



Laura Secord/St. Davids CODE OF CONDUCT



	Be Safe	Be Responsible	Be Respectful
ENTRY	<ul style="list-style-type: none"> * doorways must be clear at all times - clear for emergencies * walk single file down the hallway side that is the same as your classroom * all teachers should be at their doors * line up with class-hands off-face the direction your feet are going * no students left unsupervised 	<ul style="list-style-type: none"> * enter in a calm, quiet manner * remember backpack and clothing you brought to school when you enter * “Hands Off” rule in line when bell rings, stop playing and quickly line up * toys, bikes, roller blades and scooters are brought to school at your own risk * change shoes (outdoor/indoor) and store neatly 	<ul style="list-style-type: none"> * ask to hold the door-we need helpers! * remove hat or cap at the school entry door * join the line one at a time
EXIT	<ul style="list-style-type: none"> * walk safely to the exit doors - do not run! * wait for the bell to ring before exiting * walk single file on the right hand side 	<ul style="list-style-type: none"> * keep moving and meet your friend outside at recess or dismissal time * food wrappers are put in garbage cans at exit door * turn off lights when not in use * tuck in or put up chairs * change shoes (outdoor/indoor) and store neatly 	<ul style="list-style-type: none"> * keep our yard clean! * share the school equipment * equipment clearly labeled in classrooms * draw up a class schedule to share equipment
INDOOR RECESS	<ul style="list-style-type: none"> * activities and board games at your desk (in gym or health room at Laura Secord) * no outdoor activities in the classroom * teacher permission only to leave the room * stay inside classroom * Laura Secord goes to the gym 	<ul style="list-style-type: none"> * use games and activities according to rules of play * clean up all parts of games and return to shelf or proper place 	<ul style="list-style-type: none"> * share and clean up games and activities * use indoor voices always in the classroom

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ROUTINES	<ul style="list-style-type: none"> * arrive at 8:30 - 8:45 a.m. when teacher is on duty * scheduled time - check board * all visitors must report to the office to follow Safe School Policy * “No Body Contact” rule or “Hands Off” rule in effect at all times 	<ul style="list-style-type: none"> * follow instructions and class routines * ask for extra help when needed * arrive on time/ * listen and allow others to stay on task * attend school regularly * hand in assignments on time * complete missed assignments * use the “DeBug Strategies” and talk it out * use of internet with teacher permission only 	<ul style="list-style-type: none"> * cooperate with staff and other students * follow the “Golden Rule” - treat others as you would like to be treated * positive attitude to learning and good sportsmanship * use appropriate language and be polite
HALLWAY	<ul style="list-style-type: none"> * when traveling the hallways stay to the right * two lines single file * walk along sides of hallway only, leaving centre free for teacher supervision * fire drills: one line out exit door - NO TALKING!!! * walk, do not run in the hallways * line up in single file outside classroom 	<ul style="list-style-type: none"> * be prepared to move to next class with all necessary materials * understand there are students who require quiet to learn-please move quietly in the hallways. 	<ul style="list-style-type: none"> * take off hats and caps when entering school * move quietly down hallways-the noise distracts the students in classrooms that are not moving.
LUNCHTIME ROUTINES	<ul style="list-style-type: none"> * eat lunch quietly at desk/table * -do not walk around and eat * wait for bell to sound before leaving for recess * eat your own lunch-do not trade, students have allergies to food * obey playground equipment safety rules * STAY ON SCHOOL PROPERTY 	<ul style="list-style-type: none"> * eat lunch right away so you have time to eat * talking and moving is for the recess part of lunch break * put garbage in the correct bin- recycle when possible * rinse out milk containers * clean up the area where you ate 	<ul style="list-style-type: none"> * listen to teachers and lunch supervisors * treat lunch supervisors with the same respect as all staff * let your friends eat their lunch first then talk and play outside

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PLAYGROUND	<ul style="list-style-type: none"> * all large ball games should be on the field * play with your own age group * “Hands Off” - no play fighting or wrestling * stones, sticks stay on the ground * play on equipment safely * teachers pick up walkie talkies in office area * bikes are to be walked on school property and helmets must be worn 	<ul style="list-style-type: none"> * use of “DeBug” strategies * use of garbage cans outside for wrappers * use appropriate language with students and staff 	<ul style="list-style-type: none"> * treat others the way you would like to be treated * use your words-not hands or feet to solve problems * listen to the teachers and supervisors * stay away from bike racks during recesses

Playground Consistency Plan - Outdoor Equipment

Slides

- * Go down feet first and move away immediately.
- * The person at the top of the slide should wait until the first student is clear of the slide - i.e. one at a time.
- * No climbing up the slide
- * No toys or stones to be placed on the slide
- * Do not stop at the top and obstruct others from using the slide.

Appropriate Dress/Attire:

Explanation:

1. Hats are to be removed upon entry to the school building.
2. Appropriate footwear must be worn at all times in the school building due to hygiene/safety/fire regulations.
3. Appropriate gym attire and athletic footwear is required and worn during physical education as per teacher directive.
4. Students are not permitted to wear inappropriate clothing/attire which includes:
 - * personal possessions bearing written statements or pictures that are offensive, racist, suggestive or refer to drug, alcohol and tobacco advertising.
 - * shirts that may expose the midriff, short-shorts (denim or otherwise).
 - * halter tops, shirts with ‘spaghetti straps’, mesh tops (unless a t-shirt is worn underneath).

Climbers

- * No climbing on the top of the structure.
- * Students may swing from the top using their hands only.
- * No hanging upside down.

Swings

- * No student should be inside the swing area if they are not on a swing.
- * Students should not twist around on the swing, nor go sideways.
- * No tummies, only bottoms on the seat.
- * No jumping off in mid-air.
- * No rolling the seat up to make the seat higher.
- * No student should be pushing another student on a swing.

CONSEQUENCES:

Each school is unique in terms of resource help available, space available, bussing routines, and various schedules. Team work will be necessary to come up with fair, workable consequences. Further to this, the range of consequences is dependent on the frequency and severity of a child's misconduct. While fairness is critical, each child has to be considered as an individual for an effective consequence for one may not work with another. The following range of consequences is intended to protect the rights and safety of all students.

1. Verbal Reprimand

The first consequence of misbehavior is nearly always a verbal reprimand. This will be given firmly, quietly and clearly.

2. Detention

The student will be asked to compensate through the performance of a specific task or through the serving of prescribed amount of time.

- a) Room detention will be served with the classroom teacher
- b) Office detentions will be served in the detention room supervised by administration or staff. Students serving an office detention must be recorded in the detention binder.

3. Parental Involvement

May take the form of a phone call, an interview or a letter home.

4. Interview

With teacher, vice-principal or principal. May be informal or formal depending on circumstances. Purpose may be to inform, educate or warn the individual concerned.

5. Restitution

May take the form of work or remuneration depending on the severity of the damage loss.

6. Removal of Services and Privileges

This consequence involves the removal of services, provided by the school or Board, as a result of student abuse of privileges. Privileges such as lunch at school, bus transportation, extra-curricular activities, and access to playground may be taken away.

7. Withdrawal from a 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 or her assignments.

8. Confiscate

Take from students items or substances that are not permitted on school property. (Parents are welcome to pick up these confiscated items or substances and take them home.)

9. Suspension

This is a further step which can be taken by the principal. The suspension of a student will be for a fixed period not to exceed 20 school days. The parents will be notified in writing.

According to the Education Act of Ontario, Regulation 262... "A Principal may suspend a pupil because of...

- persistent opposition to authority
- persistent school truancy
- habitual neglect of duty
- wilful destruction of school property
- the use of profane or improper language
- conduct injurious to the moral tone of the school, or
- conduct injurious to the physical or mental well-being of others in the school"

Fighting, Aggressive Behaviour, Profane/Improper Language:

Explanation:

1. Students must support the "**Hands Off**" rule (which includes any fighting, kicking, aggressive body contact, rough play etc.).
2. Bullying, physical/sexual/verbal harassment, and threats in any form (verbal/written/e-mail) will not be tolerated.
3. Inappropriate gestures towards others will not be tolerated.

Immediate Suspension will be the minimum penalty faced by a student for:

- ▶ uttering a threat to inflict serious bodily harm;
- ▶ possession of illegal drugs;
- ▶ act of vandalism causing extensive damage to school property or property located on school premises.

In these instances, police will be involved, as required, and conditions to return to school will be specified in accordance with school board policies.

A student will be immediately suspended for:

- ▶ swearing at a teacher, or other person in authority;
- ▶ being in possession of alcohol;
- ▶ being under the influence of alcohol.
- ▶ possession of a weapon, including, but not limited to fire

