

## CHARACTER EDUCATION

Our Code of Behaviour is rooted in the 10 Character Attributes of KPRDSB:

***Respect; Responsibility; Honesty;  
Optimism; Integrity; Empathy;  
Fairness; Initiative; Perseverance;  
Courage***

### CODE OF BEHAVIOUR FOR ELEMENTARY SCHOOLS

The KPRDSB has adopted a code of student behaviour for all schools. The intent of this policy is that:

Discipline should be a progressive growth process leading to self-control and cooperation.

Students should develop basic values & accept the responsibility and consequences of their actions.

Our goal is that young people should develop the ability to distinguish between socially acceptable and unacceptable behaviour and be able to make the right choices.

S.T. Worden Public School recognizes the partnership that exists between the home and the school in establishing consistent patterns of self-discipline and appropriate behaviour. Simple rules are established to ensure safety, and common courtesy, and maximize learning in the classroom.

1. Treat all people with respect and consideration.
2. Work to the best of your ability.
3. Attend classes regularly and punctually.
4. Exercise self-discipline and accept responsibility for your actions.
5. Treat school equipment/property with respect.
6. Contribute positively to the learning environment.

The staff at S.T. Worden believe that the school environment should be positive and supportive and that student-teacher interactions should be based on an attitude of mutual caring and respect.

## SCHOOL CODE OF CONDUCT RULES

1. Students must be allowed to learn.
2. Teachers must be allowed to teach.
3. Physical, verbal (oral or written), sexual abuse, bullying, or discrimination on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, family status, or handicap (Human Rights Code, R.S.O. 1990, c. H.19, s.1.) is not permitted.
4. Damage to property in the school environment (including school grounds, school buses, on school excursions) is not permitted.

**NOTE:** The principal may also apply these rules to a pupil when the pupil's conduct outside the school environment negatively impacts on the school.

### SCHOOL CODE OF CONDUCT

The Ministry of Education requires that all schools develop a code of conduct which communicates the standards of behaviour to all the members of the school community and the types of behaviour expected from them. Members of the school community include students, staff, parent(s)/guardian(s) and others such as visitors, and volunteers.

Codes of Conduct must be reviewed at least every three years. School principals must consult with students, staff, the School Council, and the superintendent in this review. School Codes of Conduct must be consistent with the provincial code and aligned with Board Policy No. ES-1.1, Safe and Caring Schools and this Administrative Regulation. The Board recognizes that all students, parent(s)/guardian(s), teachers, and staff have the right to be safe, and feel safe in their school community.

This school Code of Conduct has been developed in accordance with guiding principles of the Safe, Caring and Restorative Schools Policy and the Ontario Code of Conduct, in order to create a common philosophy & understanding upon which safe learning and working environments can be maintained for all school community members. It is applicable to students while at school or engaged in a school-related activity or in other circumstances, where engaging in the activity has an impact on the school climate.

## SCHOOL CODE OF CONDUCT RESPONSIBILITIES

In order to uphold the right of all school members to access a safe school community, there are a number of responsibilities for which all school members must be accountable to ensure a safe and/or positive learning environment.

***Every member of the school community has the responsibility to:***

contribute to making the school environment safe and conducive to learning/working, free from discrimination, physical and/or verbal abuse.

be a partner in the school community and work cooperatively with each other; and

model appropriate behaviour and to support the Code of Conduct by upholding the standards of behaviour.

***Each student has the additional responsibility to:***

exercise self-discipline, follow established rules and accept responsibility for their actions based on age and individual ability;

come to school prepared, on time and ready to learn;

show respect for themselves, for others and for school staff;

refrain from bringing anything to school that may compromise the safety of others (weapons).

***Parent(s)/guardians(s) has/have the additional responsibility to:***

attend to their child's physical and emotional well-being;

show an active interest in their child's schoolwork and progress;  
ensure that their child attends school regularly and on time;

promptly report to the school their child's absence or late arrival;

become familiar with the Code of Conduct and school rules;

encourage and assist their child in following the rules of behaviour;

work in collaboration with school staff in dealing with disciplinary issues.

## STANDARDS OF BEHAVIOUR

### RESPECT, CIVILITY, RESPONSIBLE CITIZENSHIP

**Students are expected to maintain the safety/rights of others and respect the learning for all.**

#### **Consequences for Unacceptable Behaviour**

Consequences shall be appropriate to the individual, related to the circumstances and/or actions and progressive in nature.

#### ***Consequences may include the following:***

- *restorative practice;*
- *warnings;*
- *office referral*
- *restricted privileges;*
- *restitution, i.e. financial for damaged property;*
- *suspension;* (Grades 4-8 only)
- *expulsion*

These **progressive disciplinary** measures will be imposed to improve behaviour and support a positive school climate. The The Provincial Code of Conduct clearly states which infractions are punishable by suspension and/or expulsion. Students are thoroughly informed of these expectations.

In accordance with provincial directives, parent(s)/guardian(s) and pupils are advised that **the following infractions will result in a suspension and will be considered for expulsion:**

- the pupil commits one or more of the following infractions while at school or engaged in a school-related activity:
  - possessing a weapon
  - using a weapon to cause or to threaten bodily harm to another person
  - committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner
  - committing sexual assault
  - trafficking in weapons or in restricted drugs
  - committing robbery
  - consuming or giving alcohol, tobacco/vaporizers or restricted drugs to/as a minor.

In accordance with provincial directives, parent(s)/guardian(s) and pupils are advised that **the following additional infractions may result in a suspension and may be considered for expulsion:**

the pupil commits an infraction in the school community, and the infraction has an adverse effect on the school;

the pupil has engaged in activities that:

cause the pupil's presence in the school to be injurious to the physical or emotional well-being of other pupils or persons in the school, and/or cause extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school; and

In accordance with directives, parents/guardians and pupils are advised that **the following infractions may result in a suspension:**

- uttering a threat to inflict serious bodily harm on another person,
- possessing alcohol, tobacco/vaporizers or restricted drugs,
- being under the influence of alcohol, or restricted drugs,
- swearing at a teacher or at another person in a position of authority, and/or
- 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.

In addition, the Kawartha Pine Ridge District School Board will also consider a **suspension for the following infractions:**

- the use of profane or improper language, and conduct injurious to the moral tone of the school or to the physical or emotional well-being of self or others in the school

### **LEARNING TO SEEK RESTORATIVE ASSISTANCE**

All students are accountable for what they say and do. Staff are always available to listen and assist when a student has concerns. Students are encouraged to seek staff support when there are social problems they cannot solve independently.

### **ATTENDANCE/SAFE ARRIVAL**

In order for children to receive the most benefit from the school program, students must attend school daily, unless they are ill or have received permission from the principal. Frequent and/or lengthy absences may affect individual student progress.

**ABSENCES:** If your child will be late or absent, please call Safe Arrival/use the Safe Arrival app.

**ARRIVAL:** Adult supervision begins at 8:50, so it is important to time student arrival AFTER this time.

**SIGN IN:** Late arrivals (after the bell at 9:10 am) need to check in at the office and receive a late slip to be given to the teacher. We appreciate your help in teaching the importance of promptness by having your child here each day on time.

**SIGN OUT:** If your child is leaving prior to end of day dismissal, please use the safe arrival system (app or phone).

Children will be called to the office to meet you. If your child is being picked up by a relative or friend, **a note signed by a parent or guardian is required.**

**WE WILL NOT RELEASE YOUR CHILD INTO THE CARE OF ANYONE OTHER THAN PARENTS OR OTHER INDIVIDUALS AS INDICATED ON YOUR CHILD'S VERIFICATION SHEET, WITHOUT COMMUNICATION FROM YOU.**

**ILLNESS/INJURY AT SCHOOL:** In cases of illness or injury in school, the school will notify the parents, and then the emergency contacts in the order that you have indicated. It is **CRITICAL** that all student records regarding address or telephone numbers be kept up to date. Inform the school office as soon as any changes take place. All such information is kept confidential. Parents **MUST** provide a **LOCAL** emergency contact name and phone number.

### **DRESS CODE**

Please note "Code of Conduct 4.15"

For health and safety reasons, indoor shoes will be required for each student.

Students should dress appropriately for the weather.

### **HEALTH/MEDICATIONS**

Administration of medication should be conducted outside of school hours by parent(s)/guardian(s). For cases of long-term oral medication to be administered at school, **an ADMINISTRATION OF MEDICATION FORM must be filled out and filed at the office.** This is for regular daily medication, epi-pens, inhalers or emergency medication. A **medical professional's signature** is required on the form and the medication **MUST** be in original containers. School staff **WILL NOT** administer medication without the appropriate documentation. **ALL MEDICATION, INCLUDING INHALERS,** must be kept, locked, in the school office. The only exception is a child with an epi-pen, and this would have been previously discussed with school administration. If you need a form to complete, or have any questions, please call the office.

A Plan of Care may also be necessary to complete for the safety and well-being of your child. This is completed for life-threatening conditions only.

### **PEDICULOSIS (HEAD LICE)**

Head lice can become a schoolwide problem when discovered among the students. It is the responsibility of the parent/guardian to ensure, through regular examinations, that each child's hair is free of lice and nits. In accordance with the Board Policy, children with head lice will be sent home from school with the treatment checklist.

### **NUTRITION/NUT-FREE SCHOOL**

**STUDENT LUNCHES:** Parents are encouraged to pack a Boomerang lunch so that they do not contain any garbage. This can be accomplished with reusable containers and lunch kits. (Please label with child's name.) Food will be eaten during nutrition breaks and not during outside recesses. Students will take home any leftover lunch items as well as materials to be recycled or composted.

**NUT SAFE:** We have some students with severe nut allergies, so food with nut products **MUST NOT** come to school.

### **STUDENT RECORDS**

A **Student Verification Sheet** is sent home for each child in September, please sign this and return in September. If there are changes in job, emergency contact person, custody, etc., this information should be reported to the school secretary so that our records are accurate and up to date.

The Ontario Student Record (O.S.R.) for elementary school pupils consists of an O.S.R. folder, report cards, and other documentation such as French hours, EQAO results, disciplinary paperwork, medical paperwork, etc. Other materials may be included at the discretion of the principal. The O.S.R. is an important record of a child's progress in school. Parents and students have the right to examine the

Ontario Student Record by notifying intent to the Principal. The O.S.R. may not leave the school.

## FIELD TRIPS AND EXCURSIONS

Class trips are approved through the school office as worthwhile, safe, learning experiences. Adult supervision is mandatory on all excursions. Permission forms for ALL EXCURSIONS off school property **MUST** be signed by a parent/guardian and returned to the school or the child will not be allowed to participate. Non-participating students will attend school as normal and work under supervision in another class. Every effort will be made to ensure that students wishing to participate will not be excluded. No child will miss out on a trip or special event due to financial constraints. Please contact the Principal if you have any concerns.

Parent volunteers are often required to assist with supervision on school trips. Supervising parents **MAY NOT** bring other siblings on school trips. They **MUST** leave with, and return with, the accompanying class. Please be sure you have an up-to-date Police Record Check, with a Vulnerable Sector Screening, if you plan to volunteer.

## BUSING

It is the policy of this Board to provide busing within the Board's regulations and operating procedures. A child may ride **ONLY** the bus to which they are assigned.

***RIDING ON A SCHOOL BUS IS A PRIVILEGE,  
NOT A RIGHT.***

## RULES OF CONDUCT FOR PUPILS RIDING ON A BUS

### PUPILS MUST:

Line up and board the bus promptly in single file without crowding or pushing.

Be picked up and discharged only at designated stops

Sit on the bus as directed by the driver. The bus driver is in complete charge of the bus and passengers, at all times.

Keep all belongings under the bus seat.

Not eat or drink on the bus.

Remain seated at all times.

Refrain from creating a disturbance.

Not have in their possession or use any contraband substances.

**A student may lose the privilege of riding a School bus due to misconduct.** Restoration of this privilege will be at the discretion of the Supervisor of Student Transportation after consultation with the Principal, student and parent or guardian. Bus operators are responsible for cancelling, shortening or delaying bus runs. You will find any changes on the STSCO Bus Planner App.

**IF A SCHOOL BUS DOES NOT RUN IN THE MORNING DUE TO INCLEMENT WEATHER, IT WILL NOT RUN AT NIGHT. THEREFORE, IF YOU CHOOSE TO BRING YOUR CHILD TO**

## **SCHOOL WHEN THE BUSES ARE NOT RUNNING YOU MUST PICK THEM UP AFTER SCHOOL.**

The decision about whether or not the student is sent to school in bad weather rests with the parent.

## VISITORS TO THE SCHOOL

Under the Safe Schools Act, all visitors to the school **MUST** report to the office. Visitors should enter and exit the building through the front doors. We appreciate you bringing forgotten items for your child to the office. We will ensure their safe and timely delivery. The teachers appreciate minimal interruptions to their class.

## VOLUNTEERS

Volunteers in the school provide additional human resources for improving instruction and assisting in the development of better understanding and support for student achievement. Volunteers can enhance student attitudes and skills in a variety of ways: in the school library, listening to students read, assisting on class excursions or special events, and preparing learning resources.

Your assistance on either a scheduled basis or occasionally, is welcome. Volunteers will require a Police Records Check with a Vulnerable Sector Screening obtained through the local Police Department. If you are unsure if your Police Record is up to date, please check with the office. Police Records Checks are good for one year from the date of approval. In addition to expectations outlined in KPR Policy B-7.2

## SCENT FREE SCHOOL

Please be advised that we are a scent-free school. We request that students and volunteers in the school do not wear any scented after-shave, cologne, or body spray.

## COMMUNICATION

Your child's teacher will send home newsletters to provide you with curriculum information, student expectations and news about special activities that are happening in the classroom. Monthly newsletters from the office to keep you up to date on school-related activities and community information will be shared via School Messenger.

## TELEPHONES

Unless a student is ill, personal calls from the office are discouraged. Parents are requested to contact the office to inform us of any changes to your child's normal routine. **ANY PHONE CALLS HOME FROM STUDENTS TO PARENTS MUST BE MADE FROM THE PHONE IN THE OFFICE.** The office phone is not to be used to plan after-school activities with peers.

## PERSONAL ITEMS/LOST AND FOUND

In order to reduce the loss of items brought to school, articles of clothing should be clearly **LABELED** with the child's first and last names. Students are asked to leave valuable items (such as electronic games) at home. The school will not assume responsibility for the security of any personal items brought to school. Any unclaimed clothing items will be given to a local shelter.

## PERSONAL ELECTRONIC DEVICES

While the Board recognizes the need for students to have a PED on their person in some cases for medical reasons, as well as before and after school hours, the Board's policy is that PEDs (such as cell phones and tablets) are **NOT TO BE USED DURING SCHOOL TIME** unless a teacher has given direction to do so. Any time a PED is being used at an inappropriate time, school personnel will follow the progressive discipline model.

#### **LIBRARY/COMPUTER TECHNOLOGY**

Any books damaged or lost must be replaced. Parents will be notified of the cost in order to make restitution.

Computers have become an integral part of learning. It is our goal to provide every student with a wide range of computer skills and knowledge. Students from JK to Grade 8 use computers across the curriculum. Students are taught their legal and ethical responsibility when using this form of technology. Students must abide by the "Student Acceptable use of Technology Agreement"

#### **BICYCLES AND SCOOTERS**

Bicycles, skateboards, scooters (electric powered) and rollerblades **MUST NOT** be used on school property. If students are riding these items to school, they must be walked once they arrive on school property. There is a rack for the items on the paved play area; items should be secured to the rack with locks. Neither the school nor the school board is responsible for bikes, scooters, etc. parked on school property.

#### **S.T. WORDEN SCHOOL COUNCIL**

Any parent wishing to add items for discussion should contact the Chair, who will place the requests on the agenda. All parents are welcome to attend any School Council meeting. To become a voting member of Council, you must be present at the first meeting of the school year.