



2015-2016

## HOLLAND ELEMENTARY SCHOOL CODE OF CONDUCT AND SAFETY

**Students are expected to be RSR:**

Respectful  
Safe  
Responsible

**The Code of Conduct is applicable at school and during all school-related events and activities. (This includes Kids Club, school outings, sports events, lunchtime activities and the bus ride to and from school.)**

**We strive to continually develop RSR in our students:**

### **Respect**

- We expect our students to respect themselves, others, the school and learning.
- We expect students to use polite language and good manners.

### **Safety**

- We expect students to follow the school procedures.
- We expect students to use school equipment safely and appropriately.
- We expect our students to always think about their personal safety and that of others before they act.

### **Responsibility**

- We expect students to attend school regularly and be on time.
- We expect our students to be dependable, accountable and take ownership for their actions.
- We expect students to take responsibility for their learning and to be active learners.
- We expect our students to do the right thing and speak up when they see things around them that they know are wrong.

We expect our students to be respectful, safe and responsible, **even when no one is watching.**

Parent's Initials \_\_\_\_\_

Student's Initials \_\_\_\_\_



## Holland Elementary School Expectations

### Playground Expectations

#### **Be Respectful**

- Listen to all school staff
- Play by the rules

#### **Be Responsible**

- Line up when the bell rings using quiet voices
- Report bullying and injuries
- Keep the playground free of litter



#### **Be Safe**

- Use equipment properly and safely
- Keep hands and feet to yourself

### Hallway Expectations

#### **Be Respectful**

- Silence during class time
- Walk at all times and keep to the right
- Quiet English voices at recess and lunch

#### **Be Responsible**

- Keep halls clean and clear

#### **Be Safe**

- Keep hands and feet to yourself



### Washroom Expectations

#### **Be Respectful**

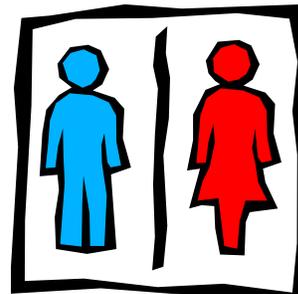
- Hush, flush and wash

#### **Be Responsible**

- Keep the area clean
- Report problems
- Use equipment properly

#### **Be Safe**

- Leave promptly



Parent's Initials \_\_\_\_\_

Student's Initials \_\_\_\_\_

## Assembly Expectations

### **Be Responsible and Respectful**

- Silence during presentations
- Respect quiet signals
- Face the front
- Respect everyone's space
- Show appreciation appropriately



## Bus Expectations

### **Be Respectful**

- Keep hands and feet to yourself
- Use appropriate tone, voice and language
- Listen to your bus driver

### **Be Responsible**

- Report all unsafe activity to your bus driver and to an adult at school
- Keep the bus clean. Food free zone!

### **Be Safe**

- Walk to and from the bus
- Stay in your seat and face the front



## Cafeteria Expectations

### **Be Respectful**

- Respond politely to adults' instruction
- Help keep cafeteria clean

### **Be Responsible**

- Use quiet English voices
- Silence when lights are out and hands are raised
- Recycle when possible.



### **Be Safe**

- Do not share food
- Keep hands and feet to yourself

**\*\*\* Students can bring a lunch to be heated in the microwave twice a week. The reason we limit this is because it will take too long if everyone brings a heated lunch every day.**

Parent's Initials \_\_\_\_\_

Student's Initials \_\_\_\_\_

## Ipap Expectations



### **Be Responsible**

- I will always wash my hands before using the Ipap
- I will always make sure I know where my Ipap is
- I will always ask an adult to plug the Ipap in when I see the charge is low
- I will be responsible and make smart learning choices while using the Ipap

### **Be Safe**

- I will always use 2 hands when carrying my Ipap.
- I will only use apps and programs my teacher has instructed me to use.
- No liquids around the Ipap ever

## POSITIVE BEHAVIOR SUPPORT (PBS)

At Holland, we use Positive Behavior Support otherwise known as PBS. Staff at school explicitly teach students the school-wide expectations highlighted on previous pages. We consistently refer back to these expectations throughout the year and we reteach the expectations when needed.

We believe that appropriate behavior can be taught, and it will be encouraged, recognized and reinforced. Some of the ways we recognize appropriate behaviors are listed below:

- Verbal praise and recognition
- Individual tokens given out to students by staff members
- Class tokens
- Holland Husky Chart Rewards
- Treasure Chest Raffles
- Positive phone calls home
- Positive notes home in the agenda
- RSR Card Monthly Stamps
- Good News Postcards sent home by mail
- Term Awards
- Star Bulletin Board



We believe that the moral obligation of educating children rests first with parents. The school is a partner in this mission and provides educational experiences which will enable children to become responsible individuals and autonomous learners.

**\*\*\*Cooperation between home and school is essential to support the child in a consistent manner. We can best fulfill our mission by working together and by supporting one another. We ask that if a parent disagrees with an action taken by the school, they call or write a note using discretion so that the child can continue to build positive relationships with the adults at school.**

Parent's Initials \_\_\_\_\_

Student's Initials \_\_\_\_\_

**Below, we have outlined major problem behaviors. Every effort is made to use the situation as a learning opportunity, employing problem-solving and conflict resolution skills.**

### **AGGRESSION/BULLYING**

#### Fighting

- causing harm to another person by hurting him/her with physical force and/or hurtful or taunting words
- hitting, pushing, tripping, intimidating, threatening, punching, name calling, play fighting, intentionally blocking the path of another student

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

### **INSUBORDINATION/DEFIANCE**

#### Disrespect of Authority

- Talking in a disrespectful manner to a school staff member
- Refusing to follow directions from a school staff member
- Ignoring school rules and procedures

### **DESTRUCTION OF PROPERTY**

#### Damaging property/Arson

- Destruction of school property/vandalism
- Starting a fire

### **DANGEROUS OBJECTS/MATERIALS**

Possessing any weapon, knife or sharp instrument, or any dangerous object such as a laser pointer, pea shooter, etc.

### **STEALING**

Taking and trying to keep something that belongs to someone else

### **FORGERY/PLAGIARISM**

Signing the name of another person, copying another person's work and claiming it as your own

### **DRUGS/ALCOHOL AND RELATED PARAPHERNALIA**

Possession of drugs, alcohol or any related paraphernalia

Parent's Initials \_\_\_\_\_

Student's Initials \_\_\_\_\_

**Our aim, when disciplining children, is to help them take responsibility for their actions and learn from their mistakes. Students are accountable for their behavior and action will be taken to help them understand what is acceptable. Depending on the severity and/or frequency of the problem behaviour, one or several of the following consequences may apply:**

**RANGE OF DISCIPLINARY ACTION TAKEN BY THE SCHOOL TO IMPROVE THE SITUATION:**

- Re-teaching School Wide Expectations
- Verbal reminder
- Conference with student
- Reflection time / Written reflection
- Time in Help Room
- Walking with recess duty teacher or noon-hour supervisor
- Loss of privileges (extra-curricular events and / or field trips)
- Parent notification from the school (phone call or letter)
- Meet with the principal
- Meet with behavior technician
- Detention at one or more recesses
- Meeting with student, school staff, and parent
- Staff Mentor
- Referral to a school professional (psycho-educator, psychologist, etc.)
- Behavior contract
- Track sheet
- Action plan
- In-school suspension or at-home suspension
- Consequence that provides opportunity to compensate for actions in a positive and productive manner
- Replacement or repair of damaged property
- Individual Education Plan for behavior
- Referral of assistance from outside sources (Jeffrey Hale social worker, nurse, Community Police Officer, etc.)

**\*\*\* All extra-curricular activities at lunchtime, after school and on the weekend are a privilege even if a fee was paid for these activities. If a student is suspended from school, he/she is automatically suspended from any extra-curricular activities that take place during the time of the suspension. Additionally, school staff may restrict students from participating in extra-curricular activities as a consequence for unacceptable behavior.**

\*\*\* While every effort will be made to include everyone on school outings, a student may lose the privilege of attending an outing as a consequence for behavior. Any money fundraised toward the outing will go toward the activity it was intended for. Parents will be refunded for the cost of the trip whenever possible.

Parent's Initials \_\_\_\_\_

Student's Initials \_\_\_\_\_

## Holland Anti-Bullying and Anti-Violence Action Plan

As required by Bill 56, Holland Elementary has established a plan to deal with bullying and violence in our school.

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

The word **“violence”** means any intentional demonstration of verbal, written, physical, psychological or sexual force which causes distress and injures, hurts or oppresses a person by attacking their psychological or physical integrity or well-being, or their rights or property.

Incidents of bullying, based on the above definition, may be reported to an adult in the school who will direct the complaint through the proper channels based on the circumstances surrounding the incident. Students and parents are strongly encouraged to report all incidents so that a follow up can be done in a timely manner.

Once the incident has been reported, the following will happen:

- 1) The situation will be evaluated
- 2) The students concerned will be met.
- 3) It will be determined if any outside resources need to be contacted for assistance.
- 4) Parents will be informed of incident and actions taken.

**The staff is committed to helping students:**

- stand up for themselves and each other.
- move from a silent majority to a caring majority.
- feel stronger and more confident.

Staff members will look out for warning signs to identify potential perpetrators and victims to prevent violent acts or bullying.

Parent's Initials \_\_\_\_\_

Student's Initials \_\_\_\_\_

## **Electronics Policy**

Electronic devices are not permitted for use during school hours unless a teacher is incorporating electronics into a lesson or has given students permission to use electronics during class time. Devices should be turned off unless a teacher has given permission for their use.

Electronics are also not permitted in the school yard as students are encouraged to socialize with each other, play together and take advantage of this opportunity to incorporate some physical activity into their day.

Students may use their electronics on the bus. However, the student is responsible for ensuring that they use the device responsibly and that it does not get stolen on the bus or at school. The school is not responsible for any lost or stolen electronic devices.

## **Homework Policy**

Homework helps students to reinforce concepts previously learned, to practice new skills, and to complete work missed due to absence or distraction. At times, it may enrich students' learning experience as students may choose to explore subjects at home.

It is important that parents and teachers work together to foster a positive attitude toward learning. Homework can provide opportunities to develop time management and planning skills as students learn to manage multiple long-term assignments. Teachers and parents can help students to organize project work around other commitments.

Homework could take from:

|               |                       |
|---------------|-----------------------|
| Kindergarten: | 0 to 15 minutes a day |
| Cycle one:    | 0 to 35 minutes a day |
| Cycle two:    | 0 to 45 minutes a day |
| Cycle three:  | 0 to 60 minutes a day |

These times are *approximate*. Some students may require more time to complete an assignment whereas other children may require less. As in all other aspects of school life, homework may be individualized to meet students' needs.

If a student regularly spends more than the recommended maximum time on his/her homework, parents should contact his/her teacher. On the other hand, if a student does not complete his/her homework, his/her teacher may ask the child to do so at recess or at noon.

**Parents should check their child's agenda daily.** The agenda should accompany students to and from school daily. Parents and teachers often write messages in the agenda and these messages should be acknowledged with a signature.

Parent's Initials \_\_\_\_\_

Student's Initials \_\_\_\_\_

## Holland Elementary Dress Code

In the spirit of respect, both for themselves and for others, students are required to adhere to the following:

- Inside footwear or non-marking running shoes are to be worn indoors at all times. Students are expected to have a set of inside footwear at all times.
- Coats and jackets are not to be worn in the classrooms; these items are to be placed in lockers.
- Caps must be removed upon entering the school and placed in lockers or in school bag.
- All skirts and dresses must be mid-thigh or longer.
- Shorts must be mid-thigh or longer.
- Students are expected to wear snowpants during the winter months.

### Examples of inappropriate clothing and appearance include:

- Clothing, hats or jewellery/accessories with any graffiti, profanity, put-downs, vulgar or violent messages in the form of writing, pictures, symbols or logos.
- Bra straps should not be exposed.
- Revealing apparel such as sheer garments, low-cut blouses/shirts, halter/tube tops and clothing that does not cover underwear (Sleeveless tops and tank top straps must be wide enough to cover undergarments.)
- Short shorts
- Beach sandals (flip-flops), high heel shoes and roller shoes.
- Makeup is not permitted.

***Please note that jewellery of any kind cannot be worn during the physical education period.***

If a student is dressed inappropriately, he/she will be given appropriately clothing to wear for the day and a note will go home to the parents.

Student's Signature: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ & Parent's Signature: \_\_\_\_\_

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### Help Holland School help your child to improve their English speaking skills.....

You can help your child speak more English at school by completing the form below.

I expect my child to practice the speaking of English at school. My intention in sending my child to an English language school is to provide him/her with the opportunity to fluently speak, read and write English.

Parent's Signature: \_\_\_\_\_

## CODE OF CONDUCT CONTRACT

I am aware of the school expectations outlined in the Code of Conduct. I am committed to doing my best to follow the expectations. I understand that I am responsible for my actions.

Student's Signature: \_\_\_\_\_

I am aware of the school expectations highlighted in the Code of Conduct and will encourage my child to follow them.

Parent's Signature: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

### RSR CARDS

On a monthly basis teachers will indicate in the space below, whether or not school wide expectations have been followed. This information will be provided to classroom teachers by the administration.

|      |   |   |   |          |
|------|---|---|---|----------|
|      | SEPTEMBER   | OCTOBER   | NOVEMBER  |          |
| JUNE |  | <b>Respectful-Safe-Responsible</b><br>2015-2016<br><b>Holland School</b>  |   | DECEMBER |
| MAY  |   | <br><i>The holder of this card will be given privileges based on their ability to maintain school wide expectations...</i><br><i>Monthly teacher validation:</i><br><input type="text"/> |  | JANUARY  |
|      | APRIL   | MARCH   | FEBRUARY  |          |