

Grafton Public School



Family Handbook and Code of Conduct 2022-2023

Contents

Important School Information	2
Important Dates	2
Day Schedule	2
Welcome	3
School Hours	3
Attendance & School Messenger.....	3
Missing School	3
Early Pickup.....	3
Parking	3
Medical Conditions	4
Medication at School	4
Student Illness.....	4
Contact Information.....	4
Student Transportation for Medical Emergencies.....	4
Busing.....	4
Missing The Bus	4
Bus Delays/Cancellations.....	4
Inclement Weather	4
Animals at School.....	5
Smoking, Vaping on School Property.....	5
General Safety, Bicycles, Skateboards, Scooters	5
Valuables.....	5
Nutrition Breaks – Allergies and Litterless Lunches	5
Nutrition Program and Snacks	5
Indoor and Outdoor Footwear.....	5
Dress Code	6
Change of Clothing.....	6
No Snow Throwing.....	6
Permission to Leave School Property	6
Athletics	6

School Cash Online – Payment for activities and purchases.....	6
Books and Resources.....	6
School Council.....	6
Visitor Sign-In at Office	6
Classroom Visits.....	7
Contacting Students While at School	7
Newsletters and Communication	7
Edsby – Teacher Communication	7
If You Have Concerns.....	7
Social Media.....	7
Personal Electronic Devices and Joining the School Network	7
Computer, Network & Personal Devices	8
KPR Student Network and Email Accounts....	8
Volunteering	9
Emergency Procedures.....	9
GRAFTON PS CODE OF CONDUCT.....	9
Rationale.....	9
Responsibilities	9
Standards of Behaviour	9
1. School Code of Conduct.....	9
2. School Code of Conduct Responsibilities	10
3. Standards of Behaviour	10
4. School Code of Conduct Rules	12
5. School Code of Conduct Procedures ...	12
6. Strategies to Promote Positive Student Behaviour	13
7. Personal Electronic Devices (PEDs).....	14
8. Consequences for Unacceptable Behaviour	14

Important School Information

Office Hours

8:30 am – 4:30 pm

School Address

654 Station Rd, Grafton, ON K0K 2G0

School Fax

905-349-3984

School Phone Number

905-349-2591

(use School Messenger to report absences)

School Messenger Absence Reporting Number

1-844-434-8119

School Messenger Website

<https://go.schoolmessenger.ca/>

School Cash Online

<https://kprdsb.schoolcashionline.com/>

Website for the KPRDSB

<http://www.kprschools.ca/>

Public website for Grafton PS

<https://grafton.kprdsb.ca/>

Edsby website for Grafton PS

<https://kpr.edsby.com/> (use “kpr” as the server name)

Student Web Portal

<https://students.kprdsb.ca/>

Important Dates

Tues. Sep. 6, 2022	Classes Begin for Grade 1-8
Mon. Oct. 10, 2022	Thanksgiving Day
Mon. Oct. 24, 2022	PA Day – No Classes
Dec. 26 – Jan. 6, 2023	Christmas Break
Mon. Jan. 9, 2023	Classes Begin for 2023
Fri. Feb. 3, 2023	PA Day – No Classes
Mon. Feb. 20, 2023	Family Day
Fri. Mar. 10 – 17, 2023	March Break
Fri. Apr. 7, 2023	Good Friday
Mon. Apr. 10, 2023	Easter Monday
Fri. Apr. 28, 2023	PA Day – No Classes
Mon. May 22, 2023	Victoria Day – School Closed
Fri. Jun. 9, 2023	PA Day – No Classes
Wed. Jun. 28, 2023	Last Day of School

Day Schedule

Yard Supervision	9:00 am
Start of day	9:15 am
Period 1	9:15 am-10:15 am
Period 2	10:15 am-10:55 am
Nutrition/Recess Break	10:55 am-11:35 am
Period 3	11:35 am-12:15 pm
Period 4	12:15 pm-12:55 pm
Period 5	12:55 pm-1:35 pm
Nutrition/Recess Break	1:35 pm-2:15 pm
Period 6	2:15pm-2:55pm
Period 7	2:55pm-3:35pm
Dismissal	3:35pm

Welcome

Welcome students, parents and guardians to Grafton Public School. Grafton PS takes pride in providing a safe, inclusive and positive learning environment for our students. We hope that your child builds trusting relationships with staff and peers, and looks forward to coming to school each day.

Our Family Handbook provides information about the school that will help you understand how Grafton operates, our expectations and some of the things that you can anticipate throughout the year.

Many of our rules follow from the policy and guidelines established by Kawartha Pine Ridge District School Board and the Ontario Ministry of Education. And others are unique to our school. They are in place to provide a quality learning environment for all. Your support and cooperation are vital for our success. Please do not hesitate to contact the school with any additional questions or concerns, and together we can reach our goals.

School Hours

Supervision on the school yard begins at 9:00 am each morning. The bell rings at 9:15 am to indicate the start of the school day. We ask that your child arrive at school during this window, and with enough time before 9:15 am, so they are not feeling rushed and panicked when entering the school.

The first break occurs at 10:55-11:35 am, and the second break is from 1:35-2:15 pm. The end of the school day is 3:35 pm.

Attendance & School Messenger

Students arriving late are required to report to the office to sign-in.

It is the responsibility of the parent/guardian to contact the school if their child will be absent or late. Absences can be communicated using

School Messenger app, or by calling **1-844-434-8119**. Automated phone calls will go out for children whose absence is not reported. Please **refrain** from calling or leaving messages on the school phone number to report absences.

Web browser or mobile app: In a web browser, go to <https://go.schoolmessenger.ca/>. You will need to create an account. **Be sure to select "Canada" as your region.** Creating an account is a convenient way to track absences if your child shares time between two different homes – you can set your preferences to notify you whenever your child is absent.

Missing School

Attending school every day and on time is important for academic success. It also builds good habits and positive attitudes towards school and for continued success in the future. When students are away from school, arrive late to class, or are withdrawn before the end of the school day, they miss important classroom activities and discussions that often cannot be completed at home or at a later date through the use of a worksheet. They miss opportunities to engage in classroom routines, important school announcements and opportunities to develop socially with peers. Please do not hesitate to contact the school to discuss ways we can help you to improve your child's punctual attendance.

Early Pickup

We appreciate that there will be times that an early pickup is needed to accommodate special occasions and outside of school commitments. The end of the school day is a busy time of day. Please arrange for early pickups to occur before 3:00 pm.

Parking

There is limited parking at Grafton PS. We encourage students to take the school bus each day to reduce traffic on Station Road. When

commuting by car is needed, we ask that families use the south parking lot. If the parking lot is full, please park on the west side of Station Rd (school side) – this will provide room on the street for through traffic. Please be mindful not to park directly in front of our fire hydrant (it is green). Please supervise children when dropping off and picking up children, and have them refrain from playing in areas around the parking lot at the bus loop.

Please use the marked crossings when walking from the parking lot and school yard.

Medical Conditions

Please let the school know if your child suffers from any medical conditions such as asthma, seizures, anaphylaxis, etc. It is important that we have an updated Plan of Care for children requiring unique attention.

Medication at School

With the exception of inhalers and Epi-Pens, students should not carry or independently take medication while at school (e.g. Tylenol, Advil, etc.). If medication is necessary during school hours (e.g. prescriptions or pain relievers), it can be administered by office staff with signed authorization by the parent or physician. The medication must be in a labeled container. We encourage that emergency medication such as inhalers and Epi-pens be carried by students at all times.

Student Illness

It is the responsibility of all members of our community to act in a manner that is considerate of the health and welfare of other students and staff, at school. This means that if your child is unwell, please keep them at home.

Contact Information

The school updates contact information at the beginning of each year. Please let the school know if your address, phone number, custody

agreement, or emergency contact information changes at other times of the year.

Student Transportation for Medical Emergencies

In the event that your child requires medical attention while at school or in a school activity and we are unable to reach you or an emergency contact, school staff will not provide transportation to the hospital. An ambulance will be called and the resulting expense will be the responsibility of the family.

Busing

Our school's busing is arranged by Student Transportation Services of Central Ontario (STSCO). All busing information is accessed through their website 1-800-757-0307. Students must ride on the bus to which they are assigned. We cannot give a bus pass to ride to a friend's house. You will need your child's OEN number from a report card to access their online system.

Missing The Bus

We suggest that you make a plan with your child for the event that they miss their morning bus. Do you want them to go home or go to a neighbour? If transportation cannot be arranged, please call the office to report the situation. If a student misses the bus at the end of the day, they will report to the office and we will help them make arrangements for pick-up.

Bus Delays/Cancellations

STSCO posts information if there are delays or cancellation to your child's bus. Visit <http://www.stsco.ca/>.

Inclement Weather

The school will remain open during inclement weather days, even if busses are cancelled. Indoor or shortened recesses will be scheduled when there is significant rain or for extreme weather. Children should dress for weather

conditions, as we will have outdoor recess if drizzling, when cold or hot. In the winter, we will check posted wind-chill temperatures as well as current conditions outside of the school. We will shorten or schedule indoor recesses if temperatures with wind chill fall below -26 C.

Animals at School

Do not bring dogs onto school property. Some children are allergic to dogs, while others have a fear of dogs. All dogs can be unpredictable, especially around hundreds of unpredictable children. Dogs must not be on school premises from 9:00-3:35.

Smoking, Vaping on School Property

Smoking or vaping on school property by anyone is prohibited. Please refrain from smoking in our parking lots or playgrounds while waiting for the end of day dismissal.

General Safety, Bicycles, Skateboards, Scooters

For safety reasons, students are asked to walk their bicycles, skateboards, scooters, etc., while on school property. Helmets are required by law.

If your child brings their bicycle or scooter to school, it needs to be stored outside and at your own risk. We recommend that items are locked for safety. A good cyclist, like a good motorist takes no risks. To avoid accidents, students must walk bicycles and scooters on school grounds and follow traffic laws when on the road. Remember, by law children must wear a bicycle helmet.

Skateboards, inline skates, scooters, etc., are not allowed to be used on school property. "Heelys" and other forms of shoes with wheels are not permitted at school.

Students - When you are at home, your parents are responsible for your safety. When you are at school, your parents expect you will be as

safe as possible. We must try to keep our school a safe place in which to work and play.

Remember, once you have reached the school grounds during supervision times we assume responsibility for your safety.

Valuables

The school will not be responsible for the loss, theft or damage of values such as mobile phones, PEDs, jewelry, bicycles, etc. Please keep valuable items at home.

Nutrition Breaks – Allergies and Litterless Lunches

There are several students at Grafton that have allergies to peanuts and tree nuts. Please refrain from sending any peanut or nut-related products to school.

We run litterless lunches at Grafton. This means that all items that are brought to school are either eaten or return home in lunch bags. This includes wrappers, juice boxes, apple cores and unfinished food. We will help you child get into the habit of putting "messy" items into containers or wrappers to minimize messiness in lunch bags.

Nutrition Program and Snacks

The school offers additional food for children. There are snacks available throughout the day for students that are hungry and do not have food. Students will be asked to finish all food brought from home before helping themselves to food provided by the school.

Indoor and Outdoor Footwear

A pair of non-marking shoes is to be kept at school and to be worn inside. Running shoes can double as gym shoes. This helps to keep the floors clean and unmarked. Shoes are essential in the event of emergencies. Heelys and other forms of shoes with wheels are not permitted at school.

Dress Code

We appreciate your support to ensure that all clothing the students wear displays no offensive messages, symbols or pictures. Alcohol, tobacco and other drug advertisements are deemed inappropriate. KPR is revising it's guidelines for dress codes for the upcoming year. More information will follow.

Change of Clothing

It is not uncommon for students to get wet/muddy at recess or to spill food/drink while eating. We suggest that all students pack a spare set of clothing in backpacks.

No Snow Throwing

Staff are unable to directly monitor students at all times during outdoor play. Therefore we have a no-snowball and no-throwing snow rule. We wish to minimize injuries and hurt feelings during recesses.

Permission to Leave School Property

Students must sign-out at the office with parent consent if leaving the school prior to the end of the school day. We ask that all students remain at the school during nutrition breaks and recess. Please contact the school if you require alternative arrangements.

Athletics

All students in the junior and intermediate grades are encouraged to participate in our school sports teams. In the event that there are more students trying out than can be accommodated on the teams, cuts will have to be made. Cuts, if necessary, will be made based on the following criteria: work completion, attendance, behaviour, attitude, coach-ability, and skill.

Interested students must attend all tryouts and practices and wear appropriate clothing and footwear for vigorous physical activity. They also must be up to date on all assignments in

order to be involved in an extra-curricular activity in school. In addition, students should consistently demonstrate a positive and respectful attitude while at school. Students selected will display a willingness to improve. Level of skill will be the final factor considered.

School Cash Online – Payment for activities and purchases

We strongly encourage families to make payments electronically using the School Cash Online platform. Families will receive a notice each time an activity with a related cost is available. Paying online greatly reduces the overhead in bringing cash to school, recording payment, counting money and making bank deposits. It also greatly reduces the likelihood of lost money.

Create an account here:

<https://kprdsb.schoolcashionline.com/> and select the "Get Started Today" option. We suggest that you select "yes" to email notification, so you are aware when purchases like hot lunches are available.

Books and Resources

School textbooks, library books, mobile devices, computers and other resources are provided to students and must be cared for. Students will be required to pay for lost/damaged school property materials.

School Council

School Council consists of parents who meet regularly to discuss school matters. Elections are held each September. Meetings are open to all members of the school community.

Visitor Sign-In at Office

Parents, community members and alumni are welcome to visit the school. To ensure the safety of everyone, the Board requires that all visitors begin their visit at the main office and sign-in.

Classroom Visits

We ask that parents ***refrain from going directly onto the school yard or to classrooms*** when visiting the school (e.g. at arrival/departure times or to drop off items such as lunches or clothing). Please stop at the office, and we will make arrangements for your child to come to the office at a convenient time, or have another student or staff member walk your child to their classroom.

Contacting Students While at School

Please do not contact your child using their mobile phone while at school, or ask your child to contact you during the school day using their mobile phone. Instead, please contact the office and we will have your child visit the office to call you.

Likewise, we direct all students to contact parents from the main office, and not from their mobile phones in classrooms, washrooms or the school yard.

Newsletters and Communication

Information is communicated home from the school in a variety of ways. ***School Messenger*** and ***Edsby*** are the main communication platforms for the school. Through School Messenger, information is regularly emailed and sometimes texted to families. Information and important dates are also posted on the school's Edsby website. It is important that you have created accounts for both of these services. Please do not hesitate to contact the school or your child's teacher for help setting up these services.

Edsby – Teacher Communication

Edsby is the main communication platform between your child's teacher and you.

Students and parents have different accounts. **It is important for parents to log into Edsby with**

their own account so they can see private messages sent by teachers.

Edsby can be accessed on a computer through a web browser at: <https://kpr.edsby.com/>

On mobile devices, download the Edsby app from the Android or iOS store. When setting up a mobile app for the first time, you will be prompted to enter "kpr".

If You Have Concerns

If you have questions or concerns about your child, please contact the teacher directly and arrange for a time to discuss your concerns. We are all passionate about education and care about the welfare of all of our students. When questions arise, the teachers are the ones who know your child and they can best support you. Please begin by talking to your child's teacher before contacting the Principal.

Social Media

If parents or students have any questions or concerns about the school, they are asked to contact the staff directly either by email or phone. Social media is not the place to seek answers or raise concerns. We are proud of our school and work to make it the best place it can be. If you have suggestions or concerns, please call us directly and we will work with you to have discussions and find solutions.

Personal Electronic Devices and

Joining the School Network

Students may bring mobile phones and personal electronic devices (PEDs) to school, but they must be stored out of sight during instructional time and during nutritional breaks unless given permission by school staff. When staff observes a student using a mobile phone or PED inappropriately, they will direct the student to take the device to the Principal.

Personal devices can connect to the school's wireless network. Students should connect to

KPRInternet, after which they will be prompted to enter their username and password.

Guests can connect to the school's wireless network with the use of a mobile phone. Connect to KPRGuest and enter your mobile phone number – an access code will be texted to this number.

Computer, Network & Personal Devices

The computer network is available for curriculum related work, essential for the successful operation of the school and for the learning of some students. Any actions that infringes on another user's rights, privileges or safety, or the network's integrity, may lead to consequences outlined in section 7. Personal Electronic Devices (PEDs) of the Code of Conduct (pg. 17).

If the use of a PED is criminal nature, it may become necessary to confiscate a personal electronic device that has been used to facilitate the commission of a crime or other illegal activity. All items confiscated under these circumstances will be turned over to police in accordance with Board/police protocols and current legislation.

Staff will determine and authorize the usage of devices during the school day. All students have the following responsibilities:

1. use only their account
2. not use anyone else's account
3. not allow another to use their account
4. not view or vandalize the files of others
5. not use the network or devices for illegal activity, non-educational gaming, gambling, hacking or any other activities identified as inappropriate by staff
6. not degrade, vandalize or disrupt computer equipment or network performance
7. not download or open files that may include a virus, intimidation, unlawful activity, inappropriate imagery or language, that

propagates a chain communication, or solicit users.

8. not to use devices to compromise the academic integrity of the school or individuals within the school
9. not to use devices to engage in, or promote any form of bullying or harassment
10. not to use devices in private areas, such as washrooms or change rooms
11. not to use devices when or where it interferes with learning, privacy or safety of staff, students or others
12. not to use devices to publish information that would enable a user to identify or know the whereabouts of the student or other
13. not to use devices to distribute inappropriate, misleading, offensive or defamatory materials - all communication must be free of prejudicial language and innuendo
14. observe and obey copyright laws
15. publish
16. appropriately cite any material downloaded from the internet and used in a project or assignment, thereby avoiding plagiarism
17. use computers, PEDs and the network as directed by school staff
18. to report any infraction of these rules to a staff member

KPR Student Network and Email Accounts

All students have a network username and password assigned by the school board. Account information can be shared by the classroom teacher or school office.

To access the majority of student applications, go to the student landing page at <https://students.kprdsb.ca>

All students have a Microsoft Outlook account. Their email address is their username followed by "@kprschools.ca". You can access this email address on personal devices with typical email clients, or directly on the web by signing in at: <https://outlook.com>

Volunteering

We appreciate volunteers at Grafton. Many of the activities are not possible without the help of volunteers. When arriving at the school, please sign-in at the main office and pick-up a visitor badge before proceeding to the classroom. Police Record Checks with Vulnerable Sector Screening will be required on an annual basis for volunteers in direct and regular contact with students, or when they are directly responsible for students. Please ask at the main office for a letter/form to take to the police station.

Emergency Procedures

We have emergency procedures in place for a variety of situations, and we practice our emergency response to threats throughout the year. During our fire and lockdown practices, the phone and entrance to the school will not be available. We thank you for your patience during these drills.

GRAFTON PS CODE OF CONDUCT

Rationale

Everyone has the right to be safe and to feel safe, welcome and included at school.

Responsibilities

- Safety is everyone's responsibility
- Everyone in our school community is responsible for promoting safe, caring relationships that respect human dignity
- Everyone is responsible for preventing harm
- Students, staff, volunteers, parents and guardians have additional responsibilities unique to their roles

Standards of Behaviour

- We value one another and treat each other with respect and dignity
- We educate our students to be caring, responsible community members who

protect everyone's physical, social, academic and emotional well-being

- Bullying and harassment in any form are wrong and hurtful. Bullying is aggressive and typically repeated behaviour that is intended to cause harm, fear or a negative environment for another individual. Bullying is an abuse of power, authority or control over another person or group. It is never acceptable
- Everyone has a role to play as we work together to prevent, identify and respond to bullying and exclusion. We all are accountable for our actions
- Where bullying does occur, we respond in a manner that is fair and appropriate, to build relationships that are respectful. Restorative practice is one strategy we use to prevent, and repair the harm caused by, bullying and exclusion
- We also use progressive discipline to prevent and respond to behaviour that violates this Code of Conduct
- Consequences for unacceptable behaviour may range from warnings, to suspension or expulsion

1. School Code of Conduct

The Kawartha Pine Ridge District School Board (KPR) believes everybody has the right to be safe, and to feel safe, welcome and included, in the school community. This School Code of Conduct reflects the guiding principles of the Board's Safe, Caring and Restorative Schools Policy and the Ontario Code of Conduct. It supports a common understanding for safe learning and working environments, where everyone is treated with respect, fairness and dignity. It also helps to prevent bullying in schools. The School Code of Conduct applies to students while they are at school, engaged in a school-related activity, or in other

circumstances where the activity affects the school climate.

2. School Code of Conduct Responsibilities

2.1 Common School Community Member Responsibilities

- Safety is everyone's responsibility
- Everyone in our school community is responsible for promoting safe, caring relationships that respect human dignity
- Everyone is responsible for preventing harm
- Students, staff, parents and guardians have additional responsibilities unique to their roles

2.2 Additional Student Responsibilities

- Exercise self-discipline, follow the established rules and accept responsibility for their actions, based on age and individual ability
- Come to school prepared, on time, ready to learn and support a positive learning environment
- Show respect for themselves, for others and for those in authority
- Refrain from bringing anything to school that may compromise safety, inclusion or respect for the dignity of another member of the school community
- Use personal mobile devices during instructional time **only** under the following circumstances:
 - for educational purposes, as directed by an educator
 - for health and medical purposes
 - to support special education needs

2.3 Additional Staff Responsibilities

- Help students achieve their full potential and develop their self-worth
- Assess, evaluate and report student progress
- Communicate regularly and meaningfully with students, parents or guardians

- Discipline fairly and consistently, taking any mitigating factors into account, as required by school board regulations on Discipline/Promoting Positive Student Behaviour/Code of Conduct, and the School Code of Conduct
- Be on time and prepared for all classes and school activities
- Prepare students for the full responsibilities of membership in their community/society
- Safeguard students from persons or conditions that interfere with the learning process
- Understand and minimize any biases that may affect student-teacher relationships

2.4 Additional Parent/Guardian Responsibilities

- Attend to their child's physical, social, academic and emotional well-being
- Show an active interest in their child's school work and actively support student progress
- Communicate regularly with the school
- Help their child be neat, clean, appropriately dressed and prepared for school
- Ensure their child attends school regularly, is on time, and gets to and from the school or bus stop safely
- Promptly report their child's absence or late arrival to the office
- Become familiar with the Code of Conduct and school rules
- Encourage and assist their child in following the rules of behaviour
- Assist school staff in dealing with disciplinary issues for their child

3. Standards of Behaviour

3.1 Respect, Dignity, Civility, Equality and Responsible Participation in School Life

We value one another and treat each other with respect and dignity. We educate our

students to be caring, responsible community members who protect everyone's physical, social, academic and emotional well-being. Everyone in the school community must:

- Respect differences among people, their ideas, opinions, experiences and perspectives
- Treat one another with dignity at all times, especially when they disagree
- Respect and treat everyone fairly, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, disability or language
- Respect and comply with federal, provincial and municipal laws
- Demonstrate the character attributes set out by the school board
- Respect the rights of individuals and groups
- Show proper care and regard for school and student property
- Take appropriate measures to help one another
- Address behaviours that are disrespectful, unwelcoming or that exclude anyone
- Use non-violent means to resolve conflict
- Dress appropriately with regard to exposure, cleanliness and message
- Respect persons who are in a position of authority
- Respect the common goal to work in a positive environment of learning and teaching

3.2 Physical and Emotional (Psychological) Safety
To protect the physical and psychological safety of everyone at school, we will not tolerate:

Weapons

- Possession of any weapon or replica weapon, such as firearms
- Use of any object or means to threaten or intimidate another person
- Causing injury to any person with an object

Alcohol and Drugs

- Possessing, being under the influence of, or providing others with, alcohol or restricted drugs

Physical Aggression

- Inflicting or encouraging others to inflict bodily harm on another person
- Intimidation

Non-physical Aggression

- Emotional, sexual, homophobic, racist, sexist, faith-based, ability-based or social status-based actions that hurt an individual or group, whether intentional or not
- Threatening physical harm, bullying or harassing others
- Using any form of discrimination, stereotype, prejudice, harassment, hate/bias-motivated act

Further to these standards of behaviour, all school members are expected to seek staff assistance, if necessary, to resolve conflict peacefully.

Bullying and harassment in any form are wrong and hurtful. Everyone has a role to play as we work together to prevent, identify and respond to bullying and exclusion. We are all accountable for our actions. Where bullying does occur, we respond fairly and appropriately, to build respectful relationships. Restorative practice is one strategy we use to prevent, and repair the harm caused by, bullying and exclusion.

Bullying, by definition: is aggressive and typically repeated behaviour by a pupil where:

- The behaviour is intended by the pupil to have the effect of, or the pupil ought to know that the behaviour would be likely to have the effect of:
 - causing harm, fear, or distress to another individual, including physical, psychological, social or academic harm to the individual person's reputation or harm to the individual's property; or
 - creating a negative environment at a school for another individual
 - the behaviour occurs in a context where there is a real or perceived power imbalance between the pupil and the individual based on factors such as size, strength, age, intelligence, peer group power, economic status, social status, religion, ethnic origin, sexual orientation, family circumstances, gender, gender identity, gender expression, race, disability or the receipt of special education.
 - the behaviour includes the use of any physical, verbal, electronic, written or other means

Cyber-bullying includes bullying by electronic means, including:

- Creating a web page or blog in which the creator assumes the identity of another person
- Impersonating another person as the author of content or messages posted on the Internet
- Communicating inappropriate material electronically to more than one individual, or posting material on a website that may be accessed by one or more individuals

Bullying, in any form, has negative effects on:

- A student's ability to learn

- Healthy relationships and the school climate
 - A school's ability to educate its students
- We **will not accept bullying** on school property, at school-related activities, on school buses, or in any other circumstances (e.g., online) where bullying has a negative effect on the school climate.

4. School Code of Conduct Rules

- Students must be allowed to learn
- Teachers must be allowed to teach
- The following behaviours are **not acceptable** for anyone in the school community:
 - physical, verbal, electronic, written or other means of sexual or psychological abuse (e.g., sarcasm, ridicule, humiliation), assault, bullying, actions motivated by hate, bias or discrimination (e.g., on grounds of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability)
 - damage to property in the school environment (including school grounds, buses, trips)

The principal may apply these rules when the pupil's conduct outside school negatively impacts the school.

5. School Code of Conduct Procedures

5.1 Search and Seizure

In alignment with our Police/School Board Protocol, school authorities have the right to search student school and personal property (such as, but not limited to; lockers, desks, purses, backpacks, pockets etc.) without permission and without prior notice. This would normally only occur when the person in authority felt there were reasonable grounds

for suspicion that the student had something in their possession that was either stolen or posed a possible risk of harm to others at the school (example; drugs, a weapon etc.) Police may be contacted if the search reveals such an item.

5.2 Signage

- Signs will be posted directing visitors to begin their visit at the office.
- Security systems, which include a camera and intercom, are connected to the main office. Visitors and parents will be “buzzed in” by office staff. All doors will be locked.
- A sign in sheet is available for volunteers to sign in and sign out. A badge will be provided which is visible to all staff demonstrating that the volunteer has signed in. Volunteers are required to have an updated Criminal Reference Check with a vulnerable sector search completed every 12 months. Forms are available at the office. Two pieces of photo identification is required.
- If you are bringing your child to school in the morning, please drop them off outside at the south end of the driveway so that they may walk safely onto the playground. At the end of the day, parents need to wait outside until the bell rings. If you need to speak with a teacher, please put a note in the agenda or call to make an appointment.

6. Strategies to Promote Positive Student Behaviour

6.1 Prevention Strategies

Schools in the KPR Board promote academic excellence through the character attributes of respect, responsibility, honesty, integrity, empathy, fairness, initiative, perseverance, courage and optimism, to enable all students to reach their full potential. Schools also use restorative practice, an approach that manages conflict by repairing harm and strengthening relationships. It holds the individuals causing harm accountable for their actions, and it

allows everyone – the person harmed, the person causing harm and others affected – to express the harm that was caused and any resulting needs. Restorative practice allows repair (“making it right”), healing and reintegration, while preventing future harm. It may include responses ranging from informal conversations or meetings, to formal restorative conferences.

In addition, the Board’s Code of Conduct sets clear standards of behaviour that are firm and fair. These standards apply to everyone in the school system – students, parents, guardians, volunteers, employees – whether on school property, on school buses, at school-related events or activities, or in other circumstances that could affect school climate. **Prevention strategies** are designed to:

- Establish a positive school climate
- Maintain effective classroom management and discipline
- Encourage, reinforce and reward positive behaviour
- Promote social skills development
- Provide information regarding anger management programs
- Use peer counselling and conflict resolution
- Use effective, respectful home-school communication

6.2 Supportive Intervention Strategies use:

- “Teachable moments” (using a current situation or news story to teach students a valuable skill or lesson)
- Verbal reminders, redirection and reinforcement
- Interviews, discussion and active listening
- Offering positive choices to support positive behaviour/citizenship
- Problem solving techniques including restorative practices
- Contracts for expected behaviour

- Appropriate outside agency support
- School/Board/community resources
- Understanding of individual and group interactions and power imbalances within society
- Learning and information-sharing to better understand people and situations

6.3 Community Threat Assessment Protocol

The KPR school board also has a Community Threat Assessment Protocol (CTAP) in place with many local agencies and police services. When student behaviours pose a potential threat to safety or risk of serious harm, the CTAP helps principals take immediate steps to protect student well-being and respond to threatening incidents. Please speak with the principal for further information on this protocol.

7. Personal Electronic Devices (PEDs)

The use of technology for student learning is a key 21st century skill to enable all of our students to learn and succeed. Under staff direction, Personal Electronic Devices (PEDs) can be used effectively as an educational resource, support or aid for teaching and learning. Furthermore PEDs, when used appropriately, can provide a safety net for students and staff. In our school community, PEDs are to be used respectfully and conscientiously.

In order to ensure a safe and positive climate for all stakeholders, school principals, with school staff, will monitor and regulate the use of Personal Electronic Devices. Guidelines include:

- The privacy, dignity and safety of others must be maintained through the appropriate use of mobile phones and electronic devices both on school property and during off site school events

- The teacher will determine and authorize the usage of a PED during instructional time
- The usage of PEDs is restricted in some areas of school including washrooms & change rooms
- When the usage of a PED is inappropriate, the school principal or designate will apply progressive discipline strategies. Depending on the infraction, strategies may include, but are not limited to; speaking with student, parent meeting, loss of recess, confiscating the PED, removal of privilege to have a PED at school or suspension

As with other personal property items, schools are not responsible for lost, stolen or damaged PEDs.

These guidelines apply to all stakeholders in the school including students, staff, parents, volunteers and visitors.

8. Consequences for Unacceptable Behaviour

Consequences for unacceptable behaviour are appropriate to the individual, circumstances and actions. Schools use progressive discipline, with a range of responses, supports and restorative practices that promote positive behaviour and inclusive school cultures. Consequences are firm, fair, clear and appropriate to the student's age and development. They include learning opportunities, to reinforce positive behaviours and help students make good choices. For students with special education needs, consequences and supports are consistent with the student's Individual Education Plan (IEP). The Board, principals and vice-principals consider all mitigating factors and other circumstance, as required by legislation. Progressive discipline and restorative approaches are outlined in detail in the Safe,

Caring and Restorative Schools Manual for administrators.

8.1 Consequences may include one or more of the following:

- apology
- warnings
- be removed from the classroom for a period of time (time-out)
- time-owed
- problem solve using conflict resolution
- meeting with teacher and/or principal to review behaviour expectations
- restricted privileges
- restitution to school or individual – can be financial or in kind – may be required to compensate for any wilful damage to property(e.g., paying for damage, doing community service)
- be part of a parent/ guardian, teacher, principal conference to review behaviour record, interventions to date, and to address next steps.
- modify or loss of one or more privileges
- behaviour contract
- voluntary withdrawal by parent/guardian
- suspension
- expulsion

8.2 The Principal, or their designate, will consider suspending a student if they believe that the pupil has participated in any of the following infractions:

- Uttering a threat to inflict serious bodily harm on another person
- Possessing alcohol or illegal drugs
- Being under the influence of alcohol
- Swearing at a teacher or at another person in a position of authority
- Committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school

- Persistent opposition to authority
- Habitual neglect of duty
- The willful destruction of school or Board property
- The use of profane or improper language
- Conduct injurious to the moral tone of the school or to the physical or emotional well-being of self or others in the school
- Being involved in a physical altercation
- Inappropriate physical contact
- Failing to complete medical immunizations as required by the Public Health Department
- Bullying:
Bullying, by definition, is aggressive and typically repeated behaviour by a pupil where:
 - The behaviour is intended by the pupil to have the effect of, or the pupil ought to know that the behaviour would be likely to have the effect of causing harm, fear, or distress to another individual including physical, psychological, social or academic harm to the individual person's reputation or harm to the individual's property, or creating a negative environment at a school for another individual
 - The behavior occurs in a context where there is a real or perceived power imbalance between the pupil and the individual based on factors such as size, strength, age, intelligence, peer group power, economic status, social status, religion, ethnic origin, sexual orientation, family circumstances, gender, gender identity, gender expression, race, disability, or the receipt of special education

- Behaviour includes the use of any physical, verbal, electronic, written or other means

Cyber-bullying includes bullying by electronic means including:

- Creating a web page or blog in which the creator assumes the identity of another person,
- Impersonating another person as the author of content or messages posted on the internet, and
- Communicating inappropriate material electronically to more than one individual or posting material on a website that may be accessed by one or more individuals.
- Bullying adversely affects a student's ability to learn
- Bullying adversely affects healthy relationships and the school climate.
- Bullying adversely affects a school's ability to educate its students.
- Bullying will not be accepted on school property, at school related activities, on school buses, or in any other circumstances (e.g. on-line) where engaging in bullying will have a negative impact on the school climate.

8.3 As required by law, a student shall be suspended and considered for expulsion on the following grounds:

- Possessing a weapon, including possessing a firearm
- Using a weapon to cause or to threaten bodily harm to another person
- Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner
- Committing sexual assault
- Trafficking in weapons or in illegal drugs
- Committing robbery

- Giving alcohol to a minor
- Bullying, if:
 - the pupil has previously been suspended for engaging in bullying, and
 - the pupil's continued presence in the school creates an unacceptable risk to the safety of another person
- Any incident including bullying, that is motivated by bias, prejudice or hate based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, gender identity, gender expression, or any similar factor (e.g. socio-economic status, appearance)

8.4 In accordance with provincial directives, a student may be suspended, and expulsion may be considered, if:

- The pupil commits an infraction in the school community, which has an adverse effect on the school
- The pupil's pattern of behaviour is so "refractory" (unmanageable) that the pupil's presence is harmful to the learning environment
- The pupil has taken part in activities that:
 - cause the pupil's presence to be harmful to the physical or emotional well-being of others in the school
 - cause extensive damage to property at the school or to property located on the premises of the pupil's school
- The pupil's pattern of behaviour has shown the pupil has not prospered by the instruction available, and the pupil persistently resists changing their behaviour

Where illegal activities – including those noted above – take place, schools also involve their local police service. The School Board – Police Protocol guides police involvement in school.