



# AES Code of Conduct 18-19

## Arundel Elementary School Mission Statement:

At Arundel Elementary School, we believe that the successful education of our children is a collective responsibility. It is a partnership involving the child, the school and the home as well as the greater community.

We encourage our students to live active, healthy lives. We expect our students to show self-discipline, empathy, and to accept responsibility. We allow them to blossom as creative individuals and critical thinkers. We empower them to become responsible and contributing members of society.

Our Code of Conduct is an understanding that allows us to work together in a safe and caring environment. It is created to reflect the Anti-Bullying/ Anti-Violence (ABAV) PLAN of our school. You can consult the ABAV plan at [arundeles.com](http://arundeles.com), under the important information tab.

### **AES is using Restorative Practices:**

Restorative Practice is an approach that gives voice to both the person who has done harm and the person harmed and recognizes that strong relationships are core to developing a school community. To learn more about restorative practices, visit our website

### At AES we are:

**Safe** We care for our safety and that of others.

**Respectful** We treat everyone with courtesy, kindness, and consideration.

**Responsible** We are responsible for our actions and our learning.

***The AES Code of Conduct and dress code will apply to students while at school (including before, after school, and on the bus), while going to and from school, and while attending school curricular or extra-curricular functions or activities at any location. We would ask parents' cooperation and support in enforcing the rules and guidelines presented in this document.***

## **Student Expectations**

### 1. Safety

All students and staff have the right to a safe school environment. For example, students are expected to:

- Behave in a safe manner and play without harming or threatening others
- Prevent accidents. Throwing ice, rocks, sand and sticks or other dangerous objects is not permitted. *Snowballs may only be thrown on the designated targets painted on the school wall.*
- Never open any exterior door for anyone;
- Inform a staff member, in a timely manner, of incidents of violence, harassment or intimidation.
- Remain on the school grounds at recess and lunch.
- Use playground equipment safely and as designed.

- Move about safely and respectfully inside the school by:
  - Walking in the hallways at all times whether accompanied by an adult or not;
  - **Staying on the right hand side of the hallway;**
  - Using a low hallway voice when travelling in the hallways;
- Wear interior shoes when inside the building.
- Refrain from bringing dangerous items to school.

*Such items include, but are not limited to, knives, fireworks, lasers, items that are weapon-like or intended to be used as a weapon (including toy knives and guns). Inappropriate items will be confiscated. **Students caught in possession of any item deemed dangerous by the school personnel will be referred to the office and the police may be called. A Serious Incident Report will be filed with the Sir Wilfrid Laurier School Board.***

## School bus Safety

The SWLSB Transportation Policy can be viewed on the SWLSB website at [www.swlauriersb.qc.ca](http://www.swlauriersb.qc.ca) under policies in the governance tab.

### Students will:

- Never take a bus other than their own;
- Always follow the bus safety rules

### **The following behavior could incur a “Bus Discipline Report”:**

1. Not obeying rules and not listening to driver.
2. Not staying in assigned seat.
3. Spitting, yelling, drinking, eating or jumping.
4. Pushing or fighting.
5. Rude behavior or swearing.

### Parents will:

- Drive safely when entering or leaving the schools' parking lot.
- Use the appropriate parking spaces as not to interfere with the movement of the school buses.
- Contact the school prior to the end of the day, preferably before lunch, if their child will not take the bus.

## 2. Respect

All students and staff have a right to be respected. For example, students are expected to:

- Demonstrate empathy, be kind towards others; be considerate of everyone's feelings.
- Listen to the ideas and opinions of others, speak politely and use positive language.
- Behave in a non-disruptive manner.
- Follow directions co-operatively.
- Care for the property and privacy of others.
- Care for the school and community environment.
- Play in a respectful way during recesses. (Demonstrate good sportsmanship).
- Apologize when running into someone by accident.
- Use good manners when requesting help or something from someone.
- Close lockers and keep lockers, **desk, cafeteria table**, clean from food.
- Eat lunch seated properly and calmly at own place and using proper manners. Wait for instructions to leave their seat;
- Refrain from chewing gum;
- Keep the bathrooms clean and wash their hands after using the facilities.

### 3. Responsibility

All students have a right to learn. For example, students are expected to:

- Be on time.
- Be attentive, ready to work and engage in purposeful learning.
- Complete school and home assignments to the best of their ability.
- Use problem-solving skills to settle differences and seek help from an adult when needed.
- Clean up after themselves in the cafeteria and on school grounds.
- Keep desks and belongings clean
- Electronic devices should not be brought to school unless a member of the school personnel, for an educational project, approves them. **IF SUCH A PERMISSION IS GRANTED, THE DEVICES MAY NOT BE USED DURING RECESS AND LUNCH.** *The school or its personnel will not be held responsible for loss, damage or theft if these items are brought to school*
- Leave toys, trading cards (sports, cartoon and other), and all other “fad items” at home. *The school or its personnel will not be held responsible for loss, damage or theft if these items are brought to school.*

### Strategies and Consequences

Students will be taught and encouraged to use proactive and appropriate decision-making and social skills. When appropriate, students are encouraged to meet with the people who have been impacted by their misbehavior and to take action to repair the harm that their actions have caused. In some cases, students will participate in the development of meaningful consequences to make restitution for violations of the Code of Conduct. Students who are unwilling to participate in repairing harm will be subject to punitive consequences which take into account the student's age, maturity, and special needs, if any.

School administrators have a responsibility to advise other parties of serious breaches of the Code of Conduct; e.g., parents, school board officials, police and/or other agencies. When students do not behave in accordance with the AES Code of Conduct, the following actions will be taken progressively, in response to the nature and frequency of the incident:

For behaviors that are minor violations of the Code of Conduct, a staff member will speak directly to the student. The following actions may be taken to encourage behavior that is more positive and to repair relationships that have been impacted by the misbehavior:

- Staff will use Affective Statements to describe the impact of the misbehavior on others
- Staff will ask the Restorative Questions
- Reminder/informal discussion
- Use of problem solving techniques
- Verbal warning
- Reflection and /or written or verbal apology to the people harmed by the behavior
- Contact with parents/guardian by the classroom teacher to inform parents of the incident
- Temporary separation from peers
  
- Restitution for damage
- Directly supervised recess/lunchtime/daycare activity
- Written warning to the student and his/her parents/guardians
- Contact with parents/guardian by the teacher/technician and/or administration to inform the parents of the incident and solicit their cooperation in repairing the harm caused by the misbehavior
- Individual students may work with a school staff member to outline a behavior plan that will assist the student in making better choices and avoiding situations that lead to misbehavior
- Removal from the classroom/recess/ lunch time situation

For incidents of a more serious nature, students will be referred to an administrator. The nature and severity of the infraction, the intent behind the infraction and the frequency of the infraction will be considered when

determining the actions that will be taken. It should also be noted that all disciplinary decisions are made in consideration of individual circumstances. To encourage behavior that is more positive, the following actions may be taken in addition to any consequences previously listed:

- Misbehaving students will be asked to meet in a **restorative conference** with the people who have been harmed by the behavior. Parents may be asked to attend this conference
- Students who are not willing to participate positively in restorative conferences may be subject to punitive consequences including detentions and short-term suspension from school
- Students may be referred to school board consultants or to social services
- Administration may assign consequences other than detention or suspension, intended to help students reflect on their actions and repair the harm they have caused

In accordance with the School Education Act, the Sir Wilfrid Laurier School Board authorizes the principal to suspend a student, outside of school, up to five days. Longer suspensions may be given with school board approval. In extreme cases, the SWLSB Council of Commissioners complying with Article 96.27 of the Education Act, may expel a student from the school.

Students may be suspended because their behavior has a harmful effect on the character or persons of other students, e.g. intimidation, physical fighting, vandalism (to the school, student or staff property.) Parents will be contacted by phone and letter. In addition to consequences and actions outlined in **Level 3**,

- Students who have been suspended must attend a reintegration meeting in order to repair relationships upon their return to school. The classroom teacher, technician or the administrator, depending on the nature of the incident, may facilitate this meeting.
- The incident will be documented in the student's file

## Other school information

### Use of School Telephones

- Students are not permitted to use the telephones at school. In the event of an emergency, parents will be contacted by a member of the school staff;
- All alternative dismissal arrangements must be communicated to the school in a timely manner. If a child is permitted to leave with an adult other than his or her parents/guardians, a written note must be provided.
- Parents are responsible for advising the School Secretary of any changes in telephone number, address or e-mail address as soon as these changes occur;

### Medication

- Students may not bring medication with them to be self-administered. Medication should be pre-measured and sent to the office in dosage sizes with a copy of the prescription and will be administered by the school staff. **No medication (antihistamines, aspirin, Tylenol, Advil) will be administered to any elementary school child while in attendance at school without a prescription from the doctor;**
- Cough drops contain medicinal ingredients and we request that you advise your child's homeroom teacher if you are sending your child to school with cough drops and that you respect the recommended dosage.

### Attendance, arrival and departure

- In order to ensure your children's safety, we wish to advise you that parents and visitors must report to the office upon arrival at school;
- Parents are not permitted to circulate in the school or in the school yard without permission;
- At the end of the day, parents must wait until all the buses have left and that the children have been dismissed by the teacher on duty, before leaving with their child.
- For security reasons, if your child is to be absent, please notify the office by calling or leaving a message before 8:05 a.m.; Any modifications to the student's regular dismissal time or method of transportation must also be communicated to the school
- Students who must leave early report to the office to be signed out by an adult before leaving the school;
- Students are expected to be in school on time and for 180 days each school year. Excessive absences, late arrivals or early departures often result in a negative effect on the students' academic achievements. **Truancy (excessive, unexplained absences) cases may be referred to Youth Protection;**

- Students who arrive after the start of classes (8:15 a.m.) must be signed-in at the office by the adult who has brought them to school;
- It is advisable that parents verify with the school administration prior to choosing to remove their child from school for vacations during the regular school year (especially at the end of term when assessments are being done). Vacations should not be taken during April, May and early June for students due to exam periods;
- **Any student who is absent or takes a vacation outside of the pre-determined school holiday calendar is responsible for catching up on missed work upon his/her return, on his/her own time;**
- **Teachers are not obligated to provide and prepare work for students prior to their departure for vacations;**
- Any adult whose name does not appear on the student's identification sheet cannot sign the child out without written permission from the parent;
- Please consult your child's teacher first, as they interact with your child the most. If the problem is not solved, only then should the principal be contacted;

### Communication between home and school

Arundel Elementary School is a unique community school. Effective communication between school and home is achieved with a spirit of working together to better enrich and support the educational experience of students. The following are guidelines which will help us to meet this objective.

- Communication between parents and teachers is important to ensure your child's success at school. Teachers provide feedback to parents in a variety of ways; report cards, interviews, student-led conferences, written notes, e-mail and phone calls are the most common.
- Please be respectful in your communications with all staff members (threats and verbal abuse will not be tolerated);

If your child comes home with details about an event which occurred at school that you consider serious, or should you have a concern:

- If it is about a classroom or school yard issue not related to violence or bullying, please write a note or call the homeroom teacher first. If it is a bus related incident, please contact the Principal right away. It's always advisable to ask for the school's help in gathering further information before a decision on the best course of action can be made.
- Ask your child what happened and keep an open mind about all sides of an event, since important details are sometimes forgotten or omitted. Remember to contact the teacher first to get more information on the situation before jumping to conclusion or voicing your opinion on social media.
- If issues remain unresolved despite notes and phone calls, please request a meeting with teacher(s) and/or with the Principal. The Principal can act as liaison between all parties (teachers, student, etc.)
- If a situation warrants, you may also contact the School Board directly. It is suggested that the steps outlined above be followed first.

Following such guidelines will ensure we maintain an open, respectful and trusting relationship between home and school which is essential for the positive educational experience of all AES students.

### Dress Code

Clothes worn to school must be appropriate, comfortable and not distracting. Students deemed to be dressed inappropriately will be asked to change.

#### Shirts:

- inappropriate language, graphics or gang-related symbols and images are not permitted;
- No spaghetti straps or bra straps should be showing;
- Must be appropriate length with no midriff showing (arms up or down)

#### Bottoms:

- Skirts and shorts must reach mid-way between hip and knee; (It is recommended that shorts be worn under skirts.)
- Pants must be worn on the hips or waist, with no undergarments showing;

### Shoes:

- Outdoor shoes must be appropriate for playground use.
- A different pair of dry and clean must be worn indoors. Running shoes worn during physical education classes are acceptable indoor shoes.
- Platform, high heels, flip flops, steel-toe boots and cleats are forbidden.

### Hats & Accessories:

- Caps and hats are for outdoor use only and must be removed immediately when entering the building;
- Hoods are not to be worn indoors

### Makeup and Fragrances

- Make-up is not appropriate for elementary school.
- Students are not permitted to wear perfumes, colognes or strong-smelling body sprays;
- Deodorant or antiperspirant is encouraged for senior students and should be applied at home. No sprays are permitted at school;

### For the muddy and snowy seasons

- Boots and snow pants must be worn at all times during winter & early spring, until the school yard is dry or until the school personnel deem the playground safe for wearing shoes; Thinner slush pants are acceptable alternatives for fall and spring
- Students, who do not have proper outdoor shoes, boots, or snow pants, will be expected to stay on the pavement.

## Homework policy

### **Guidelines for Parents in Supervising Homework:**

a) Help plan time allotment for studies, sports and play. Encourage your child to read every day. Encourage your child to do homework in a quiet place with no distraction and, if possible, to do the homework at the same place and at the same time each night. Ask leading questions to help your child remember what has been taught. Supervise your child's homework. However, do not do the work for her/him. Written work should be legible and neat.

b) Students are responsible for writing their homework assignments in their AGENDA and ensuring they have packed all items they will need.

The following times for homework assignments are supported by research and the Ministry of Education of Quebec:  
Kindergarten: No official homework time allotted but we suggest 10 minutes for reading. For each grade following, multiply the grade number by 10 minutes of homework time per day (i.e. Grade 1 = 10 minutes total, Grade 2 = 20 minutes total, etc.)

- If a child repeatedly does not complete his/her homework assignments parents will be notified and asked for their support and attention to the problem.
- **Teachers are not required to supply work for personal tutors.**

## Playground responsibilities

- I help keep our school yard clean and take care of our equipment.
- I play safe in the field and on all structures.
- I respect designated areas and stay away from orange cones
- I share, I am calm and polite with everyone
- I have proper attire (rain or snow pants, boots, hat and mittens, etc.)
- I listen to the bell and line up.
- I return all the balls, the toys, or the equipment that I borrowed.

I play, I laugh and have fun!

## STUDENT CONTRACT

Parent involvement and support for students of Arundel Elementary School is essential. Specifically, we would request that our parents:

1. Read, discuss and review the school code of conduct periodically with their child so that he/she clearly understands what is expected of him/her.
2. Communicate with the school (teacher/administration) to help resolve any difficulties.
3. Provide a home environment that supports and reinforces these guidelines.

Together we are involved in fostering the development of respectful behaviors in our students and helping them become socially responsible citizens. We are committed to setting good examples, correcting harmful and negative actions, and teaching positive alternatives. We are influential in guiding our youth.

We ask your cooperation in taking some time to read this document with your child. We ask that you sign below to show that you have discussed the code of conduct together.

**I/we understand and agree to follow the above regulations and guidelines in order to ensure the safety, enjoyment and learning of everyone in the Arundel Elementary community.**

\_\_\_\_\_  
**Child's signature/Date**

\_\_\_\_\_  
**Parent's signature/Date**

**Let's all work together to make the  
2018-2019 school year  
a successful one!**