time. This policy may alter for junior/intermediate students involved in research projects. Periodically, the TRA prints out overdue notices. If an item is not returned after a third overdue notice, then the computer prints out an "item replacement notice," stating the cost for replacing the book. If the item is found at a later date funds for payment of the lost item will be reimbursed to the student or his/her family.

Lost and Found

Please label all items of outdoor clothing, boot, gym shoes etc. with your child's name. Encourage your child to look for any misplaced items in our "Lost and Found" area. At the end of each term, all lost and found items are displayed for parents and students. Unclaimed items are sent to good-will agencies several times throughout the year.

Medically at Risk

Some students have a diagnosis which renders them medically-at-risk, defined as: a student with a medically diagnosed, predetermined health condition who may experience a life-threatening event which would require immediate action. Medically-at-risk students could include those with severe allergies (anaphylaxis), asthma, juvenile diabetes, epilepsy, lowered immunity, hemophilia, or specific heart conditions. In consultation with parents and/or health professionals, we identify students with medical needs and develop a plan based on each student's needs to ensure their safety while at school. If your child has a significant health concern, or if you have questions about the process, please call us.

Medication at School

School board procedures require that a form authorizing the administration of medication by staff at school be completed by parents/guardians. Staff is not allowed to administer medication without this proper authorization. These forms are available from the office or on the school website. Medication is to be in original labeled containers.

Money and Valuables

Please note that if/when personal items and valuables are brought to school, the school will not be liable if these items are lost, stolen or damaged. Examples of such items are toys, electronic devices, jewellery, and money.

Nut Free/Scent Free

Your child's school is "nut-safe" for a very important reason. A nut allergy is usually severe and can be fatal. Without treatment these students could die within minutes. Even tiny amounts of nut residue on desks or books can cause someone with a nut allergy to have a strong reaction. "Nut-Safe" schools can only be achieved when everyone is committed. That's why your help and cooperation are very important. The most important thing you can do is avoid sending any foods from home that may contain even traces of nuts or peanut products.

Please show consideration for those with environmental allergies and refrain from wearing scented products (e.g. perfume, after shave, hair care products).

Nutrition and Recess Breaks

Westfield follows a school day that includes two breaks for students during the instructional day. All students will be staying for lunch at Westfield. Extra curricular activities may be offered at either break.

Nutrition Break Expectations

- Sit in your own desk
- Get permission before leaving your seat (e.g., washroom, garbage)
- Clean up after yourself
- Use a quiet "inside" voice
- Tuck in your chair
- No technology (JK - gr.6)

First Nutrition Break and Recess

11:05 primary and intermediate students eat / junior and kindergarten students outdoor recess

11:25 junior and kindergarten students eat / primary and intermediate students outdoor recess

Second Nutrition Break and Recess

1:35 primary and intermediate students eat / junior and kindergarten students outdoor recess

1:55 junior and kindergarten students eat / primary and intermediate students outdoor recess

Milk

****NO MORE MILK CARDS:** Milk orders have already been sent to parents on school cash and are due back Friday Sept 8th. That's a tight turn around but milk distribution starts Monday September 11th. Anyone who misses that deadline will still be able to purchase milk daily for the month of September. A paper copy of the order will go home with all students on the first day of school, please send down orders daily, as they come back.

Chocolate and white milk will be available at first nutrition break starting in mid-September. Milk is delivered daily to each classroom at first nutrition break. Students may still purchase a single milk for \$0.75.

Pizza and Food days

This year we will offer pizza on a weekly basis and Pita Pit food items twice monthly. A list of all food orders for the year will be sent home the first day of school.

Nutrition Program

The Warrior Snack Program ensures that nutritious snacks are available each morning for students. Food bins are delivered to classrooms each morning and they contain two food groups, including a fruit or vegetable. This program depends on volunteers, and will only run if we have sufficient assistance to prepare and deliver snacks. This program usually begins in October. Watch our newsletter and website for details. This program is funded by grants and donations.

OSRS -- Ontario School Record Folders

Ontario Student Record Folders (OSRs) store ongoing pupil information, schools attended, studies and results from these studies. Parents have the right of access to these pupil records. Please call the school office to request an appointment if desire this opportunity.

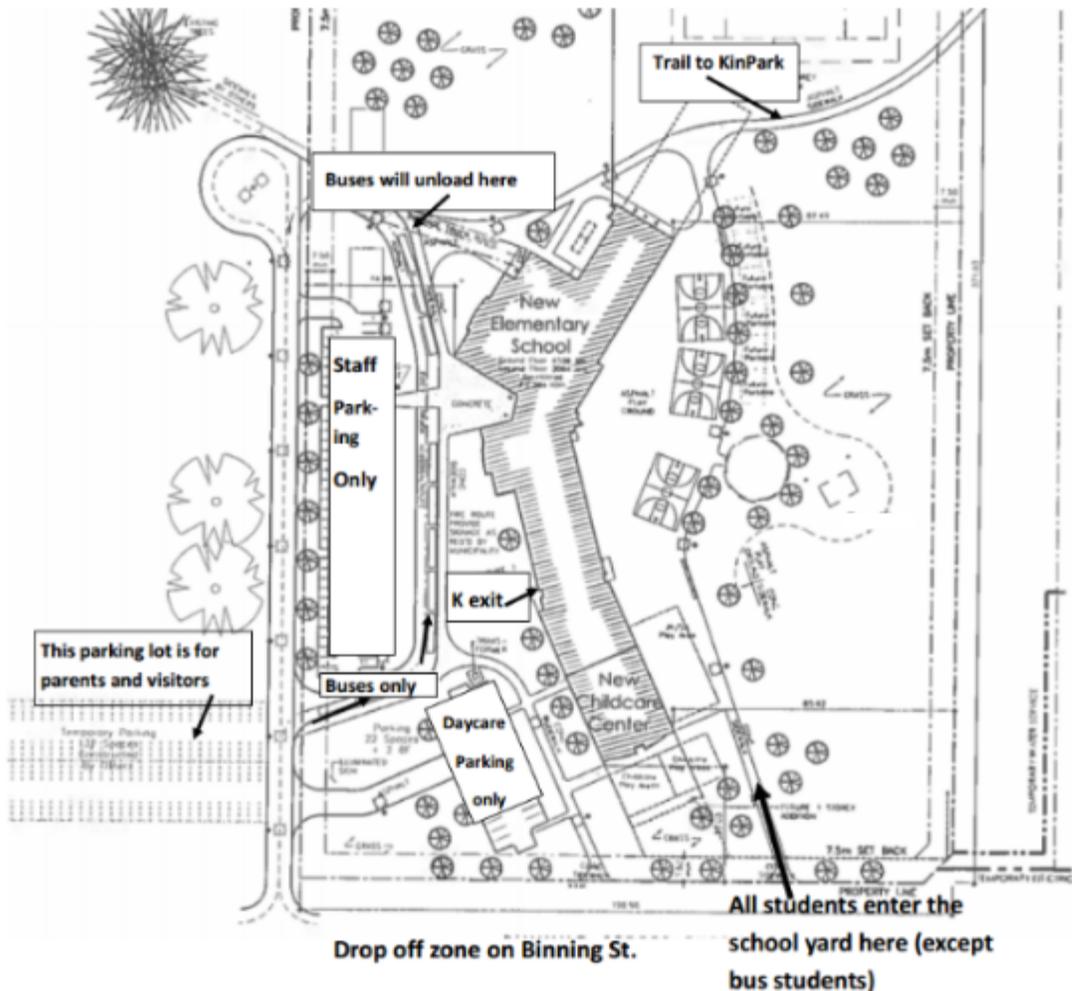
Parking and Drop Off

If you are driving your children to school, please use the designated drop off area on Binning Street to "kiss and go". This is a strict no parking area. You will not be able to leave your vehicle in the drop off zone. We will greet your children at the drop off zone, and ensure that they get safely into the school yard at the fence opening. Only students and supervising staff are to be on the yard. Kin Park may be used as an alternate drop off location. Please do not park or pull up to the front doors of the school in the circular driveway, since this is a bus loading zone.

Parents may park in the parking lot on the west side of the drive, but please have your children walk around to the sidewalk on the Binning Street side as students should never be walking through the parking lot. The **Daycare** parking lot is strictly for the use of parents and preschool children attending that facility. We appreciate everyone's cooperation in helping to keep our students safe throughout the day.

Visitors to our school should use the parking lot on the west side of the school driveway. In the interest of safety for our students, visitors should not park or pull up to our front doors or stop in the bus loading zone to drop off students at any time.

Please do not park, drop off or pick up students on the south side of Binning Street. It is not safe for students to be crossing the road to reach their vehicles.



Planners

School Planners are used by students in JK - grade 6 for recording homework, reminders, upcoming events, etc. and provide an important vehicle for communication between you and your child's classroom. The cost of planners is \$6. Please take a moment to check your child's planner each day. Teachers do a good job of checking for notes and messages in the classroom!

School Council

The role of the School Council is to advise the principal on the general views of the school community and work with school staff in the best interests of all students in the school. The North Perth Westfield School Council welcomes new members at any time. Meetings are usually held on the first Tuesday of the month. The first meeting for the 2016-17 school year is Tuesday, September 12 at 6:30 in the Westfield Multi-purpose room. Free babysitting is provided.

Elections for new officers are held in September. Nomination forms are available in the office and will be in the September newsletter

Shoes

Our playground can be wet and muddy. Students must each have two pairs. One pair of indoors (that usually stays at school) and one pair for outdoors. Please make sure that shoes are clearly labelled with the child's name.

Appropriate footwear (that is, running shoes) that are non-marking are required in the gym.

Supervision

Before school our yard is supervised from 9 - 9:15 AM. Students should not be on the yard before the 9am bell. After school there is supervision from 3:35 - 3:45 PM. All students are to go directly home when they are dismissed at the end of the day and the yard should be cleared by 3:45.

During nutrition breaks and recess times students are supervised. In rain and extremely cold weather, students remain inside and are supervised in their classrooms. All students who are well enough to attend school are expected to participate in outdoor play breaks.

Visitors

Visitors are always welcome at Westfield Elementary School and we value your input and participation. However, the safety and best interests of all students require careful control of visitors to the school. All visitors to our school must report to the office. Please use the front door. Student teachers and volunteers in our school are issued a visitor identification badge which must be visible at all times. Please note that all exit doors except for the front doors, are locked to ensure that visitors sign in at the office. Students returning to school after the bell for any reason must use the front doors and must report to the office. Our school is equipped with a Chubb Security Alarm System as well as video surveillance **It is vitally important that all visitors sign in at the office.**

Volunteers

Volunteers are always welcome and appreciated. If you would like to volunteer to help in the school, please contact the teacher or administrators to arrange the details.

Upon entering the school, please sign in at the office and wear one of the "volunteer badges" provided. Volunteers who work with students independently (i.e. not directly supervised by a teacher) are required to provide a "vulnerable sector" police check to the principal. If one has been provided to the school in the last year, a new police check is not required. In this case, please contact the school to sign an "offence declaration form."

Code of Conduct for Avon Maitland District School Board

Dear Student:

You are a unique individual. You and your education are very important to us. We encourage you to be energetic, enthusiastic, and committed to learning.

To create the conditions for your success, our school must have a safe, positive, orderly and nurturing school and online environment. We share the responsibility to promote respect, civility, and responsible citizenship, and to treat others fairly, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, gender, sexual orientation, age, and physical or intellectual ability.

We will assist you in solving problems and protect your right to learn. While recognizing the wide range of ages and stages of maturity and development of the students in our school, expectations will be clearly communicated, and if required, discipline will be progressive, fair and consistent.

We look forward to helping make your school experience positive and rewarding.

Cultivating Character

Fairness

Treating everyone in a just and excepting manner

Honesty

Being Trustworthy, sincere and truthful

Empathy

Understanding how someone else feels

Respect

Valuing self, others and our world

Courage

Facing the challenge

Integrity

Doing what is right and honourable

Optimism

Choosing to be positive

Compassion

Showing care and consideration

Perseverance

Staying Purposeful and committed

Responsibility

Being reliable and accountable

Inclusion

All means all.

Introduction to the Code of Conduct

There is a Code of Conduct for all schools in the Avon Maitland District School Board. Included in this Code are the standards of behaviour and mandatory consequences outlined in the Provincial Code of Conduct, legislated by the provincial government.

These standards of behaviour apply not only to students, but to all members of the school and school-related online community. The school community includes parents/guardians, volunteers, support workers, school staff, and all those who contribute to the school. These standards apply on school property, school buses, online, and at school-authorized events and activities. In fact, these standards govern any activity (in school, online or out of school) that will have an impact on the climate of the school.

The information provided outlines:

- Guiding Principles
- Roles and Responsibilities
- Standards of Behaviour
- Consequences for Unacceptable Behaviour

Guiding Principles

All members of the school community are to be treated with respect and dignity whether in person or online. Members of the school community are expected to maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility. Non-violent strategies shall be used to resolve conflict.

The Avon Maitland District School Board believes that school learning environments must be safe, positive, respectful and orderly. They must be free from abuse, bullying, discrimination, intimidation, hateful words and deeds, and physical violence in any form.

The Board is committed to establishing and maintaining high expectations for behaviour in order to help students develop appropriate behaviours and self-discipline as responsible members of a democratic society. It also supports the efforts of principals, staff, and community agencies who provide programs that emphasize early identification, conflict prevention and intervention, counselling and the inclusion of social skills in the curriculum.

Responsibility

Responsibility creates a community of respectful individuals. It is not always easy to make responsible choices, especially if someone else is not acting appropriately. It is important to remember that individuals control their own actions.

Why?

Before respecting other people or other people's authority or property, one must demonstrate self-respect. Students are capable of making appropriate choices. Drug and alcohol abuse, inappropriate sexual behaviour, physical or verbal assault, and bullying (including online/cyber) are not compatible with the dignity of the school community.

Respect for the Rights and Property of Others

Everyone has the right to be safe and feel safe in the school and online communities. Individuals are expected to be courteous to, respectful of, and compassionate to those in need.

Respect for school property and the personal property of others must be demonstrated at all times.

Why?

Our school communities are better places to learn and work when the rights and property of others are respected. This includes being polite, accepting differences among people, and encouraging others to do their best. Bullying and harassment, in person or online, are unacceptable behaviours.

Bullying

Bullying is a form of repeated, persistent, aggressive behavior that is directed at an individual or individuals and is intended to cause (or could be known to cause) fear, distress and/or harm to another person's body, feelings, self-esteem or reputation.

Bullying adversely affects students' ability to learn and undermines healthy relationships and the school culture. Bullying will not be accepted on school property, at school-related activities, on school buses, online, or in any other circumstances where engaging in bullying will have a negative impact on the school climate.

Academic Expectations

Students are expected to attend school, be on time and be prepared for all classes. Prepared means bringing all notebooks, textbooks, iPads, and necessary material to class and completing assigned homework.

Why?

Daily school attendance is important for student success. Missing class time affects student achievement and the progress of the class. Best effort generates best results.

Roles and Responsibilities

Students

All students are to be treated with respect and dignity. Students must demonstrate respect for self and others in our school and online communities. Students are expected to demonstrate responsible global and digital citizenship.

Students are responsible citizens when they:

- come to school prepared, on time and ready to learn;
- show respect for themselves, for others, and for those in authority, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, gender, sexual orientation, age, physical or intellectual ability;
- include all students in their school activities;
- refrain from bringing any object to school that may compromise the safety of others;
- follow established rules and take responsibility for their own actions; and,

- comply with the school's dress code and Code of Conduct.

Staff

Teachers and school staff, under the leadership of school administration, are expected to adhere to the highest standard of respectful and responsible behaviour.

As role models, staff uphold these high standards when they:

- demonstrate and model respect for all students and colleagues;
- model inclusive behaviours and actions;
- help students maximize their outcomes;
- communicate regularly and meaningfully with parents;
- maintain high expectations and consistent standards of behavior for all students; and,
- prepare students for the full responsibilities of citizenship, both locally and globally.

Parents/Guardians

Parents/Guardians have a responsibility to support the school community.

Parents/Guardians fulfil this responsibility when they:

- communicate regularly with teachers and promptly report to the school children's absence or late arrival;
- encourage inclusive and respectful behavior for all;
- ensure that children attend school regularly, on time and prepared to learn;
- encourage and assist children to follow the Code of Conduct, school and online expectations.
- work in partnership with school staff to address student concerns and disciplinary issues; and
- promote good hygiene and appropriate clothing choices.

Principals

All principals and vice principals must comply with the requirements of the *Education Act* and Regulations.

Principals, as school leaders, have a duty to manage the operations of the school. They provide leadership by:

- demonstrating care and commitment to student success and a safe teaching, learning and working environment;
- modeling an inclusive school and online environment;
- holding everyone accountable for behaviour and actions;
- communicating regularly and meaningfully with school communities; and,
- assisting staff in meeting individual student needs.

Community Partners

Police and community agencies work in partnership with the Board to actively promote, support and recognize appropriate and positive student behavior. The Police respond and investigate

incidents at the school in accordance with the Police-School Board Protocol. Where inappropriate behavior occurs, disciplinary measures will be both corrective and supportive.

- Community partners play an essential role in safe schools.
- Community resource agencies deliver prevention and intervention programs.

Standards of Behaviour

The following standards apply to all school communities in the Avon Maitland District School Board.

Respect, Civility and Responsible Global and Digital Citizenship

All school community members:

- respect and comply with all applicable federal, provincial and municipal laws;
- demonstrate honesty and integrity;
- treat each other with dignity;
- respect differences in people and treat others fairly, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, gender, sexual orientation, age, physical or intellectual ability;
- respect the rights of others in school and online;
- seek assistance, if necessary, to resolve conflict peacefully;
- show proper care and regard for school property and for the property of others; and,
- assist those in need.

Consequences for Unacceptable Behaviour

Students are at various stages of learning acceptable behaviours. Consequences for misbehavior, shall require consideration for mitigating factors, include a number of progressive options, and will be appropriate to the individual and related to the circumstances.

Consequences may include:

- warnings;
- notification of parents/guardians;
- time-outs;
- restricted privileges;
- withdrawal from classes;
- restorative practices including restitution or community service;
- detentions;
- conflict mediation and resolution;
- peer mentoring;
- referral to counseling and/or consultation;
- suspension; and/or
- expulsion.

Principals and teachers take into account the student's age, level of maturity, and other mitigating factors when considering appropriate consequences. The goal of any consequence is

to help the student learn acceptable behaviour. Principals will access the Board's support services when required.

Suspension is the denial of a student's privilege to attend school and/or school activities for a specified period of time

Expulsion is the full-time withdrawal of a student's right to attend a particular school or every school in the board.

Special Circumstances

When deciding to impose a suspension or expulsion, a principal will consider:

- whether the student has the ability to control his or her behaviour;
- whether the student has the ability to understand the foreseeable consequences of his or her behaviour; and,
- whether the student's continuing presence in the school creates an unacceptable risk to the safety or well-being of any other individual at school.

Infractions for which a suspension may be considered:

- uttering a threat to inflict serious bodily harm on another person
- possessing alcohol or restricted drugs;
- swearing at a teacher or at another person in a position of authority;
- committing an act of vandalism against any school property or to property located on the school premises;
- bullying (including cyber bullying);
- persistent opposition to authority;
- willful destruction of school property;
- habitual neglect of duty;
- the use of profane language or gestures which convey a disrespectful or inappropriate message;
- any act considered by the principal to be injurious to the moral tone of the school;
- any act considered by the principal to be injurious to the physical or mental well-being of any member of the school community; or
- any act considered by the principal to be contrary to the Board or School Code of Conduct.

Long Term Suspensions

- Where a student is suspended for six (6) or more days, the student will be assigned an alternative program (Alternative Suspension Program, ASP). A Student Action Plan (SAP) will be developed for every pupil who agrees to participate in an Alternative Suspension Program.
- The principal/designate will hold a planning meeting to develop the SAP.
- A student suspended for eleven (11) or more school days will be provided with educational and social supports where appropriate and available.

Tobacco Control Act

The purpose of the Ontario Tobacco Control Act is to reduce smoking. Under the Act, smoking and/or using a tobacco product, including e-cigarettes, is prohibited on all Avon Maitland District School Board properties, school buses and at school or board sponsored events. Principals and

Vice-Principals are required to notify the Tobacco Enforcement Officer at the local health unit of any infractions. Consequences may include warnings, suspensions and/or a Provincial Offence ticket.