

Prince of Wales Elementary School

Code of Conduct



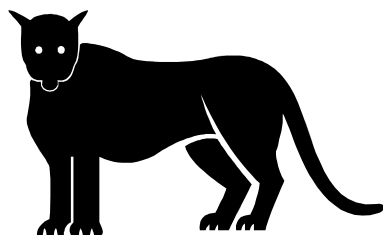
Respecting Self, Others, and Our Environment involves everyone. As a community team, there are certain expectations of behaviour that must be respected. At Prince of Wales School, we work with the members of our community to share in the development and maintenance of a safe environment for all. We believe that all students can be successful and that discipline should be progressive and student centered. The goal of discipline is to help students develop strong decision-making skills so that they learn to make responsible choices in the interactions with others.

Prince of Wales School Code of Conduct

Our Code of Conduct is not simply a listing of rules and consequences. It takes a proactive approach by highlighting the importance of promoting a positive school climate. As a school we have many systems in place that reward students and encourage positive behaviour. It is our commitment that any behaviour brought to our attention that is inconsistent with our Code of Conduct will be addressed. The support of parents and guardians is invaluable; together we can work toward creating a safe, supportive learning environment at Prince of Wales Elementary School.

OUR TRIBES COMMUNITY

- ➡ APPRECIATIONS - NO PUT DOWNS
 - ➡ ATTENTIVE LISTENING
 - ➡ MUTUAL RESPECT
 - ➡ THE RIGHT TO PASS



Expected Behaviour

1. Respect for the rights and property of other members of the Prince of Wales Elementary School Community.
2. Allow all members of the community to learn and grow in a safe environment without disruption by following the Code of Conduct in all areas of the school (i.e. the hallways, library, gym, playground, classroom, etc.).
3. Work together as a community in co-operation with all members to show “Panther” pride, good citizenship both inside and outside the school, and good sportsmanship.
4. Respect and maintain the school property, materials, and supplies.
5. Make a positive contribution to the Prince of Wales community through enthusiastic participation, a strong work ethic and co-operation.
6. Make restitution for damage done to property or any other violations to the Conduct Code that negatively impact the Prince of Wales Community.
7. Follow all guidelines related to the use of internet as outlined in the DSBN Information Communication Technology Policy.

Homework Policy

- Homework will have a purpose and will be clearly understood by the student.
- Homework will be an extension and enrichment of the curriculum.
- Homework helps develop good study habits and self-reliance in working independently.
- Assignments will be planned in terms of the child's needs, abilities and potentials.
- Homework is designed to help students achieve greater academic success.
- Homework provides an opportunity for family involvement in the child's education.
- Homework is assigned to reinforce concepts students learn in the classroom.

Work that is not finished during the school day may be added to assigned homework.

Students should use their time wisely to complete assigned work in class.

Homework Tips for Parents:

1. Check your child's agenda for homework assignments.
2. Choose a quiet place and time to complete homework
3. Support, clarify, and motivate. **BUT DO NOT DO THE HOMEWORK FOR YOUR CHILD.**
4. Be wary if your child never has homework.
5. Talk with teacher(s) if a large number of assignments are too difficult or time consuming for your child.
6. Help your child budget time so that a regular schedule for study is set.
7. Take an active interest in what your child is doing at school. Ask for an explanation of a particular assignment and what is being learned. Compliment good work or when improvement is made.
8. Make constructive suggestions, but avoid severe criticism and undue pressure. Take a positive approach.

REGULAR SCHOOL ATTENDANCE IS IMPORTANT FOR YOUR CHILD'S CONTINUED LEARNING.

Homework Tips for Students:

- Use your agenda.
- Be sure you understand the assignments - seek help when you don't.
- Set aside a regular time for homework.
- Study in a quiet place
- Complete your work and hand it in when it is due.
- Do your best on each assignment.

If a student does not complete an assignment on time, they may miss breaks in order to complete the assignment. Continued incomplete work will result in loss of privileges.

Parents will be informed by the teacher of incomplete homework. When students are absent we encourage parents to pick up assignments, or make arrangements to have work sent home with a sibling or student that lives close by.

Playground Safety

Playground safety rules apply to students on school property at all times.

Students are expected to:

1. Play in the designated areas of the playground and abide by the boundaries.
2. Play with children in their designated age group.
3. Use assigned doors for entry and dismissal.
4. Get permission from a staff member before entering the building.
5. Use playground equipment carefully and safely.
6. Leave sticks, stones, ice and snow on the ground. These items should not be picked up, thrown or tossed.
7. Treat the school grounds and equipment with respect (i.e. place garbage in containers, etc.)
8. No wrestling, play fighting, tackle football or other forms of rough play.
9. No climbing trees, roofs or fences.
10. No inappropriate body contact that endangers the safety of others. (i.e. pushing, kicking, hitting, picking up someone, piggyback riding, tripping, etc.)
11. Participate in games and activities that do not hurt or exclude other children.
12. Speak respectfully to others and share the school grounds appropriately.
13. Report any accidents or problems to playground supervisors.
14. Report strangers to supervisors immediately.

Prohibited Items

- hard balls, golf balls, hard rubber balls
- skateboards, roller-blades, scooters (used on school property)
- matches, lighters, cigarettes
- alcohol, drugs, chemicals or any paraphernalia related to these items
- cell phones, CD players, video games, game-boys, i-pods, mp3 players – or other electronic equipment
- weapons (knives, sling shots, cap guns) or any replica of a weapon
- pets
- gum
- fireworks, firecrackers
- large amounts of cash that are not designated for school activities
- materials that portray others in a demeaning light or are derogatory
- laser pointers - liquid paper (whiteout)
- trading cards
- hard bats/aluminum bats
- costumes that display violence or cultural bias
- pills/medicine
- Aerosol sprays and perfume



Possible Consequences

- correction and/or counseling by a teacher on the spot
- removal from an activity or Time Out
- telephone call or letter to the parents by the teacher
- referral to administration who may counsel the student and/or contact the parents
- parent conference to discuss the problem
- staying after school (parent will be contacted)
- attendance contract
- behavioural agreement with the student which may involve the parent
- loss of privileges e.g. attending a special event
- writing a letter of apology or explanation of behaviour
- work detail or community service
- a note home to a parent or guardian that requires a signature
- establishing a behaviour contract
- loss of bicycle privileges
- referral to a community agency/law enforcement officer
- bus suspension
- in-school suspension
- suspension (out of school)
- police or community agency involvement

Expectations for Dress and Appearance

Administration will make the decision if a student's appearance meets school and community standards.

- ✓ Students shall keep their clothes, bodies and hair clean.
- ✓ Students shall have footwear at school for inside the building and separate footwear for outside use that is safe and appropriate for working and playing at school.
- ✓ Students shall not wear hats or head coverings inside school building unless previously approved by administration for medical or religious reasons, or special school activities.
- ✓ Students shall wear clothing free of decorations, symbols, mottos, or designs on the body or clothing showing inappropriate advertising (i.e. tobacco, alcohol, drugs), inappropriate clubs or groups, or inappropriate pictures or words.
- ✓ Students should wear suitable clothing that allows them to move and play safely and avoid clothing such as short shorts or miniskirts, see-through clothing, tops that leave the stomach showing, spaghetti straps, halter tops, ripped clothing, chains and items with studs. Pants should be worn at the waist and should fit properly (not too tight, too low, or loose).
- ✓ Students need to avoid wearing their clothing such that any under garments show when playing or working at various activities at school.

Rules of School Attendance

Parents need to ensure that their children attend school regularly and punctually and notify the school if their child is going to be late or absent. **Students who arrive late need to report to the front office to obtain a admit slip for class.** Students who are persistently late without a reasonable explanation will need to make up the time as instructed by their teacher. Parents will be notified if their child has had many absences. **All parents must report to the front office when it is necessary to pick up are drop off their children outside of the regular school schedule.** In the case of many absences, a parent must send in a doctor's note explaining the student's illness. After 15 consecutive days of unexcused absences, the Attendance Counsellor will be informed and parents will receive a letter advising them of their responsibilities. **Students are expected to make every attempt to catch up on work missed during their absence.** Teachers will provide work to students and will give make-up work to help the students. Parents may request work prior to a student returning from an absence. Advance notice to the teacher should be allowed for preparation of the work. **Students may use the telephone in the event of an emergency ONLY with permission from a staff member.**

Bus

Students have the right to a safe ride to school and back each day. When a student gets on the bus, the District School Board of Niagara, in cooperation with Laidlaw Bus Company becomes responsible for their safety. This responsibility ends when the student is let off at his/her regular bus stop at the end of the school day. All of the bus safety rules must be followed. Breaking these rules may cause the student to lose the privilege of riding the bus.

- ✓ Students will obey and not disturb the bus driver.
- ✓ Students will stay seated properly on the bus at all times.
- ✓ Students will sit where they are told to sit and keep body parts inside the bus.
- ✓ Students will not trip, push, hit or be aggressive.
- ✓ Students will not throw anything inside or outside the bus.
- ✓ Students will not write on, damage, or leave trash on the bus.
- ✓ Students will not use obscene or inappropriate language on the bus.
- ✓ Students will get on and off at their regular stops unless there is an emergency. Parents must call the Bus Company to make special arrangements for alternate drop off or pickups. Parents must inform the school through a written note that states the student's name, class, teacher, where the students will be dropped off. The note must include the signature of the parent and a phone number where the parent can be reached.
- ✓ Students will not have prohibited items (i.e tobacco, alcohol, drugs, weapons, etc.) on the bus.
- ✓ Students will not eat or drink on the bus.



Bus rules also apply to field trips.

Students who do not follow these rules will be written up in a bus report by the bus driver and will receive consequences.

1st Offence - Counseling and warning and parent contact

2nd Offence - Suspension of bus privileges for one day and parent contact.

Letter of apology to bus driver

Additional Offences - Suspension of bus privileges for at least 3 days or loss of privileges at school (i.e. suspension of field trips, loss of recess, etc.)

Bicycle

All students are permitted to ride their bikes to school. Students in JK to Grade 3 should be accompanied by an adult. Student in Grades 4-8 are allowed to ride their bikes to school independently provided there is no report of inappropriate behaviour while riding the bike to or from school.

When riding bicycles, students are expected to:

1. Follow the same rules of the road as other vehicles
2. Walk bikes on and off school property.
3. Park bikes in the bike racks.
4. Stay away from the bike rack area during the school day.
5. Understand that the school has no responsibility for accidents, damage or theft relating to bikes at school.
6. Understand that the school strongly recommends bike locks.
7. Wear helmets. This is mandatory.
8. Not bring ipods or mp3 players to school on bikes. Listening to an mp3 player or an ipod should be avoided at all costs as this is an extremely dangerous practice that can cause a serious accident.



Walking

Students are expected to walk to school using safe routes approved by parents. Students need to cross the street at intersections. Where there is a crossing guard, students are expected to cross under the direction of the crossing guard. Students are expected to treat all members of the community respectfully when walking to and from school.

Bullying Policy at Prince of Wales Elementary School

The District School Board of Niagara is committed to providing a safe, positive learning environment for all students. Therefore, we prohibit bullying and intimidation and will not tolerate it in any form. It is a violation of this policy for any student to bully or intimidate another student. We will investigate all informal and formal verbal and written complaints of bullying and/or intimidation. Any student who is found to have bullied and/or intimidated another student will be disciplined and appropriate restitution will be made.

A person is being bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more persons. Students may bully a particular student on the basis of the student's appearance, national origin, interests, academic achievements, economic status, or any number of other factors. The behavior of bullying occurs in four forms: physical, verbal, emotional or exclusion, and cyber-bullying.

- a. **Physical Bullying**- hitting, kicking, or any physical aggression.
- b. **Verbal Bullying**- Teasing, name calling, put downs, or other behaviour that would deliberately hurt others' feelings or make them feel bad.
- c. **Emotional or Exclusion Bullying**- starting rumors, telling others not to be friends with someone or other actions that would cause someone to be without friends.
- d. **Cyber-bullying**- Using electronic device mediums such as but not limited to computers, cell phones, and pagers to bully (bullying defined above) others through methods such as posting comments, statements, or pictures on blogs or websites, text messaging, instant messaging, and email.

Bullying/intimidating behaviours can include but are not limited to: taunting, name calling, rumour spreading, making up stories to get other children in trouble, telling other children not to be friends with a target child, kicking, tripping, or pushing another child, teasing other children and making remarks about their culture, religion, ethnicity, weight, physical appearance, disabilities, or medical conditions, intimidating others, taking other children's possessions or demanding money for them, damaging another child's property, hiding other children's books, bags or other property, picking on other children, making threats, manipulating others to get them to do something they may not want to do.

Response:

School personnel must report and/or investigate all incidents of bullying/intimidation and take appropriate action, whether they personally observe incidents or are made aware of them by some other means. Reporting, investigation, and action will occur even if the victim does not file a formal complaint, and even if the victim does not express any overt disapproval of the bullying/intimidating act. Staff members will intervene immediately or in a timely fashion to address the behaviour. The intervention will consist of identifying the inappropriate behavior, debriefing the student(s) about his/her role, and may include a referral to the administration. Repeated or severe incidents of bullying/intimidation require a mandatory administrative referral. Information concerning any complaints of bullying/intimidation shall be treated confidentially.

Suggested teacher interventions:

- Identify bully behaviours.
- Stop the behaviour.
- Conference with the student or students
- Provide mediations for students engaging in bully behaviors.
- Review and apply consequences
- Make a parent contact.
- Arrange for apologies, both verbal and written.
- Initiate a counselor referral.
- Initiate an administrative referral.

Procedures after an administrative referral:

1. An immediate investigation will be completed, which may include verbal and written statement for witnesses. All facets of the investigation will be documented and all information will be kept confidential.
2. All parties and their parents will be notified that:
Bullying and/or intimidation are unacceptable and will not be tolerated in school.
Consequences will occur for inappropriate behaviour.
Retaliation against victims or witnesses will not be tolerated.

In addition, the following information will be discussed.

- The types of behaviour which constitutes bullying/intimidation.
 - The rights and responsibilities of the individual to prevent bullying/intimidation from happening.
3. Consequences will be assigned as outlined under "Possible Consequences" in this Code of Conduct. Consequences are at the discretion of the school principal and are confidential.

What Parents Can Do To Promote Safe Schools

- Know who your children's friends are.
- Know the activities in which you children are involved.
- Counsel your children to avoid confrontation.
- Counsel your children to advise you or the school if they are aware of potentially dangerous situations.
- Communicate with your child's school.
- Counsel your children regarding violence on television and in movies.
- It is expected that you will review and discuss the Code of Conduct as a family.
- The **Code of Conduct** is in place to ensure the safety of students. Your partnership with the school is essential as we work together to help our students become strong citizens of our community.

