



CODE OF CONDUCT 2017-2018

NOTE: To emphasize the importance of these rules and responsibilities, parents must go over the following with their children:

To enhance the quality of life at Arundel Elementary School, I promise to respect the following rules:

1. I will conduct myself calmly, politely and I will respect Teachers, Supervisors, Secretary, Caretaker, Principal, Volunteers, as well as other students.
2. I will leave candy, gum, etc. at home, along with valuables, toys, and/or personal belongings: DS, portable music devices, cameras, cell phones, money, trading cards, etc. Trading and sharing items is not permitted.
3. I will respect school property such as desks, books, computers and other resources available. I am proud of my school, and I will do my share to keep it clean, both inside and in the school yard.
4. I will follow the guidelines of the "Use of Information and Communication Technology Resources" School Board Policy (Annex VI).
5. **I will arrive on time for school.** If I arrive late for school, my parents or designated person must come to the office, and sign me in. If I must leave early, my parents must sign me out at the office. My teachers will be properly advised if I leave the school before the end of the day. **For security reasons, my parents must phone the school, at 819-687-9159 to report my absence in the morning before 9:00 AM.**
6. I will only leave the schoolyard with permission from a teacher or supervisor. I will stop playing when the bell rings, and line up quietly. I will enter the school and proceed to my locker and class as quietly as possible without disturbing the others, making sure that all my belongings are put away.
7. If I have a misunderstanding with a friend and am unable to resolve the conflict on my own, I will find a teacher or supervisor, inform him/her of the situation and let him/her intervene. I WILL BE POLITE AND RESPECTFUL WITH OTHERS and will use alternatives to fighting to resolve my conflicts. When necessary, I will seek assistance from an adult to help me solve my problem.
8. I will dress neatly when I come to school and I will follow our school Dress Code.
9. If I am too sick to participate in all regular school activities (class tests, recess, gym, etc.), I should remain home until I am able. I understand the school is not permitted to administer **ANY** medication unless the proper documents are signed.

If I have difficulty following our school rules, my teacher or the principal will inform my parents through a note, phone call and/or Behavior Report.

COMMUNICATION BETWEEN HOME AND SCHOOL

Arundel Elementary School is a unique community school. Effective communication between school and home is achieved with a spirit of working together to better enrich and support the educational experience of students. The following are guidelines which will help us to meet this objective.

If your child comes home with details about an event which occurred at school that you consider serious, or should you have a concern:

1. Ask your child for information and keep an open mind about all sides of an event, since important details are sometimes forgotten or omitted.
2. If it is about a classroom or school yard issue not related to violence or bullying, please write a note or call **the homeroom teacher first**. If it is a bus related incident, please contact the Principal right away. It's always advisable to ask for the school's help in gathering further information before a decision on the best course of action can be made.
3. If issues remain unresolved despite notes and phone calls, please request a meeting with teacher(s) and/or with the Principal. The Principal can act as liaison between all parties (teachers, student, etc.). This is part of the school's responsibility in helping to create the best learning environment for your child.
4. If a situation warrants, you may also contact the School Board directly. It is suggested that the steps outlined above be followed first.

Following such guidelines will ensure we maintain an open, respectful and trusting relationship between home and school which is essential for the positive educational experience of all AES students.

AES SAFE SCHOOL PLAN Summary for parents

Revised May2016

The complete Safe School Plan can be found on our school's website:

<http://arundel.schoolqc.ca/>

GOAL: To prevent and stop all forms of bullying and violence targeting a student, a teacher or any other school staff member.

Bullying and violence are extremely serious offences that are addressed accordingly by our school. In response to an amendment to the Education Act to prevent and stop bullying and violence in schools our Safe School Plan outlines the procedures necessary to respond to the elements prescribed by the law.

DEFINITIONS

VIOLENCE: Refers to any intentional demonstration of verbal, written, physical, psychological or sexual force which causes distress and injures, hurts, or oppresses a person by attacking their psychological or physical integrity or well-being, or their rights or property.

BULLYING: Refers to any repeated direct or indirect behaviour, comment, act, or gesture, whether deliberate or not, including in cyberspace, which occurs in a context where there is a power imbalance between the persons concerned and which causes distress and injures, hurts, oppresses, intimidates or ostracizes.

The particular context of each situation with regard to the intent, age of the student or students with special needs will determine the appropriate cause of action. This list is not exhaustive and other measures may be taken according to the severity or repetitive nature of the incident.

Actions that can be considered acts of violence or bullying:

Minor incidents such as

- name calling, teasing, making inappropriate gestures
- rudeness, disobeying, excluding others from group activities

Moderate incidents such as

- making fun of someone's appearance, physical characteristics, etc.
- spreading rumors about someone
- hitting, swearing, spitting, forcing others to hand over food, money or their belongings
- sending nasty e-mails

Severe incidents such as

- threats, fighting
- harassment, discrimination,
- repeated minor or moderate incidences.

Students who hurt or bully other students may face one or more of the following consequences:

- Discussion with the adult who witnesses or is told of the incident;
- Reflection time (time-out or written);
- Restitution;
- Meeting with principal;
- Orange behavior ticket sent home to inform parents;
- Parents may be contacted;
- Referral to the behavior technician;
- Involvement in social skills program;
- Individual behavior plan;
- Loss of privileges (exclusion from playground or special activities);
- Depending on the incident, in school suspension;
- Social Worker or Police intervention if judged necessary.

Our school encourages personal and social growth, and promotes cooperative teamwork where everyone feels acceptance. Our goal is to enable students to become strong, capable, responsible citizens. AES has put into place some prevention measures and in-school initiatives to attain these objectives. Here are some examples:

- Approval and review of AES Code of Conduct yearly by Teacher Council and Governing Board;
- Approval and review of Safe School Plan yearly by Teacher Council and Governing Board;
- Participation of students in the Tell Them From Me Survey to monitor progress;
- Buddy Program - Kindergarten and Grade 6 students;
- Good Behavior Bus Certificates;
- Classroom lessons as part of the ERC Program - Themes: accepting differences, harmony, conflict resolution, violence and intimidation;

- Social Skills Program for small groups of targeted students with behavior technician;
- Awareness activities like Moving Beyond Tolerance: Combatting Homophobia in Elementary School Program;
- Tanager Program for Grade 5/6
- Positive Behavior Assemblies, Star Student Award Activities
- Offer of various lunchtime and afterschool clubs and activities.



All should work at reinforcing the message that violence and bullying are not acceptable and will not be tolerated. Some actions to be taken when witnessing an act of violence or bullying:

- **If I am a student:**

Intervene to stop the situation if I feel safe or go look for an adult immediately;
 Report incident to an adult I trust;
 Use proper language to address the inappropriate situation;
 If you hear about an imminent attack/bullying advise an adult.

- **If I am a staff member:**

Put an end to the incident if it is safe or seek appropriate additional help;
 Define the behavior;
 Declare the expected behavior;
 Gather relevant information about the situation and those involved;
 Document the incident or file a report;
 Report to the administration.

- **For others:**

Intervene to stop the situation if you feel safe;
 Report incident to the Principal or Staff Assistant;
 Encourage the child to stand up/speak up/seek help at school.

HOW TO REPORT VIOLENCE OR BULLYING:

As a student, should you be the witness or the victim of an act of bullying or violence, know that you should always seek help and support from a staff member or an adult whom you trust. You don't want to make yourself known, don't let that stop you from reporting and doing the right thing. You may report an incident and keep your anonymity. Incidents of bullying and violence can be reported verbally or in writing and must have sufficient information to be dealt with.

Bullying or violence can be reported by anyone through:

- *Informing a staff member as soon as possible;*
- *Contacting the Principal in person, via phone or e-mail as soon as possible;*
- *In any case, should documentary evidence be available, ensuring that a copy is remitted as soon as possible to the Principal;*

In all circumstances, when bullying and violence are confirmed, the Principal and/or Staff Assistant must be informed of each incident.

HOMWORK POLICY

Guidelines for Parents in Supervising Homework:

- a) Help plan time allotment for studies, sports and play. Encourage your child to read every day. Encourage your child to do homework in a quiet place with no distraction and, if possible, to do the homework at the same place and at the same time each night. Ask leading questions to help your child remember what has been taught. Supervise your child's homework. However, do not do the work for her/him. Written work should be legible and neat.
- b) Check with the teacher if your child repeatedly has no homework or never brings home a home-reading or lecture-maison or library book. Pupils are responsible for writing their homework assignments in their AGENDA and ensuring they have packed all items they will need.

The following times for homework assignments are supported by research and the Ministry of Education of Quebec: Kindergarten: No official homework time allotted but we suggest 10 minutes for reading. For each grade following, multiply the grade number by 10 minutes of homework time per day (i.e. Grade 1 = 10 minutes total, Grade 2 = 20 minutes total, etc.)

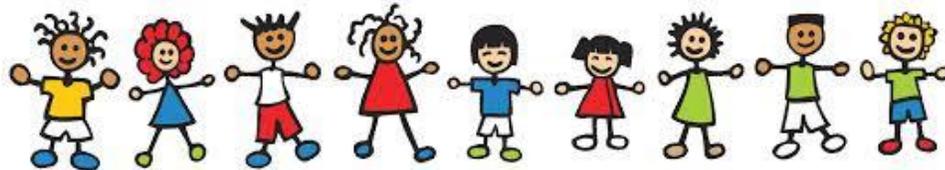
Specific guidelines will be given out in September by each homeroom teacher.

If a child repeatedly does not complete his/her homework assignments parents will be notified and asked for their support and attention to the problem.

PLAYGROUND RESPONSIBILITIES

- I help keep our school yard clean and take care of our equipment
- I play safe in the field and on all structures
- I respect designated areas and stay away from orange cones
 - I share, I am calm and polite with everyone
 - I have proper attire (rain or snow pants, boots, hat and mittens, etc.)
 - I listen to the bell and line up.

I play, I laugh and have fun!





DRESS CODE

Students should respect the following dress code:

- a) Caps, hoods and hats are not to be worn indoors.
- b) Tops that are low cut, or with thin “spaghetti” straps, backless or exposing the stomach, are not permitted at school. Neither is low cut pants showing underwear, short shorts or mini-skirts (It is recommended that shorts be worn under skirts.).
- c) Clothing with inappropriate messages or drawings is not permitted and students will be asked to change tops if possible, or else to wear the shirt inside out.
- d) Make-up and hair color are not appropriate for elementary school.
- e) Boots and snow pants must be worn at all times during winter & early spring, until the school yard is dry. Students should wear dry and clean shoes inside the building.
- f) Roller shoes, heels, flip flops, etc. as well as unsafe shoes in physical education class cannot be permitted. Safe footwear is also recommended for outside play.

We would ask parents’ cooperation and support in enforcing the above dress code to which we expect each student to conform daily, and during any extra-curricular activity related to the school.

BUS TRANSPORTATION POLICY “*Safety for Myself and Others*”



Safety Rules to follow:

1. Always be at the bus stop on time.
2. Wait until the bus has to come to a full stop before approaching it.
3. Stay in line to climb aboard, hold the handrail.
4. Find a seat quickly and keep the aisle clear.
5. Remain seated and talk quietly.
6. Keep your head and arms inside the bus at all times.
7. Know and remember where the emergency exits are located.
8. Wait until the bus comes to a full stop before leaving your seat, descend in a single file.
9. Walk a safe distance away from the bus so the driver can see you.
10. Should you cross in front of the bus, keep the same safe distance and watch for the driver’s signal to cross. **DO NOT RUN and NEVER GO BEHIND THE BUS.**

The following behavior could incur a “*Bus Discipline Report*”:

1. Not obeying rules and not listening to driver.
2. Not staying in assigned seat.
3. Spitting, yelling, drinking, eating or jumping.
4. Pushing or fighting.
5. Rude behavior or swearing.



STUDENT CONTRACT

Parent involvement and support for students of Arundel Elementary School is essential. Specifically, we would request that our parents:

1. Read, discuss and review the school discipline policy periodically with their child so that he/she clearly understands what is expected of him/her.
2. Communicate with the school (teacher/administration) to help resolve any difficulties.
3. Provide a home environment that supports and reinforces these guidelines.

Together we are involved in fostering the development of respectful behaviors in our students and helping them become socially responsible citizens. We are committed to setting good examples, correcting harmful and negative actions, and teaching positive alternatives. We are influential in guiding our youth.

We ask your cooperation in taking some time to read this document with your child. We ask that you sign below to show that you have discussed the discipline policy together.

I/we understand and agree to follow the above regulations and guidelines in order to ensure the safety, enjoyment and learning of everyone in the Arundel Elementary community.

Child's signature/Date

Parent's signature/Date

Teacher's signature/Date

Principal's signature/Date

**Let's all work together to make the
2017-2018 school year
a successful one!**