

# GLENDALE SCHOOL CODE OF CONDUCT

## Glendale School's Mission Statement:

*It is the mission of the teachers of Glendale School to provide a safe and inviting environment where all students can feel good about themselves, can realize their individual potentials, and can acquire the skills and knowledge necessary to succeed in the future.*

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 AND GUIDING PRINCIPLES

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

All members of the school community are to be treated with respect and dignity. They have the right to be safe and feel safe in our 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 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, disrespect, discrimination, intimidation, insults, 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.

The behaviours listed in the previous paragraph disrupt learning and teaching in our school. Members of the school community have the responsibility to maintain an environment where conflict and differences can be addressed in a manner characterized by respect.

The information in this section outlines standards of behaviour and consequences for unacceptable behaviour.

## 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

***Respect is defined as a feeling of honour or regard for the feelings, beliefs, traditions, achievements, abilities, belongings or thoughts of the people around you.***

### 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;
- respect and treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, age, sexual orientation or disability;
- 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 or obscene comments or gestures;
- show proper care and 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;
- respect the needs of others to work without disruption in an environment of learning and teaching.

*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;
- **not** bring to school aerosol body sprays, aerosol deodorants, colognes or perfumes due to the growing number of students with fragrance allergies.

## B. PHYSICAL SAFETY

### PHYSICAL AGGRESSION

*All students must:*

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

### WEAPONS

*All students must **not**:*

- be in possession of any weapon, including but not limited to, firearms, explosive materials or firecrackers;

- be in possession of any toys or objects that could be perceived or used as a weapon;
- use any object to threaten or intimidate another person;
- cause injury to any person with an object;
- be in possession of laser pointers.

### 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;
- 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.

## D. BULLYING

Bullying is defined by the Ministry of Education as a form of repeated, persistent and aggressive behaviour directed at an individual or individuals that is intended to cause (or should be known to cause) fear and distress and/or harm to another person's body, feelings, self-esteem or reputation. Bullying occurs in a context where there is a real or perceived power imbalance.

Students may attain or maintain power over others in the school through real or perceived differences. Some areas of difference may be size, strength, age, economic status, social status, solidarity of peer group, religion, ethnicity, disability, need for special education, family circumstances, gender or race.

Bullying is an unhealthy interaction that can take many forms. It can be physical (e.g. hitting, pushing, tripping), verbal (e.g. name calling, mocking or making inappropriate comments) or social (e.g. excluding others from a group, spreading rumours, images or hurtful comments through the use of e-mail, cellphones, text messaging, Internet or other technology).

This type of behaviour is not tolerated at Glendale School. Students are not to act in a manner which detrimentally affects the academic, social or emotional development of other students in our school community. It is the duty of students to report this behaviour if they witness it occurring. The power to truly remove bullying from schools lies in the affirmative action of the bystanders. Reported instances of bullying will be investigated by staff and school administration and will be dealt with according to our guidelines in the section, "Responses to Behaviour."

## SCHOOL ROUTINES

"A student 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 (school begins at 8:50, supervision begins at 8:35am);

### B. ARRIVAL AND DEPARTURE

*All students must:*

- walk bicycles when arriving on or leaving school property;
- lock bicycles at the bicycle rack when arriving at school;
- not ride on skateboards, roller blades or hee-lies 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 at the appropriate entrance times – Primary students will access the entrance off the primary playground, Junior and Intermediate students will access the entrance off their playground – tarmac area;
- leave the building promptly at the second

nutrition break and after school by the designated entrance or report promptly to the activity permitted by the co-instructional program. Those students who go home to eat during the second break must have written permission from a parent or guardian to do so;

- move quickly and quietly to all classes in the time allotted.

### D. CLASSROOM & PLAYGROUND 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** to have gum at school;
- **not** to bring radios, disc players, electronic games, MP3 players or any other electronic devices into the classrooms unless designated as part of an accommodated program.
- radios, disc players, MP3 players, electronic games and all other electronic devices are permitted on the bus and playground, but are not to be used or worn while in the building;
- 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, hard rubber balls and rackets to school except when permitted as part of a school program.

***Glendale School accepts no responsibility if these personal items are lost or stolen.***

### E. DRESS CODE

At Glendale 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 school field trips or activities. Head-coverings (bandanas, sweatbands, kerchiefs, wave caps, etc.) are not allowed. Headdresses 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 widespread 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, midribs or undergarments or that have revealing necklines are not to be worn in the school, on school grounds, or on school-sponsored field trips or activities. Sleeveless tops 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 do not reveal undergarments and midribs in the normal range of movement. No short shorts or micro mini-skirts are permitted.**

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. Pajamas are not to be worn at school (the only exception being special event days).**

*Such "immodest" dress (as outlined in numbers 2, 3, and 4), 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.**

6. **Footwear appropriate to the subject area or activity must be worn at all times. Students are expected to have dry shoes for inside wear. Flip flops provide little support for play. Children wearing flip flops will not be allowed on the playground equipment.**

*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 Glendale School 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. changing 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 or designate.**

#### F. SCHOOL BUS RULES

The school bus is an extension of the school. 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, responses could range from a warning, detentions, alternate transportation arrangements being made by the parent or suspensions from school.**

#### G. LUNCH

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

1. Remain seated in their own class room. Hall passes/wrist bands are to be used for the fountain or washroom;
2. Throw out their own garbage and recycle cans;
3. Clean up their own spills and wipe down their desks with a wet cloth;
4. Practise appropriate table manners;
5. No sharing of food;
6. Refrain from sending peanut products due to the increasing number of peanut allergies;
7. Display good "classroom" behaviour – noise should be at an acceptable, conversational level.
8. Students may not leave the school yard without written permission from a parent/guardian.  
A lunch note file will be kept in each class room.
9. Walking students should return to school by 1:20 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 running shoes with non-marking soles.

In addition, students in grade 7&8 should bring a change of clothing for gym classes and/or sports activities. They will require sweat pants or shorts, and a sweat shirt or t-shirt. Students in Kindergarten to Grade 6 are not required to change for physical education classes.

#### 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.

interventions

Communication between home and school will facilitate this process.

POSITIVE PRACTICES MAY INCLUDE:

- discussion or counseling from the teacher/principal/support staff;
- mentoring;
- program modification;
- program accommodation;
- positive feedback for desired behaviours;
- interview between teacher and student;
- involvement of resource personnel (i.e. youth counselor, resource teacher, in-school team, Board/community agencies);
- formal interview between student, teacher, principal.
- parental contact

## 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 Procedures,  
AP3-11

If a pupil has displayed inappropriate behaviour the principal and staff may utilize a range of interventions, supports and consequences that are (1) developmentally appropriate, and (2) include opportunities for pupils to focus on improving their behaviour.

Inappropriate behaviour includes any behaviour that disrupts the positive school climate and/or has a negative impact on the school community. These include any acts that are considered (1) injurious to the moral tone of the school, (2) injurious to the physical or mental well-being of any member of the school community or (3) contrary to the Board Code of Behaviour or School Code of Conduct.

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

- Positive practices that reinforce appropriate behaviours
- Corrective practices that may require

CORRECTIVE PRACTICES MAY INCLUDE:

- conflict mediation and resolution;
- review of expectations;
- written work assignment with a curriculum component;
- withdrawal or removal of privileges;
- detention: in class or at the office;
- parental involvement: phone call/letter/interview;
- community service: playground clean up, restitution of damages, etc;
- controlled supervision: in-school supervision - student works out of the classroom;
- following a yard supervision staff on their rounds;
- suspension from school and school grounds and placed in parents'/guardians' custody for significant or repeated offenses ranging from 1 to 20 days.

Corrective practices will not necessarily be imposed in sequential order, but will depend greatly on the severity and/or recurrence of inappropriate behaviours.

PLEASE SIGN THIS 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.

**GLENDALE SCHOOL  
CODE OF CONDUCT**

**NOTES:**

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*

---