

KEDRON PUBLIC SCHOOL

CODE OF CONDUCT



**KEDRON
PUBLIC SCHOOL**

Principal: Greg Island
Acting Vice-Principal: John Workman
Secretary: C. McDowell

1935 Ritson Road North
Oshawa, Ontario L1K 0Z9

OUR MISSION STATEMENT

The Kedron staff is dedicated to guiding, encouraging and nurturing children to reach full potential in their social, emotional and academic development.

We believe in our school motto:
Together We Are Stronger

OSHAWA FAMILY OF SCHOOLS CODE OF CONDUCT

<p>YOU SHOW RESPECT FOR YOURSELF WHEN YOU keep yourself clean dress properly for school follow a healthy lifestyle resist negative peer pressure watch out for your own safety</p>	<p>YOU ARE RESPONSIBLE FOR understanding the dress code your own actions knowing and setting your own limits maintaining a positive attitude accepting the consequences of your actions</p>
<p>YOU SHOW RESPECT FOR OTHERS WHEN YOU accept individual differences honour personal space and privacy value others' opinions and beliefs contribute to a violence, harassment and bully-free environment play safely and fairly</p>	<p>YOU ARE RESPONSIBLE FOR knowing the school rules being respectful and considerate being polite to everyone resolving conflicts peacefully managing your own anger reporting strangers and trespassers to the office</p>
<p>YOU SHOW RESPECT FOR LEARNING WHEN YOU strive to do your best uphold the right of everyone, including yourself, to have an uninterrupted learning environment ask for help when you need it hand in only your own work</p>	<p>YOU ARE RESPONSIBLE FOR attending and being on time for all classes being prepared for class completing homework and handing in assignments on time participating in class activities managing your behaviour</p>
<p>YOU SHOW RESPECT FOR PROPERTY WHEN YOU take pride in our school and grounds keep the school and grounds free of litter and graffiti report vandalism, theft and stolen property</p>	<p>YOU ARE RESPONSIBLE FOR returning books and other school material treating school property and grounds with respect using computers and the internet properly eating only in designated areas</p>
<p>YOU SHOW RESPECT FOR LANGUAGE WHEN YOU speak politely and respectfully DO NOT swear, mock, harass, threaten, gossip, bully or use sexist or racist language</p>	<p>YOU ARE RESPONSIBLE FOR knowing what language is appropriate to a school setting your tone of voice understanding when joking and kidding go too far</p>

KEDRON PS STANDARDS OF BEHAVIOUR

Respect, Civility and Responsible Citizenship

All school members must:

- respect and comply with all applicable federal, provincial and municipal laws;
- demonstrate honesty and integrity;
- respect differences in people, their ideas and opinions;
- treat one another with dignity and respect at all times, and especially when there is disagreement;
- respect and treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability;
- respect the rights of others;
- show proper care and regard for school property and the property of others;
- take appropriate measures to help those in need;
- respect persons who are in a position of authority;
- respect the need of others to work in an environment of learning and teaching.

Physical Safety

All school members must:

- not be in possession of any weapon, including but not limited to firearms;

- not use any object to threaten or intimidate another person;
- not cause injury to any person with an object;
- not be in possession of, or under the influence of, or provide others with, alcohol or illegal drugs.
- not inflict or encourage others to inflict bodily harm on another person;
- seek staff assistance, if necessary, to resolve conflict peacefully.

GENERAL PROCEDURES

To ensure the safety, security, and learning environment of everyone at Kedron Public School, the following procedures have been established:

ATTENDANCE

Arrival:

- All students should arrive at school between 7:50 and 8:00 in the morning and between 11:40 and 11:45 in the afternoon.

Lates/Absences:

- If a student is going to be late or absent, parents are asked to contact the Safe Arrival Program prior to 8:00 a.m. and advise the school whether the child will be away in the morning, the afternoon, or all day. This helpful communication decreases the number of phone calls our secretary needs to make for our Safe Arrival program.
- If no phone call is received, the school secretary will attempt to contact the parents after attendance is taken. Calls will be made in the following order: home, mother's cell, father's cell, mother's business, father's business and emergency number. This is done to ensure the safety of all of our students. Please be sure to keep all numbers up to date.
- **Call the *Safe Arrival school line* at 1-844-350-2646 or register an account online at <http://ddsb.ca/Parents/SafeArrival> to notify the school of your child's absence.**
- Please provide a note with your child for their classroom teacher if your child is required to leave early for an appointment. Please report to the office when you are picking up your child for doctor's appointments, etc. We will be pleased to call your child out of class and at the same time, the office will be able to monitor attendance accurately.
- All late arrivals **must** report to the office for an Admittance Slip before they proceed to their classroom. This will eliminate unnecessary and worrisome calls to the parent(s). Students who have multiple unexcused lates will be required to make up the time missed.
- Should a student misses more than 15 school days, an administrator will contact the family to discuss the absence. If attendance continues to be a problem, a letter is sent to the family documenting the further missed dates and suggesting the assistance of an attendance counsellor. In a small number of cases, formal board procedures regarding attendance are instituted.

KISS & RIDE PROGRAM AND PARKING LOT SAFETY

Many of our Kedron families walk to school and we encourage this practice as it builds independence and physical health in our students. We recognize that some families have to drop off their children using vehicles. If you are driving, please consider the following to keep our children safe:

- If you are using the Kiss 'n Ride drop-off, do not leave your vehicle. A member of our Kiss 'n Ride team, will escort your child from the vehicle. Older children may exit the vehicle independently.
- After dropping off your child follow the loop around to exit the parking lot. If busses have arrived and are blocking the loop, please loop before the garbage bins. PLEASE REFRAIN FROM CUTTING THROUGH THE PARKING LOT TO HELP MAINTAIN THE SAFETY FOR ALL.
- If you wish to walk your child to the school yard, park your vehicle in a designated spot within our parking lot.
- Please exit through the loop slowly to ensure the safety of all students and staff
- If you are parked, please do not leave your car idling.

The primary purpose of Kiss & Ride is to ensure the safety of our children. It also provides an efficient and quick system for our students to arrive at and to leave school. Staff and student patrollers escort students to and from their vehicles. Junior and Senior Kindergarten students are escorted directly to and from the designated kindergarten yard enclosure by the patrollers.

The Kiss-and-Ride program is always in need of **volunteers**. If you can help either in the morning before school starts or after school, one or more days a week, please call the school at **905-728-2851**.

VISITORS

All visitors, **including parents**, picking up or dropping off students, are expected to report first to the office. A visitor pass will be issued if you need to visit your child's classroom. Educational concerns begin with a discussion with the classroom teacher and we request that appointments are booked directly with the teacher.

For the safety and security of our students, our school is equipped with a security system. The front doors will be locked for visitors from 8:15-10:45 am and 11:50-2:30 pm during the school week. When entering through the first set of doors during these times, please press the buzzer on the left wall (when entering the building). A camera is set up in the entrance with a monitor in the main office. Once communication has been established, the right door will unlock (with a clicking sound) and you may enter.

ENTRY/EXIT

Students are expected to enter and exit school through the doors which are assigned to their class/grade. The front doors are used for exit at dismissal times only by those students who are signed out by parents. In the interest of safety and due to their proximity to the parking lot, the doors by the office are not to be used by students unless dropped off after school has begun.

Parents and guardians (including older siblings) are asked to drop off or meet the students outside at the appropriate doors. Halls become very congested at dismissal time. Please wait at the designated area for the teacher to dismiss the students.

ELECTRONIC DEVICES

Personal electronic devices that are used inappropriately inside of schools during the normal school day are disruptive to the teaching and learning environment. The privacy and personal dignity of others could be violated by the inappropriate use of personal electronic devices to text message, social network, and/or share digital media. **The taking of photos, filming or recording, or the**

broadcasting of live audio and/or video, while at school or at a school related activity, is prohibited unless approved by the DDSB (or school), and/or where proper consents have been obtained, as may be appropriate. In addition, activities such as personal communication, game playing and social media use during class time will distract students from the teaching and learning unless it is part of the teachers' lesson design.

Unless deemed appropriate by the school administration for educational purposes, **if a student brings a personal electronic device to school, it should be off and out of sight unless permission is granted.** Personal electronic devices may be utilized off school property or in designated areas and during times assigned by the school. The Durham District School Board cannot assume the liability for stolen personal electronic devices.

DRESS CODE

The school dress code assists in the creation of a positive learning environment. Inappropriate dress distracts and diverts us from our primary purpose of learning. Administration will make final decisions regarding appropriate dress. Students will be given the option of obtaining clothes from home or wearing clothing provided by the school. The following guidelines will assist you in determining whether your child's clothes are appropriate for school.

- Students must not wear any type of clothing that serves to harass or intimidate others.
- Clothing must be free of inappropriate logos, slogans, phrases and pictures.
- All undergarments must be hidden from view. Translucent materials that show undergarments are not be worn.
- Shoulders should be covered.
- Cleavage, midriff and back must be covered.
- Appropriate length for bottom garments (at the discretion of administration).
- Head is uncovered (religious and cultural attire permitted).

BIKES, SKATEBOARDS, SCOOTERS, ETC...

Students may ride bicycles, scooters and skateboards to school. Once on school property they must walk their bikes to the racks and carry their scooters and skateboards. Bicycles should be locked. Students are to wear helmets for their personal safety. As with other valuable personal possessions, the school does not assume responsibility for damage or theft. **Roller blades and roller shoes are not permitted on school property.**

PETS

Dogs, unless used as service dogs, are not permitted on school property for health and safety reasons.

EMERGENCY PROCEDURES

From time to time the school is faced with emergency situations. Should such a situation arise, the procedure for closing the school and/or for early dismissal will be as follows:

Stormy Days: When it is necessary to dismiss students early from school, each student will be dismissed only when it is established that a parent or a designated emergency

contact is at home. If no contact can be made, the student will be kept at school under supervision of staff until picked up by a parent or guardian.

Illness or Injury: Students who are ill need to stay home until well enough to fully participate in school. If a student becomes ill at school, parents or the emergency contact will be contacted by office staff. Parents are notified immediately if a child has a serious accident at school. It is important that the school have current parent contact information.

Telephone Use: The telephone is an important tool in our school, with many incoming and outgoing calls. Students may use the school phones only with permission from school personnel. Students are encouraged to plan their schedules with parents and friends in advance. Should those plans change and should it become necessary to use the telephone, permission may be granted by the teacher or administration.

SCHOOL LOCKDOWN & FIRE DRILLS

The safety of staff and students is of paramount importance. In the event of a police emergency in the community or an intruder in the school, staff will follow the procedures for hold and secure or full lockdown. The first lockdown practice will occur in September and applicable procedures will be rehearsed periodically through whole-school drills. Fire drills are completed on a regular basis throughout the school year.

LUNCHTIME EXPECTATIONS

- students are expected to sit at their assigned seat or location and to eat their lunch in a quiet and respectful manner
- students are to remain in their seats unless they have permission to get up
- students are to have a quiet activity available at their desks to use once they have finished eating and before it is time for dismissal
- students are to clean up their lunch area before they are dismissed for recess
- students are to use the recycling bins provided and follow the “Boomerang Lunch” procedures
- students are expected to follow the directions of lunchroom supervisors

Students who experience difficulty with meeting the expectations will receive reminders, positive reinforcement and opportunities to correct their behaviour. However, repeated inappropriate behaviour during lunch time may result in the suspension of lunch privileges at school for a period of time to be determined by administration.

Primary and Junior students who wish to leave school property during the lunch hour must have a note from their parents giving permission to do so. Once any student leaves school property during the lunch hour, they should not return to school until 11:40 when adequate supervision is available.

*****ALL SCHOOLS WITHIN THE DDSB ARE CONSIDERED “ALLERGY AWARE” AND “ALLERGY SAFE” AND CANNOT GUARANTEE A 100% ALLERGEN FREE SCHOOL ENVIRONMENT. WITH THAT IN MIND, WE ASK THAT STUDENTS COME TO SCHOOL WITH NUT-FREE SNACKS AND LUNCHESES, AND TO REFRAIN FROM BRINGING IN SOY BEAN BUTTER (EG. “WOW” SOY BUTTER) AS IT IS DIFFICULT TO DISTINGUISH IT FROM REAL PEANUT BUTTER.**

SCHOOL PROPERTY

Students have a responsibility to appropriately maintain all facilities, texts, books, technology and equipment provided by the Durham District School Board. If it is determined that a student is negligent and loses or damages materials, it will be his/her responsibility to replace or repair the item.

EXCURSIONS - OUT OF CLASSROOM PROGRAMS

An Out of Classroom Program is any school sponsored and supervised activity beyond the "home school" property. Parental permission forms must be signed for all out of class programs. The purpose is to inform you of the nature of the program and to seek your support and permission for your child to participate. Prior to the visit, there will be classroom time devoted to establishing safety procedures. If your child has, or has had, any previous or current health problems which might affect his/her comfort or safety, please contact your child's teacher to discuss it. Any activities involving athletics require completion of the appropriate forms including the child's Health Card Number.

Students are expected to maintain the same standards of behaviour as required at school when they are on buses, field trips or other school sponsored events.

PHYSICAL EDUCATION

To get the most benefit from these classes, students need to be dressed appropriately. All students are expected to wear non-marking running shoes, and we encourage students in grades 4 to 8 to change clothes for gym class. Younger students should always be dressed comfortably for school and phys-ed and wear a loose, comfortable top and gym shorts or track pants.

USE OF THE INTERNET

Internet access is provided to students for educational purposes. Students and parents are expected to read and sign the "Acceptable and Safe Use Policy" before students will be allowed to access the computer. Inappropriate use of the computer, including the internet, will result in a suspension of privileges.

STUDENT LOCKER USAGE

The locker is the property of the Durham District School Board, and is not the property of the student. Lockers must only be used to store school related materials and authorized personal items. Students are responsible for the contents of their lockers. Lockers are to be treated with respect, and the inside of the locker must be kept free of inappropriate graffiti, postings or pictures. Illegal or unsafe items stored in lockers may lead to school consequences based on Bias-Free Progressive Discipline.

Administration have the authority, with reasonable suspicion, to search personal property and lockers. The right to search allows school administration to provide a safe and secure learning environment. Principals have the right to seize contraband material. Illegal contraband will be held by an Administrator for evidence in disciplinary proceedings, and will be turned over to a police officer.