

# **DR. S.E. MCDOWELL ELEMENTARY CODE OF CONDUCT**

**2018- 2019**

## **Purpose Statement**

The purpose of our code of conduct is to make our school a safe and caring environment conducive for learning and working.

Responsible and respectful behaviour is expected of our staff and students and encouraged for all members of our school community both on and off of school premises; such as during extracurricular activities, while on school transportation and while using social media (when it affects the environment of the school). Respect toward self, other people and the school environment is the foundation of a common Code of Conduct at McDowell. This Code of Conduct is sent home for parent and student discussion and signature.

## **Proper attitude and conduct:**

### **1. Respect for Self**

Examples:

- Students must stay within boundaries of school yard to be safe
- Be honest and trustworthy
- Be courteous, use respectful language and good manners
- Be prepared and ready for learning
- Come to school on time
- Wear proper clothing for the weather(for example wear snow suit, warm boots, hat and mitts during winter months)
- Report to a staff member or principal if someone is bullying you

### **2. Respect for others**

Examples:

- Use respectful language
- Show respect for the rights, feelings and property of all school community members.
- All students must demonstrate respectful behaviour in the cafeteria and on the bus.
- If you are aware of someone being bullied, you must report this to a staff member.
- All students must use appropriate behaviour for classroom participation.
- All students should walk in the halls in order to get to and from classes promptly.

- Be aware of others on the playground and play safely (use caution on the play structure, sticks, rocks and snowballs should not be thrown, pushing and shoving is not safe or respectful).
- Follow all classroom, school and community rules.

### **3. Respect for the Environment**

Examples:

- To maintain a clean environment, all litter must be placed within the provided containers.
- Recyclable items must be placed in the recycle containers
- Students must change shoes before entering the classroom as this reduces the amount of sand, snow and mud brought into the classroom.
- Students must show respect for shared common areas such as the washrooms and cafeteria. We must all do our very best to keep these areas clean for the next user.

## **GENERAL SCHOOL RULES AND PRACTICES**

Children pass through many stages as they grow. They are constantly seeking new experiences and testing their limits. An important life skill that all children must learn is how to choose appropriate actions when faced with a difficult situation. We, as parents and educators, must help them learn to accept responsibility for their behaviour and accept the consequences if they make an inappropriate choice.

Problems are discussed with children; they are asked what they did, why and how they could prevent it happening again. Together we consider the implications for all persons involved; was the person hurt emotionally or physically? Were the actions disrespectful to another person or property? We will guide them towards a solution to prevent this from happening again and they could then be given an opportunity to practice their solution. If a problem is serious or is repetitive, parents are notified either in writing or by phone.

Classroom rules are established together at the beginning of each year by the students and classroom teacher.

General school rules are designed to ensure the safety and well-being of all students.

### **Consequences for breaking rules may be**

#### **1. Natural or logical consequences**

Examples:

- Rule: No throwing litter in the school yard.
  - Natural consequence: Spending time cleaning the yard.
- Rule: Arriving at class on time.
  - Natural consequence: Missing instruction and still being responsible for it.
  - Logical consequence: Staying in a recess/lunch to make up for lost time.

### 1. Conventional consequences

Examples:

- Phone call home
- Time out in classroom or at the office
- Loss of playtime

### 2. Generic consequences:

- Reminders
- Warnings
- Choosing – allow the child to choose the consequences that will best help him/her make better choices in the future.

### 3. Instructional consequences:

- The child practices his plan with the help of a teacher.

**Behaviours that will be corrected (minor infractions):** These are behaviours that are contrary to the expected respectful behaviours. These behaviours negatively affect the daily organization of the class but are not a danger to, nor do they significantly affect the well-being of others.

These may include but are not restricted to:

#### 1. Acting in ways that are unsafe

- Running in the hallways
- Pushing, shoving, and/or grabbing
- Throwing of rocks, sticks, snowballs

## **1. Acting in ways that prevent an orderly learning environment**

- Refusing to follow the requests of an adult
- Disturbing other students

## **2. Acting in ways that are disrespectful of others**

- Name calling
- Taking belongings
- Using inappropriate language

**Sanctions or consequences:** Students will be helped to change these behaviours through interventions that are appropriate to their level of development and individual needs.

These may include:

- Removal from the situation for a brief period of time
- Request for reparation
- Reflection on his/her actions and intent to act more appropriate
- Loss of recess time

### **Prohibited Acts (Major Infractions)**

Major infractions are actions that clearly affect the safety and security of others, create unsafe conditions and interfere with the orderly environment or contravene a law.

Some examples are:

- Violence including: fighting, bullying, cyber-bullying, threats, extortion
- Possession of weapons, firearms, and the imitation of weapons
- Possession, consumption and sale of drugs or alcohol
- Theft
- Vandalism

**When a student engages in a Prohibited Act, actions will be taken that will include, one or more of the following sanctions:**

1. Immediate action to protect self or others.
  - Removal from the situation
2. Upon assessment of the situation:
  - Meeting with principal
  - Communication with parent
  - Internal suspension
  - External suspension
  - Mediation
  - Reparation
  - Expulsion
  - Referral to police services

## **GENERAL SCHOOL RULES & PROCEDURES**

### **Recess**

All children must go outside. Drinks and trips to washrooms are to be at the beginning of recess. Children should report to the duty teacher if it is necessary to re-enter the building during recess.

### **Cafeteria**

All children are to remain seated throughout the meal and at the table until dismissed by the cafeteria supervisor. Children should speak in a normal, inside voice.

### **Littering**

Lunch hour food must be eaten in the cafeteria. Children are encouraged to eat an appropriate healthy snack during snack time and not outside at recess. Products containing PEANUTS, NUTS, candy, chocolate, canned soft drinks and chewing gum are not permitted.

### **Walking**

Children who walk to and from school, must cross Centre Street at the cross walk. Walkers must use the small pedestrian gate at the front of the school in the morning and will be dismissed by school staff after school.

## **School Parking**

All parents, and visitors to the school, are asked to park their cars on Bristol street. The circular driveways at the front of the school are for school buses, handicap drop-off and pick-up and emergency vehicles only.

## **School Access**

Parents, guardians, and visitors must enter the school through the main entrance only. All persons must also report to the office to receive the appropriate pass. All students who get picked up at the end of the day must report to the library first and then wait to be dismissed by the person who is in charge of end of day pick-ups. Should any parent/guardian want to alter the end of day arrangement for their child(ren), **the request must be made by 12:00 PM (noon)**. This time must be respected in order that we can ensure that the appropriate people are informed and that the child gets home safely.

The school yard is not supervised until 8:15 AM. Please do not drop off your child(ren) before 8:15 AM. All students (bus, walkers and those dropped off) must enter the school yard in the morning through the front pedestrian gate where there will be a teacher on duty receiving the students. Students who are dropped off in the morning should not enter the school through the main doors unless they are late (after 8:25 AM). In the case of inclement weather, the teachers will allow the students to enter the school upon arrival.

## **Attendance and Punctuality**

All students are responsible for arriving to school on time. We feel that when children consistently arrive late, it has an impact on their learning. Lateness also puts unnecessary stress on a child since they are rushing, do not have a chance to “settle in” and are continually trying to catch up on what they have missed either socially or academically. It is important that we provide our children with the best start to their day. All students entering the school after 8:25 AM must report to the office to verify attendance.

Students arriving late must be accompanied by a parent, who needs to be physically present to sign the student into the school. If a student is late without parent consent, the student will be handed a form that must be brought home and signed by the parent. This student will make up for lost academic time.

## **Appropriate Dress**

T-shirts with inappropriate messages and tank tops, halter tops or *racerback tops* are considered to be unacceptable dress. Those in violation will be given a t-shirt to cover-up. Short skirts and short shorts are also considered unacceptable. Parents may be contacted and asked to bring in proper attire if a student shows up dressed inappropriately.

Please ensure that students are dressed appropriately for the weather; specifically snow pants, boots, mitts and hats for the winter. Teachers will use their discretion when applying the dress code.

### **Anti-Bullying**

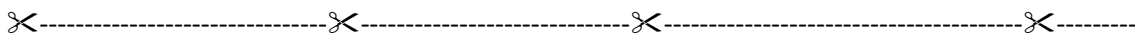
We aim to have a bully-free school. Our interventions are based on the Olweus program to guide and support us. We teach the students to follow these anti bullying rules:

1. I will not bully
2. I will include
3. I will help
4. I will tell an adult

Conflicts are a normal part of human interaction and can be worked through by the students involved and sometimes with the help of adults. On the other hand, bullying is observed when it is often repeated, intended to hurt and when there is a power imbalance between the students involved.

In order to provide students with the means to address conflicts, we ask that they use the STOP – WALK – TALK strategy:

1. Ask the other to stop
2. Walk away
3. Tell an adult if necessary



Please detach and forward to the school with your child

**DR. S.E. McDowell Elementary Code of Conduct**

- I have read and understand the above Code of Conduct.
- I have read with my child and he/she understands the above Code of Conduct.

**Name of student:**

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**Student's signature:**

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**Parent's signature:**

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**Date:**

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