

PETES Code of Conduct 18-19

Pierre Elliott Trudeau Elementary School Code of Conduct

Pierre Elliott Trudeau Mission Statement:

The Pierre Elliott Trudeau School Community supports all students in realizing their full potential in an environment that promotes healthy, intellectual, emotional, social and physical growth. Our mission is to promote quality education through respect, responsibility and personal excellence. Our Code of Conduct is an understanding that allows us to work together in a safe and caring environment. It is created to reflect the Anti-Bullying/ Anti-Violence (ABAV) PLAN of our school.

PETES is using Restorative Practices:

Restorative Practice^[1] is an approach that gives voice to both the person who has done harm and the person harmed and recognizes that strong relationships are core to developing a school community.

Types of Restorative Practices



At Pierre Elliott Trudeau we are:

- Safe** We care for the safety of ourselves and others.
- Respectful** We treat everyone with courtesy, kindness, and consideration.
- Responsible** We are responsible for our learning and actions.

^[1] (Bob Costello et al., The Restorative Practices Handbook for Teachers, Disciplinarians and Administrators, 2010)

When misbehavior occurs, students be asked the Restorative Questions:

RESTORATIVE QUESTIONS I
When things go wrong...

- What happened?
- What were you thinking of at the time?
- What have you thought about since?
- Who has been affected by what you have done? In what way?
- What do you think you need to do to make things right?

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RESTORATIVE QUESTIONS II
When someone has been harmed...

- What did you think when you realized what had happened?
- What impact has this incident had on you and others?
- What has been the hardest thing for you?
- What do you think needs to happen to make things right?

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Purpose:

The PETES Code of Conduct focuses on ensuring the school is a safe, caring, and orderly environment. These fundamental obligations ensure that the time for teaching and learning is optimized, so students can learn in a safe environment free from threats to their physical and emotional welfare, while maintaining appropriate balances between individual and collective rights, responsibilities and freedoms. The Code focuses on the values of Respect, Inclusiveness, Sharing and Open-mindedness and intends for the students to act upon them every day. The Code of Conduct supports the School Anti-Bullying/ Anti-Violence (ABAV) Plan, Bill 56 and the Quebec School Education Act.

Students, staff and parents at Pierre Elliott Trudeau Elementary are expected to meet the standards set out in Bill 56 and the Canadian Bill of Rights with respect to discrimination. Behaviors that incite discrimination against a person or class of person such as uttering, publishing or displaying a statement, publication, notice, sign, symbol emblem or other representation that indicates discrimination because of the race, color, ancestry, place of origin, religion, family status, physical or mental disability, sex, sexual orientation or age of that person or that group or class of persons will not be tolerated.

Anti-bullying measures will ensure all students, regardless of their sex, race, religion, culture, sexual orientation and gender identity or expression, enjoy a safe, inclusive and welcoming learning environment.

Behavioral expectations outlined in this Code of Conduct are consistently taught and actively promoted. It is the intent of this Code of Conduct to encourage and reinforce positive behavior. It is expected that students follow the Pierre Elliott Trudeau Code of Conduct and that school administration, staff, and parents work together to support learning and a positive school climate.

Expectations regarding acceptable conduct are made known to all students, parents and school staff, as well as to temporary staff or visitors.

The PETES Code of Conduct will apply to students while at school (including before, after school, in daycare and on the bus), while going to and from school, and while attending school curricular or extra-curricular functions or activities at any location.

This Code of Conduct is reviewed annually with parents, students, and staff.

Student Expectations

1. Safety

All students and staff have the right to a safe school environment. For example, students are expected to:

- Behave in a safe manner and play without harming or threatening others
 - Refrain from any inappropriate physical contact (pushing, kicking, shoving, punching, slapping, play fighting, roughhousing, kissing etc.) on school grounds
 - Prevent accidents by leaving snow, ice, rocks, sand and sticks on the ground. *It is not permitted to throw these or other dangerous objects;*
- Never open any exterior door for anyone;
- Inform a staff member, in a timely manner of incidents of bullying, harassment or intimidation.
- Remain on the school grounds, in the designated areas, at recess and lunch.
- Provide written permission from a parent/guardian to leave the school grounds during the school day; sign out at the office before leaving.
- Use playground equipment safely and as designed.
- Walk any wheeled form of transportation on school grounds.
- Move about safely and respectfully inside the school by:
 - Walking in the hallways at all times whether accompanied by an adult or not;
 - Staying on the right hand side of the hallway;
 - Using a low hallway voice when travelling in the hallways;
 - Using the appropriate staircase for their cycle.
- Remember that **PETES is a NUT FREE school** and refrain from bringing dangerous allergens to school
- Wear bike helmets when coming to school on their bikes.
- Wear interior shoes when inside the building.
- Refrain from bringing dangerous items to school.
*Prohibited items include, but are not limited to, knives, fireworks, lasers, items that are weapon-like or intended to be used as a weapon (including toy knives and guns). Inappropriate items will be confiscated. **Students caught in possession of any item deemed dangerous by the school personnel will be referred to the office and the police may be called. A Serious Incident Report will be filed with the Sir Wilfrid Laurier School Board.***

School Bus Safety

The SWLSB Transportation Policy can be viewed on the SWLSB website at www.swlauriersb.qc.ca ;

- *According to the SWLSB Transportation Policy, students enrolled in Daycare (5 days) at PETES are not permitted to take the bus when enrolled in Daycare. Children who use the bus must have a regular routine for its use (ex: always on M-T-W, not on Th-F). Frequent changes of the routine put the child's safety in danger.*

Students will:

- Follow the bus safety rules;
- Never take a bus other than their own;

Parents will:

- Refrain from parking in the staff parking lot at all times
- Refrain from parking in the reserved bus lane between 8:30 am and 4 pm (as per the 2016-17 entente with Blainville police). Parking in this lane may result in being ticketed by the Blainville police.

2. Respect

All students and staff have a right to be respected. For example, students are expected to:

- Demonstrate empathy towards others; be considerate of everyone's feelings.
- Speak politely and use positive language.
- Listen to the ideas and opinions of others.

- Behave in a non-disruptive manner.
- Follow staff directions co-operatively.
- Come to school dressed in the appropriate dress code;
- Take hats off when entering school.
- Care for the property and privacy of others.
- Care for the school and community environment.
- Play in a respectful way during recesses. (Demonstrate good sportsmanship and no play fighting).
- Apologize when running into someone by accident.
- Use good manners when requesting help or something from someone.
- Close lockers and keep lockers, desk, cafeteria table, locker clean from food.
- Sit properly and calmly during lunch and wait for instructions to leave their seat;
- Refrain from chewing gum;
- Keep the bathrooms clean and wash their hands after using the facilities.

3. Responsibility

All students have a right to learn. For example, students are expected to:

- Act in a manner that brings credit to the school.
- Be kind to others and themselves;
- Be on time.
- Be attentive, ready to work and engage in purposeful learning.
- Complete school and home assignments to the best of their ability.
- Use problem-solving skills to settle differences and seek help from an adult when needed.
- Use manipulative tools and other individual self-regulation tools in a proper manner.
- Eat lunch in the cafeteria, seated at own place and using manners appropriate to a public space.
- Support others and be positive role models.
- Clean up after themselves in the cafeteria and on school grounds.
 - Keep desks and belongings clean
- Be accountable for personal property.
 - Deposit all electronic equipment in the box at the office on arrival and pick it up at the end of the day
 - Refrain from using cell phones, MP3 Players, iPods, iPads, Tablets, video games and other electronic devices unless a member of the school personnel, for an educational project, approves them. *The school or its personnel will not be held responsible for loss, damage or theft if these items are brought to school*
 - Write names on all pieces of clothing and belongings
 - Leave trading cards (sports, cartoon and other) and all other “fad items” at home
 - Leave toys at home. *The school or its personnel will not be held responsible for loss, damage or theft if these items are brought to school.*
- Bring **only healthy food to school** for lunch and snacks (*candy, chips, chocolate bars, dry noodles and soft drinks are forbidden*);
- Increase personal responsibility and self-discipline as they become older and move through successive grades.

Strategies and Consequences

The staff will recognize students who consistently display appropriate conduct. Students will be taught and encouraged to use proactive and appropriate decision-making and social skills. When appropriate, students are encouraged to meet with the people who have been impacted by their misbehavior and to take action to repair the harm that their actions have caused. In some cases, students will participate in the development of meaningful consequences to make restitution for violations of the Code of Conduct. Students who are unwilling to participate in repairing harm will be subject to punitive consequences which take into account the student's age, maturity, and special needs, if any.

School administrators have a responsibility to advise other parties of serious breaches of the Code of Conduct; e.g., parents, school board officials, police and/or other agencies. When students do not behave in accordance with the PETES Code of Conduct, the following actions will be taken progressively, in response to the nature and frequency of the incident:

Level 1

For behaviors that are minor violations of the Code of Conduct, a staff member will speak directly to the student. The following actions may be taken to encourage behavior that is more positive and to repair relationships that have been impacted by the misbehavior:

- Staff will use Affective Statements to describe the impact of the misbehavior on others
- Staff will ask the Restorative Questions
- Reminder/informal discussion (Restorative meetings & chats)
- Use of problem solving techniques (Informal conferences may be held between the student and the person who has been harmed)
- Verbal warning
- Reflection to prepare for informal conference
- Contact with parents/guardian by the classroom teacher to inform parents of the incident
- Temporary separation from peers
- Written or verbal apology to the people harmed by the behaviour
- Restitution for damage

Level 2

For behaviors that are repeated or are more serious, a staff member will speak directly to the student. In addition to the actions taken for Level 1 misbehaviour, the following steps may be taken to encourage more positive behavior:

- Restorative circle either in class, or with the technician or administrator and the people directly affected by the behaviour
- Directly supervised recess/lunchtime/daycare activity
- Written warning to the student and his/her parents/guardians
- Contact with parents/guardian by the teacher/technician/daycare technician and/or administration to inform the parents of the incident and solicit their cooperation in repairing the harm caused by the misbehaviour
- As a part of a restorative circle, students may create a behaviour contract between individuals outlining how they will demonstrate mutual respect
- Individual students may work with a school staff member to outline a behaviour plan that will assist the student in making better choices and avoiding situations that lead to misbehavior
- Removal from the classroom/recess/ lunch time/daycare situation
- In cases where student do not cooperate with restorative practices, lunch time and/or after-school detentions may be assigned

Level 3

For incidents of a more serious nature, students will be referred to an administrator. The nature and severity of the infraction, the intent behind the infraction and the frequency of the infraction will be considered when determining the actions that will be taken. It should also be noted that all disciplinary decisions are made in consideration of individual circumstances. The following actions may be taken in addition to any consequences from **Level 1 and/or Level 2** to encourage behavior that is more positive:

- Misbehaving students will be asked to meet in a **restorative conference** with the people who have been harmed by the behaviour. Parents may be asked to attend this conference

- Students who are not willing to participate positively in restorative conferences may be subject to punitive consequences including detentions and short-term suspension from school
- Students may be referred to school board consultants or to social services
- Administration may assign consequences other than detention or suspension, intended to help students reflect on their actions and repair the harm they have caused
- The incident may be documented in the student's file

Level 4

In accordance with the School Education Act, the Sir Wilfrid Laurier School Board authorizes the principal to suspend a student, outside of school, up to five days. Longer suspensions may be given with school board approval. In extreme cases, the SWLSB Council of Commissioners complying with Article 96.27 of the L.I.P. may expel a student from the school.

Students may be suspended because their behavior has a harmful effect on the character or persons of other students, e.g. physical fighting (vandalism to the school, student or staff property.) Please note that if there is a violation of a very serious nature, suspension will be immediate. Parents will be contacted by phone and letter. In addition to consequences and actions outlined in **Level 3**,

- Students who have caused harm and their parent/guardian will be asked to meet with the victims of that harm in a formal Restorative Conference prior to the student's return to school.
- Students who have been suspended must attend a reintegration meeting or circle in order to repair relationships upon their return to school. The classroom teacher, technician or the administrator, depending on the nature of the incident, may facilitate this circle.
- The Parent /Guardian will be asked to return with his/her child to meet with the principal and make a commitment to helping the child improve his/her behavior.
- The incident will be documented in the student's file

Other school information

Use of School Telephones

- Students are not permitted to use the telephones at school. In the event of an emergency, parents will be contacted by a member of the school staff;
- In an effort to ensure students learn organizational skills and responsibility, students will not be permitted to call home for forgotten work, projects or clothing;
- Students must make all alternative dismissal arrangements with their parents the night before and a note must be written in the agenda;
- Parents are responsible for advising the School Secretary of any changes in telephone number, address or e-mail address as soon as these changes occur;

Medication

- No medication (antihistamines, aspirin, Tylenol, Advil) will be administered to any elementary school child while in attendance at school without a prescription from the doctor;
- Students may not bring medication with them to be self-administered. Medications should be pre-measured and sent to the office in dosage sizes with a copy of the prescription and will be administered by the school staff.
- Cough drops contain medicinal ingredients and we request that you advise your child's homeroom teacher if you are sending your child to school with cough drops and that you respect the recommended dosage.

Procedures for arrival and departure

- In order to ensure your children's safety, we wish to advise you that parents and visitors must report to the office upon arrival at school;
- Parents are not permitted to circulate in the school or in the school yard;
- Volunteers and visitors must sign in at the office and will be asked to wear a pass;
- At the end of the day, parents must wait for their children at the side door, in the designated pick-up area;
- Students should not arrive before 8:45 a.m. and should not remain in the yard after 3:35 p.m. Students who do so will be brought to daycare and the occasional user fee will apply to all those who are not regular users (\$13 + \$15 for Daycare Annual Fees);

Attendance, Late Arrivals & Early Dismissals

- For security reasons, if your child is to be absent, please notify the office by calling or leaving a message before 8:45 a.m.;
- Students are expected to be in school on time;
- Students are expected to be in school for 180 days each school year. Excessive absences have a negative effect on the students' academic achievements and often result in a reduced acquisition of the competencies;
- Truancy (excessive, unexplained absences) cases may be referred to Youth Protection;
- Students who arrive after the start of classes (9:00 a.m.) must be signed-in at the office by the adult who has brought them to school;
- Students who are absent are responsible for obtaining and completing missed work;
- Any student who takes a vacation outside of the pre-determined school holiday calendar is responsible for catching up on missed work upon his/her return, on his/her own time;
- Teachers are not obligated to provide and prepare work for students prior to their departure for vacations;
- It is advisable that parents verify with the school administration prior to choosing to remove their child from school for vacations during the regular school year (especially at the end of term when assessments are being done). No vacations are permitted during April, May and early June for students due to exam periods;
- Students who must leave early for medical or any other legitimate reason, must present a note to their teacher, and then report to the office to be signed out by an adult before leaving the school;
- Any adult whose name does not appear on the student's identification sheet cannot sign the child out without written permission from the parent;
- For safety reasons, any modifications to the student's regular dismissal time or method of transportation must be communicated to the school via the agenda. In the case of an emergency, the school must be contacted prior to the lunch period to allow for ample time to make the necessary changes. No pick up changes are permitted after 12:00 p.m.
- Communication between parents and teachers is important to ensure your child's success at school. Teachers provide feedback to parents in a variety of ways; report cards, interviews, student-led conferences, written notes, e-mail and phone calls are the most common.
- Please be respectful in your communications with all staff members (threats and verbal abuse will not be tolerated);
- Please consult your child's teacher first, as they interact with your child the most. If the problem is not solved, only then should the principal be contacted;
- Teachers are not required to supply work for personal tutors.

Dress Code

The PETES Governing Board has approved the implementation of a dress code in our school, by which all students are required to abide. Clothes worn to school must be appropriate, comfortable and not distracting. Students deemed to be dressed inappropriately will not be allowed in class and will be sent to the office or home to change.

Shirts:

- Must be **plain** white or navy and may have the school logo (t-shirts, golf shirts, turtlenecks, blouses and dress shirts are all acceptable);
- No spaghetti straps or bra straps should be showing;
- Must be appropriate length with no midriff showing (arms up or down)
- No inappropriate language, graphics or gang-related symbols and images are permitted;
- Burgundy, navy or white sweaters may be worn over the shirt;

Bottoms:

- Pants, skirts or shorts must be plain navy blue. No stripes or logos are permitted on the pants;
- Jeans are not permitted; nor any material made to look like denim (i.e. jeggings);
- If wearing a skirt, stockings or tights must be either plain navy blue or plain white. No alternate colours or patterns are permitted;
- Skirts and shorts must reach mid-way between hip and knee;
- Pants must be worn on the hips or waist, with no undergarments showing;

Shoes:

- Heelies (roller shoes) and cleats are forbidden;
- Outdoor shoes must be appropriate for playground (no Crocs, platform, high heels or flip flops)

- Indoor shoes must be appropriate for school related activities and 'non-marking' (high heels, platform, and 'flip-flops' are not permitted);
- Students must have outdoor shoes and a different pair of indoor shoes;
- In winter, students must wear boots until the school personnel deem the playground safe for wearing shoes;

Hats & Accessories:

- Caps and hats are for outdoor use only and must be removed immediately when entering the building;
- Caps are recommended during the warm months to protect the students heads and eyes from the sun;
- Bandanas are forbidden when worn as a head-covering, but may be worn as a hair-band (folded);
- Scarves and other fashion accessories should not be worn **IN** the school;

Makeup and Fragrances

- Makeup is forbidden for elementary school students;
- Facial piercings and tattoos (including press-ons) are inappropriate;
- Students are not permitted to wear perfumes, colognes or strong-smelling body sprays;
- Unnatural hair colours are not permitted;
- Deodorant or antiperspirant is encouraged for senior students and should be applied at home. No sprays are permitted at school;