

GLYNN A. GREEN CODE OF CONDUCT

Glynn A. Green Mission Statement: The Glynn A. Green community is committed to excellence, working together to create a safe, respectful learning environment where all students can develop academic, social, emotional and physical skills needed to achieve one's full potential.

We, at the District School Board of Niagara believe every child has:

- the right to learn
- the right to be safe
- the right to be respected

RATIONALE

To this end, a school is a place that promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment.

All students, parents, teachers and staff have the right to be safe, and feel safe, in their school community. Every student has the right to an education without disruption and a corresponding responsibility not to deny this right to any other student. With this right also comes the responsibility to be law-abiding citizens, and to be accountable for actions that put at risk the safety of others or oneself. All members of the school community are to be treated with respect and are expected to use non-violent means to resolve conflicts.

The Glynn A. Green Code of Conduct sets clear standards for behaviour in order to promote a positive educational atmosphere for all. To this end, the learning environment must be free from abuse, bullying, discrimination, intimidation, hateful words and deeds, and physical violence in any form. The standards of behaviour in the Code of Conduct apply not only to students, but also to all individual involved in the publicly-funded system - parents/guardians, volunteers, teachers and other staff members, whether they are on school property, on school buses or at school-authorized events or activities.

The information in this pamphlet outlines roles and responsibilities, standards of behaviour and consequences for unacceptable behaviour.

ROLES, RESPONSIBILITIES AND RIGHTS

“All participants involved in the publicly funded school system - students, parents or guardians, volunteers, teachers and other staff members - are included in the Code of Conduct when they are on school property, on school buses or at school-authorized events and activities.”

A. STUDENTS’ RESPONSIBILITIES

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others, and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when students:

- respect the right of others to work in an environment that promotes learning and teaching;
- demonstrate honesty and integrity;
- respect differences in people, their ideas and opinions;
- treat others with dignity and respect at all times, 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;
- abide by the rule, no body contact on the yard.

STUDENTS’ RIGHTS

In order to fulfil these responsibilities, students have the right to:

- equal learning opportunities;
- an appropriate and challenging program;
- freedom from physical and verbal harassment;
- help in making decisions regarding school program;
- a positive school atmosphere;
- assistance from teachers.

B. PARENTS' RESPONSIBILITIES

Parents play an important role in the education of their children and have a responsibility to support efforts of the school staff in maintaining a safe and respectful learning environment for all students. Parents fulfil this responsibility when they:

- show an active interest in their child's school work and progress, ensuring that work is completed on time;
- provide assistance and an appropriate time and place for doing homework;
- communicate regularly with the school;
- help their child to be neat, appropriately dressed and prepared for school;
- ensure that their child attends school regularly and punctually;
- promptly report to the school their child's absence, late arrival or other concerns;
- 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 developing positive attitudes to learning and dealing with disciplinary issues;
- encourage their children to participate in activities sponsored by the school.

VISITORS

For the safety of the students, all visitors to the school are to report to and sign in at the office.

PARENTS' RIGHTS

In order to fulfil these responsibilities, parents have the right to:

- know that students are provided with a meaningful educational program that follows the Ontario curriculum guideline;
- expect that classes will be conducted in an orderly manner;
- expect teachers to act as "kind, but firm judicious parents";
- receive regular communications (newsletters, notes in agendas, phone calls, etc.) from the school;
- confer with the school regarding any concerns for their child.

C. TEACHERS' AND SCHOOL STAFF'S RESPONSIBILITIES

Under the leadership of their principal and vice-principal, teachers and school staff must maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, staff uphold these high standards when they:

- help students work to their full potential and develop their self-worth, based on individual differences;
- communicate regularly and meaningfully with administrators and parents;
- inform students of, and maintain consistent standards of behaviour, for all students by being fair, firm and friendly;
- plan, implement and evaluate an effective instructional programme in their classroom and school;
- demonstrate respect for all students, staff and parents;
- prepare students for the full responsibility of citizenship.

TEACHERS' AND SCHOOL STAFF'S RIGHTS

In order to fulfil these responsibilities, the teachers and school staff have the right to:

- expect reasonable behaviour in the classroom, throughout the school, and in all other educational settings (e.g., on the bus, trips, etc.);
- receive support from the Principal/Vice-Principal and parents in the performance of their duties;
- exclude from class a student who is disruptive or endangering the safety of self or others;
- expect co-operation from all students in carrying out the student responsibilities during school functions.

D. PRINCIPAL'S RESPONSIBILITIES

The Principal, under the direction of the District School Board of Niagara, takes a leadership role in the daily operation of a school. Leadership is provided by:

- demonstrating care and commitment to academic excellence and a safe teaching and learning environment;

- holding everyone, under their authority, accountable for their behaviour;
- communicating regularly and meaningfully with all members of their school community.

PRINCIPAL'S RIGHTS

In order to fulfil these responsibilities, the Principal has the right to:

- expect reasonable behaviour in the classroom, throughout the school, and in all educational settings (e.g., on the bus, trips, etc.);
- receive support from staff, students, parents, and community members in the performance of their duties;
- exclude from class or the school a student who is disruptive or endangering the safety of self or others;
- expect cooperation from all staff, students and parents in helping students carry out their responsibilities during school functions;
- expect staff to acquire the knowledge, skills and attitudes necessary to develop and maintain academic excellence and safe learning and teaching environments.

E. POLICE AND COMMUNITY MEMBERS' RESPONSIBILITIES

Community members are essential partners in making our schools and communities safer. They fulfil this responsibility by:

- supporting and respecting the rules of their local schools;
- communicating ideas and concerns with school personnel;
- providing support and resources when appropriate.

STANDARDS OF BEHAVIOUR

“A school is a place that promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment.”

Ministry of Education for the Province of Ontario
Code of Conduct, p.1

A. RESPECT, CIVILITY AND RESPONSIBLE CITIZENSHIP

All school members must:

- show respect for themselves, for others and for those in authority, addressing people in a polite and courteous manner;
- show respect for themselves and others by avoiding inappropriate public displays of affection;
- show respect for themselves and others by using acceptable language, avoiding racist, profane and obscene comments;
- show respect for the property of others and of the school;
- refrain from bringing anything to school that may compromise the safety of others;
- follow the established rules and take responsibility for their own actions.

In addition, all students must:

- come to school prepared, having all the necessary supplies as well as all homework and assignments completed;
- come to school on time, being accountable for work or assignments missed due to absences or lateness;
- come to school ready to learn with a positive attitude, participate in activities, be industrious in all assignments and strive for excellence.

B. PHYSICAL SAFETY

PHYSICAL AGGRESSION

All students must:

- not inflict or encourage others to inflict bodily harm to another person;
- avoid rough play, bullying, cyberbullying, fighting, physically and verbally abusive behaviour;
- refrain from throwing snowballs on or in the proximity of the school grounds;
- seek staff assistance, if necessary, to resolve conflicts peacefully.

WEAPONS

All students must:

- not to be in possession of any weapon, including but not limited to, firearms or explosive materials, including but not limited to, firecrackers;
- not be in possession of any toys or objects that could be perceived or used as a weapon;
- not use any object to threaten or intimidate another person;
- not cause injury to any person with an object.

ALCOHOL, CIGARETTES AND DRUGS

All students must not:

- be in possession of, or under the influence of, or provide others with, alcohol, cigarettes or any drugs; (mandatory suspension)
- be in possession of matches or lighters.

C. DESTRUCTION OF PROPERTY

All students must not:

- deface, damage or destroy any equipment or other property that is not their own.

SCHOOL ROUTINES

“A pupil shall...

- attend classes punctually and regularly;
- be courteous to fellow pupils and obedient and courteous to teachers;
- be clean in person and habits;
- take such examinations as are required;
- show respect for school property.”

Ontario Regulation 298 s.23

A. ATTENDANCE AND PUNCTUALITY

All school members must:

- arrive at school punctually and attend regularly;

B. ARRIVAL AND DEPARTURE

All students must:

- walk bicycles, to and from the street arriving on or leaving school property;
- lock bicycles at the bicycle rack when arriving at school;
- not ride on skateboards, roller blades or heeies on school property;
- upon arrival, go directly to the assigned area, while waiting for the bell to ring;
- use the entrance designated for their class;
- leave the building promptly at noon-hour and after school by the designated entrance or report promptly to the activity permitted by the co-instructional program;
- move quickly and quietly to all classes in the time allotted.

D. CLASSROOM EXPECTATIONS

All students must adhere to the following expectations:

- be accountable for participation in learning and assessment activities;
- keep gym bags, purses and backpacks in their designated areas;
- not have gum at school;
- not bring radios, disc players, electronic games, MP3 players and all other electronic devices into the classrooms;
- radios, disc players, MP3 players, electronic games and all other electronic devices are permitted on the bus and playground before school (8:25 a.m. to 8:50 a.m.) and after school, but are not to be used or worn during school hours - bus students must wait until they have boarded their bus to use such devices;
- cell phones may be carried for safety to and from school but are not to be used on school property;

- cameras are generally not to be brought or used by students at school exceptions to this may include teacher permission to use cameras for assigned projects, or as a member of the year book committee, etc.;
- not bring hardballs, mini hockey sticks, baseball bats and rackets to school except when permitted as part of a school program.

E. DRESS CODE

At Glynn A. Green School it is the belief that student dress should be appropriate to an academic setting, create a separation between the street and the school and contribute to an overall positive image of our school.

To create a consistent approach to school dress between the elementary and secondary schools in our area, and to enhance an educational environment and tone conducive to the achievement of excellence, the following rules concerning student dress have been adopted and applied to both male and female attire.

This dress code will have a minimum impact or influence on most students since the vast majority of students presently dress in a fashion that complies with these rules. The stated rules serve to answer questions and confirm decisions made by staff, students and parents about appropriate school dress.

1. **Hats are to be removed before entering the school or participating in indoor school field trips or indoor activities. Head-coverings (bandanas, headbands, kerchiefs, wave caps, etc.) are not allowed. Head dresses or head coverings worn for religious purposes are exempt.**

This social and traditional sign of respect and courtesy is not only a point of established Canadian etiquette, but has also proved to be a good security practice which allows quick and easy identification of students and/or trespassers. As a result, its inclusion in school dress codes is wide spread in the majority of the Board's schools.

2. **Halter-tops, tube tops, see through or mesh tops (unless worn with an undershirt) are not to be worn. Blouses,**

shirts or tops that reveal bare backs, midriffs or undergarments or that have spaghetti straps or revealing necklines are not to be worn in the school, on school grounds, or on school sponsored field trips or activities. Sleeveless tops, (straps must be minimum 2 fingers wide) that do not fall under the aforementioned restrictions, are allowed.

3. Shorts, shirts and skirts are to be of a length that is appropriate to a school environment and activity and that does not reveal undergarments and midriffs in the normal range of movement.
4. Low riding pants, shorts or skirts are to be worn above the hip points and in such a fashion that undergarments are not revealed. Pyjamas are not to be worn at school (the only exception being special event days).

Such "immodest" dress (as outlined in numbers 3, 4, and 5), although fashionable outside the school environment, is not conducive to creating an environment that has education as its central focus. The school's role is to encourage self-respect, positive school tone and student interaction alongside traditional education and career preparation.

5. All clothes are to be clean and in good repair, free from holes and tears.
6. Footwear appropriate to the subject area or activity must be worn at all times.

Safety and health must always be a major school concern.

7. Clothing which advertises or promotes alcoholic beverages, drugs, violence or racism or that displays obscene, distasteful or hurtful messages is not to be worn at Glynn A. Green or during any of its activities or field trips.

Healthy lifestyles and a positive school culture and tone are integral to the creation and enhancement of a school environment committed to the achievement of personal and academic excellence.

Responses for infractions could range from one or combination of the following:

- A. a warning;
- B. surrendering of hat/head-covering to staff and holding of hat/head-covering by administration until the end of the instructional day or longer;
- C. coverup instruction, - asked to change attire to conform to Dress Code, i.e. turning shirt inside out, or using another t-shirt to cover up;
- D. parent bringing in change of clothing or dismissal from school to go home to change and to return;
- E. detention(s); and/or,
- F. suspension for persistent disregard or repeated, regular offences of school rules.

Contact will be made with the home in the case of D, E, and F.

The final decision as to the appropriateness of dress will be decided by the principal/vice-principal or designate.

F. SCHOOL BUS RULES

Many of the students attending Glynn A. Green travel to and from school by bus. The school bus is an extension of the school and for safety reasons the following rules are in place.

1. Always obey the driver. His/her first concern is student safety.
2. Walk when boarding or leaving the bus.
3. Wait on the curb.
4. Wait for the driver to signal before crossing the road.
5. Always cross in front of the bus.
6. Do not push or shove.
7. Stay in your seat at all times.
8. Keep all body parts inside the bus.
9. Do not block aisles.
10. Do not yell or shout; it is distracting to the driver.
11. Keep the bus clean; use the garbage containers.
12. Follow the school rules: solve problems with words and ask for adult assistance when necessary.
13. Students are not allowed to change buses or take guests on their bus.

Riding the bus is a privilege. If a student abuses the privilege, alternate transportation arrangements will have to be made by the parent.

G. LUNCH

Students who need to stay for lunch must follow these rules:

1. Eat in the lunch areas quietly;
2. Throw out their own garbage and recycle cans, juice boxes, etc;
3. Clean up their own spills;
4. Display good "classroom" behaviour.
5. Students may not leave the school yard without written permission from parent and from the Principal. A lunch note file is kept in the office.
6. Walking students should return to school by 12:40 and line up outside with other students.

H. GYM ATTIRE

Participation in the physical education program is required by all students. If a student is unable to participate for medical reasons, a note from the physician is required.

All students will need non-marking soled running shoes.

In addition, students in grade 7&8 need to bring a change of clothing for gym classes and/or sports activities. They will need sweat pants or shorts, and a sweat shirt or t-shirt

I. STUDENT ACCIDENT INSURANCE

It is recommended that students who participate in extra-curricular activities have student accident insurance. The package is sent home in September. We recommend the dental coverage as many plans do not cover chipped or broken teeth.

RESPONSES TO BEHAVIOUR

Progressive discipline is a non-punitive, whole-school approach that uses a continuum of corrective and supportive interventions, supports and consequences to address inappropriate behaviour and to build upon strategies that promote positive behaviours. Consequences include learning opportunities for reinforcing positive behaviour and assisting pupils to make decisions.

District School Board of Niagara Administrative Procedures, AP3-26

Responses to inappropriate behaviour will be determined by the nature and frequency of the behaviour. Responses may take two forms:

- Progressive Discipline practices that reinforce appropriate behaviours.
- Corrective practices that may require interventions.

Communication between home and school will facilitate this process.

Progressive Discipline Practices include:

- program modification;
- program accommodation;
- positive feedback for desired behaviours;
- community service;
- review of expectations;
- contact parents/guardians;
- peer mentoring;
- conflict mediation and resolution;
- referral to in-school team;
- referral to counselling;
- parental involvement: phone call/letter/interview.

Corrective Practices include:

- withdrawal of privileges;
- classroom detention;
- exclusion from optional activities;
- restitution of damages;
- formal interview between student, teacher, principal, vice principal and parent to create action plan;
- removal from classroom and provided with an alternate program;
- supervised by the office followed by parental contact/meeting;
- suspension from school for major or repeated offenses ranging from 1 to 20 days;
- expulsion for extremely serious offenses.

DSBN, Admin. Proc. AP3-26

Corrective practices will not necessarily be imposed in sequential order but will depend greatly on the severity of the behaviour. It is important to note that parent consultation will take place whenever the misbehaviour is of a serious nature.

THE CODE OF CONDUCT HAS BEEN SENT HOME WITH THE YOUNGEST CHILD IN EACH FAMILY. WE ASK THAT YOU KEEP THIS CODE OF CONDUCT IN A SAFE PLACE FOR REFERENCE PURPOSES. PLEASE SIGN THE ATTACHED FORM, AND RETURN THE FORM TO YOUR CHILD'S TEACHER AS SOON AS POSSIBLE. AS EACH STUDENT HAS BEEN GIVEN THEIR OWN COPY OF THIS FORM, WE ASK THAT YOU SUBMIT ONE FORM PER CHILD.

**GLYNN A. GREEN
CODE OF CONDUCT**

Student's Name: _____

Teacher: _____

I (We) have read and discussed the "Code of Conduct" with our child.

Parent/Guardian Signature *Date*

I have discussed the "Code of Conduct" with my class.

Teacher's Signature *Date*

My Parent(s)/Guardian(s) and teacher have discussed the "Code of Conduct" with me.

Student's Signature *Date*

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