



**Code of Conduct
for
Riverside Public
School
2008-09**

At Riverside Public School we strive to learn and practice the skills that will make us productive and successful citizens – at school and in our community. We expect that staff and parents will model these skills.

We know that certain behaviours are never acceptable in a safe and caring school community.

We know that discipline is a training method that attempts to teach students proper behaviour and correct behaviour mistakes.

Use of discipline demonstrates that we value a safe and caring school.



We are clear that in our school community, these are the skills we need to learn and practice:

All MEMBERS OF OUR SCHOOL COMMUNITY must:

- Try to make the school a safe and healthy place.
- Be honest and fair.
- Show respect for people's differences and opinions.
- Respect and obey persons in positions of authority.
- Keep all language respectful and courteous – especially during disagreements.
- Take notice and help those in need.
- Seek help from school staff if necessary to resolve conflicts, or if they know of harmful harassing behaviours.
- Care for school property and the property of others.

In addition, All STUDENTS must:

- Participate in class and complete assignments and test honestly.
- Attend school on time.
- Follow all school and classroom policies and routines.
- Demonstrate verbal and physical self-control while at school, including busses and all school events.
- Accept discipline from staff
- Obey school staff, including: Educational Assistants, Secretaries, Custodians Administration, Supply Teachers and guests
- Obey the Board Policy on use of internet in schools, this includes: being responsible for personal electronic devices in the event of loss, theft or damage, being accountable for content of any memory storage devices.
(Staff have the right to request to see the content.), Alert a staff member if they know of harmful or harassing types of behaviours
- Not Target any of their classmates via the use of electronic devices or internet sites and be accountable for off-school property use of internet sites or electronic devices that may have a negative impact on the school environment.
- Not use cell phones while at school, except with special permission from school personnel.
- Return school property on time and in reasonable condition and pay for school items that are lost or damaged.
- Maintain good personal hygiene.
- Wear clothes that are appropriate for school following the Dress Code.



We know that certain behaviours are never acceptable in a safe and caring school community.

We agree that all of the following are unacceptable and subject to corrective disciplinary actions by school staff in our school.

All MEMBERS OF OUR SCHOOL COMMUNITY must not:

- Commit sexual harassment or assault.
- Be in possession of any weapon or use a weapon to threaten or intimidate (including firearms).
- Traffic weapons or illegal or restricted drugs.
- Have, be under the influence of, or provide to others – alcohol or illegal or restricted drugs.
- Commit robbery.
- Cause injury to anyone or encourage others to do so or participate in bullying.
- Cause injury to another person with an object of any sort.
- Promote hate propaganda or act in any way motivated by hate or bias.
- Cause a disturbance anywhere on school property that interrupts learning or school operations.
- Vandalize or cause damage to school property or property located on school grounds.

In addition, All STUDENTS must not:

- Swear or use improper, rude language.
- Use threatening words, gestures or physical violence against a person or their belongings.
- Use displays of affection that are inappropriate for the school setting (e.g. kissing, fondling, embracing).
- Harass by any means (e.g. verbal, physical, through an electronic device or the internet) any member of the school community.
- Smoke, use or possess any drugs, alcohol or tobacco product on school property, school buses or school events.
- Have, use, sell or provide alcohol, illegal drugs or restricted prescription drugs (sold illegally for non-medicinal purposes) on school buses, while on field trips or on school property.
- Be on school property where the use of alcohol or illegal drugs is still detectable.
- Steal or vandalize the property of others.
- Use camera-capable electronic devices in areas others expect to be private (e.g. washrooms, change rooms) or where there is a known objection to taking pictures.
- Connect PDA's with internet capabilities to the TLDSB network.
- Use internet or electronic devices to threaten, harass or demean any other member of the school community, especially when those actions interfere with that member's ability to function in the school.
- Access inappropriate websites.



We know that discipline is a training method that attempts to teach students proper behaviour and correct behaviour mistakes. Use of discipline demonstrates that we value a safe and caring school.

In our school, this is the philosophy and plan for corrective and supportive discipline:

- Discipline will be used when any classroom or school rule and/or routine is violated.
- Discipline will be used when student behaviour impacts negatively on the school climate of Riverside Public School – even if that behaviour does not occur on school property.
- It is the goal of our staff to take into consideration the individual student and circumstances before making decisions about what type of discipline is most appropriate.
- While parental input is welcomed and considered, it is the responsibility of school staff and ultimately the school administration to make final decisions about discipline.

Riverside Public School has 4 tiers of discipline that are used progressively over time, based on the frequency and severity of misbehaviours.

Tier 1 Used when student behaviour error is infrequent, minor and not severe.

Examples of disciplines used:

- Warnings
- Detentions
- Logical Consequences (e.g. parent contacts, healing of ruptured relationships, loss of marks, repayment of time, loss of privileges, withdrawal from class, restitution for damages)

Tier 2 Used when a chronic pattern is identified.

Use of restorative practices and further logical consequences will be used in a behaviour contract/plan.

- Analysis of the difficulty and behaviour plan made by teacher and student.
- Analysis of the difficulty and behaviour plan made by teacher, parent and student.
- Analysis of the difficulty and behaviour plan made by teacher, parent, support staff, administrator and student.
- *NOTE: For certain misbehaviours – suspension may or must be considered. Except for students for whom the suspend-able behaviour is a first offence – it is expected that documentation of Progressive Discipline levels 1, 2, and 3 is available.*



Tier 3 Used when severity and frequency identify a need for more long term and targeted intervention.

- Mandated participation in small group sessions (e.g. small group interventions, Board counselling – individual or group restorative practices / Justice Circle).
- Significant restrictions and substitutions – (e.g. revised schedule, reduced levels of freedom or increased allocation for supervision, loss of privileges).

Tier 4 Used when severity and type of misbehaviour means consideration of suspension. See Boxed list below.

- Consideration of suspension (Progressive Discipline options from tiers 1,2,and 3 may be substituted).
- Consideration of suspension pending expulsion (Suspension may be substituted.).

Suspension for the following MAY be considered by the Principal:

- Uttering a threat to inflict serious bodily harm to another person.
- Possessing alcohol or restricted 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.
- Bullying.
- Any act considered by the Principal to be injurious to the moral tone of the school.
- Any act considered by the Principal to be injurious to the physical or mental well-being of any member of the school community.
- Any act considered by the Principal to be contrary to the Board or School Code of Conduct.



Suspension Pending Expulsion MUST be considered by the Principal:

- Possession of a weapon, including possessing a firearm.
- Use of a weapon to cause or 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 of weapons or illegal or restricted drugs.
- Committing robbery.

An act considered by the Principal to be significantly injurious to the moral tone of the school and/or to the physical or mental well-being of others.

- A pattern of behaviour that is so inappropriate that the pupil's continued presence is injurious to the effective learning and/or working environment of others.
- Activities engaged in by the pupil on or off school property that cause the pupil's continued presence in the school to create unacceptable risk to the physical or mental well-being of other person(s) in the school or Board.
- Activities engaged in by the pupil, on or off Board property, that have caused extensive damage to the property of the Board or to goods that are/were on Board property.
- The pupil has demonstrated through a pattern of behaviour that s/he has not prospered by the instruction available to him or her and s/he is persistently resistant to making changes in their behaviour that would enable him or her to prosper.
- Conduct which is so refractory as to demonstrate that the student is unwilling to respect or respond to authority and/or respect the rights or dignity of other school community members, despite having been given a reasonable opportunity to do so.
- Any act considered by the Principal to be a serious violation of the Board or School Code of Conduct.



Routines are designed annually to ensure that the school runs efficiently and remains safe and orderly. To be effective, it is essential that all of the school community comply with rules and practices related to these routines.

Routines for the 2008-09 School Year:

- Organization of the School Day

School Year Calendar

Classes will begin on September 2, 2008 and the last day will be June 25, 2009. Professional Activity days are August 28, October 10, November 7 & 28, January 28, and June 26.

School Day Timetable

8:20	Bus Arrivals & parental drop of students (parents please use the south parking lot only for safety reasons)
8:40	Entry Bell
8:45	Announcements/O'Canada/Moment of Silence - students who arrive at this time are considered late and need to sign in at the office
10:05 - 10:35	Morning Recess
12:35 - 1:35	Lunch and noon recess
3:15	End of day Bell
3:20	Buses Leave
3:25	Walkers, Bikers and Parental pick up (please do not pick up before this time due to parking lot safety - parents also at this time only use the south parking lot)



Programs/Resources

It is our belief that it is the responsibility of the staff, in partners with the parents/guardians, to provide the best possible education we can for children. Emphasis will be placed on teaching reading, writing, and mathematics and science skills. In all subject areas the new curriculum will be followed. A variety of assessment and evaluation strategies will be used to measure the degree to which each student has understood the required expectations in the curriculum. Each student will be encouraged to reach his/her potential to the fullest. Special Education resource assistance is available to assist both students and staff with the curriculum. Occupational therapy and speech-language therapy is provided through Home Care, here in the school. A programme emphasizing non-violence will be emphasized throughout the school year in all grades. We believe that every child had the right to a safe school environment.

French Immersion

Riverside Public School houses the French Immersion programme offered by the Trillium Lakelands DSB. The program begins in Senior Kindergarten (270 out of 300 min. per day) with total immersion for the first three years (240 out of 300 min per day). Some English instruction begins in grade 3 and increases each year (grade 4 to 6 180 out of 300 min per day) until grades 7 & 8, when half of the total day of instruction is in English.

French Immersion is a program in which student's receive instruction from a teacher who speaks French fluently. Designed specially for children whose first language is not French, such a program enables the child to become functionally bilingual on graduation from secondary school. Curriculum guidelines ensure that this program meets the same general expectations as English-language programs, except that texts are written in French and the language instruction is French. Careful, ongoing evaluation indicates that after several years in a French Immersion program, students perform as well as those in a regular English program on a wide spectrum of academic performance tests, including English language arts. Any child in the Huntsville area, entering Senior Kindergarten may register in the French Immersion program. For more information, contact your school office for a Parent Information pamphlet.

Core French

Core French is an important part of your child's day. Students in grades 4 to 8 receive 40 minutes daily. Core French teachers work with your child's homeroom teacher to integrate themes and provide relevant programmes. Second-language acquisition is critical in an increasingly international workforce. Thank you for supporting Core French at Riverside.



Physical Education

Riverside offers the students a varied program of activity. All staff supports the premise that a healthy body can only help learning. Our program strives to make Physical Education fun, challenging and varied. We want all children to participate to the best of their ability. Fitness is important so children will continue to have activity as a valued part of their life. If the home and school, as partners, can set the example, children can look forward to a healthier, happier future. For all students from grade 3 and up as change of clothing is required for every Phys Ed class.

Computers

Equipment: each classroom is equipped with a computer network to Window's XP. In addition, our Library lab will provide students with greater computer access and instruction in new applications.

The Library/Resource/Information Centre

At Riverside, students from JK to Grade 1 may sign out one book or magazine at a time. Students from Grade 2 to 8 may sign out 2 books and/or magazines at a time. Under special circumstances, additional resources may be signed out.

Riverside is also able to offer to parents a resource area in the Library for them. There is a form in the Library to fill out so you can be entered into the system. Parents may borrow up to 4 items for 4 weeks. Once you are in the computer system you children can show you how the sign out process works.

Procedures

Medication Policy

The Principal, Vice- principal or secretarial staff may administer medication with the full consent of the parent/guardian and under the instructions of the attending physician when:

- Medication is necessary on an on going basis
- Medication is necessary in an emergency situation

The following procedures are to be followed in all situations:

1. A Request for Administration of Medication form has to be completed annually, provided to the principal and kept on file in the office.
2. The details for the administration of the required medication are clearly indicated on the form.
3. Medication must be in a container with a pharmacist's label designating patient's name, instructions for use, name of drug, and the name of the physician.
4. Medications must be transported to the school by a responsible adult.



Reporting Absences - Safe Arrival Program

If your child is not able to attend school, please call the Safe Arrival number 789-7673. The 24 hour voice mail system will record the information. The office will phone the home of any absent pupil for whom there is not a message. This will help assure us every pupil is accounted for. A note explaining a child's absence is required upon the child's return to school. Please state the reason for the absence, the child's name and teacher.

Use of the Telephone

Student's use of the phone will NOT be permitted except for emergency reasons. Your co-operation in not calling and asking for your child to come to the phone is greatly appreciated. Messages may be left in the office with the secretarial staff who will notify students at the end of the day.

Parent Volunteers

Volunteers are an important part of life at Riverside. They may help with special programmes such as Active Living, Arts and Environmental electives and excursions. Many volunteers are needed to help in a classroom on a regular basis; reading with children, preparing classroom materials, or working with a small group of students. The Phys Ed and Library programs have made extensive use of parent volunteers. Most volunteers make arrangements directly with the classroom teacher or staff member they will be assisting, however everyone is asked to report to the office to sign in and obtain a badge to identify them to the rest of the school community. It is important for parents to understand the issue of confidentiality and special needs. A Police Criminal Reference Check is required by all school volunteers at no cost if they obtain the paper work from the school.

Programs offered at Riverside

Recycling

Riverside is an ECO School

Being aware of our environment is a part of a child's life at school. In keeping with the philosophy of Reduce, Reuse and Recycle, it has become our school practice to use reusable containers for daily lunches (labelled with student's name).

We also offer a program for batteries, ink cartridges, laser cartridges and cell phones. Please feel free to drop these items off at the office in the appropriate bins.

White or Chocolate Milk is offered daily at a cost of \$0.75 each. Parents are encouraged place orders from the forms sent monthly by the office.



Pizza is offered for both Kindergarten schedules and the rest of the school population. Orders are to be placed on the day before - for grades 1 to 8 orders are to be placed on Wednesday, for delivery on Thursday. Prices will be announced the first week of school.

Winter Electives

Winter electives are offered in January and February for 4 weeks. Students will be able to pick from a series of activities. Payment is required up front, post dated cheques are accepted and a payment plan is also available by contacting the office staff. Activities are filled on a first-come first-served basis, be sure your child puts in two choices on the form.

Inclement weather

On those mornings when it is questionable whether the buses will or will not run, the decision is made by the Trillium Lakelands DSB Transportation Officer, and will apply to all routes in that area for both the am and the pm runs. Parents of students in our community should listen to their regular station for bus cancellations or to Moose FM, CHAY FM, EZROCK FM, Cool FM, Rock 95.5 FM or Breakfast TV out of Toronto. Therefore, should you drop your children off at the school; you are to pick them up no later than 3:15. If this falls on a pizza day for your child - pizzas will NOT be ordered and will happen their next school day.

School Council

Riverside has an active School Council. Parents are encouraged to run for the Council in the fall and any one can attend meetings. Parent participation is vital in order to provide the best possible education for all students.

Mission Statement: It is the Mission of the School Council to:

Support the administration of the school and to provide a positive conduit between educators, students and parents so as to ensure the development of our students in a co-operative, cohesive setting.

Vision Statement: "Working Hand-in-Hand"



Dress Code

1. In order to ensure that your child has a comfortable day at school it is necessary to consider changing weather. All children are expected to go outdoors for all recesses so proper clothing is necessary. Hats, coats, snow pants and mitts, as well as boots are essential for your child's protection during cold weather. During wet weather, boots and a raincoat protect against the elements
2. A second pair of indoor shoes helps keep the classroom and gym floors clean and safe. Adequate foot ware must be worn at all times.
3. Hats or hoods will not be worn in class.
4. In keeping with our policy on promoting non-violence in the school, articles or clothing depicting death and violence are not acceptable.
5. T-shirts or other articles of clothing shall not promote illegal, profane, slanderous or libellous subject matter (i.e. alcohol, tobacco or drugs, profanity-implicit or specific)
6. Spaghetti straps and strapless tops are not permitted at any grade level. The width of shirt straps should be 2 fingers wide. Plunging or revealing necklines are not permitted.
7. Shorts, skirts and dresses are to be not shorter than the length of the extended arm and hand when held at the student's side.
8. Shirts are to be tucked into the pants or hang several inches below the belt line of the pants/skirt/shorts in order to cover the midriff area - no belly buttons should be shown.
9. Undergarments of any description (including boxers, bras and under ware) are NOT to be shown

I have read and discussed the contents of this agenda with my child.

Parent signature: _____

Date: _____

Student Signature: _____

Teacher Signature: _____