

Sherwood Public School Code of Conduct



The Code of Conduct for Sherwood P.S. was established following the Ontario Schools Code of Conduct (2000) and policies, regulations and procedures of the Durham District School Board. It is designed to provide a framework to ensure that school is a safe, productive learning environment for all. We ask families to review this Code of Conduct so that all parties are familiar with school expectations and procedures.

Responsibilities (<i>I will...</i>)	Rationale/ Reason (<i>because...</i>)	Consequences
<p>Preparation for Class I will be prepared for class so I do not waste class time. That means I will come to class with all of my books, workbooks, completed assignments, agenda and any other materials I need for school.</p>	<p>It is important for me to learn to be prepared. Everything I do is important!</p>	<p>If I consistently forget my materials, I will be reminded by my teachers the importance of being prepared, may sometimes be given an opportunity to complete my work during break times, may have my parents contacted in regards to concerns and an action plan set up.</p>
<p>Punctuality I will be on time for school each day and on time for each of my classes.</p>	<p>I need to develop a sense of responsibility. I need to show courtesy towards my peers and my teachers by being on time. I need to be sure I am not wasting or disrupting my own or others' instructional time. I need to learn that punctuality is a good habit to develop. I will be expected to be on time when I have a job in the future. People in my personal relationships depend on me to be on time.</p>	<p>There are times when I have a good reason to be late and these times will be excused. If I am frequently late, a letter or a phone call may be made to my parents. My parents will be asked to help me to be on time for school. If I continue to be late, I will be referred to an attendance counsellor who will visit my home and try to help me solve the problem. At times it may be necessary for me to make up late time.</p>
<p>Respect for Self and Others I will treat everyone the way I want to be treated, with dignity and respect, especially when I disagree with them. I will treat everyone fairly and with respect no matter what race, religion, gender, sexual orientation, age or disability. I will demonstrate consideration, cooperation and courtesy in all activities and relationships while in class, the halls, yard, field trips, competitions, etc where I am representing the school. I will not bully, intimidate or harass my friends with my words or actions at any time. All school members will respect the needs of others to work in an environment of teaching and learning.</p>	<p>By being respectful to everyone, I develop positive feelings about myself and for others. When everyone treats each other the way they want to be treated I will feel accepted, respected, trusted and encouraged to do my best. I want to be the best I can be and meet all of my goals! By being considerate I will help to ensure everyone's physical and mental well-being. Everyone has the right to be treated with dignity and have a safe environment for learning.</p>	<p>Our Progressive Discipline Policy will be used when dealing with incidents. Some consequences I may be involved in are:</p> <ul style="list-style-type: none"> -conference with others -removal from yard/classroom -communication with parents -office "time out" -repayment or task-oriented service to compensate for loss or damage <p>Any student who is disrespectful to staff, peers or volunteers will be counselled about their behaviour. If I harass, intimidate or bully others I could be suspended and have to develop an action plan.</p>
<p>Respect for Property I will treat the school grounds, the building and everything in the school with the same respect I have for my own property. I will use the recycling containers placed throughout the school to place my recyclable items in. I will keep my locker and/or desk neat and tidy, free from graffiti and inappropriate words, signs, slogans or photos. I will use the computer appropriately following the Information Technology Contract that I sign at the start of the year. I will care for and return musical instruments and equipment I borrow from the school, the next day, unless otherwise agreed upon.</p>	<p>The school is the property of the community. Custodians are hired to maintain the school building, keep it in good repair and to keep it tidy but they are not responsible for cleaning up messes that I make deliberately. Textbooks and library books are the property of the school and are loaned to me during the school year. Books, especially textbooks are very expensive and the costs continue to rise, so I need to be careful with them so that they can be used by other students in the future. Using the computers, particularly the internet, is a privilege. If I don't show common sense when using it my privileges may be removed. Most school equipment is shared and used daily so it is important that items be returned for other's use.</p>	<p>I will be expected to clean up after myself if I litter. If I damage, destroy or lose school property, repayment could take the form of cost replacement, and/or task oriented service for recovery of lost or damaged property. If I misuse or abuse school property or services, including computers, I may be suspended.</p>
<p>Bus Behaviour While riding on a school bus, I will remain seated and speak at a normal volume (not yelling). I will behave as I would at school and not eat or drink. While waiting for a school bus, I will stay in the waiting area of the school and not enter the parking lot. I will wait in line for permission to board the bus.</p>	<p>The safety of all students is the highest priority. Behaving inappropriately while on the bus causes distraction and could compromise the safety of everyone. Being kind and respectful to my bus driver and to my fellow students is expected. Being a role model to younger students is an important job.</p>	<p>Riding a school bus is a privilege, not a right. If I do not exhibit appropriate behaviour while waiting for or riding a school bus I will be disciplined and may lose busing privileges.</p>

<p>Smoking, Alcohol, Drug Use Bringing cigarettes, matches, drugs, alcohol or lighters to school is prohibited</p>	<p>It is illegal for me to smoke cigarettes, do drugs and drink alcohol and this keeps me from learning.</p>	<p>If I bring any of these items to school or use them, my parents will be contacted and appropriate action will be taken in accordance with Progressive Discipline.</p>
<p>Behaviour in the Yard and in Class I will help to make the schoolyard a safe place for everyone. I will avoid dangerous activities such as play fighting, tackling games, or throwing unsafe objects such as hard balls, snow, sticks, pine cones, sand, rocks, etc. I will obey the "hands off" rule at all times. I will be courteous and considerate when I deal with others. I will not bully, harass or threaten others, with my words or actions. I realize that dangerous objects, such as firecrackers, knives, needles, glass objects, etc. are not permitted on school property. I will not bring skateboards or scooters to school. Rollerblades must be removed before coming on to school property and all bikes must be walked to the racks and secured to a rack throughout the day. I will stay on school property at all times during school hours unless I have a note. I will leave valuable items at home.</p>	<p>Everyone has the right to be safe and happy at school. By playing safely, I will allow the supervisors to make it easier to keep everyone safe. It is important to respect myself and others and to be a good neighbour in the community. Sometimes, people frighten, bully or threaten others with their words or their actions. Most people find this behaviour mean and deplorable- this behaviour will not be tolerated. People who bully others are often people who do not think highly of themselves. I cannot respect myself if I do not respect the rights and feelings of others first. I need to be an "upstander" and not a "bystander".</p>	<p>I will be consequence by a supervisor, teacher or the administration if I do not follow the behaviour expectations in the school yard. The consequence will align with the DDSB and Sherwood philosophy of Progressive Discipline.</p>
<p>Dress Code I will dress appropriately for the season, in clothes that are clean and neat. I will remove my hat when I enter the school. I will wear clothing that does not depict ethnic, cultural, religious, racial or gender slurs, or violent or suggestive scenes or phrases. I will not expose my undergarments. All parts of my undergarments will be covered at all times, both top and bottom.</p>	<p>By dressing appropriately and practicing good personal hygiene at school, I show that I respect myself and others. Dressing inappropriately is disruptive to the learning environment. I will need to follow a dress code when I hold a job in the future.</p>	<p>Teachers and administration will exercise discretion in ensuring students are dressed appropriately. If I dress inappropriately, I will be asked to change my clothing. If I cannot find something to change into I may have to work in the office for the day. If my shirt has inappropriate information on it, I may be asked to turn it inside out or be provided with a clean, alternative shirt until I can change my top.</p>
<p>Suspension Suspension means that I am not allowed to attend school for a period of time. I can be suspended for any of the following while I am on school property, or off school property if there is a direct link to the school. <i>Suspension and a call to police may occur if I:</i> (some ex. listed below) A. Threaten to inflict serious bodily harm to someone B. Am in possession of illegal drugs C. Commit an act of vandalism causing extensive damage to school property on school premises <i>I may also receive an immediate suspension if I:</i> D. Swear at a teacher or other person of authority E. Am in possession of alcohol or illegal drugs F. Am under the influence of alcohol, illegal drugs or other intoxicant</p>		
<p>Expulsion An expulsion means that I am no longer allowed to return to my school. <i>I may receive an expulsion and the police may be called if I:</i> (some ex. listed below) A. Bring a weapon to school, including a gun or a knife B. Use a weapon to threaten or hurt another person C. Hit another person causing them to require treatment by a doctor, nurse, paramedic or dentist D. Assault someone sexually E. Sell weapons or drugs at school F. Commit robbery G. Give alcohol to someone under the age of 19 years of age <i>I may also be expelled from school for:</i> H. Threatening someone with either my words or my actions I. Using an object as a weapon J. Consistently behaving in a way that leads my Administration to believe that I am a physical, emotional danger to others in the school, or that my behaviour is harming the reputation of the school</p>		

PROGRESSIVE DISCIPLINE

Parents should be the first and foremost providers of discipline for their children. Discipline begins at home and parents have the prime responsibility for their children's behaviour and the modification of problem behaviour. The Durham Board of Education Progressive Discipline procedures outline proactive measures to foster student success.

We have established SCHOOL-WIDE BEHAVIOURAL EXPECTATIONS

Our behavioural expectations include all students and target all forms of behaviour. They are known by all students and adults. These expectations have been put in place to allow for a positive, safe learning environment and are based on a progressive discipline model.

Example: Our Behaviour Expectations Chart and Progressive Discipline Chart.

We actively attempt to PREVENT and REDUCE BEHAVIOURS from happening

We want our students to meet with success every day. For some of our students success is only possible when the day is structured and choice is limited. They need an environment that recognizes that not all students are maturing at the same rate and not all of our children are equipped to meet with the many frustrations that are found in the classroom and the playground every day. Our plan to address this is simple. We match the level of supervision to the child's level of functioning in order to prevent and/or reduce academic, social and behavioural failures. Our prevention plans are also designed to prevent and/or reduce childhood frustrations from erupting into attacking behaviours.

Example: Drop In (a structured recess time with adult support, as opposed to the unstructured outdoor recess time)

We emphasize the need to RESTORE RELATIONSHIPS that are damaged by misbehaviour

One of the important features of our positive discipline model is the need for students to repair the relationships that are damaged after an incident occurs. We work directly with the student and come along side them as they prepare to make it right with anyone effected by what has happened. A major focus of discussions is for students to take responsibility for their actions and the impact on others.

Example: Use of restorative questions and practices.

We use SUSPENSION to keep the school safe

There are times when it is necessary to remove a student from the school for safety reasons. Suspensions are a last resort. They occur when we cannot guarantee a safe environment after a number of interventions have been attempted or when a student refuses to comply with adult requests.

Example: See the Durham Boards Progressive Discipline chart.

We seek out the SUPPORT of BOARD SERVICES and OUTSIDE AGENCIES when in-school strategies fail

There are some students who require a larger group of caring adults to assist them with their struggles to be successful at school. We look for these supports when our in-school strategies, interventions and programs fail to meet a student's needs. Parent approval is always required to access these services and agencies.

We embed CHARACTER DEVELOPMENT into our everyday school life

The classroom is the best place for these topics to be addressed, both formally and informally. Recess is another place where incidental training can take place and where recognition for good choices can be celebrated. As well, Catch the Wave Assemblies, Active Living certificates are examples of school-wide initiatives that celebrate healthy development in these areas. Opportunities for student leadership are varied and include the following: office help, special event helpers, learning buddies, peer helpers.

Our BULLYING PREVENTION AND INTERVENTION PLANS are also embedded into our everyday school life

HOW?

- Our discipline strategies (see above) are designed to prevent the development of bullying behaviours. Our daily “talk” that reminds our students to Be Safe, Be Respectful, Be Responsible reinforces our intentions to keep the school free from bullying.
- No school is completely free of bullying. When bullying behaviours are detected we intervene with an individualized plan of action that involves a team approach, regularly including teachers, parents and, if needed, Board support staff, such as our school psychologist, special education facilitator, or social worker.
- Time is also spent working with students who are the recipient of bullying behaviours. We intervene with a plan for them as well.

Teaching about bullying in the classroom (incidental and planned instruction) is ongoing throughout the year.

SHERWOOD’S Behavioural Expectations

COMMON AREA	BE SAFE	BE RESPECTFUL	BE RESPONSIBLE
All Common Areas	<ul style="list-style-type: none"> - Walk facing forward - Keep hands, feet and objects to self - Get adult help for accidents and spills - Use all equipment and materials appropriately 	<ul style="list-style-type: none"> - Use kind words and actions - Wait for your turn - Clean up after yourself - Follow adult directions and speak respectfully to all adults - Do not use offensive language 	<ul style="list-style-type: none"> - Follow school rules - Take proper care of all personal belongings and school equipment - Be honest - follow our rule about hats (off your head when you enter a classroom, office or library)
Lunch	<ul style="list-style-type: none"> - Keep all food to self - Sit with feet on floor, bottom on chair, and facing desk/table - eat only your own food - Do not bring nut products to school 	<ul style="list-style-type: none"> - Use good manners - Allow anyone to sit next to you - Use a quiet voice - Raise hand and wait to be excused - Speak with supervisors in a respectful tone - Only come into the school when you have a pass 	<ul style="list-style-type: none"> - Bring a lunch everyday - Bring a healthy lunch - Clean up your area - Place garbage and recyclables in proper containers - Reduce waste, Re-use containers and Recycle
Playground/Recess	<ul style="list-style-type: none"> - Walk to and from the playground - Stay within boundaries - No wrestling or play fighting - What you play must be safe and fun for everyone - sit safely on the bleachers (sitting only) - use the stairs safely 	<ul style="list-style-type: none"> - Play fairly - Include everyone - Follow the directions of adults on duty - Do not use offensive language - Only attempt to solve conflicts when you are not feeling angry 	<ul style="list-style-type: none"> - Do not come into the school without permission - Return all sports equipment - Be willing to admit mistakes and able to find solutions
Halls, Stairways	<ul style="list-style-type: none"> - Stay to the right - Allow others to pass - Walk at all times - Keep hands and feet to self 	<ul style="list-style-type: none"> - No food, drink or gum - Use drinking fountains properly - Hold the door open for the person in front of you - Use a quiet voice 	<ul style="list-style-type: none"> - Get to class on time - Do not loiter
Washrooms	<ul style="list-style-type: none"> - Keep feet on floor - Keep water in sink 	<ul style="list-style-type: none"> - Give people privacy - Flush toilet after use - Use a quiet voice -Do not vandalize 	<ul style="list-style-type: none"> - Return to room promptly - Do not use the washroom without permission - Wash hands (using one squirt of soap) - Dry hands properly
Arrival and Dismissal Areas	<ul style="list-style-type: none"> - Use sidewalks and crosswalks - Wait in designated areas - Do not block the front doors - Keep hands and feet to self - Be aware of people around you - Choose a designated place to meet your siblings and friends outdoors 	<ul style="list-style-type: none"> - Use kind words and actions - Line up quietly - Wait for your turn to enter - Clean up after yourself - Follow adult directions 	<ul style="list-style-type: none"> - Arrive on time - Leave on time - Get teacher permission to use the phone - enter and exit by the same door

Special Events and Assemblies	<ul style="list-style-type: none"> - Keep hands and feet to self - Arrive in an orderly fashion - Wait for dismissal instructions 	<ul style="list-style-type: none"> - Focus on presentation - Sit quietly and on your bottom - Allow anyone to sit beside you 	<ul style="list-style-type: none"> - Listen responsibly - Applaud appropriately
Cell Phones	<ul style="list-style-type: none"> - Keep cell phone in a backpack or locker (should not be seen) 	<ul style="list-style-type: none"> - Keep cell phone turned off during the school day (including lunch hour) 	<ul style="list-style-type: none"> - Turn your cell phone off when you arrive at school
Bicycles, Skateboards, Scooters, Roller Blades	<ul style="list-style-type: none"> - Walk and ride safely - Watch out for cars, trucks, buses - Wear helmets - Only one person on a bike 	<ul style="list-style-type: none"> - Touch others' property only with permission - Respect the crossing guard - Follow school rules (no biking, boarding, skating, scootering on school property) - Store skateboards, scooters and roller blades in designated areas 	<ul style="list-style-type: none"> - Use kind words and actions - Keep hands and feet to self - Lock up your bike - Follow rules of the road

SAFE COMPUTER USE

Durham District School Board computing technology is made available to students to support their learning, research requirements, and career preparation. Computing technology includes computers and associated peripherals, the communication infrastructure and related equipment including local area networks (LANs) and wide area networks (WANs), facsimile machines, scanners, copiers, telephone, video, and other multimedia devices and forms of software.

DDSB technologies allow all schools to offer Internet access to their students. The Internet is a vehicle for accessing a global network of information resources. Students may use the Internet to locate and retrieve information and communicate learning with others. Internet resources may contain material that may be questionable, objectionable, or illegal, and may enable contact with persons who may exhibit unacceptable behaviour. Students re-visiting unacceptable sites will be subject to discipline according to the Schools Code of Behaviour. The DDSB utilizes Internet filtering software. This software blocks access to specific unacceptable sites known to contain violence, sexually explicit acts, intolerant, racist and other extreme viewpoints, cults, etc. No software is capable of blocking all unacceptable Internet sites. However, the Internet is a leading technology in the delivery of information in today's society and therefore, an integral part of our students' education.

Students are encouraged to report Cyber-bullying to parents/guardians, teachers, and principals. Cyber-bullying involves the use of information and communication technologies to support deliberate, repeated and hostile behaviour by an individual or group that is intended to harm others. Cyber-bullying can happen through the use of e-mail, cell phone text, multi-media messages, instant messaging, defamatory Web logs (Blogs), personal Web Sites, and on-line personal polling sites. Teachers and students are instructed on the safe and acceptable use of the Internet and other DDSB computing technology. Teachers will supervise student use of the Internet as they supervise student use of all other school resources.

All students are expected to abide by the DDSB Acceptable and Safe Use Procedure. Misuse and/or abuse of the facilities and resources are subject to consequences as defined and explained in their school's Student Code of Behaviour. Use of the Internet is governed by the Regulation 5500, the Student Code of Conduct, which states that "a student may be suspended or expelled from his or her school, expelled from attending any school in Ontario, and/or prohibited from engaging in school-related activities if the student commits an infraction of the Code of Conduct while he or she is at school, engaged in a school-related activity, or engaged in conduct that has a relationship to the school, school community, the reputation of the school or Board." In addition, use is governed by all relevant federal (e.g. Copyright Act, Freedom of Information Act, Protection of Privacy Act, the Criminal Code), provincial (e.g. Education Act, Child and Family Services Act, Safe School Act, Human Rights Code), DDSB (e.g. Policies and Procedures (3101)), and local school (eg. School Code of Behaviour) laws and regulations. Use of DDSB computing technology for unacceptable, illegal,

political, or private commercial purposes is strictly prohibited. The onus is on the user to know and to comply with these laws and regulations.

We look forward to providing students with the opportunity to use the school's computing technology facilities and resources in a safe and meaningful way.

PERSONAL ELECTRONIC DEVICES

As technology evolves, electronic devices become more visible in our everyday lives. The use of recording devices (audio/video) is not permitted unless approved by the school. Personal electronic devices that are used inside the school during the regular school day can be disruptive to the learning environment. Unless a teacher has approved a device for a particular class assignment or lesson, students should not be accessing them. When these devices are approved they should be used within the class under the direction of a teacher and for educational purposes related to the curriculum. The privacy and personal integrity of others can be violated by the inappropriate use of personal electronic devices such as cameras, cell phones, iPods/iPads, games, social networking or recording devices. If a student brings these items to school, they must be turned off and kept in students' lockers or backpacks during school hours, unless used for educational purposes with teacher permission and supervision. The Durham District School Board has banned the use of laser pointers in the schools. Sherwood P.S. is not responsible for lost, stolen or damaged items. Student access to the internet is monitored and inappropriate use of the computers will result in the students being denied access to school computers. All students will sign a computer use contract prior to access to school computers. For more information on Safe Use of Technology procedures, please log on to: <http://www.ddsb.ca/Parents/TechTalk/Pages/default.aspx>

Sherwood P.S.- Catch the Wave

Routines, Expectations, Code of Conduct

I have read and understand Sherwood P.S.'s routines, expectations, and Code of Conduct.

Student Name _____

Signature _____

Parent Name _____

Signature _____