Admiral Collingwood Elementary School Code of Conduct

TO OUR PARENTS

We want our students to be fully informed of their responsibilities at Admiral Collingwood Elementary School. We will try to insure that, in all cases, students will be treated in a fair manner. We will have a consistent approach to school discipline; thus rules will be applied as the situation and cumulative behaviour warrants. We will try to be firm and fair with decisions and communicate with all parties concerned. Pink slips will be given to students for inappropriate behaviour outside the classroom. When a student has received 3 pink slips, he/she will be sent to school administration and junior/intermediate students will be taken off the playground for 2 days, primary students for 1 day. Parents will be notified with a problem solving sheet/phone call. If student behaviour warrants a more serious consequence than a pink slip, parents will be immediately notified.

TO OUR STUDENTS

Students are expected to exhibit a commitment to learning and to achieving success. They are expected to take personal responsibility for their behaviour. This responsibility applies not only to their academic duties, but also to their use and care of school facilities, equipment, textbooks and supplies. Each responsible student contributes to the well-being and success of everyone.

ACADEMIC SUCCESS

Expected Behaviour: To ensure success in your school year, you are expected to complete all class and homework assignments on time and to the best of your ability.

Reason for Expected Behaviour: Effort and determination are the keys to success. If you don't put forth your best effort and take pride in your work, then it won't be acceptable.

Consequences of Misbehaviour: If your effort on homework is unacceptable, you will complete it or redo it during your free time at school or possibly after class time.

APPROPRIATE LANGUAGE

Expected Behaviour: Your language should be such that it shows respect for staff and students. Name calling, swearing, rude and obscene language spoken, written, implied or gestured are unacceptable.

Reason for Expected Behaviour: Being able to use appropriate and tasteful language is a valuable life skill. When language is offensive to others, hurt feelings may lead to further conflict.

Consequences of Misbehaviour: If you use inappropriate language, you will be given an immediate time-out and/or pink slip and be required to write an account of the incident. Serious infractions will lead to further detentions, contact with your parents and a possible suspension.

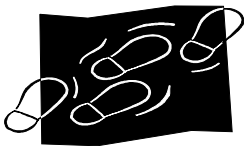
HONESTY

Expected Behaviour: You are expected to be honest in your relations with students and staff. Lying, stealing and cheating/plagiarism are forms of dishonesty and as such are unacceptable behaviours.

Reason for Expected Behaviour: You will benefit from your relations with others by being open and honest in what you say and do. Dishonesty in your words, actions or written work has a negative effect on your reputation and that of your school and parents.

Consequences of Misbehaviour: You must realize that proof of dishonesty carries very serious consequences. In the case of stealing, restitution will be made at your expense. Cheating on a test or project (i.e. plagiarism) will require that the work be redone to be marked by your teacher. Repeat incidents will lead to further consequences. In the case of lying, your parents and your teacher will discuss the situation and determine the consequences.

ATTENDANCE, ABSENTEEISM and TARDINESS



Expected Behaviour: You shall report to class promptly each day, ready, willing and able to work. If for any reason you should arrive late for class, you shall report to the office before going to your classroom. Absenteeism requires a written note and should be signed and dated by your parent or guardian or a call to our Safe Arrival line. Telephone calls may be made home to verify absences.
Reason for Expected Behaviour: Punctuality is a form of courtesy towards your teachers and your classmates. Punctuality is a learned skill in making good use of your time at home and at school. If you are late, you disrupt your class when you enter. Students who miss a great deal of time are certain to encounter difficulty in keeping up their school work. In order for you to achieve your maximum potential, regular attendance is essential.
Consequences of Misbehavior: On some occasions lateness and absences are unavoidable. However, if lateness and absenteeism appear to be a problem, they will be investigated as discipline problems. Your parents will be consulted and you will be required to make up work that you missed. In addition, our attendance counselor may become involved.

RESPECT FOR OTHERS

Expected Behaviour: You are expected to treat all people with consideration and respect. Fighting, pushing, shoving, tripping, kicking, biting and rough play are not acceptable student behaviours. Treat others as you would like to be treated. You are expected to promote our character traits in all you choose to do. Bullying behaviours will not be tolerated.
Reason for Expected Behaviour: Every person needs a good self-image and has the right to be treated with respect and the right to feel safe. Getting along with others is a very important skill in making your way in today's world. In addition, "rough" behaviour may hurt someone's feelings or physically injure them.
Consequences of Misbehaviour: Disrespect or inappropriate behaviour may result in an immediate time-out, a pink slip and/or the completion of a problem solving form. Serious infractions will lead to further time-out, contact with your parent and a possible suspension.

DESIGNATED AREAS

Expected Behaviour: You will be in the following areas only if you have the permission of your teacher: gymnasium, library, washrooms, staffroom and classrooms other than your own. You may not go into the gym equipment room and take out any equipment, unless you have the permission of your own classroom teacher, coach or other teacher.
Reason for Expected Behaviour: These guidelines are necessary for your own protection and for the proper security and safety of students and specialty equipment which assists in your instruction.
Consequences of Misbehaviour: You will be reminded of the rules and may have restricted privileges for a time. If the offence is serious or repeated, further privileges will be removed, a pink slip may be given and/or your parent will be contacted.

STUDENT MOVEMENT

Expected Behaviour: 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. You must remain on school property unless you have written permission to leave school property during the second Nutrition Break.
Students are expected to walk their bikes, skateboards or scooters on and off school property. Bikes are left in the designated racks. Students should always lock their bikes. Roller blades should be removed when entering school property.
Reason for Expected Behaviour: These guidelines are necessary to ensure that all students are being supervised during their school day and that students are safe when entering and leaving school property. Working classrooms have the right not to be disturbed by unnecessary noise.
Consequences of Misbehaviour: If you are behaving inappropriately in any general area of the school or outside of the school, you will be reminded of the expected behaviour. If the offence is serious or repeated, appropriate action will be taken (i.e. a pink slip/problem solving sheet/ or you may lose one or more of your privileges and your parents may be contacted).

PERSONAL APPEARANCE

Expected Behaviour: You are expected to dress in a clean, neat, appropriate manner. Clothing covering the body to the mid-thigh is expected. Clothing should not have offensive words, slogans or pictures that advocate violence, disrespect or illegal substances. Hats/headgear are to be removed while you are in the building. Inside footwear should be worn at school (**footwear with wheels is not acceptable**). An uninterrupted line of clothing covering the body from top of the shoulders to mid-thigh must be worn. Midriffs are to be covered at all times. Appropriate necklines, straps and clothing that completely covers all underwear garments is expected. Please see attached Dress Code diagram.
Reason for Expected Behaviour: Your appearance reflects your good judgment and your respect for yourself and others.
Consequences of Misbehaviour: If you wear inappropriate clothing, you will be asked to cover up or put on something more appropriate. If this causes any difficulty or the issue continues, your parents will be contacted to help resolve the matter.

CARE OF SCHOOL PROPERTY

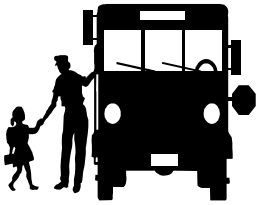
Expected Behaviour: You are expected to respect all school property: classrooms, halls, washrooms, playground, gym, library, equipment, textbooks and supplies.
Reason for Expected Behaviour: In taking care of school property you display pride in your school; you also help to maintain attractive surroundings and facilities which are necessary to successful learning for you and your fellow students.
Consequences of Misbehaviour: If you damage school property, you are expected to pay for repair or replacement costs. If a textbook/library resource is destroyed, lost or stolen, you or your parents will be expected to pay the replacement cost. Intentional damage is a crime and parents will be immediately involved.

EXTRA-CURRICULAR ACTIVITIES

Expected Behaviour: On school buses, at extra-curricular activities or on field trips, all relevant school rules apply.
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. Always let others know that you are proud to be a student at Admiral Collingwood.
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.

ALTERNATIVE AFTER-SCHOOL ARRANGEMENTS/BUS REGULATIONS

Expected Behaviour 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. Unless an emergency arises the school should be notified in writing before noon on the day of the requested change.



Students will not be allowed to make changes in transportation without written permission from their parents. Change 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, except in child care emergencies.
Situations involving sleepovers, music lessons, playing at a friend's house, etc. do not qualify as emergencies. Students who do not regularly use transportation must follow these guidelines.

School Bus Rules:

1. Be on time and never stand in the street or highway while waiting for the school bus.
2. Be quiet while the bus is approaching and crossing a railway.
3. Pupils shall be picked up and discharged only at bus stops approved by the Board Transportation Consortium.
4. Obey the driver promptly and avoid any unnecessary conversation with him/her while the bus is in motion.
5. 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.
6. Occupy seats assigned by the driver.
7. Do not throw anything out of the windows or extend hands, arms or legs through openings.
8. Do not throw refuse on the floor of the bus. Help the driver to keep the bus clean.
9. Eating or drinking is not permitted on a school bus.
11. Be courteous to the driver and fellow passengers. Rough or boisterous conduct will not be permitted on the bus.
12. Willful damage on the bus must be paid for by the offender.
13. Students must obey driver at all times.

Regulations For Transporting Equipment on School Buses:

1. All items which may cause injury to passengers must be carried in a knapsack or sports bag.
2. The carry on bag must be small enough to remain on the student's lap in transit.
3. Only one bag per student will be allowed to enable them to use the hand rail while entering and exiting the bus.
4. Musical instruments in cases are acceptable provided they can be carried on the student's lap.
5. Skates should be carried in a sports bag but skate guards are acceptable.
6. Items not allowed to be carried onto the bus are: skis, snowboards, hockey sticks, large musical instruments, toboggans (or similar objects), skateboards, and pets.
7. Larger items, such as skis and snowboards, may be transported on the bus for field trips and fitness activities. This equipment must be stowed in the under body luggage compartments or secured safely under seats or in seats without blocking the rear emergency exit.
8. Equipment must be secured to avoid causing injury to the occupants of the bus.
9. The bus driver is responsible for supervision of loading equipment.

Reason for Expected Behaviour:

The safety of our students is foremost in our concern for appropriate student behaviour. The behaviour that is expected from you at school is for the most part expected of you while on the bus traveling to and from school.

Consequences of Misbehaviour:

Any infringement of the School Bus Rules may result in disciplinary action by the school and possible loss of transportation privileges for a given period of time.

ALWAYS LISTEN TO THE BUS DRIVER. NEVER DISTRACT THE DRIVER.

ILLEGAL SUBSTANCES AND WEAPONS

Expected Behaviour: Tobacco, lighters, fire crackers, alcohol, drugs and drug paraphernalia will not be permitted on school property. 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 use of tobacco, alcohol and drugs is dangerous. 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.

PERSONAL PROPERTY

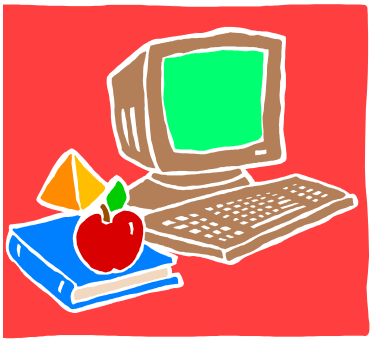
Expected Behaviour: Students should not have cell phones at school or any other valuable electronic equipment (such as Game-Boys, MP3 players, digital cameras, video taping devices). If these objects are at school for any reason they are to be left in student's backpacks or with a staff member. These items are not to be used during the school day without special permission by a staff member. If items are lost or stolen, then it is student's responsibility to pursue the recovery of them (not the classroom teachers' or the school's). Teachers and office staff are free to pursue lost items, but the notion of responsibility or neglect does not lie with the school but the student. Students will have sole responsibility if these items are lost or stolen.

Reason for Expected Behaviour: We would like to see the students and parents assume responsibility for their own items. Although every effort will be made by staff to help locate lost or stolen objects, ultimately students must accept responsibility. There is a time and a place for the use of electronic equipment but we would like to encourage socialization and communication skills while on breaks. Developing friendships and being physically active during our breaks is a great way to becoming healthy and fit. To protect the privacy of all of our students, the use of any audio recording and/or photographic imagery equipment is forbidden on school property.

Consequences of Misbehaviour: Although every reasonable effort will be made to recover lost or stolen property, the student is ultimately responsible for these belongings if brought to school. The unsuccessful retrieval of the item may be consequence enough. A discussion may take place in regards to how to avoid this situation in the future. If items are used at inappropriate times during the school day, these items may be confiscated by school staff until the end of day or until a discussion can take place in regards to the misuse of the item.

COMPUTER USE

Expected Behaviour: It is expected that all students follow the procedures and rules regarding the use of the computing and information technology facilities and resources.



ACCEPTABLE USE:

- I will use the computing and technology facilities as instructed by my teachers
- I may use the Internet when a teacher is present or I have special permission to do so.
- I will only use the computing and technology facilities for recreational purposes when I have permission from my teacher.
- I will never use the computing and technology facilities for illegal or money-making purposes.
- I will not download and\or sell materials, which are owned by someone else.
- I will follow the school rules when using and downloading any files and software.
- I will keep my login password secret.

SAFE USE:

- I will never give out personal information about myself or others on the Internet without my teacher's instruction (my address, telephone number, picture, etc.)
- I will only use my first name when using the Internet.
- I will inform my teacher immediately if I find materials and sites I should not see.
- I will inform my teacher immediately if I am ever uncomfortable or frightened on the Internet (because a user is not using acceptable behaviour).

APPROPRIATE USE:

- I will be polite. I will only use language that is acceptable in my school.
- I will send messages that contain words or information I would write on a classroom blackboard or that I would write to my parents.
- I will not use the computing and technology facilities in any ways that will harm the system or another person's work.
- I will not go into another person's private mail or files.

RELIABILITY:

- I understand that the teachers and technicians try to ensure that the computer and technology facilities work. However, I understand that the computer and technology facilities may be unavailable sometimes.
- I understand that information found on the Internet may be false, and I must learn to evaluate the information that I find.

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, research requirements, and assist with career preparation. 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.

CODE OF CONDUCT ACKNOWLEDGEMENT

We appreciate the effort you put forth with your child(ren) to encourage good behaviour. We have the attached "Code of Conduct" to be followed at our school so that we can function in a manner that is consistent and beneficial to the needs of every child.

Please sign on the space provided below indicating your awareness of our expectation. We appreciate your support in this matter.

Sincerely,

The Staff at Admiral Collingwood Elementary School

Name (s) of Students	Teacher	Signature of Student (s)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

PARENT/GUARDIAN ACKNOWLEDGEMENT

I am signing this form to indicate that I have read and understood the school's procedures and policies, and the Code of Conduct.

_____ _____

Date Signature of Parent/Guardian