



Code of Conduct

**Be Kind. Be Respectful.
Be Nice.**



KAWARTHA HEIGHTS PUBLIC SCHOOL CODE OF CONDUCT

1. Students must be allowed to learn.
2. Teachers must be allowed to teach.
3. Physical, verbal (oral or written), sexual or psychological abuse, bullying, or discrimination on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status, or handicap (Human Rights Code, R.S.O. 1990, c. H.19, s.1.) is not permitted.
4. Damage to property in the school environment (including school grounds, school buses, or school excursions) is not permitted.
5. Dress code appropriate to the tone of the school.

SCHOOL CODE OF CONDUCT

The Ministry of Education requires that all schools develop a code of conduct which communicates the standards of behaviour to all the members of the school community the types of behaviour expected from them. Members of the school community include: students, staff, parent(s)/guardian(s) and others such as visitors and volunteers.

Codes of Conduct must be reviewed at least every three years. School principals must consult with students, staff, the School Council and the superintendent in this review. School Codes of Conduct must be consistent with the provincial code and aligned with Board Policy No. ES-1.1, Safe, Caring and Restorative Schools and this Administrative Regulation. The Board recognizes that all students, parent(s)/guardian(s), teachers, and staff have the right to be safe, and feel safe in their school community.

This school Code of Conduct has been developed in accordance with guiding principles of the Safe, Caring and Restorative Schools Policy and the Ontario Code of Conduct to create a common philosophy & understanding upon which safe learning & working environments can be maintained for all school community members. It is applicable to students while at school or engaged in a school related activity or in other circumstances where engaging in the activity has an impact on the school climate.

SCHOOL CODE OF CONDUCT RESPONSIBILITIES

To uphold the right of all school members to access a safe school community, there are a number of responsibilities for which all school members must be accountable to ensure a safe and/or positive learning environment.

Every member of the school community has the responsibility to:

- contribute to make the school environment safe and conducive to learning/working, free from discrimination, physical and/or psychological abuse;
- be a partner in the school community and to work cooperatively with each other; and
- model appropriate behaviour and to support the Code of Conduct by upholding the standards of behaviour.

Each student has the additional responsibility to:

- exercise self-discipline, follow established rules and accept responsibility for their actions based on age and individual ability;
- come to school prepared, on time and ready to learn;
- show respect for themselves, for others and for those in authority;
- refrain from bringing anything to school that may compromise the safety of others.
- use personal mobile devices during instructional time **only** under the following circumstances:
 - for educational purposes, as directed by an educator
 - for health and medical purposes, as directed by a doctor
 - to support special education needs, as directed by an educator

Parent(s)/guardians(s) has/have the additional responsibility to:

- attend to their child's physical and emotional well-being;
- show an active interest in their child's school work and progress;
- communicate regularly with the school;
- help their child be neat, clean, appropriately dressed, and prepared for school;
- ensure that their child attends school regularly and on time;
- promptly report to the school their child's absence or late arrival;
- become familiar with the Code of Conduct and school rules;
- encourage and assist their child in following the rules of behaviour;
- assist school staff in dealing with disciplinary issues.

STANDARDS OF BEHAVIOUR

Consequences for Unacceptable Behaviour:

Consequences shall be appropriate to the individual, related to the circumstances and/or actions & progressive when appropriate.

Consequences may include the following:

- restorative practice;
- warnings;
- skill building
- time-outs or time-owed;
- restricted privileges;
- restitution (eg., financial, community service);
- suspension;
- expulsion

These **progressive disciplinary** measures will be imposed to improve behaviour and support a

positive school climate. The Provincial Code of Conduct clearly states which infractions are punishable by suspension and/or expulsion. Students are informed of expectations.

In accordance with provincial directives, parent(s)/guardian(s) and pupils are advised that **the following infractions will result in a suspension and will be considered for expulsion:**

- the pupil commits one or more of the following infractions while at school or engaged in a school-related activity:
 - possessing a weapon including a firearm
 - using a weapon to cause or to threaten bodily harm to another person
 - committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner
 - committing sexual assault
 - trafficking in weapons or in restricted drugs
 - committing robbery
 - giving alcohol to a minor.

In accordance with provincial directives, parent(s)/guardian(s) and pupils are advised that **the following additional infractions may result in a suspension and may be considered for expulsion:**

- the pupil commits an infraction in the school community, and the infraction has an adverse effect on the school;
 - pupil's pattern of behavior is so refractory that pupil's presence is injurious to effective learning environment of others;
 - the pupil has engaged in activities that:
 - cause the pupil's presence in the school to be injurious to the physical or emotional well-being of other pupils or persons in the school, and/or
 - cause extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school; and
 - the pupil demonstrated, through a pattern of behaviour that the pupil has not prospered by the instruction available, and that the pupil is persistently resistant to making the changes in behaviour which would enable the pupil to prosper.

In accordance with directives, parents/guardians and pupils are advised that **the following infractions may result in a suspension:**

- uttering a threat to inflict serious bodily harm on another person,
- possessing alcohol or restricted drugs,
- being under the influence of alcohol,
- swearing at a teacher or at another person in a position of authority, and/or
- committing an act of vandalism that causes extensive damage to school property at the pupil's school or property located on the premises of the pupil's school.

In addition, the Kawartha Pine Ridge District School Board will also consider a suspension for the following infractions:

- persistent opposition to authority,
- habitual neglect of duty,
- the willful destruction of school or Board property, the use of profane or improper language and conduct injurious to moral tone of the school or to the physical or emotional well-being of self or others in the school.

NOTE: *The principal, or designate, may also apply these rules to a pupil when the pupil's conduct outside the school environment negatively impacts on the school.*

SCHOOL CODE OF CONDUCT PROCEDURES

Dress Code

“Dress in a manner that is appropriate to school activities with regard to exposure, cleanliness, and message,” *KPR Code of Behaviour*.

Kawartha Pine Ridge DSB Code of Behaviour School is ‘a place of business’ for students and staff, and expectations regarding appropriate dress apply to everyone. From time to time, as fashion changes, the school principal may work with students to develop an understanding of ‘appropriate’ with regard to specific clothing.

Staff and students are expected to dress in a neat, clean and inoffensive manner. Indoor footwear is required for hygiene, safety and emergencies. Proper running shoes must be worn in the school’s gymnasium.

Guidelines

- Shirts, dresses, etc. must have opaque fabric on the front to cover chest and on the sides, under the arms
- Clothing must cover undergarments
- Shirt length must be an appropriate length that is appropriate to school activities
- Shorts, pants, skirts, dress, etc. must be an appropriate length that is appropriate to school activities
- Clothing with suggestive or offensive slogans or drawings is prohibited
- Clothing must be suitable for scheduled activities-students must follow the direction of teachers concerning safe attire

Absences and Lates

Student absence is reported to the office each morning and afternoon, and phone calls home are made to verify a student’s absence. If your child will be late or absent, call the 24 hour Safe Arrival line (**1-844-434-8119**). If you have created your account on studentabsence.kprdsb.ca you can report the absence on the website or use the **SchoolMessenger** mobile app. Habitual absenteeism or lateness is brought to the attention of the Principal at which time an attendance counsellor will be assigned to support the family.

School Supplies

Consumable supplies such as pencils, pens, erasers, etc. will be supplied in September. Students may

also wish to bring some of their own consumables. Textbooks and library books will be loaned to you free of charge, as long as you treat them with care. If you lose or damage a book, you will be asked to pay for it. If a book is damaged by an unavoidable accident, notify your teacher immediately.

Shoes

A pair of shoes is to be kept at school to be worn inside. Heelys, or any shoe with rollers, are not permitted inside or outside. Running shoes can double as gym shoes. Not only does this help keep the school clean, but also it is essential in case of fire drills or real emergencies.

Lost And Found

Found items are kept in the lost and found box. Once a month, during the last full week of the month, the lost and found items will be spread out for inspection by students. Any items remaining at the end of the month will be sent to a local charity.

School Newsletter

A school newsletter will be published to focus on school wide items of importance. Reports from school council will also be communicated. The monthly newsletter will be available on the school website, shared on Edsby and emailed.

School Phones

Phones are for emergency use only. Students must have the permission of the office staff prior to using the office phone. The office phones are not for arranging social outings after school hours.

Dogs on School Property

In order to ensure that the school environment is safe and healthy for all, we are requesting that dogs (unless they are a 'working dog') not be brought to school, even if on a leash. We have students and staff who have allergies and some for whom contact with dogs creates anxiety.

Fire Drills

Fire drill routes are posted in each classroom. Students can expect to participate in at least 6 fire drills over the course of the year. Some of these drills are conducted by the fire department and can occur at any time. These fire drills simulate conditions we could expect during a real fire or emergency. Therefore, indoor shoes are very important as these drills can occur in any weather conditions.

Lockdowns, Hold and Secure Drills

Lockdowns and Hold and Secure drills will be communicated to the parent community and practiced during the year.

Daily School Routines

a) Student Safety - Coming to school and going home demands safety. Children who have to cross streets should do so at the crosswalks. Remember, the crossing guard is there to protect you. Our safety patrollers work hard to assist our students.

b) Pick Up/Drop Off - Please ensure that you have consistent pick-up and drop-off procedures and that students should report back to the office if no one is there to meet them after school. The school day

ends at 3:20 and it is expected that all students are picked up promptly.

c) Bikes, Skateboards, Scooters, etc - If you bring your bicycle to school, you should realize that we cannot watch it during the day. When you leave it on the rack, you do so at your own risk. Remember, a lock can prevent the loss of your bicycle. A good cyclist, like a good motorist, takes no risks. Always walk your bicycle on school grounds and follow traffic laws when you are on the road. Remember, by law you must wear a bicycle helmet.

Skateboards, inline skates, scooters, etc. are not allowed to be used on school property. If you bring this equipment to school, you must store it in the classroom.

School Council

The School Council is an elected board composed of parents, school staff and community members. Elections take place in the fall. School Council meetings are open to everyone. We hope to see you there.

Visitor/Volunteer Protocol and Volunteer Policy

Parents, guardians, visitors and volunteers are always welcome in the school. During the instructional day, individuals can only gain entry to the school through the main door security system. Signs are posted directing visitors to begin their visit at the office, to sign in and to pick up a visitor / volunteer badge.

Police Record Checks with Vulnerable Sector Screening will be required on an annual basis for all volunteers who are in direct and regular contact with students or where they are responsible for children (i.e., direct classroom volunteers or care of children on an outing- especially supervising students during washroom breaks or in change rooms). Volunteers will need to pick up a letter signed by our Principal to present to the police department.

Medical Needs

If your child needs to take medication at school, please inform your child's teacher and the school office. An 'Administration of Medication' form will have to be completed. These forms are available at the office. All medication is stored in a secure location. Administration logs are completed daily.

We have many children and staff at our school with life threatening allergies or medical conditions. In order for our school staff to respond properly in case of a medical emergency, an individualized 'Plan of Care' will have to be developed for each identified student. If your child has any life threatening allergies or medical conditions, please contact your child's teacher and the school office.

Due to many students, staff and volunteers having scent sensitivity, we would ask that individuals keep our school a Scent Safe Zone. This means that all students, staff and visitors do not wear perfume, cologne, oils, or any other fragrance.

Student Transportation

a) Company and Route Information

Please make every effort to post the necessary information in a prominent place in your home.

b) Bus Safety

All students using the School Transportation System are responsible to their Principal through the Bus Operator for their Conduct on the bus.

1. Students must abide by the Bus Operator's instructions.
2. Students must take their assigned seats on the bus and remain seated throughout the trip.
3. Aisles must be kept clear at all times. Students must keep books, lunch boxes and other bulky items under the bus seat. Permission must be obtained, in advance, from the driver, if it is necessary for students to bring larger items on the bus (e.g. projects or sporting equipment).
4. Students must not drink or eat, chew gum, litter, smoke, drink alcohol or use non-medical drugs on a school bus.
5. Students must not throw objects at, on, or from the school bus.

Missed Bus

If your child should miss an afternoon bus, he/she is to report to the office. The secretary will contact you immediately to make arrangements for pick-up.

Kindergarten Drop off

Please remember that the bus companies will bring Kindergarten children back to school if there is no adult to meet them at their assigned stop.

RIDING ON A SCHOOL BUS IS A PRIVILEGE, NOT A RIGHT.

Personal Electronic Devices (Peds)

Personal Electronic Devices include, but are not limited to laptops, netbooks, tablets, cellular phones, smartphones, portable audio players/recorders (iPods, MP3 players), handheld game consoles, photo and/or audio devices (cameras, camcorders).

As per Board Policy, the Board expects that students, staff, parents, visitors and volunteers (including teaching and support staff) will:

1. Power-off and store all PEDs during the school day, between 9:00 a.m. and 3:20 p.m., which includes during instructional time, tests, quizzes, evaluations and examinations, regularly scheduled classes, assemblies, and other school-related activities (i.e. school trips) unless they are being used for educational purposes as directed by staff.
2. PEDs cannot be used, at any time, in washrooms and change rooms. They remain in bags and turned off.
3. School staff may authorize the use of PEDs on an as-needed basis. However, students using the PEDs must be supervised by the authorizing staff member.

**** If you need to communicate with your child call the school and the message will be delivered ****

Consequences for inappropriate or prohibited use of PEDs will follow the progressive discipline guidelines, Ontario Safe and Caring Schools Legislation and Board Policy. Consequences may include:

1. Staff directing students to turn in their PED to the school Principal or designate.
2. A student's privilege to have a PED at school may be prohibited.
3. If the infraction is of the criminal nature, it may be necessary for the student's PED to be confiscated and turned over to the police in accordance with Board/police protocols and current legislation.

Search and Seizure

In alignment with our *Police/School Board Protocol*, school authorities have the right to search student school and personal property (such as, but not limited to; lockers, desks, purses, backpacks, pockets etc.) without permission and without prior notice. This would normally only occur when the person in authority felt there were reasonable grounds for suspicion that the student had something in their possession that was either stolen or posed a possible risk of harm to others at the school (example; drugs, a weapon etc.) Police may be contacted if the search reveals such an item.

STRATEGIES TO PROMOTE POSITIVE STUDENT BEHAVIOUR

Prevention Strategies

Schools in the KPR Board promote academic excellence through the character attributes of respect, responsibility, honesty, integrity, empathy, fairness, initiative, perseverance, courage and optimism, to enable all students to reach their full potential. Schools also use restorative practice, an approach that manages conflict by repairing harm and strengthening relationships. It holds the individuals causing harm accountable for their actions, and it allows everyone – the person harmed, the person causing harm and others affected – to express the harm that was caused and any resulting needs. Restorative practice allows reparation (“making it right”), healing and reintegration, while preventing future harm. It may include responses ranging from informal conversations or meetings, to formal restorative conferences.

In addition, the Board’s Code of Conduct sets clear standards of behaviour that are firm and fair. These standards apply to everyone in the school system – students, parents, guardians, volunteers, employees – whether on school property, on school buses, at school-related events or activities, or in other circumstances that could affect school climate. **Prevention strategies** are designed to:

- establish a positive school climate
- maintain effective classroom management and discipline
- encourage, reinforce and reward positive behaviour
- promote social skills development
- provide information regarding anger management programs
- use peer counselling and conflict resolution
- use effective, respectful home-school communication.

Supportive Intervention Strategies use:

- “teachable moments” (using a current situation or news story to teach students a valuable skill or lesson)
- verbal reminders, redirection and reinforcement
- interviews, discussion and active listening
- offering positive choices to support positive behaviour/citizenship
- problem solving techniques including restorative practices
- contracts for expected behaviour
- appropriate outside agency support
- school/Board/community resources
- understanding of individual and group interactions and power imbalances within society
- learning and information-sharing to better understand people and situations.

The KPR school board also has a Community Threat Assessment Protocol (CTAP) in place with many local agencies and police services. When student behaviours pose a potential threat to safety or risk of serious harm, the CTAP helps principals take immediate steps to protect student well-being and respond to threatening incidents. Please speak with the principal for further information on this protocol.

CONSEQUENCES FOR UNACCEPTABLE BEHAVIOUR

Consequences for unacceptable behaviour are appropriate to the individual, circumstances and actions. Schools use progressive discipline, with a range of responses, supports and restorative practices that promote positive behaviour and inclusive school cultures. Consequences are firm, fair, clear and appropriate to the student's age and development. They include learning opportunities, to reinforce positive behaviours and help students make good choices. For students with special education needs, consequences and supports are consistent with the student's Individual Education Plan (IEP). The Board, principals and vice-principals consider all mitigating and other factors, as required by legislation. Progressive discipline and restorative approaches are outlined in detail in the Safe, Caring and Restorative Schools Manual for administrators.

Consequences may include one or more of the following:

- warnings
- time-outs
- time-owed
- restricted privileges
- apology
- restitution (e.g., paying for damage, doing community service)
- suspension
- expulsion

The Principal, or their designate, will consider suspending a student if they believe that the pupil has participated in any of the following infractions:

- Uttering a threat to inflict serious bodily harm on another person.
- Possessing alcohol or illegal drugs.
- Being under the influence of alcohol.
- Swearing at a teacher or at another person in a position of authority.
- Committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school.
- Bullying
- Persistent opposition to authority.
- Habitual neglect of duty.
- The willful destruction of school or Board property.
- The use of profane or improper language.
- Conduct injurious to the moral tone of the school or to the physical or emotional well-being of self or others in the school.
- Being involved in a physical altercation.
- Inappropriate physical contact.
- Failing to complete medical immunizations as required by the Public Health Department.

As required by law, a student **shall be suspended and considered for expulsion** on the following grounds:

- Possessing a weapon, including possessing a firearm.
- Using a weapon to cause or to threaten bodily harm to another person.
- Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner.
- Committing sexual assault.
- Trafficking in weapons or in illegal drugs.
- Committing robbery.
- Giving alcohol to a minor.
- Bullying, if:
 - the pupil has previously been suspended for engaging in bullying, and
 - the pupil's continued presence in the school creates an unacceptable risk to the safety of another person.

- Any incident including bullying, that is motivated by bias, prejudice or hate based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, gender identity, gender expression, or any similar factor (e.g. socio-economic status, appearance).

In accordance with provincial directives, a student **may be suspended, and expulsion may be considered**, if:

- the pupil commits an infraction in the school community, which has an adverse effect on the school
- the pupil's pattern of behaviour is so "refractory" (unmanageable) that the pupil's presence is harmful to the learning environment
- the pupil has taken part in activities that:
- cause the pupil's presence to be harmful to the physical or emotional well-being of others in the school
- cause extensive damage to property at the school or to property located on the premises of the pupil's school
- the pupil's pattern of behaviour has shown the pupil has not prospered by the instruction available, and the pupil persistently resists changing their behaviour.

Where illegal activities – including those noted above – take place, schools also involve their local police service. The School Board – Police Protocol guides police involvement in schools.



Be Kind. Be Respectful. Be Nice.
Take ownership, learn, and move on in a positive way.