**STEELE STREET SCHOOL**

**“*Code of Conduct”***

**2013-2014**



The following “Code of Conduct” has been established in accordance with the following District School Board of Niagara’s Policies and Procedures:

 Policy G-2 *Safe Schools*

 Policy G-8 *Code of Student Behaviour*

 Policy G-29 *Bullying Prevention and Intervention*

 Policy G-28 *Student Discipline*

As well as Minister of Education Bill 13 *Accepting Schools Act.*

Staff and representatives of the School Advisory Council have assisted in developing the Steele Street School “*Code of Conduct”*. Their time and assistance is greatly appreciated and valued.

**STEELE STREET SCHOOL**

***“Code of Conduct”***

Introduction:

At Steele Street School, We are committed to promoting a school environment conducive of effective learning/teaching and mutual respect, wherein individual/group needs, rights and responsibilities are recognized. At Steele Street School, our goals are:

 To maintain the best possible CARE, WELFARE, SAFETY and SECURITY for all students, staff and visitors within our school environment.

 To develop citizens who think critically, make appropriate decisions/choices, behave responsibly, respectfully and strive towards academic excellence in a safe and supportive learning environment.

**Student Rights:**

Students have the right to:

1. Be treated with fairness, respect and dignity.

2. Equitable educational opportunities (academic, social/behavioural/emotional and physical).

3. Learn in a safe, happy and secure school environment.

4. Learn in an atmosphere free of intimidation, verbal, physical, sexual, ethnic, religious or racial harassment.

5. Receive required help in regards to academic, emotional or social assistance.

6. Feel comfortable at school.

**Student Responsibilities:**

Students have the responsibility to:

1. Show respect, honesty, fairness and dignity to other students, staff, parents and guests of Steele Street School.

2. Attend class regularly, be punctual, prepared and ready to learn, be diligent and do their best in their studies.

3. Behave in a responsible and courteous manner that is respectful to themselves, staff, parents, guests and fellow students at Steele Street School or at any school authorized event/activity.

4. Be respectful of school, personal and community property.

5. Ensure that all school correspondence to his/her parent and/or guardian reaches home and is returned to school if necessary.

6. Be environmentally conscientious (reduce, reuse, recycle) in our school community and surrounding area.

7. Refrain from bringing anything to school that may compromise the safety of others.

8. Use non-violent means to resolve conflict. Seek assistance, if necessary to resolve conflict peacefully.

9. Report unsafe situations, events or bullying that may interfere with his/her safety.

10. Follow this Steele Street School “*Code of Conduct”* and be responsible and accountable for his/her own actions.

**Parent/Guardian Rights:**

Parents/guardians have the right to:

1. Expect that their child(ren) will be safe and secure at school or other related activities.

2. Be welcomed and encouraged to become involved in a wide variety of school activities and the School Council and to openly discuss the policy and procedures of our school.

3. To be informed regarding their child(ren)’s academic, social/behavioural/emotional and physical performance and of the programs, events activities and issues at the school.

**Parent/Guardian Responsibilites:**

Parents/guardian’s have the responsibility to:

1. Show respect, honesty, fairness and dignity to all students, other parents, staff, and guests of Steele Street School.

2. Send their children to school with the proper nutrition, clothing and equipment so that students can participate actively in all school programs.

3. Ensure that their child(ren) attend school regularly and punctually. Promptly notify the school if their child(ren) are going to be late or absent (*Regulation 298, Section 23 (2), Education Act, 1993).*

4. Ensure that school newsletters and information sheets are read and shared with their child(ren) as appropriate and return permission forms, if requested.

5. Co-operate and support the efforts of school staff in maintaining a safe and respectful learning environment for all students.

6. Report unsafe situations, bullying or events that may interfere with a child’s safety at school or on the way to and from school.

7. Report any potential “unsafe” playground equipment (ie.bolts missing, cracks etc.)

8. Follow and obey the clear expectations of our parking facilities, signage and City of Port Colborne traffic by-laws.

9. Discuss with their child(ren) and support the Steele Street School “*Code of Conduct”.*

**Teacher/Support Staff Rights:**

Teacher’s and Support Staff have the right to:

1. Expect and receive support, respect and co-operation from the school community.

2. Open communication/dialogue with students, parents/guardians.

3. Expect that students attend class regularly, punctually and be prepared. (ie. Complete homework assignments to the best of their ability, wear proper physical education attire as required by the teacher, and bring necessary materials/tools to class).

4. To work in an environment free from violence, harassments and discriminations in accordance with the *Board’s Respectful Workplace Policy.*

5. Expect reasonable behaviour in the classroom, throughout the school, and in all other educational settings from both students and parents.

6. Exercise sufficient flexibility to deal with the needs and interests of students, parents and fellow staff as individuals.

**Teacher/Support Staff Responsibilities:**

Teacher’s and Support Staff have the responsibility to:

1. Show respect, honesty, fairness and dignity to all students, other staff members, parents and guests of Steele Street School.

2. Develop, teach, assess and evaluate programs designed to meet students’ needs reflecting “The Ontario Curriculum”.

3. Provide a pleasant, inviting, friendly, safe and positive environment conducive to learning. Communicate the belief that each student is a valued and respected member of our school community.

4. Communicate to parents/guardians regularly and meaningfully on issues related to their child’s academic, social and behavioural progress.

5. Follow appropriate health and safety measures.

6. Provide a trustworthy environment for students and parents/guardians to express their concerns.

7. Follow this Steele Street School “*Code of Conduct”.*

8. Maintain consistent and fair standards of behaviour of all students.

9. Encourage and motivate all children to actively participate in all aspects of school life.

10. Support each child in their efforts to use strategies that will help them solve conflicts and be responsible decision makers.

11. Report any potential “unsafe” playground equipment.

12. Report unsafe situations, bullying or events that may interfere with a child’s safety at school to the Principal (who will then notify the parents/guardians).

Each classroom teacher, together with the students develop a list of classroom expectations, rules, routine and procedures. All minor offences involving the neglect of attention to classroom expectations or rules will be handled by the classroom teacher or designate.

**Progressive Discipline:**

Steele Street School uses the “progressive discipline” approach which makes use of a range of interventions, supports and consequences that are developmentally appropriate. This includes opportunities for students to learn from mistakes and focus on improving behaviour and making good choices.

Progressive discipline may include early and ongoing intervention strategies such as:

 Referral to the In School Team

 Verbal reminders and cuing the student

 Consultation or referral to support staff (Youth Counsellor)

 Review of expectations with the student (addressing inappropriate behaviour)

 Informal/formal discussion with the Teacher, Parent and Principal providing opportunities for students to learn from their choices he/she made.

 Temporary time out from the classroom with supervision either in another classroom, the office or another area as determined by the principal. This time out is to be used as an educational opportunity as teacher/principal sees fit.

Progressive discipline may also include a range of interventions, supports and consequences when inappropriate behaviour(s) have occurred with a focus on improving the behaviour(s) such as:

 Conferencing with the parent/guardian for parental awareness and involvement and support.

 Removal of privileges.

 Unsafe or disrespectful behaviour that warrants a formal Discipline Report from the bus driver will automatically result in loss of bus transportation privileges for a pre-determined time.

 Restitution (replace lost/damaged school textbooks, sports uniforms, equipment, library resources, property damage)

 Withdrawal of extra-curricular activities (ie sports teams).

**Out of school suspension** shall be considered if it is believed that the student has engaged in any of the following activities:

 Uttering (or writing) a threat to inflict serious bodily harm on another person.

 Possessing alcohol or illegal drugs.

 Being under the influence of alcohol or drugs.

 Committing an act of vandalism that causes extensive damage to school property at Steele Street School or to property located on the premises of Steele Street School.

 Swearing at a teacher or at another person in a position of authority.

 **Bullying. \***

 Persistent opposition to authority.

 Any act considered by the principal to be injurious to the physical or mental well being of members of the school community.

 Any act considered by the principal to be contrary to the DSBN Code of Student Behaviour or the Steele Street School *Code of Conduct.*

 Any other activity that is an activity for which a principal may suspend a pupil under the policy of the Board.

**\* Bullying** is typically a form of repeated, persistent, aggressive behaviour that is directed at an individual’s and is intended to cause (or should be known to cause) fear, distress and or harm to another person’s body, self-esteem, or reputation.

**Bullying** can be physical (hitting, pushing, tripping), verbal (name calling, mocking, or making sexist, racist or homophobic comments); or social (excluding others from a group, spreading gossip or rumours). It may also occur through the use of technology (spreading rumours, images, or hurtful comments through the use of e-mail, MSN, Facebook, cell phones, text messaging, web sites or other technology).

**Bullying** occurs in a context where there is real or perceived power imbalance. Some areas of difference may be size, strength, age, intelligence, economic status, social status, religion, creed, ethnicity, disability, need for special education, sexual identity, family circumstances, gender or race. **Bullying is taken very seriously!**

**The following provides clear expectations about appropriate and inappropriate standards of conduct:**

Bicycles, Roller Skates, Skateboards, Scooters (noted as “equipment” in this section:

1. Students riding their equipment to school must wear a helmet (*The Highway Traffic Act, Section 104(2.1)* and walk with their equipment while crossing with Crossing Guard.

2. Students must walk with their equipment while on school property, and store in the designated area.

3. Students are not to play or loiter in the vicinity of the bicycle racks at anytime during the school day.

4. Roller shoes are not allowed on school property or inside the school building.

Care of School Property:

1. Students are expected to take care of school property such as textbooks, desks, library resources, playground/computer equipment, furniture and sports equipment/uniforms. Defacing school and classroom property with graffiti in any school area (including washroom/change room) is prohibited.

2. Students are expected to be respectful of the property of others.

Prohibited Items:

1. Certain products will not be allowed on school property due to the toxic and or potentially destructive/disruptive nature (example toxic correction fluid).

2. Activated cell phones/iPods must be kept in student backpack and turned off once they arrive on school property and for the duration of the school day. Students may also leave their phone/iPods with their teachers or at the office. Note: The use of these devices (and other technology) may be allowed as part of an educational program under teacher supervision.

3. Snow sleds, lacrosse sticks and balls, golf balls, regular and mini-size hockey sticks.

4. The Principal has the right to prohibit any other item that are potentially destructive/disruptive to the school environment.

5. The school will not be responsible for any lost or stolen items that the students choose to bring to school

Playground Behavior:

1. Follow the “There are no excuses for hurting anyone” expectation.

2. Play safely in the designated playground area and on equipment.

3. Use assigned entry and exit doors.

4. Climbing fences, trees or any part of the building is not permitted.

5. Students are to ask permission from the teacher/supervisor on outside supervision to enter the building or leave school property to retrieve equipment during the Fitness Breaks and before the morning entry bell.

6. No food or drink is permitted outside during Fitness Breaks and before the morning entry bell.

Appropriate Dress/Attire:

1. Hats are to be removed upon entering the school and left with the student’s back pack.

2. Appropriate footwear must be worn at all times in the school building due to hygiene/safety reasons (in case of fire evacuations).

3. Appropriate gym attire and athletic footwear is expected to be worn during physical education classes as per teacher directive.

4. Students are not permitted to wear inappropriate clothing/attire which includes:

 Personal possessions bearing written statements or pictures that are offensive, degrading, racist, suggestive or refer to drug, alcohol and tobacco advertising.

 Shirts/skirts/pants that may expose the midriff.

 Halter tops, shirts with ‘spaghetti straps’ (shoulder straps must be three fingers in width).

 Shorts/pants and skirts must be appropriate length and worn in such a way as to cover under garments etc.

Students dressed at any outside-of-school sanctioned functions/activities where they are representing Steele Street School must follow the same Steele Street School dress code.

Fighting, Aggressive Behaviour, Profane/Improper Language:

1. Bullying, physical/sexual/verbal harassment/threatening is forbidden.

2. Inappropriate remarks, swearing, gestures, jokes, insults, innuendoes about gender, disabilities, religion, racial or ethnic background, colour of skin, place of birth, citizenship, social status or ancestry are not permitted.

3. Steele Street School abides by the “No Body Contact” rule.

4. Absolutely no name calling will be tolerated.

Snowballing:

1. Snowballing is very broadly defined, including the following:

 Throwing any snow such as: snowballs, ice balls or chunks of ice.

 Washing faces or burying students with snow.

 Kicking snow at others.

2. Steele Street School abides by the “No Excuses” guide since the potential danger for serious injury is too great to allow snowballing of any kind on school property or on the way to and from school.

3. Sliding on ice patches is not permitted.

Conduct During Bus Transportation:

1. Be respectful to the driver (abide by his/her rules) and his/her authority.

2. Keep windows closed unless the driver gives permission to open.

3. Do not throw objects either in the bus or out the window.

4. Talk quietly, always using appropriate language.

5. Keep aisles clear.

6. Harassment/intimidations/bullying will not be tolerated.

7. Eating or drinking on bus is not permitted.

8. Remain in your seat at all times.

Weapons:

1. Items which are prohibited because of their real and/or potential danger to self or others include, but are not limited to: flammable materials (matches, firecrackers, lighters); pocket/xacto knives; hard balls; guns (cap, air gun, BB guns), laser instruments.

2. Any object used to threaten or intimidate another person.

Acceptable use of Technology:

1. No student shall commit the offence of computer trespass which is using another student’s computer password/usernames to gain entry with the intention of deleting, altering, adding written passages or photos whether it be on Steele Street School computers or accessing MSN through a home computer to pretend to be another student.

2. Students shall not disclose a personal password/username to any other student at any time.

3. Students are expected to follow the DSBN Policy regarding Internet Access and Use Guidelines for Students and Acceptable Use Agreement for Students Using Information and Communication Technologies (ICT) of the Board. (Policy D-1).

Nutrition/Fitness Break Procedures:

1. All students, with the exception of those who regularly go home for lunch during the Nutrition/Fitness Breaks will remain on school property from the time of arrival in the morning until dismissal at 3:20pm (unless noted on permission form signed at start of year).

2. Students will share the responsibility for keeping lunch facilities clean, use appropriate manners, keep their voices at a conversation level and recycle appropriate materials.

3. All students are expected to remain in their seats in the designated eating area during Nutrition Breaks.

4. All students are expected to obey and be respectful toward the lunch/yard supervisors who are on duty.

5. Students are not permitted inside the school prior to morning bell or during Fitness Breaks, without the permission of a teacher/supervisor.

6. Food and/or beverages are not allowed on playground.

Honour Code:

1. A student shall not commit that offence of cheating, plagiarism or lying.

2. The term cheating includes providing or receiving unauthorized assistance in academics (including quizzes, tests, reports and assignments).

3. The term plagiarism includes the use of knowingly copying and pasting of information from a book or website and submitting this work as if these ideas were their own.

4. Lying includes keeping the facts from or distorting the true facts/details about a situation or the persons involved, when a person in authority (teacher, principal) has requested this information.

**AT STEELE STREET SCHOOL---**

**Our mission is Achieving Success Together as Life Long Learners.**

**IN CONCLUSION:**

We ask that you take the time to read this document and discuss the importance of it with your children. Once done, please sign and return this form to your child’s teacher.

Thank You.

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Parent’s/Guardian’s Commitment:

I have read the terms of this Code of Conduct and agree to abide by them.

Parent/Guardian’s name (please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Student’s Commitment:

I have read the terms of this Code of Conduct and agree to abide by them.

Student’s name (please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher/Grade \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_