



# ARDAGH BLUFFS P. S.

## Code of Conduct 2016-2017

(also refer to the Student agenda for SCDSB Code of Behaviour)



### **ATTENDANCE/ LATES/ ABSENTEEISM**

**Expected Behaviour:** Pupils shall attend classes punctually and regularly. If for any reason you should arrive late for class, you shall report to the office before going to your classroom (sign in). Absenteeism requires a written explanation (dated and signed by parent/guardian) **OR** a call to our Safe Arrival line. Telephone calls may be made home to verify absences. Parents should plan family vacations at time of scheduled holidays. If parents are taking students out of school for vacations they are expected to discuss this with the teacher ahead of time. Parents **MUST** provide a written note to the office for absences of three days or more (illness or vacation).

**Reason for Expected Behaviour:** Regular attendance and punctuality are very important for a student's progress in being successful academically. Punctuality is a form of courtesy towards your teachers and your classmates. If you are late, you disrupt your class when you enter. In order for you to achieve your maximum potential, regular attendance is essential. Our lessons are not always transportable (from a textbook) thus making it difficult to provide meaningful homework or the ability to get caught up. Students are expected to find out what they missed upon their return. **Consequences of Misbehavior:** On some occasions lateness and absences are unavoidable. Lateness will be monitored by the classroom teacher and contact will be made with parent. Continued lates will be investigated by the principal/vice-principal. Repeated lates may require the student to make up the accumulated time on his/her break. Significant absences will also be reported to the SCDSB Attendance Counsellor for further investigation.

### **PERSONAL APPEARANCE**

**Expected Behaviour:** Students are expected to have an understanding of the importance of dressing in a way that is respectful of the learning environment. A respectful learning environment includes clothing that does not bear content (either image or text) that:

1. is discriminatory toward an individual or group based on ancestry, culture, ethnicity, gender, gender identity, language, physical and intellectual ability, race, religion, sex, sexual orientation, or socioeconomic status;
2. promotes alcohol and/or substance use/abuse;
3. is violent, profane or sexually suggestive; or that
4. negatively affects the school's learning and teaching environment (at the discretion of the principal)

A respectful learning environment means: uninterrupted line of clothing covering body to mid-thigh, appropriate necklines, straps and clothing that completely covers all underwear garments. All hats are to be removed in building. **Reason for Expected Behaviour:** We strive to be consistent, regardless of gender and/or gender identity/expression. We respect that students may choose to express themselves through their clothing choices at school. Students must remain mindful of a positive and respectful learning environment and make these choices accordingly. **Consequences of Misbehaviour:** If you wear inappropriate clothing you will be asked to cover up or put on something more appropriate.

### **RESPECT FOR OTHERS**

**Expected Behaviour:** You are expected to treat one another with dignity and respect at all times, and especially when there is disagreement. Fighting, pushing, shoving, tripping, kicking, biting, rough play and inappropriate language are not acceptable student behaviours. Respect and treat others fairly (MUTUAL RESPECT) regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender identity, sexual orientation, age or disability. You are expected to promote our character traits in all you choose to do. Bullying behaviours will not be tolerated. **Reason for Expected Behaviour:** Getting along with others is a very important skill in making your way in today's world. "Rough" behaviour may hurt someone's feelings or physically injure them. **Consequences of Misbehaviour:** Disrespect or inappropriate behaviour may result in an immediate consequence such as a pink slip or the completion of a problem solving form. Serious infractions will lead to further consequences, contact with your parent and a possible suspension.

### **COMPUTER/TECHNOLOGY USE**

**Expected Behaviour:** It is expected that all students follow the procedures and rules regarding the appropriate use of the computer and information technology facilities and resources. **All forms of inappropriate posting, on-line violence, harassment, threats or bullying directed at students or school staff are strictly prohibited whether they are initiated on school, or home devices. At school, students must have permission to post.** Students will be encouraged to **BYOD – bring your own device**. With that said, there is enormous amount of responsibility when using your own device at school.

**Digital citizenship:** Students are going to live and work in a world where people use their devices 24/7 so they need to learn to use technology effectively and respectfully. Digital responsibility is an important part of what we help students learn in school, and appropriate use will continue to be an expectation in student's daily life. Below are important aspects to remember.

**1. Digital Access:** Through Board and School funding all students have access to a variety of digital tools (ipads, laptops, ipods, chromebooks, etc.) and will therefore, become productive and responsible citizens in its use.

**2. Digital Communication:** The expanding digital communication options have changed everything. Now everyone has the opportunity to communicate and collaborate with anyone from anywhere and anytime. We continue to teach students how to make appropriate decisions when faced with these options. It is important that everyone recognize the internet is a public forum and **what goes online, stays online and may never be fully erased.**

**3. Digital Literacy:** Learners must be taught how to learn in a digital society. In other words, learners must be taught to learn anything, anytime, anywhere.

**4. Digital Etiquette:** We recognize inappropriate behavior when we see it or when it is reported. Students are continually taught digital etiquette (i.e., appropriate conduct, posting, videoing, photos). Students must become responsible digital citizens. **We strive to have students understand what the etiquette is and to follow through by using it.** To ensure students stay safe on the Internet, **students must never:**

- give out personal information such as their address, telephone number, age, school name
- agree to meet with someone they meet online
- respond in any form to messages which make them uncomfortable or are deemed inappropriate according to the school's Code of Conduct
- share their personal student network login and password with anyone other than a parent/guardian
- use other individual's accounts
- take and/or post photos, videos or images of an individual/group unless consent from the individual(s) (over 18) or parental consent (for those under the age of 18) has been obtained.

#### **ACCEPTABLE/SAFE USE:**

- Student will use the computing and technology facilities as instructed by teachers and with their permission.
- Student should not be using the computing and technology facilities for recreational purposes (online games, etc.)
- Student will never use the computing and technology facilities for illegal purposes, to download and/or sell materials, which are owned by someone else.
- **Student must keep login password secret.**
- Student will never give out personal information about self or others on the Internet, only use first name when using the Internet
- **Students must:** be polite, only use language that is acceptable, send messages that contain words or information that he/she would write and share with teacher or that would be written to principal or parents

#### **INAPPROPRIATE USES:**

Students **shall never:**

- attempt to gain unauthorized access (e.g. hacking) into any computer system.
- share passwords, except as may be required by staff for maintenance and support purposes.
- login to anyone else's account, or access the personal data of others.
- deliberately attempt to disrupt the computer system performance or to destroy data by spreading computer viruses or by using other means.
- share information that, if acted upon, could cause damage or danger of disruption to the system or bring about harm to others.
- access, store or distribute material that is profane or obscene (including pornography), that advocate illegal or dangerous acts, or that advocate violence or discrimination towards other people (hate literature).
- use ICT to record or photograph other students or staff unless authorized by school teaching or administrative staff prior to any recordings being made. Persons being recorded must be made aware of the recording and the intended purposes. Such equipment includes board and personally-owned devices (such as but not limited to: cell phones, smart phones, iPods, iPads, computers, cameras, video-recorders, etc.) or any other technological equipment that allows for recordings to be made of visual images and/or sounds. This is to respect the privacy and ensure the safety of all students and staff.

**Students should not expect that online work is private.** Staff may access student digital media work spaces for assessment and support purposes, to maintain system integrity and to ensure that students are using the system

responsibly and safely. A search may be conducted if there is reasonable cause to suspect that a student has violated the law, or the Code of Conduct.

The decision to allow a student to bring a personally-owned device to school rests with the parent and the student. The board and your child's school will not be responsible for devices that are lost, stolen or damaged in any manner. Students are responsible for connecting their own devices to the network. Personal devices are only to be connected to the wireless guest networks and are not to be plugged into any SCDSB networks using an Ethernet cable. Any violation of this agreement may result in confiscation of personally-owned equipment and appropriate discipline. Confiscated equipment may be returned to the parent/legal guardian or in the event of suspected illegal or inappropriate activity, may be forwarded to the appropriate law enforcement agency.

**Reason for Expected Behaviour:** The SCDSB is pleased to provide students with access to a variety of computing and information technology facilities and resources. These facilities and resources are provided for educational purposes, not for public access. They will help students to achieve their learning outcomes. Procedures and rules regarding the use must be followed to ensure the safety and respect of students and equipment. **Consequences of Misbehaviour:** Students not following the procedures and rules as outlined by the board and/or teachers may have computer privileges taken away permanently or for an indefinite length of time depending on the situation (Personal Safety, Illegal Activities, System Security, Respect of Privacy, Inappropriate Language, Plagiarism, and Inappropriate Access to Material). Students will have to meet with the teacher and/or principal to review the incident, parent/guardian will be notified, loss of access to individual account may occur or student may face further disciplinary consequences such as suspension. Personal device used may be taken until a parent is able to pick up.

### **STUDENT MOVEMENT**

**Expected Behaviour:** When arriving on school property, you must hold on to skateboards, and walk bikes/scooters onto yard. Helmets should be worn when riding these modes of transportation. Be prepared to lock your bike/scooter up on fence. In school, you are expected to **walk** quietly in the halls. At nutrition breaks you shall remain in your classroom in your seat for the duration of the eating time. If leaving school property at the **second Nutrition Break**, you must have written permission to do so by a parent/guardian. You are expected to return by the bell. **Reason for Expected Behaviour:** These guidelines are necessary to ensure that all students are being safe. **Consequences of Misbehaviour:** If you are behaving inappropriately in any general area of the school, you will be reminded of the expected behaviour. Repeated offences will result in a pink slip, problem solving sheet and/or loss of break. Students not returning to school on time from lunch will lose this privilege.

### **EXTRA-CURRICULAR ACTIVITIES**

**Expected Behaviour:** On school buses, at extra-curricular activities or on field trips, all relevant school rules, Board and school code of conduct applies. Students must have proper insurance to participate in any of these events. **Reason for Expected Behaviour:** You must remember that on these activities you represent your school, your teacher, yourself and your family. Don't let your misbehaviour ruin the opportunity for others or future activities for yourself. Always let others know that you are proud to be a student at **Ardagh Bluffs**. **Consequences of Misbehaviour:** Appropriate disciplinary action will be taken by the supervising staff member. A serious offense will result in your removal from the field trip, event or team and may include immediate return to school. Further action may be taken upon your return to school.

### **ILLEGAL SUBSTANCES AND WEAPONS**

**Expected Behaviour:** Tobacco, alcohol, drugs, noxious substances and drug paraphernalia (including lighters/matches,e-cigarettes) or the sale of these items will not be permitted on school property. This includes erosols of any type. As well, weapons or any such objects that can be construed as weapons are not permitted. **Reason for Expected Behaviour:** In your formative years we want to help you develop a good self-esteem and a healthy lifestyle. The law forbids you to use these items for your own protection. The safety of our students is foremost in our concern for appropriate student behaviour. **Consequences of Misbehaviour:** If you use or possess any of these items, your parent and the proper authorities will be immediately notified to investigate the incident and this may result in suspension.

**Student Searches:** Desks are the property of the board and are on loan to students. In keeping with their duties under the Education Act to maintain order, discipline and safe schools, the Principal who has reasonable grounds to do so, may search student desks or backpacks.

## **BUS REGULATIONS/AFTER-SCHOOL ARRANGEMENTS**

**Expected Behaviour** All students will be safe while riding the school bus. The driver has full charge of the bus and students must respect and abide by his/her instructions. Every student is responsible for personal behaviour. The school must be notified in writing of any requested change in student's after-school travel arrangements. Students will not be allowed to make changes in transportation without written permission from their parents. Changes in bus stops can only be arranged on an **emergency** basis or by applying through the school to the Transportation Consortium. For reasons of **safety** and **insurance** our Board does **NOT** permit students to ride buses other than their regularly assigned bus. **Situations involving sleepovers, music lessons, playing at a friend's house, or working on projects, etc. do NOT qualify as emergencies.** Students who do not regularly use transportation are not permitted to ride the bus. Students are not to be bringing oversized items on the bus.

### **Some General School Bus Rules:**

1. Be at stop at least five minutes ahead of scheduled pick up time and never stand in the street or highway while waiting for the school bus.
2. Pupils shall be picked up and discharged only at bus stops approved by the Board Transportation Consortium.
3. Obey the driver promptly and avoid any unnecessary conversation with him/her while the bus is in motion. Students must obey the driver at all times.
4. Do not cross the road behind the bus. Crossings are to be in front of the bus, not nearer than 3 meters and only after looking in both directions and **being waved on by driver.**
5. Occupy seats assigned by the driver. Keep legs and bags clear of aisle. Face forward at all times.
6. Do not throw anything out of the windows or extend any body parts through openings.
7. Eating or drinking is not permitted on a school bus.
8. Be courteous/respectful to the driver/ passengers. Rough/boisterous conduct will not be permitted on bus.
9. Willful damage on the bus must be paid for by the offender.

***STUDENTS in KINDERGARTEN –GRADE 2 must be met by a parent or provide a written note outlining who has permission to pick up their child. Identification must be shown to the bus driver.***

### **Regulations For Transporting Equipment on School Buses:**

1. While transporting unsafe objects they must be in a bag. The carry-on bag must be small enough to remain on the student's lap in transit.
2. Items not allowed to be carried onto the bus are: skis, snowboards, hockey sticks, large musical instruments, (or similar objects), skateboards, and pets.

**Reason for Expected Behaviour:** The safety of our students is foremost in our concern for appropriate student behaviour. Our buses are usually full and have no extra room. **Consequences of Misbehaviour:** Any infringement of the School Bus Rules will be reported to the Principal by the driver (pink slip) and may result in disciplinary action by the school and possible loss of transportation privileges for a given period of time.