
ALEXANDRA PUBLIC SCHOOL

Code of Conduct

RATIONALE

It is the mission of the District School Board of Niagara to provide the best possible educational opportunities for its students. Alexandra Public School, in accordance with the Board, believes that a school is a place that promotes responsibility, respect, tolerance 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 School 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 individuals 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.

Discipline is learned, and it should be taught in the home, the school and the community.

The purpose of this code of conduct is to ensure that **all students** and **their parents/guardians** understand:

- the rights and responsibilities of students, staff, and parents.
- school rules
- some logical consequences for misbehaving or breaking school rules (consistent with those outlined in the “Ontario Schools: Code of Conduct”)

Why do we have rules ?

Rules make it possible for people to live and to work together in a safe, organized and happy place.

RIGHTS and RESPONSIBILITIES

Like members of any community, students, staff and parents have both rights and responsibilities. A **right** is a privilege to which one is justly entitled. A **responsibility** is an obligation one has because it is expected. Responsibilities are things that one should do without being told to do them.

Student Rights

We believe that students at Alexandra Public School have a right to:

1. receive the best educational program possible that is designed to meet their needs;
2. be respected;
3. feel safe and secure from physical and verbal harassment;
4. be treated in a fair and consistent manner;
5. have a clean and pleasant learning environment;
6. receive assistance for social, emotional and academic concerns.

Student Responsibilities

We believe that students at Alexandra Public School have a responsibility to:

1. participate in learning activities to the best of their ability, (i.e. by completing work on time and to do the best of their ability);
2. attend school regularly and on time;
3. adhere to school rules, expectations and regulations both in and out of the classroom and during any school sponsored activity;
4. seek help for social, emotional and academic problems;
5. respect the rights, feelings and property, by being courteous, co-operative and respectful of everyone associated with the school.

RIGHTS and RESPONSIBILITIES continued

Staff Rights

We believe that staff members of Alexandra Public School have a right to:

1. expect their students to behave in a co-operative and attentive manner;
2. receive support from parents, administration and officials in fulfilling their duties;
3. expect their students to be prepared in class (i.e. homework, assignments and necessary equipment);
4. exclude a student from class who is interfering with the learning of others;
5. expect students to be diligent in their studies;
6. be respected.

Staff Responsibilities

We believe that staff members of Alexandra Public School have a responsibility to:

1. prepare interesting and effective lessons for their students;
2. treat all students in a fair and consistent manner;
3. treat all students as individuals and attempt to meet students' individual needs;
4. provide a pleasant and friendly learning environment for their students;
5. keep parents informed regarding the behaviour and academic progress of their child(ren);
6. be on time and be responsible for specific duties;
7. set a positive example to students re: behaviour, dress code and general professionalism;
8. respect the rights and needs of students.

RIGHTS and RESPONSIBILITIES continued

Parent/Guardian Rights

We believe that parents/guardians of students at Alexandra Public School have a right to:

1. be informed of the academic and social progress of their children;
2. expect the school to be conducted in an orderly manner;
3. expect teachers to act as “kind but firm, judicious educators”;
4. be provided with an educational program designed to meet the individual needs of their children;
5. have their children receive an education in a warm, pleasant and secure learning environment;
6. be supplied with the school Code of Conduct;
7. to be a welcomed participant in their child’s education in co-operation with the teacher;
8. be respected.

Parent/Guardian Responsibilities

We believe that parents/guardians of students at Alexandra Public School have a responsibility to:

1. send their children to school appropriately dressed and nourished to take part in the school program;
2. ensure that their children are in good health to attend school regularly and on time;
3. be actively involved in supporting and assisting the education of their children both at home and in school (i.e. with homework);
4. encourage their children to become involved in the total school program;
5. communicate with the school regarding the progress of their children;
6. promote positive public relations between the school and the community;
7. be aware of the rules and expectations of the school;
8. support school policies and courses of action;
9. encourage children to follow school rules.

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

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1. 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 using acceptable language, avoiding racist, profane or 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.
- show respect for themselves and others by avoiding inappropriate public displays of affection;



2. School Preparedness

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.

3. Physical Aggression

All students must:

- not inflict or encourage others to inflict bodily harm to another person;
- not engage in rough play, bullying, fighting, physically and verbally abusive behaviour.

4. Snow / Ice



All students must:

- refrain from throwing/kicking snow/ice on or in the proximity of the school grounds.

5. Care of School Property

All students are expected to:

- take care of things that belong to the school (i.e. textbooks, etc.);
- keep desks free of litter;
- share the responsibility for keeping the school and school grounds clean;
- report any damage to school property to the office immediately.



6. Vandalism / Theft

All students must:

- NOT intentionally damage school property or property of any others in any way;
- NOT go through any other person's desk, backpack, belongings, etc. for ANY reason. Theft is a violation of the law and will not be tolerated.

7. Gum / Spitting / Eating in Halls

For health and safety reasons, all students must:

- refrain from chewing gum in the school building or on school trips/activities;
- avoid spitting in the school or on school grounds;
- avoid eating or drinking in the hallways.



ADDITIONAL BEHAVIOURAL EXPECTATIONS

It is impossible to write a complete list of all behavioural expectations. However, the list below details a number of the most common expectations:

1. Attendance and Punctuality

- a) The Education Act/Ontario Regulations state “A pupil shall attend classes punctually and regularly.” This includes moving from class to class.
- b) If a child is to be absent (or late), it is essential that the parent call the school **before the day begins** (905-685-5489). This enables us to ensure your child’s safety. If no contact is made, the school will call parents of absent children.
- c) Habitual absences will be followed up with a letter from the school and/or a visit from Board personnel.
- d) Repeated late arrival for classes will result in appropriate consequences.
- e) Late students must report to the office and receive an “Admit Slip” to be given to their homeroom/rotary teacher upon entry.



2. Arrival & Departure

All students must:

- walk bicycles when arriving on or leaving school property;
- upon arrival, go directly to the assigned area, while waiting for the bell to ring;
- use the entrance designated for their classroom;
- move quickly and quietly to all classes in the time allotted;
- leave the building promptly after school **by the designated entrance** or report promptly to the co-instructional activity;
- upon departure, go directly home (or follow other arrangements) unless involved in an after-school program.



Please note:

- **Supervision on the playground starts 15 minutes prior to the entry bell. It is strongly encouraged that students refrain from coming to school prior to this time (unless involved in a co-curricular activity).**

3. Parking Lot

The parking lot is for staff parking only and is out-of-bounds to students. Parents please park on the side streets surrounding Alexandra School and pick up your children at the appropriate primary and junior doors.



4. Appropriate Dress

Student dress should be appropriate to an academic setting and contribute to an overall positive image of our school.

- a) Hats or head-coverings are NOT to be worn indoors (head-coverings worn for religious or medical purposes are exempt).
- b) Straps on shirts must be three fingers wide (no halter tops or tube tops etc.)
- c) Shirts must cover the midriff even when raising hands in class
- d) Shorts and skirts must be longer than extended arm (no short shorts)
- e) Clothing which advertises or promotes alcohol, drugs, violence or racism or that displays obscene, distasteful or hurtful messages/images is not to be worn in school or on school sponsored field trips or activities.
- f) Students are expected to be dressed appropriately for the weather to go outside during recess breaks.



5. Bicycles, Skateboards, Roller Blades & Scooters

Students must:

- **Walk** their bicycles on and off school property;
- **Stay away** from the bicycle racks during the day;
- Ensure the safety of their bicycle, once it is parked in the rack by **using a lock**;
- Students may NOT bring their bicycles inside.

Due to safety and storage reasons, skateboards, roller blades and scooters are **not allowed to be used on** school property.



6. Cell Phones, Cameras, iPods, Etc.

Students who bring cell phones to school **MUST** keep them turned off and in their backpacks. **They are not to be used at any time during the instructional day, this includes nutrition breaks.** The telephone at the office will be available for students who need to contact parents/guardians. Students are not permitted to use iPods or any other music device in the school building within the instructional day. For privacy reasons, students should not bring cameras to school.



7. Bus Procedures

Students are expected to follow the instructions of the bus driver and teacher. Some of these include:

- **Be at your stop on time**;
- **Wait for bus to stop before getting on or off the bus**;
- **No running or pushing in line when boarding the bus**;



- **Remain seated at all times while on the bus;**
- **Ensure nothing is put outside of the windows;**
- **Use an appropriate voice level when riding**

If student conduct on the bus **or waiting for the bus** is such that there is concern for the safety on the bus (disobedience, defiance), the student will not be permitted to ride the bus. (It may be for that single ride or for a longer duration, depending on individual circumstances.) Parents will be notified and will be responsible for finding alternate transportation arrangements.

8. Some Playground Guidelines

- Students are not to play in front of the school building.
- Playground equipment is out-of-bounds until a teacher is present to supervise.
- Students should play activities that are not rough (use common sense).
- Ball and other games are NOT to be played near entrances.
- Students should consider others nearby when playing to avoid injuries.
- Students should use all equipment safely and properly.
- Students should adhere to the playground schedule.



9. Lunch and Recess Procedures

- Students who stay for lunch **MUST** follow lunchroom guidelines, exercise good manners and share responsibility in keeping the room clean.
- Students eating lunch at school are expected to remain seated in their rooms until dismissed.
- Students leaving school every day for nutrition break #2 must do so accompanied by an adult
- Parents wishing to supervise their child on occasional ‘special’ luncheons, must report to the office to pick child up
- During recesses, students are expected to remain outside and may NOT be inside the building unless they have teacher/supervisor permission.



10. Participation in Class/School Trips



Class trips are organized as part of the curriculum. It is expected that students make every attempt to participate on these trips. However, for student safety, only those students who consistently adhere to the Code of Conduct will be permitted to participate in class and/or school trips outside of the school grounds.

11. Use of School Telephone

Students are expected to make arrangements **prior to school** regarding club meetings, practices, lunch arrangements, etc. Use of the school telephone is for emergency purposes only as determined by the staff.



12. Prescriptive & Non-prescriptive Drugs



Students are NOT to have any prescriptive or non-prescriptive drugs in their possession for any reason.

If students require any medication, please make arrangements at the office. **Authorization forms must be completed.**

Only medication that is prescribed under **written** directions will be given at school. Prescriptive medication must be prescribed by a medical doctor. All medication to be administered at the school must be kept in its original container.

13. Fire Drills – Be Ready

a) When the fire alarm is activated, students are expected to stand immediately and exit the area/room. They must exit quietly in a single line and follow the instructions on the yellow exit cards posted in each area/room. When students are assembled outside, attendance will be taken.



b) **Students should have proper footwear at all times in case of an alarm. During the winter, students should have ‘indoor shoes’ kept at school.**

14. Visitors

We welcome visitors to Alexandra, but for the protection of all students, visitors are expected to make their presence known at the office. Students are expected to stay at school until 3:05 pm and should not be picked up early, unless they have an appointment. If at any time, visitors are remaining at school, **please sign in at the office and pick up a volunteer or visitor badge.** Following this check-in and badge procedure is essential for the safety of your children.

RESPONSES to BEHAVIOUR

“The District School Board of Niagara believes that the primary aim of discipline is for all students to acquire positive skills and attitudes associated with responsible conduct.”

*District School Board of Niagara
Administrative Procedure AP3-11*

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

1. Positive practices that reinforce appropriate behaviours.
2. Corrective practices that may require interventions. Communication between home and school will facilitate this process.

Positive Practices include:

- Program modification / accommodation
- Positive feedback for desired behaviours
- Interview between teacher and student
- Involvement of resource personnel (ie. youth counsellor, resource teacher, in-school team, Board/community agencies)
- Formal interview between student, teacher, principal,

Corrective Practices include:

- Detention – in class or at the office
- Community Service (i.e. cleaning up playground, completing school chores)
- Withdrawal of Privileges
- Exclusion from Optional Activities
- In-school Detention (student completes work out of his/her classroom)
- Suspension from school for major or repeated offences ranging from one to twenty days
- Expulsion for extremely serious offences (under Board authority)
- Restitution of Damages

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.

IN CONCLUSION

In order to succeed, we need to maintain a strong partnership between students, parents, educators and the Alexandra Public School community.

The Staff of Alexandra Public School believe that we must provide a safe, happy place for our students. We believe that students benefit from consistency with regard to expectations and to discipline. The best results occur when home and school work together to promote a responsible, caring and co-operative school environment.

PARENT/GUARDIAN SIGNATURE

I have read over the Code of Conduct with my child:

Parent/Guardian Signature:

Student Signature:
