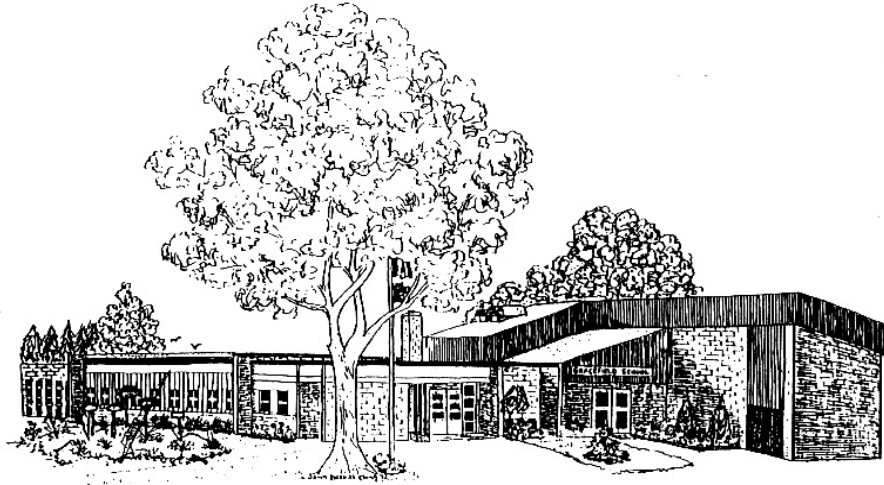


GRACEFIELD PUBLIC SCHOOL CODE OF CONDUCT 2008 - 2009



This booklet belongs to

(Student's Name)

It shall be the policy of the District School Board of Niagara to support and encourage the staff, students and parents in developing a school environment which is conducive to effective learning and to attitudes of mutual respect and trust.

ROLES AND RESPONSIBILITIES

Students have the responsibility to learn and observe the rules of conduct and discipline. Each student is expected to contribute to the development of a positive school community which supports self discipline and a mutual regard for each other and personal property.

Parents/Guardians, as partners in the education of their children, have the responsibility to be aware of and understand the rules governing student behaviour in the school. It is expected that they will assist the school staff through their active participation in reinforcing and supporting the school code of behaviour.

Teachers have the legal authority and the responsibility granted by the Acts and Regulations for the supervision and discipline of the students in the classroom and in other places where they are assigned by the Principal to be in charge of students. Teachers shall communicate, reinforce and model the standards of behaviour for the school code of behaviour.

Principals have the responsibility for maintaining an orderly atmosphere which is conducive to learning. Policies, in keeping with Ministry and Board Regulations, are to be developed and made known to all teachers, support staff, students and parents/guardians. Such policies must emphasize consistency and fairness and be supported by school staff.

GENERAL POLICY

It is the goal of Gracefield School that the Code of Conduct will assist the students in developing a sense of self-worth and self-control. Students who experience difficulty will be counselled by one or more of their teachers, the support staff and administration. All efforts will be made to resolve issues before they become serious problems. Parents will be involved, wherever possible and appropriate, in the school's efforts to guide and counsel their children.

STUDENTS, at all times, are expected to :

- pursue their studies diligently
- refrain from disruptive behaviour
- comply with the requests of District School Board of Niagara personnel
- exercise due consideration for the safety of themselves and others
- exercise self discipline

DROPPING OFF AND PICKING UP STUDENTS:

For the safety of our students, we ask that parents drop off students just as they enter the parking lot so that students can walk directly to the specially marked bike lane at the side of the parking lot, adjacent to the baseball diamond. Parents dropping off and picking up students are asked to have their children **walk directly to this specially marked bike lane**. Students only need to be dropped off at the front door when they are arriving late and need to enter through the front door in order to report in with Mrs. Pearce.

Parents and students should be aware of the following policies:

- If you have made arrangements to pick up your child, and there is a problem in finding them, please inform the teacher immediately. The teacher will then try to locate your child, and will inform the office immediately.
- We remind students frequently that if a parent or designated person does not arrive on time, they **MUST come to the office immediately and not wait outside**.
- If a parent cannot be located, we will contact the person you designated as emergency contact.
- Parents should not take home another student unless prior arrangements have been made with the student's parent.

ENTRY AND EXIT ROUTINES: When the bell rings for entry, students line up in rows before entering the school in the morning, after each recess and following lunch recess. Their teacher comes outside to meet them and lead them into the school. **All students are to exit the school via the same door that they entered. If a student is **arriving late**, they must enter the school through the **front doors and report to the office**, letting Mrs. Pearce know that they are late but not absent. During inclement weather, students may be dropped off and enter through the Main Office doors.

ALL VISITORS MUST REPORT TO THE OFFICE:

(All parents, caregivers, service providers and District School Board of Niagara employees)**

In order to create a safe and secure learning environment for our students, is it necessary for all visitors to **report in at the main office**. A **sign in binder** (red in colour) is at the office for all parents, caregivers, service providers and even District School Board of Niagara employees. The consistent practice of reporting in at the main office communicates to our students and staff that our school is a safe place to learn. All staff will make every effort to approach any unfamiliar person(s) as to how we can assist them. They will be directed to the office to identify themselves and the purpose for their visit to Gracefield School.

1. Report in to the main office **2. Sign in** the Visitor's Binder **3. Sign out**

District School Board of Niagara procedures will be followed in dealing with unwanted visitors. School entry/exit doors will be locked except for recess times. The front office door will remain open at all times. Students should enter and exit by the designated doors by their classrooms.

LUNCH & LUNCH PROCEDURES:

Students who go home for lunch are fortunate to have that break in the school day. If your child needs to eat at school, either regularly or occasionally, we would ask that you fill out a **lunch application form (pink)** and return it A.S.A.P. It is vital that the school keep account of who should be at school during this time and also have a record of the necessary emergency contact information during the lunch hour.

Regular lunch students are expected to be at school for lunch each day. If alternate arrangements have been made, students require a note from a parent for that day, indicating that the student will not be at school for lunch that day and stating alternate arrangements. This may also be written in the student's organizer.

APPROPRIATE CLOTHING AND FOOTWEAR:

Students are encouraged to dress in a manner which reflects respect for themselves and for others conducive to an academic atmosphere:

- caps, hats, toques, bandanas are not to be worn inside the school
- indoor shoes are required due to hygiene/safety/fire regulations
- clothing/personal possessions must bear written statements or pictures that are appropriate and respectful
- outdoor shoes/boots should allow students to be active and safe
- shoulder straps must be at least 3 fingers wide

BICYCLES, SKATEBOARDS, SCOOTERS, ROLLERBLADES & "HEELIE" SHOES:

- ▶ Bicycles, skateboards and scooters **must be walked on and off the school property** using the bike lane at the west side of the parking lot.
- ▶ **Bicycle helmets** are required by law for bicycles and encouraged for scooters and roller blades.
- ▶ The **Bike Rack is out-of-bounds** to all students except for those who are parking or removing their own bike.
- ▶ It is strongly recommend that **bikes be locked**, as the school has no responsibility for accidents, damage nor theft related to bikes.
- ▶ **Rollerblades are not to be worn on school property**, therefore, it is necessary to bring along a pair of shoes in your backpack in order that you can walk onto the school yard.
- ▶ **"Heelie" shoes are not to be worn on the school property.**

PERSONAL TOYS and ELECTRONIC/DIGITAL EQUIPMENT :

The school is not responsible for lost, stolen or damaged equipment and toys. Students should not bring valuable personal property to school as these items can be easily lost, stolen or damaged and can also cause unwanted distraction and/or health and safety perils. Personal items can brought to school for the day with a teacher's permission to support a special activity.

PROHIBITED ITEMS: Do not bring these items to school:

(**They will be confiscated by school staff and returned only to the parent)

- hard balls, golf balls, hard rubber balls, yo-yos
- baseball bats, tennis racquets, etc.
- chewing gum
- toy weapons
- matches, lighters
- knives, slingshots, etc.

PLAYGROUND EXPECTATIONS: ***Playground supervision begins at 8:35 a.m.

- students must support the “**HANDS-OFF**” rule, (which includes any fighting, kicking, aggressive body contact, pushing, rough play, etc.)
- bullying, harassment and threats in any form (verbal/written/email) will not be tolerated
- inappropriate gestures towards others will not be tolerated
- no throwing, kicking of stones, sand, snow or ice
- students are to remain on school property at all times, unless otherwise arranged by parents and staff
- leave safety stones surrounding the play structure on the ground
- permission by a staff member is required in order to enter the school during outdoor recess no climbing of fences or trees
- no name-calling or bad language
- use playground equipment in a safe, co-operative manner (**go up the stairs, climbing wall, etc., go down the slides one at a time, facing forwards, on your bottom.)
- use assigned doors for entry and dismissal

CONSEQUENCES & COURSES OF ACTION

It is essential that everyone understand the consequences of unacceptable behaviour. Early contact with parents is essential in the school/home approach in dealing with unacceptable behaviour. The following range of consequences is intended to protect the rights of all students. An appropriate course of action will be taken relative to the incident.

● **Discussion**

The teacher or principal will talk with the student to reach an agreement regarding the student's behaviour. If circumstances warrant, a plan will be developed for changing the student's behaviour and attitudes. Parents may be contacted if necessary.

● **Detention of Student**

Students will not be detained past 3:50 p.m. unless arrangements have been made with parent. The parent ruling of a buddy system for going home will be honoured and alternative arrangements made whenever possible.

● **Parental Involvement**

The parent is contacted to discuss specific behaviour of the student, and steps which can be undertaken to change the behaviour. The nature of the contact could vary from a telephone conversation to a formal conference at the school.

● **Withdrawal from Classroom Setting**

Where specific unacceptable behaviour is deemed to have a negative impact upon the classroom learning environment, the student is withdrawn to an alternate location to complete his/her assignments. In extreme circumstances arrangement with the home may be made.

● **Removal of Privileges**

Privileges in the nature of access to playground, trips co-curricular and extra-curricular activities may be removed under certain circumstances. An official school suspension will be an alternative when other courses of action have proven ineffective.

● **School Suspensions**

The Education Act specifically states the following reasons that justify imposing a suspension.

- Persistent truancy
- Persistent opposition to authority
- Habitual neglect of duty
- Wilful destruction of school property
- Use of profane or improper language
- Conduct injurious to the moral tone of the school
- Conduct injurious to the physical or mental well-being of others in the school.