



# Glengrove P.S.

---

## GLENGROVE SCHOOL CODE OF CONDUCT

The Code of Conduct for Glengrove P.S. 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. The Code of Conduct is subject to change at any time, based on directions from the Ministry of Education or the Durham District School Board.

### SCHOOL ROUTINES AND PROCEDURES

#### School Bell Times:

**8:40 AM: Morning Bell Start**

**10:10-10:25: AM Recess**

**11:25-12:25: LUNCH**

**1:55-2:10: PM Recess**

**3:10 PM: Dismissal Bell**

#### Absences and Lates

Students are expected to be punctual and arrive at school on time. When a student is going to be absent or late, please call the safe arrival number or use the safe arrival app with the date and reason for absence. This service is available 24 hours a day. Frequent lates without reason may be further subject to the Progressive Discipline Policy. Excessive absences and lates can result in a referral to the Attendance Counselor.

When a student has been reported absent by a teacher, and a phone call or the absence reported on the app has not been received at the safe arrival to indicate a student's absence, then the automated attendance will phone to confirm the student's absence and the reason.

#### Safe Drop Off and Pick-Up Zones

Students and families are encouraged to walk to school as much as possible. **When dropping off or picking up students, please use the drive and drop and follow the marked lines, signage and staff directions to ensure student safety. Please move slowly and be patient.** Do not block the driveway.

In accordance with the DDSB Safe Welcome Policy, all visitors must ring the buzzer at the front doors and speak with our office staff first.

Families should not walk children through the parking lot and follow the sidewalks and paths around the lot. Please follow the Drive and Drop Procedures and follow the directions of staff.

### **Student and Visitor Sign-in & Sign-out Procedures**

When picking up or dropping off students during school hours, **please ring the buzzer to inform that office that you have arrived and wish to sign out your child.** Visitors to the school must check in and out at the office. An appointment should be made in advance of the visit. Report to the office first to check in.

The Durham District School Board is committed to providing a safe and respectful work and learning environment. The use of profanity, verbal and/or physical abuse, harassment or threatening behaviour towards staff, students and other members of the school community is not permitted.

### **Allergy Alert and Medical Conditions**

In some circumstances students require medication to be administered at school. Board policy states that staff members cannot administer medication to your child unless a **“Request for Administration of Medication”** form is completed and signed by the parent / guardian and the family physician. These forms are available from the office. Most medication is stored at the office. Students should not carry medication on them during the school day. An exception will be made for any student who requires the use of an emergency rescue inhaler or epinephrine injection devices.

There are members of our school community who have severe allergies including nut allergies, eggs, and shellfish with the possibility of anaphylactic reaction (severe allergic reaction which may result in death) when exposed to the scent of nuts or when they come in contact with nuts, nut products, or nut like products. Out of consideration to those individuals, students and visitors are reminded to bring nut-free products and products that do not resemble a nut product (i.e. WowButter) only for lunches and snacks.

## **CODE OF CONDUCT (Ontario Schools Code of Conduct)**

“All students, parents, teachers and other school staff have the right to be safe, and feel safe, in their school community. With this right comes the responsibility to contribute to a positive school climate. The promotion and use of strategies and initiatives in the areas of Student Success, Self-Regulation and Character Trait development, along with the employment of prevention and early intervention strategies to address inappropriate behaviour, fosters a positive school climate that supports student achievement and the well-being of all students.” – *Ontario Schools Code of Conduct*

The provincial Code of Conduct sets clear provincial standards for behaviour. These standards of behaviour apply to students whether they are on school property, on school buses, at school-related events or activities, in before and after school programs, or in other circumstances that could have an impact on the school climate. They also apply to all individuals involved in the publicly funded school system – principals, vice-principals, teachers, early childhood educators, other school staff, parents, school bus drivers, volunteers, and community groups.

The full Ontario Schools Code of Conduct can be found here: [Ontario Schools Code of Conduct](#)

The Code of Conduct for the Durham District School Board reflects the provincial Code of Conduct and can be found here: [DDSB Code of Conduct](#)

At Glengrove PS, all students, staff and parents/guardians are expected to adhere to the Provincial and DDSB Codes of Conduct and be active in upholding these expectations.

### **CODE OF CONDUCT AT GLENGROVE PS**

At Glengrove P.S., Character Education plays an important role in creating a positive school climate. Through a variety of programs, we promote ten attributes: Teamwork, Responsibility, Respect, Perseverance, Optimism, Kindness, Integrity, Honesty, Empathy and Courage. In addition, Glengrove Public School has a Student Code of Conduct which applies to all areas of the school, property, on buses, field trips, sporting events and tournaments:

<b>Respect for Self</b>	<b>Responsibility for Self</b>
You show respect for yourself when you: <ul style="list-style-type: none"><li>❖ Take pride in who you are</li><li>❖ Dress appropriately for school</li><li>❖ Understand the value of and advocate for a healthy lifestyle (mind, body, self)</li><li>❖ Are mindful of personal safety and space</li></ul>	You are responsible for: <ul style="list-style-type: none"><li>❖ Your own actions and the consequences of your actions</li><li>❖ Knowing and setting your own boundaries</li><li>❖ Maintaining a positive attitude</li><li>❖ Dressing appropriately for yourself</li></ul>
<b>Respect for Others</b>	<b>Responsibility for Others</b>
You show respect for others when you: <ul style="list-style-type: none"><li>❖ Respect individual differences</li><li>❖ Honour personal space and privacy</li><li>❖ Value others' opinions and beliefs</li><li>❖ Play and engage safely and with fairness</li><li>❖ Contribute to a positive and supportive environment, recognizing that anti-oppressive language, swearing, physical aggression, and verbally harassing are unacceptable</li></ul>	You are responsible for: <ul style="list-style-type: none"><li>❖ Knowing the school expectations</li><li>❖ Regulating and managing your own emotions</li><li>❖ Being respectful and considerate towards all members of our community</li><li>❖ Respect the needs of all members of our community (eg. dietary, academic, emotional, developmental)</li></ul>

<b>Respect for Learning</b>	<b>Responsibility for Learning</b>
You show respect for learning when you: <ul style="list-style-type: none"> <li>❖ Show accountability for learning and strive to always do your best (growth mindset)</li> <li>❖ Honour the learning space</li> <li>❖ Make positive choices in learning</li> </ul>	You are responsible for: <ul style="list-style-type: none"> <li>❖ Attending and being on time for class</li> <li>❖ Being prepared with tools for learning</li> <li>❖ Respecting the timelines of all assigned work</li> <li>❖ Being present and engaged in your own learning</li> <li>❖ Striving to self-advocate</li> </ul>
<b>Respect for Property</b>	<b>Responsibility for Property</b>
You show respect for property when you: <ul style="list-style-type: none"> <li>❖ Take pride in and ownership of our school building, as well as resources and equipment</li> <li>❖ Communicate any concerns or issues with property/material, equipment to staff</li> </ul>	You are responsible for: <ul style="list-style-type: none"> <li>❖ Manage your personal items and property</li> <li>❖ Being an active and positive digital citizen (eg. Cell phone use, chromebooks)</li> </ul>

### **Behaviour Expectations**

- In keeping with the Durham District School Board Code of Conduct and Character Education, students are expected to show respect at all times; respect for self, others, authority, school rules and the environment.
- **Uttering, writing, or using derogatory and pejorative slurs and epithets (including pictorial/physical representations) is prohibited within the workplace/school community.**

### **In the School**

The students at Glengrove PS follow the Dress Code outlined in the DDSB Dress Code Policy and Procedure, which can be found here: [DDSB Dress Code](#) .

### **On the Yard**

- Students will eat snacks inside before or after going for recesses, and boomerang all waste (i.e. wrappers, leftovers) home.
- If riding their bikes to school, students must dismount before entering school property and walk their bikes to the bike rack. Scooters, “heelies”, rollerblades, and skateboards should not be brought to school for safety reasons.
- On the yard, refrain from aggressive play and dangerous activities such as fighting, play-fighting, ball tag or throwing potentially dangerous objects such as stones, snowballs (kicking or throwing), ice and sticks. Students should keep hands and feet to themselves at all times. Infractions are subject to our Bias-Aware Progressive Discipline Policy.
- Students are expected to respect our outdoor classroom areas. Students are not permitted to climb trees anywhere on the school grounds. Students are expected to refrain from harming plants, trees and other objects in the outdoor classrooms and on our school yard. Students should not be climbing any of the bike racks or posts on school property.
- Dogs are to be leashed on school property at all times and should remain away from high traffic play areas and school entry and exit doorways. Dog owners are asked to refrain from coming on property at all with their pets.

## At Lunch

- Students who stay for lunch are expected to follow the 3 R's of the Lunchroom:
  - **Respect** - Show respect at all times for Lunchroom Supervisors and fellow students.
  - **Restaurant Style** - Remain seated, talk quietly and refrain from sharing food.
  - **Recycle** - Follow the practice of "Boomerang Lunches" and take all garbage home.
- Students who leave the school grounds at lunch should finish eating before returning to the school grounds and dispose of all waste (e.g. wrappers, slushie containers) before returning to school grounds.
- Students must remain on school grounds during school hours unless they have written parent/guardian permission to leave. All students eating their lunch at school must remain on school property, including their designated lunchroom, throughout the lunch hour. Students whose consent forms indicate that they are to stay for lunch are expected to stay for lunch and are not permitted to leave the school grounds without written permission from their parent/guardian. Students going home at lunch should not return before 12:25 p.m.

## **School Trips:**

Excursions enhance student learning. Most trips have a cost to cover admission and transportation. Parents must sign a "Parental Permission Form" and return it to the teacher prior to the trip. The Code of Conduct is used in all school events. At the discretion of the teachers and administrators, students may be prohibited from participating in any school event and/or trip based on behaviour, and/or social concerns.

## **Personal Electronic Devices (e.g. Cell Phones, iPod, cameras, video-recording devices and Smart Watches)**

Students will follow the [Ministry of Education](#) and [DDSB PED policies](#).

## **Computer Security:**

The school policy establishes guidelines regarding access, personal use and appropriate content. All students must also adhere to the rules as outlined in the "**Computer Agreement**" and signed by students and parents at the beginning of the school year. The computer system is monitored and violation of files and/or access to unauthorized areas can be easily determined. Unauthorized software may not be used on the system. This includes software from home, purchased at a retail store or downloaded from the Internet. Passwords must be kept confidential. Inappropriate use of computer systems may result in: loss of privileges, detentions, parent notification, suspension and/or police involvement.

## **Distance Learning/Virtual Classroom Environments:**

Due to the nature of the on-line environment (digital classroom such as Google Classroom) special considerations and expectations need to be in place to promote the safety and well-being of all students in a virtual environment. All members of the school community are entitled to be safe and to be treated with dignity and respect as within a regular classroom environment. Staff will promote responsible digital citizenship and monitor student conduct and intervene using Bias-Aware Progressive Discipline.

## **Student Expectations:**

- 1) Be engaged in your classroom activities - ask for help if needed.
- 2) Complete your assigned work to the best of your ability.
- 3) Protect your passwords and only access your own account.
- 4) If posting or engaging in a video or video chat, adhere to acceptable use standards and follow your school dress code.
- 5) If posting information or videos as part of an assignment, please ensure copyright rules are followed.
- 6) All digital communications with others need to be done in a respectful manner and adhere to your School's

Code of Conduct.

7) Report any incident of cyberbullying or harassment to a parent or school staff member. You can also complete a Report Bullying Now Form from your school's webpage.

Parents/Guardians are encouraged to:

- 1) Be engaged in your child's learning - if needed, contact the teacher by email if your child needs assistance.
- 2) Support your child to complete their work to the best of their ability.
- 3) Encourage your child to participate positively and remind them of the Code of Conduct.

**CONSEQUENCES (Durham District School Board)**

Students who do not comply with the standards of behaviour outlined in the Code of Conduct will be dealt with in a judicious and considerate manner. Actions will vary depending on the circumstances of each individual case. Mitigating factors are always considered before determining consequences. Consequences may include:

- |    |   |    |  |
|----|---|----|--|
| A. | caution by teacher, support staff, administrator or adult supervisor; | G. | community/school service;              |
| B. | temporary removal from class, activity or event;                      | H. | loss of privileges;                    |
| C. | problem-solving exercise;   | I. | detention;                             |
| D. | parental contact;   | J. | behaviour contracts;                   |
| E. | counseling;   | K. | restorative practices;                 |
| F. | peer mediation and conflict resolution programs;                      | L. | support and responsibility agreements; |
|    |   | M. | restitution;                           |
|    |   | N. | suspension;                            |
|    |   | O. | expulsion.                             |

## **SUSPENSIONS**

### **9.1 Circumstances Leading To Possible Suspension for Students: Grades 4 - 12**

A Principal shall consider whether to suspend a pupil if they believe that the pupil has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate:

1. uttering a threat to inflict serious bodily harm on another person\*;
2. possessing alcohol, illegal drugs or, unless the student is a medical cannabis user, cannabis\*;
3. being under the influence of alcohol or unless the student is a medical cannabis user, cannabis;
4. swearing at a teacher or at another person in a position of authority;
5. 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\*\*;
6. bullying; or,
7. any other activity that is an activity for which a principal may suspend a pupil under a policy of the Board. Education Act 306(1)

Other suspend-able infractions including but not limited to:

- a) possessing or dispensing controlled or intoxicating substances that are not prescribed for medical purposes\*\*;
- b) being under the influence of illegal or legal, controlled or intoxicating substances that are prescribed or not prescribed for medical purposes\*\*;
- c) smoking on or near school property; (as per the Smoke Free Ontario Act. Refer to Regulation: Substance Abuse, Students)
- d) committing vandalism\*\*, destruction, damage to school property or to the property of others located on or in school premises;
- e) stealing property;
- f) engaging in intimidation, extortion\*, harassment\*, or verbal aggression;
- g) misusing or misappropriating school property or services, including computers and other technology systems;
- h) engaging in hate motivated incidents\*;
- i) engaging in gang related activity\*;
- j) possessing dangerous objects or substances, including for example laser pointers; gloves with studs on knuckles; or any other item deemed by the principal to be unsafe or a hazard to persons or property in the school;
- k) committing physical assault on another person\*\*;
- l) engaging in or encouraging a fight;
- m) engaging in conduct that constitutes opposition to authority;
- n) demonstrating poor attendance that warrants disciplinary action;
- o) engaging in behaviour that is disruptive to the learning environment of the class or school;
- p) engaging in conduct that is detrimental to the moral tone of the school;
- q) wearing clothing/apparel that is inappropriate, offensive or violates the school Dress Code;
- r) engaging in unauthorized gambling or games of chance; (Bill 157, PPM 145)

\* require police involvement as outlined in the Police/School Board Protocol

\*\*discretionary police involvement as outlined in the Police/School Board Protocol)

9.12 In considering whether to suspend a pupil for engaging in an activity described in 9.1.1., a Principal shall take into account the mitigating factors:

Mitigating Factors:

- the student does not have the ability to control his or her behaviour;
- the student does not have the ability to understand the foreseeable consequences of his or her behaviour; or
- the student's continuing presence in the school does not create an unacceptable risk.

## **9.2 Circumstances Leading to a Suspension, Investigation, and Possible Expulsion: JK- Grade 12**

9.2.1 A Principal shall suspend a pupil if he or she believes that the pupil has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate:

- (a) possessing a weapon\*;
- (b) possessing a firearm\*;
- (c) using a weapon to cause or to threaten bodily harm to another person\*;
- (d) committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner\*;
- (e) assault/physical intimidation of an employee\*; committing sexual assault\*; trafficking in weapons or in illegal drugs\*; committing robbery\*; giving alcohol or cannabis to a minor\*\*; bullying, if, Grades 4-12 - the pupil has previously been suspended for engaging in bullying, and JK – Grade 12 - the pupil's continuing presence in the school creates an unacceptable risk to the safety of another person.
- (f) any activity listed in subsection 306 (1) of the Education Act 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 other similar factor.
- (g) any other activity that, under a policy of a board, is an activity for which a Principal must suspend a pupil and conduct an investigation to determine whether to recommend to the board that the pupil be expelled.

## **CONCLUSION**

When staff, students and families work together, a positive and productive learning environment is established at Glengrove P.S. and achieved. The Code of Conduct establishes the level of behaviour expected for all, so that we have the best possible school where success and achievement are reached through cooperation, courtesy and respect. Please review this Code of Conduct at the beginning of the school year, keep it in a safe place where it can be referenced.

---